

LOCAL LEAGUE RULES AND BY LAWS

LAKE ELSINORE LITTLE LEAGUE

Adopted by the current Board of Directors

22 September 2023

This version supersedes all previous copies.

President's Name: __Jovanny Huerta_____

President's Signature: _____

Date: _____

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Pursuant to Section 3, Article X of the League Constitution, the following Local Rules, Regulations, Policies and procedures shall apply during the 2023 -playing season. Except as provided herein, all procedures shall be governed pursuant to the Official Regulations, Playing Rules and Operating Policies of Little League Baseball.

I. OBJECTIVE/INTRODUCTION

1. The objective of the local league shall be to implant firmly in the children of the community, the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier children, and will grow to be good, decent, healthy and trustworthy citizens.
2. Each local Little League Board of Directors (Board) should adopt its own Bylaws (also referred to as Local Rules or Ground Rules). For the purposes of this document, all further reference shall be as "Bylaws."
3. **This document expires at the end of the fiscal year (September 30)** and must be renewed by a majority vote of the Board annually. The renewal of the Bylaws should take place prior to player registration. Changes to this document require only Board consent, without the need of the general membership's approval. No part of the Bylaws can conflict with or supersede any Little League rule, regulation, or policy. The Board retains the right to review and modify, by majority vote, these bylaws, if it is determined mid-season a modification would be in the best interest of the league.

Abbreviations: LELL = Lake Elsinore Little League

II. MEMBERSHIP

Section 1- Eligibility. Any person sincerely interested in active participation may become a member.

Section 2- Levels of Membership. There shall be the following levels of Membership:

(a) **Player Members-** Any player candidate meeting the requirements of *Little League Regulation IV* and who reside or attend an accredited school within the authorized boundaries of the Local League shall be eligible to compete for participation but shall have no rights, duties, or obligations in the management or in the property of the local league.

(b) **Regular Members-** Any adult actively interested in furthering the goals of the Local League may become a Board Member upon election as hereafter provided. All Officers, Board Members, Committee Members, Managers, Coaches and other elected or appointed officials must be in good standing.

(c) **Honorary Members-** Any person may be elected as Honorary Member by the unanimous vote of all Directors present at any duly held meeting of the Board of Directors but shall have no rights, duties, or obligations in the management or the property of the Local League.

Section 3- Rights of Membership

Members shall have the following rights pursuant to their good standing status:

- (a) Eligibility to serve on the Board
- (b) Eligibility to serve as a Manager, Coach, or Team Parent in the Local League

III. Absence at Board Meetings

1. The league Secretary shall maintain a log of all Board Members present for each meeting. Any Board Member who is absent from three (3) regularly scheduled board meetings with unexcused absences (no advanced notice by phone or email), will be subject to removal from the Board of Directors following the rules set forth in the local league Constitution.

IV. Board Member Voting Procedures

1. Voting will be conducted as set forth in *Robert's Rules of Order* and the local league Constitution.

V. OPERATIONAL PROCEDURES

A. GENERAL REGULATIONS

1. The Actions and conduct of every Director, Officer, Manager, Coach, Player, and Umpire shall be governed by the Rules and Regulations of Little League Baseball, the Little League Operating Manual, the League Constitution and these Local Rules and Regulations. Demonstrated noncompliance may be considered as actions detrimental to the best interest of Little League Baseball and may be cause for adverse action by the Board of Directors.
2. The Umpire and/or Safety Officer or BOTH Team Managers are responsible to ensure that all playing fields are ready for play prior to the scheduled start of the game start time. Both teams are required to prepare the field for play.
3. **AA and AAA are a competitive division.** An official record will be kept in the scorebook.
 - a. 5 runs maximum per inning.
 - b. pitching logs must be maintained and recorded in the scorebook.
 - c. AA and AAA will compete in an end of the season in-house tournament.
 - d. Seeding for the tournament brackets will be based on a hat draw.
 - e. The winner of the tournament will be the league representative for the district 28 TOC with Board approval.
4. **Majors is a competitive division.** These games will have recorded wins and losses. The standings kept will determine seeding for the end of year in-house tournament. The winner of this tournament will be the league representative for the District 28 TOC with Board approval.
5. Any division that plays an interleague schedule will play using the District 28 interleague rules. The LELL team with the LELL record per division will be the league representative for the District 28 TOC with Board approval, unless the *schedule allows for an end of the year in-*

house tournament before TOC. In this case, the winner of the in-house tournament will be the league representative for the District 28 TOC with Board approval. Divisions governed by Interleague Rules may be required to carry their scorebooks with them otherwise they will be picked up and returned to the snack bars or other assigned location.

6. All games scheduled shall be played unless time restrictions make playing those games impractical. Make-up games may be scheduled for any open time slot during the week, and on Sunday, if necessary. **No Last at bats for home team; unless they are 4 runs down when applicable.**
7. The Home team shall provide the game balls.
 - a. Tee Ball will provide one ball.
 - b. All other divisions will provide two.
 - c. The league will provide each team enough inventory to meet this requirement.
8. Either Team can provide the scorekeeper.
 - a. If there is no scorekeeper the game will not be an official game, nor count toward seeding.
 - b. The pitch count maintained by the scorekeeper is the official pitching record.
 - c. The league will provide each Manager with their own scorekeeping book.
9. Managers are required to maintain Game Pitch Logs and Pitcher Eligibility Tracking Forms. This is mandatory for any division that allows player pitching. Both managers, scorekeeper, and the umpire must sign the tracking form. Pitch logs and eligibility tracking forms must be submitted to the scorekeeper prior to the start of a game.
10. Teams are required to pick up trash and debris from the dugouts, fields and spectator areas immediately after each game.
11. Both teams of the last game of the day shall remove and store the bases and ensure that no league or personal equipment is left unsecured.

B. UMPIRE REQUIREMENTS AND ASSIGNMENTS

1. All teams, regardless of division, will be required to umpire games as a condition of their appointment.
2. The UIC will prepare team umpire assignments for AA, AAA, Major, Intermediate, and the Junior Divisions depending upon their skill and knowledge. If no umpire is available for any game, the managers will serve as the umpires for their own teams while on defense. They will be positioned behind the pitcher.
3. The UIC will attempt to schedule 2 umpires per game. No umpire will be assigned to T-Ball or Single A games. Managers and coaches are permitted on the field in T-Ball and Single A and will serve as umpires.

C. EQUIPMENT ACCOUNTABILITY

1. The Manager of record is responsible for all league property assigned to that team. Including any assigned keys and shall be financially liable for replacement if such equipment is not returned to the league upon request. Trophies and awards may be held until all league equipment is returned.

D. SAFETY REQUIREMENTS

1. Do not paint, alter, or attach stickers to any helmet, safety gear, or equipment. Only stickers attached by the manufacturer are allowed. Frequently inspect all safety equipment, helmets, catcher's gear, gloves, etc., for damage or abnormal wear and tear. Contact the Equipment Manager regarding repair or replacement of league provided equipment.
2. Teach your players to take care of equipment. Do not allow them to throw helmets, bats, gloves, etc. Throwing equipment represents bad sportsmanship, which may lead to an ejection by the umpire or other disciplinary restrictions.
3. No player will be allowed to pitch batting practice. Live, game-situation player pitch is allowed.

E. INCLEMENT WEATHER POLICY

1. During rainy or inclement weather, play may be suspended by the Lake Elsinore Community Services Dept. Check Team Manager Application and/or league website for updates as well as our Facebook page for bulletins regarding field conditions.
2. If the city has determined that the fields are closed for games, they are also closed for practice.
3. Safety Officer reserves the right to suspend or cancel any games or practices due to inclement weather.

F. ACCIDENT AND INJURY PROCEDURES

1. The Manager must always have in their possession at games and practices:
 - a. Player Registration Forms
 - b. Medical Release Forms
 - c. First Aid Kit
 - d. Accident Forms
 - e. Current Team Roster
 - f. Ice Pack, frozen water bottle, or bagged ice in the team ice chest
2. Actions required in the event of an injury to a player, manager, or coach:
 - a. Evaluate the injury – care of the injured becomes the priority. The nature and severity of the injury will direct your course of action, including the need to call for emergency services (911).
 - b. Prepare an accident Report Form. All injuries, however minor, must be reported. Notify the Safety Officer via email with incident form within 24 hours.
 - c. Care and treatment for an adult is equally important, however, an adult can consent to or decline medical treatment.
 - d. Little League requires a Doctor's Medical Release to play in the event of any injury regardless of where or how the player was injured if such injury prevented the player from participating in Little League baseball for more than 3 sequential events (games, practices, etc.).

- e. CONCUSSION PROTOCOL – Follow the Little League prescribed concussion protocol for any injury that includes the head or neck area.
- f. Only Players, Manager, and Coaches with approved background checks are allowed in the dugouts. No parents or siblings are allowed in the dugouts. If food or drink is required, the parent is required to take it to the scorekeepers table and he or she will notify the umpire. No parent is to speak through the fence or gate to any player, coach, or manager.

G. LITTLE LEAGUE ACCIDENT INSURANCE LIMITATIONS

1. Insurance provided by Little League Baseball does not provide benefits for persons not associated with the league. Only players, managers, coaches listed on the team rosters, volunteer umpires, and other documented league volunteer personnel are covered. Accident insurance is intended to supplement the members own accident/health insurance. In the event the injured does not have insurance, the Little League's provided Insurance will serve as the primary carrier, less deductibles. Notify the parent/guardian to contact the President or Safety Officer to acquire diems in the event that a claim needs to be filed.

H. PLAYER REGULATIONS

1. Player candidates shall not be eligible for try-out, team assignment, or draft until after the league has received, reviewed, and verified a properly submitted Player Registration Form.
2. All Player candidates between league age 9 and 16 must participate in at least ½ of the scheduled try-outs and/or skills evaluations. If the player misses all try-outs, the parent or legal guardian must submit a written excuse to the BOD pursuant to Regulation IV (f). The BOD will vote to decide if the player will be allowed to enter the league.

I. PLAYER DRAFT AND PLAYER ASSIGNMENTS – DIVISION BREAKDOWNS

1. Only appointed managers or League representatives are eligible to draft teams in the AA, AAA, Major, Intermediate, and Junior/Senior Divisions. The President, Vice Presidents, Player Agents, Secretary and UIC **MUST ATTEND THE DRAFT**. If a manager cannot be present then a board member will draft for them. Only managers and board members are allowed when the draft is taking place. **No electronic devices** can be utilized during the drafting periods and will be placed in a box. The league will utilize Draft Plan B for the AA, AAA, Majors, Intermediate, and Junior/Senior Divisions. Once players are drafted, there will be a 24 hour waiting period before players can be notified.
2. The order of Draft:
 - i. Seniors Division
 - ii. Juniors (When there is no Senior division)
 - iii. Intermediate Division
 - iv. Majors Division
 - v. AAA Division
 - vi. AA Division

- a. **The T-Ball Division** - league age 4, 5 and 6 years old. Rosters will be assigned by a league appointed representative. Rosters will be assigned 6-8 players with the understanding that a team may receive additional players due to late registrations.
- b. **The Single A Division** - 5, 6, 7 years old. Rosters will be assigned by a league appointed representative. Rosters will be assigned 10-11 players with the understanding a team may receive additional players due to late registrations.
- c. **The AA Division** - 7 and 8, 9 years old.
 - i. Draft Plan B shall be utilized.
 - ii. Rosters will be assigned by a league appointed representative.
 - iii. Rosters will be assigned 10-12 players per team with the understanding that a team may receive additional players due to late registrations.
- d. **The AAA Division** - 9 and 10, 11 years old.
 - i. Draft Plan B shall be utilized.
 - ii. an 11 year old not drafted into the Majors division will also be draft eligible and must be drafted into this division.
 - iii. Rosters will be drafted to 10-12 players with the understanding that a team may receive additional players due to late registrations.
 - iv. Players will be assigned to teams based on the draft order established.
 - v. League age 8 year olds can play with written notice to the league prior to the draft and Board approved.
- e. **The Major Division** - league age 10, 11 and 12 year old players.
 - i. Draft Plan B will be utilized.
 - ii. Eligible 10 year old players will be removed from the draft board after the 8th round and will no longer be eligible to be drafted.
 - iii. Rosters will be drafted to and maintained at 12 players per team.
 - iv. League age 10 year olds can play with written notice to the league prior to the draft and Board approved.
- f. **The Intermediate Division** - league age 13 years old.
 - i. Draft Plan B will be utilized.
 - ii. Rosters will be drafted to 10-13 players who have identified themselves at registration to be eligible for the Intermediate Division.
 - iii. If less than 10 players identify themselves for the Intermediate Division or the roster falls down to less than 10 players, the league will open up the Intermediate Division to pool players or dual rostered players from all league eligible 12 and 13 year old players.
 - iv. All restrictions for pool players will be enforced.
 - v. League age 12 year olds can play with written notice to the league prior to the draft and Board approved.

- g. **The Junior Division** (*only if no Intermediate division*) - league ages 13 and 14 year old.
 - i. Draft Plan B will be utilized.
 - ii. Rosters will be drafted to 10-13 players.
 - iii. If all Junior teams rosters are filled, any remaining 13 year old players will be eligible to be drafted in the Intermediate Division.

- h. **The Senior Division** - league ages 14 and 16 years old.
 - i. Draft Plan B will be utilized.
 - ii. Rosters will be drafted to 10-13 players.
 - iii. If all Senior teams rosters are filled, any remaining 13 year old players will be eligible to be drafted in the Intermediate Division.

- 3. ALL PLAYERS REGISTERED BY THE DRAFT/TEAM ASSIGNMENT DATE SHALL BE DRAFTED/PLACED ON A TEAM. ALL PLAYERS PARTICIPATING IN A DIVISION WITH A DRAFT MUST ATTEND ONE OF THE EVALUATIONS PURSUANT TO LITTLE LEAGUE REGULATION 4 (F). ONLY PLAYERS REGISTERING AFTER THE DRAFT OR NOT MEETING DRAFT ELIGIBILITY DUE TO MISSING EVALUATIONS WILL BE PLACED ON THE WAITLIST.

J. PLAYER REPLACEMENTS / TEAM VACANCIES

- 1. When a team loses a player regardless of reason, **WITHIN 3 DAYS**, the Manager shall notify the Player Agent immediately.
- 2. The Player Agent will notify the BOD of the vacancy. The President will send the parent/guardian of the player a letter of Release (if from the Major Division), releasing the player from the team and from the league. This is the only action that creates an approved player vacancy.
- 3. No player shall be replaced during the final 2 weeks of the regular season. The only exception would be the necessity caused by a team's inability to maintain a minimum 9 player roster.
- 4. Managers who violate the replacement policy will be subject to adverse action by the BOD, including but not limited to suspension of duties.

- A. **JUNIOR DIVISION** – Any approved player vacancy will be filled from the appropriate age Waitlist by the Player Agent. The determining factor shall be based upon the earliest date of player registration. In the event the Wait List is empty, the league reserves the right to re-assign players within the Division to maintain a balance of players on team rosters. Players cannot be brought up from the Majors division to fill vacancies in the Juniors division.

- B. **MAJOR DIVISION** – Any approved player vacancy must be filled first from the Waitlist. The determining factor shall be based upon the earliest date of player registration. If no player is available from the waitlist, the vacancy must be filled by a player from the AAA Division. The Manager will send his selection to the Player Agent within 5 days of the vacancy. Manager's children are the only "protected" players and not required to move up should they be selected. Players selected to move up to the Major Division must do

so immediately. If the player refuses, another must be selected. The league will reassign any player refusing to move up to fill the spot of the player who did elect to move up. Any player who declines to move up becomes ineligible to move up for the remainder of the season and forfeit their All Star eligibility.

- C. **MINOR DIVISIONS** - Any approved player vacancy must be filled first from the Waitlist. The determining factor shall be based upon the earliest date of player registration. The league reserves the right to reassign players within the Minor Divisions to maintain a balance of players on team rosters should no player be available from the waitlist.

K. GENERAL PLAYING RULES

1. Home Run – Any batted ball that hits the yellow topper and goes over the fence shall be deemed a home run in any division.
2. The Chief Umpire shall maintain the official game clock.
 - a. Time Limits are defined as follows:
 - i. T-Ball – game duration 60 minutes.
 - ii. Single A - No new inning after 1 hour
 1. Drop Dead - 1 hour and 15 minutes
 - iii. AA – No new inning after 1 hour and 30 minutes
 1. Drop Dead - 1 hour and 45 minutes
 - iv. AAA - No new inning after 1 hour and 45 minutes
 1. Drop Dead - 2 hours
 - v. Majors – No new inning after 1 hour and 45 minutes
 1. Drop Dead - 2 hours
 - vi. Intermediate and Juniors/Seniors – No new inning after 2 hours.
 1. Drop Dead - 2 hours and 15 minutes.
 - b. Any Major, Intermediate, or Junior/Seniors game called as a result of a Time Limit, and before becoming a regulation game shall be ruled a suspended game and referred to the BOD (*ONLY FOR SPRING SEASON*).
 - c. Any AA, AAA, Major, Intermediate, or Junior game called as a result of a Time Limit and after a regulation game will revert back to the last completed inning.
 - d. If any game in progress plays up until their time limit, neither team in a subsequent game will be permitted field drills. They shall be immediately prepared to start the game on time.
 - e. **AA, AAA There will be no last at bat for the home team if you are down by more than 5 runs.**
3. **T-BALL** – League eligible players 5 years old and younger
 - a. There are no protests in this division.
 - b. Batting shall be from a Little League approved batting tee. COACH PITCH IS PERMITTED. However, it is limited to 3 pitches before the tee will be used.
 - c. Little League approved Tee Balls will be utilized.
 - d. There shall be no strike outs or walks – the ball must be put into play by the batter.
 - e. All players on a team roster shall be on the field defensively.
 - f. All players on a team roster will have a turn at bat each inning.
 - g. All hits will be awarded one base.

- h. Base runner may only advance one base at a time on a legally batted ball unless the player hits a double. A batter is allowed 2 bases on a double. A double is defined as any ball hit past the outfielders.
 - i. No base stealing
 - j. No bases will be awarded on overthrows or errors.
4. **SINGLE A** – League age 5 & 6, 7 year old players (5 year old must have 1 year of Tee ball experience)
- a. There are no protests in this division.
 - b. Coach Pitch Only (on one knee) at 23 feet (Halfway) from the home plate – no player pitching.
 - c. Little League approved Tee Balls will be utilized.
 - d. A maximum of 10 players shall be on the field defensively – if a team has additional players, each will rotate so that no player sits out defensively for more than 1 inning.
 - e. Two defensive pitchers are allowed only if both teams agree prior to the start of the game at the home plate meeting.
 - f. Continuous Batting Line-Up utilized.
 - g. Each player shall receive 3 overhand pitched balls from the Coach. Additional pitches are allowed in the event of a foul ball. After 3 pitches, the batter will hit off the tee. Batters may also be retired by standard baseball rules.
 - h. The ball is dead, and no runner may advance between the time the ball is returned to the pitcher and the next pitched ball is delivered.
 - i. Base runner may only advance one base at a time on a legally batted ball unless the player hits a double. A batter is allowed 2 bases on a double. A double is defined as any ball hit past the infielders .
 - j. One base is permitted on an overthrow.
 - k. No stealing
 - l. No Bunting
 - m. A side is retired when a team has batted through their roster, 5 runs have scored, or 3 defensive outs.
 - n. Scorebooks are not required. It is the responsibility of both managers to track the number of runs scored in each inning.
5. **AA DIVISION** – League age 7 and 8, 9 year old players
- a. There are no protests in this division.
 - b. Player Pitch ONLY. League age 10-year olds will not be eligible to pitch. Maximum pitches for all players is 50 pitches.
 - c. Continuous Batting Line-up utilized
 - d. Over the fence homerun allowed, and any ball hit to the outfield “fence” that is still in play is eligible for a homerun. Play will be dead when the baseball reaches the pitcher’s mound, whether the pitcher has control of the ball, or not. .
 - e. Bunting is allowed. “Slap hits” are NOT ALLOWED.
 - f. Stealing is permitted with the exception of home plate. The base runner may attempt to lead off or steal (1st and 2nd base only) once the ball passes the front foot of the batter or home plate, whichever comes first.
 - g. Third base runners must have their foot in contact with the third base bag at all times until they are legally batted or walked in.
 - h. One base shall be awarded on an overthrow at any base; dugout is two bases.

- i. The side is retired when a team has reached 5 runs, or 3 defensive outs have been recorded.
 - j. All pitching limits will be in effect.
 - k. Continuous batting lineup utilized. With continuous batting order, managers can substitute players starting in the 2nd inning.
6. **AAA Division** – League age 9, 10 & 11 year old players
- a. There are no protests in this division.
 - b. Player pitch ONLY. League age 11 year olds will be eligible to pitch.
 - c. Continuous Batting Line-Up utilized
 - d. Waived 12 year old are not eligible to pitch
 - e. The side is retired after a team has batted through their line-up, 5 runs have scored, or 3 defensive outs have been recorded.
 - f. Continuous batting lineup utilized. With continuous batting order, managers can substitute players starting in the 2nd inning.
7. **Majors, Intermediate and Junior Divisions**
- a. Inter-League rules will apply in all games.
 - b. Tournament rules are utilized.
 - c. Any division that is also included in Inter-League play will also be governed by Inter-League rules.
 - d. No metal cleats allowed on the portable pitching mounds.
 - e. Majors – League age 10, 11, and 12 year old players
 - f. Intermediate – League age 13 year old players
 - g. Juniors – League age 13, 14 year old players
 - h. Seniors - League age 14, 15, & 16 year old players

L. Tournament Play

1. **Selection Eligibility** - To be eligible for any tournament manager position, each manager **MUST** have fulfilled their manager obligations during the season.
- a. **ALL** their umpire assignments must have been covered.
 - b. **ALL** their team's snack bar assignments covered.
 - c. Representative at the rule's clinic.
 - d. Representative at the umpire clinic.
 - e. Present at Coaches' clinic and any manager meetings.
 - f. The manager must also be in good standings with the League regarding disciplinary matters.
2. **Selection Process** - *Manager and player selection at all division will follow these steps:*
- a. *All eligible players and managers will be made aware of the opportunity.*
 - b. *The league will open registration for players and managers.*
 - c. *Any interested manager will register on the site for Presidential consideration.*
 - d. *Board will vote on the Manager assignment based on the President's recommendation.*
 - e. *Managers will be allowed to select their staff from approved and background checked staff*
 - f. *All players for consideration must register on the site and attend tryouts for the team.*

- g. Managers will be present for player tryouts and make selections from registered pool of players*
- h. Players will be notified regardless of selection or rejection.*

M. All Stars Player Selection

1. Player Voting

- i. The league will present each player with a paper or electronic ballot with all eligible player's names, and they will get to select 6 names from the list. Ballot to be provided by Board officials and collect all at the same time from players. The form will request only the voting player's number incase of questions.*
- ii. Each division with eligible age players will be selected by player vote of the players in that division equal to the number of teams in each division.*
- iii. For example, if there are 4 teams in the Majors division, the players will select 4 players; if there are 5 teams, the players will select 5 players.*
- iv. Players will not be allowed to vote for players from their own team. Their ballot will not have their own team players listed.*

2. Manager Player Selection

- 1. Once the player voting selections are finalized, the team manager will be allowed to fill the roster to 12, 13 or 14 players as desired.*
- 2. Once the managers are approved, the manager will select the eligible players for their team in the following order: Majors, Juniors, Intermediate, 10-8 team, 11-9 team. Teams will be composed of between 12-14 players.*

VI. LELL GRIEVANCE POLICY AND PROCEDURES (DRAFT)

COMPLAINTS

1. Parent complaints must be communicated with the manager in one of two ways, either:

Option 1: The parent should discuss the issue directly with the manager. The purpose of this Grievance Policy is to foster open communication, without fear of retaliation, between the parent and the manager. The Board of Directors prefers that all complaints be handled in this manner if at all possible. The manager may or may not have been aware of the problem. The issue should be discussed quickly in a courteous and in a positive manner. When approached promptly and in a calm manner, many problems quickly become non-issues and a higher level of cooperation and understanding is achieved. These discussions should not take place in front of any children, other parents, nor during a game or practice. If the issue cannot be resolved directly between the parent and the manager, then the complaint should be made in writing (FILL OUT COMPLAINT FORM) by the parent to the Player Agent. The Player Agent shall then discuss the issue with the manager. If the issue still cannot be resolved, or if it continues, the Player Agent will bring the issue before the Board for resolution.

Option 2: In the rare circumstance where the parent would prefer to have a LELL Board member present for the initial conversation with the manager, the parent may elect to write a letter to the LELL Board of Directors. The letter must outline the specific area(s) of concern, provide only facts, and not include any judgments or conclusions. Upon receipt of the letter the Board will forward the letter to the manager to make them aware of the concerns. The Player Agent will then schedule a meeting providing an opportunity for the parent(s), manager, and Division Director to all sit down together and attempt to resolve the conflict. This provides both the parent and manager an independent third party to help facilitate the conversation. It is expected that the manager and parent will work together to facilitate a positive resolution

2. If **(and only if)** the issue cannot be resolved directly through one of the two options outlined above, the issue may be elevated through the Grievance Policy outlined below.

Formal Incident Report

3. If a complaint is not resolved by the above process, the parent can file a formal complaint in writing with the President. **Any improper behavior** at games, practices or league events by any manager, coach, player, Board of Director, umpire, or spectator will result in an Incident Report being filed with the League President. Any manager, coach, or Board of Director may submit an Incident Report to the President for review of improper behavior:

The written complaint should contain the following

- a. The name, telephone number and email address of the person filing the complaint
- b. The name of the person against whom the complaint is filed;
- c. The nature of the complaint;
- d. The relevant dates and locations;
- e. The desired resolution.

4. The Process - The complaint will be reviewed by the Executive Committee within 48 hours of receipt to see if the complaint has merit and if it should be reviewed at a grievance hearing.

If the complaint has merit, the Vice President shall convene a meeting of the Disciplinary Committee giving the committee members at least 48 hours notice of the meeting. The Disciplinary Committee shall be comprised of the Vice President (as Chair), and 3 Board Members. The three members selected must not be involved in the incident and must be impartial with no conflicts of interest with the manager/coach/player/Board of Director/umpire/spectator being brought u the Disciplinary Committee.

- a. If the complaint does not merit a hearing, the Vice President will notify the parent in writing why the complaint was dismissed. The complaint dismissal action of the Vice President shall be final unless the person who filed the complaint decides to appeal the decision to the full LELL Board. The appeal must be by written request to the President within 48 hours of the dismissal by the Vice President (see "Right to Appeal" below).

5. The Disciplinary Hearing –

- a. Both the person filing the complaint and the person against whom the complaint is filed, may produce witnesses to speak on their behalf (no children witnesses). The witnesses must provide their written statements to the Chair no later than 24 hours prior to the hearing.
- b. The Committee shall hear testimony in the following order:
 - i. The parent filing the complaint (10 min max);
 - ii. Witnesses for the parent (2 min each);
 - iii. The person against whom the complaint is filed (10 min max);
 - iv. Witnesses for the person against whom the complaint is filed (2 min each).

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

- c. After the parties are dismissed, the Disciplinary Committee shall then discuss the case in private and reach a decision as to the imposition of any disciplinary action by majority vote. The Chair shall issue a letter to the person against whom the complaint is filed as soon as practical after the decision of the Committee, informing the person whether the complaint was dismissed, if there will be disciplinary action, or know the issues raised in the complaint were resolved by the Committee. The person filing the complaint shall also be promptly informed in writing of the Committee's decision.

DISCIPLINARY ACTION

6. The Disciplinary Committee may impose sanctions as follows:

- a. Dismiss the action without sanction;
- b. Written warning from the Chair;
- c. Suspension from one or more games or practices;
- d. Recommendation against post season positions;

- e. Removal from League position;
- f. One year suspension from League
- g. Recommendation for criminal prosecution or civil action.

The action of the Disciplinary Committee shall be final unless the person against whom the complaint is filed decides to appeal the Committee decision to the full LELL Board. If so, the person must appeal by written request to the President of the LELL Board within 48 hours of receiving the decision of the discGrievance Committee.

RIGHT TO APPEAL

The LELL Board President shall schedule the appeal for the next regularly scheduled board meeting (a minimum of 72 hours notice is required). The President shall Chair and conduct the appeal in the same manner as the Disciplinary Hearing (above). A final decision will be made by majority vote of all board members present at the meeting. The President shall issue letters to both the person against whom the complaint was filed and the person who filed the complaint, within 48 hours of the hearing informing that person of the outcome. This decision will be final with no further appeals.

RETALIATION

Retaliation will not be tolerated. The purpose of this Disciplinary Policy is to foster open communication between the volunteers who manage/coach the teams and the league participants. Communication between managers/coaches and parents must be able to occur with no fear or concern of retaliation. Retaliation is defined as an observed change in playing time, position, batting order, or disposition. All concerns of retaliation will be fully investigated by the Disciplinary Committee. If the Committee determines the player has been subjected to retaliation the manager/coach will be suspended indefinitely.

RECORDS RETENTION

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