



**AUBURN LITTLE
LEAGUE**

AUBURN, CA

2024

LOCAL RULES & PROCEDURES

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Overview

The following rules, regulations and local policies and procedures have been discussed and approved by the Auburn Little League (ALL) Board of Directors. The local rules of ALL do not supersede the league constitution or Little League Rules and Regulations. *In addition to the Ground Rules for each division, these Local Rules define how ALL plans to operate including details not covered by Little League International Rules and Regulations.* The following apply to Local Rules & Ground Rules:

1. Local Rules are not considered part of the Constitution or By-Laws. Once approved, these Local Rules shall not change for the same year.
 - a. If an issue arises that is not covered by these Local Rules, the Local Rules may be amended with a 75% majority vote by the Board of Directors.
2. All Local Policies and Ground Rules are subject to change during the current season if deemed necessary by the Board of Directors.

Board of Director Responsibilities

The responsibilities of the members of the Board of Directors are outlined in the ALL Constitution (available for viewing on the ALL website: auburnlittleleague.org or upon a written request made to the Board of Directors).

The following additional responsibilities have been assigned to the designated Board of Director's position for the 2024 Little League season:

President

- Will refrain from voting during Board of Director meetings unless there is a tie. The President's vote shall break the tie.

Vice President

- Assist the Player Agents with the practice schedule for the spring baseball season.
- Assist all Board of Directors in their efforts to execute their duties and provide coordination and guidance as necessary or as requested.

Player Agent(s)

- Prepare tournament team (All Star) selection voting ballots and supervise process.
- Tally the All Star votes with the President.
- Prepare game and practice schedules for Spring Season
- On a weekly basis, monitor that all players, within his/her division, have participated for the minimum playing time in accordance with the Little League and Local League Rules and report any issues to the Board of Directors. This can be achieved by monitoring scorebooks (if applicable) and speaking to parents, Managers and Coaches.
- Evaluate safety issues.

Membership

- Membership eligibility and determination is outlined in the ALL Constitution
- Membership fees are included with annual spring season registration fees.
- Only regular members in good standing are allowed to vote as defined by the constitution, which includes participation in the annual Board of Director elections.

RETAINING TEAMS

Per LLI operating procedures, teams below the Major Division will be newly formed each season. In the Major Division and above ALL has defined the following:

- Major Division: Teams will be retained from year to year. If the number of teams in the division needs to increase or decrease due to league enrollment, the Board may choose to re-draft teams (see Sections on Expansion and Reduction, respectfully, of Major Division).
- Intermediate, Junior, Senior and Big League Division: Teams will be newly formed each year.

VOLUNTEER FORMS

ALL is required to conduct background checks on managers, coaches, board members and any other persons, volunteers or hire workers who provide regular service to the league and/or have repetitive access to, or contact with, players or teams. ALL's Volunteer Application Form must be filled out by an individual to start the background check process. The form can be obtained on ALL's website: www.auburnlittleleague.org.

Per guidelines established by the State of California, ALL President shall be designated as the contact person with the State and shall be in charge of keeping the proper records and reviewing applicant files. All reports from the Department of Justice ("DOJ") shall be stored in a locked box as required by the DOJ. As required by law, once an applicant has been approved or denied, these records shall be destroyed.

Manager/Coach/Player Misconduct

It is the responsibility of each Board Member to investigate and report to the Local League President, any incidents of manager, coach, or player misconduct. This information is to be presented to the Board of Directors by the President, to determine the appropriate course of disciplinary action, if deemed necessary. Any manager, coach or player ejected from a game, for any reason, will, without exception, be automatically suspended for the next game (A Little League rule).

An attempt will be made to have a minimum of one Board Member present or on call each day that any regularly scheduled games are being played at ALL, during the spring season, to handle any situations that arise requiring the intervention of a Board Member.

GAME EJECTIONS AND OTHER CONDUCT ISSUES

ALL requires any Manager or Coach who has been ejected from a game for any reason to appear before ALL's Board for review. Similarly, any adult member found in violation of ALL's Code of Conduct and asked to leave ALL's practice or game facilities may be asked to appear before the

Board.

The Board may choose to delegate this review to the Executive Committee or another committee consisting of at least three members of the Board. The review shall be conducted within two weeks of the offense.

Any Manager, Coach, or Player ejected from a game shall leave the direct vicinity of their game. They are not allowed to stay as a spectator of the game.

In the case of an ejection from a game, the Umpire shall submit an Umpire's Report to the President or UIC within 24 hours of the incident. Per LLI rules, the Manager, Coach or Player ejected from a game is automatically suspended from the next physically played official game. A Player ejected from a game shall meet with the Player Agent for that Division and at least two other members of the Board to review the incident and to define steps to ensure that it will not happen again. The Player's Manager and Parents/Guardians shall be part of the meeting.

Depending on the severity of the offense, discipline may take place in any of the following forms:

1. Verbal Warning: Given to Parent/Guardian of the Player concerning the written complaint. The President of ALL shall speak with the Parent/Guardian of the Player about the incident, what was discovered and reiterate the Code of Conduct.
2. Written Warning: Given to the Parent/Guardian concerning the written complaint. The President of ALL shall send a copy of this Code of Conduct to the Parent/Guardian along with the results of the investigation.
3. Parent/Guardian Game Suspension: The President of ALL shall notify in writing that the Parent/Guardian is suspended from one game. If the Parent/Guardian shows up to any portion of this game it shall lead to immediate additional sanctions.
4. Parent/Guardian Season Suspension: The President of ALL shall notify in writing that the Parent/Guardian is suspended for the remainder of the season. This suspension shall be in effect during the winter season following a spring season suspension. In some instances, this incident shall be referred to the Auburn Police Department, all information and correspondence will be provided to the Department to help with any investigation they may conduct.

During any of these disciplinary actions, the Parent/Guardian has the right to appear and appeal the decision of the President (or their designee), the Player Agent, and the UIC during a meeting of the Board of Directors. Notification by the Parent and/or Guardian of their decision to appeal will be required 24 hours prior to the next board meeting. In some instances, this may require a special Board meeting to be called. If the appeal is successful, the discipline will be retracted.

Cell Phone Usage During Games

If a manager or coach finds it necessary to answer a telephone call during the game, and they are on the field, they should call time and remove/replace themselves. If they are in the dugout, then they should remove themselves from the dugout to take the call. Upon returning, the umpire should be informed prior to entering the dugout. For safety purposes, there is to be no texting while on the field.

If a coaching staff would like to use an electronic device to keep score, use the Little League Rule Book App or track pitching, the umpire is to be informed at the plate meeting.

Manager Selection Process

1. Every Manager must re-apply for a Manager's position for the Spring season.
2. Manager and Coach Enrollments must be completed online through the Auburn Little League website.
3. The Manager Selection Committee will make a recommendation for managers to the president. The President will provide recommendations to the BOD to vote.
4. The Board of Directors will have final approval on all Manager Applicants.
5. Manager Approval will be based on the following:
 - Returning managers are primarily selected on the following criteria:
 - Their interaction with their players, parents and umpires, during previous season(s) managed
 - Any Evaluations/Feedback received from the previous season(s) managed
 - Whether or not they demonstrate that the players are their main concern, not their own personal agenda
 - Whether or not they consistently abide with Little League Rules, the Local Ground Rules, and the Sportsmanship Code of Conduct.
 - New Managers will be based on the following:
 - A Manager Interview if no prior coaching within ALL
 - Any Evaluations/Feedback received from the previous season(s) coached
 - Knowledge of the game and past experience as a Manager or Coach
 - Whether or not they consistently abide with Little League Rules, the Local Ground Rules, and the Sportsmanship Code of Conduct.
6. The Board of Directors has the right to reject any manager or a position for any reason it deems necessary to protect the integrity of the league and the children playing in the league.
7. All Coaches must be approved by the Board of Directors
8. Coaching Clinic/Rules Clinic Requirements:
 - All Managers (coaches encouraged) for Jr. Nuggets, Nuggets and AA Divisions must attend a District 11 provided coaching clinic once every three years. First year Managers/Coaches are required to attend their first year. Clinic information can be found on our website.
 - All managers/coaches for AAA, Majors, Intermediate & Juniors must attend a District 11 coaching clinic once every three years. First year Managers/Coaches are required to attend their first year. Managers & Coaches that would like to be eligible for post season All Star Manager/Coaching positions must attend the District 11 Rules Clinic. Clinic information can be found on our website.
 - All Star Managers/Coaches will be required to complete Diamond Leader Manager Training

ALL Divisions & Player Selection Process

The divisions for the 2024 spring season are defined below. The general age requirements, player selection process and other division requirements are defined as follows:

All Divisions:

- Teams are assigned based on the recommendation of the manager selection committee.
- An attempt will be made to create parity among the teams and all assignments will be presented and approved by the Board of Directors.
- Players age 8 through 12 are eligible to participate in the annual tryouts for possible selection to an AAA or Major division team. 12 year olds participating in ALL for the first time must also tryout. Players age 7 will require player agent and manager approval to participate in AA.
- No player shall be allowed to skip a division without board approval.
- 12 year olds may request to remain in minors and participate in the AAA division. Parents will be required to fill out a waiver, and the player will be evaluated by the Player Agent and Safety Officer. If the player is deemed a safety issue for the Major Division, the ALL Board of Directors and District 11 Administrator will need to approve the request prior to it being granted. 12 year olds approved for the AAA division are ineligible to pitch and will not be eligible for the Major division if a replacement player is needed.
- For divisions that redraft, draft order is determined by lottery. Draft method will follow a serpentine order (1st round 1--8; 2nd round 8--1, etc.)

Auburn Little League will field teams in the following divisions with their respective age guidelines:

Seniors:

- 14-16 year-olds.
- Eligible players will be assigned to teams by the Senior Player Agent

Juniors:

- 13-14 year-olds.
- Eligible players will participate in a tryout.
- Players that sign up after the registration period has closed will be put on a wait list.
- Returning players are not retained by the team from the prior spring season.
- Draft order is determined by lottery and the draft will follow a serpentine selection process.
- No 12 year-old players will be allowed to try out for or be drafted to a junior's team.

Intermediate 50/70:

- Eligible players will participate in a tryout.
- 11-13 Year-olds
- Players that sign up after the registration period has closed will be put on a wait list.
- Returning players are not retained by the team from the prior spring season.
- Draft order is determined by lottery and the draft will follow a serpentine selection process.

Majors:

- 10-12 year-olds.

- The major division utilizes titled players. Returning players to the major division will remain with the same team. Titled players do not participate as candidates in tryouts.
- Only players who participate in the annual spring tryout are eligible to be drafted to the major division. *Any 12-year old player who fails to attend tryouts will be subject to a blind draft or an open draft as approved by the Major Player Agent.*
- 12-year old players that sign up after the registration period is closed will be placed on a wait list.
- Major draft order for 2024 spring season is determined based on the standings of last year's regular season.
- Prior to the draft, the board will set the number of 10 year olds allowed in Majors. The board may set a maximum number per team, a minimum number per team or none allowed.

Minor AAA:

- 8-11 year-olds
- Undrafted players from the major division draft are eligible for the AAA draft.
- All 11 year olds not drafted into the major division must be selected in the AAA draft.
- 11 Year olds that sign up after the registration period has closed will be placed on a wait list.
- Maximum of 12 players per team

Minor AA:

- 7-10 year-olds
- Undrafted players from the AAA division draft are eligible for AA.
- Players will be assigned by the Minors AA/Minors AAA player agent.
- Players 7 years old must be approved by the player agent/manager.

Nuggets:

- 5-7 year-olds
- Players will be assigned to teams by the Jr. Nuggets/Nuggets Player Agent

Jr. Nuggets:

- 4-6 year-olds
- Players will be assigned to teams by the Jr. Nuggets/Nuggets Player Agent

Major Division Draft

The BOD will determine the number of teams based on the number of eligible players for the Majors division.

- The draft order for each round will be in inverse order of the final standings for the 2023 spring season.
- Bonus picks are awarded at the conclusion of the 4th round to each team needing to select 8 or more players in the draft.

Each team will have one representative, usually the Manager, in the draft room. There will be no communication with anyone outside the draft room via cell phones, etc. during or concerning the draft.

Player Unexcused Absences

If a player misses two unexcused practices and or games, the Manager must counsel the player and parents as to the importance of attendance for the entire team. If a player misses three unexcused practices and/or games, the Manager must contact the league Player Agent. In turn, the Player Agent must contact the parents and advise them of the consequences of the player missing more practices and/or games. If a player misses four unexcused practices and/or games, the Manager will ask the Player Agent to contact the Board to remove the player from the team. NOTE: "unexcused" means that the player/parents have not contacted the Manager or Coach with a reasonable excuse prior to missing the practice and/or game. Exceptions shall always be made for important family, religious, and school events. Illness is also a reasonable excuse. The Manager should clearly define this policy at the first team meeting with the players and parents and through the season. Managers, Coaches, and the Player Agent should work together to avoid removing a player from the team.

Replacement Player Process

LLI defines "replacement" as when a Player is lost to a team during the playing season for any of the following reasons:

1. He/she moves to another city or state too distant to commute for practice and play.
2. He/she is injured and cannot return to play within a reasonable period of time. ALL defines this reasonable period of time to be four (4) weeks from the date of injury. If a player is injured and unable to play within four (4) weeks, that player shall be replaced unless the player is playing in the Junior, Senior or Big League Divisions and there is no wait list. In the case of an injury, if the injured player has played with his/her Major Team for half of the current season, that player shall retain their placement on that team the following season.
3. He/she has for personal reasons decided to terminate his/her association with the team.
4. Any other justifiable reason reviewed and approved by the Board of Directors.

In any of the above situations, the League President shall send a Letter of Release to the Player and the Parents stating that the player is released from the team and the League for a justifiable reason. This action creates a "legal" opening for a replacement on the team roster. If the player returns to play in the league the next year, they are not attached to any team and shall attend tryouts, with the exception of item #2 above.

The Manager of the team losing a Player shall, within two (2) days, notify the Player Agent. Should a manager not contact the player agent for the purposes of keeping their team stronger (less

players), the manager will be required to address the Board of Directors and will be suspended for three (3) games.

The Player Agent shall advise the President and the Board. The Manager shall review the "Available Player List" with the Player Agent and select a replacement within five (5) days. If the Manager has not selected a replacement player within five days the Player Agent will place a player for him.

If selected to a Major Team, that player becomes a permanent member of the team. The Player Agent shall then notify the Player, Parents/Guardians, and the Manager of the team the Player is coming from. The Manager may consult with the Player Agent and a Player's current Manager. The Manager shall not discuss possible selection with the Player or his/her Parents/Guardians prior to making a selection. The selecting Manager shall not perform any sort of tryout.

Major Division "Available Player List": Shall consist of any 12- year old Players on the Major waiting list or any 10 or 11-year-olds playing on a Minor AAA team that participated in the current years tryouts.

Minor AAA Division "Available Player List": Shall consist of any 11 year old players on the wait list and all 8, 9, and 10 year olds currently playing on a Minor AA team who participated in the current season's Major tryout.

Any Player selected as a replacement is required to join his/her new team. If the Player declines to move to the team to which he/she was selected, the Player will be frozen to their current team for the remainder of the season. If the Player Agent determines the Player's current Manager or Coach has in any way inhibited the Player from moving up to a higher Division, that Manager or Coach will be brought before the Board for disciplinary review.

A Player shall not be released from a Major Team to play the balance of the season on any Minor AAA Team instead.

No replacement player will be found if there are three weeks (21 days) or less left in the regular season (Major Division) or the Minor Tournament has begun (Minor Division) If no replacement players are available, a board vote will be required to approve.

Rescheduled Games & Forfeits

Team managers must notify their respective Player Agent when they are not able to field a team. After investigating, the player agent will recommend rescheduling or to forfeiting of the game. Games recommended for forfeiture will be forwarded to the Board of Directors for approval.

Games that require rescheduling (as prescribed above or due to weather) will be played at the next open date at the direction of the division Player Agent and under the following conditions:

- Games are rescheduled in the order that they are postponed. For example, if Saturday games are canceled, the first game of the day is rescheduled first as prescribed below.
- Neither team is already scheduled to play on the rescheduled date (no doubleheaders for either team)

- Rescheduling the game will not result in either team scheduled to play games on 3 consecutive days.
- If the next available date includes a game already scheduled, the rescheduled game will be scheduled for a 5:00pm start, unless scheduled at a different time by the Board. The time limit for the first game is 2 hours, 30 minutes from the official start time. The originally scheduled game will be moved to a 7:30pm start or immediately following the rescheduled game.
- After all other rescheduling options have been exhausted, a makeup game may be rescheduled on a Sunday.
- Practices may be rescheduled on a Sunday due to inclement weather during the regular season.

Rescheduled games supersede practices. Rescheduling will be done by the Player Agents.

Division Tie-Breakers

Tie-breakers for the division to determine seeding or division standings are as follows:

Tie Breaker: *If two or more teams finish the regular season with identical won-loss records, the first tie breaker shall be the record against each other. If a tie still exists, order of finish shall be determined by a cointoss.*

Division Champions and Post-Season Eligibility

The Junior, Major and Minor AAA divisions will send teams from their respective divisions to represent ALL at the District 11 Tournament of Champions (TOC).

Juniors

- TOC team will be the team with the best overall regular season record.

Majors

Determining the major division champion will depend on the number of teams in the division.

4 Teams

- Teams will be play a 21-game season (3 games vs. each Auburn team)
- TOC Team #1 will be the team with the best overall record for the 2023 regular season.
- A single elimination tournament will be conducted at the conclusion of the season to determine the #2 TOC representative.
 - a. The division champion will play in the tournament as the #1 seed
 - b. The remaining teams will be seeded based upon the final standings

- c. 1st Round: #1 vs. #4, #2 vs. #3

Minor AAA

A single loss elimination

tournament will be held at the end of the season to determine which AAA team will represent Auburn Little League in the AAA T.O.C.

A blind draw will decide tournament seedings.

All-Stars – Manager Selection Process

- 1. Managers & Coaches applying for the 2024 Tournament Season will need to complete an All Star Manger Application, complete required training and turn it in by the board established deadline to be announced.**
- 2. Applications will include which level applicant is willing to manage.**
- 3. If the manager from the regular season champion team (note tie-breaker) desires, with board approval, shall be given first right of refusal as All-Star Manager**
- 4. All applicants must be willing to serve whether their child is selected to an All-Star team.**
- 5. The Applications will be reviewed by the All-Star Committee inclusive of the UIC, Player Agents, Coaching Coordinators and Vice President.**
- 6. The All Star Manager recommendations will be presented to the President by the All Star committee. The President, with board approval, will select and approve the All Star Managers.**
- 7. The President or Vice President will notify the selected All Star Managers as soon as possible.**
- 8. All Star Managers will select their respective coaches within 24 hours and must be approved by the board.**
- 9. All Star Manager, Coach and players will be announced once all approvals have been made.**
- 10. No All Star Manager or Coach will be removed without the request and approval of the Board of Directors.**

All-Stars – Tournament Team Selection Process

Players wishing to be eligible for the All-Star teams must complete the All-Star commitment application by aboard determined date.

The All-Star player selection is defined below for each level of All-Star competition. The Majors, 10/11's, and 9/10's All-Star teams will be formed by the Major Managers, the Majors Player Agent, and the President at the direction of the Majors Player Agent. The Majors All-Star team will be comprised of 12-year-old players, the 10/11 All-Stars will be comprised of 11-year-old players, and the 9/10 All-Stars will

be comprised of 10-year-old players. The Board can allow 11-year-old players on the Majors, 10-year-old players on the 10/11s, and 9 year olds on the 9/10s if petitioned by 2/3 of the Majors Managers, the Majors Player Agent, and the President. Roster size will be the decision of the selected Manager for that team. The Player Agents and the Managers should make every attempt to identify players that will not be available to participate in All-Star practices and/or games before such a time as they are chosen to participate.

Intermediate, Juniors, Seniors, and Majors: At the direction of the Player Agent for that division, each of the following groups within their division (Juniors, Seniors, and Majors) will vote for the All-Stars: (1) Managers, (2) Coaches, and (3) Players (Majors level only). The votes from each group will be counted and tallied separately. The appropriate Player Agent and two other individuals preferably from the Board will count the ballots from each group. The results from the three groups will automatically select the first seven All-Stars. The All-Star Manager will fill the remaining spots from a list of remaining players that have received votes. These players must be approved by 2/3 of the Major Managers, the Player Agent, and the President.

10-11 Year Olds: The 10/11 All-Star team will be selected after the Majors team. The Majors Managers will vote for the players from a list of remaining eligible players provided by the Majors Player Agent. The result of the vote will select the first ten All-Star players. The 10/11 All-Star Manager will select the balance of the roster based upon the perceived needs for the All-Star team with 2/3 approval of the Majors Managers, Player Agent, and President.

9-10 Year Olds: The 9/10 All-Star team will be selected after the 10/11 Team. After consulting with the AAA Managers, the Majors Managers will vote for the players from a list of eligible players provided by the Majors Player Agent. The result of the vote will select the first ten All-Star players. The 9/10 All-Star Manager will select the balance of the roster based upon the perceived needs for the All-Star team with 2/3 approval of the Majors Managers, Player Agent, and President.

Upon injury after All-Star selection: Majors All-Star Manager can select a replacement player from the 10/11-Year-Old All-Star team or the list of remaining eligible All-Stars as provided by the Player Agent with 2/3 approval of the Majors Managers, Player Agent, and President. **10/11s All-Star Manager** can select a replacement player from the list of remaining eligible 10/11 All-Stars as provided by the Player Agent with 2/3 approval of the Majors Managers, Player Agent, and President. **9/10s All-Star Manager** can select a replacement player from the list of remaining eligible 9/10 All-Stars as provided by the Player Agent with 2/3 approval of the Majors Managers, Player Agent, and President.

1. **All Star information is to remain confidential until the All Star announcements are made.** The announcements **cannot be made until May 15th, 2024** per Little League Headquarters. District 11 has notified our league that if anyone announces the players' names prior to this date, all of the ALL All Star Teams can be eliminated from Tournament Play by Little League. **Any Manager, Coach or Board Member that contributes to the "leaking of information" regarding the players who have been selected to the All Star teams will be subject to disciplinary action, including being removed as a Manager or Coach of an All Star team or from the Board of Directors if deemed appropriate!**
2. All AAA Minor and Major division managers will be required to attend the All---Star selection process and complete the All---Star ballot. If the Manager cannot attend, he/she will be responsible for ensuring that one of his/her regular season coaches is present instead.

REPORTING INJURIES

Please refer to ALL's Safety Plan. Managers shall report any injuries within 24 hours of occurrence. An incident report is required. This report shall be sent to the Safety Officer and the Division Player Agent. If a Player has been out for more than two (2) weeks due to medical reasons, the Manager shall have a physician's approval on file with the Player's medical release form before that Player can resume practices and playing in games.

EXPANSION OF THE MAJOR DIVISION

Expansion shall be determined by the Board based on League population. The Player Agent will make recommendation(s) for Board approval.

REDUCTION IN THE MAJOR DIVISION

Reduction of teams shall only occur if the Board has agreed to reduce the number of teams in the Major division. Per the Little League Operating Manual: "If the number of teams is to be reduced at the Major League level, the Board of Directors decides which team is to be deleted from the Division. All current Major League Players affected must be reassigned by a preliminary draft (reverse order of finish) to other Major League teams prior to the regular Player draft involving new candidates. Once the preliminary draft is complete, the regular Player draft starts over in the reverse order of finish, without regard to the last team to pick in the preliminary draft."

ALL shall use the following process to identify the team to be deleted:

- The team with least number of returning Players on the roster as of the last day of registration will be the first to be deleted.
- If more than one team ties for the fewest number of returning Players, reverse order of finish in the Spring 2023 season will determine the team to be deleted.

USE OF FUNDS POLICY

The following outlines the official policy for the use of Auburn Little League funds and the reimbursement of expenses incurred through the course of normal League operations:

Use of League Funds

- The Board Member, who established such budget, as long as it stays within that budget, may make purchases for which an approved budget was established.
- If Board Member needs to purchase an item that falls within a budget outside of the individual's own budget responsibility, then he or she shall consult with the Treasurer to determine if there are funds remaining in that budget category. Also, the specific Board Member responsible for that budget shall grant approval to ensure that there are excess funds available to use for the purchase. Board Member may then purchase the item(s) once those two approvals are granted.

- If a specific use of funds (when totaled with prior amounts spent within that budget item) will cause a budget to be exceeded, the pre-approval by the Board to increase the budget shall be acquired before such funds are to be expended.
- Certain purchases may be made only by the specific Board Members listed below:
 - a. Field Representatives or Vice President - Field maintenance and related work.
 - b. Equipment Director - Uniforms, hats, and equipment.
 - c. Snack Bar Director – Snack bar inventory, supplies, and equipment (Director must initial all receipts before vendors are paid).
- A competitive bidding process must be utilized for all major purchases (e.g. single purchases exceeding \$3,000) before funds will be expended. Three separate bids must be acquired before awarding the item purchase to the vendor. The specific purchases requiring the competitive bid process are:
 1. Uniforms, hats, and equipment.
 2. Special purchases (e.g. capital expenditures)
- Cash (i.e. available at snack bar) may not be used to make purchases of any kind.

Reimbursement of Expenses

The following outlines the required procedure for reimbursement of expenses incurred on behalf of the League. Individual must submit the following information to the Treasurer for all reimbursement requests:

- Reimbursement form filled out with name, amount, detailed description of and purpose for item(s) purchased.
- All original receipts must be attached to reimbursement form.
- Receipts should not be older than 20 days.
- Reimbursement check will be given to individual within 7 calendar days, unless President gives special approval for a lesser amount of time

Registration Refund Policy:

All refund requests must be submitted in writing via email to registrar@auburnlittleleague.org. The date of email receipt will qualify as the date of enrollment cancellation.

Reason for enrollment cancellation must be included in the email, i.e. family moving out of area, child no longer interested in playing, player has incurred an injury, etc.

Refund amounts vary based on date of request. Below is Full, Partial and No Refund information:

Full Refund:

Registration fees paid less \$10 will be refunded for any reason from November 1st through March 1st.

*** Exception: Players rostered to Baseball Juniors, Majors or AAA teams will be refunded registration fees less \$25 for cancellations after February 1st. ***

Partial Refund:

Registration fees paid less \$50 per player will be refunded for requests made from March 1st through April 1st.

No Refunds:

No refunds will be made for any requests after April 1st unless for validated medical reasons, or special circumstances approved by the Board of Directors.