

2008

Magnolia Little League

Manual of Operations

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Introduction

This manual was created as a guideline for operation Magnolia Little League (MLL) throughout the season without having to change the constitution and by-laws. It was designed to be reviewed and updated each year and is arranged in chronological order, starting with events that normally occur in the fall, and ends with the tournament in late summer.

Most of the information in this manual can be found in other publications of Little League Baseball, such as the current versions of the Official Playing Rules and Regulations, the Operating Manual, the Model Constitution, and “A Year in the Life” publication.

This manual is not intended to replace the Rules, Regulations or Policies of Little League Baseball. It is a guide to our league’s operation. The final word on any issue is always the Bylaws, Rules, Regulations and Policies. Where applicable, references to other publications are included in *bold italics*.

Chapter 1 - WHO ARE WE?

Magnolia Little League is part of the world’s largest organized youth sports program. The language of healthy competition in Little League Baseball is spoken in scores of countries on six continents around the world. Little League Baseball has full-service centers in six U.S. states and Europe, with offices in Canada, Latin America and Asia.

Nearly 2.7 million youngsters took part in Little League Baseball and Softball programs last year, under the direction of more than 1 million adult volunteers. This makes Little League Baseball more than twice the size of all other baseball programs combined.

Purpose

Little League Baseball is much more than just bats, balls, a field, dugouts, or any of the other dozens of physical items that go into baseball and softball. It has become, over the years, a leadership program for both children and adults, with the aim of helping children to become good and decent citizens. Through the application of *Little League Rules, Regulations and Policies*, developed over decades of experience, Little League has become a beacon throughout the world. Children learn the positive values of good sportsmanship, fair play and teamwork — values they can use throughout their lives. Adults involved as volunteers in a local league gain a sense of belonging in a community, and can convey their leadership qualities to today’s children so they

will grow to be tomorrow's leaders. Any decision made by a Magnolia Little League member should be with both of these questions answered positively:

1. Is it in the best interests of the children of the League?

2. Will it bring credit to our Little League Program and to Magnolia as a whole?

Chapter 2 - FALL

Conduct of the Fall Baseball Program

Magnolia Little League participates in a Training and Development program for its players known as the Fall Baseball Program. This program is a Training and Development League (TAD), designed for the following purposes:

- To give ALL players a positive sports experience.
- To teach the skills of fundamental baseball.
- To instill basic rules of play and sportsmanship.
- To prepare players for advancing to the next level of Little League play.

If Magnolia Little League is hosting the League, the Board shall appoint a commissioner of the fall program and that commissioner shall be responsible for all operating aspects of the program. All fees, bond, and other monies shall be approved by the Board and managed by the League Treasurer. If the Board elects not to host the league, it shall find a suitable league for its players with aforementioned goals in mind.

Notice of Election

In accordance with *Magnolia Little League's Constitution and Bylaws*, written notice of the election (Annual Meeting) is delivered to all Regular Members in good standing, at least 10 days before the election. The process for notification is by any method approved by the Board. Notification shall include at a minimum: date, time and place of the Annual Meeting.

Voting Eligibility

The *MLL Constitution and Bylaws* require that only members in good standing are eligible to vote in the election of the Board of Directors. Eligibility is determined by participation in MLL activities throughout the season. Each activity carries a point value and those members accruing 17 points throughout the year may vote in the election. Points are accrued in accordance with the following:

Activity	Points
Board Appointment	3
Concession (non-Team)	3
Qualified maintenance	3
Auxiliary Board	3
Commissioner (IL27)	3
Commissioner (Fall)	3
Manager	2
Umpire	2
Meeting Attendance	1
Full Work day (4 hours)	1
Registration Help	1
Team Mom	1
Coach	1

Absentee Ballot

An absentee ballot is only distributed when requested by a Member-in-Good-Standing. It must be obtained IN PERSON from the League Secretary, in a sealed envelope. The ballot shall be returned to the League Secretary prior to the election.

Election Procedures

The election shall be held in accordance with the published league schedule, but prior to November 1st. Nominations shall be heard for voting Board positions during the three (3) meetings prior to the election. Any member is eligible for nomination. Only those Members-in-Good-Standing may vote. Persons nominated must positively affirm their nomination in person at a legally (quorum preserved) held meeting. Nominations are closed by vote of Membership. Election procedures are as follows:

- Determine if a quorum is present. The quorum at Magnolia Little League is a simple majority of voting Board members, as listed in the Constitution and Bylaws. If a quorum is not present, the election cannot be held. (***Robert's Rules of Order.***)
- Appoint an election Chairperson. (May or may not be the current President.)

- Ratify the Membership and Membership-in-Good-Standing list for those present.
- Every Member-in-Good-Standing receives one ballot for each position. Ballots shall be distributed as follows:
 - President then,
 - Vice President then,
 - Secretary then,
 - Treasurer then,
 - Safety Officer then,
 - Player Agent
- Votes shall be counted in the order prescribed above, including any absentee ballots.
- Nominees must receive majority of the vote to be elected.
- The new Board is announced.
- The General Membership present shall affirm to approve the results of the election.

New Board Responsibilities

The new board shall:

- Meet to elect its remaining officers from the general membership. At a minimum, the appointed officers are:
 - Umpire-in-Chief (voting seat)
 - Equipment Manager
 - Field Manager
 - League Information Officer
 - Webmaster
 - Charitable contributions Officer
 - Manager, Concession Operation
 - Concession Purchasing Officer
- Establish meeting dates for Board.
- Assign a member to complete and submit all required paperwork for the use of the Magnolia Public School gym and facilities for the conduct of winter clinics.
- Notify the District Administrator (DA), Regional Headquarters and International Headquarters, by mail or at LittleLeague.org, of the results of the election. (Must include proper addresses and telephone numbers of board officers.)

- All Board members are required to complete a *Little League volunteer form*. The President shall conduct the background checks of Board members. The First Vice President shall conduct a background check of the President.

Financial Responsibilities

Collection and disbursement of League funds shall be the responsibility of the League Treasurer as stated in the *MLL Constitution and Bylaws, Article VIII, Section 4*. The Treasurer shall be authorized to pay normal recurring bills such as water, gas, electric, and phone, without specific approval of the Board. All other expenses shall require Board approval. The approval of a budget does not give that committee or manager specific authority to make purchases. All other purchases must have Board approval prior to purchase and shall require receipt for such purchase. To allow for purchasing expediency, a single voting Board member may authorize purchases up to one-hundred dollars (\$100.00) and such purchase shall require a receipt and be motioned at the next Board meeting.

At each meeting of the Board, the Treasurer shall present a report detailing the collection and disbursement of all League funds for that period and as a running total throughout the year.

All Auxiliary income and expenses shall be managed by the League Treasurer. The Auxiliary shall not operate any account for financial transactions.

Chapter 3 - WINTER

The Board of Directors shall meet prior to the start of the spring season and in accordance with any deadlines, to accomplish the following:

- Attend all District meetings – The President or a designated representative and one other Board member shall attend all District meeting as scheduled by the DA.
- Pay all District membership fees in accordance with the published schedule.
- Apply for *Little League Charter and Insurance* in accordance with Little League procedures.
- Determine the boundaries of Magnolia Little League. Any changes shall be subject to review of the DA.
- Determine the League calendar including:
 - Clinic dates – January, February, March
 - Registration Dates – Early, Late
 - IL27 Meeting Dates - February

- Opening day - April
- Spring Umpire Clinic – February
- Work Day Schedule for February, March and April
- Registration –February, March
- Tryouts/Evaluations – March
- Draft – March
- Opening Day – April
- Picture Day – April, May
- Social – April
- UGSL Tournament - April
- American Legion Parade – Memorial day
- Magnolia Carnival - June
- All-Star Rosters Due – June
- 11-12 All-star Tune Up Tournament - TBD
- Affidavit Meeting – June
- 8-9 Tournament – June
- 4th of July Parade - July
- Fall Umpire Clinic - August
- Fall Registration - August
- Fall Ball Season – September, October
- 2008 elections - October

The Borough of Magnolia, Magnolia Police Department, and the Magnolia Fire and Ambulance Corps shall be immediately notified of the date of the opening day parade.

The Borough of Magnolia shall be notified of the entire calendar of events once approved.

- **Review the Bylaws** - If Magnolia Little League opts to modify the Bylaws; it will need to follow the proper procedure for amending. (*MLL Constitution and Bylaws, Article XV.*) Any changes must be approved by Membership (not the board) and Regional Headquarters, in writing, before the amendment is put into effect. A draft of the proposed amendment can be sent to Regional Headquarters before or after the Membership approves it. However, it is recommended that the proposal be approved by Regional Headquarters before it goes to the Membership.
- **Review And Approve the League Operating Manual** - The League operating manual is developed, maintained and approved annually by the Magnolia Board of Directors, and are not considered part of the *MLL Constitution and Bylaws*. The operating manual

- expires each year. The content of the operating manual shall not conflict with any rule or regulation of Little League Baseball or the *MLL Constitution and Bylaws*.
- **Prepare for Filing Federal and State Tax Exemption** - Magnolia Little League is not-for-profit organization as is required to file a tax return with the federal government as well as with the State of New Jersey. The President and the Treasurer shall prepare all necessary income statements and forms relative to the filing. The Board should appoint a third-party accounting firm to prepare the federal tax filing. The Treasurer may file with the State of New Jersey through their web site.
 - **Prepare the Annual Operation Budget** – The previous year’s budget should be reviewed and budgets for the new year should be drafted for approval.
 - **Prepare the Safety Manual** – The Safety officer and other Board appointed members shall prepare the Safety Manual, based on Little League guidelines, for submission to the Board for review on or about February 1st. The Board shall review, approve, and submit the Safety Manual to the District DA and Little League Baseball Headquarters in accordance with the published schedule.

Conduct of Clinics

Magnolia Little League should make all efforts for conduct clinics for it players and general membership. Clinics conducted in the winter will require the use of an indoor facility, typically, Magnolia Public School gym and facilities. These facilities are in high demand and therefore it is highly recommended that an appointed Board member deliver the request for use of the facility, including all requested dates, as soon as practical. It is recommended that Magnolia Little League make preparation to conduct the following clinics:

- **Baseball Fundamentals for Players** – The conduct of these clinics should be addressed by the Player Agent and veteran coaches. These clinics should be designed by appropriate age groups and conducted in manner to prepare players for the upcoming season. **All registration forms for new players must be signed and turned in for participation in these clinics.**
- **Coaching Little League baseball** – This clinic should be a day or two in length and conducted by the Player Agent or other qualified coaches. The clinic should be geared toward reviewing the principles of Little League baseball, coaching children in the fundamental skills of baseball, and the rules of baseball. It is recommended that ALL managers and coaches be required to attend this clinic.

- **Umpire Clinics** – This clinic should be a day or two in length and be conducted by the Umpire-in Chief or other qualified umpires. The clinic should review the *Rules of Little League Baseball*, interpretation of the rules and field positioning. It is recommended that ALL managers and coaches be required to attend this clinic.
- **Other Clinics** – From time to time, additional clinics may be recommended for specialized topics such as scorekeeping, pitching, base running, rules for parents, etc. These clinics are highly recommended, but must be accounted for when requesting use of Magnolia Public school facilities.

Managers and coaches should be aware that use of third party facilities for team or specialized practices or clinics are not authorized by Magnolia Little League and are undertaken at the risk of the Manager or coach.

Registration

Registration for League play should be conducted as soon as practical. The Board shall determine the dates and times of registration and shall appoint a registration committee to run the operation. The Board shall determine the cost of registration to include:

Base registration fee – This fee shall be determined based on the costs of uniforms, equipment, maintenance and other operating cost of the League.

Bond fee – This fee, per *Article IV of the MLL Constitution and Bylaws*, shall be determined by the Board. This fee shall be returned upon completion of volunteer activities as ratified by the Board.

Fund-raising Materials Fee – This fee is the pre-payment of all fund-raising materials purchased or offered by the Board. Under this fee, the member shall retain all monies collected through the sale of the fund-raising materials. The Board may opt to offer a buy-out for any fund raising fee.

All registration costs shall be approved by the Board and written into the minutes of that meeting. The Board may designate separate fees for early and late registration.

Any case of hardship shall be brought before the Board in a manner that retains the dignity of the petitioning party. All cases of hardship shall be approved by the Board in closed session.

All registrants shall be required to fill out a member application and medical release form. The parent or guardian shall read and sign a *Magnolia Little League Code of Conduct form*. All three documents must be submitted prior to the child participating in any clinics, the open tryout, or any practices.

The notice of registration at Magnolia Little League shall be prepared by the League Information Officer and shall include:

- Clear information on dates, times, places.
- Information on boundaries.
- Who: boys and girls, ages 5-18. (*Regulation IV a-c.*)
- Programs offered: Tee-Ball, Baseball, Softball (softball is not Little League, but the registration is run in tandem with Little League Registration).
- Information on birth record needed (not a photocopy).
- Information on acceptable proof of residence.
- League contact information

Registration information shall be distributed via the web site, flyers, signs, and a submission to Channel 19 (local cable).

NOTE: Cost of registration shall not be included in the announcement.

Registration Day

Magnolia Little League shall establish a registration point at a suitable location. In addition to the registration volunteer, it is recommended that the Player Agent and Board member be present to explain the tryout procedure and answer any questions regarding registration, League policies, budget, or League boundary questions. Parents should be informed about membership meetings, newsletters and asked to become volunteers and fill out a Little League Volunteer form.

The Player Agent or designated Board member shall explain the tryout and draft system to the parent.

Inter-League 27

Magnolia Little League participates in Inter-League 27. The Board shall be responsible to apply for Inter league play in accordance with the operating rules of IL 27. Managers and coaches are required to attend IL27 meetings and abide by the operating rules of the league.

Managers and Coaches

The Board is responsible for evaluating the performance of Managers and Coaches. Manager and Coaches are approved each year for the season only. There are no guarantees that a Manager or Coach who serves one year will be appointed to serve the next year or that he/she will have the same team name. Each Manager or Coach must complete an application for their position and submit it to the League. Managers and coaches shall be members of Magnolia Little League. All

Managers and Coaches shall fill out a *Little League volunteer form* and produce a copy of their *driver's license*. If any coach or manager will be transporting children to or from Little League sanctioned events (games or practices), *proof of auto insurance* is required. The President shall verify against a national registry of sex offenders that no member of the coaching staff is a registered sex offender. The Board may authorize the conduct of additional background checks as it deems necessary.

Responsibilities:

The Manager and Coach are responsible for learning and teaching the *Rules of Little League Baseball, Inc.* and Magnolia Little League. All Managers and Coaches must comply with Little League rules. The President and Managers share responsibility to be sure all Coaches for each team are presented to the Board for review. Only Board approved Managers/Coaches may be in the dugout or on the field during games. It is recommended that Managers and Coaches not serve as home plate umpire in the League or Division in which they serve as Manager or Coach. Additionally, managers and coaches are responsible for:

- Attending 50% of all League meetings during the season (Managers). Coaches must attend 25% of all League meetings during the season.
- Maintenance and care of all League property including timely return.
- Distribution of Uniforms and fund-raising materials.
- Raking the field after practices and ensuring all league property is secured.
- Preparation of the field prior to play including raking and lining the field. Raking the field after play and ensuring all league property is secure.
- Cleanliness of the field and dugouts prior to and after the game or practice including emptying of trash cans.

Failure to meet or perform any of these responsibilities may result in loss of position.

Manger/Coach Conduct:

Managers and Coaches are responsible for their conduct and the conduct of their team and fans. Obscene and foul language gestures from players, fans, Coaches or Managers will not be tolerated. Chanting or yelling, which interferes with the play of an opposing player or verbal abuse of any player, is not permitted. Team members, the Manager and up to three (3) Coaches are the only persons allowed in or around the dugout. Parents and fans must remain in the stands or at least 10 feet from the dugouts.

Managers are responsible for the immediate return of all League uniforms and equipment following the regular season. All Star and Tournament team uniforms and equipment will be made available to those managers selected from equipment returned to the League Equipment Managers. The League reserves the right to require an equipment deposit from each manager to assure that uniforms and equipment are returned as soon as the regular season ends. These deposits will be held until the equipment is returned or two (2) weeks after the season ends, at which time the deposit will be cashed. The deposit will be a nominal fee and does not release the manager from the full replacement cost of the equipment should any/all of the equipment not be returned to the League.

Managers and Coaches who come to practices or games under the influence of alcohol or drugs will be sent home and their position in the League reviewed. Smoking by Managers or Coaches on the field during practice sessions or games is prohibited. Failure to meet these requirements may lead to dismissal from any role in Magnolia Little League.

If a Manger or Coach is ejected from a game, he/she will be suspended the following game. After the second ejection, there will be the possibility of further suspension or dismissal, if warranted. A serious misconduct could result in immediate ejection from a game and future games, subject to disciplinary action.

Managers, Coaches, parents and fans are reminded that a person ejected from a game/ballpark will leave the ballpark, to include the parking lot and surrounding park area, within two (2) minutes. Failure to do so could result in a possible forfeiture to the team being played. The League will not tolerate uncontrolled or unsportsmanlike conduct. If a parent or fan is ejected from a game/ballpark, for whatever reason, twice in one season, he/she will be subject to the disciplinary action.

Volunteers

All volunteers participating at any level of League operations shall be required to fill out **Little League volunteer form** and produce a copy of their **driver's license**. If any volunteer will be transporting children to or from Little League sanctioned events (games or practices), **proof of auto insurance** is required. The President shall verify against a national registry of sex offenders that no member of the coaching staff is a registered sex offender. The Board may authorize the conduct of additional background checks as it deems necessary.

Work days

Work days are essential to the operation of the League. A schedule of work days shall be published by the Board. Additional days may be as required for League operations. Work days shall be recorded and count for membership voting eligibility. The purchase of food and beverages to be served to work personnel is permitted and shall be authorized by the Board.

Team Names

Leagues shall determine a team name for each participating team prior to the draft and approved by the Board.

Tryouts

Tryout dates should be established after the late registration date. Each parent should be notified at registration of the dates and times. Two (2) tryout dates shall be established and all players, parents and managers shall be informed that attendance at of one (1) is mandatory. If a player does not attend a tryout, they are subject to placed on a team waiting list.

The Player Agent shall determine the format for the tryout to determine the skill level of each participant. The Player Agent shall prepare a list of candidates for each manager in their age group. It is recommended that the Player Agent conduct a pre-tryout meeting to review the tryout format and draft procedures. The Player Agent shall independently assign a skill rating to each player to determine draft value.

All players with the exception of those that have participated in the previous years spring Major, Junior, or Senior League programs **and are returning to those programs**, are required to participate in the tryouts.

The Draft

Upon completion of the tryouts, a general draft shall take place. The draft shall be conducted by the Player Agent, and at a minimum, two designated Board members that are not managers.

Options - There are almost always “options” claimed in the draft at Magnolia. Options regard only sons or daughters of the manager or eligible coach, or siblings of players.

The Player Agent must be informed of all options forty-eight hours (48) hours before the draft begins and should be reflected in the Tryout players list prepared by the Player Agent. If no option is submitted, the candidate may be drafted by any team at any time. Regarding coach’s

options; the coach must be a manager or coach in Magnolia Little League. “Gentlemen’s Agreements” are not valid.

Trading Players - Trades can only be conducted AFTER the draft, and before the 14th day of the regular season. If all of the following parties do not agree to the trade, then there cannot be a trade:

- The Managers of both teams
- The Player Agent
- The Board of Directors by majority vote

The board must decide if the trade is for justifiable reasons. The Board may hear a request for a player to be held down a level of play, advance up a level of play, or be assigned on a specific team due to hardships (transportation, friendship, etc). **This hearing is in no way a guarantee that such request will be approved.** The Board through the Player Agent shall have final say in all such matters.

The Draft Procedure

The Draft shall be conducted immediately following the tryouts. Players returning to the same team at the same level of play are not required to be re-drafted.

The Managers shall draw numbers from a hat to determine the order of the draft.

The draft will be conducted using a serpentine system until selections are completed. For example, with 3 teams the draft picks are as follows:

TEAM 1: 1, 6, 7, 12, 13, etc.

TEAM 2: 2, 5, 8, 11, 14, etc.

TEAM 3: 3, 4, 9, 10, 15, etc.

At the end of the draft, the names of any registered players who did not attend tryouts shall be drawn from a hat until all players have been selected. In the event that too many players of one age are drafted to a team, the Player Agent may be required to trade players in order to achieve parity and/or comply with the ***Rules of Little League Baseball***. Please keep in mind that our goal is to distribute player talent. The Player Agent may elect to stagger the draft by age to ensure that each team gets a similar number of league age players. The Player Agent is authorized to rebalance teams as needed.

Practices

A practice schedule is determined by the Board through the Vice Presidents. Practices may be off league property if the location is approved by the Board of Directors. Practice

games/scrimmages may only be conducted before the season begins, and can only be between teams in the same division of the same league, out of uniform.

The use of the batting cage is open to any team. The use of the cage is on a first come, first serve basis. No player may operate the pitching machine(s) without a manager or coach present.

Waiver Forms

Regulation II (d) and Regulation IV (h) Waiver Forms must be completely filled out, for all players eligible. The President shall send the forms to the DA for approval. Failure to follow this procedure will result in having an ineligible player in the league.

Use of Fields or Facilities

The Board shall approve any request made by any outside persons or organization for use of any playing field or facility operated or owned by Magnolia Little League. The Board shall determine any and all fees associated with the use. All persons or organizations making such a request shall be required to follow the ***MLL Field Rules of Use policy*** and submit a completed **Field Allocation/Request form**.

Umpires

Magnolia Little League shall promote the use of a volunteer umpiring staff. The Umpire-in-Chief is responsible for the umpiring corps. The League encourages that its managers and coaches take an active role in umpiring. Magnolia Little League shall provide umpires with equipment for executing the job including all plate equipment, a uniform shirt and pants. Umpires shall be nominated and approved by the Board of Directors.

The Magnolia Website

Magnolia Little League operates www.magnoliayouthbaseball.org as an informational tool used to keep its members informed of news, schedules, and other League business. The content and operation are the responsibility of the League information Officer throughout the League webmaster. The Board shall approve funding required to operate the site. The site shall be operated in accordance with established Little League guidelines. Members should be made aware of any postings where names, addresses, or phone numbers could be published. At no time shall the webmaster publish such information if the member protests. At no time shall the last name, address, or phone number of any player be published on the web site.

Fund-Raising

The primary fund-raising vehicle of the League is through sponsorships. However, sponsorship of a team does not give the sponsor any rights in the operation of, or the outfitting of, any particular team. The Charitable Contribution Officer has responsibility to solicit and collect all sponsorship funds. Each member of the voting Board shall participate in the soliciting of sponsors in any manner approved by the Board.

Secondary funding raising events or materials are subject to Board approval

Safety Manual and Awareness Program

The *League Safety Manual* shall be the responsibility of the Safety Officer and shall be submitted to the Board on or before February 1st. The manual shall be approved by the Board and sent to the DA for submission to Williamsport. The manual shall be published to the General Membership and reviewed at a mandatory meeting of Managers, and Coaches.

Inspections

The Safety Officer, prior to season use, shall inspect the fields, bleachers, and equipment and report violation immediately to the Board for disposition. The Safety Officer shall ensure emergency numbers are in plain view near the telephone(s). The maintenance equipment (mowers, golf carts, tractors, etc.) should also be inspected. Minors are not permitted operate Any motorized field machines. The keys for these vehicles are the custody of the Field Manager and designates should never be left unattended. Pitching machines shall also be inspected.

Player Equipment

All equipment used in games and practices must meet Little League standards and specifications for the intended division. Managers will be issued a team equipment bag by the Equipment Manager. The manager is responsible for the maintenance and care of equipment. The bag shall contain at a minimum:

- 5 helmets with face masks
- 4-6 Bats
- 1-2 sets of catchers shin guards
- 1-2 catcher chest protectors
- 1-2 catcher helmets
- 1 dozen game balls

- 1 dozen Practice balls
 - 1 scorebook
 - 1 First Aid Kit
 - Copy of the team rosters*
 - Copy of each players medical release*
- * - Required for any practice or game

Spring Awards

The Board shall nominate and select awards for the following categories to be given out during opening day ceremonies:

- Volunteer of the Year
- Father of the Year
- Mother of the Year
- Sportsmanship Award
- Honor Roll Inductee
- Graduate Presentations
- Sponsorship Awards

The award engraving and preparation shall be the responsibility of the Charitable Contributions Officer or other designate.

Concession Operations

The manager of Concession Operations and the Concession Purchasing Officer will submit a start-up budget to the Board as soon as practical. The Purchasing Officer shall submit a purchase order for all concession purchases and will report a profit and loss report to the Board. The operation of concession stand will be governed by the ***Concession Operating Manual*** which will be approved by the Board prior to opening.

Parents will be asked to participate in concession stand operations throughout the season. Each team shall be scheduled to work in the stands on specific date(s) as scheduled by the manager of Concession Operations. Completion of a team's concession obligation will qualify that team for monies to be used for a team party and or team awards.

Chapter 4 - SPRING

Team Rosters

Team rosters must be submitted to International Headquarters annually. Little League operates an electronic submission option located at their web site; www.littleleague.org. Failure to do so could result in ineligible players in the league during the regular season and tournament. The League Secretary shall submit the full roster to Williamsport on a date specified by the Board.

Opening Day

This is the biggest day of the year for Magnolia Little League, and a perfect opportunity to gain new members and volunteers. The Board shall appoint an opening day committee responsible to coordinate the parade, ceremonies, and events. At a minimum, the following should be invited to participate:

- Mayor and Counsel
- Magnolia Police Department
- Magnolia Fire and Ambulance
- American Legion
- Sons of the American Legion
- Sterling HS ROTC
- NJ District Congressman
- Camden County Parks Police
- Magnolia Historical Society
- Susquehanna Bank
- Camden County Fire Police

The League Information Officer shall prepare a press release and invite the media to the event.

The League shall invite a speaker for the invocation as well as other town officials to make a short opening day remarks at the ceremonies.

Tee-Ball Practices and Games

In order to ensure the safety and well-being of players participating in the tee-ball program, Magnolia Little League requires that a parent or guardian must remain for the duration of a

practice or game. Failure to meet this requirement may result in the player being sent home with the parent dropping the player at the practice and in chronic cases may result in the removal of the player from the team. The Manager shall report cases of this nature to the Player Agent immediately.

Injured Player Procedure

An injured or ill player should be given basic first-aid treatment, and published procedures should be followed if bodily fluids are present. The circumstances of the injury shall be documented and forwarded to the Safety Officer. If the injury or illness occurs during a game, the umpire may require an opinion from a medical person before allowing player to re-enter the game. If an accident insurance claim is needed, the Safety Officer shall prepare the paperwork. The President shall review and submit the paperwork through proper channels. Following the injury or illness that has required a doctor's treatment, that player cannot participate in any game until the player has been cleared to play. A copy of the clearance shall be given to the League Secretary and the Board informed of the clearance. The Payer Agent will make recommendations to the Board on a replacement player. In all cases of injury, an ***Injured Player form*** shall be filled out and submitted to the Safety Officer.

Player Released During the Season

A player may be release from team during the course of a season only for disciplinary reasons or injury. The manager MUST make the Board of Directors aware of the situation immediately. Failure to do so may be cause for action against the manager for acting outside the best interests of the League. The Manager must inform the Player Agent (in writing) for the reason for release. Playing ability cannot be a factor unless the Manager feels that it is a safety issue. The issue is then brought before the Board for a decision by majority vote. No release is valid without Board approval. If the Board votes to release the player, he or she is notified of the release in writing. This also includes instances when players quit the team.

End of Season Awards

Any award given to any Magnolia Little League player shall not be for individual athletic accomplishment. The League shall provide up to one hundred dollars (\$100) for the purchase of individual team championship awards (must be given to every member of the team) in the event that that team has won the regular season championship. The manager of the team shall purchase the awards and present a receipt to the Board for reimbursement.

The League shall, upon successful and complete fulfillment of a teams concession stand obligation, provide up to two hundred dollars (\$200) for the expense of a team party (must invite every member of the team) including the purchase of any individual team trophies (must be given to every member of the team). The manager of the team shall purchase the awards and present a receipt to the Board for reimbursement.

Complaints - Member

In the case of a complaint against a Member (not a player), the Board shall appoint a committee to gather complaints, in writing if possible. The committee shall report its findings to Board at the assigned date and time (*MLL Constitution and Bylaws Article III, Section 1.*) The Board may opt to dismiss the complaint.

If the Board finds sufficient grounds to proceed, it shall send written notice to accused, stating the charges in general, as well as when and where to appear to answer the charges. This procedure is to be used for **DISCIPLINING** a member should not be confused with **NOT RE-APPOINTING** a member to a specific position, such as manager, coach or umpire. If the President does not choose to re-appoint a person (annually), he or she **SHOULD NOT** give any reason for doing so.

At the disciplinary meeting for Regular Members:

- Re-state charges for the record.
- Give the accused ample opportunity to respond.
- Board could decide to take no further action.
- Board could decide to draft a warning or letter of reprimand.
- Board could decide to revoke all or part of the person's Membership privileges for a specific period of time, but not longer than the remainder of the fiscal year.

Any punishment must be approved by two-thirds (2/3) vote of the board.

Complaints - Player

In the case of a complaint against a player, the Board shall appoint a committee to gather complaints, in writing if possible. The committee shall report its findings to Board at the assigned date and time (*MLL Constitution and Bylaws Article III, Section 1.*) The board may opt to dismiss the complaint.

If the Board finds sufficient grounds to proceed, the player and parent shall be given written notice stating the charges, as well as when and where to appear to answer the charges. The player's manager and parent should also be present.

At the disciplinary meeting for a Player Member (May be entire board or the committee):

- Re-state charges for the record.
- Give the accused ample opportunity to respond.
- Board could decide to take no further action.
- Board could decide to draft a warning or letter of reprimand.
- Board could decide to revoke all or part of the person's player Membership privileges for a specific period of time, but not longer than the remainder of the season.

Any punishment must be approved by two-thirds (2/3) vote of the board.

Chapter 5 – SUMMER

Special Games

Special Games includes any kind of tournament other than games to determine a league Champion. A Special Games Request Form shall be completed by the President and forwarded for approval to the DA. The Board shall appoint a Commissioner of the tournament who shall be responsible for tournament operations. All tournament fees shall be approved by the Board.

Selection of Tournament Teams

The selection of the manager and coaches for the Tournament Team shall be determined by the Board. A Tournament Team manager or coach must have been an eligible manager or coach in that division of the league during the regular season.

Tournament participation as Magnolia Little League and at what levels the League shall participate shall be determined by the Board. Selection of players to a tournament team shall be limited to the following:

- Eligibility
- Availability
- Ability

Eligibility refers to:

1. Age
2. Participation in half of the regular season (as of the date the Tournament Teams are announced) in that division.
3. Residence, as defined by Little League

“Availability” refers to whether the candidate will be able to practice and play with the team.

“Ability” is solely in the opinion of those making the selections.

Magnolia Little League shall utilize the following opinions and recommendation for selecting the Tournament Teams:

- Managers in that division
- Coaches in that division
- Volunteer umpires
- Board of Directors

Every person in every group gets one vote. The players with the most total votes comprise the Tournament Team.

Players who did not receive enough votes are placed into a pool, should there be a vacancy on the Tournament Team. If a vacancy arises, and the Board decides to fill it, the player who received the next-most votes is automatically placed on the team. However, these players **MUST NOT** travel with the team and are not covered by Little League Accident Insurance when traveling to and from games.

The announcement of the Tournament Team cannot be before the date specified in the Little League rule book

Tournament Affidavit

The President and Player Agent shall review the affidavit for accuracy and completeness. The affidavit shall be presented to the DA or ADA at the time and place published by the District. Replacements players or additions to the affidavit shall be governed by Little League Baseball.

This Manual of Operations was approved by the 2007 Magnolia Little League Board of Directors on December 12, 2006. This manual shall supersede any other operating instruction, operating agreement, or standing practice, written or implied, for Magnolia Little League Incorporated, members and property.

President (Print)	Signature	Date
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Appendix of Forms

Magnolia Little League General Membership Meeting Schedule

Attached

Magnolia Little League Letterhead

Attached

Little League Interleague Participation form

Attached for reference; available at www.littleleague.org

Magnolia Little League Player Registration Checklist

Attached

Magnolia Little League Player Registration Form

Attached for reference; available at www.littleleague.org

Magnolia Little League Player Medical Release Form

Attached for reference; available at www.littleleague.org

Little League Player Reg II(d) Waiver Form

Attached for reference; available at www.littleleague.org

Little League Player Reg IV(h) Form

Attached for reference; available at www.littleleague.org

Little League Volunteer Application

Attached for reference; available at www.littleleague.org

Magnolia Little League Code of Conduct

Attached

Magnolia Little League Manager/Coach Application

Attached

Magnolia Little League Player Evaluation Form

Attached

Magnolia Little League Instructions to Team Mothers

Attached

Magnolia Little League Age/Division Agreement

Attached

Magnolia Little League Conflict Resolution

Attached

Magnolia Little League Player Roster Form

Attached

Magnolia Little League Field Use Policy and Application Form

Attached