

PEARLAND LITTLE LEAGUE POLICIES AND PROCEDURES

Version 2.0

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Article I. About this document

- (a) The policies and procedures laid out here are intended to provide clarity and detail to the duties and powers assigned to the directors in the constitution. The document will attempt to cover as many areas as needed but may require revisions to adapt as the league continues to mature.
- (b) This document will be reviewed yearly by the board of directors at the first meeting of the new board. Any items that need to be updated will be noted and the Policies and procedures committee will review and come back to the October meeting with potential changes for review, discussion, and approval.
- (c) Version History
 - (i) *1.00 – 2023-2024 Board of Directors wrote and approved*
 - (ii) *2.00 – 2024-2025 Board of Directors updated and approved 11/10/2024*

Article II. Board of Directors

Section II.01 Positions and Roles

- (a) President
 - (i) *Conduct the affairs of the Local League and execute the policies established by the Board of Directors.*
 - (ii) *Present a report of the condition of the Local League at the Annual Meeting*
 - (ii) *Communicate to the Board of Directors such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the Local League.*
 - (iii) *Be responsible for the conduct of the Local League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.*
 - (iv) *Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Local League such contracts and leases they may receive, and which have had prior approval of the Board.*
 - (v) *Investigate complaints, irregularities and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.*
 - (vi) *Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.*
 - (vii) *With the assistance of the Player Agent, examine the application and support proof-of age documents of every player candidate and certify to residence or school enrollment, and age eligibility before the player may be accepted for tryouts and selection.*

(viii) *Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league's Safety Officer, or other designated Board member*

(b) **Senior Vice President**

(i) In the absence of the President or in the event of his/her inability or refusal to act, The Senior Vice-President shall perform the duties of President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

(i) *Setting up online registration and ensuring all players, managers and coaches' data is uploaded to the Little League Data Center.*

(ii) Be responsible for registration of kid pitch divisions (league age 9 thru 16) and verifying the ages of the players.

(iii) In conjunction with the Senior Player Agent, conducting the kid pitch division drafts.

(c) **Vice President**

(iv) Be responsible for registration of non-kid pitch divisions (league age 4 thru 8) and verifying the ages of the players.

(i) *In conjunction with the Player Agent, conducting the non-kid pitch drafts.*

(d) **Division Directors - Senior/Major/Minor/PeeWee/CP/TB/ITB/Challenger**

(i) *Managing, organizing and supervising all operations of the division.*
i.e. Tryouts, drafts, etc

(ii) *Communicating with and representing the needs of division teams and coaches.*

(iii) *Coordinate with Player Agent on issues involving players, rosters, eligibility, or player replacement.*

(iv) *Ensuring scores and pitch counts are being updated on the website.*

(v) *In conjunction with the appropriate board member, addressing any in-season issues as they arise (rosters, local rules, conduct of fans and players, umpiring, parent complaints, etc.)*

(vi) *Challenger Specific - Coordinating with the Major Director and other directors, as necessary, to manage the Challenger Buddy program for Challenger League games.*

(e) Treasurer

- (i) *Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.*
- (ii) *Receiving all moneys and securities and depositing the same in a depository approved by the Board of Directors.*
- (iii) *Keeping records for the receipt and disbursement of all moneys and securities of the Local League, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors.*
- (iv) *Preparing an annual budget, under the direction of the President, for submission to the Board of Directors at the annual meeting.*
- (v) *Preparing an annual financial report, under the direction of the President, for submission to the Members and Board of Directors at the Annual Meeting, and to Little League International.*
- (vi) *Receiving all postage and disbursing to appropriate Members.*

(f) Secretary

- (i) *Recording the activities of the Local League and maintaining appropriate files, mailing lists and necessary records.*
- (ii) *Performing such duties as herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.*
- (iii) *Maintaining a list of all regular, sustaining and honorary Members, Directors and committee members and giving notice of all meetings of Local League, the Board of Directors and Committees.*
- (iv) *Keeping the minutes of the meeting of the Members, the Board of Directors and the Executive committee, and causing them to be recorded in a book kept for that purpose.*
- (v) *Conducting all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.*

(g) Coaching Coordinator

- (i) *Representing coaches/managers in the league.*
- (ii) *Presenting a coach/manager training budget to the board.*
- (iii) *Gaining the support and funds necessary to implement a league- wide training program.*
- (iv) *Ordering and distributing training materials to players, coaches and managers.*
- (v) *Coordinating mini-clinics in the spring and fall..*

Along with the director of player development they will be responsible for Maintaining accurate and up-to-date baseball equipment records.

They will be responsible for checking out/in equipment to PLL coaches each spring and fall season.

- (i) *Providing the Board of Directors with recommendations for purchases of new and replacement equipment.*
- (ii) *Ensuring baseball equipment is issued only to authorized users and is returned to stock at the end of each season.*
- (iii) *Inspect all equipment at the start and completion of each season to ensure compliance with Little League International equipment requirements and remove equipment from inventory that is damaged or does not comply with regulations.*

(b) Purchasing

- (i) *Maintaining uniform and merchandise inventories and records.*
- (ii) *Presenting bids for uniforms and merchandise, three, when possible, to the Board of Directors for approval.*
- (iii) *Ordering, receiving and distributing Board of Director approved uniforms.*
- (iv) *Adhering to League purchasing rules and providing the Treasurer with details of all purchases.*

(c) Booster

- (i) *Supervising and controlling all business and affairs associated with Opening Day and closing ceremonies.*
Presenting a budget for opening day to the BOD for approval
- (ii) *Organizing and implementing fundraising activities in conjunction with the Sponsorship director*
- (iii) *Planning and overseeing League pictures, present the board with options for approval.*

Help organize all-star team fundraising events and activities

(d) Sponsorship

- (i) *Soliciting and securing local sponsorships to support league operations.*
- (ii) *Collecting and reviewing team and All-star sponsorship.*
- (iii) *In conjunction with the Purchasing Director, ensuring appropriate sponsors are correctly listed on the uniform jerseys.*
- (iv) *Maintaining records of money secured through sponsorship initiatives.*
- (v) *Coordinating purchase and installation of sponsor banners.*

Supervise and control sponsor related events (Meet the Coach at Dicks sporting goods)
Along with the booster director organize all-star team fundraising events and activities.

(e) Sr Maintenance

- (i) *Ensuring each field is in good playing condition, prior to the start and throughout the season, on all fields that pertain to Little League or Senior League play.*
- (ii) *Ensuring concession areas and all parts of the Dads Club facilities under Little League and Senior League jurisdiction are prepared for season and maintained throughout.*
- (iii) *Assisting the maintenance directors during regular season activities, as well as any other activities as may be assigned by the President or by the Board of Directors.*

(f) League Maintenance (3 total)

- (i) *Ensuring each field is in good playing condition, prior to the start and throughout the season, on all fields that pertain to Little League or Senior League play.*
- (ii) *Ensuring concession areas and all parts of the Dads Club facilities under Little League and Senior League jurisdiction are prepared for season and maintained throughout.*
- (iii) *In conjunction with the Sponsor Director, ensuring all sponsor banners are installed.*

(g) Safety

- (i) *Creating awareness, through education and information, of the opportunities to provide a safer environment for participants.*
- (ii) *Implementing and spreading awareness of League safety procedures including but not limited to, injuries, weather decisions, lost or found children, etc.*
- (iii) *Ensuring all Board members have League required safety training/courses completed.*
- (iv) *Completing and verifying background checks for all required members and keeping an “Approved volunteers list” current and available to the Board of Directors.*
- (v) *Facilitating insurance claims.*

(h) League Information

- (i) *Managing the league’s official website and social media accounts.*
- (ii) *Ensuring that league news and scores are updated online on a regular basis.*
- (iii) *Keeping members informed of weather decisions*

- (i) Kid Pitch Player Agent (Senior Player Agent)
 - (i) *Protecting the interest of players in the kid pitch divisions.*
 - (ii) *Recording all player transactions and maintaining an accurate and up-to-date record thereof for the kid pitch divisions.*
 - (iii) *In conjunction with the Sr Vice-President conduct the player draft and all other player transactions or selections meetings for the kid pitch divisions.*
 - (iv) *Creating and maintaining a waiting list of eligible players to fill roster spots after the completion of the draft for the kid pitch divisions.*
 - (v) *Creating and maintaining a replacement player list of eligible players to fill in as needed for teams that do not have the minimum number of players to play on their game date and time for the kid pitch divisions.*
 - (vi) *Preparation for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit for all-star eligible divisions.*
 - (vii) *Notify Little League International of any subsequent player replacements or trades.*
 - (viii) *Coordinating and tabulating the balloting for All Stars in accordance with league procedure for kid pitch divisions.*

- (j) Player agent (non-kid pitch divisions)
 - (i) *Protecting the interest of players in the ITB, Tee Ball, and Coach Pitch divisions.*
 - (ii) *Recording all player transactions and maintaining an accurate and up-to-date record thereof for the ITB, Tee Ball, and Coach Pitch divisions.*
 - (iii) *In conjunction with the Vice-President, conduct the player draft and all other player transactions or selections meetings for ITB, Tee Ball, and Coach Pitch divisions.*
 - (iv) *Creating and maintaining a waiting list of eligible players to fill roster spots after the completion of the draft for ITB, Tee Ball, and Coach Pitch divisions.*
 - (v) *Creating and maintaining a replacement player list of eligible players to fill in as needed for teams that do not have the minimum number of players to play on their game date and time for ITB, Tee Ball, and Coach Pitch divisions.*
 - (vi) *Preparation for the President's signature and submission to Little League International, team rosters, including players claimed, and the tournament team eligibility affidavit for ITB, Tee Ball, and Coach Pitch divisions.*
 - (vii) *Notify Little League International of any subsequent player replacements or trades.*
 - (viii) *Coordinating and tabulating the balloting for All Stars in accordance with league procedure for the Tee Ball, and Coach Pitch divisions.*

(k) League Scheduler

- (i) *Creating the playing schedule, in accordance with league guidelines, for all league divisions to insure the maximum number of games possible at each level.*
- (ii) *Re-scheduling rainouts and make up games in accordance with league guidelines.*
- (iii) *Chair the Scheduling committee*
- (iv) *Coordinate all Field rental activities for the corporation*
- (v) *Managing facility utilization for approved non-Pearland Little League activities on the Dad's Club property that occur in the defined off-seasons for the League.*

(l) Player Development

- (i) *Gaining the support and funds necessary to implement a league-wide training program.*
- (ii) *Ordering and distributing training materials to players, coaches and managers.*
- (iii) *Coordinating mini-clinics as necessary.*
- (iv) *Attend practices of teams if requested to help teach the players*

Along with the coach director they will be responsible for Maintaining accurate and up-to-date baseball equipment records.

They will be responsible for checking out/in equipment to PLL coaches each spring and fall season.

- (v) *Providing the Board of Directors with recommendations for purchases of new and replacement equipment.*
- (vi) *Ensuring baseball equipment is issued only to authorized users and is returned to stock at the end of each season.*
- (vii) *Inspect all equipment at the start and completion of each season to ensure compliance with Little League International equipment requirements and remove equipment from inventory that is damaged or does not comply with regulations.*

Supervise and oversee the player evaluations for spring and fall at PLL. Coordinate with sponsorship, booster, division directors to ensure the tryouts run smoothly.

(m) Parliamentarian

- (i) *Ensure that all meetings (board, general, executive, disciplinary, etc.) are conducted in accordance with parliamentary procedure and the league constitution and by-laws*
- (ii) *Maintain order at meetings*
- (iii) *Maintain the leagues constitution and by-laws, proposing updates to the board of directors and general members as needed*
- (iv) *Stay up to date on Little League Rules and ensure that all procedures are being followed*

(n) Technology

- (i) *Provide support to the information director as needed to Maintain the Website*
- (ii) *Assigning online administrative rights as required*

Maintain network equipment

Maintain the field cameras and security cameras

Assist with technology needs for projects or events

Assist league members with technical issues with sports connect, cameras, etc

(o) Concessions

- (i) *Oversee the Manager and the budget ensuring that proper scheduling/ordering is being maintained*
- (ii) *Check the payroll prior to submitting to the Treasurer*
- (iii) *Represent the Concessions team for the BOD*
- (iv) *Present worker issues to the Board*
- (v) *Request funds as needed for equipment upgrades*
- (vi) *Propose the menu pricing for approval*
- (vii) *Help obtain supplies if needed by the Manager*

Section I.02 Expectations

- (a) All board members will abide by the following
 - (i) *read and understand PLL's constitution.*
 - (ii) *read and understand Little Leagues rule book and PLL's White book.*
 - (iii) *All board members will enforce the rules and keep park decorum regardless of any team or personal affiliations.*
 - (iv) *All board members will attend board meetings and work their assigned duties or may face removal from the board. All board members will treat other members with respect and answer questions or requests in a timely manner.*
 - (v) *All board members must allow the umpires to do their respective duties; all judgment calls, and field decorum shall be handled by umpires. The director on duty shall only intervene when there is an LL rule or PLL rule interpretation. Director on duty cannot stop the game to intervene on a call or recommend a call be changed.*
 - (vi) *All board members regardless of being "on duty" shall assist with the needs of the league.*
 - (vii) *Candidates elected to the Pearland Little League Board of Directors will be expected to fulfill the following obligations for one full term, starting on August 10th of the current year and ending on the second Tuesday of August of the following year:*
 - (viii) *Attend monthly board meetings (12 total)*
 - (ix) *Attend committee meetings*
 - (x) *Keep up with email correspondences*
 - (xi) *Attend League events such as, but not limited to, Fall and Spring Meet the coach events, try-outs, drafts, rules clinics, Opening Day, All Star Exhibitions, and special events*
 - (xii) *Be available to work as Director on Duty during games during the spring and fall seasons*
 - (xiii) *Being available during post-season City, District, and All-star Tournaments*
 - (xiv) *Execute position-specific duties throughout the one-year term*
 - (xv) *NOTE: Board members have the right but also the responsibility to find another director to substitute for them if they are unable to attend any of their obligations.*
- (b) **Board Members are expected to uphold the highest standards of integrity and professionalism. A Board member will be automatically brought up for a removal vote and potentially additional discipline in cases of:**
 - (i) *misuse of league funds,*
 - (ii) *harassment or abusive conduct, or*
 - (iii) *any violation of PLL's Code of Conduct resulting in suspension.*

- (c) Removal for cause requires a majority vote of the Board members present at the meeting.

Section I.03 Conflict of Interest

- (a) Any Board Member who has a financial interest, sponsorship relationship, or family involvement in a matter under consideration must disclose the conflict to the Board before discussion.
- (b) That member must abstain from voting on the matter.
- (c) All conflicts of interest will be recorded in the meeting minutes.

Article II. Board Meetings

Section II.01 Date and Time

- (i) *The monthly board meeting will be held the 2nd Sunday of the month. If the meeting date falls on a date with a conflict the board of directors can move the meeting to a different date and time by a vote at a preceding meeting.*
- (ii) *All members need to declare their intent to attend or be absent from a regularly scheduled meeting by the Wednesday prior, to ensure quorum will be reached to conduct business.*
- (iii) *If quorum will not be reached the meeting will be moved by the president. The president will attempt to move it to the next calendar day. The president may select a different date if there are conflicts which would prevent quorum*

Section II.02 Agenda

- (i) *The agenda will be set by the president. Board members who wish to have an item added to the agenda should contact the president. At every meeting the previous meetings minutes, the monthly financial report, and the year-to-date budget report will be on the agenda.*
- (ii) *If an item will require a motion for approval – it is requested that the motion language be submitted to the President and Secretary prior to the meeting to ensure it is captured appropriately.*
- (iii) *A motion not submitted in writing may be heard and discussed at the discretion of the president.*

Section II.03 Budget

- (i) *The BOD will discuss the preliminary budget at the September meeting with the plan to pass a budget for the league year at the October meeting.*
- (ii) *The Treasurer will work with the other board members to maintain the individual budgets assigned to their role and ensure that they are not exceeding their approved budget amount.*

Section II.04 Conducting business

(a) President's Role

- (i) *The president will preside over the meeting and work through the agenda. As items are discussed motions may be made and the president will hold the vote once sufficient discussion has been held.*

(b) Secretary's Role

- (i) *will record all motions and votes for the meeting minutes*

(c) Parliamentarian Role

- (i) *The Parliamentarian is responsible for maintaining order at all meetings. Board members will maintain respect for other members. Use of inappropriate language or hostility towards another member may be grounds for removal from the meeting.*

(d) All directors present

- (i) *Any director present may make a motion on a listed agenda item. Discussion on a topic may be held before or after a motion has been made.*

- (ii) *Once an agenda item has been voted on it is considered final.*

- 1) If an item has been previously voted on and needs to be revisited a motion to reopen an item can be made by an individual that was present at the initial meeting where it was passed, and they voted to pass the motion. If a majority of the board agrees that it needs to be revisited, then the item may be reopened. Once reopened the alterations to the motion will be discussed and a vote can be held.

(e) Official business, including decision-making, document approvals, and other organizational activities, may be conducted electronically via Group Me (or other messaging style application).

- (i) *Prior approval of any business transactions must be submitted and approved by the President and Secretary.*

- (ii) *Any decisions or approvals made through Group Me must be documented and formally acknowledged by the Secretary, ensuring that the communication is stored and retrievable for future reference.*

- (iii) Any business transacted via messaging apps, that is voted on, will be required to be open for minimum 12 hours.
- (iv) Total votes must meet the quorum requirement, and the outcome will be majority vote.

Section II.05 Attendance

(a) Attendance Policy

- (i) All board of directors are expected to attend all scheduled meetings
- (ii) Board members should notify the secretary If they are unable to attend the monthly meeting

(b) Absence

- (i) *Excused Absences: Members may request an excused absence for a valid reason such as personal emergencies, health issues, or prior commitments, request should be made in writing and submitted to the secretary prior to the scheduled meeting*
- (ii) *Unexcused Absences: Failure to attend without prior written notification or a valid reason will consider an unexcused absence.*

(c) Actions for Non-Attendance

- (i) *Notification Process: after one unexcused absence, the Secretary will send a courtesy email to members, reminding them of the importance of attendance and requesting a brief explanation for the absence.*
- (ii) *If absent from 3 consecutive meetings, based on the wording in the constitution it will be assumed that you have resigned your position on the BOD. If you have valid justification for absences, you will have the opportunity at the following month's meeting to explain why you would like to continue on the board. The rest of the board will discuss and vote on your continued tenure.*
- (iii) *A board member that misses 5 meetings total during the term year will be brought to the full board of directors for a vote on their continued tenure in their current position. The members will have an opportunity at the following month's meeting to explain why they would like to continue on the board.*

(d) Resignation or removal

- (i) *If you resign or are removed from your BOD position (absences, not fulfilling duties, detrimental conduct, etc.) during the term year you will be deemed "not in good standing" with the league and ineligible to run for a position on the board of directors at the next election term.*

Article III. General Member Meetings

- (i) *if the Little League seeks to take on a long-term project related to debt with a repayment period exceeding one year, the project must be presented for approval during the General Members Meeting.*
- (ii) *To ensure transparency and allow for proper consideration by all members, the league must inform members of its intentions to take on such debt at least 10 days prior to the scheduled General Membership Meeting.*

Article IV. Committees

The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate. The board will establish committees as needed to streamline operations. The purpose and powers of each committee are described below. At the current time the following committees have been established:

(a) Executive Committee

- (i) *The executive committee will consist of the President, Sr. Vice President, Vice President, Treasurer, Sr Player Agent, Player agent, and Secretary. The committee will help oversee operations.*
- (ii) *The Executive Committee shall advise with and assist the Officers of the Local League in all matters concerning its interests and the management of its affairs.*
- (iii) *At any meeting of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.*
- (iv) *Executive committee will review background checks “flagged” by the safety director. Their approval/disapproval will be final.*

(b) White Book/Rules committee

- (i) *The Rules Committee will examine the Little League rules and recommend additions, deletions, and/or modifications for the upcoming season. It is the Board of Directors’ final decision to accept or deny any new rules or to modify any existing rules. The Board of Directors must uphold Little League rules as described in the Little League Operating Manual unless it receives a waiver of a rule from Little League. The Rules Committee must meet as much as needed to have the new rule recommendations and existing rule modifications presented to the Board of Directors at the first meeting in November. The Little League Player Agent shall chair the Rules Committee. Minutes of all Rules Committee meetings must be taken and be available to the Board upon request.*
- (ii) *The Rules Committee will be made up of 11 members. The members will consist of the Little League Player Agent, Senior player agent, the Safety Director, Coaching Coordinator and a Manager or Coach of Record from the previous season in each division. There shall not be more than one Manager from each division on the committee unless one of the Managers holds one of the above-mentioned board positions. In the event a division is not represented the current League Director will fill that position.*

(c) By-Laws Committee

- (i) *The By-laws committee will examine the Constitution, Policies, and procedures and recommend additions, deletions, and/or modifications. The board of directors will hold the final decision to modify any policies and procedures. The committee will review all policies and procedures and present to the board any recommendations at the September meeting of the Board of Directors.*

(d) Building and Property Committee

- (i) *Comprised of 5-10 Board of Directors or Assistant*
- (ii) *The Building and Property committee will meet as needed to discuss and recommend major upgrades and improvements to the PLL facility. They will present proposals to the full board for approval and further action.*
- (iii) *committee will oversee and facilitate to the completion of the project*

(e) Discipline Committee

- (i) *The Discipline committee's role will be to investigate Official Complaints reported to the board of directors, coach and player ejections, and incidents at the ball fields. The committee will be comprised of the Parliamentarian, the Secretary, coaching director, player development representative and safety director.*
 - (ii) *The Discipline committee will meet on the third Sunday of each month to review all incidents, complaints, and ejections requiring formal action. If a coach or manager commits a major infraction, they will be automatically suspended from all league activities until the next scheduled Disciplinary Committee meeting, where a decision will be formally made.*
 - (iii) *The committee will submit a summary report of their findings and recommendations to the secretary and executive committee for proper record keeping and confirmation that the disciplinary recommendations are in line with little league rules and regulations and follows PLL policies.*
 - (iv) *Upon confirmation that proper rules/reg and policies are being followed the secretary will distribute the summary report to the full board of directors for confirmation on how to proceed.*
 - (v) *Any individual disciplined may request an appeal within 7 days of notification. Appeals will be heard by the full Board of Directors at a special meeting or the next scheduled board meeting. The Board's decision will be final.*
 - (vi) *The Disciplinary Committee is empowered to issue discipline for infractions below within established guidelines (warnings, suspensions up to 2 games, or property bans up to 2 weeks). Matters outside these guidelines, or those deemed severe, will be referred to the full Board of Directors.*
 - 1) Abusive or crude language towards fellow patrons – minimum 2 games
 - 2) Attempt to remove a player from your team without board approval – 2 game suspension
 - 3) Breaking of a posted Dads club rules
 - 4) Breaking of white book rules with listed suspensions
- (f) All Star Reimbursement Committee
- (i) *PLL's Tournament Team Expenses, Fundraising, and Reimbursement Committee will be composed of PLL's Parliamentarian, Sr Vice President, Treasurer, Sponsor Director, and Purchasing Director.*
 - (ii) *If any member of the committee has a child on the team seeking reimbursement, then PLL's President will appoint the relevant Division Director as the replacement for that Committee member (i.e., the Major Director for the 10-11 and 11-12-year-old team; the AAA Director for the 9-10-year-old team; and the AA Director for the 9-year-old team). If another replacement is needed, PLL's President will appoint a current Board member as the second replacement. Any replacement must NOT have a child on the team(s).*
 - (iii) *Each year, this Committee will: review the prior year's Tournament Team Expenses, Fundraising, and Reimbursements and recommend any changes to this policy.*

- (iv) *organize a meeting that must be attended by at least one member of each Tournament Team's coaching staff, preferably the manager, so that PLL's fundraising, and reimbursement policies can be reviewed. At this meeting, each team must sign a form acknowledging these policies.*
- (v) *approve reimbursement to tournament teams for team expenses in accordance with this policy.*

Article V. Refunds

Pearland Little League is a non-profit organization that strives to provide a high-quality little league baseball experience. Fees are collected to cover costs of operating a private baseball facility and running a league that regularly serves over 1000 kids. The league recognizes that at certain times players may desire to withdraw from the league prior to completion of a season and would like to receive their fees back via a refund. Below the league has outlined several different scenarios and what type of refund can be expected. If a situation arises that is not covered by these scenarios the executive committee will discuss and come to a resolution. A \$25 administrative fee will be withheld from all refunds to cover processing and credit card cost

Section V.01 Player Withdraw

(a) Player's choice to withdraw

- (i) *From opening of registration until the close of registration – 80% refund*
- (ii) *From close of registration until the number of teams is set by the BOD-75%*
- (iii) *From set of teams until the draft-50%*
- (iv) *After the player draft- No refunds will be issued*

(b) Injury or sickness withdrawal (Doctor's note required)

- (i) *From close of registration until the player is drafted – 95%*
- (ii) *After the draft but prior to first game – percentage of a refund will be considered on a case-by-case basis and will be at the discretion of the board*
- (iii) *After games have begun – percentage of a refund will be considered on a case-by-case basis and will be at the discretion of the board*

(c) State, County, or Local government officials shut down all youth activities

- (i) *If the league is able to alter the game schedule and offer a season of games, then refunds for players choosing to withdraw will be considered on a case-by-case basis.*
- (ii) *If the league decides to not offer a season – a refund pool will be established and paid out at the highest amount possible in order for the league to stay solvent for future seasons.*
- (iii) *Costs of Utilities, Maintenance, and other expenses to maintain the leagues financial solvency will be removed from the refund pool first*
- (iv) *If the league has started games but only 1-5 games played – The cost of umpires for the remaining games will be refunded.*
- (v) *If 6 or more games are played, no refunds will be issued*

(d) All withdrawals and refund requests

- (i) *must be submitted to the Treasurer, Vice President, and the Senior Vice President in writing. Any fundraiser items must be returned before the refund will be processed.*

Section V.02 Mileage Reimbursement

- (a) Mileage reimbursement will follow the current IRS standard mileage rate. Reimbursement applies only to pre-approved travel on official league business exceeding 20 miles one-way. Requests must be submitted in advance in writing to the Treasurer, and receipts/logs must accompany reimbursement claims.

Article VI. Good Standing

- (i) *An individual is considered to be in good standing with the league if they have met all of their fiduciary and volunteer responsibilities. Good standing may be revoked for: ejections, suspensions, failure to meet volunteer commitments, or disciplinary findings of misconduct. Revocation results in loss of eligibility to coach, manage, or serve on the Board until reinstated by majority Board vote.*
- (ii) *A person not in good standing will not be able to coach or manage or run for a board of director's position.*

Article VII. Complaints and Discipline

Section VII.01 Issue Process and Handling

This is the initial process and handling workflow

- (a) Ejections - Coach/Player is ejected or violating field and park decorum rules- Director on duty will notify the division director and the executive committee.
 - (i) *Ejections - Little League Rule 9.05(c) is applied here.*
 - 1) The ejected person will meet with at minimum three members of the board of directors. Meetings can be held in person, on a conference or zoom call as deemed appropriate.
 - a) *At least one member should be from the following group – President, Sr Vice President, Vice President, Coach coordinator, and/or Parliamentarian*
 - b) *At least one member should be a division director*
 - c) *The remaining folks (can be greater than 3) can be any combination of directors*
 - (b) Violations of Field and Park decorum (Coaches, Players, Spectators)- Director on duty will notify the President and the executive committee
 - (i) *The Executive committee will find out the issue and gather initial information to determine if it warrants disciplinary committee involvement. If it does not, then the committee will seek to rectify the situation.*
 - (ii) *If an individual is removed from the facility it will automatically be referred to the disciplinary committee for a full investigation.*

- (c) Parents have an issue or concern about their manager/coach– They will notify the Division Director and Coach Coordinator.
 - (i) *The division director and coach coordinator will find out the issues with the coach and seek to rectify the issue via phone or in-person conversations.*
 - (ii) *If a resolution is not attainable, they may escalate the issue to the executive committee for further input/guidance.*
 - (iii) *If a resolution can still not be attained a special meeting of the board of directors will be called, it can be in-person, or via online meeting (such as zoom)*
- (d) Managers have an issue with a player – Division Director and Player Agent
 - (i) *The division director and player agent will find out the issues and seek to rectify them via phone or in-person conversations.*
 - (ii) *If a resolution is not attainable, they may escalate the issue to the executive committee for further input/guidance.*
 - (iii) *If a resolution can still not be attained a special meeting of the board of directors will be called, it can be in-person, or via online meeting (such as zoom)*
- (e) Manager issue with Umpires – Coach Coordinator, Vice President over the division, and President
 - (i) *The coach coordinator will receive the initial complaint, find out the issues and send the complaint to the Vice president, president, and Umpire in Chief. The umpire in chief will be asked to investigate the complaint and report back his findings.*
 - (ii) *If a follow-up meeting (via phone or in-person) is requested by the coach, then one will be arranged.*

Any individual awaiting a disciplinary committee meeting is automatically suspended from all PLL activities and banned from Dads Club property until the meeting has occurred. The disciplinary committee will meet on the third Sunday of each month, unless otherwise scheduled by the Board.

Section VII.02 Disciplinary Committee Process

- (a) The discipline committee will investigate all official complaints deemed egregious enough to warrant disciplinary action
 - (i) *The committee will act upon good faith complaints that have provided sufficient details to warrant further investigation. Vague complaints that do not list specific details will not be considered.*
 - (ii) *They will attempt to gather information from all sources that may have been present during the incident, including any video that may have been taken from our surveillance cameras or personal phones.*
 - (iii) *They may request individuals to meet at the dad's club for in-person meetings.*
- (b) The committee will submit a summary report of their findings and recommendations to the secretary and executive committee for proper record keeping and confirmation that the disciplinary recommendations are in line with little league rules and regulations and follow PLL policies.
 - (i) *If the executive committee determines that the recommendations are not in line with LL rules/reg or PLL policy they shall request the disciplinary committee to review their recommendations and make appropriate adjustments.*
 - (ii) *The executive committee may request clarification of items in the report prior to it being sent to the entire board to ensure the proper information is being conveyed to the BOD.*
- (c) Upon confirmation that proper rules/reg and policies are being followed the secretary will distribute the summary report to the full board of directors for confirmation on how to proceed. The full board of directors will vote to (a) accept the recommendation of the committee (b) reject the recommendation or (c) request a full board of directors hearing.
 - (i) *A quorum of directors must vote to make the actions binding. A vote may be held via GroupMe (vote shall be open for at least 12 hours), video conference, or in person.*
 - 1) If the recommendations are accepted the committee will notify the parties involved that a decision has been reached.
 - 2) If the recommendations are rejected the committee will ask for written feedback via email from the full board of directors on what the majority deems appropriate. A new recommendation will be submitted, and the process will be repeated.

- 3) If a full board of directors hearing is requested a special meeting will be called for that purpose.
 - a) *The person or persons involved in the incident and any other pertinent parties to the event will be requested to attend or submit a written statement of their recollection of the events.*
 - b) *A vote by a quorum of board members in attendance will constitute the final decision*
- (ii) *After meeting with the disciplinary committee, the person or persons involved in the incident may request a hearing of the full board of directors instead of just the disciplinary committee. A special meeting called for that purpose will be held. A vote by a quorum of board members will constitute the final decision.*
- (iii) *If a person or persons involved in the incident did not have a full board hearing and they wish to appeal the decision made by the BOD, based on the recommendation, they may do so. A special meeting called for that purpose will be held. A vote by a quorum of board members will constitute the final decision.*

Section VII.03 Field and Park Decorum

- (a) Dads Club Rules
- (b) Any member of PLL who violates Field and Park Decorum rules, which also covers social media post(s), will be subject to discipline by The Board or its designee. The Board authorizes Directors at the park to act immediately in the best interest of the reputation of PLL and the Pearland Area Dad's Club when a violation of these rules occurs.
- (c) In providing the safest and most positive experience at the park:
 - (i) *Directors of PLL are granted the authority to remove anyone from the park at their discretion for the remainder of any calendar day for violations of Field and Park Decorum that the Director witnesses directly or multiple witnesses confirm.*

Section VII.04 Patrons

- (a) An act of misconduct that results in removal from the Dads club facility will be reported to the discipline committee for further investigation and recommended discipline.
- (b) Appropriate discipline can range from removal from the park for the day up to a longer ban from the facility. If the BOD thinks the misconduct was severe enough it will be reported to the Dads Club board to determine if the patron can return to the property.

Section VII.05 Managers/Coaches/Players

- (a) Ejections – The ejected person will meet with at minimum three members of the board of directors.
 - (i) *Additionally, any individual ejected is prohibited from attending practices, games, or team events until they have met with three members of the Board of Directors or the disciplinary committee.*
 - (ii) *Any ejection from a game is an automatic one-game suspension that cannot be appealed. While serving suspensions, individuals are not permitted on Dads Club property.*
 - (iii) *Per rule 9.05(c) The directors in attendance at the meeting can add any additional discipline as they feel is justified. If the event is egregious enough, they can refer it to the full board.*
- (b) Field and park decorum – Coaches and players representing PLL are held to a high standard. It is expected that they will conduct themselves appropriately. Any incidents will be reported to the executive committee and if deemed necessary by them referred to the discipline committee.
- (c) Proper Actions – Mutual respect
 - (i) **Introductions & Relationships:** *Coaches and officials are encouraged to introduce themselves before games and interact on a first-name basis. Building respectful relationships helps create a positive environment for everyone.*
 - (ii) **Rule Clarification:** *If a coach has a question about a rule or call, it should be asked respectfully and calmly. Officials, in turn, are expected to respond with professionalism, customer service, and clear explanations when appropriate.*
 - (iii) **Zero Tolerance for Disrespect:** *Any vulgar, offensive, or disrespectful remarks, gestures, or behavior from coaches, officials, players, or spectators will not be tolerated.*
 - 1) **First offense:** Immediate removal from the game. + 1 game suspension.
 - 2) **Second offense:** 2 + game suspension.
 - 3) **Third offense:** Permanent removal from league participation.
 - 4) **Spectator Conduct:** Coaches are responsible for maintaining respectful behavior from their team's sidelines. Spectators may not address officials at any time. Only head coaches may communicate with officials.

This policy is designed to ensure a safe, respectful, and enjoyable experience for all participants.

Article VIII. Postseason Team Costs, Fundraising, Sponsorship, and reimbursement

- (i) *All monetary amounts that the teams are required to raise will be set at the April meeting of the board of directors.*

Section VIII.02 Items provided by PLL

If more than 12 players are carried by a team then adjustments to the amount needed will be made accordingly.

Items are subject to change based on availability and time. If a team does not receive an item listed above due to issues, their fundraising amount required may be adjusted accordingly. The reimbursement committee will make a final decision if this situation arises. Costs for these items will be reviewed and approved at the March board meeting.

(a) Futures Teams

6's Futures Team			
	Number	Individual cost	Total Cost
Game Jerseys	12		
Player Hats	12		
Coach Shirt	3		
Coach Hats	3		
Total			

(b) Tournament Teams

7's/8's/9's/10's/11's Tournament Teams			
	Number	Individual cost	Total Cost
Game Jerseys	12		

Socks	12		
Belt	12		
Hats	12		
Coach Shirt	3		
Coach Hat	3		
LL Patch	12		
Baseballs	1		
Tournament Entry fee and Umpire fees	1		
Price per Player if additional added			
Total			

(c) All Star teams

9's/10's/11's All Stars			
	Number	Individual Cost	Total Cost
Practice Jerseys/warmup	12		
Game Pants	12		
Game Jerseys	12		
Socks	12		
Belt	12		
Hats	12		
LL Patch	12		
Baseballs	2		
Tournament Entry fee	1		
Coaches Shirts	3		
Coaches Hats	3		
Facility Expense	1		
Price per Player if additional added			
Total			

12's/Int/Jr's/Sr's All Stars			
	Number	Individual cost	Total Cost
Practice Jerseys/warmup	12		
Game Pants	12		
Game Jerseys	12		
Socks	12		
Belt	12		

Hats	12		
LL Patch	12		
Baseballs	2		
Tournament Entry fee	1		
Coaches Shirts	3		
Coaches Hats	3		
Facility Expense	1		
Price per Player if additional added			
Total			

Section VIII.03 Team Responsibility

- (a) It is the responsibility of the All-star and tournament teams to secure sponsorship, for their respective team.
- (b) The initial fundraising goal for each team is to offset PLL's costs for items that have been provided to the team (see above)

Sponsorship amount			
Futures Team		All Star Teams	
6u	\$	9's	
Tournament Teams		10's	
7u		11's	
8u		12's	
9u		Int	
10u		Jr	
11u		Sr	

- (c) The teams can meet the sponsorship amount via a single title sponsor or multiple sponsors that equals or exceeds the amount above. All-Star team sponsorship must be secured by May 18th, or the team will be required to participate in the fundraising options provided by the league.
- (d) PLL Fundraising director will provide fundraising opportunities to help teams who are struggling to find any sponsors. Additionally, the Sponsor director may attempt to help/assist a tournament team secure a primary sponsor (or sponsors) for each of PLL's Tournament (All Star) teams.
- (e) If a team decides to fundraise after the start of tournaments and go through PLL, the funds will be used first to offset all of PLL's costs detailed above

Section VIII.04 Sponsors

- (a) Title sponsor – covers the full amount above and will receive the following
 - (i) *a patch/screen print of company name or logo on each of the player's jerseys,*
 - (ii) *a banner to be hung on the division primary field for the following spring season*
 - 1) Sr/Jr – Senior Field
 - 2) 12's – Major Field
 - 3) 11's – Major Field/Minor Field
 - 4) 10's – Minor Field/Field7
 - 5) 9's – Field 6
 - (iii) *website recognition*
 - (iv) *opening day recognition.*
- (b) Team Sponsors – Any amount that is donated below the title sponsor level
 - (i) *Listed on tournament team sponsorship banner on the white elephant*
 - (ii) *Opening day recognition*
 - (iii) *If a sponsor provides a \$1200 or more and exceeds all other sponsors for the team, then their logo may be printed on the players jerseys.*
- (c) If a team progresses beyond the sectional tournament, additional fundraising activities should be undertaken to help the tournament team offset the costs of attending the State, Regional, and LLWS tournaments

Section VIII.05 Additional Fundraising

To help pay for expenses not provided by PLL, each All-star and Tournament team can seek additional fundraising and sponsors:

(a) Using PLL 503C

- (i) All money raised must be payable to PLL. Sponsors may use PLL's tax ID number (for charitable donation purposes).*
- (ii) PLL's Tournament Team Expenses, Fundraising, and Expenditure Committee can, upon request, reimburse teams for reasonable expenses (detailed in section 5 and 6).*

(iii) Miscellaneous Items

- a) Spirit Nights – Any spirit nights or other events that will use “Pearland Little League” or reference PLL All-star teams must be coordinated with the Fundraising/Sponsorship directors and the funds paid to PLL and reimbursed via this policy.*
- b) T-Shirt sales – PLL will design and sell t-shirts as a means of raising funds for the teams.*
- c) The league will give each all-star team a portion of every shirt sold by or for their team. The money will be tracked by the committee and can be used for reimbursement for approved expenses.*
- d) If a Team reaches the state tournament, or beyond, a team member may aid in the design of the shirts to be sold. The funds raised by shirt sales will be put into the team fund to aid in reimbursing for the travel to those tournaments.*

(b) Not Using PLL 503C

- (i) Sponsorship monies may be given directly to the team but prior to accepting, the team must seek approval from the reimbursement committee – a form will be provided for the team to fill out and return to the reimbursement committee. Failure to do this may result in other items/reimbursements being withheld.*
- 1) This is done to protect the players/parents/sponsors involved so that money is being utilized in proper fashion.*
- (ii) If a team accepts this form of payment, it must NOT be payable to PLL. Sponsors must not use PLL's tax ID number (for charitable donation purposes).*
- (iii) Sponsors acquired via this path should understand that there is no expectation of any recognition by PLL or usage of our tax status (Website, opening day, banner, etc.)*

Section VIII.06 Fundraising Through PLL for Player Accessories and Miscellaneous items

- (a) A tournament team that raises funds through PLL can seek reimbursement for reasonable accessories for its players. Reasonable accessories may include bat bags, helmets, alternative jerseys, practice jerseys, batting gloves, etc. Other accessories/items deemed reasonable by PLL's Reimbursement Committee such as batting cage rentals, a team meal, etc. If the team is uncertain about whether an expense will be covered, then the team should request guidance from the Committee prior to making a purchase. Any approved amounts paid by PLL cannot exceed the funds raised by the team.
- (b) The guiding principle for approval of an expense is will it make the tournament team experience better for the player. Examples of items that will not be considered: Fathead signs, Yard signs, team party that exceeds a simple meal.
 - i. Reimbursement for a team meal is intended only for a simple, modest gathering for players and coaches, not families. Family meals, large parties, or events held after the teams final game will not be reimbursed unless the team is traveling for State, Regional, or LLWS tournaments. Reimbursements will be capped at a per-player/coach limit of \$20 per person (amount to be set annually by the Board).

Section VIII.07 Teams advancing to State, Regionals, and the LLWS

- (a) State LL Tournament - PLL will provide all Tournament Teams that qualify for the State LL tournament with the following (Paid from PLL general funds budgeted for this purpose, not fundraising dollars from the teams):
 - (i) *12 baseballs*
 - (ii) *two cases of Gatorade and water, and two candy items per player/coach*
 - (iii) *If the tournament site is over 50 miles one-way PLL will provide the following:*
 - 1) *Reimbursement for 6 hotel rooms at a rate not to exceed \$150/night per room, starting on the night before the tournament through the night of the team's last game. (Receipts required)*

- 2) Each player and coach of record will receive a Per diem of \$30/day for food and drink, starting on the day before the tournament through the day of the team's last game
 - 3) Upon the team's return from the tournament, PLL will reimburse each team for the expenses covered by this policy. If needed, a family or team can request that PLL provide the money in advance.
- (b) Regional LL Tournament - If a team advances to the Regional tournament, the committee will meet 1-3 days after completion of the state tournament and provide additional guidance in regard to PLL's anticipated costs and how reimbursement of fundraised monies will be handled if different. PLL will provide all Tournament Teams that qualify for the Regional LL tournament with the following:
- (i) *If Little League continues to provide the team's lodging and two meals at the LL complex (that's current practice), then each player and coach of record, will receive \$15/day for snacks and drinks, starting on the day before the tournament through the day of the team's last game.*
 - (ii) *24 baseballs*
 - (iii) *two cases of Gatorade and water, and two candy items per player/coach*
 - (iv) *Upon the team's return from the tournament, PLL will reimburse each family for the expenses covered by this policy. If needed, a family or team can request that PLL provide the money in advance.*
- (c) World Series LL Tournament - If a team advances to the LLWS tournament, the committee will meet 1-3 days after completion of the regional tournament and provide additional guidance in regard to PLL's anticipated costs and how reimbursement of fundraised monies will be handled
- (i) *Little league provides roundtrip airfare for the coaches and players along with lodging and meals at the LL facility. If a coach or player must deviate from this in any way they must notify the reimbursement committee and seek approval for the expenses if they wish for them to be considered for reimbursement.*
 - (ii) *PLL will provide all Tournament Teams that qualify for the LLWS tournament with the following:*
 - 1) If Little League continues to provide the team's lodging and meals at the LL complex (that's current practice), then each player and coach of record will receive \$15/day for snacks and drinks, starting on the day before the tournament through the day of the team's last game

Section VIII.08 Travel & Miscellaneous Expenses for teams advancing to State, Regionals, and LLWS

- (a) A tournament team that raises funds through PLL and qualifies for the State, Regional, or LLWS tournament can seek reimbursement for reasonable travel and miscellaneous expenses incurred by the immediate family of the players. Any approved amounts paid by PLL cannot exceed the funds raised by the team.
 - (i) *For clarity of this policy Immediate family will include the following:*
 - 1) Mother, Father, Stepmother, Stepfather, brothers, sisters, stepbrother, stepsister and Legal Guardians.
 - 2) A list of individuals attending must be provided to the reimbursement committee prior to departure for the tournament
 - (b) Travel expenses can be reimbursed starting the day the team travels through the day after the final game played.
 - (i) *State (Tyler), Regionals (Waco)*
 - 1) Travel expenses can be reimbursed with the following caps
 - a) *1 Hotel - \$150 per night per family (in case of split family, 2 rooms can be requested for reimbursement)*
 - b) *(ii) Mileage will be calculated from Dads club to the ballpark in Tyler/Waco*
 - c) *\$0.50 cents per mile – Check current Federal reimbursement rates*
 - (ii) *LLWS - Families must choose one method of travel to leave Texas (via Air or vehicle),*
 - 1) If via Air, 1 rental car will be reimbursed
 - 2) If via Car, mileage will be reimbursed, A rental car may be utilized as well. (If a mileage cap is part of the agreement, PLL will not reimburse for exceeding the mileage)
 - 3) Travel expenses can be reimbursed with the following caps
 - a) *Airfare - \$1000 max per family member (1-round trip flight per person)*
 - b) *Hotel - \$250 per night per family (in case of split family, 2 rooms can be requested for reimbursement)*
 - c) *Car rental - \$100 per day*
 - i) Gas will be reimbursed with receipts
 - d) *Uber/Lyft – Reimbursable to/from the airport or car rental location only*
 - e) *Mileage if driving from Pearland to Williamsport –*
 - i) *\$0.50 cents per mile – Check current Federal reimbursement rates*
 - ii) *We will calculate from Dads Club to the LL facility in Williamsport and back*

- f) Meals – Cap of \$70 per adult per day and \$40 per player sibling per day. This includes taxes and tips. Receipts required.
 - i) Alcohol will not be reimbursed
 - g) Miscellaneous expenses
 - i) Souvenirs in Williamsport and after (shirts, hats, Shadow boxes, etc.) - \$300 cap per player. If expenses for souvenirs will exceed this, please consult with the committee to confirm it will be reimbursed.
 - ii) items recognizing the team's accomplishments (i.e., Monument/signs)
 - iii) Items to recognize the primary sponsors. (Party after teams return, plaques, signs, etc.)
 - iv) Pins and other materials to trade with other teams
 - v) Pet Boarding

4) (vii) Coach of record without a child on the team

 - a) *The coaches' expenses will be covered under previously described sections*
 - b) *If the team raises enough funds after reimbursing the players' families, then the spouse of the coach may request reimbursement funds.*

Section VIII.09 Reimbursement Process

- (a) Expenditures made after the final game played by an All-star or tournament team will not be considered for reimbursement. Exception to this is if a team has traveled over 50+ miles one-way for a state, regional, or LLWS event and is returning the day after their final game.
- (b) To receive reimbursement, the team must submit, via email, the Reimbursement Request Form to the Committee and include a photo or scanned copy of the itemized receipt(s) for the expenditure(s). If the Committee approves the expenditure, then PLL will pay the expense to the team as indicated on the reimbursement form.
- (c) To fairly divide the funds raised between the players, the total amount raised will initially be divided by the total number of players on the affidavit, and that will be the highest amount possible for reimbursement for the player and family.
- (d) If a family exceeds the initial amount and there are funds remaining after everyone else has been reimbursed the additional approved expenses can be reimbursed.
- (e) All receipts must be received by August 1st of the same calendar year for expenses incurred for the District, Sectional, and State Tournaments.
- (f) All receipts must be received by August 25th for the Junior and Senior teams and September 1st for the Major team of the same calendar year for expenses incurred for the Regional Tournaments. For the World Series - All families will be required to bring their receipts and meet with the reimbursement committee on a specified date and time (TBD after return from WS). Everything will be reviewed and a check written at that time.
- (g) Any requests received after these dates will not be considered for reimbursement.
- (h) If a situation arises that is not covered by this policy, the PLL executive board will discuss and make a final decision.

Section VIII.10 Financial Safeguards

- (a) All disbursements over \$1,000 must be approved with **two officer signatures** (Treasurer + President or Vice President).
- (b) All reimbursements must include itemized receipts and be logged by the Treasurer as noted above.
- (c) Any use of PLL's tax ID for sponsorships or donations must be processed through PLL's books; no individual teams may collect tax-deductible funds directly

Article IX. Field Rentals

Section IX.01 Practice Rentals

- (a) Fields/Equipment:
 - (i) *Fields are available for rent during the summer and fall seasons if there is availability. Rental requests during the spring season will be considered under special circumstances.*
 - (ii) *PLL will rent the following fields: TBall (5-7yr old teams), Coach pitch and Field 5 (5-8yr old teams), Fields 6, 7 and 8 (5-13yr old teams). Senior field (13-17 yr old teams)*
 - (iii) *Tryouts are prohibited on the PLL fields for any team, if a team is observed having a tryout, they will forfeit their deposit and not be allowed to rent PLL fields.*
- (b) Eligibility
 - (i) *Use of PLL facilities for Select Team activities is permitted only by approval of the PLL Executive board.*
 - (ii) *A roster of players must be submitted to the scheduler including all names and birthdates before any practices can be scheduled.*
 - (iii) *Teams that have a roster that includes at least 50% of their players +1 who participated in PLL in the most recent Spring Season (or who are participating in the current PLL Fall Ball program) will qualify for the PLL friends' rate and get preferential scheduling. Example – 12 Player roster ($\frac{1}{2}$ of 12=6+1=7) would need 7 players. Odd number of players on the roster it rounds up (i.e. 11 player roster, $1/2=5.5 +1 = 6.5$ roundup means 7 players)*
 - (iv) *Teams with less than 50% of their players +1 who participated in the most recent Spring Season (or are not currently participating in the PLL Fall Ball program) are eligible to use the fields but at the select team rate and will get available time slots after PLL friendly teams have been scheduled.*

(c) Miscellaneous

- (i) *All teams must have an approved insurance policy on file with PLL before practice slots will be reserved.*
- (ii) *This agreement is for a single team of up to 14 players to have a practice.*
- (iii) *If a single organization wishes to use the field for multiple team/age group practice a request must be made to the Executive board for approval. This is due to safety concerns of the mixed age groups. A formal practice plan may be requested so that PLL understands how the team will utilize the field safely. Additional charges may apply above the listed rates below.*
- (iv) *Any team that wishes to host a scrimmage with another team must request approval from the scheduler and/or President and if approved provide proof of team insurance.*
- (v) *Any team observed not respecting the fields, cages, or any other portion of the Dads club grounds will be removed and not be allowed to return for any future practices. This includes hitting baseballs into any fences on the grounds or not wearing helmets while batting (in the cages or on the fields)*

(d) Scheduling:

- (i) *Requests for fields will be accepted from the team manager only.*
- (ii) *A Google form on the PLL website is how all requests shall be submitted.*
- (iii) *Fields are scheduled in 2hr blocks. Available times are M-F 5:30-7:30 and 7:30-9:30; Saturday/Sunday 8-10, 10-12, 12-2, 2-4, and 6-8.*
- (iv) *All communications shall be by email*
 - 1) While responses may be timely, if possible, there may be circumstances that do not allow this. Plan ahead to avoid issues.
 - 2) Changes during the schedule week are strongly discouraged and may not be granted. Last-minute requests may not receive a response. FAILURE TO PLAN IS NOT THE SCHEDULERS PROBLEM.
- (v) *All scheduled rentals are subject to change based on the needs of PLL fall ball teams or maintenance crew. If the fields are needed for makeup practices or games by the fall ball teams they will be prioritized.*

(e) Fees:

- (i) *Fields will be charged at the following rate for each 2-hour slot (lights are included)*
 - (ii) *100% PLL kids*
 - 1) Cp, Fields 5,6,7,8 – \$35
 - 2) Senior Field - \$100
 - (iii) *Friends of PLL rate*
 - 1) Tball, Cp, Fields 5,6,7,8 – \$50

2) Senior Field - \$125

(iv) *Select team Rate*

1) Tball, Cp, Fields 5,6,7,8 - \$100

2) Senior Field - \$175

(v) *The rate is subject to change at any time at the discretion of the league*

(vi) *Payment of Fees - Any team wishing to rent fields will be required to put a credit card on file with the league that will be charged bi-weekly for usage of the fields.*

1) The scheduler will calculate the total field cost per manager bi-weekly and that amount will be charged to the team credit card by the PLL Treasurer.

(f) **Cancellation Policy:**

(i) *Field cancellations of less than 48 hours will be subject to the full charge.*

(ii) *Cancellations for weather will be credited automatically if PLL closes the fields*

(iii) *Cancellations by the manager can be credited if he determines use of the field will cause damage and communicates to the Scheduler prior to his time slot on the same night.*

(iv) *If a manager or team attempts to abuse this cancellation clause, they will be subject to the Failure to maintain clause below.*

(g)

(h) **Field Maintenance/Facility Maintenance:**

(i) *Renter assumes the responsibility of maintaining the field.*

(ii) *Damage to the field, mounds, or surrounding areas will not be tolerated.*

(iii) *If the maintenance crew establishes that damage was caused by a specific team, then they will be charged for the repairs.*

(iv) *Renter must pick up all trash and debris within the bleachers, dugouts and field playing area.*

(v) *At the completion of practices for the day the renter is required to water the infield grass, rake the dirt, and cover the mound.*

(vi) *Failure to Maintain the field as directed above will have the following consequences*

(vii) *First offense - warning*

(viii) *Second offense - \$50 fine deducted from deposit*

(ix) *Third offense - \$50 fine and loss of field rental privileges for 2 weeks*

(x) *Fourth offense – permanent removal of rental privileges (remaining balance will be refunded)*

Article X. Championship Banners

- (a) There are three types of team banners that can be put up at the dad's club
 - (i) *A team that wins the City/District tournament – They may put up a sign on the fence in champion's row (In the warm-up area)*
 - (ii) *Financial Responsibility: The team will be financially responsible for the full cost of the banner production*
 - (iii) *The sign will be of a set size determined by placement – it will be placed in the designated section for their age and replaces the oldest sign already present.*
 - (iv) *Banners will be removed after 4 years by the new banner going up*
- (b) A team wins State tournament – they may put up a sign in a designated spot (on the Major field fence facing the walkway)
 - (i) *Financial Responsibility: The team will be financially responsible for the full cost of the banner production*
 - (ii) *It must be a 4x8 sign – the banner will stay up at least 4 years, but if it starts looking poor the team will be given the opportunity to replace the sign. If they choose not to upgrade, the sign will come down and the spot on the building left vacant.*
- (c) A team advances to the LLWS – the team will get a backlit banner/sign at the main entrance of the park.
 - (i) *Financial Responsibility: The team will be financially responsible for the full cost of the banner production. It can be taken from their fundraising funds.*
 - (ii) *The sign will stay up in perpetuity with the league assuming upkeep costs.*