

LITTLE LEAGUE BASEBALL INC.



2016 - 2017

Gene Carlisle, CA District 39 Administrator

California District 39 – The Proud Home of the following Little League's

**Aptos Little League
Capitola/Soquel Little League
Live Oak Little League
Pajaro Valley Little League
San Lorenzo Valley Little League
Santa Cruz Little League
Scotts Valley Little League
Watsonville American Little League**

Visit our website at: <http://www.d39ll.org/>

TO: All League Presidents
SUBJECT: Policy Letter Distribution and Use
The attached Policy Letters are for your use and reference and for further distribution to your league's Board Members and volunteers as required

DISTRICT 39 LEAGUE PRESIDENT MEETINGS

Purpose: To enhance communication between all leagues in District 39 and the District
Facilitate transition between new and old board members
Train and assist local league board staff
Co-ordinate post season
Train umpires
Help resolve League and player issues, act as conduit of information from region and international

Location: Sites TBD – Aptos Jr. High Room 31
1001 Huntington Dr. Aptos Ca. 95003

Time: Second and Fourth Wednesdays of each month
7:00pm Oct. – Feb. 7:30pm March - June

Who: Public meeting open to all interested in attending
Required attendance by president and suggest you bring a different board member each month.

Note: Please notify the District Administrator should you not be able to attend.
Please have a league board member attend if you are unable.

The following is the calendar for the year, please consult the Web site for any updates or changes

Dates:	September 28 2016	Welcome / Presidents Training
	October 12 2016	Presidents & UIC
	October 26 2016	Player Agents
	November 9 2016	Safety Officers & Presidents
	December 14 2016	Presidents
	January 11 2017	Presidents
	January 25 2017	Open
	February 8 2017	Presidents
	February 22 2017	Open
	March 8 2017	Presidents
	April 12 2017	Presidents
	April 26 2017	Player Agents
	May 10 2017	Presidents
	May 24 2017	Tournament Directors
	June 14 2017	Presidents

PRESIDENT'S RESPONSIBILITIES

1. Organize
 - a. Take inventory of all assets and equipment should be done annually
 - b. Review past league operation
 - c. Establish priorities and goals for the upcoming season
 - d. Fill the following Board of Directors positions:
 - **League Information Officer**
 - **League Chief Umpire**
 - **League Safety Officer**

Read pages 30 and 31 in the Little League Operating Manual, ("Role of League President")

2. Don't Try To Do It All Yourself!!!
 - a. Delegate!
 - b. Follow up on assignments
 - Don't badger people you have assigned to do things, but follow up in a constructive manner. Have accountability checks in place.
 - Don't wait until the last minute to follow up. Make periodic checks on progress, so if things are falling behind, you have time to catch up.
3. Attend District President's Meetings
 - a. If you are unable to attend, have one of your board members attend
 - b. Consider having a different board member attend each month with you.
 - c. Report information from the President's meetings to your Board of Directors at your next meeting, so they can act on any items needing attention. Include this in your local meeting agenda.
4. Hold Regular Board Meetings
 - a. Meet at least monthly, more frequently as needed, especially during the playing season. Post a schedule of meeting dates, time and locations on your web-site. Update as changes occur.
 - b. Have an agenda for each meeting, so everyone knows what will be covered, and you will not forget important items that need to be discussed and acted on.
5. File Charter and Insurance information with Williamsport as soon as possible. This will assure you of receiving start up supplies such as Rule Books and President's Handbook. Charter and Insurance must be in place before any tryouts are held.
 - a. Be sure your league is incorporated / file for tax exempt status.
 - b. Be sure a tax return has been filed for the previous year. Fiscal year for most league is Oct. 1st to Sept. 30th
 - c. Arrange for an annual audit of your league treasurer's books.
 - d. Make sure all bank accounts require two signatures.
 - e. Send a copy of the Charter with the assessment check to the District.
6. Make sure the Leagues ASAP Plan has been revised and submitted to International by Jan 1st. **This will affect your Tournament Hosting ability. First plan approved gets first choice of Tournament to host, 2nd – 2nd , 3rd – 3rd -----**

7. Work closely with your Player Agent to assure timely notices for sign ups, tryouts, and player selection. Be sure all members of your Board of Directors are familiar with league boundaries, to eliminate the possibility of signing up players not eligible to play in your league.
8. Take advantage of the District's training seminars and Umpire Clinic or plan to send you're Umpire-In Chief, other interested adults to San Bernardino for an Umpire Clinic(s). See Regional training schedule at <http://www.eteamz.com/llbwest/>
9. Plan your league playing schedules, allowing for the maximum amount of games to be played, leaving room for playoffs and rainouts.
10. League registration data needs to be filed with international by April 1st. this must be done so you're ASAP Plan can be approved. **You can file partial lists before Jan. 1st**
11. Team Rosters are due at Williamsport and District within 14 days of your first game in each division. **Rosters are due (hard copy) to the District Office no later than April 15. A copy of your league schedule must accompany them. Leagues not complying with this submittal date to the District Office will forfeit D39 TOC privileges.**

Note – continue to update rosters to LLB

12. Determine the selection process for your All-Star teams and managers.
 - a. All-Star announcement and practice will not be allowed before the dates Little League sets in the rule book.(Tournament section under Release of Names)
 - b. All-Star Roster must be properly filled out following the selection of the All Star Teams (9/10, 10/11, Little League).
 - c. District Affidavit Approval Meeting - TBD - bring original affidavit with Birth Certificates, League Map, proofs of residency, Waivers and any other required information for proper verification. Birth Certificates should show "Certificate of Live Birth" – no decorative type certificates will be accepted.
 - d. Send the required LLB assessment check to Williamsport for each division of tournament play being represented.
 - e. Be sure you have a medical release for each player.
13. **VERY IMPORTANT** - Per LLB Official Regulations – I – THE LEAGUE, article (b) – the President, with approval of the Board of Directors, shall appoint managers, coaches, and umpires annually. Manager/Coach representation on the Board shall not exceed a minority.

Note: If you have any questions about these suggestions, or about any other Little League rules, please call Gene Carlisle 408-859-1301

DISTRICT 39 SUGGESTED ANNUAL CALENDAR

Early

August

- September
- Hold Annual Membership Meeting & Elections
 - Fall Ball – remember to file rosters

- October
- File for Charter
 - Hold first regular meeting
 - Appoint committees
 - Set dates for sign-ups
 - Set proposed budget

- November
- Review League Constitution, Copy to District and Williamsport if changed
 - Review local league rules and amend as needed, draft to District
 - Apply for Incorporation and tax exemption if not already done
 - Reserve dates for umpires and staff to attend clinics
 - Contact sponsors – returning
 - Set dates for tryouts and player drafts

- December
- Apply for insurance (due Jan 1st)
 - Schedule dates for field maintenance
 - Set dates for tryouts and player drafts
 - Submit to District, league boundary map if changed
 - **League Charters Due (Jan 1st)**
 - **League ASAP Plans Due Williamsport and District (Jan 1st)**

Remember that registration information needs to be sent to International before ASAP Plan will be approved. You can file partial lists before Jan. 1st

- January
- League Assessment Checks Due to District
 - Contact sponsors – new and old
 - Select managers and coaches (**background checks finalized before any contact with players**)

- February
- Tryouts Finalized – Teams Selected **No approved ASAP Plan No tryouts!**

- March/
April
- Begin regular season play
 - Player agents file rosters and schedules with Williamsport and the District (within 14 days of first game)

- May/June
- Finish regular season play
 - Select All-Star teams and managers (announce after required date in June)
 - Attend tournament meetings in June
 - File International Tournament Applications to Williamsport
 - TOC Play Occurs

- July/Aug
- Nominating Committee submits proposed candidates for next years Board of Directors
 - Year-end review and recommendations to next board.
 - Advertise for Fall Ball
 - International Little League Tournament

California District 39 Little League Check List

Items Due District, Regional and International with Due Date

		Done	Date		
League Officers Data Updated	By Oct. 1 st				
ASAP Plan Submitted	Before January 1 st			Must be done and approved to Host Tournaments	<div style="border: 1px solid black; padding: 5px;"> <p style="color: red; margin: 0;">These Items will affect TOC eligibility</p> </div>
Constitution Reviewed/Updated	Before January 1 st				
Local Rules Submitted	Before January 1 st				
Charter and Insurance	Before January 1 st				
League Assessment Paid	First District Meeting in Jan.			Last year's teams chartered X 12 will be used for fee	
Divisional Play Request	January			Santa Cruz LL	
Draft Option	Before Draft				
Player out of League IId	Before Draft				
Player out of League IVh	Before Draft				
Residency Waiver	Before Draft			Only in Special cases	
Rules Waiver	Before 1 st Game				
Interleague Play Request	Before 1 st Game				
Player Registration Data to International	By Jan. 1st			This will affect ASAP Plan approval	
Season Rosters to International and District	14 Days After 1 st Game			Players, Mangers & Coaches. This will affect All Stars	
Charter Updates to International	Before June 1 st				
League Financial Report	Fiscal Year				
Special Game Request	2 weeks before Games				
Background Checks	Before any contact with Players				

LOCAL RULES CHECKLIST

There are a number of places in the Little League Regulations and Rules where a local league's Board of Directors is either required to, or has the option to, make choices regarding the rules and regulations that will be used. This document is intended to serve as a checklist of the various items that a league should consider on an annual basis. In addition, a few items that are not explicitly covered by the rulebook, but which a league is recommended to consider, are included.

Note that, once a league chooses its options, those choices must then be enforced consistently throughout the year

AGE STRUCTURE AND THE VARIOUS DIVISIONS

Regulation I(a)(3): 7-year olds may play Minor League or Tee Ball depending on the local structure and ability of the players.

This appears to imply that a league may choose to:

- Have all 7-year olds play in Tee Ball
- Have all 7-year olds play in Minors
- Select, on a case-by-case basis, whether an individual 7-year old will play in Minors or Tee Ball based on an evaluation of the player's ability.

Regulation III(a) The Local League may elect to roster fewer than 9 players at the Tee Ball/Minor level.

Regulation III(c) The Local League may elect to allow 4-year olds to play Tee Ball.

Regulation III(d) The Local League (or district, if the Big League is administered as a district operation) should specify in its local rules the number of days allowed for a manager to comply with selection of a replacement.

Regulation III(d) A league may adopt a local rule prohibiting replacements from the Minor League program onto a Little League (Majors) Division team during the last two weeks of the regular season schedule.

Regulation IV Players league age 12 are eligible for the Junior League division at the option of the local league board of directors.

Regulation VIII(b) The Local League should establish a policy, approved by the Board of Directors, regarding players who decline to move up to a major league team.

PLAYER POOL

Under Regulation V(c), leagues have the option of establishing a pool of players, administered by the Player Agent, who are willing to fill in when a team does not have enough players. Consult the rulebook for a description of how this is to be administered, should the league elect to use this provision.

GAME SCHEDULES

Regulation VII(d) When League size and limited field availability require leagues to schedule more than one game on the same night and on the same field, the league may be permitted to impose a time limit on the first game.

If this provision is adopted, the league should determine what will happen if the game has not yet become official when the time limit is reached.

Regulation VII(h) Minor League and Tee Ball: A Local League may impose a time limit on games regardless of the Number of innings played. It is recommended that no league standings be kept, and no championship games be played.

In addition, leagues should establish procedures for what will happen if:

- A game cannot be begun because one or both teams have insufficient players or do not have a coach or manager available.
- If a game cannot be continued because injury, illness, ejection or other causes result in a game not being able to be continued due to insufficient players or coaches/managers.
- If a game cannot be begun due to weather conditions, or must be suspended due to weather prior to becoming official, or when tied.

Local Rules Checklist

FIELD CONDITIONS AND SIZES

Rule 3.13 The Local League will establish ground rules to be followed by all teams in the league.

Note: the term “ground rules” refers to rules associated with the physical conditions of the field, such as what happens if a ball hits branches hanging over a fence. This is not a license to change official Little League rules.

Rule 1.04 Tee Ball option: The infield may be a 50-foot square.

Rule 1.04 Base paths of 80 feet are optional for Junior League regular season play only. 54 feet pitching distance is optional for Junior League regular season only.

Rule 5.10(b) A league may adopt its own regulations governing games interrupted by light failure.

It is suggested leagues adopt a policy that a play that is interrupted by light failure, sprinklers, etc. should be replayed starting from before the last pitch, while a game that is interrupted by this (or other man-made causes) and cannot be resumed within an acceptable time period should be suspended and completed later. (This helps ensure that a game is not decided by something man-made, and thus possibly deliberate.)

PLAYING RULES: TEE-BALL

Rule 1.01 Tee ball is traditionally considered to be non-competitive. As such, the league may allow the use of more than nine players on defense.

Rule 4.10(e) Tee Ball: The Local League may determine appropriate game length but shall not exceed 6 innings. It is recommended that Tee Ball games be 4 innings or 1-1/2 hour time limit.

PLAYING RULES: MINOR LEAGUES

Regulation VIII(d) A Local League may elect to utilize adult pitch (“Minor League Coach Pitch”) or machine pitch (“Minor League Machine Pitch”) in Minor League games involving players league ages 7-12.

It is permissible to have more than one Minor League division, and to use different pitching methods in different divisions.

Rule 1.01 In non-competitive Minor Leagues, the league may allow the use of more than nine players on defense. *Competitive Minor Leagues are required to use only nine defensive players.*

Rule 5.07 Minor League: The side is retired when three offensive players are legally put out, or when all players on the roster have batted one time in the half-inning, or when the offensive team scores five (5) runs. **OPTION:** The local league board of directors may suspend the five-run rule in the last half-inning for either team.

PLAYING RULES: CONTINUOUS BATTING ORDER

Rule 4.04 The use of the Continuous Batting Order is mandatory in Minors and Tee-Ball. It is optional in the other divisions – the league has the choice of using CBO or not in Majors, Juniors, Seniors and Big League.

The Little League Rules and Regulations do not completely provide for the situation in which, during a game played under the Continuous Batting Order, the batter or a base runner is injured and unable to continue. In the absence of the CBO, a substitution would simply be made, however this cannot be done when all players are in the batting order. Each league should establish a procedure for handling this. Recommendations for possible procedures:

1. If, in a game being played using Continuous Batting Order, a player on base is injured or ill and must be replaced, he/she will be replaced by the most recent batter not currently on base.
2. If, in a game being played using Continuous Batting Order, a batter becomes injured or ill during his/her time at bat, one of the following procedures might be adopted:

Local Rules Checklist

- a. The player is treated as if he/she was ill/injured at the beginning of the at-bat per 4.04, is skipped over without penalty, and the next batter takes his/her position in the batter's box with no-ball, no-strike count.
- b. The next player in the lineup takes the place of the injured/ill player and assumes his/her current ball/strike count.

Of course, neither 2a nor 2b is a perfect solution – in the first case, the pitcher “loses” any strikes he/she may have thrown, while in the second case, the replacement batter gets less than the full at-bat. Hopefully, this situation will arise only rarely.

PLAYING RULES: TEN-RUN RULE

Rule 4.10(e)(2) The local league may adopt the option of not utilizing this rule.

If the league fails to explicitly elect not to use this rule, then it is in effect for all games. Leagues may elect to use this rule for some divisions and not to use it for other divisions. It is not permissible to choose to use it or not use it on a game-by-game basis.

PLAYING RULES: PROTESTS

Rule 4.19(f) A committee composed of the president, player agent, league's umpire-in-chief and one or more other officers or directors who are not managers or umpires shall hear and resolve any such protest as above, including playing rules.

Ideally, leagues should establish the members of the Protest Committee in advance.

Rule 4.19(g) Minor League: A Local League may adopt a rule that protests must be resolved before the next pitch or play.

ALL-STAR TOURNAMENT SELECTION

Leagues are strongly advised to establish, at the beginning of the year, the procedures via which:

1. Players will be chosen for All-Star teams
2. Managers and coaches will be chose to run All-Star teams

Doing this in advance can save considerable controversy at the time the All Star selections actually take place.

Districts “Position” on WAITING LISTS

Waiting Lists are “highly discouraged”. The Goal of Little League is to have every child participate. As such, having players that register “sitting on a Waiting List” waiting for another player to either quit or get hurt does not seem to meet the intent of the Goal. To the MAXIMUM extent possible, every player who registers should be placed on a team and be given an equal opportunity to participate.

According to Regulation III (a) Each league sets the number of players on each team (12 to 15 with the exceptions that Big League can have up to 18 and Minors and T-Ball can have as few as 9 and as many as 20).

The Regulation further states that “All teams in a particular division must carry the same number of players on their rosters.” This is where the “problem/waiting list” arises, that is, what do you do if the number of players is not “equally divisible” by the number of teams.

The solution is really quite simple, you ask for a WAIVER of the Regulation III (a). Little League has historically granted such Waivers and allowed leagues to have some teams that have one more player than other teams in the same league. As new players (late sign-ups) arrive, they are placed onto the other teams to equalize number of players.

You can even ask for a Waiver on the maximum number of players allowed. Say, for example, you have 46 Junior League Players. You need 12 on a team so you do not have enough for 4 teams. If you put 15 players on a team, that’s only 45 players for 3 teams. What about the 46th player? Simple, ask for a Waiver to allow 16 players on a team.

We know that some Managers may complain about carrying additional players but Remember: IT’S FOR THE KIDS, not the Managers.

NOTE:

If you wish, you could include in your “Local Rules & Regulations” how you handle an “unequal” number of players. You could even include a “revised” Draft Plan that states that when the draft is in the “final round” (fewer players left than there are teams), each player’s name will be placed on a slip of paper. A number of “blank” sheets of paper (equal to the number of teams minus the number of remaining players) are also made up. All of the slips are placed “in a hat” and the Managers (in their normal draft order) pick from the hat. That way, the teams that get the extra players are “random”.

DISTRICT 39 POLICY ON DISRUPTIVE SPECTATORS

When in the opinion of the Umpire in Chief at a league game, a spectator or other non-participant is disrupting the progress of a game, either by verbal or other offensive conduct, the UIC shall call both team's managers to a conference on the field in full view of all participants and spectators. At that conference, the UIC shall advise the managers that the game will not continue if the offending conduct continues. The managers will be given an opportunity to address such persons present as is appropriate in the managers' opinion.

If the offensive conduct is not discontinued, or resumes later during the game, the UIC shall once again summon the managers to a conference on the field, and shall advise the managers that the game will be suspended until the offending non-participant leaves the vicinity of the playing field. (This may incorporate an entire public park, or such an area as, in the opinion of the UIC, is appropriate to ensure that the game may be resumed without disruption.)

If the offending non-participant refuses to leave, the game shall be suspended. The protest committee in charge of the division in which the game was held shall determine whether one or both teams shall suffer forfeiture as a result of the suspension, or whether the game shall be replayed from the point at which it was suspended. If the offending non-participant is determined by the committee to have been affiliated with one of the teams playing in the game that fact may be considered in the decision of the protest committee. Such determination shall be final and no appeal may be taken from the determination of the protest committee.

NOTE: This policy is directed at non-participants who disrupt games or render the atmosphere of competition unwholesome due to unacceptable conduct. Rules governing handling of participants in League games (players, coaches, and board members) are covered elsewhere in the Little League Rule book under Regulation XIV, Field Decorum, and rules 4.06, 4.07, and 4.08

DISTRICT 39 LEAGUE BOUNDARIES

This Policy Letter is designed to emphasize Little League Regulation II, President's Manual and Handbook, regarding League Boundaries.

It is mandatory that every player participating in the League live within the boundaries of the unit League, attend school within the boundaries or be covered by a waiver (Reg. II D, IV H) in the event his residence is outside the League boundaries. Failure to comply with the regulation affects eligibility and may result in disqualification in tournament play.

The President, each year shall, prior to submitting the Charter application, determine the actual boundaries from within which the League may select players. These boundaries must be described in detail and be shown on the map. All leagues must have separate boundaries with NO OVERLAPPING. Any boundary changes must be forwarded, with a new map, to the District Administrator for approval before forwarding to Little League Headquarters.

The provisions of Regulation II apply to all divisions of Little League. No other League will accept players from another League's chartered territory.

DISTRICT 39 FIELD LOCATIONS

Please see Locations on District website @ <http://www.d39ll.org/>

POST SEASON UMPIRES

The District policy for Leagues to submit umpires for consideration as postseason umpires will be:

Requirements:

Volunteer

Nominated by a specific League that is part of CA D39

Nomination will be submitted by the League UIC (must be an original)

Nomination will be approved, and signed, by the League President

Evaluation by the D39 UIC – or appointed evaluator

League UIC will identify willing and qualified umpires. Have individual complete application. Submit application to the District UIC no later than April 15th, for any first time applicant(s) who will need evaluation.

For those umpires who have been selected the previous year, name must be submitted by May 15th, and, completed application on or before the Postseason Umpire Meeting and Training in early June date TBD. Applications must be original, personally signed (not typed in names) by the Applicant and League President. A faxed or pdf application will be accepted as long as there are personal signatures (not typed in names).

This is an annual process, and, League must submit individuals for consideration each year.

ALL assignments to other Districts during the Little League International Tournament must be with District UIC and District Administrator approval.

DISTRICT UMPIRE UNIFORM

Attire: Collared, pull-over shirt, Navy (with red or navy mock undershirt – preferably, McDavid or UnderArmour styled), Black (with black or white mock undershirt – McDavid or UnderArmour styles) or District approved alternate. A Little League Umpire patch must be on the left shoulder sleeve. Grey pants, Black belt, Black shoes with black (or navy) socks. White socks are not acceptable. Crews should strive to coordinate attire. No jewelry of any kind (Med Alert bracelets are acceptable).

Caps: The official cap is navy with white “District”, and, red-with-white-outlined “39”. These caps are to be worn *only by Selected Postseason 39 umpires*, and, only for sanctioned Little League and District events (such as, Instructor at a District Clinic, or, a student at a Western Region or other District clinic)., TOC, All Star, Sectional, Divisional, games involving District crews. *These caps may be worn during regular season League game(s) with permission of the District UIC only no exceptions. To clarify they may also be worn for a volunteer assignment for another League or District provided it has been cleared by the District UIC.*

DISTRICT 39 TOURNAMENT PROCEDURES

HOST LEAGUE RESPONSIBILITIES

- a. Provide the best possible playing conditions. Field should be ready at least one hour before game time.
- b. Provide the President or a Board Member to assist the Tournament Director. He/she must be familiar with tournament rules.
- c. Provide / Have on hand – Little League Rule Books.
- d. Written ground rules (shall be posted in public view)
- e. Furnish a game announcer, P.A. system, and National Anthem/Little League Pledge.
- f. Furnish ice and first aid supplies (in the event that there is an injury).
- g. Provide the name and phone number of a doctor, ambulance and nearest hospital.
- h. Provide game balls as required.
- i. Aid the Tournament Director in crowd control and any other items required to assist in the tournament management.
- j. Provide the umpires and volunteer staff with water and meals.
- k. Feed players after games (hot dog and drink)

SCHEDULE OF ACTIVITIES

- l. One hour before scheduled game time – teams arrive and commence with warm up.
- m. Manager's report to the Tournament Director for the coin toss. The winner gets choice of home/away. Coin toss should be done as soon as both teams arrive on site. If dugouts are ready to be occupied teams should move in.
- n. Tournament Director reviews eligibility affidavits for All Star Teams and Team Rosters for T.O.C.'s.
- o. The Tournament Host is to provide the official scorekeeper. Location of the scorekeeper to be determined by the Tournament Director or Umpire-in-Chief.
- p. Umpire Crew – upon arrival – inspects playing equipment and field
- q. Forty-five (45) Minutes prior to the start of the game – the Visiting team takes the infield for 10 minutes.
- r. Thirty-five (35) Minutes prior to the start of the game – the Home team takes the infield for 10 minutes.
- s. After infield warmups are completed players and coaches should visit the restrooms if needed.
- t. Fifteen (15) Minutes prior to the start of the game – introduction of the teams, playing of the National Anthem and the recital of the LL Pledge.
- u. Manager / Coach meet with the Umpire-in-Chief and his/her Crew at home plate to go over ground rules.

TOURNAMENT DIRECTOR RESPONSIBILITIES

- v. Should have knowledge of the tournament rules.
- w. Arrive at the playing field one (1) hour before game time. Follow pre-game schedule.
- x. Verify eligibility affidavits (All Star Teams), and regular season roster for T.O.C. teams.
- y. Resolve protests only when called upon for help by the plate umpire.
- z. Responsible for the inspection of playing equipment, both teams (can delegate this to the umpire crew).
- aa. Inform both teams that all cell phones and/or pagers may be used to score the game but not used for communication.
- bb. Be alert throughout the game for fan control, safety practices.
- cc. Minor, Major, T.O.C. teams must have with them their regular season scorebook to verify the team's roster.
- dd. Check Medical Release Forms for all players. **NO MEDICAL RELEASE FORM, A PLAYER CANNOT PARTICIPATE UNLESS THEIR PARENT OR LEGAL GUARDIAN IS IN THE STANDS.**
- ee. For All Star Teams – sign the pitching record at the end of the game. Insure that pitching records are properly recorded on the back of the form.
- ff. Text results of each game to the District Administrator. Give your name, phone number and your league name. Report the level of play and the score for each team.
- gg. If Tournament Director is late, Host League Representative will perform Tournament responsibilities per the policy check list.

PROPER ATTIRE

- a. All managers, coaches and players must be in proper attire during ALL D39 and subsequent tournaments. Dress shorts, slacks, golf type shirts (or league provide t-shirt) are approved. Proper footwear must also be worn. No Jeans.
- b. Persons not complying with the dress code may be denied participation.

AFFIDAVITS

- hh. Affidavits are required for all post season divisions of International All-stars.
- ii. Affidavits should be “downloaded” and filled out by computer – hand written affidavits will be accepted but must be legible.
- jj. Affidavits are to be assembled per D39 instructions – and will not be signed off until the designated League and D39 Staff Members fully approve the document.
- kk. The Affidavit shall have the signed/dated/approved Boundary Map
- ll. The Affidavit shall have a boundary map w/all player locations noted
- mm. The Affidavit shall have each player (in alpha order) identified in a clear plastic page.
- mm. The Affidavit shall have a page for each adult volunteer (manager and 2 coaches – volunteer application and proof of background check
- nn The Affidavit should have a league contact sheet

Contents and Setup of Affidavit Book:

- front page of 3-ring binder – Page ID w/League Name/LL ID#/Year and Level
- Inside cover – signed “brown” envelope (for those proceeding to sections)
- Boundary Map – with Player Affidavit #'s located 1 to 14
- Affidavit & Pitching Records (inside clear document) – reviewed each day
- Following Affidavit – Player Info – in Alpha order per placement on Affidavit
- Player Pages - front – Players Tournament Verification form; 2nd page the 3 original proofs of residence documents in view, or the School Enrollment Form; 3rd page for player – LL Medical Release Form, Media Release, Special Needs and – Any Waivers on Player
- Note – one to three pages per player.... **All documents must be legible from outside the clear plastic page (ie – no need to take items out).**
- Managers & Coaches – each must have a “plastic page” with their yearly volunteer application with the background check company identified.
- League Board of Directors sheet – or Player Agent Contact info... back cover

DISTRICT 39 – AWARDS TO TOURNAMENT TEAMS

- League Presidents will ensure this policy is understood by all Board Members of their leagues.
- The following awards will be presented to District 39 (TOC, Tournament Teams and All Star Teams) any other awards or recognition to teams and players will be at the discretion of the local league, not District 39.
- **Minors – Majors –TOC's**
- All Players and Coaches to receive TOC pins
- 1st and 2nd Place – T.O.C.'s will receive Medallion
- 1st Place D39 T.O.C. team – Flag to League
- **9/10 – 10/11 – 11/12 (LLB) –Int'l All Stars**
- All Players and Coaches – will receive commemorative D39 All Star pin
- 1st Place will receive Champions Medallion
- 2nd Place will receive Runner Up Medallion
- 1st Place D39 Winner – Flag to League
- It is at the discretion of the District to choose the awards that are given at each level.

District Staff

District Administrator

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50/70 Coordinator
Open

