



OPERATING GUIDE

This document is intended to set forth general information, policies and procedures related to the operation of Stilly Valley Little League (hereinafter, "SVLL") by and through its Board of Directs (the "Board"). This document is not intended to replace the Little League International rules or the Stilly Valley Little League Constitution (the "Constitution"); in the event of a conflict between this documents and either the Little League International Operating Manuel ("LLI Operating Manual") or the Constitution, those document control.

The Stilly Valley Little League Operating Guide incorporates rules, policies and procedures that are adopted by the Board of Directors prior to the first scheduled game of the season each year. These are the day to day operational guidelines with support the Rules, Regulations and Policies of Little League and the Constitution of Stilly Valley Little league and may include, in addition to particular rules, guidelines, recommendations or additional information. These rules expire at the end of each season and are reviewed during the off season for changes, clarifications or additions.

For the purpose of this document, "general members" include all players and their parents/guardians and all approved volunteers in addition to the Board.

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Operating Rules

The Stilly Valley Little League operating rules are adopted by the Board of Directors prior to the first scheduled game of the season each year. These rules are the day to day operations guidelines which support the Rules, Regulations and Policies of Little League. They are also considered additional information to our League Constitution. These rules expire at the end of each season and are reviewed during the off season for changes, clarifications or additions. These rules will be made available at the beginning of each season for all families involved with our league. The following pages explain the rules (or bylaws) and certain operating policies and procedures we will be using.

Definition and References

Constitution

It is an obligation of responsible administration and a requirement of Little League Baseball that every league spell out its operational format in a document usually referred to as the Constitution. The Constitution spells out the duties and responsibilities of the officers of the board, definition of membership, election procedures, meeting requirements such as quorum, etc. No part of the Constitution can conflict with or supersede any Little League rule, regulation or policy.

Every local Little League is required to have a valid Constitution on file at the Regional Headquarters. Any subsequent amendments or additions must be approved by the Regional Headquarters and on file there before they become valid. The local Little League board of directors must make a copy of the Constitution available to any member of the local Little League for review and inspection if requested. The Constitution of a local league remains in effect from year-to-year, without requiring annual adoption by the membership or local Little League board of directors. However, the local Little League board of directors should review the Constitution annually for any possible amendments it may wish to propose to the membership.

The Constitution is to be distinguished away from the local Little League bylaws, local Little League local rules, and local Little League ground rules. These documents expire annually at the end of the fiscal year and must be renewed annually. They can include the local board's procedures for selection of Tournament Teams (All Stars), specific ground rules for various divisions (such as whether or not the 10-run rule will be used), etc., and/or additional information relative to the operations of the local Little League. Because each local Little League board of directors should have authority to change these types of procedures, they require only board consent, without the general membership's approval.

The SVLL Constitution is available to the general membership and can be obtained by emailing the SVLL Secretary.

District 1

All local Chartered Little League organizations are organized into discreet districts. District teams are those that SVLL will play against in inter-league play. Stilly Valley Little League is assigned to District 1. All districts are also organized into regions.

Member

The word member, as used in this document as well as the SVLL Constitution, is defined in the SVLL Constitution.

Not in Good Standing

A member is considered “not in good standing” if:

- a) They quit either by formal written resignation or verbal communication to the President of the League. In the event the member elects to come back and continue the season the member will still be not in good standing.
- b) Member under suspension or probation.
- c) Team or member that owes gear or uniforms back to the league.
- d) Members delinquent on payments or registration fees.

Season

For the purpose of these rules, the word “season” shall mean the 12 months that include preparations for the spring baseball and softball practice, regular game and post-season tournament schedules, as well as the wrap up to spring schedule and the fall ball schedule following it. SVLL league year is defined as October 1 through September 31.

Board of Directors

The SVLL Board of Directors is comprised of no less than five (5) or more than twenty five (25) members who have varying responsibilities that facilitate league operations throughout each Little League season. Each director is selected and voted into his or her position at the Annual General Membership Meeting. The term of each Director position is one (1) year. Once approved each Director position is an active voting member of the SVLL General Board of Directors and each Director position holds one vote. The SVLL Board of Directors may also include certain Board members that hold non-voting positions, as allowed in the SVLL Constitution.

The number of managers elected to the Board should not exceed a minority of the total Board Members.

Certain rules related to the nomination and election of the SVLL Board of Directors are outlined in the SVLL Constitution. Please refer to the SVLL Constitution for more information.

Executive Board

The role of the SVLL Executive Board is to, in cooperation with the President, manage all operations of the league, provide leadership to the general board of directors, and to deal with sensitive issues.

The Executive Board of Directors for SVLL is comprised of the following positions (duties are listed within the *Constitution*):

- President
- Vice President of Baseball
- Vice President of Softball
- Treasurer
- Secretary
- Player Agent Baseball
- Player Agent Softball
- Umpire in Chief
- League Information Officer
- Safety Officer

General Board

As explained in the SVLL Constitution, SVLL includes many different and varying director positions within its Board, and options to exercise additions to and removal from Board positions, including changes in voting member status.

Current General Board positions and duties are as follows:

- **Softball Coordinator**
 - Manage, Organize and supervise all operations of all Softball Division.
 - Communicate with and represent needs of division teams and Managers.
 - Coordinate with Player Agent on issues involving players, rosters, eligibility or player replacement during the season.
 - Consistently update schedules.
 - In conjunction with VP of Softball, address any in-season issues as they arise (rosters, local rules, conduct of fans or SVLL players or representatives, umpiring, parent complaints, etc.)
- **Teen Baseball Coordinator:**
 - Manage, Organize and supervise all operations of Intermediate/Juniors/Seniors Divisions.
 - Communicate with and represent needs of division teams and Managers.
 - Coordinate with Player Agent on issues involving players, rosters, eligibility or player replacement during the season.
 - Consistently update schedules, and pitch count tracking.
 - In conjunction with VP of Baseball, address any in-season issues as they arise (rosters, local rules, conduct of fans or SVLL players or representatives, umpiring, parent complaints, etc.)
- **Majors Baseball Coordinator:**
 - Manage, Organize and supervise all operations of Majors Division.
 - Communicate with and represent needs of division teams and Managers.
 - Coordinate with Player Agent on issues involving players, rosters, eligibility or player replacement during the season.
 - Consistently update schedules, pitch count tracking and end of season Tournament information for Division (Tournament of Champions TOC)
 - In conjunction with VP of Baseball, address any in-season issues as they arise (rosters, local rules, conduct of fans or SVLL players or representatives, umpiring, parent complaints, etc.)
- **Minors Baseball Coordinator:**

- Manage, Organize and supervise all operations of Minors Division.
- Communicate with and represent needs of division teams and Managers.
- Coordinate with Player Agent on issues involving players, rosters, eligibility or player replacement during the season.
- Consistently update schedules, pitch count tracking and end of season Tournament information for Division (Roy Strotz Black & Blue Tournament)
- In conjunction with VP of Baseball, address any in-season issues as they arise (rosters, local rules, conduct of fans or SVLL players or representatives, umpiring, parent complaints, etc.)
- **Rookie Baseball Coordinator:**
 - Manage, Organize and supervise all operations of Rookie Division.
 - Communicate with and represent needs of division teams and Managers.
 - Coordinate with Player Agent on issues involving players, rosters, eligibility or player replacement during the season.
 - Consistently update schedules, pitch count tracking and end of season Tournament information for Division (Rookie 8 Game)
 - In conjunction with VP of Baseball, address any in-season issues as they arise (rosters, local rules, conduct of fans or SVLL players or representatives, umpiring, parent complaints, etc.)
- **Equipment Coordinator**
 - Responsible for inventory, selecting, ordering and purchasing equipment needed by the league.
 - Serve as the contact person regarding the disbursement and collection of equipment.
 - Manage distribution and collection of all equipment for the League.
 - Manage and operate within the Equipment Budget as authorized by the Board.
- **Field Maintenance Coordinator**
 - Manage volunteers or services to both maintain and improve our fields.
 - Work with City or School District officials to explore improvements in fields, facilities and partnerships with League.
 - Train Managers on field prep and ensure clean up nights scheduled at fields.
 - Manage schedule to mow, edge, remove trash and clean up Quake and Evans Fields each week.
 - Manage and operate within the Fields Budget as authorized by the Board.
- **Uniform Coordinator**
 - Responsible for ordering and distributing all uniforms for players, including the regular season and All-Stars. Will need the quantities, sizes and colors for each team.
 - Work directly with uniform provider.
 - Get samples of styles and sizes from uniform provider to display at in-person registration.
 - Order the All-Star uniforms once those teams are formed near the end of the season.
- **Website Coordinator**
 - Develop and maintain SVLL website.
 - Set up online registration and ensure the league rosters are uploaded to Little League.
 - Assign online administrative rights to other local volunteers; Encourage creation of team web sites to managers, coaches and parents.
 - Assist with notification on Social Media (Facebook, Twitter, etc.)

- **Concession Coordinator**
 - Maintains the operation of concession facilities.
 - Organizes the purchase of concession products.
 - Responsible for the management of the concession sales at league events.
 - Schedules volunteers to work the concession booth during league events.
 - Collects and review concession related offers including coupons, discounts and bulk-purchasing opportunities.
 - Organizes, tallies and keeps records of concession sales and purchases.
- **Sponsorship Coordinator**
 - Contact and maintain relationships with sponsors.
 - Responsible for ordering and distributing sponsor plaques to sponsors at season completion.
 - Responsible for ordering all sponsorship signs.
 - Coordinates with the Treasurer to make sure that all sponsorships are paid.
 - Make sure correct sponsorship signs are placed on fences, building, scoreboards, etc. in the park.

A complete of the Board of Directors and their contact information is available to the general membership and can be found at www.stillyvalleylittleleague.com.

Board of Directors Meetings

It is an obligation of responsible administration to regularly meet to discuss and address issues and to vote on matters as required. Therefore, it is incumbent upon those that seek duty as and ultimately serve on the Board of Directors to attend and participate dutifully in all meetings, as appropriate.

The Executive Board Meets as needed

The General Board Meets the third Tuesday of every month at 6:00 pm or as otherwise deemed by the Executive Board.

Expectations / Discipline

It is the expectation of the general membership of SVLL that all persons seeking and ultimately serving on the SVLL Board of Directs will, with good intentions and all due diligence, serve the best interest of SVLL members and represent the manner befitting the organization and its high standards.

The SVLL Board of Directors traditionally meets once a month, with few exceptions, for approximately two hours on Tuesday evenings. Certain Directors may meet separately to discuss specific issues as well, and certain Directors may sit on Committees that may meet in person or navigate issues for the Board via email. Board members should attend all meeting and be prepared to discuss issues openly and provide input as appropriate. Because of the issues that the Board will address on behalf of its general membership, it is expected that the Board members are educated about most all aspects of Little League to allow them to make informed statements and votes.

Directors and their assigns who willfully neglect their duties to the detriment of the general membership, any particular group of members, or any single member, risk recourse at the

discretion of the Executive Board and/or President up to and including being relieved of Board duties and possible removal of membership benefits (e.g. ability to volunteer in any fashion).

Complaints, Concerns and Suggestions

The SVLL Board of Directors have assumed their positions knowingly and will dutifully serve the general membership to the best of their ability. From time to time, issues may arise that a member, player or parent, feels needs to be addressed. The escalation procedure regarding issues related to a Board member in their volunteer capacity is to:

- If you feel comfortable, discuss the issue directly with the Board member.
- If you are dissatisfied with the result, submit your concern in writing to the President.

Concerns will be treated with sensitivity and confidentiality to the best of our ability.

Information

SVLL Logo

The SVLL logo, in any form, is the property of SVLL. All uses of the logo will be for official SVLL use (League communications, uniforms, Stilly Gear, etc.) **only**. Any other use of the SVLL logo must receive prior Board approval. The SVLL approved logo may not be otherwise altered without Board consent.

SVLL Website

The Board will maintain a website for the purpose of communicating with its general membership information relative to SVLL. The Website Coordinator will maintain primary responsibility and control over the website. Any control assigned is subject to withdrawal.

Content: Content will be related to SVLL operation, will be age appropriate for all general members, and will not contain any inappropriate language, pictures or other improper content.

Personal Player Information: Personal player information, including a combination of name, age, address, phone number and/or parents' names, constitutes personal player information and is not to be available to the public on the website.

Host: If used, a Host website will be chosen by the Board and all postings will be subject to the requirements of the Host in addition to those of SVLL and LLI.

Team Pages: Team pages are provided by Bonzi, the current league approve vendor.

Website Information and Posting Expectations

SVLL has chosen Bonzi, a separate web management community, as its host using the domain stillyvalleylittleleague.com. Through Bonzi, SVLL is able to provide valuable information about our league, provide updates to parents and share information about teams. The Bonzi site is

also situated to allow SVLL players to register online. The SVLL Website Coordinator manages and maintains our league website. Expectations for team pages:

- Players first and last names maybe included as Bonzi requires a login to access information.
- Only positive comments and encouraging words are allowed. No derogatory or sarcastic comments about players on your team, opposing team, or coaches (even in jest) are allowed. If comments are made about any competitions, they must be positive and encouraging.
- Unless SVLL receives a written request otherwise, parents and guardians registering their players for the season consent to use the player's likeness or image on the SVLL website. (*Little League Baseball and Softball prohibits the posting of images or likenesses of players on a Chartered local little league's website without receiving written permission from the player's parent or guardian. SVLL uses a negative response acknowledgement during its registration process, which requires that the parent or guardian agree that unless they submit their request otherwise in writing to SVLL, they consent to the use of their player's likeness, image and/or name on the SVLL website.*) All pictures and images posted must be in good taste.

Violations of these expectations will result in removal of any inappropriate content; a warning issued by the Website Coordinator, VP or President, and ultimately may result in removal of the team website page manager and/or the team website page itself.

Press Releases

The League Information Officer, the VP and/or the President will approve press releases.

Photography

All members agree that photographs may be taken during the course of league sponsored events, practices and games, are the property of the photographer, and are subject to distribution or reproduction.

Team Photos: The Board shall select a photography company to produce team and individual photos of all teams and players, and shall coordinate the photographing of all teams. Parents/Guardians and/or their players are not required to purchase team or individual player photographs, however, the identified company will photograph all teams.

Candid Photos: Players, Player Parent/Guardians, other Volunteers, Coaches/Managers, Umpires, Fans and third party photographers may photograph and SVLL general member at any time during a SVLL event (practice, games, special event, or otherwise). Any such photography is the property of the photographer.

Little League International also prohibits the posting of Little League player images on website that are not managed by chartered Little Leagues without the direct consent of the parent or guardian and in some cases, without the consent of Little League International. For more information about posting images of SVLL players as limited by Little League International, please refer to www.littleleague.org.

Social Networking and other Internet sites

Social networking sites such as Facebook, Twitter, etc. are allowed. Appropriate usage of these sites is subject to the requirements outlined under the SVLL Website section (above).

End of Season Evaluations

In an attempt to improve its operations, SVLL will sponsor and seek comment through end of season evaluations. Players, parents, coaches and managers are all encouraged to provide a written evaluation (or survey) of how the league is operating. All responses will be confidential if requested. Names (if provided) will not be associated with any particular responses. All concerns and suggestions will be used as a way to improve our league.

Safety

ASAP Plan

Long the pacesetter in youth sports safety, Little League has taken the lead with the development of the ASAP Plan, A Safety Awareness Program. With the help of several sponsors, Little League has developed an ASAP network of more than 5600 safety officers working together for safety. ASAP is a grass roots program based on communication of ideas. Leagues across the country contribute their safety ideas through the ASAP News, a colorful monthly newsletter. Safety officers can then find out what their peers are doing to make things “safer for the kids.” A safety officer in Georgia may see what a Nebraska league did to maintain safety during a heat wave. A safety officer in California whose concession stand is less than orderly may use the plan for concession stand safety submitted by a New Jersey league. Introduced in 1994, ASAP has already increased Little League’s overall safety awareness and reduced insurance costs for participating leagues. This summer, the annual ASAP Awards will recognize the leagues with the best safety program.

SVLL will annually develop and submit its AAP Plan and endeavor to create the safest environment possible.

Safety Parent

During the first week of practice, each team will choose a Team Safety Parent. These volunteers will work closely with the Safety Officer to prevent injuries, identify safety concerns, increase communication between the Safety Officer and individual teams and improve the reporting of accidents/incidents. The role of the Team Safety Parent includes:

- Encouraging coaches, players, volunteers and parents to uphold the SVLL Safety Code and Little League Rules.
- Identifying any players with potential safety concerns and notifying the Safety Officer for further evaluation. (Example: Players with severe allergies or chronic illnesses.)
- Notifying the Safety Officer within 48 hours of an accident/incident.
- Assisting coaches in filling out an Incident Tracking Form for all accidents/incidents that cause harm or could potentially cause harm to a player, manager, coach, umpire, volunteer or spectator.

- Assisting parents who wish to file an insurance claim in filling out an Accident Claim Form for injuries that require medical attention.
- Restocking the First Aid Kit as needed.
- Identifying and reporting potential safety concerns to the Safety Officer.
- Aiding communication between the Safety Officer and their respective team.
- Knowing where the key safety items/referenced are located. These include: Your team's first aid kit, Safety manual, the Quick reference first aid cards in the dugouts, Emergency numbers and field addresses.

ID Badges

The safety of our players is the highest priority for SVLL. By issuing ID Badges all league officials, parents and their families may more readily identify those adults who have met the requirements for volunteering as set by Little League International and SVLL. SVLL volunteers on the field or in the dugout must wear their ID badges to insure they have been cleared in our child protection program. NO ONE will be allowed on the fields in any capacity without their badge on. If you see a parent or volunteer on any field without proper badge identification please report to a board member. The program ensures your children are kept safe!

General Safety Rules

SVLL believes safety is of the utmost importance. Safety for all, including players, coaches, volunteers and attendees is everyone's responsibility. Here are some general reminders about safety as we begin the season.

- Players must follow manager/coach instruction while in the dugout and on the field.
- No climbing or hanging on fences or dugouts.
- With the exception of Rookies, any person that is not an umpire, coach or player is not to be in the field of play during games.
- Children attending games should be kept out of the field of play.
- Playground equipment may be available at some fields for children attending games. Please take caution in allowing children to play unattended.

Reporting Incidents

All incidents that occur at any SVLL practice or game must be reported using the SVLL incident report form located on the SVLL website for insurance purposes. Incidents that are not immediately reported for one reason or another should be reported as soon as possible thereafter both by completing the form and notifying the Director of Safety, who may have further instructions.

Calling 911

While SVLL will make every effort to keep players and attendees' safe at all times, incidents may happen from time to time. If necessary, the first person to witness an incident in which a player or attendee appears in severe distress should immediately call 9-1-1.

All fields have field information (address and directions if needed) attached to the back of all backstops.

Volunteers

As with any volunteer organization, the people who actively participate define the quality of the organization. SVLL has been very fortunate over the years to have many highly motivated people put in countless hours to provide a quality program for the girls and boys of our community. SVLL is highly dependent on its volunteers to operate the league and provide a positive experience for all players.

SVLL has served over a thousand young athletes annually for the past few years. With such an undertaking, there are many needs and there are countless opportunities to get involved, regardless of your area of expertise. Any general member who wishes to volunteer will be utilized; there is a place for everyone to help provide a memorable experience for the boys and girls of our community.

Background Verification

Little League International has established criteria for each chartered league's performance of an investigation into the background of all individuals who volunteer in any capacity. Each volunteer will be required to complete a volunteer application form and provide a copy of their photo identification. The minimum requirement for these background investigations is verification that volunteers are not registered sex offenders. In order to provide additional protection to the children of SVLL, we will submit a list of all volunteers to LexusNexus. A background investigation that will list any type of convictions nationwide will be completed. Each volunteer with SVLL will be required to have clearance of individual background investigations.

Volunteers must complete a Volunteer Application found on the SVLL website. Download/Save the form, complete it, including your Social Security Number, and email it to safetyofficer@stillyvalleylittleleague.com. Please include a copy of your driver's license and a head shot for your ID badge.

On-Field Volunteers: Include team managers, coaches, practice helpers and umpires whose duties will include direct player interaction. These volunteers will require a league issued photo identification badge which must be worn when volunteering at any SVLL function.

Off-Field Volunteers: Include team parent, concession volunteers and fundraiser volunteers whose duties do not include direct interaction with players. These volunteers do not require a photo identification badge.

Field Access ID Badges

SVLL requires ID Badges for On-Field Volunteers. Individuals required to wear ID badges included: Managers, Coaches, Umpires, League Volunteers and any other individual that come in direct contact with the players. Individuals must wear the ID badges and display it face-up at all time at games and practices. Individuals must present and/or surrender it to the SVLL board of directors upon request. In the event that the SVLL volunteer forgets his/her badge they will NOT be allowed on the field or around the SVLL players. **There are no exceptions.** It is the manager's responsibility to make sure that all team volunteers wear the league issued ID badge prior to coming in contact with the players. ID badges will be issued for one calendar year. ID

badges are the property of SVLL and may not be duplicated. In the event that an individual is on the field or in the dugout with the players and does not have the league issued ID badge it will result in, but not be limited to, the requirement of the individual to exit the field of play, and may be subject to further disciplinary action. Managers are responsible for enforcing the use of the ID badges for their team volunteers and failure to do so may result in disciplinary action of the manager.

Responsibilities and Expectations of Volunteers and Reporting Structure

It is the expectation of SVLL that all persons volunteering will dutifully and with good intent assist and/or direct players and/or other volunteers in accomplishing SVLL related activities for which they volunteer, treat all players and other volunteers with respect, and act as a good representative of SVLL at all times.

Game specific Volunteers

Game specific volunteers that are needed are asked to perform specific tasks, listed below, and are the responsibility of the Team Manager of the team from which they originate. Game specific volunteers not associated with either team in the game are the responsibility of the Home Team Manager.

- Scorekeeper
- Scoreboard Operator
- Announcer
- Umpire
- Field Preparation / Takedown

Safety Parent

See Safety Parent on Page 10.

Team Parents

Each team will have a Team Parent, whose responsibility is to assist the Manager and Coaches with off the field activities that are related to SVLL and assist the manager and coaches with certain projects and communication with other parents. Team Parents report to the Team Manager.

Umpires

Volunteering as an umpire is an exciting opportunity to interact with young players and coaches in a positive way and to help with the development of our kids, teams and league.

SVLL desperately needs more volunteer umpires! The league will provide a hat, indicator and brush for all volunteer and there is equipment for everyone's use. Our program would not be as successful as it is if it wasn't for the dedication of our volunteer umpires. SVLL has consistently been blessed with moms, dads and kids who willingly give up a little more of their free time to provide quality umpires for all our games. SVLL believes that we have enough quality parents

and community members who can perform our umpiring services. In return, we as a league will ensure that we provide the training for people interested in umpiring.

Concerns and Complaints

Throughout the season, concerns may arise regarding calls in a particular game, overall officiating, or other issues. In particular, it is important to recognize that SVLL believes that its umpires are volunteers who have dedicated their time to make game play a great experience for all, are well trained and well-intentioned, and SVLL will ensure that they are provided with every opportunity to ensure their success.

Additionally, Team Managers are responsible for communication with the umpire during and after games. Any person wishing to express dissatisfaction with any SVLL volunteer umpire should submit their concerns to the appropriate Vice President, the Umpire in Chief or the President directly, identifying the team participating in the game, the date and time, the location and the nature of the concern.

SVLL prohibits attendees from “heckling” or harassing the umpire. Little League rules place the control of any little league game squarely with the umpire. Inappropriate actions may result in a warning or more significant action, up to and including removal from the field.

Managers and Coaches

Responsibilities and Expectations

Managers

Each team will have a Manager whose responsibility is to manage all on field activities. The Manager will report to the Coordinator of the Division, and Coordinators report to the VP of Baseball or Softball (as appropriate). Manager responsibilities and expectations are provided by the Coordinators or each division and/or the VP of Baseball or Softball (as appropriate). Behavior deemed inappropriate by the Board may result in immediate termination of Managing responsibilities.

Appointed Managers are responsible for the care and maintenance of all League equipment/property. All equipment/property will be turned in as deemed by the Board of Directors, promptly and in acceptable condition. Failure to comply may result in sanctions for future participation and/or legal action.

Coaches and Assistants

Teams may have varying numbers in any combination of Coaches and Assistants; all Coaches and Assistants report to the team Manager. Rosters will identify two Coaches who, along with the Manager, will be officially allowed in the dugout/on the field in game situations. Behavior deemed inappropriate by the Board may result in immediate termination of Coaching/Assisting responsibilities.

Manager and Coach Selection Process

SVLL takes the selection of all team managers and coaches as a very important part of our league. Integrity, compassion, knowledge of baseball/softball, and the ability to lead and be a positive role model are just a few of the traits that are considered during the selection process.

All team Managers and Coaches shall be appointed annually by the President and be approved by the general Board of Directors. Managers shall be responsible for the selection of their teams in accordance with the Established Draft Policy.

It is important to note that while prior experience coaching or managing teams, including SVLL teams, can factor into a decision for selection, tenure will not guarantee a continuing Coach or Manager position. In accordance with the Little League International Operating Manual, the final decision to select and appoint all managers and coaches lies with the President of the League. Once the decision is made the President will present the names to the Board for approval.

Concerns and Complaints

Throughout the course of a season certain concerns or complaints might arise. It is best to use the following procedure to best resolve the conflict:

- Talk to your child's coach; if you're still not satisfied,
- Talk to the Divisional Coordinator; if you're still not satisfied
- Submit your concern in writing and direct it to the respective Coordinator of your division, the Vice President of Baseball or Softball (as appropriate), or to the President.

Concession Stand

Stilly Valley Concessions is designed to offer high grade concession food and drink to players, families, friends and visitors to Quake Field. Secondary goals include acting as a fund raising agent for the league and where possible to generate fund raising opportunities for other non-profit groups as approved by the executive board.

Concessions are headed by a general board member designated as the concessions coordinator. The coordinator acts at the discretion of the executive board and reports directly to the league President and Treasurer in all activities. Any major costs or improvements must be approved by the executive board before implementation.

Stilly Valley Concessions is a volunteer driven effort and as such requires the support of not only the Executive Board but coaches and families. Volunteers are solicited via the SVLL website, direct email to prospective volunteers as well as parent and coaches meetings.

Each head coach of teams who play games at Quake Field is required to supply volunteers 3 to 4 times during the spring season. Each volunteer spends 2 hours working with our concessions staff taking food orders and fulfilling them. No food worker permit is required from volunteers as our staff have the necessary permits and training. Communication of those assigned volunteer times are communicated directly to head coaches by the concessions coordinator via email and

text a week prior to being needed. No coach is ever asked to supply a volunteer when they have a game scheduled.

Volunteers are trained to follow all Snohomish County Health District regulations. Training includes hand washing regulations, use and locations of fire extinguishers, food safety temperatures and storage requirements as necessary and food serving and use of gloves to avoid contamination.

SVLL concessions strives to offer a positive environment for our volunteers, players and their friends and families.

Donations

Donations of all kind are accepted by SVLL. SVLL is a Washington State registered 501(c)3 non-profit organization and all donations (except for registration fees used to operate league) are tax deductible. Receipts can be provided for financial gifts and other contributions, provided that the donor provides the claimed (fair market) value.

Employer Match (In Kind) Donations or Grants

Some corporation offer programs that provide an additional benefit to non-profit organizations by contributing to the organization if an employee volunteers their time. Corporations that participate in such matching, in kind donations or grant programs often notify their employees of these opportunities through their benefits information centers. If you volunteer for SVLL, and you work for a company that offers such a program, please participate in the program. If you have any questions or require information to register for such a program, please contact the Sponsorship Coordinator or the President.

Sponsorship

Sponsorship helps Stilly Valley Little League continue to provide a quality baseball and softball experience for our youth. All sponsorship programs are for a period of one (1) year beginning March 1. Sponsors displaying ads on our website or for banners should submit proofs to our Sponsorship Coordinator at sponsorship@stillyvalleylittleleague.com. Opportunities available:

- **Grand Slam \$1,000:** Sponsors contributing at this level receive four (4) 4'x8' advertisement banners, one banner displayed on each of the fields at Quake and Evans Park. In addition the sponsor will receive a team plaque with picture, recognition on the league website and special recognition on Jamboree Day.
- **Home Run \$900:** Sponsors contributing at this level receive four (4) 4'x8' advertisement banners, one banner displayed on each of the fields at Quake and Evans Park, along with recognition on the league website and special recognition on Jamboree Day.
- **Triple \$750:** Sponsors contributing at this level receive three (3) 4'x8' advertisement banners, one banner displayed on each of the fields at Quake and Evans Park, along with recognition on the league website and special recognition on Jamboree Day.

- **Double \$600:** Sponsors contributing at this level receive two (2) 4'x8' advertisement banners, one banner displayed on each of the fields at Quake and Evans Park, along with recognition on the league website and special recognition on Jamboree Day.
- **Single \$450:** Sponsors contributing at this level receive one (1) 4'x8' advertisement banners, one banner displayed on each of the fields at Quake and Evans Park, along with recognition on the league website and special recognition on Jamboree Day.
- **Line Drive \$250:** Sponsors contributing at this level receive advertisement on the leagues website.
- **Designated Hitter \$150:** Sponsorship of one player in lieu of registration fees and recognition of the league website.
- **Other Donation (monetary or in-kind)**

Parent and Player League Responsibility

Little League International Baseball and Softball have had a long standing tradition of promoting sportsmanship and fair play. The expectation of Stilly Valley Little League is that we will emphasize values that street child development, consistency and fair opportunities for all participants. Therefore, in order to promote these values of Little League International there are certain parent expectations that will be followed throughout our league.

Responsibilities of all Players

SVLL players are expected to:

- Attempt to attend all practices and games and participate to the best of their ability.
- Demonstrate a positive sportsmanship at all times.
- Be respectful of all teammates, opponents, coaches, managers, umpires and adults involved with SVLL.
- Properly balance their commitment to their family, school and team.
- Follow all rules as established by Little League International, SVLL and the individual team.

Responsibilities of all Parents/Guardians of SVLL Players

SVLL parents/guardians are expected to:

- Make sure that players arrive at (and are picked up at) all practices and games at the appropriate time.
- Communicate directly with coaching staff in your child cannot attend practice or game.
- Demonstrate positive sportsmanship at all times.
- Be respectful of all teammates, opponents, coaches, managers, umpires and adults involved with SVLL.
- Follow all rules as established by Little League International, SVLL and individual team.
- Communicate with coaching staff and league officials in a respectful manner.
- Should conflict arise, observe a 24 hour "cooling off" period before addressing issues with Managers/Coaches, unless otherwise instructed.
- Assist player in properly balancing their commitment to their family, school and team.

In today's world our schedules fill up very quickly with various commitments. Family obligations, school responsibilities and outside activities are all recognized as viable ways to invest our valuable time. Please take the time to watch your kids closely and read the signs when they have hit their limit. All families must personalize what is important to them. Please do not let outside activities pressure you into pushing your child too far. Specialization, advanced instruction and additional teams competing at higher level sound attractive and beneficial. However, you must judge and decide whether at the end of the day it is worth it. SVLL is committed to the philosophy of Little League International. We are about child development, fairness and creating positive lifetime memories.

Anti-Harassment / Bullying Policy

SVLL is committed to a safe and civil recreational environment for all players, volunteers, parents and visitors free from harassment, intimidation or bullying. Any physical, verbal or written act of abuse, violence, threat, harassment, intimidation, vulgarity, profanity, derision, or hazing will not be tolerated. Such behavior will result in disciplinary action and may be grounds for immediate suspension or expulsion. Any unwanted behavior should be reported to a Manager, Coach, Umpire, Player Agent or any other League Official without the fear of retaliation. Bystanders overhearing offensive conversations or witnessing such actions are entitled to protection under this harassment policy as well, and are obligated to report and/or testify to any such offenses to the appropriate League Official. Hearsay must be corroborated by valid, honest testimony.

Failure to comply with the above may result in expulsion from the SVLL field or complex.

Equipment

SVLL makes a considerable yearly investment in providing the best equipment available for our players. It is expected that all participants will treat the league equipment with proper care and respect. The Equipment Coordinator will coordinate the issuance, replacement (as needed) and return of all equipment in a manner that they determine appropriate to manage the inventory responsibly.

Issuance

Managers will follow a league checkout policy at the beginning of the season. Generally, equipment will be distributed to managers on a date determined by the Equipment Coordinator. If the manager is unable to make that day they may send another coach from their staff or make other arrangements with the Equipment Coordinator. Managers are also responsible to check and maintain the safety of the equipment.

Return

At the conclusion of the season all equipment is to be returned to SVLL. Unreturned, damaged or lost equipment will be the financial responsibility of the team.

Uniforms

SVLL players are expected to be appropriately dressed for each practice and game and to consider inclement weather when selecting attire. While practice and game attire may vary by division, in general, some guidelines are below. As with all other information about your baseball or softball season, make sure you listen to and check with your Manager or Coaches as necessary for the best information.

- Appropriate shoes – in general, all players should wear cleats. Cleats may not be appropriate for T-Ball and/or specific practices.
- Jewelry – if it may interfere with your play or another player's, jewelry must be removed.
- Shirts/Sweatshirts – garments that include inappropriate images or words are prohibited.

Game Time

Baseball game uniforms include a SVLL issued game shirt or jersey and a SVLL issued hat. Uniforms also include player provided baseball pants, belt and cleats, and at the manager's discretion, players should also consider wearing an undershirt and socks that are also player provided. Check with your Manager or Coaches to see if there are any particular color recommendations for undershirts and socks. All players must be in game uniform to play, and all players on a team must be in matching uniforms for games.

Softball game uniforms include a SVLL issued game shirt or jersey and a SVLL issued hat, visor or headband. Uniforms also include player provided softball pants and cleats and at the manager's discretion, players should also consider wearing an undershirt and socks that are also player provided. Check with your Manager or Coaches to see if there are any particular color recommendations for undershirts and socks. All players must be in game uniform to play, and all players on a team must be in matching uniforms for games.

Fields

As a league we use between 10-16 different fields during the course of our regular season. The cost of the fields SVLL uses varies, but generally increases each year. In addition to fee increases that are economically driven, some fee increases result from rising maintenance cost of the owner, which can include repairs and clean up related to SVLL use. Ultimately, if the owner of any of the fields we use believes that SVLL members are not using the field properly, they can limit or curtail SVLL's use of the field all together.

Maintaining these fields and keeping them safe for our players is a large responsibility for our league which generally falls on our Field Maintenance Coordinator and the team Managers and Coaches, but should be shouldered by all members. It's easy to help keep our fields in good condition. By following some basic and common sense rules, everyone can help keep costs low, retain our ability to use the fields, and ensure a safe environment for our players and those that come after them.

Pack It In, Pack It Out

If you bring anything with you to the field, make sure you take it out! With limited exception, the fields that SVLL use are not equipped to handle any garbage left by SVLL players or fans. (In most instances, even if there is a garbage can nearby the fields, it is not intended for SVLL use.) By taking a moment to pick up all garbage items around the field and disposing of them at home, you help keep costs low and protect our environment, as well as leave the field ready for the next teams.

Alcohol and Tobacco Are Prohibited

SVLL has an obligation to protect the safety of its players and members. As such, alcohol and/or tobacco use of any kind is prohibited on or near any of the fields SVLL uses.

No Pets Allowed

Since a majority of the fields SVLL uses request no pets, please make sure you leave your pets at home. *Exception:* Service Animals specifically trained to aid a person with a disability are welcome.

Field Rules

Some of the fields that SVLL uses may be more meticulously maintained and may have specific field rules posted at any entry point. SVLL expects that players, managers and coaches, volunteers and all attendees abide by any posted field rules.

Scheduling

SVLL schedules the start of the season by division with the intent of accommodating as many practices and games for each division that are appropriate for the age and ability of the group of the division within the guidelines outlined by Little League International. By virtue of the size of the league membership, SVLL requires the use of many fields throughout the season to accommodate the practices and games desired. As a result, scheduling can be a challenge.

SVLL makes every attempt to schedule field use as far in advance as possible and fairly among all divisions as appropriate. However, there will be times when changes must be made. Therefore, it is important for all players and parents to be alert to any notifications of field changes that may be disseminated by the Manager or another Coach. SVLL will take steps to limit changes to the extent possible and appreciates player and parent understanding and flexibility with any changes that may occur. All scheduling changes should be made through specific division coordinators to make sure changes are made to district calendars.

Registration

SVLL makes registering your player easy! Registration is now completed online and is available by visiting www.stillyvalleylittleleague.com. Online registration opens in early November, can be done at your convenience, and includes an early registration discount. SVLL will hold a minimum of one document turn in date in January that allows players that are registering with

SVLL to submit required documents, offers parents and guardians an opportunity to speak with Board members and learn about varying volunteer opportunities, including managing or coaching a team, and ensures that any player who may have unanswered questions about registering or playing ball can visit with the appropriate player agent.

To register online, a parent or guardian must include all requested information and follow all online instructions. Before you register, it is important to know that there are two qualifying requirements for SVLL:

- League Age - *Please refer to LL guidelines for age guidelines*
- Eligibility Boundaries – *Please verify your home league at www.littleleague.org.*

Registration Fees

Like many other youth non-profit organizations, it is expensive to maintain a safe and high quality league. The registration fees that are collected primarily pay for the fields, equipment, uniforms, insurance and charter fees. With all of the required expenditures to operate an organization like SVLL, the Board must determine the manner in which it will generate income. SVLL strives to be a fiscally responsible organization and therefore annually reviews its finances and approves a budget at its annual General Membership meeting.

Based on a vote taken at its annual General Membership meeting, SVLL establishes the registration fees for the season. Registration fees are calculated by division and are generally representative of the expense that the league incurs in the above items for the players in that division.

Discounts

Early Registration: \$10 discount if player registers before 12/31

Sibling Discount: \$10 discount applied to multiple child households

New Member Refund: \$10 discount for being new to our League. Let us know you are a new member in the comment section of the registration form to receive the refund. Once we have validated the player has not played with the league before the refund will be issued.

Referral Discount: \$10 discount if a player refers a new player to Little League. Have the new player enter the referring player's name in the comment section of the registration form to receive the refund. Once we have validated the player has not played with the league before the refund will be issued.

Refund Policy

The policy of SVLL is to issue no refunds after Divisional Drafts (minors, Majors, Jr/Sr) are completed. Rookie Division policy is no refund after participating in a sanctioned game or practice. If application, a refund of the registration fee, less a \$25 administrative handling fee, will be issued.

Scholarships

SVLL accepts applications for scholarships in situations of financial hardship. All scholarship requests must be made to the President in writing via the Scholarship Request Form and will be reviewed and approved or denied by the President. All scholarship information will remain confidential.

In return for providing the scholarship, SVLL may ask that you volunteer in some manner that is generally valued the same as the amount of scholarship needed.

Roy Strotz Scholarship Award:

SVLL has established the Roy Strotz Scholarship Award to honor one of the most inspirational figures in the history of our league. Roy wore many “hat.” Among those was coaching baseball with SVLL for over 30 years, eventually coaching a second generation of ball players. Roy had the pleasure of taking the SVLL All-Stars Major team to the state finals in 1989. After retiring from coaching he went into umpiring. Roy’s name is on the “Umpire Building” at Quake field in honor of his dedication to our Little League Program. The Roy Strotz Scholarship Award is presented annually to **nominated** baseball and softball players participating at League age 11. Players are nominated by coaches upon competition of the spring season.

Division Details

Rookie Division ages 6-8: There are no tryouts for this division only. We can accommodate some carpools and coaches requests, some practice days etc., only in the Rookie Division. Please contact the player agent for more information. **The Rookie Division is NOT Tee ball or Pitching Machine. It is kid pitch. We highly recommended children, age 5, spend at least one year at Arlington Boys and Girls Club in Coach Pitch program before entering our Rookie Division. Please see *Rookie League Rules* for further info. **

Minor Division ages 9-11: Players are selected by a DRAFT, therefore, we will not accommodate schedules/practice days/times/locations/coaches requests. The team the players are drafted on is the team they will play on for the season. **8 year olds can try-out for Minors, must have ¾ of the coaches vote to be in the DRAFT. *Players must participate in at least 1 of the 2 preseason tryouts to be eligible for Post Season or All-Star play.* **

Major Division age 10-12: Players are selected by a DRAFT, the only guarantee for this division is 12 year olds. All 12 year olds MUST play in the Majors per Little League International rule. The team the player is drafted on is the team they will play on for the season. We cannot accommodate schedules/practice days/times/location/coaches requests. ** Parents of players aged 10 and 11. If you would like your player to remain in the Minor Division, you MUST contact the appropriate player agent. The player agent is the only person who can make sure your request is granted. 10 and 11 year old players are available for the Major division draft unless a written request is given to the Player Agent prior to the start of try outs. *Players must participate in at least 1 of the 2 preseason tryouts to be eligible for Post Season or All-Star play.* **

Intermediate (50/70) Baseball Division ages 12-13: The intermediate (50/70) Baseball Division was introduced in January 2010 is a program that utilizes a 50-foot pitching distance and 70-foot base paths. Players are selected by a DRAFT. The team the players are drafted on is the team they will play on for the season.

Junior Division ages 13-14: Players are selected by a DRAFT. We will not accommodate schedules/practice days/times/locations/coaches requests. The team the players are drafted is the team they will play on for the season.

Senior Division ages 15-16: Players are selected by a DRAFT. We will not accommodate schedules/practice days/times/locations/coaches requests. The team the players are drafted is the team they will play on for the season.

Fall Ball Program: The Fall Ball Program is all about player development. There is no Champion or Tournament at the end of the Season. Players must rotate positions every 2 innings. Pitchers and Catchers have 3 inning limitations per game. The goal is to get the kids experience at as many different positions we can. Fall Ball is Interleague play with other District 1 Leagues so expect to travel for away games. Games will start at the beginning of September and end mid-October. Practices will start a few weeks before the first game. Usually we have 1-2 practices per week and 2 games. It is a really fun time to continue to develop skills and get the kids even better prepared for the upcoming Spring Season.

Draft Process

Minor Draft

- Draw from a hat for draft order
- Serpentine format
- No Coach will be allowed to draft more than 8 players of the same age.
- Head Coach's kids will be off limits to other teams and will be drafted according to age: 11 year olds in the 4th round, 10 year olds in the 5th round and 8 or 9 year olds in the 6th round.
- Assistant Coach's kids will be off limits to other teams and will be drafted in the last round.
- To obtain special draft considerations for an Assistant Coach's kid, that Assistant Coach must have submitted a volunteer application and a Coach's application stating their intent to assist a particular Head Coach prior to the beginning of the draft. That Assistant Coach's kid must be a minor only player. If the Assistant Coach's kids is available for the Majors draft that Assistant is no longer eligible to be an Assistant unless he has another player in the Minors.

Clarification:

If there are 10 Teams in the draft process, Team #1 will begin the draft with a legitimate first round pick, then Team #2 and so on and Team #10 will obtain the 10th and 11th pick. This serpentine order will continue, Head Coach's kids will be drafted where applicable and the Assistant Coach's kids will be drafted in the final round.

Majors Draft

- Draw from a hat for draft order
- Serpentine format
- No Coach will be allowed to draft more than 8 players of the same age. If this particular situation arises, that Coach will be skipped in that round of the draft.
- Head Coach's kids will be off limits to other teams and will be drafted according to age: 12 year olds in the 3rd round, 11 year olds in the 4th round and 10 year olds in the 5th round.
- Assistant Coach's kids will be off limits to other teams and will be drafted in the last round.

- To obtain special draft considerations for an Assistant Coach's kid, that Assistant Coach must have submitted a volunteer application and a Coach's application stating their intent to assist a particular Head Coach prior to the beginning of the draft
- The draft will split into two phases: Phase 1 will consist of all the 12 year olds and Head Coach's kids. Phase 2 will consist of all sub-12 year olds and Assistant Coach's kids.
- Head Coaches that have an Assistant Coach with a 12 year old ballplayer will not be allowed to draft more than seven (7) 12 year olds during phase 1 of the draft.

Clarification:

If there are 9 Teams in the draft process, Team #1 will begin the draft with a legitimate first round pick, then Team #2 and so on and Team #9 will obtain the 9th and 10th pick. This serpentine order will continue, Head Coach's kids will be drafted where applicable and phase 1 will continue until all 12 year olds (except verified Assistant Coach's kids) are drafted. Once Phase 1 is complete, Phase 2 will start with Team #9 drafting the first unattached sub-12 year old, then Team #8 and so on and Team #1 will obtain the 9th and 10th pick on Phase 2. This serpentine will continue until all Teams have 11-12 players. Teams with Assistant Coach's kids will draft those ballplayers in the 11th and final round.

Juniors Draft

- Draw from a hat for draft order
- Serpentine format
- No Coach will be allowed to draft more than 8 players of the same age.
- Head Coach's kids will be off limits to other teams and will be drafted according to age: 14 year olds in the 3rd round, 13 year olds in the 4th round and 12 year olds in the 5th round. Assistant Coach's kids will be off limits to other teams and will be drafted in the last round.
- To obtain special draft considerations for an Assistant Coach's kid, that Assistant Coach must have submitted a volunteer application and a Coach's application stating their intent to assist a particular Head Coach prior to the beginning of the draft.

Clarification:

If there are 6 Teams in the draft process, Team #1 will begin the draft with a legitimate first round pick, then Team #2 and so on and Team #6 will obtain the 6th and 7th pick. This serpentine order will continue, Head Coach's kids will be drafted where applicable and the Assistant Coach's kids will be drafted in the final round.

Variance (Playing Up or Down an Age Group) Policy

Each year there are a number of requests made for younger players to play up and age division. Frequently, these requests are made for the following reasons:

- My child is bored at their assigned level and I want him/her to be challenged.
- My child's athletic ability and skills are far more advanced for kids his/her age.
- My child is so much bigger than other kids his/her age.
- My child has transferred from another league and they are far more advanced than SVLL.
- I want my child to play with the same team and coach as last year.
- My child wants to be with friends from school and this will help with carpooling issues.

- I want my two children on the same same team because it will be easier to transport them to one practice.

With all due respect and consideration to all of these very viable excuses or needs, it is the policy of Little League International not to move kids into other age group divisions unless highly exceptional circumstances exist. This is done for the following reasons, among other things:

- Little League International believes in age grouping not ability grouping for players.
- There can be safety issues involved with younger kids playing with older kids.
- Although a player might have advanced skills, that does not mean their emotional skills are advanced.
- It can be frustrating for older kids to compete with younger kids.
- Moving kids into another age division might create an imbalance in age group teams.

For these reasons and others, SVLL take variance request very seriously. If a player parent wishes for their child to play in any division other than the age appropriate division, the player parent must first register the player for the age appropriate division, pay the registration fee for the age appropriate division, and then submit a written variance request. Variance requests must be made in writing each year to the league President. All variance requests are subject to review, which may include the required written variance request, past manager or coach recommendations on placement, a skill assessment performed by unaffiliated league officials, and/or other factors as determined by the President, VP of Baseball/Softball and/or the Player Agent. Variance request will be review and responded to prior to the first practice; players who are selected to play up a division will be notified, and parents/guardians will be asked to pay any remaining registration fee for the appropriate division. While all review and critique will be considered, final determinations for variance request are at the sole discretion of the President.

Local Rules

Current local rules can be found at www.stillyvalleylittleleague.com under Our League > Processes and Rules.

Post Season

SVLL and District 1 offer a variety of post-season tournaments following spring season.

In House End of Season Tournaments

Following the regular season, younger divisions (Minors & Majors, currently in baseball only) will all play in an in house SVLL end of season tournament of varying formats. These tournaments are scheduled at Quake Field. Divisions will play round robin type tournaments that are focused on each team having an opportunity to play at least two games at Quake.

Major Baseball and Softball divisions will also play an in house tournament prior to participating in district tournaments.

Post Season Tournaments

The Majors Teams with the best regular season (as determined by record) will move onto the Baseball and Softball Tournament of Champions (TOCs). The TOC is typically held in Lake Stevens starting Memorial Day weekend with teams from all 16 leagues in District 1 invited. The other Majors teams are invited to various District 1 tournaments with start dates around the first weekend of June. These tournaments are usually announced in late May and can last into mid or late June.

The Juniors and Seniors programs are also invited to poste season tournaments held at various District 1 sites. In addition to these tournaments SVLL will also place All Star teams into the District All Star Tournament. The divisions that are represented are explained in the All Star section.

All Stars

Please see the All Star Selection process available at www.stillyvalleylittleleague.com.

Special Events

From time to time, SVLL will endeavor to provide additional opportunities that the Board determines add to player experience. Such events will be announced to the general membership by posting on www.stillyvalleylittleleague.com.