

2024

**Softball Policies and Procedures
Handbook**



Martin County North Little League

CODE OF CONDUCT

The goal of the Martin County North Little League is to make the game of softball fun for players of all ages. Therefore, it is imperative that players, coaches, parents, families, spectators, and umpires conduct themselves with the highest degree of sportsmanship. To facilitate this objective, MCNLL has implemented a Code of Conduct for all groups. Specifically, everyone associated with our Little League program will be expected to promote a constructive and positive atmosphere both on and off the field. While it is understandable that competition can and will breed excitement and high emotion, the MCNLL board believes that spirited competition can be experienced without a “win at all cost” mentality. Nevertheless, for those who cannot play, coach, or observe within the spirit of our rules, the following Code of Conduct will be enforced by the Board of Directors. The MCNLL Code of Conduct will apply to MCNLL facilities and programs or sites in which MCNLL Little League teams are participating.

The Code of Conduct below sets forth the minimum standards of discipline for the operation of the league. MCNLL retains the right, through its Board of Directors, to determine if additional penalties are warranted. In addition, if a code violation occurs during a game played without umpires, MCNLL will conduct an investigation and determine the appropriate discipline.

Any player, coach, spectator, official, or volunteer may submit a formal appeal in writing via email to the MCNLL Executive Board within 24 hours of receiving the discipline enforced by the MCNLL Code of Conduct Disciplinary Guidelines. This appeal will be heard by the MCNLL Executive Board within 48 hours of receiving the appeal. The appeal does not offer a stay in the discipline being enforced during the appeal process. The MCNLL Executive Board will make a final decision within 24 hours after the appeal hearing.

**DISCIPLINARY GUIDELINES:
CONDUCT OF PLAYERS**

<u>INFRACTION</u>	<u>DISCIPLINE</u>	<u>SOURCE</u>
Foul or Abusive Language	Ejection from game plus 2 game suspension	Game umpire Executive Committee
Serious Foul Play	Ejection from game plus 2 game minimum suspension	Game umpire Executive Committee
Threatening Gesture, Language, Bullying	Ejection from game plus 2 game suspension	Game umpire Executive Committee
Kicking, striking or Bodily Assault	Ejection from game plus 4 game suspension	Game umpire Executive Committee
Any additional offense	MCNLL Board Discretion	MCNLL Board
Ejection from game by umpire	Little League Rule Book	Little League
Possession or use of alcohol or tobacco products	Season suspension (mandatory meeting with executive committee prior to reinstatement)	MCNLL Board
Possession or use of illegal or non-prescribed drug	Season suspension (mandatory meeting with executive committee prior to reinstatement)	MCNLL Board
Possession or use of weapon	Season suspension (mandatory meeting with executive committee prior to reinstatement)	MCNLL Board

**DISCIPLINARY GUIDELINES:
CONDUCT OF MANAGERS, COACHES & VOLUNTEERS
(Anyone with a MCNLL Approved Badge)**

<u>INFRACTION</u>	<u>DISCIPLINE</u>	<u>SOURCE</u>
Foul or Abusive Language	Ejection from game plus 2 game suspension	Game umpire Executive Committee
Threatening gesture or Language	Ejection from game plus 2 game suspension	Game umpire Executive Committee
Striking or Bodily Assault	Ejection from game plus 1yr. suspension after anger management training.	Game umpire MCNLL Board
--2 nd Offense	Lifetime suspension from MCNLL	MCNLL Board
Knowingly and intentionally violate a game rule or league policy	3 game suspension and team forfeits game where cheating occurred	Executive committee
--2 nd Offense same season	Season suspension and team forfeits game where cheating occurred; 2-year ban from coaching or managing	Executive Committee MCNLL Board
Ejection from game by umpire	Little League Rule Book	Little League
Possession or use of alcohol	Season suspension (mandatory meeting with executive committee prior to reinstatement)	MCNLL Board
Possession or use of illegal or non-prescribed drug	Season suspension (mandatory meeting with executive committee prior to reinstatement)	MCNLL Board
Use of tobacco products	2-week suspension	MCNLL Board
Possession or use of weapon	Season suspension (mandatory meeting with executive committee prior to reinstatement)	MCNLL Board
Charged with a Felony	Immediate suspension; Reinstatement contingent upon final adjudication by legal authorities	MCNLL Board

**DISCIPLINARY GUIDELINES:
CONDUCT OF SPECTATORS**

<u>INFRACTION</u>	<u>DISCIPLINE</u>	<u>SOURCE</u>
Conduct that is detrimental to a game or practice, includes negative sportsmanship towards, players, umpires, coaches, and spectators ----- --2 nd offense	Immediate Ejection from field/park ----- 2-week suspension from attendance or participation	League Official ----- Executive Committee
Foul or Abusive Language	Ejection from field/park and 1 week suspension from attendance or participation	League Official
Threatening gesture or language	Ejection from field/park and 2-week suspension from attendance or participation	League Official Executive Committee
Striking or Bodily Assault	Ejection from field/park, 1 year suspension, possible removal of child from MCNLL	League Official MCNLL Board
Knowingly and intentionally violate a league policy	One week suspension	Executive Committee
Possession or use of alcohol	Season suspension	MCNLL Board
Possession or use of illegal or non-prescribed drug	Season suspension	MCNLL Board
Use of tobacco products	Warning/Ejection	League Official
Possession or use of weapon	Season suspension (mandatory meeting with executive committee prior to reinstatement)	MCNLL Board

MCNLL LOCAL RULES APPLICABLE TO ALL DIVISIONS

The following are local rules applicable to all MCNLL Divisions:

1. The home team shall **always** occupy the third-base dugout regardless of posted signs.
2. All on field volunteers will be required to wear an ID Badge. This includes all managers, coaches, assistant coaches and team parents (who will be in the dugout). The badge shows that you have a current background check on file.
3. With the exception of tee-ball and coach pitch, only the manager and two designated game coaches may be in the dugout during the games. Team moms, parents, siblings, statisticians and extra coaches are **strictly prohibited** in the dugouts. The manager may station a parent outside the dugout to assist with player control, but under no circumstances may anyone other than the manager and the two coaches enter the dugout for any reason.

Tee-ball & Coach Pitch: In tee-ball and coach pitch, a manager may utilize as many coaches and approved volunteers as are necessary to expedite play and maintain order. In addition, in tee-ball and coach pitch only, a manager may utilize the team parent or other designated parent to assist in the dugout with drinks, equipment, retrieval of bats, and batting order. One approved adult must remain in the dugout with the players during the game.

4. Each manager **MUST** conduct a parent/guardian meeting prior to the first practice. At the meeting, managers are encouraged to inform parents of your expectations as a manager, both from them and their children. Inform parents of practice schedules, appropriate behavior and any other matters that are deemed appropriate. It is imperative that you meet at least one parent/guardian for each of your players and explain your rules and policies as a manager. In addition, this meeting is the appropriate time to discuss specific game rules that may be unique to your league.
5. Per Little League rules, all players (including managers and coaches) **MUST** stay in the dugout throughout the entire game unless excused for appropriate reasons by a manager, coach or umpire. Players may not leave the dugout to sit in the stands, visit the concession stand or simply abandon their team. Legitimate reasons include restroom breaks, first-aid attention, etc.
6. Report any player who continues to miss practices and/or games to the Player Agent and League Director immediately. This includes players who quit, move, or suffer season-ending injuries. For the Major Division and above: the manager must report to the division director and to the player agent any player who misses 2 or more consecutive practices and/or games. A determination will be made by the league if a replacement player is required.
7. No players may be added to roster or participate in any team activity without prior approval of the Player Agent and the Executive Committee.
8. Managers will report all injuries to the Safety Officer within 24 hours via the League Injury Report.
9. Weather cancellations will be announced on the league website and Facebook page.
10. Pets are prohibited at all MCNLL functions.

MCNLL MANAGERS ARE REQUIRED TO VOLUNTEER UMPIRE

Due to the small number of volunteer umpires, it is necessary to continue the practice of requiring managers and coaches to umpire games. **Meeting these requirements is just as important as attending your own games and practices.**

1. All teams shall be required to fulfill umpire assignments. Assignments shall be made by team, and it shall be the manager's obligation to ensure that two (2) adults, at least one of whom has received training, are present to umpire each assigned game, unless the umpire schedule or the Umpire-in-Chief ("UIC") indicates otherwise. Swapping assignments is permissible, however, the initially assigned team retains responsibility for ensuring umpires are in attendance.
2. Any team unable to fulfill its umpire assignment for a particular game shall be required to find a replacement from another team in its or any other division, and only refer the situation to the UIC if no replacement can be found.
3. Each manager shall be provided with an umpire schedule, together with a master list of manager and volunteer umpire phone numbers. It shall be the responsibility of the home team manager for each game to confirm, at least 24 hours in advance of their game, that the team or volunteers assigned to umpire will be in attendance. If umpire attendance cannot be confirmed, report this immediately to the UIC.
4. Each team is responsible for providing umpires either through volunteers or a buyout program established by the league. Games assigned may be in any division other than your own.
5. Youth umpires must be an age that would place them in a division higher than that of the game they are umpiring.
6. Umpires should arrive at the game site at least thirty (30) minutes prior to the start time. Umpire equipment shall be available at each game site, and uniforms (hat and shirt) shall be provided to teams required to umpire. Equipment should be left at the game site after the game.
7. The home team scorekeeper for each game shall record the names of the umpires appearing for each game in the scorebook.
8. Failure to fulfill umpire assignments, may result in disciplinary action by MCNLL, including suspension. Forgetting, claiming lack of time or ability to umpire are not legitimate excuses.

MARTIN COUNTY NORTH LITTLE LEAGUE PLAYER DRAFT

The purpose of the player draft is to assure that all teams in a division are made up of players with equal talent and skills. The league and its players will benefit most from a balanced division where all teams are equally competitive. This balance of competition allows children to develop skills and confidence in the game and have fun.

An effective player draft begins with player evaluation. Here, each manager in the division will evaluate each player's throwing, fielding, hitting, and running skills as demonstrated in a brief evaluation conducted soon after registration. These evaluation results are tabulated and referred to by all managers during the draft in order to select teams of an equal level of competitiveness.

Protecting Players:

The League recognizes that often managers and coaches have daughters who they wish to have play on their team. While the league supports this, it also wants to protect its philosophy that promotes equal competition. Therefore, a manager may designate one coach prior to the draft and both the manager's child and the coach's child will be placed on the manager's roster. However, the following rules will apply to this selection:

- Children of managers and coaches must participate in the pre-season evaluations so that their skill level can be objectively measured.
- Before the draft begins, the players who are assigned to the team because they are children of the manager or coach must be identified and "slotted" into a draft round based on their evaluation scores as determined by the Player Agent and the Executive Committee.
- The Player Agent and Executive Committee will make every attempt to accommodate a manager/coach selection. However, in those instances where a manager's child and a coach's child are both rated among the top players (first round caliber) in the League prior to the draft, the Player Agent and Executive Committee may prohibit such designation as not in the best interest of the League's competitive balance (i.e., two "first round" caliber players will not be pre-assigned on the same team).

Example: Mr. Smith, a manager in the Major League, wants Mr. Jones as his assistant coach. Mr. Smith's daughter is the third best player eligible for the Major League draft. Mr. Jones' daughter is the fifth best player available. Because both Mr. Smith's and Mr. Jones' daughters are talented enough to be selected in the first round of the Major League draft, the Player Agent and Executive Committee will not allow Mr. Smith to designate Mr. Jones as his assistant before the draft. However, if during the actual Major League draft, Mr. Jones' daughter is not selected in the first round, then Mr. Smith may select Mr. Jones' daughter in the second round or any round thereafter and Mr. Jones may serve as one of Mr. Smith's assistant coaches.

The foregoing shall apply only to the top rated (first round caliber) players in each draft. Managers and coaches (one coach per team) children shall be slotted in the round they are rated. If the manager's child and the coach's child are rated in the same round, then one child will be slotted in that round and the other shall be slotted in the immediately preceding round.

Example: If both the manager's daughter and the coach's daughter are rated second round players, the manager's daughter will be slotted in the second round and the coach's daughter will be slotted in the first round.

Exceptional Talent:

The League also recognizes that in exceptional circumstances a player's skill level may be more advanced and could necessitate the player being considered eligible for the next higher-level league's draft. Again, while the League recognizes and supports this, it also wants to provide equalized competition for all of its players. Therefore, managers may draft a player that has remaining eligibility in a lower division into the next division. The following rules will apply to this selection:

- A player drafted into the next division must be rated among the top players in that division in order to be eligible for that division's draft. The evaluation established by the Player Agent and Executive Committee will be used to determine if a player is eligible. The player must have parental consent to advance beyond his or her designated age-based league.
- The player shall be given every opportunity to play skill positions (i.e., pitcher and catcher) when applicable.
- The player drafted must have played one year in the lower division in order to be eligible for the next league's draft.

MARTIN COUNTY NORTH LITTLE LEAGUE CANCELLATION OF GAMES POLICY

The cancellation of a game is a forfeit (subject to Board of Directors decision), unless the League Director approves it. The following are NOT allowable reasons to cancel a game:

- Manager is not in town (all teams have coaches to manage the team in the manager's absence)
- A team is without its "best" player(s). The primary objective of the game is for players to learn, develop their skills and have fun, not necessarily win.

In the event a manager has an allowable, legitimate reason to reschedule a game, they must give adequate notice. Four days is considered appropriate notice to the League Director and the other team's manager. Calling the day before a scheduled game is not appropriate unless there is no other alternative.

MCNLL LOCAL SOFTBALL RULES

MCNLL Tee-Ball Softball Local Rules

1. All players shall be in the batting order and all players will bat one time per inning. The batting order shall shift by one player per inning. Four (4) full innings are required, if time permits. A half inning is over when every player in the lineup has batted. The inning is considered completed when an out is made at any base during the tenth batters turn or the ball is under control in the infield. An out does not have to be made at home plate. Fielders shall remain on the field until play is complete.
2. All players, regardless of number, play in the field for all innings. It is encouraged to rotate each player at a different position every inning. Pitchers must wear a helmet on defense.
3. Regular infield is set with all other players in the outfield and on the grass. No extra infielders.
4. No more than two defensive coaches are allowed on the field.
5. One offensive coach is allowed at home plate and one at each of the first or third base boxes.
6. No leading off or stealing.
7. Runners must stop when the ball is under control in the infield. If a runner has passed a base or is on a base prior to the ball being in control, he may advance to the next base at his own risk. If the runner has not yet reached a base when the ball is in control, he must stop at the next base.
8. No extra base may be taken on any overthrow on a play made by an infielder. The base runner must stop at the base he was running to when the throw was attempted.
9. Games are four (4) innings. Game play is stopped, and game is complete after 1 hour. At the end of all games, coaches must be prepared to leave the field in order to begin next game at its scheduled time. All after game talks should be done outside of field.
10. Except for the above, all basic baseball rules shall be followed. (Example: A base runner shall return to the dugout after he has been forced out at a base.)
11. There will be no catcher requirement in Tee-ball. However, if a catcher is used, he/she must wear equipment.

MCNLL Coach Pitch Softball Local Rules

1. Little League approved 11" softballs will be used for coach pitch.
2. Bases will be set at 60 feet with pitching mound set to 35 feet. Coaches may pitch from a closer distance to accommodate batters.
3. Balls will be coach pitched. Players shall get 8 pitches to make contact. There will be no walks or strikeouts. After 8 pitches, a batting tee will be used. In the second half of the season, it will be the coach's discretion to use a tee after the 8 pitches or have the player strike out. The strike out will not count towards an out in the inning.
4. Runners may advance more than one base on any balls hit to the outfield at their own risk; however, the runners must stop once the ball is under control in the infield. There will be no extra bases for overthrows.
5. No score shall be kept.
6. Time limit will be 1 hour (the home team must bat in the bottom half of the last inning). An inning will end when three (3) outs have been recorded, or when the opposing team scores 5 runs in the inning, or when the entire order is batted through (whichever occurs first).
7. A continuous batting order that includes all players on the team roster shall be used. The on-deck position is not permitted.
8. There will be no stealing; however, managers can start to teach their players to lead off once the ball leaves the pitcher's hand if deemed an appropriate development opportunity for their players.
9. If a ball strikes a manager or coach on the field, it is declared a dead ball and the batter will be awarded first base and all forced runners will advance one base.
10. The coach will pitch to their own team while on offense. The offensive coach who is pitching shall serve as the main umpire for all baserunning calls during the time they are pitching.
11. Teams are allowed to use up to 10 players on defense by adding a fourth outfielder. No one player can play a single position for more than 2 consecutive innings. Each player must play one inning in the infield and one inning in the outfield. A coach may occupy the catcher position if it is determined that none of their players are ready to play that position.
12. Managers and coaches may accompany their players onto the field for instructional purposes. At no time should a ball in play be handled by a manager or coach. One coach or team parent that is an approved volunteer should always remain in the dugout.

MCNLL Minor Softball League Local Rules

1. Little League approved 11" softballs will be used for minor league.
2. Bases will be set at 60 feet with pitching mound set to 35 feet.
3. Game will consist of 6 innings or adhere to the specified time limit. There will be a drop dead time limit of 75 minutes. Once 75 minutes has been reached, the game will end. If the home team is ahead, they WIN. If the visitor is ahead at that time, revert back to the previous inning. If the game was a tie at that point, then the game will end in a tie.
4. A half inning should end after 5 runs have been scored or 3 outs have been achieved.
5. Minimum play rules are in effect: the entire roster will be in the batting order regardless of field position; each player must participate in the game for a minimum of six defensive outs.
6. The on-deck batting position is not permitted.
7. Coach pitch or machine pitch may be utilized in the event that there are not enough suitable player pitchers. If coach pitch or machine pitch, players will get 8 pitches to make contact. There will be no walks; however, a player can strike out after 3 swinging strikes or foul balls. If the 8th pitch is pitched and the player doesn't swing, it will be considered a strike out. If a foul is hit on the 8th pitch, another pitch will be delivered. A player pitch/coach or machine pitch hybrid can also be utilized to help develop players. In this scenario, if the player pitcher delivers 4 balls to a hitter prior to recording 3 strikes or a ball in play, the number of strikes will carry over and the offensive coach will deliver the remaining strikes to the batter. If the batter fails to put the ball in play, the batter is out. The pitch being hittable or unhittable is determined by the offensive coach pitching.
8. Leading off and stealing are allowed. A player cannot lead off or steal until the ball has reached the batter. No advancing of bases on pass balls.
9. Batter will be out on dropped third strike.
10. Only one base will be allowed on an overthrow.
11. A player may pitch a maximum of 12 innings in one day. If a player pitches 7 or more innings in one day, then one calendar day of rest is required. Delivery of a single pitch constitutes having pitched an inning.
12. In the event there is not an official umpire, a coach from each team will take turns standing behind the pitcher and calling balls and strikes and baserunning outs.

MCNLL Major Softball League Local Rules

1. Little League approved 12" softballs will be used for major league.
2. Bases will be set at 60 feet with pitching mound set to 40 feet.
3. Game will consist of 6 innings or adhere to the specified time limit. There will be a drop dead time limit of 75 minutes. Once 75 minutes has been reached, the game will end. If the home team is ahead, they WIN. If the visitor is ahead at that time, revert back to the previous inning. If the game was a tie at that point, then the game will end in a tie.
4. Minimum play rules are in effect: each player must participate in the game for a minimum of six defensive outs and bat at least one time. Defensive outs need not be consecutive.
5. The on-deck batting position is not permitted.
6. A player may pitch a maximum of 12 innings in one day. If a player pitches 7 or more innings in one day, then one calendar day of rest is required. Delivery of a single pitch constitutes having pitched an inning.
7. A 15-run mercy rule is in effect if after 3 innings (two and one half innings if the home team is ahead), one team has a lead of 15 runs or more. A 10-run mercy rule is in effect if after 4 innings (three and one half innings if the home team is ahead), one team has a lead of 10 runs or more. An 8-run mercy rule is in effect if after 5 innings (four and one half innings if the home is ahead), one team has a lead of 8 or more runs.
8. Runners cannot leave the base to lead off or steal until the ball has left the pitcher's hand.
9. Infield fly is in effect.
10. Dropped third strike is in effect.
11. No limit on running bases on overthrows. The ball is dead when the pitcher has possession of the ball in the circle and is not making a play or when the umpire calls time.

LEAGUE MAKE UP GAMES

If at any time a game is postponed, for any reason, then that game shall be played on one of the following days:

- ☐ The date of either team's next scheduled practice.
- ☐ On a date and time agreed to by the managers in consultation with the League President and Director.

The manager of the home team must inform the League President and Director of the date and time of the make-up game. The league will attempt to schedule umpires but, if no league umpires are available, the manager of the home team shall be responsible for securing two umpires for the make-up game.

The failure of a team to make itself available for a make-up game shall subject that team to forfeiture of the game. This determination will be made by the League President and Director in consultation with the Executive Committee.

MAJORS AND MINORS TOURNAMENT TO DETERMINE TOC TEAM

Each season, the league will hold a tournament for our majors and minors division. The purpose of this tournament is to decide which team will represent our league in the Tournament of Champions.

The format of these tournaments will be determined by the number of teams in the league each season.

2024 Board of Directors

Description of Responsibilities

While the general responsibilities of a Little League Board of Directors are found in the "Little League Softball Operating Manual," the specific duties of the Board of Directors of the Martin County North Little League are as follows:

BOARD OF DIRECTORS

The management of the property and affairs of the Martin County North Little League (MCNLL) are vested in its Board of Directors. The Board of Directors shall be comprised of volunteers who are committed to promote, develop, supervise and voluntarily assist those who participate in the MCNLL program.

Upon election at the annual membership meeting, the directors shall commence the performance of their duties and shall continue in office until their successors have been duly elected at the next annual meeting.

The board of directors shall consist of as many members as is necessary to operate the league in an efficient manner. However, at no time, shall the board consist of less than 15 directors (this includes both baseball and softball directors). Any vacancy on the board created after the annual meeting shall be filled by the president in consultation with the executive committee.

EXECUTIVE COMMITTEE

The Executive Committee is charged with ruling on matters that affect the league's operations in those circumstances that are generally time sensitive. The committee's rulings and interpretations are governed by the leagues' Policy and Procedure Manual and Little League of America rules, policies and guidelines. The Executive Committee may consist of no more than five board members, one of whom must be the league president. The committee is selected by the league president.

PRESIDENT

The President is elected annually by a simple majority vote of the board of directors as the first official action of the newly-elected board. Nominations for president are accepted from the floor by any member of the newly-elected board. The nomination and election process is administered by the immediate past President or a board member assigned for this role by the president.

The President presides at league meetings and assumes full responsibility for the operation of the local league. The President (or his/her designee) receives all mail, supplies, and other communication from Little League headquarters. The President must affirm that all league personnel are properly briefed on all rules, regulations, and policies of Little League Softball. The President serves as the liaison between the Board of Directors and Martin County and the City of Stuart Parks & Recreation Departments.

VICE PRESIDENT

The Vice President presides in the absence of the President. The Vice President carries out such duties and assignments as may be delegated by the President. The Vice President shall assist the President to keep the league's operations organized and well-managed.

SECRETARY (Combined responsibility with baseball)

- Maintains a register of board members, their addresses, telephone numbers and e-mail addresses.
- Records and distributes the minutes of meetings on a timely basis.
- Is responsible for sending out notices and notifying board members of all meetings and league activities.

TREASURER / Assistant Treasure (Combined responsibility with baseball)

- Responsible for all league finances, including fundraising.
- Maintains books and records of all financial transactions including making all deposits, paying the league's bills, signing checks, having custody of all bank books and reconciling all bank accounts on a monthly basis.
- Collects and deposits money from the cash boxes of each concession stand operated by the league.
- Prepares a treasurer's report for all board meetings (the report shall include a profit and loss statement and the balances in all cash and bank accounts).
- Prepares sales tax returns mandated by the Florida Department of Revenue.
- Assures that MCNLL maintains the standards required for status as a non-profit organization consistent with the terms of the Internal Revenue Code, section 501(c).
- Prepares fiscal year-end financial statements for the league's accountant.
- Notifies the Board of Directors of any financial irregularities.
- Conducts financial analysis in preparation for the establishment of the of annual league budget.

PLAYER AGENT

- Responsible for acquiring accurate information for every prospective player.
- Prepares player rosters for evaluations.
- Organizes and conducts annual player evaluations.
- Organizes player selection meetings.
- Distributes roster information to each league director and manager.
- Coordinates uniform selection and sizes with Uniform Chairperson.
- Coordinates the transfer of players to/from different divisions and teams according to Little League Baseball Regulations and league policy.
- Investigates in-season player departures from the league.
- Attends All-Star and Tournament of Champions selection meetings; assists the managers with their rosters and coordinates uniform ordering with Uniform Chairperson.
- COVID-19 contact person; coordinates contact tracing.

UMPIRE IN CHIEF

- Implements an effective system to provide the league with an ample number of qualified, volunteer umpires.
- Works closely with each of the League Directors to identify qualified, volunteer umpires.
- Works with the Equipment and Uniform Chairperson to provide protective gear for all umpires.
- Issues league rulebooks and "The Umpire in the Little League Baseball" publication from Little League Baseball to all umpires.
- Maintains a complete and current roster of all volunteer umpires to include their names, addresses, telephone numbers and e-mail addresses.
- Organizes and conducts umpire clinics for any individual considering serving as an umpire.
- Certifies that umpires are qualified to perform.
- Resolves disputes related to the performance of umpires.

SOFTBALL DIRECTOR

- Oversees the operation of the softball divisions and assures coordination of league necessities including uniforms, schedules, facilities, umpires, and auxiliary services. The primary responsibility of the director is to ensure that the goals and needs of each division are being met.
- Remains in contact with each manager on a regular basis related to ALL COMMUNICATIONS including, but not limited to, rule and policy decisions; scheduling; important dates, deadlines and activities of the league; the coordination for ordering and procurement of uniforms and equipment.
- Maintain a roster of the names, addresses, telephone numbers and e-mail addresses for all managers, coaches, and team volunteer coordinators of the director's division.
- In conjunction with the President, Player Agent, Executive Committee, the Director is accountable for the fair, efficient and timely selection of the division's tournament team manager and players.
- Brings any complaints, irregularities and conditions detrimental to the league.
- Works with the Player Agent to conduct league evaluation and the league draft.

SAFETY DIRECTOR (Combined responsibility with baseball)

- Responsible for creating awareness, through education and information, of the opportunities to provide a safer environment for all participants of Little League.
- Develops and implements a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
- Updates the League Safety Manual and files the manual with District 17.
- Maintains a fully-stocked first-aid kit in each concession stand.
- Attends monthly District 17 safety meeting.
- Reports all injuries to District 17.
- Assists parents and guardians with the filing of insurance claims.
- Assists player agent in obtaining players' medical release forms.

EQUIPMENT MANAGER (Combined responsibility with baseball)

The Equipment Manager is responsible for the inventory, forecasting, procuring, and distributing of baseball and softball equipment to each team in an effective, timely fashion, making sure that each team is appropriately equipped with sufficient, safe equipment. Responsibilities also include collecting equipment from managers at the end of the season and supplying umpiring equipment. Equipment also includes score books, first-aid kits, instructional aides, and game and practice balls.

SECURITY DIRECTOR (Combined responsibility with baseball)

The Security Director works directly with the President to collect personal information from every league adult volunteer and performs federal criminal and sexual predator background checks on every volunteer. In addition, the security director administers the league's identification badge system.

FACILITIES DIRECTOR

Oversee park operations to ensure the park is maintained properly and efficiently. Coordinate field use and schedules with county and city representatives.

TEAM PARENT DIRECTOR / Assistant Team Parent

- Meets with and outlines the responsibilities of the Team Parent, including concession duty
- Concession volunteer schedule – maintains records of all teams' volunteer concession duty.
- Provide Team Parents with email documents they may use for their teams such as notifications of concession duties, game times, etc.
- Assists with uniform and picture distribution.
- Coordinate team activities for Opening Day and league fundraising.

CONCESSION DIRECTOR

- Responsibilities should be divided up.
- Inventory and ordering food, drinks, ice, and gas.
- Maintain all concession equipment.
- Schedule Board members to open and close concession daily.
- Retrieve funds for opening the concession stand from the safe at the beginning of the day and make sure they are secured at the end of the night. Make sure there is adequate change for the day.
- Purchase optional items (e.g. fruit).

UNIFORM DIRECTOR

The Uniform Director is responsible for estimating, ordering, and distributing uniforms for each player, manager, and coach in a cost-effective, timely fashion.

SPONSORSHIP DIRECTOR

- Identifies and contacts potential sponsors.
- Supervises the accumulation of donated funds from sponsors by working with Treasurer to bill and collect donated funds.
- Confirms that team uniforms and sponsor banners accurately reflect sponsor requests
- Works closely with the Uniform Chairperson to ensure sponsor names are on uniforms.
- Coordinates an appropriate recognition of sponsors including ordering team banners and sponsor gifts.
- Maintain a database of past and current sponsors and donors.

SCHEDULE DIRECTOR (Combined responsibility with baseball)

The schedule Director is responsible for working with the League President and Director to establish a schedule of practices and games throughout the Little League season, including makeup games, tournaments and All Stars. Further, communicate with Webmaster to maintain schedules on the MCNLL website.