

Ankeny Little League Baseball

***Policies / Procedures Manual
Ankeny Little League Baseball***

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Updates
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Ankeny Little League Policies and Procedures

Ankeny Little League Mission Statement

Ankeny Little League is committed to fostering the ideals of sportsmanship, hard-work and respect through our community-based youth baseball programs. We endeavor to support and develop these character traits within our participants, volunteers and guests within a safe, family-oriented environment. We strive to have fun while providing baseball skills development, healthy competition, respect and appreciation for the game of baseball.

Ankeny Little League is a youth baseball organization serving the community of Ankeny residing within Iowa Little League District 3, and chartered by Little League Baseball Incorporated (LLBI) in Williamsport, Pennsylvania. The following Policies and Procedures are supplemental to the Ankeny Little League Constitution.

I. Rules of Play:

Official Little League Baseball Inc. Rules shall be the ultimate authority for rules of play at Ankeny Little League for ages 9 and up. Each manager shall be offered and encouraged to review the Official Little League International Rules Book. Additional Ankeny Little League Ground Rules to cover Ankeny Little League fields and playing environment are prepared, updated and approved each year before the beginning of the season. The official Little League Rules book should also be a key resource / guide for younger ages. However, due to unique play (tee-ball, pitching machine and coach pitch), the Ankeny LLB Ground Rules will be key in guiding play.

League Administrators shall distribute both sets of rules to all team managers at Pre-Season Managers' meetings and these Ground Rules are posted to the Ankeny Little League website. Should any Ground Rule changes be made after Pre-Season Managers' meetings, League Administrators will advise all affected managers of these changes. Ground Rules and the Official Rules Book are available at the concession stand, the Quad Center and usually in possession by the Officer of the Day.

Umpires will be given an official rule book and Ground Rules prior to the start of the season. Umpires should keep rules with them during all games. Managers also are responsible to ensure they have the most up-to-date Ground Rules in possession at all games.

If a question between the two sets of Rules arises, Official Little League Baseball Incorporated Rules always take precedent.

II. Player Eligibility:

To be eligible to participate in the Ankeny Little League, all players must be at least 5 years old by September 15th of the current year (as allowed by LLBI). The player's age and grade will be used to determine what league the player is eligible to participate in. A player younger than the age cut-off may choose to "play up" with his/her grade. The age / grade combinations for each league are listed on the registration form found on the League website. Players must provide a copy their birth certificate at registration if this is his/her first year participating in Ankeny Little League.

III. Ankeny Little League Budget and Finances

A. The budget for Ankeny Little League is set in the fall after the election of executive officers is held. The term for the year is a fiscal year of October 1- September 30.

1. The budget is usually set by the finance committee and executive board first. Then the budget is presented to the full board for approval or changed, if needed.
2. The level of detail should include all anticipated expenses for that year. Previous year expenses are used as references. Some years' expenses vary due to extraordinary circumstances. Some examples include All Stars advancing to the District Regionals, or World Series. Other examples would be Capital/Field improvements, unexpected maintenance or operational circumstances, or other special conditions.

B. All Star Team Fund

At the time the budget is set each year, a pool of money shall be identified to cover the costs of Ankeny Little League teams that might advance to regional or national competition. This fund shall be used to help defray travel costs for the team. Ankeny Little League also will cover the cost of team pins (for pin exchange) at the Little League national and regional competitions. Guidelines for setting the All-Star travel budget are as follows:

1. Ankeny LLB will provide for mileage cost for players, manager and coaches to/from the playing site, based on two players per vehicle and one manager/coach per vehicle (example 12 players and 3 manager/coaches will provide travel cost for up to 9 vehicles).
2. Ankeny LLB will provide for a per diem rate for meals based on three meals per day for all players, manager and coaches.
3. Ankeny LLB will provide for hotel/motel room cost based on two players per room and one manager or coach per room for one night prior to start of tournament and each night of the tournament. It should be anticipated that the motel/hotel will be a mid-priced facility.
4. Ankeny LLB will provide for the cost of the State and Regional play-offs only. Little League International will provide for the

cost for players, manager and coaches for any team playing in the National LLB World Series (tournament) competition.

C. Bidding/Purchasing Procedures

Ankeny Little League will routinely purchase goods and services to support their ongoing needs. These decisions should be governed by the following principles.

1. Operational and Maintenance needs should be included in the board-approved annual budget.
2. Prior authorization must be granted from the President and/or Treasurer for those operational and maintenance expenditures not in the annual budget to proceed with purchase of required goods/services. All Capital expenditures and other special expenditures, even if included in the budget, must ultimately be approved by the board.
3. Board members may be given the authority to make certain expenditures as part of the assigned duties with previous board direction in accordance with the guidelines described below.
4. Clear definition of the goods/services to be purchased must be identified and samples provided, when requested. Clear scope provides the necessary information for competitive pricing and ensures apples to apples comparisons of proposals.
5. Multiple (2 or more, if over \$1,000 and 3 or more, if over \$5,000) firms to provide bids for goods/services above should be obtained.
6. Solicit proposals in writing from selected firms. Written bids should be received on consistent products and services.
7. Review proposal to evaluate price, quality, reliability and schedule. This evaluation and proposal selection should be governed by the concept of selecting the proposal that provides the greatest value to the Ankeny Little League.
8. Ankeny Little League is committed to working with local Ankeny businesses that have supported and continue to support Ankeny Little League Baseball. With Executive Board approval, Ankeny Little League may purchase goods and/or services from these businesses at a modest (2-5%) cost premium should the board determine that the purchase is in Ankeny Little League's best interest. This action should later be ratified by the full board.

9. Price and Quality should be primary in the selection decision. If price and quality are comparable, the award of service bid should be made using the following
 - a. Past business relationship with Ankeny Little League
 - b. Past/Present Little League Sponsor
 - c. Ankeny-based business
 - d. Reputation/expertise within market segment
10. Any potential board members' conflicts of interest need to be acknowledged.
11. Award the purchase to the selected firm. Notify and thank the others for their time and effort. The reasons for selection of the winning bid should be documented in board minutes following a vote on the decision.
12. Repercussions for deviation from specified promised services or timelines should be clarified ahead of time.
13. All term contracts must be awarded / approved annually by the Ankeny Little League Board of Directors. In some circumstances, existing contractual relationships, due to very satisfactory existing arrangements, may be considered for board approval without a formal re-bid / proposal process. These situations should be identified each year by the board of directors and periodic bidding should still take place.

IV. Little League Board of Directors

Each board member brings different opinions and ideas. Each should be respected and heard. Although something a member believes in may or may not be adopted, making the effort to share opinions is important.

A. Board Member Duties.

Be present at meetings as much as possible, fulfill Officer of the Day (OD) duties, volunteer and participate in Little League Committees, and offer tournament help (mostly in the concession stand). The new board takes over September 1st for one (1) year.

B. Board Member Definition and Classification

Ankeny Little League is governed and operated by a local volunteer board of directors (board). This board consists of Executive Members and appointed members.

1. The Executive Members (officers) are elected through a ballot process open to members of the Ankeny community. A strong board is essential for a successful Little League. Executive Committee members must have served one year previously on the Ankeny Little League Board.

2. The board will appoint other members, as needed, to fulfill the responsibilities required of it. For voting and quorum reasons, board members can serve as voting or Ex-Officio members. All appointed board members have the option to participate as Ex-Officio board members, but should notify the President of this request at the start of their board term. Serving as Ex-Officio excludes board members from Quorum considerations, but still enables them to serve in their operational capacities. Ex-Officio members are encouraged to attend board meetings as they wish and are able.

C. Board Member Selection

Every effort should be made to identify board members committed to making positive contributions on behalf of Little League players and families. Several methods and procedures are followed in the selection of board members.

1. Recommendations and references are provided by incumbent board members and Ankeny Little League friends.
2. The candidate may also apply for a board position by expressing interest and noting so on their child's player registration form.
3. On occasion, the proposed candidate is identified because they have demonstrated an interest in Little League activities.
4. An attempt is made to have a variety of board members that might be parents of various player age groups.
5. Proposed Candidate(s) must be in good standing with Ankeny Little League. Reference checks are conducted on prospective board members.
6. Upon being ratified as a director to the Ankeny Little League board, all directors will be provided a packet including a copy of the Ankeny Little League Constitution, Policy and Procedures Manual as well as other items helpful in serving in their role with Ankeny Little League.
7. Executive Committee board members will have an option to weigh in/vote for newly appointed board members. The majority of the Executive board members must approve the appointee's nomination prior to the acceptance of the appointee.

D. Board Member Officer (Executive Committee) Nominations and Elections

A strong and active officer team and support for those officers is critical to a successful board and Little League.

1. Nominations must be submitted in writing or e-mail to League President and/or Secretary in order to be officially nominated. During the month of May, nominations are accepted for the following officer positions:
 - President
 - Vice President – Junior/ Senior League
 - Vice President – Little League 10, 11, Majors

- Vice President – Little League 8 & 9 Yr.
 - Vice President – Pre-Little League 5/6 & 7 Yr.
 - Vice President – District 3 / LL Representative
 - Player Agent
 - Secretary
 - Treasurer
 - Safety Director
2. Past President, or designee of current President, shall be the Election Officer. The Election Officer is responsible for conducting a fair and organized election. The Election Officer will verify that each nominee meets the minimum requirements as stated in the Ankeny Little League Constitution.
 3. Following nominations, officer elections are held at the Little League fields the first (or “a designated”) Saturday in June and are open to the Community of Ankeny. Any nominee receiving the greatest number of votes shall be elected to the office.

E. Officers:

For the Executive Committee (Officer) positions including President, Past President, Vice President – Junior / Senior League, Vice President - Little League 10, 11, & Majors, Vice President – Pre-Little League 8 & 9 Yr., Vice President – Pre-Little League 5/6 & 7 Yr., Vice President – District 3 / LL Representative, Secretary, Treasurer, Safety Director and Player Agent. *See ALLB Constitution.* Other roles and responsibilities are below.

F. Little League Standing Committees. Committees are critical to the work and success of the League. Committees and Chairs are appointed annually by the President / Executive committee. Committees are:

- Executive
- Finance
- Facilities, Maintenance and Planning
- Ethics and Policy
- Concession Operations
- Fundraising and Business Sponsorship
- Corporate Giving & Business Development
- Volunteer Recognition
- Tournaments, Opening Day and Appreciation Day
- Scheduling
- Publicity and Communications
- Umpire

1. Chairperson Roles and Duties:

a. Finance Chairperson

- Work with President and Treasurer to prepare an annual budget to present to the Executive Committee for recommendation to the full board.
- Conduct informal Audit and Review of Accounting (revenue and expenses)

b. Facilities, Maintenance and Planning Chairperson

- Lead committee in making recommendations for capital improvements to the Exec. Committee and board of directors.
- Work closely with City Parks & Rec staff related to maintenance and improvement projects
- Provide oversight project chairpersons and vendors for Capital projects.
- Project Chairpersons should be board members, but need not be on Facilities, Maintenance and Planning Committee.

c. Ethics and Policy Chairperson

- Convene Policy Committee annually to review the Ankeny Little League Policy and Procedures Manual as well as the Constitution.
- Monitor that Little League conducts League play, actions and board meetings in accordance with Policy and Procedures.
- Bring suggested edits before the Board for review and approval.
- Convene Ethics Committee at least annually and also as needed.

d. Concession Operations Chairperson and Director

- Track Concession Finances
- Communicate and report issues and finances to the Board
- Oversee Concessions Operations and Concession Manager(s)
- Advise Board on decisions related to Concessions
 - Supplier Contracts
 - Employee compensation

e. Business Sponsorship Chairperson

- Solicit businesses for both financial and in-kind contributions they can provide for Ankeny Little League. A Business Sponsorship Committee should be formed with the approval of the board of directors
- A typical Business Solicitation Campaign consists of the following efforts:
 - Create a target list of Ankeny businesses, and previous donors. Ankeny Little League is a member of the Ankeny Chamber of Commerce; mailing labels can be obtained from the Chamber.
 - Prepare and mail solicitation letters and conduct follow-up personal calls and meetings.
 - Keep a record of value of contributions/support received on annual basis.
 - Create, update and maintain electronic files with copies of letters, target list and donors.
 - Send “thank-you” to each donor.

- Have banners made for the businesses where applicable based on donation.
 - Create a board with names of businesses, organizations and individuals that contributed and update the Wall of Thanks to be posted at the concession stand.
 - Work with the City to hang banners in the spring and take down at the conclusion of the season and store for the winter.
- f. Fundraising Chairperson
- Convene the committee (usually in conjunction with Business Sponsorship Chairperson) to plan the fundraiser for that year.
 - Present the fundraiser plan to the full board for approval.
 - Present fundraiser plan to coaches, managers and team parents at the team parent meeting.
 - Set a due date for teams to turn in money and orders.
 - Order all prizes for the fundraiser.
 - Set a pick-up date and time for teams to get orders.
 - Count all money with assistance from other board members.
 - Collect all money, record and present the results to the board.
 - Distribute any prizes to the winners and incentives to players.
 - See addendum for detailed procedure for counting money/tickets turned in from team parents.
- g. Volunteer Recognition Chairperson
- Determine appropriate ways to thank all volunteers to Ankeny Little League on an annual basis.
 - Identify select volunteers for recognition each year.
 - Work to integrate with Tournaments and Special Events Chairperson.
- h. Information Services Chairperson
- Communicate League information to all Little League members.
 - Help President and other officers answer questions from League membership via e-mail.
 - Develop presentations to provide information to league members, when necessary.
- i. Tournaments and Special Events Chairperson
- Work with the board to schedule dates of Opening and Closing Ceremonies.
 - Create Committee for planning, executing the activities for a successful Opening and Closing Ceremonies.

- Work with District and Ankeny Little League Board (including League Administrators) on Little League-related tournaments.

j. Umpire Committee Chairperson

- * Help establish budget for Umpires applied per game at each age level.
- Hire and work with Umpire Scheduler (paid position) See separate document in Addendum.
- Review/modify Umpire Letter that has latest info: pay, leagues
- Review/modify Umpire Registration Form.
- Coordinate umpire shirts and equipment.
- Umpire Letter written and distributed with registration to: Northview Junior High School and Ankeny High School. Provide necessary info for ALLB Website.
- Coordinate Umpire Clinic – See Addendum for details
- Umpires will be given an official rule book and Ground Rules prior to the start of the season. Umpires should keep rules with them during all games.
- Coordinate testing for umpire certification/testing???

k. League Game Schedulers

- Prepare practice and games schedules for leagues and fields assigned.
- Account for school and community conflicts.
- Work with the President, VP's and league administrators in making out schedules for the season.
- Help with rescheduling rain-out games.

G. League Administrators and Other League Operations Positions & Duties

1. Administrators

Tee-Ball, Ages 5-6

- Assign the players to the teams (consider age mix, if girls – two per team, meet special requests within reason).
- Communicate pertinent league information throughout season.
- Provide advice and beginning coach information during informational managers meeting and follow-up e-mail.
- Work with VP to handle complaints from managers, coaches, parents and ball players.
- Make sure coaches don't keep score.
- Inform managers they need to clean up dugouts and all around the fields.
- Have manager and parents get involved.
- Distribute practice and game schedules after board approval.
- Make sure that all managers are following the rules determined by the board.

- Get to know and evaluate the managers in your league.
- Collect feedback toward the end of the season to help improve league for future years.

Pitching Machine, Age 7

- Work with VP to handle complaints from managers, coaches, parents and ball players.
- Assign the players to the teams.
- Reschedule make up games due to rain in the same week.
- Make sure coaches don't keep score.
- Inform managers they need to clean up dugouts and all around the fields.
- Have manager and parents get involved.
- Distribute practice and game schedules after board approval.
- Make sure that all managers are following the rules determined by the board.
- Get to know and evaluate the managers in your league.

Coach Pitch, Age 8

- Work with VP to handle complaints from managers, coaches, parents and ball players.
- Assign the players to the teams.
- Reschedule make up games due to rain in the same week.
- Ensure coaches don't keep score.
- Determine point in year when transfers from coach pitch to kid pitch.
- Inform managers they need to clean up dugouts and all around the fields.
- Have manager and parents get involved.
- Distribute practice and game schedules after board approval.
- Make sure that all managers are following the rules determined by the board.
- Set up the end of the season city tournament.
- Get to know and evaluate the managers in your league.

Single A, 9 yr.; Double A, 10 yr.; Triple A 11yr.; Majors 11/12 yr. Juniors 13/14 yr.; Seniors 15/16 yr.; Big League 16/18 yr.

- Work with VP to handle complaints from managers, coaches, parents and ball players.
- Reschedule make up games due to rain as soon as possible.
- Inform managers they need to clean up dugouts and all around the fields.
- Have manager and parents get involved.
- Distribute practice and game schedules after board approval.
- Collect game summaries and figuring out league standings each week.
- Attend the draft of your age group.

- Get to know and evaluate the managers in your league.
 - Assist with the coordination of post-season tournament.
2. Other League Positions
- a. Team Parent Advisor
- Introduce themselves at the team parent meeting.
 - Provide phone number for assistance to managers and parents.
 - Make sure each team has a team parent.
 - Inform all team parents they are responsible for telling parents that they need to sign up for concession stand duty if they wish to have their volunteer fund refunded.
 - Inform all team parents they are to assist at picture day to make sure all kids are on time and lined up.
 - Inform all team parents they are to help the manager in any way to provide a fun time for kids.
 - Inform all team parents they are to help managers with kids in dugout, if needed.
 - Inform all team parents about treat tickets for the concession stand including cost of each ticket and where to purchase them.
 - Inform all team parents about the fundraising program for the year and their role in this fundraising effort.
 - Ensure that all fundraising packets are turned-in to the Coordinator for the project.
- b. Players Equipment Director
- Inventory all baseball team equipment.
 - Develop itemized list of needed equipment, vendor bids, and purchase needed supplies.
 - Maintain equipment in proper condition and work with managers and other League officials to ensure everything is being done to protect the safety of players.
 - Distribute equipment to all teams.
- c. Uniforms Director
- Distribute uniforms to all teams.
 - See that uniforms are orders for all the teams in Little League.
 - Secure the best prices for uniforms and work with the store to get them in time.
- d. Coaching Director
- Coordinate annual coaching clinics for Little League managers and coaches.
 - Act as a consultant to the Little League board and managers and coaches on all items related to effective and positive coaching efforts.

- e. Player Registration and Skills Assessment Director
 - Update and prepare registration materials for mailing and distribution.
 - Work with Website Director to ensure all registration information is added to the website.
 - Schedule tryouts and coordinate volunteers for tryouts.
- f. IT and Website Director
 - Work with website consultant to maintain and upgrade, as necessary, the appearance and functionality of the Little League website.
 - add information to the website to communicate pertinent information to board members, managers, parents and other interested parties.
 - Post any information requested to be on the web by the president of the league.
 - Keep on-line schedule updated as much as possible.
- g. Media Communications Director
 - Establish relationships with local media contacts.
 - Develop and distribute press releases to local media; maintain relationship with local media and invite to various LL events.
 - Post various communications pieces around Little League complex.
 - Prepare appropriate communications pieces to be sent by e-mail or distributed via team parents and/or managers during the baseball season.
 - Obtain media waiver forms from Little League participants.
- h. Picture Coordinator
 - Set up and coordinate picture day.
 - Schedule teams and be present at team parent meeting to answer questions concerning picture day and to distribute picture envelopes.
 - Coordinator needs to be present on picture day to answer questions and help with teams.
 - After picture day, coordinate make-up photos for any missed teams and individuals that missed the initial photo time.
 - Coordinator will need to pick up pictures when they are done and distribute them to all the right teams

V. Non-Board (Paid) Positions

A. Concessions Manager

- Order all food, drinks and supplies needed for sale throughout the year.
- Help to ensure we use the best food broker each year. Recommend foodservice supplier annually to board of

directors and do so in accordance with III. C (Bidding and Purchase Procedures). (e.g. foodservice distributor, soft drink vending and pizza supplier).

- Open and close concession stand daily
- Oversee Concessions Stand Shift Manager(s) and scheduled workers.
- Coordinate volunteers for concession duty.

B. Concession Stand Shift Managers

- Manage the daily concession operation, food supply and workers.
- See that proper food safety requirement and guidelines are followed.
- Be responsible for putting the money in the safe each night and balancing the receipts and the deposit.
- Direct both volunteers and paid shift workers.

C. Umpire Scheduler Job Description

- Scheduler will report to the Ankeny Little League President and Umpire Committee Chairperson or his appointed proxy from the board.
- Scheduler must have himself or delegate at the fields responsible for starting umpires, every game day.
- Provide up-to-date umpire list with contact info in Umpire notebook kept in the Quad Center.
- 1st year umps should start on bases to gain experience, and then progress to the plate.
- All umpires will be expected to work either the plate or bases, as needed.
- Have umpires email or call scheduler 2 - 3 weeks in advance for game requests.
- Scheduler publishes schedule at least 1 week in advance. Scheduler will have Ankeny Little League email address.
- Umpire that needs replacement shall call scheduler ASAP. Minimum of 48 hrs notice. Notify even if ump has found his own replacement.
- Umpires that are certified need to provide a photocopy of certificate for LL file before premium pay will be given.
- Scheduler can umpire games, but 1st responsibility is getting fields covered with umpires. Umpiring cannot interfere with 1st responsibility.
- Schedule youth umpires according to experience and league. Most experienced umpires will be used for Major League games.
- Youth umpires will be used first on the Minor and Major League games. Adult umpires only when no youth are available.

- Umpire pay scale will be set by the Ankeny Little League.
- Scheduler: Weekly pay, flat rate, same each week. Year-end bonus up to 20%. Approx. 80 games per week max. \$250 per week, Mon. - Sun. Approx. 12 weeks, April 1 - June 21, Prorate for partial week at beginning or end of season.
- Little League Office of the Day will pay umpires.
- Additional pay will be considered by the board/Executive Committee for Second Season scheduling work.

VI. Umpires

A. Umpire Pay for Postponed or Cancelled Games if not notified prior to arriving at fields.

- 1-2 Innings: \$5 (if full game pay is 15-\$20), \$10 (if full game pay is 25-\$30), \$15 (if full game pay is 35-\$40); (full pay)
- 3-4 Innings: \$10, \$20, \$30
- 4+ Innings: full pay

• B. Umpire Requirements

- Age: All umpires must be 14 years of age by the day of the game umpired.
- Test/Certification – Umpires can take tests for varying levels of certification/pay.
- Umpires will be given an official rule book and Ground Rules prior to the start of the season. Umpires should keep rules with them during all games.

• C. Umpire Assignments

- Fields 1 - 8 (Minor & Major Leagues): 1 plate umpire for each. 2 extra umpires scheduled for the bases on each quad. These will be used to fill in behind the plate if necessary. Teams provide other base umpires.
- Fields 9, 10, 11: (Jr, Sr, Big Leagues): 1 plate and 1 base umpire for each game.

VII. Manager / Coach Approval Process

- Names of volunteers are collected from Registration forms.
- Lists are developed by the player agent of potential managers and coaches for each league to be considered.
- Priority is given to those who have managed or coached in prior years. Comments are solicited from board members on the individuals being considered as well as any written evaluations or incident forms from previous years.
- Lists are adjusted to match with the number of teams by the Executive Board. Experience and references are considered. Motions are made by the board for individual approvals for the particular manager or coach positions for each league.
- Lists are distributed to the board for review.

- League Administrators contact approved managers to confirm and inform of manager meetings.
- If an individual turns down the nomination to manage the board selects from the league list the next individual who has indicated they want to manage and motion is made to approve that individual or a selection is made from the coaches list for approval.
- League Administrators and other board members may recruit managers for Leagues as needed.

VIII. Managers Meetings

Managers' Meetings for Single A and older are held prior to the Draft. For 5-8 year old teams, the managers' meetings are held before April 10th. A second Managers Meeting is held at the Season's Mid-point. These Pre-Season and Mid-Season meetings are held by age group and are jointly led by the League President and/or Age-Level Vice President and the League Administrator. Others that may be encouraged to attend are Player Agent, Equipment Director or Treasurer.

A. Pre-Season Managers Meeting Items to Cover:

- a. Any special league rules
- b. Required conduct when representing Ankeny Little League
- c. Expected development of baseball fundamentals
- d. Development of ability to provide positive reinforcement of players at all levels
- e. Other items and issues raised by League officials, managers, coaches or parents

B. Mid-Season Managers Meeting – this meeting is held to determine how things are progressing for the first half of the season. League Administrator and/or President/Vice President will address issues.

IX. Coaches Training Session

- A. Ankeny Little League offers training for prospective coaches for each baseball season. Efforts are made to split the training by appropriate age groups. The effort is traditionally led by Mark Hey, Ankeny High School baseball coach.
- B. Other training opportunities and info will be offered to managers before and during the season.

X. Player Skills Assessment & Draft System

- A. The player draft occurs after the player skill assessment. Each manager is given 10 minutes in which to review his/her notes from the skills assessment.

- B. Each manager draws their draft order (this can be done at the managers meeting). Drafting positions can be traded before the draft begins.
- C. The Managers are seated in their draft order starting from one. Team names will be picked in reverse order of the draft (can be done at the managers meeting). American and National league will alternate based on the first pick. Example: If the first pick is the Cubs the next pick must be an American League team, then National and so on.
- D. Before the draft begins, the managers discuss players who didn't attend the skill assessment. Each player will be drafted regardless of whether they attended skill assessment or not. Also, there will be discussion of new registered players, who didn't play last year.
- E. Each manager is given 1-minute to choose a player. If they don't choose a player in the 1-minute time limit, they lose a player choice that round.
- F. The player agent and league administrator must keep track of who had last pick. This is done in case we have new sign-ups. That next manager gets the next sign-up. It continues in draft order with all new sign-ups.
- G. The definition of a round for the draft will be as follows: One round consists of each team making one selection in the order established above. For example, in an 8 team league Round No. 1 would start with Team No. 1 making the first pick of the round, then Team No. 2 and so on until Team No. 8 makes a pick. Round 2 would start with Team No. 8 making the first pick of the round, then Team No. 7 and so on until Team No. 1 makes a pick.
- H. If a manager drafts a player with a sibling that wants to be on the same team, that sibling would be taken in the next round drafted with his age group.
- I. If two children from the same family play in the same league and wish to play on the same team. Those players will be selected in consecutive rounds.
- J. Before the draft begins, the manager's child/s will be slotted in the round that fits their skill level. This will be done by an agreement of the managers with the league administrator and/or VP having the final decision, if the Managers cannot come to a consensus. If the manager's child is in the Major or Junior Leagues (with multiple age groups included), the player will be placed in a draft slotting with his/her age group.
- K. All leagues will draft according to the procedures listed below. Manager selections will end (in all leagues) when the draft has completed a round and the number of remaining undrafted players does not allow for two more full rounds of drafting. All remaining undrafted players will be put into a hat. Each player will be drawn

from the hat in draft order until all players have been drawn and will be assigned to the teams in the drafting order.

Additional Draft Procedures for each League:

- Single “A” (9) The draft will run in a normal serpentine order with the manager’s child taken in the pre-slotted round. Drafting will end on an even round and the balance of the players will be distributed as listed in the General Notes.
- Double “A” (10) If 10 year olds are the only age group placed in this league, it will be a normal serpentine draft with the manager’s child taken in the pre-slotted round. Drafting will end on an even round and the balance of the players will be distributed as listed in the General Notes.
If 10 and 11 year olds are in this league, it will be an open draft with the managers with an 11 year old players being taken in the pre-slotted round and the managers with a 10 year old player being taken in the pre-slotted round. Drafting will end on an even round and the balance of the players will be distributed as listed in the General Notes.
- Triple “A” (11) The Board will determine, prior to the night of the draft, the number of Triple “A” players that need to be moved up to the Major League to comply with Little League requirements. Prior to each Triple “A” player’s Skills Assessment, a Board Member will verify if that player wants to be included in the group of players that will be selected to move up to the Major League. Players must try-out to be eligible to be moved to the Major League. The Major League Managers will then unanimously agree on the Triple “A” players that will be moved to the Major League for those players that have declared the desire to be considered.
The draft will run in a normal serpentine order with the manager’s child taken in the pre-slotted round. Drafting will end on an even round and the balance of the players will be distributed as listed in the General Notes.
- Major League Majors player evaluation should be conducted prior to the ‘AAA’ player evaluation and draft. The draft will start with three (3) rounds of 12 year old drafting. If a manager has a 12 year old player, the Manager will draft them in the pre-slotted

round. Next there are at least two (2) and preferably three (3) rounds of 11 year old drafting based on the number of 11 year olds in the league. Players from Triple A will be pulled up to the Major League to maintain the required age ratios and to provide enough 11 year olds to distribute the same number of 11 year olds to each team. If a manager has an 11 year old player they will draft them in the pre-slotted round. Next we draft the remaining 12 year olds ending in an even round. The balance of the players will be distributed as listed in the General Notes. Major League teams are limited to eight (8) 12 year olds per team, according to Little League rules. Ankeny Little League will try to limit Major League teams to seven (7) 12 year olds to allow for some late sign-ups. Some teams will leave the draft with eight (8) 12 year olds.

- Junior League The draft will run with three (3) rounds of 14 year olds drafting. If a manager has a 14 year old player, they will draft him in the pre-slotted round. Next there are three (3) rounds of 13 year old drafting. If a manager has a 13 year old player, they will draft them in the pre-slotted round. Next we will draft the 14 year olds in full rounds. 14 year old drafting will end on an even round. Then we will draft the remaining 13 & 14 year olds together in full rounds and will end drafting on an even round. The balance of the players will be distributed as listed in the General Notes.
- Senior League The draft will be an open draft with all 15 & 16 year olds mixed together without regard to age. Managers kid/s will be drafted in the pre-slotted round. Drafting will end on an even round and the balance of the players will be distributed as listed in the General Notes.
- Player Additions Player additions after the draft will be assigned on a weekly basis. On Saturday of each week, all players that have registered the previous week will be put into a hat and selected randomly. These random selections will be assigned using the draft order and will start with the next selection after the last player taken on the night of the draft.
- Player additions may be limited (particularly in the Majors) based on the roster limitation required by the Little League Rules.

XI. Exhibition Season

The first __ games of the season will be considered exhibition games. These games are not to count toward League standings and any cancelled because of bad weather will not be made up. Managers are encouraged to rotate players as much as possible and pitchers are to be greatly limited in their number of pitches. League Administrators will provide specific direction as to the precise number of pitches/innings for these early games.

XII. Pool Player

The intent of the pool player program is to eliminate forfeits and NOT to supplement a team's roster. Team Managers will be able to request pool players if they expect a shortage of their normal rostered players that would place the team at eight (8) or fewer expected players and NOT when a team has nine (9), the required number to play.

- A. The Ankeny Little League Player Agent will be responsible for executing the pool player program.
 1. All parents will be able to indicate whether their child would like to be listed as a pool player at the time of registration. When registration is closed the Player Agent will compile a pool player report for all divisions (Single A and above) for each Ankeny Little League charter (American and National) and then provide this list to each divisions administrator.
 2. This list will be maintained throughout the season as injuries and absences occur.
 3. Pool Player Program Guidelines:
 - a) Players will be identified at registration by parent/guardian.
 - b) Pool Player roster will be maintained for each charter and subsequent division.
 - c) Pool Players will be used on a rotation basis.
 - d) Managers are NOT allowed to find their own Pool Player.
 - e) The Player Agent will provide a weekly report to each division's Administrator on pool players used in games.
 - f) Pool Players skipped, due to sufficient reason, will be placed at the top of the list for the next game.
 - g) Any team that violates pool player usage will forfeit the game(s) a pool player participated in (See rule d).
 - h) Team managers must attempt to notify the Player Agent 48-72 hours out of needing a pool player, however, if any team finds out at, or just before, game time they do not have enough players to play, they will be given 15 minutes grace for the league to try and produce a pool player. If one is not

found, the game will result in a forfeit and for the benefit of those that arrived; an unofficial game will be played amongst the remaining players.

4. Pool Player Rules:

- a) Pool Players will only substitute for teams in their own division (American or National).
- b) Pool Players will wear their own team's regular uniform.
- c) Pool Players must play at least nine (9) consecutive defensive outs.
- d) Pool Players must be identified on the line-up card by a "PP".
- e) Pool Players are NOT allowed to pitch or catch under any circumstances.
- f) Pool Players MUST bat last in the line-up.
- g) If a rostered player arrives late or is at the game unexpectedly making the replacement player unneeded, any confirmed player(s) that show up for the game will still play for that team.

XIII. Officer of the Day Assignment / Scheduling

It is recommended that at least two board members be present during any time when Little League games are scheduled. These board members are referred to as the Officer(s) of the Day. Each board member is expected to serve as the Officer of the Day five times during the season. The secretary shall conduct a sign up for this responsibility, usually through e-mail and on a first response, first choice basis. *Officer of the Day responsibilities are kept in the Quad Center and can be found in an addendum to this Policy and Procedures Manual.*

XIV. Ankeny Little League Safety Program

- A. The Ankeny Little League will provide a safe and healthful workplace and environment for all our employees and volunteers, as well as any others whom may work, visit or enter our facilities. We will make every effort to provide a safe environment that is free from recognized hazards.
- B. The league will comply with all applicable occupational safety, health and environmental regulations. It is the responsibility of every employee and volunteer to observe all safety rules, follow safe work practices and immediately report injuries and unsafe or hazardous conditions.
- C. Safety manual is posted on our website, kept in the Quad Center and is an addendum to this Policy and Procedures Manual.

XIV. Game Rescheduling

- A. If there is a mass cancellation due to weather, League President or delegate may coordinate.
- B. All rescheduling is done at the discretion of the League Administrator, League President or delegate.
- C. Single games should be coordinated by League Administrator
- D. Managers talk to work out a possible date and time consulting master schedule.
- E. One of the managers contacts the League Administrator with the requested date and time.
 - 1. League Administrator will:
 - a. Check with Prairie Ridge Supervisor (963-3577, mcarl@ci.ankeny.ia.us).
 - b. Is the date and time open? Can he have the field ready?
 - c. Contact Umpire Scheduler (umpire@ankenyllb.com) and confirm umpires available.
 - d. Contact Concession Stand Director.
 - e. Confirm date and time with managers.
 - f. Make sure there is a League Official on-site for the game. League Administrator will fill this function or provide proxy if there are not previously scheduled games with an OD. There must always be a League.
 - 2. Game should be added to ALLB website calendar.

XV. All Star Selection

- A. A Manager that wins his league title will be the All Star Manager for that league. The second place team manager is given the first choice at assistant coach, if his kid makes All Stars. The optional 3rd coach will be picked by the manager. The Executive board will approve all managers and coaches.
- B. All Star selection will be conducted by a committee of the league managers presided over by the League Administrator. Other Ankeny Little League officials may attend if needed, but no others. They will meet in person, at a secure location.
- C. It is expected that all discussions are kept confidential.
- D. No written or emailed discussions.
- E. All players should be considered equally based solely on merit as a player with no consideration for age. (i.e. – All 11-year olds should be given equal consideration to 12-year olds for the Major League All Stars.)
- F. Each manager will nominate players from his team that he believes should be considered. Each manager will nominate at least one player.
- G. Each team will have at least one player selected to the all-star team. If a player is selected and not able to play and no other player from that team has been selected or deemed all star eligible, The VP of the league can allow the team to be left without

representation. Consideration for skill, attitude, position, and fit to team.

- H. Players will be chosen through consensus of the assembled managers. The All Star Team Manager should be given an extra measure of discretion when making final selections of closely matched players.
- I. Additional Coach(es) are selected at the discretion of All-Star Manager.
- J. A decision is made as to whether the team should be comprised of 12, 13 or 14 players.

XVI. City and County Tournaments

- A. Team Selection. Winning teams from the National and American League in each age group will be the representative to the County Tournament – should the board decide that age group is one which Ankeny Little League will participate in County tournament Competition. The board should make this determination prior to the start of each season.
- B. All other teams will be seeded in the City tournament according their placing from the regular-season play.
- C. The board will review County Tournament participation. The League is committed to allowing each team to have a quality post-season tourney experience.
- D. League Tie-breakers
See Ground Rules

XVII. Disciplinary Actions –

Occasionally, Little League participants act in a manner that disciplinary action is required. Every attempt should be made to ensure all parties understand the protocol and inappropriate behaviors before the season begins and before any inappropriate action takes place. Once action has been identified, an incident report (above) should be completed. Named offenders and related parties should all be given an opportunity to make their case and share their perspective.

- A. Manager/Coach/Adult
 - 1. Verbal warning by President, Vice-President, and League Administrator
 - 2. Written warning- 1 game suspension
 - 3. 2nd written Relieved of manager/coach duties
- B. Player
 - 1. Meeting between manager/coach, parent and President, VP, League Administrator
 - 2. Written warning- 1 game suspension
 - 3. 2nd written warning- 3 game suspension
 - 4. Further problems reviewed by board of directors

E. Umpires

In rare situations, some action may be required to discipline umpires. In such cases, any action should initially be taken by the Executive Committee, Umpire Coordinator and relevant League Administrators; and later reviewed by the full board of directors.

F. Board Members –

1. Also in very rare situations disciplinary action might be required for board members and are taken seriously. In these situations, any disciplinary action should be determined and taken by the entire board of directors and a special board meeting may be called.
2. The actual vote determining action may be taken with the appropriate board member(s) not present at the time.

XVIII. Grievance / Complaint Process

- A. Any Grievance or Complaint may be filed in writing utilizing either on the official form (found at the Concessions Stand or on the ALLB website.)
- B. Grievances must be signed and presented to either the Officer of the Day or League President.

XIX. Pitch Count Procedure Checklist - This procedure list is to assist in the keeping of Little League International's new pitch count rule.

- A. Home and Visitor teams are to keep pitch count for each of their own pitchers and the other team's pitchers. This will assist in the half inning reconciliation that will need to take place. A pitch count sheet will be provided to assist in consistency. This sheet will be on NCR (carbon) type paper so a copy can be saved for your own reporting records to your respective league administrator. How this reporting is done will be up to your league administrator.
- B. The Home team pitching sheet will be the official count. This is similar to the home team having the official scorebook.
- C. Pitch count sheets are recommended to be kept by an assistant coach or an attentive parent. After each half inning both managers are to communicate the count they tallied for the previous half inning. It is that procedure that will secure a more consistent monitoring of the pitch count.
- D. Pitch count starts over when a new pitcher is brought in to pitch.
- E. Warm up pitches do not count toward the pitch count.
- F. Pitches hit foul and or put into play are to be counted toward the total pitch count.
- G. If during reconciliation a discrepancy cannot be agreed upon, then the home book has final say. If this is unsatisfactory to the visiting manager the officer of the day can be called and the proper avenues of protest are to be followed.

XX. Calling Games Due to Time Limits

The time limit rules are specific in our ground rules:

A. Time Limits for Games Held During the Week

1. For Majors, Triple A, Double A, and Single A no new inning can start after 8:00PM until school is out. This means if it is 7:59PM and the 5th inning finished, the entire 6th inning will be played. Games do not automatically end right at 8:00PM. If the game is tied it at the end of the entire last inning, it will be stopped and resumed at the next available opportunity.

Please note: Once school is out for the summer, games are played out completely or until darkness.

XXII. Record Retention Policy

A. Electronic File Copies

1. Destroy within 30 days:

- Routine correspondence, notes and memoranda that require no acknowledgement or follow-up

2. Destroy after 30 days:

- Correspondence requesting specific action that has no further value after action is taken
- Correspondence of general inquiry and replies that complete a cycle of correspondence and have no further value - within a reasonable time frame

B. Electronic Files or Hard Copies

Destroy after one (1) year:

- Items specific to one season only should be destroyed once the following season begins

C. Hard Copies

1. Destroy three (3) years after the date on document.

- All receipts and financial documents, including donor/sponsor documentation
- All regular board meeting minutes.

2. Long-term retention:

- Contracts, agreements and related correspondence or related documents.
- Annual Membership Meeting minutes and Election-related documentation should be kept permanently on file. Items related to long-term agreements and contracts should be considered permanent records. Other information related to player participation numbers, board lists, and capital improvement documentation should be kept on file for long-term reporting and historical purposes

- Other correspondence or memoranda that Little League might need to produce in court to disprove liability or enforce organization rights
- Request under the Freedom of Information Act, responses and documents provided in response to the request