

Port Neches Little League

Local By-Laws and Rules

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ARTICLE I – League Code of Conduct

- A. Directors must read, understand, and sign the League COC.
 - i. Reference Attachment A
 - ii. Must be signed and delivered to the League Secretary on day of Election to the PNLL Board of Directors.
- B. Coaches must read, understand, and sign the League COC.
 - i. Reference Attachment B
 - ii. Must be signed and delivered to the League Secretary or President at the Annual Coaches Meeting.
- C. There are no exceptions to the section and anyone declining to sign for any reason shall be removed from their duties by the PNLL Board of Directors.

ARTICLE II – President’s Timetable

Attachment A shall be used by the President and the Board of Directors to ensure the league stays on schedule throughout the year.

ARTICLE III – League Age Structuring

PNLL will strive to achieve baseball Teams of twelve (12) players only. The baseball divisions will be structured in the following format:

Major Division: Teams will consist of league age ten (10) eleven (11) and twelve (12) year old players. Each team will be limited to a maximum of eight of any one age group.

Minor Division: Teams will consist of League age eight (8) and nine (9) year old players. Each team will be limited to a maximum of eight players of any one age group. Ten (10) year old players determined at the tryout not to be able to play in the major division may be drafted by minor league coaches.

Rookie Division: Teams will consist of six (6) and Seven (7) year old players.

Tee-Ball Division: Teams will consist of four (4) and five (5) year old players. Each team will be limited to a maximum of any one age group.

Special Note: Any age player per the request of a parent can play up 1 league age into the next division. No player can play up a league age if it does not change the players division status.

ARTICLE III – Division Draft Methods

Port Neches Little League will recognize the following draft methods below:

Method “B” Alternate

This option is commonly referred to as a “total redraft” and will only be applied to the Major, Minor and Texas Divisions.

- Have registered for the current season.
- All players meeting part one criteria must be drafted.
- Players do not automatically return to their teams of the past season.
- Have attended the required number of evaluations.
- Players from age group divisions combined into the same pool.
- All players must be selected to teams.
- Player Agent must monitor candidates to ensure they are drafted before draft ends.
- Serpentine draft, with the order flipping each round.
 - Coaches draft order will be selected prior to draft through “Hat Pick”.
 - Example: Last place team would draft first, eighth, ninth, 16th and so on in a four-team league.

Method “C” (Tee Ball, Rookie)

This option is commonly referred to as a “blind draft” and will only be applied to the Rookie and Tee Ball Divisions.

Local leagues start by placing the names of all players into a container. Then each manager selects a player from the container until all league age eligible players are taken.

Coaches draft order will be selected prior to draft through “Hat Pick”. Draft order will remain consistent with the Hat Pick.

Example: Manager with 1st selection/**pick, would draft 1st, 5th, 9th,13th and so on.**

One important note, in both baseball and softball, teams may have a maximum of eight league-age players of the oldest age within division; Once all elder eligible players are placed on the teams for a particular division, the same process occurs for younger league- age eligible players. The same procedure is used for any division utilizing this method.

Age groups should be evenly distributed as possible. Example.

Rookie Division

- 7-Year-old eligible players are put first into the container and selected first
- Following completion of 7-Year-old eligible players, 6-year-old players are then selected in draft order

The Draft: Manager and Coach Options

A draft option is an agreement between a manager and the Player Agent covering a special condition. There are four options available through the approved Little League® draft process.

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.

Brother/Sister Option of a Player Currently on a Team

If a league is utilizing Draft Method ‘A’ as outlined in the 2016 Little League rulebook, players from the previous season remain on their previous season’s team. This may create a situation where a player currently on a team has a brother or sister in the draft. When this happens, the “Brother/Sister Option of a Player Currently on a Team” option comes into play, and a manager may submit an option on the brother or sister of the player that is currently on his/her team. If a manager is interested in exercising this option, it must be submitted in writing to the Player Agent at least 48 hours before the draft begins. Once the draft begins, the manager must exercise this option within the first three draft rounds. If the manager does not draft the sibling within the first three rounds, the sibling becomes available to be drafted by any other team.

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. This option always takes priority over the other 3 options. 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.

Sons/Daughters of Returning Coaches

If a league is using Draft Method ‘A’, it may be possible for a returning coach to exercise an option through the team’s manager. Since new coaches to the team cannot be appointed nor approved until after the draft, the option is only available to coaches returning to the team, provided the following two criteria are met by the returning coach:

1. The coach has served as a coach or manager at any level for the past TWO years, AND
2. The coach is returning to the same major league team as last year

If BOTH conditions listed above apply, the manager must submit this option to the Player Agent at least 48 hours before the draft begins. Just like the Sons/Daughters of Managers Option, the Sons/Daughters of Returning Coaches Option must be exercised 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.

If an option is submitted in writing for the son and or/daughter of a manager or coach, such candidate must be drafted in or before

Baseball Draft Round	Little League	Intermediate	Junior	Senior
5	9-10	11	12	13-14
4	11	12	13	15
3	12	13	14	16
Softball Draft Round	Little League		Junior	Senior
5	9-10		12	13-14
4	11		13	15
3	12		14	16

Things Parents Should Know About the Draft

1. A local league may use tryout evaluation scores to rank players based on talent/capability instead of league age.
2. Most times, in the Major Division, a team roster is comprised of players of league-age 9, 10, 11 and 12. However, a local league may opt to allow only 10, 11 and 12-year-olds to try out for the Major Division, or even just 11- and 12-year-olds. Port Neches Little League will follow set division, unless specific request and review process is followed for players that wish to play in a higher division.
3. Players whose abilities are well above average, may be considered to play in the next level up.
4. Parents must send in written request to player agent.
5. Player agent and Managers will make the recommendation to President for approval.
6. It is highly recommended that a player's draft position is not divulged, even after the draft is completed.
7. When there are two or more siblings in the draft, and the first brother or sister is drafted by a manager, that manager automatically has the option of drafting the other brother or sister during their next selection. If the manager doesn't exercise this option, the second sibling can be drafted by any team.
8. If a manager has sons and/or daughters eligible for the draft, and wishes to draft them, he/she must submit that intent in writing, and is required to exercise that option at, or before, the close of the specific draft round.
9. Coaches shall not be appointed nor approved until after the draft.
10. A returning coach, through the manager, may exercise an option in writing to the Player Agent provided that the coach has served as a manager or coach in the league (at any level) for the past two years and the coach is returning to the same Major League team as last year.

baseball division eligibility

Baseball League Age	4	5	6	7	8	9	10	11	12	13	14	15	16
Tee Ball	X	X	X	X									
Minor Coach/Machine Pitch		X	X	X	X	X	X	X					
Minor Player Pitch				X	X	X	X	X	X				
Major						X	X	X	X				
Intermediate								X	X	X			
Junior									X	X	X	X	
Senior										X	X	X	X

ARTICLE V – Local Division Playing Rules

All games will follow Little League Rules with the following exceptions!

Tee Ball

1. Game duration time will be 1 hour or 5 innings. (Whichever one happens first)
2. Score will not be kept.
3. Visitors will bat first and completely through their lineup. If three outs are made, we will clear the bases and continue with the next batter until the lineup is completed. No player will bat more than once in any given inning.
4. Players will hit from tee until they have successfully put a ball in play.
5. Ball to be used will be a Flexcore ball. (Provided by league)
6. Batters must wear helmets.
7. All members of the team at bat must stay in the dugout until they are up to bat. (On-Deck is not allowed in Little League)
8. Defensive team coaches are allowed to be on the field but must do their best not to interfere with gameplay.
9. Coaches will call outs.
10. Only USA approved bats will be allowed. Exception: Solid one-piece wooden bats are allowed with or without USA trademarking.
11. The play is dead once a player in the infield has control of the ball and holds it up in the air. An errant throw to the coach/pitcher will also constitute a dead ball. No runner shall advance to the next base unless the runner is more than halfway to the next base when play is considered "dead".
12. Baserunners shall not advance on an overthrown ball.
13. No leadoffs or steals will be allowed in Tee Ball.

Rookie Rules (Coach Pitch)

1. Game duration shall be 1 hour and 15 minutes or 6 completed innings. (Whichever happens first)
2. If time expires in mid- inning, the game will continue until the home team has acquired three outs while at bat or takes the lead. If Home team takes the lead after time has expired, the game is over and home team will be declared the winner.
3. A 5 run rule will be in effect throughout the entire 6 innings.
4. The entire roster will bat regardless of whether the player played defense or not.
5. We will permit 10 players to take the field on defense as long as both teams have 10 or more players for that game Only 6 players shall be in the infield (EX: Pitcher, Catcher, 3rd base, 2nd base, Shortstop, and 1st base)
6. Runners are allowed one base on an overthrown ball. If a second overthrown is made, the runners shall be allowed one more base.
 - EX: Batter hits ball to shortstop. Shortstop overthrows first base. Batter may advance at his own discretion to second but no further. If while running to second, the first baseman makes an errant throw in an attempt to make a play, the runner is allowed one more base. (This is partially why we have a run limit per inning.)
7. The play is dead, and no runner shall advance to the next base once the pitcher has control of the ball and is standing inside of the 10' diameter of the pitcher's mound. (Dirt of Pitching Mound). If a runner is more than halfway to the next base when pitcher has control of ball and is in 10' diameter, the runner may advance at his/her own discretion, but the pitcher may still attempt to make a play on the runner. If said attempt is made, the play is still "live" until the pitcher maintains possession on the mound once more. If a defensive player possesses the ball and stops the advancement of the lead runner the play is considered dead. The volunteer umpire will then declare time if any of the two above situations occur.
8. Coach pitch will have one Volunteer Field Umpire to officiate the game. The Umpires decisions will be respected. Provided by home team.
9. Lead offs are not allowed in Little League.
10. No steals are allowed in coach pitch. A pass ball on a pitch or a overthrow by a catcher after a pitch is considered a dead ball.
11. Managers/coaches will pitch to their team only. Managers can rotate pitchers if they choose. You must maintain both feet behind the 35-foot pitching line to throw a pitch. If no line exists, then use the dirt of the pitcher's mound.
12. If a batted ball hits the pitching coach it is declared dead and considered a foul ball. The pitching coach should walk outside the baselines after the ball is put in play to avoid obstruction. If it is determined by the Volunteer Umpire that the pitching coach caused obstruction to the defensive team once the ball has been put into play, it will be ruled obstruction, the batter declared "Out" and all base runners must return to their occupied base prior to the obstructed play.
13. The batter will be allowed up to (6) six pitches. The batter will be considered "Out" after (3) three swinging strikes or the miss or fail to swing on the sixth pitch. Additional pitches will be permitted if the ball is fouled off on the sixth pitch. Note: If the Catcher catches a foul tipped ball on the third strike or sixth pitch the batter is "Out".
14. Bunting is not allowed.
15. Catcher is a required position. The catcher must wear appropriate catcher's gear to play the position, including a cup.
16. Run rules will be in effect.
 - 15- run lead at the end of the 3rd inning,
 - 10-run lead at the end of the 4th inning.
17. Home and Visitors dugouts will be designated by the scoreboard designation.
 - a. The schedule will dictate which team is Home or Guest.
 - b. Example: Rangers @ White Sox.
 - c. Rangers are Guest; White Sox are Home.

18. Home team has the responsibility of keeping the official book. Pitch counts shall be recorded and noted in the official scoring book.
19. Any discrepancies shall be communicated with the umpire, and the umpire alone shall talk with the official scorekeeper to make a ruling. Please remember that the umpire is a volunteer and do your best to help diffuse any on-field discussions. Absolutely under any circumstance no arguing with the umpire about a call. Please remember they are doing a favor for the kids and the league.

Minor Rules

1. Game duration shall be 1 Hour and 30 minutes or 6 completed innings. (Whichever happens first)
2. If time expires in mid- inning, the game will continue until the home team has acquired three outs while at bat or takes the lead. If Home team takes the lead after time has expired, the game is over, and the home team will be declared the winner.
3. A 5 run rule will be in effect until the 6th inning. Once reaching the start of the 6th inning, there shall be no limit on the number of runs that a team scores. The only way to end the half inning is by obtaining 3 outs.
4. Run rules will be in effect.
 - 15- run lead at the end of the 3rd inning,
 - 10-run lead at the end of the 4th inning.
5. The entire roster will bat regardless of whether the player played defense or not.
6. The play is dead, and no runner shall advance to the next base once the pitcher has control of the ball, has toed the mound and the catcher is in position.
7. Lead offs are not allowed in Little League.
8. A runner may steal a base but may not leave his occupied base until the ball has reached the front of home plate. This will be an umpire judgment call. If called for leaving early, the catcher will still have an opportunity to make a play on the runner. If the runner is caught stealing, the runner is out. If the runner is safe, the umpire should have the runner return to the original base that he left early from. Check the Little League rulebook for more information.
9. Home and Visitors dugouts will be designated by the scoreboard designation.
 - a. The schedule will dictate which team is Home or Guest.
 - b. Example: Rangers @ White Sox.
 - c. Rangers are Guest White Sox are Home.
10. Home team has the responsibility of keeping the official book. Pitch counts shall be recorded and noted in official scoring book.
11. Any discrepancies shall be communicated with the umpire, and the umpire alone shall talk with the official scorekeeper to make a ruling. Please remember that we DO NOT have professional umpires and do your best to help diffuse any on-field discussions.

Major Rules

Follow Little League Rule Book

ARTICLE VII – All Star Selection Process

As a league, Port Neches Little League strives to make sure that the regular season offers as much opportunity to play and experience baseball as possible. The League implements numerous local rules to make for a more enjoyable playing experience for ALL players. Our League has many different playing levels, each geared to accommodate players based on their age and ability of play.

Selection Policy and Basic Overview

The All-Star Season is a completely, separate season from the regular season. It is an opportunity for a significantly higher level of play within the regional Little League system. Players will have a significantly higher level of commitment and will receive a higher-level instruction and to compete against other All-Star teams.

When it comes to All-Star teams, it is the intent of Port Neches Little League to field teams that will best represent our league in competition and character. Port Neches Little League believes that it is important to include the players themselves in the selection process and that the process be transparent and fair to all kids. All the baseball players need to have an opportunity to make the team regardless of popularity, school affiliation, parental influence, or manager prejudice. For those that are not selected for the team the details regarding their candidacy shall be held in the strictest of confidence and remain private.

All selection decisions regarding All-Star teams need to be made with these Board and League approved ideals in mind. Several characteristics permeate our selection process for players and managers for the All Stars team:

- Skill-level and ability to compete
- Attitude, hustle, team spirit and team leadership
- Overall character, integrity, and sportsmanship.

Winning is fun, but it is very important that we remember that Little League is a Child Development Program and that we are about teaching life lessons, building and demonstrating the positive ideals and characteristics that we hope for all our children.

General Selection Process and Procedure

Timing

The All-Star team selection process will begin approximately two weeks prior to May 15th. The All-Star teams CANNOT be announced at any earlier date than is prescribed by Little League Rules each year except for the 8 & 9-year-olds which are a non-sanctioned or apart of the international tournament. The District 32 committee shall be consulted prior to setting the time of 8 & 9-year-old announcements.

The All-Star practices will begin around the first week in June. Practices begin immediately upon team selection and usually run 2 to 3 hours per day and can be up to 7 days a week until tournament play begins.

The All-Star tournaments typically begin the weekend of June 4th. If a team were to win the District All-Star Tournament, the team would then move on to the Sectionals Tournament and ultimately to the State Tournament (typically early July). The older teams also have a regional tournament and the Little League World Series that take place in early August to late August.

Player and Parent Commitments

Each interested player submits their name for consideration by completing the All-Star Commitment Form. This document explains the commitment necessary to be a part of the All-Star program. PNLL is striving to field the most competitive All-Star team possible and assure that it is comprised of players and managers/coaches that represent the attitude and character we desire. With this in mind, PNLL wishes to involve only parents and players who are committed to the hard work and practice time that is required to participate at this level of competition.

The player and parent commitment to All-Stars must be a solid commitment. Tournament Players must bear in mind that their first commitment is to the PNLL team before any other Non-Little League team or to any other sports camps or sports teams during the All-Star Season.

In the past, Little League rules have expressly prohibited a player or manager/coach from being involved in any other youth baseball program during the All-Star season. While Little League has officially rescinded this Little League rule regarding "dual participation" in 2008, the PNLL board has exercised its option and decided to allow that the All-Star team Manager continue to enforce this requirement and shall have the authority to suspend or eliminate a Player for repeatedly missing games or practices.

All such changes shall be coordinated only with prior approval from the League President on behalf of the Port Neches Little League Board.

Number of Players

Each All-Star team representing PNLL will consist of a minimum of 12 players. In PNLL, the All-Star Manager has the discretion of choosing a 13th or 14th player which is eligible for the team. Additionally, the All-Star Manager shall appoint a new player should the team need to replace a player due to injury, lack of commitment, ineligibility, or other unforeseen circumstance. This appointment will be approved by the Port Neches Little League Board of Directors. Per Little League rules, some players may be eligible for multiple teams however; an individual may only be selected or be allowed to practice with one All-Star team.

Teams and Age Groups

Major Division Teams 10 – year-olds, 11-year-olds, & 12-year-olds

There will be three Major's All-Star teams, one will be made up of players who are league age 12 years of age, one will be made up of players who are league age 11, and a third will be made up of players who are league age 10 and who played in the PNLL Majors division during the regular season (this will include any 9s that played up in the major division, said 9s will only be eligible for the 10 year old All-Stars that year).

Minor Division Teams – 8-year-olds & 9-year-olds

There will be two Minor All-Star teams, one will be made up of players who are league age 9 years of age and the second will be made up of players who are league age 8 and who played in the PNLL Minor division during the regular season (this will include any 7s that played up in the minor division, said 7s will only be eligible for the 8 year old All-Stars that year).

Manager & Coach Selection Process

Managers and coaches may come from the following divisions:

- 8 all-star team – manager or coach from the Minor division
- 9 all-star team – manager or coach from the Minor division
- 10 all-star team – manager or coach from the Major division
- 11 all-star team – manager or coach from the Major division
- 12 all-star team – manager or coach from the Major division

The Player Agent for their respective division will collect candidate applications and a signed Confidentiality Agreement by candidates that want to manage an All-Star team by the first week of May. The Player Agent will provide documentation to the League President. The President will present the candidates for each division to the Board for a majority vote. The Board may request manager candidates to present themselves in front of the board, prior to the vote. Any All-Star manager candidate, who is a member of the Board, will excuse themselves from the vote for the All-Star manager position in which they are requesting.

The Board will then vote for one manager for each team to be fielded. The applicant with the most votes is then passed to the President for appointment and from there to the board for approval. In the case of a tie, a run-off vote between the tied applicants will be done by the board or selection committee as appropriate. The successful candidates selected as Managers will be notified by the Port Neches Little League President.

The All-star Coaches for each division will be selected by the Manager. Only Coaches who served as regular season Coaches may be selected.

All coaches must be approved by a majority vote of the Board. The managers will be selected based on the following traits:

- Attitude
- Fairness
- Teamwork
- Sportsmanship
- Coaching and organizational ability

All-Star Player Selection Process (Not currently being used)

The process for selecting All-Star teams will involve several steps. The players will make some of the selection for the All-Star teams and the Managers shall complete the remainder of the recommended team which is then approved by the PNLL Board and submitted to District 32.

Balloting

Any players who have indicated interest in being considered for All-Star voting shall be placed on the ballot as a Candidate. This involves submitting a signed eligibility /release /commitment form, typically administered by the division Player Agent in late May. Every manager will solicit all of the players on their team to identify those that are interested in having their name considered for the All-Stars ballots. Every player that completes a commitment/eligibility form will have their name placed on the ballots as eligible for the All-Star team(s).

Voting

All regular season Little League players are allowed 8 votes for the Candidates on their divisional ballot. Managers or Parents may not assist in the vote. Player voting is an independent and anonymous activity which is conducted on the field by the player agent, division coordinator, or someone that is not associated with a particular division and approved by the PNLL BoD. Players may vote for themselves and must vote only once per Candidate.

Vote Tally and Initial Player Selections

The first 6 players for a team, by top vote getters for each division, will be placed on the All-Star Team corresponding to the teams at their age level, but it is not the only means of selection. The Managers with players in that division must unanimously approve the 6 players that are identified by the popular vote. If the vote is not unanimous, all managers must write down the name of the player(s) who they feel should not make the team. If all managers agree on the player(s) which should be stricken from the list, the player(s) will return to the original list of candidates.

Final Team Configurations

The league Managers will then meet to review and confirm the player votes (top 6 vote getters) and determine the final roster of players. At this mandatory manager meeting, managers will vote by confidential ballot, one player slot at a time, until the first 12 players are chosen for the team. The 13th and/or 14th player is chosen by the approved All Star Manager.

Players are evaluated on multiple criteria including Player's performance, attitude, sportsmanship, and teamwork. The team is completed based on these criteria and on the needs of the All-Star team (i.e., are their adequate catchers and pitchers, and other key positions represented). Once the managers have completed their deliberations and the final recommended slate of players for each team is submitted to the Board and President for final approval. The PNLL President shall be involved in the manager deliberations and shall make the final decision to accept the manager recommended roster on behalf of the PNLL Board, unless the President feels that there is sufficient reason to call for a Board meeting to resolve an issue.

Confidentiality and Oversight

The process and meetings are facilitated by the League President and assisted by the Player Agent. The selection results (number of votes, selection order, etc.) and Manager Deliberations about the prospective players are strictly confidential. Once ALL the All-Star teams in each division have been announced, it is the responsibility of the PNLL President and Player Agent with oversight of the League Secretary to properly dispose of the selection results by means of deletion from electronic devices or shredding of documents.

Player Notification

The All-Star team manager is asked to notify all team members as promptly as is possible on May 15th on in ordnance with Little League published rules. Managers of players not chosen will notify those players as soon as possible.

All-Star Announcement

The All-Star teams will be announced at Closing Ceremonies if and when possible.

ARTICLE VIII – Scorebook Procedures

This article only applies to the Minor and Major Divisions.

This is a mandatory task for games played verification.

- A. Place team name on the page in the box labeled team
- B. The date must be on the page
- C. Players names in the batting order
- D. Tally up the score at the end of the game and circle the winner
- E. Attach the pitch count sheet to the page
- F. Coaches must sign the book after each game
- G. Place book back in the boardroom when all tasks are complete.

ARTICLE V – Director on Duty

Required Duties:

Opening

- A. Open boardroom and bathrooms
- B. Raise the American and PNLL flags
- C. Unlock all dugout gates, lock the locks on to fence (they might disappear)
- D. Unlock the press box on major, plug in the scoring controller and transmitter, then turn on breaker #15 in the breaker box
- E. The box is located on the building behind the major stands.
- F. Retrieve the Texas scoring controller out of the boardroom and plug into the announcer box. Then proceed with turning on all of the breakers inside the fenced area, marked Texas Field.
- G. All Field lights need to be turned on before sunset. Major is on the building behind stands, marked major field. Texas and Rookie are inside the fenced area beside the batting cage and marked accordingly.
- H. Home teams are responsible for:
 - a. tarps off
 - b. chalking the batter box and foul lines.
 - c. Keeping the official scorebook (Major & Minor Only)
 - d. Pitch Count Sheets (Texas 2nd half of season)
 - e. National Anthem and Little League pledge before the first game of each day.

Closing

- A. Visiting teams of the last game of the night must RAKE and COVER pitcher's mound and home plate areas with tarps
- B. Home teams of the last game of the night must RAKE the infield
- C. Both Home and Visitor team's cleanup dugouts.
- D. Pay umpires, all documents and monies will be in the concession stand
- E. Check trash cans around park and empty ones that are full.
- F. Walk park and pick up trash on the ground (recommend that this task be worked on throughout the shift).
- G. Lock up fields and press box once the field tasks are complete and turn off all lights and breakers.
- H. Remove flags from flagpole
- I. Count concession stand money and fill out all necessary forms, either you or the Mett's must bring the deposit to the bank.
- J. Lock up garages, bathrooms and boardroom, double check that all fields are secure.
- K. Night complete and ready for play the next day.

ARTICLE IX – Director Grass Cutting

- A. All able directors must participate in this activity (the president will determine the definition of able)
- B. The League Coordinator will maintain and administer the grass cutting schedule year-round.
- C. This schedule shall be reviewed and adjusted every six (6) months by the League Coordinator.
- D. The League Secretary shall be the original document holder and update if any changes are made to the above-mentioned schedule.

ARTICLE X – League Equipment Use

Only approved/certified directors of PNLL are authorized to operate league owned motorized equipment.

The President and the Director of Field Maintenance will hold a local annual equipment operation course to approve/certify Directors that need to operate league owned equipment.

The League Secretary will maintain record of whom is approved/certified each year.

Article XI - Safety

Port Neches Little League will provide the safest playing environment possible. We will train our managers, coaches, and volunteers to be able to handle most accidental injuries. Our facilities are periodically surveyed and always maintained to the highest standards to prevent injuries and mishaps. Each Manager will receive a Safety Manual which is included in the Manager's League Information Book.

- Managers shall check the playing facilities for safety prior to starting practices. Umpires and managers shall check the playing facilities for safety prior to starting games. All problems must be reported to the Field Manager, Board Member on Duty or Safety Officer.
- Each incident or accident must be documented and reported to the Safety Officer within 24 hours of its occurrence.
- Managers and coaches will attend Coach's training prior to the season. The training session will include basic safety principles and first aid.
- Each manager MUST have an Port Neches Little League supplied first aid kit at all practices and games. Managers MUST check supply levels prior to practices and games and replenish as required.
- When there is lightning and/or thunder, all practices and games must stop immediately, and everyone must go to a safe location.
- Managers and parents will utilize safety and security policies as they pertain to dropping-off and picking-up of players at all practice and game fields.
- Equipment shall be stored in an orderly manner in the dugouts to prevent hazards.
- Guests are NOT allowed in the dugout area or on the field during games.
- Each manager must inspect equipment for wear and tear before each practice or game and repair or replace defective equipment (Contact PNLL Equipment Director for replacement equipment) Ensure that all player-supplied equipment meets Little League regulations and requirements.
- Volunteers performing duties within the concession stands will be briefed on the regulations and operating guidelines employed within the stand.
- All batters, base runners, and youth base coaches shall wear a batting helmet.
- During games, managers will ensure that players not currently participating in the game remain in the dugout.
- All on-deck batters must be behind the current batter, NO EXCEPTIONS.
- Breakaway bases or throw-down bases must be used on all fields for all divisions for practices and games.
- One adult must be present in the dugout at all times.

ARTICLE XII – Player Document Retention

Port Neches Little League shall only require player documentation required in ordinance with Little League rules. There shall be no player documentation retained by Port Neches Little League other than describe below. The League Secretary shall retain all documents.

During the verification process, the Director of Registration or designated person shall follow the rules by division below:

Major Division (11 & 12-year-olds)

- Download onto PNLL provided external drive
 - School Enrollment Forms (used for All-Stars)
- Once this is completed you can verify the remaining documents

Minor Division (10-year-olds only)

- No documents will be kept for the 9-year-olds
- Download onto PNLL provided external drive
 - School Enrollment Forms
- Once this is completed you can verify the remaining documents

Texas, Rookie, Tee-Ball

- Verify only
- No documents will be kept on file

Once a Birth Certificate is verified, the verification will follow the player if they are an active participant in PNLL.

All-Stars will require re-verification of documents and a copy given to the 12, 11 & 10-year-old All-Star Managers. Once the All-Star season is over the Manager will be required to return the player documents back to the President and or Secretary for proper disposal.

Accepted by the Board of Directors on _____ day of _____ 2019.

President

Vice President

Secretary

Players Agent

Treasurer

Attachment "A"

Port Neches Little League

Director CODE OF CONDUCT

All PNLL Board members must read, understand, sign and date this Code of Conduct.

As a volunteer Board Member (Director) of the Port Neches Little League (PNLL), you have an important role in the delivery of a successful Baseball program to our community. The Executive Board of Directors would like to thank you for volunteering your time to help make the PNLL a better organization.

We hope that your reason(s) for joining the PNLL Board include making decisions that are for the benefit of the children and the league in its entirety. Therefore, we ask that you agree to the following:

1. I will enforce the rules and by-laws of the PNLL.
2. I will put the safety of our players, spectators, coaches, and umpires first.
3. As a representative of the PNLL, my conduct and behavior must remain professional and civil always, both on and off league premises.
4. I understand that like the children on our teams, the Board of Directors must operate as a team to be successful.
5. I will refrain from speaking negatively about Board members, Coaches, Parents, Players, Fans or Umpires on the little league premises (and this should also apply to off the Little League premises).
6. If I am also a coach, I will not attempt to use my Board Member position to improperly influence the drafting process, to improperly influence the All- Star selection process or otherwise use my position to gain an unfair advantage for any child or for my team.
7. It is understood that differences of opinions will always exist. When they occur, I will handle and resolve the differences in a civil manner that would be expected of an adult.
8. As a member of this Board, I understand that I am open to criticism from the public and I will handle in the appropriate and a civil manner.
9. It is understood that all volunteers Board Members have responsibilities outside of the PNLL. However, we must require a minimum commitment level from each Board Member. All Board members must complete the following minimum requirements or be subject to removal from the PNLL Board of Directors by a majority vote:
 - Complete Director on Duty (DOD) shift(s) as assigned during regular season (unless the PNLL Board of Directors exempts you from this requirement by a majority vote). You cannot complete a DOD shift while coaching a game.
 - Job fulfillment of your assigned role throughout the entirety of the season and off- season.
 - Attend at least 50% of the Board meetings each year (unless the PNLL Board of Directors exempts you from this requirement by a majority vote).

I have read and understand the above Port Neches Little League Board Member Code of Conduct and agree to perform my Board of Director duties per this Code of Conduct. Intentional disregard to these responsibilities will subject me to further action, including possible removal from the PNLL Board of Directors and/or from any coaching position.

Name (Print)

Signature

Date

Attachment “B”

Port Neches Little League

Coach’s Code of Conduct

Coaching a youth sport program such as Little League Baseball is a privilege that is not to be taken for granted. As a manager or coach, appointed by the Port Neches Little League (PNLL), you have an important role in the development of the young children in our community. We strive to teach each child the positive values of trust, good sportsmanship, good citizenship, responsibility, respect, fair play and teamwork – values they can use throughout their lives. Baseball embodies the discipline of teamwork. They challenge players towards perfection of physical skills and bring into play the excitement of tactics and strategy. The very nature of baseball also teaches that while every player eventually strikes out or is on a losing team, there is always another chance for success in the next at-bat or game. With this in mind, Port Neches Little League expects each manager and coach to adhere to the following Code of Conduct:

Sportsmanship

1. I will promote good sportsmanship, teach good baseball skills, and have fun in the process.
2. I realize, accept, and will practice the principle that a team’s reputation is built not only on its playing ability, but also on its sportsmanship, courtesy, and manner.
3. I understand that physical or verbal abuse of an official, coach, player, or spectator, including obscene gestures, will not be tolerated and that the offender may be removed from the fields at the discretion of an umpire or PNLL board member.
4. I understand coaches will refrain from complaining about perceived bad calls to umpires, players and fans.
5. I understand all discussions will be held in conversational tones. Under no circumstances will a coach, fan, or player yell at an umpire, coach, fan, or player. The lone exception to this rule is when a coach or player shouts to another coach or teammate during a play as part of that play.
6. I understand profanity is expressly always forbidden at the Port Neches Little League complex.
7. I understand alcoholic beverages and the use of illicit drugs are prohibited at all games, including events outside the Little League complex.
8. I understand the use of tobacco and vapor products on the fields and in the dugouts is prohibited.

Rules and Policies

1. I will know and understand the rules and abide by them (whether local or national). I will instruct my team members in the rules and coach my team in such a way as to motivate each player to always compete according to the rules.
2. I will adhere to all Little League safety guidelines from the LL handbook.
3. I will understand the local league participation rules for my division. All coaches must ensure that each player get minimum opportunities to bat and play the field in each game. I also understand that specific rules are also in place to limit the number and frequency of innings pitched by a particular player.
4. I will fully comply with the Player/Parents Code of Conduct.
5. I will review the PNLL website on a regular basis to make sure that I am informed of all updated LL and PNLL Rules and policies.

The Umpires and Other Resources

1. I recognize baseball is a game of interpretations, and as a result, disputes will occur from time to time. However, it is important that players learn respect. All disputes that are taken up with the umpire will be handled in a civil manner. I understand only managers may initiate such discussions with an umpire. The managers/coaches will conduct themselves with decorum and once the umpire has made his/her final ruling, the managers will make no further field protest. Off-field protests may be lodged with the Board of Directors.
2. I understand most of the umpires are “in training” as are the players. I recognize that all umpires will make mistakes occasionally, and as manager/coach, I will give the umpires the respect their position within the game deserves.
3. I will be responsible in caring for equipment, for keys delegated for my use, for care of fields prior to games and for cleaning up fields, dugouts and stands after games. I will make sure that all league-provided equipment is clean and accounted for when returned after the season.

The Parents and the League

1. I will maintain an open line of communication with players and their parents. I will be approachable. When approached by a parent to discuss any issue, I will interact and respond in a courteous manner.
2. I will understand and explain the philosophies, goals and objectives, and Codes of Conduct of the PNLL (i.e., PNLL is organized as a recreational league, meant for the enjoyment of all the players).
3. I will ensure that fans of the team always conduct themselves with sportsmanship and maturity while in attendance at game sites and will assist the officials in maintaining control of spectators during games. I will make sure that coaches and players are the only persons allowed in the dugout during a game.
4. I will support (through participation and organization of parents) PNLL in fundraising efforts and workdays.

The Team

1. I will conduct practices in an organized manner, with a planned agenda that focuses on specific skill development appropriate for the skill level of the players.
2. I will focus on providing instruction commensurate with players abilities, so all players can advance their skills towards their full potential, gain confidence, and develop self-esteem, as well as establish a solid foundation for further baseball/softball competition.
3. I will teach each player, especially through personal example, to be humble and generous in victory and proud and courteous in defeat.
4. I understand that managers are appointed by the league to be responsible for the team’s actions on the field and to represent the team in communications with the umpires, opposing teams and league. If a manager leaves the field, he shall designate a coach as a substitute who will then be responsible and held accountable for the manager’s duties.

Non-Game Duties of Managers

Each manager has considerable duties outside of coordinating practices and managing the games. Accordingly, if I am a Manager, I will adhere to the following as well:

1. I will maintain open communication with players and parents to inform them of practices, games, and other responsibilities in a timely and efficient manner.
2. I will attend all required coaches' meetings, safety, and umpiring clinics unless I am out of town or have a significant previously made commitment. If I cannot attend, I will ensure that one of my assistant coaches attends on my behalf.
3. I will complete, obtain, and submit to the League all required paperwork, which will include Volunteer Applications.
4. I will make sure that I maintain a notebook containing the PNLL Rules and a copy of the national Little League rule book and make sure it is present at each team practice and game.
5. I understand that I am the point of contact between my team and other teams and PNLL officials. I understand that I am the person that is responsible for my team. I will take my obligations seriously and communicate effectively and in a courteous manner.

PNLL has a "zero tolerance" policy for any aggressive or inappropriate physical contact with any player, coach, umpire, parent, fan or other person and any breach of this rule is grounds for immediate action, including removal from the position of Coach, Manager or Board Member.

Date: _____

Coach's Full Name: _____

Signature: _____

Attachment "C"

President's Timetable

September

- A. Begin developing a timetable for the entire baseball season (meetings, League workdays, registration, Opening Day, Opening/Closing Ceremonies, Fund-raisers, etc.).
- B. Secretary to notify the City of Port Neches Secretary and Mayor of the new PNLL Officers and Directors.
- C. Treasure to notify all businesses of the eligible persons in charge on Port Neches Little League accounts.
- D. Board of Directors to appoint committees (Constitution – Article IX Committees)
- E. Update website with new BOD.

October

- A. Finalize timetable for the entire baseball season.
- B. Director of Registration to create new registration season within the PNLL website.
- C. Fundraising Director shall make arrangements with candy provider and agreement presented to the BOD.
- D. Sponsorship Director shall make arrangements for a photograph bid to be presented and approved by the Board. Director will also present plans for handling/distribution of sign and uniform sponsorship plaques.
- E. President to present plans (appoint committee) for Recruiting/interviewing coaches.
- F. Field Coordinators to present proposed budgets for their Respective fields.

November

- A. Equipment bids to be presented and approved the Board.
- B. Uniform bids to be approved by the Board.
- C. Registration flyer and newsletter (December) to be approved by the Board.
- D. Player Agent will present plans for Registration for Board approval.
- E. Uniform Director shall present artwork for League shirts.
- F. President, assisted by the Treasurer, to submit an annual budget to the Board (Article VIII, Section 3(g)).
- G. Board to vote on amount to assess for dues for regular members and player participation fees.

December

- A. Coordinators to provide the Board with copies of any recommended changes to existing local optional games rules which shall be approved by the Board.
- B. Designated for Committee meetings and League workdays.

January

- A. Publicity Director will announce detailed plans for Opening Ceremonies.
- B. Fundraising Director will announce final detailed plans for Queen's contest and any other fundraising being planned.
- C. Board to approve all Team Managers and Coaches (Article IX, Section 1).
- D. New managers in Major League will draw for their teams before Tryouts.

February

- A. Director of scheduling shall present copies to all Board members of Individual team schedules and the consolidated League schedule.
- B. Board will approve.
- C. Publicity/Newsletter Director will present proposed March Newsletter to the Board.
- D. Player Agent to prepare for President's signature and submission To Little League Headquarters team rosters, including player's Claimed, and the tournament team eligibility affidavit (Article VIII, Section 7(e)).

March

- A. Uniform Director to present proposals (samples and three bids) For All Stars.

April

- A. Publicity/Newsletter Director to present detailed plans for Closing Ceremonies for Board Approval.

May

- A. Sponsorship Director to mail thank-you letters to all sign and uniform Sponsorships.

June

N/A.

July

- A. President shall forward to the City of Port Neches proposed League
- B. Items to be considered as part of their budget.
- C. Publicity/Newsletter Director will present proposed August Newsletter to the Board for approval.
- D. Auditing Committee to review the local League books and records and present written findings which shall be attached to the Annual Treasurer's report at the August Board meeting (Article VII, Section 11 second paragraph).
- E. Treasurer to present Hebert Foundation request and bids to the Board for Their approval.

August

- A. Election of Officers and Coordinators/Directors
- B. President and Treasurer to provide a detailed financial report and inventory of properties/assets as outlined in Article VI, Section 6 fourth paragraph and Article VIII, Section 6(d)(e).