

Auburn Little League Policy Manual 2024

Board of Directors

The Auburn Little League Board of Directors consists of the following volunteer positions:

- President
- Vice President (Baseball)
- Vice President (Softball)
- Secretary
- Treasurer
- Player Agent (Baseball)
- Player Agent (Softball)
- Manager Coordinator
- Safety Officer
- Umpire-In-Chief
- Concessions Coordinator
- Equipment Manager
- Field Maintenance
- IT Specialist
- Scheduler
- Social Media Coordinator
- Sponsorship Coordinator
- Uniform Coordinator

Fund Raising

The Auburn Little League Fundraiser for 2024 will be (1) Concession Stand located at Sunset Park and (1) Concession Stand located at YMCA for regular season games.

The Concession Stands are an important way for the League to raise funds and eliminate the need for other fundraisers such as candy bar sales. Each team is required to provide coverage for TWO Concession shifts throughout the season and during tournaments. Per City of Auburn Parks and Recreation contract, each shift **must** have an adult present at the Stand.

Registration

Registrations will be on a first come, first serve basis. The exception would be the availability of returning players to drafted teams, where applicable, to sign-up via mail prior to the general sign-up dates. Per Williamsport rules, players will play in their age appropriate division as set by Little League International. These are established by Auburn Little League as follows:

Division	Guidelines
Tee Ball Boys & Girls (4-6)	Girls will be placed on all-girls Tee Ball teams whenever possible.
Instructional A Machine Pitch Baseball (7-8)	League age 6 year olds can play IA Baseball only if they have played an official season of Tee Ball. League age 8 year olds are encouraged to register for Baseball if they played IA last year.
Baseball (8-12)	League age 9, 10, 11, and 12 year olds register here. League age 8 year olds are encouraged to register for Baseball if they played IA last year. All players must attend player evaluations (try-outs). Based on evaluations, players may be drafted to Majors (10-12), AAA (9-11), or assigned to AA (8-11).
Intermediate 50/70 Baseball (11-13)	League age 11, 12, and 13 year olds can opt to register here.
Junior Baseball (13-14)	League age 13 and 14 year olds. League age 12 year olds can opt to register here.
Senior Baseball (13-16)	League age 13-16 year olds.
Minor B Machine Pitch Softball (7-8)	League age 6 year old girls can play Minor B only if they have played an official season of Tee Ball. League age 8 year old girls are encouraged to register for Fastpitch Softball if they played Minor B last year.
Fastpitch Softball (8-12)	League age 9, 10, 11, and 12 year olds register here. League age 8 year old girls are encouraged to register for Fastpitch Softball if they played Minor B last year. All players must attend player evaluations. Based on evaluations, players will be drafted to Majors (10-12) or Minor A (8-11).
Junior Fastpitch Softball (13-14)	League age 13 and 14 year old girls. League age 12 year old girls can opt to register here.
Senior Fastpitch Softball (13-16)	League age 13-16 year old girls. Note: Seniors start in May after High School Fastpitch Softball ends.

Refund Policy

The following document describes our policy for the REFUND of player registration fees.

1. The player's parents are responsible to follow the proper notification and approval process, below.
2. Prior to March 15th – 100% Refund
3. March 16th to April 14th – 50% Refund
4. After April 15th – No Refunds
5. Refunds will not be issued after the draft in the following divisions: Junior, Major, and AAA baseball or Junior, Major, and Minor A softball
6. In the event of a National/State declared emergency that impacts our ability to provide a season on time the Auburn Little League Board will convene a vote on percentage of registration fees to refund. The league recognizes there are costs involved to host a season while recognizing the unusual circumstances such declarations have on individual lives. The Board will seek guidance from District 10 and/or Little League International prior to finalizing the voting process of refunds. This provision of the Refund Policy supersedes all other provisions in items 1 through 5.

To qualify for a refund:

1. Parents should also notify the team manager immediately of their intentions.
2. Parents must then notify the player agent via email or in writing of the request for player release.

The official mailing address is:

Auburn Little League
P.O. Box 57
Auburn, Washington, 98071

(OR)

E-mail as follows:

Name	Title	E-Mail Address
Katherine Ruiz	Player Agent Baseball	playeragent@auburnlittleleague.com
Katherine Ruiz	Player Agent Softball	playeragent@auburnlittleleague.com

3. Players released for justifiable reasons (according to Little League Regulation and approved by a majority of the Board of Directors will then be eligible for refund in accordance with the refund schedule above or as approved under Emergency Declaration procedures in item 6 above.

Note: The following provides a list of potential reasons that may be justifiable, subject to Board of Director Approval:

- Player moves to another city or state too distant to commute for practice and play;
- Player is injured and will not be able to return to play within a reasonable period of time;
- Any other justifiable reason will be reviewed and approved by the Board of Directors.
- Nation/State declared emergency

Manager Requirements

We realize that online communications (such as social networking sites, personal websites, podcasts, videos, or blogs) are increasingly becoming a part of everyday life. Likewise, online sources can influence the public's impressions. As managers and coaches for Auburn Little League, you are responsible for the content you publish and the online spaces you manage. When online, do not engage in behavior that would be inappropriate on the field or in front of players and their families. The Auburn Little League Code of Conduct applies at all times.

- All Managers and coaches shall have a board approved application on file.
- Set an example to those with whom they work with and conduct themselves in a manner that is in the best interest of all of the players in the league. They will keep in mind that exceptional skill or winning of games is SECONDARY, and that the development of our youth is our PRIMARY goal. Work with the players in a patient, understanding, and even temper. Continually encouraging them in a positive manner. Managers will encourage sportsmanship and fair play at all times. They will teach good manners and courtesy. Congratulate opponents after each game; accept victory humbly and defeat gracefully.
- Managers will attend the mandatory meeting on conduct, ethics, safety, rules and feedback meetings.
- Managers should be willing to attend at least 3 league general board meetings. Your input and ideas are important and to be truly effective you must know what's going on.
- Know the playing rules and regulations of Little League and local Auburn Little League.
- There will be no profanity, arguing or fighting, no name-calling and no unsportsmanlike conduct. Violations will be brought to the ethics committee for possible disciplinary action. Auburn Little League's no tolerance policy shall be adhered to in these matters.
- The use of tobacco, alcohol or drugs will not be tolerated on the playing field. Do not come to a game or practice under the influence. Expulsion from the League will result. The use of e-cigarettes or vapes is prohibited.
- Managers will need to involve the parents in activities. Parental support and involvement is expected for all teams. Parents should be willing to participate in League functions, i.e. Jamboree Day, field work days, promotions, picture days and working at concession stands.
- Managers are responsible for supplying volunteers for two concession shifts.
- Managers will take adequate precautions to prevent accident or injury. Attend risk management meetings if available. They will need to make sure protective gear is worn and is in good condition. Report to the Safety Officer any accidents or unsafe conditions.
- Contact the Equipment Manager for replacement of unsuitable equipment. Be responsible for proper safeguarding and use of all League equipment, facilities, and uniforms. Return said equipment immediately following the end of the season, and if by August 1st, all equipment and uniforms have not been returned or accounted for, they are responsible for payment of the replacement costs at a cost of \$30.00 per item.
- Managers must be willing to spend necessary time with their team at practices & games.
- Report any problem that might arise to your Vice President.
- Be willing to fulfill the criteria in the Manager Application.
- Present Sponsor with season schedule.
- **AT NO TIME ARE CHILDREN TO BE LEFT UNSUPERVISED.**
- Medical Waiver forms must be carried all the time.
- Each manager must attend the Managers Clinic to participate as a manager.

- Managers are responsible to obtain and turn into the League background checks for each coach and team helper. This should include coaches, parent helpers, team parent, and any other person with multiple contacts with the players.

We expect all managers and coaches to adhere to these policies and guidelines, both on and off the field. If you have questions or concerns regarding the Code of Conduct, please contact the league President, VP of baseball or VP of softball.

Player Draft

Senior/Junior/Major Baseball and Senior/Junior/Major Fastpitch Softball

This draft takes place in two separate parts.

First part includes those players who are:

1. Returning from a team in the same division, AND;
2. Have registered for the current season

Second part of the draft includes:

1. All players who are eligible for selection and have attended the required number of player evaluations.

The first draft of returning players must be completed before the second part of the draft, and all returning players who qualify under both conditions above must be drafted. Managers are not permitted to waive a draft choice.

The draft rotation follows the reverse order of finish from the previous season, with the last place team's manager receiving the first pick. For example, in a four-team league, the team that finished last in the previous season would get the 1st, 8th, 9th, and 16th picks through the first four rounds.

One important note, in both baseball and softball, Major Division teams may have a maximum of eight league-age 12-year-olds; and all league-age 12-year-olds must be drafted to a Major Division, Intermediate (50/70) Baseball, or Junior League team.

AAA Baseball and Minor A Fastpitch Softball

These divisions will select their draft position by a lottery draw. The manager drawing #1 will have the first pick in round 1. The manager drawing #2 will have the 2nd pick. The last team will have the first pick in round 2. The draft will continue in a serpentine process until the team rosters are full.

Draft Common Rules

Sons/Daughters of Managers: When the **manager** of the team has a son or daughter eligible to be drafted, he/she may use the "Sons/Daughters of Managers" option to draft his/her child to the team. This option must be submitted to the Player Agent at least 48 hours before the draft begins. The manager must exercise this option before a specified round, which depends on the division and league age of the player. Failure to exercise the option in or before the specified round results in the son/daughter becoming eligible to be drafted by any other team.

Senior: 16 year old - 3rd round, 15 year old - 4th round, 14 year old - 5th round

Junior: 14 year old - 3rd round, 13-year-old - 4th round, 12 year old - 5th round

Majors/AAA/Minor A: 12 year old - 3rd round, 11 year old - 4th round, 9/10 year old - 5th round

Brother/Sister Option: The "Brother/Sister Option" is available when there are two or more siblings eligible to be drafted. After the first sibling is drafted, the manager of that team automatically has the option to draft the brother or sister of that player on the team's **next** turn in the draft. If the manager does not exercise the Brother/Sister Option on the next turn, the sibling becomes available to be drafted by any other team.

It is recommended that managers not select more than eight players in a given age group.

Trades of one player for one player may be proposed at the conclusion of the draft process. All trades must be concluded before leaving the draft room.

Coaches shall not be appointed nor approved until after the draft. Only board members and managers are allowed in the draft room.

**** ALL DRAFT SELECTIONS WILL REMAIN CONFIDENTIAL ****

Roster Maintenance: During each season it is mandatory that the Player Agent be kept up to date on roster numbers for all division. This is a requirement by Little League for all drafted divisions to maintain the 12-person roster and make adjustments if a player is no longer available to play during the season. If a Manager loses a player during the season they must contact the Player Agent within 48 hours. Failure to notify the Player Agent can result in disciplinary action. Per Little League Regulation 3(a), all divisions Majors and above must maintain a 12-15 player roster.

Expansion: Little League expansion rules on pg. 175 of the baseball rule book and pg. 166 of the softball rule book will be followed. Expanding by one (1) team Option 3. Expanding by two (2) or more teams Option 1.

Moving Players: If a player is lost during the season due to an approved reason per the Little League Rule book then a player from the next division down is selected to bring up to fill that spot on the roster. The Manager losing a player must contact the Player Agent and have approval to talk with players in the next lower division. The Player Agent will distribute a list of eligible players to the Manager for review. All players moving up must meet the minimum age of that division. The Manager has 48 hours to select a new player after receiving the list of eligible players from the Player Agent.

Player: Any player/parent has the right to refuse being pulled up to the next division but must understand that the team losing a player to the upper division will receive the player that refused to move up to the next division. The player refusing to move up will no longer play for the team drafted or placed on. This rule applies to AAA and AA.

Scorekeeping

Home team is the official book on the field. The game roster will be kept in the official book. Score should be verified after the end of each inning with the other team for all divisions keeping score. During that visit to the score keepers both must agree to the pitches thrown during the last inning. This will allow the Managers to better track the pitch count throughout the game.

The winning and losing managers are required to update the web site by the end of the day of each game.

- Team Numbers
- Game Number
- Final score
- Pitchers Names and League Age (Baseball only)
- Number of pitches thrown by each pitcher (Baseball only)
- Umpires names

Scorebooks will be available to the umpire or League Official upon request. Each spring prior to the first game, there will be a scorekeeping clinic available to maintain consistency in scorekeeping. Managers will be responsible for recording pitch count and game start time as required by LL, Williamsport.

Umpiring

The Umpire in Chief will have umpire clinics available to all interested parties prior to the beginning of the season. It is highly recommended that all managers and coaches or designee attend these clinics.

All managers are required to umpire at least two (2) games during the season. This date is to be determined by the Umpire in Chief. Failure to comply with this requirement will result in a suspension of one game per infraction.

The manager is also responsible to either umpire two (2) additional games or designate a coach, helper, or team parent umpire two games. The first two games are to be scheduled and completed prior to the halfway mark of the season. Failure to comply with this requirement will result in a suspension of one game per infraction. If a manager pulls a parent from the stands to umpire, the parent volunteer will count towards a team's requirement but only if the manager informs the Umpire in Chief.

The winning manager will sign the umpire's reimbursement slip after each game.

Make-up Games

Local League Rules: AA and up Baseball and Minor A and up Fastpitch Softball

- The manager in conjunction with the Scheduler shall be responsible for the rescheduling of all rained out, postponed, and/or games called by the umpire prior to a winner being determined.
- There shall be no postponed games unless the Scheduler, where applicable, is notified at least one week in advance of the game. Scheduled school outings, scout outings, etc., will be considered legitimate reasons for postponement only if a team cannot field 9 players. Other reasons may be approved by the President or Vice-President with shorter notice.
- The home team manager will communicate with the Scheduler for field availability and reschedule the postponed game to be played within 7 calendar days of the originally scheduled day. Double headers may be an option within the rules (Majors Division only). All games **must** be made up by the last day of the regular season.
- Penalty: Pending weather, if either team cannot play the rescheduled game at the time scheduled for any reason (i.e. no show, not enough players), the Scheduler and Umpire in Chief will mandate the date, time and location of the make-up game. If said team/s fail to field a team, they will record a loss. The win or loss by the respective teams will be recorded in their regular season statistics as a 6-0 win/loss per Little League rules.

Division Champion

Senior/Junior/Major/Minor Baseball and Junior/Major/Minor Fastpitch Softball

The team with the best overall win/loss record in Auburn vs. Auburn games shall be the Division Champion. The tiebreaker in all cases shall be head to head competition during the regularly scheduled games. In the event of an even split of games during the regular season, a one game playoff will be conducted.

In case of a tie for second place in the Major division there will be a one game playoff to determine second place. This is to define the possible All-Star Manager's position for the 11 year old All-Star team.

Make up games affecting Division Championship must be completed, as outlined under make up games.

The determination of team placements after the division championship in each division are as follows.

- 1.) Best record in head to head games.
- 2.) Least number of runs allowed in head to head games.
- 3.) Runs allowed against all common opponents.

The Board of Directors of the League may, at its discretion, declare a Division Champion or a tie for champion if there are excessive rain outs, or if games cannot be completed prior to the end of the season.

End of Season Tournaments

Major Baseball: All teams in the Major Division will participate in the post season tournament. This tournament will have no bearing on the final outcome of the season. The pairings will be seeded using the standings at the end of season. The tournament will be a single elimination tournament.

Tournament rules will apply. Managers must read up on the tournament rules prior to the start of the tournament. There will be a mandatory meeting prior to the start.

Pitching: Tournament rules will apply.

AAA Baseball: All teams in the AAA Division will participate in the post season tournament. This tournament will have no bearing on the final outcome of the season. The pairings will be seeded using the standings at the end of season. The tournament will be a single elimination tournament.

9-10 tournament rules will apply. Managers must read up on the tournament rules prior to the start of the tournament. There will be a mandatory meeting prior to the start.

Pitching: Tournament rules will apply with the exception that no 12 year olds can pitch.

AA Baseball: All teams in the AA Division will participate in the post season tournament. This tournament will have no bearing on the final outcome of the season. The VP of Baseball will draw pairings. This will be a double elimination tournament format.

Division rules will apply.

Pitching: Division rules will apply except no 11-12 year olds can pitch.

Major Fastpitch Softball: All teams in the Major Division will participate in the post season tournament. This tournament will have no bearing on the final outcome of the season. The pairings will be seeded using the standings at the end of season. The tournament will be a single elimination tournament.

Tournament rules will apply. Managers must read up on the tournament rules prior to the start of the tournament. There will be a mandatory meeting prior to the start.

Minor A Fastpitch Softball: All teams in the Minor A Division will participate in the post season tournament. This tournament will have no bearing on the final outcome of the season. The pairings will be seeded using the standings at the end of season. The tournament will be a single elimination tournament.

9-10 tournament rules will apply. Managers must read up on the tournament rules prior to the start of the tournament. There will be a mandatory meeting prior to the start.

All-Star Teams (All Drafted Divisions)

All-Star Manager Selection and Ethics Violations: One of the primary responsibilities of managers and coaches should be to model, encourage, and reward good sportsmanship. With that in mind the following policy applies for selecting All-Star Managers and Coaches.

Any of the following will eliminate the person from consideration as a manager or coach:

- More than 1 verbal warning
- Any suspension for personal behavior
- More than 1 suspension due to a coach's behavior
- Conduct that the Board determines to be detrimental to the League

All-Star managers and coaches must be approved by the Board.

The All-Star manager must select the remaining positions on the All-Star roster. Sending an alternate is not acceptable.

All-Star managers are to have no written communication, electronic or otherwise, with other managers and/or coaches for the purpose of picking the All-Star team. No coercion of the other coaches will be tolerated. If there is a list or communication, it will be considered unethical by the Board. Action may lead to dismissal of All-Star manager and/or coach at any level.

11/12 Major Baseball and Fastpitch Softball: The team with the best overall record in the regular season in Auburn vs. Auburn games will determine the All-Star manager, with Board approval. The manager will be able to select his/her coaches for the All-Star Tournament.

10/11 Baseball and Fastpitch Softball: The second place team in the Major Division in Auburn vs. Auburn games will determine the All-Star manager, with Board approval. Should the second place manager decline, the next in line would be the third place manager and so on. The manager will be able to select his/her coaches for the All-Star Tournament.

9/10 Baseball and Fastpitch Softball: The AAA baseball team with the best overall record in the regular season in Auburn vs. Auburn games will determine the All-Star manager, with Board approval. The manager will be able to select his/her coaches for the All-Star Tournament.

The Minor A fastpitch softball team with the best overall record in the regular season in Auburn vs. Auburn games will determine the All-Star manager, with Board approval. The manager will be able to select his/her coaches for the All-Star Tournament.

Senior/Junior Baseball and Fastpitch Softball: The team with the best overall record in the regular season in Auburn vs. Auburn games will determine the All-Star manager, with Board approval. The manager will be able to select his/her coaches for the All-Star Tournament.

Selection of All-Star Team Members: No tryouts without board approval.

A process has been designed for the selection of 12, 13 or 14 players based on the manager's discretion. At all levels, the manager of each team shall compile a list of 13 players they feel belong on the All-Star Team. These lists will be delivered to the President via hand, postal or electronic means no later than 24 hours prior to a date set by the President. The President will set the date, time and location for the meeting with the Player Agent and All-Star manager to tabulate the results of the ballots.

The 9 players with the most votes will constitute the core team. The manager has the option on the ninth player if there is a tie in the votes.

The All-Star managers have the responsibility of naming the remaining players to complete the 12, 13 or 14 person rosters. Only players receiving at least one vote are eligible to be selected. All teams will adhere to the 12, 13 or 14 person roster set forth by order of the Board of Directors.

All-Star players can only be on one team per the Little League Rule Book. An 11 year old player selected to the 11/12 Majors All-Star team will not be eligible to be on the 10/11 team. A 10 year old player selected to the 10/11 All-Star team will not be eligible to be on the 9/10 team.

Members of the Junior fastpitch softball All-Star team will be from the Junior fastpitch softball Division through ballots cast by managers from the Junior fastpitch softball Division. This includes any 12 year olds who have completed 60% eligibility in the Junior fastpitch softball Division. 12 year olds participating in the Junior fastpitch softball division are not eligible for the 11/12 Major All-Star team.

Members of the 11/12 and 10/11 All-Star team will be eligible members from the Major Division through ballots cast by managers from the Major Division.

Members of the 9/10 baseball All-Star team will be eligible members from the AAA Division through ballots cast by managers from the AAA Division.

Members of the 9/10 fastpitch softball All-Star team will be eligible members from the Minor A Division through ballots cast by managers from the Minor A Division

All-Star Uniforms:

- All-Star uniforms used and worn by all baseball and fastpitch softball divisions of Auburn Little League All-Star teams shall be of traditional green and gold
- All uniforms shall use the traditional Auburn "A" logo in original font on the front of uniform jersey
- Jerseys shall be available with players name and number at player's expense
- All-Star hats shall have "#giveitallyougot" embroidered (at league expense) and player name/number at player's expense

Bullying Policy

The Auburn Little League has adopted an anti-bullying policy. This policy overview is intended to guide all managers, coaches, players, volunteers, parents, guardians, and spectators in their behavior at Auburn Little League games, events, and fields.

Bullying: Bullying involves any behavior by any one person or group with the intent to ridicule, harass, humiliate or intimidate another person or group during league games, events, and/or at league fields.

Verbal bullying involves **repetitious** behavior and includes the use of words and gestures.

Physical bullying can include a **single** incident of hitting, kicking, or pushing a person or interfering with their property.

Bullying which occurs outside of the Little League setting may be addressed by Little League officials if such conduct markedly interrupts or severely impedes the purposes of the Auburn Little League.

Reporting Bullying: If you are being bullied, or know of someone being bullied, you must tell a team manager, coach, President, or Vice President of the league as soon as possible.

Consequences of Bullying: If a person involved in the league (including managers, coaches, players, volunteers, guardians and spectators) has taken part in bullying behavior, a warning will be given to that individual. If the behavior continues, that person may be suspended or excluded from the fields for at least one (1) full game. Any further incidents will be referred to the Board of Directors for further action, which can include further warnings, discussions with parents and guardians, further suspensions or exclusions, ineligibility for playoff, tournament and/or All-Star involvement, up to permanent removal from the league, and reporting to local law enforcement.

THIS POLICY MANUAL IS MEANT TO BE THE RULES BY WHICH THE AUBURN LITTLE LEAGUE BOARD WILL GOVERN. THERE MAY BE VARIABLES AND THE AUBURN LITTLE LEAGUE BOARD RESERVES THE RIGHT TO STEP IN AND MAKE THE DECISION. THIS MANUAL IS TO BE USED FROM YEAR TO YEAR AND AS SUCH, CHANGES CAN BE RECOMMENDED TO THE POLICY MANUAL COMMITTEE TO BE CONSIDERED FOR IMPLEMENTATION.

LAST UPDATE IMPLEMENTED BY BOARD OF DIRECTORS

Daniel Reeves

President

Auburn Little League

Approved by the Board of Directors on November 9, 2023