



2008 ABF National Little League Championships

Procedures

Section 1



Australian Government
Australian Sports Commission



1. PREAMBLE

- (a) In general, these National Championships will be played under the Official Little League Baseball Rules. From time to time, however, special regulations (e.g. pitching allowances, time-saving rules, etc.) have been introduced to apply to the Little League National Championships.
- (b) Wherever the word District is used, it is taken to mean State, Territory or Participating Team.
- (c) The District staging the Championship shall hereinafter be referred to as the "Host District".
- (d) Wherever the term ALL is used, it is taken to mean Australian Little League.
- (e) Wherever the term LLMC is used, it is taken to mean Little League Management Committee.
- (f) ALL is directly affiliated with the Australian Baseball Federation.

2. TITLE

The series will be known as the Australian Little League Championships and districts will compete for the National Championship Trophy.

3. SERIES VENUE

The Championships will be played each year in a district determined by the Australian Baseball Federation.

4. DATES FOR SERIES

- (a) The Program will commence in June as set by the LLMC in each year, except where permission has been granted to vary the date due to special circumstances.
- (b) Teams are to arrive at the Host City within one (1) days prior to the first day of the tournament and leave the day after completion of the program.
- (c) The Australian Baseball Federation will contact the Host District for the following year's Championships by Feb 1. The Host District will confirm their willingness to stage the Series by Feb 15.
- (d) The nominated venue and also the starting date of a National Championship shall be advised by Feb 22.

5. **LODGING OF ENTRIES**

Districts will advise the ABF of their participation in National Championships no later than March 7.

6. **MEETINGS**

- (a) Managers/Head Coaches and Executive Officers of the competing teams will attend a Managers' Meeting prior to the commencement of the Program which will be convened by the Tournament Director. The business of the Manager's Meeting will be limited to decisions in regard to the training program, ground arrangements, meals, billeting, social functions,
To avoid a cumbersome paper trail it was decided to design one form to be signed by each teams EO where it is stated that all team personnel have completed the relevant forms and are in his possession should they be required by tournament management. Failure to produce such forms upon request will be deemed a breach under tournament rules. (See appendices for forms)
(Team Roster incorporating age qualification proof , ABF Player Information, Medical Authority and Release Forms , Player Code of Conduct Forms, Coaches Code of Ethics, should be kept in EO's possession) and a session on clarification of Tournament Rules including a re-emphasis of the penalties for any pitching rules transgression.

Head Coaches will be reminded that all game balls are returned back into the game and the penalty invoked should pilfering of baseballs occur.

Mention must also be made of team uniforms and any potential clashes. Refer to Rule 37 (g) for further clarification.

The ALL representative at this meeting will formally comment upon aspects of conduct relating to participants, with particular reference to attitudes, image and damage to property. He/she will clearly spell out that there are penalties that will be invoked where such behaviour and conduct is not in accordance with the Players Code of Conduct. Reference is also to be made in regards to smoking and the consumption of alcohol.

The ALL representative and / or the Tournament Director will address each team at all National Championships, reinforcing the behavioural expectations found in the Players Code of Conduct, and the possible imposition of penalties on individual player(s) who are found to be in breach of the Code. The behaviour of players at Championship games when playing or as a spectator, and at their accommodation, is to be specifically addressed. All teams are to be spoken to no later than the end of the first day of competition.

- (b) The Umpires' Coordinator shall outline ground rules and discuss the "slide rule", and "Curve Ball Rule".

- (c) The ALL's appointed representative shall act as Chairman. Other interested persons may be invited to attend the meeting and join in discussions subject to the Chairman's approval, but only Managers of competing States will have the power to vote on any matter requiring a decision. The Chairman shall have a casting vote should an equal number of votes be received. Under no circumstances can decisions be made altering the Procedures, Rules, Policies or Appendices of the Operations Manual at this meeting.
- (d) Minutes from the Managers' Meeting must be prepared by the Host District and signed by the Chairman of the meeting.

7. TEAM ROSTERS

An official team roster form is provided by the ABF in Appendices listing details of players, coaches, managers, scorers and bat boys is to be completed by competing teams. The rosters are to be sent no later than June 1 to the ABF and to the Host District for program production purposes.

Failure to have rosters reach these two destinations by the due date will attract a \$100 fine for each day late, up to a maximum of \$500.

8. ACCOMMODATION

- (a) The Host District shall locate suitable and affordable accommodation for competing teams in the National Championships. It shall be optional for the Host District to provide billeted or non-billeted (campus style or motel style) accommodation. Notice of suitable accommodation available is required to be issued with series dates.
- (b) Where teams are staying in non-billeted accommodation, it is a requirement that two adult members of the team staff be in attendance at the place of accommodation at all times when the team is in residence.
- (c) A Risk Management Plan for placing teams in either billeted or non-billeted accommodation must be put in place by all participating states. See Appendices. Billeting Acknowledgment Forms (Executive Officer or Host District) are to be sent to the ABF Office by 1 June.
- (d) If a female is selected in a team then an adult female must be appointed as chaperone.
- (e) Host District Umpires will not be expected to be subject to unreasonable travel. Accommodation costs are to be met by the Host District if required. Travel for Host District Technical Officials to a regional area would also be met by the Host District if required. The LLMC will determine if travel/accommodation costs are appropriate following recommendations from State Directors of Umpiring and the Host District.

- (f) Umpire Coordinators will not be expected to be subject to unreasonable travel. Accommodation costs are to be met by the Host District if required. Travel for Host District Technical Officials to a regional area would also be met by the Host District if required. The LLMC will determine if travel/accommodation costs are appropriate following recommendations from State Directors of Umpiring and the Host District.

9. MEALS

Players must have access to nutritional food at the grounds.

10. FIRST AID

The Host District will arrange for the services of a physiotherapist. It will also ensure that a qualified First Aid attendant is present during all games of the Championship.

11. NUMBER OF PLAYERS

Each State team shall consist of a maximum of 14 players and a minimum of 12 players. All players, must be properly attired in the uniform of their team.

Teams that do not meet roster requirements will not be eligible for ranking in the championship pool.

12. ELIGIBILITY OF PLAYERS

- (a) Residential Qualifications

Any player properly registered with a League including a non-national, who has been a bona-fide resident of such League for a continuous period of not less than 3 months prior to the first game of the Championship, shall be eligible to represent such League.

- (b) Age Qualifications

Any candidate who will attain the age of 9 years before May 1 and who will not attain the age of 13 before May 1 of the year in question (Tournament year) shall be eligible to compete in Little League Baseball. **All Tournament players must be League age of 11 or 12 and participated as an eligible player in a minimum of six (6) regular season games.**

- (c) International Requirements

All participating Tournament players must be aware that if their team wins the National Championship, that they will be required to travel to the Asia Pacific Tournament in July of that year and if successful there they will then be required to travel to Williamsport PA in August of that year.

(e) Medical Authority

A Medical Authority Form must be signed by a parent or guardian of each competing player (including Host District player) or any other under-age person (e.g. batboy/girls) participating with the team, in which an authority is given in respect of any medical or hospital attention (including an operation) which may be required as a result of any injury or illness sustained. This Form is not to be amended under any circumstances.

These forms must be produced at the Managers' Meeting prior to the commencement of the Championship and must be checked under the direction of the Chairperson before permission to compete will be given. Two forms (not carbon copies) for each player are required. One copy will be held by the Tournament Director, **who at the completion of the Tournament will pass them on to the ALL representative or forward them to the ABF Office**, and the other by the Team Manager/Head Coach or billeting family as appropriate. The ABF will supply a copy see Appendices.

13. PLAYER PROFILE SHEETS

Player Profile Sheets are to be completed by all players and produced at the Managers' Meeting prior to the commencement of the Championship. A copy of this sheet can be found in Appendices.

14. CODE OF CONDUCT - PLAYERS

The ABF Code of Conduct must be signed by all players and if required, by their parents in order to participate in an ABF Program. A copy of the code can be found in Appendices.

Where there has been a breach in any of the Codes of Conduct, irrespective whether on field or off field such breaches must be reported to the ALL Tournament Representative. Such reports are to be kept in the strictest confidence between the ALL Tournament Representative and team personnel.

The use or possession of any form of tobacco, tobacco products, illegal drugs, drug paraphernalia or alcohol of any description is banned.

The team officials shall have the right to conduct a search of a player's room, bags, clothing or personal belongings if he or she has a reasonable suspicion that a serious breach of the code of conduct has occurred. This must be conducted in the presence of the player, and/or his/her agent and an independent adult witness

15. COACHES

- (a) All participating teams shall be accompanied by at least two (2) and at most four (4) coaches. Managers/Coaches are to be provided with a copy of the ABF Code of Ethics and acknowledge to abide by the conditions disclosed.

Where there has been a breach in any of the Codes of Ethics, irrespective whether on field or off field such breaches must be reported to the ABF Tournament Representative. Such reports are to be kept in the strictest confidence between the ALL Tournament Representative and team personnel.

Note: In cases where there are breaches of this code of ethics, the breaches can be reported to the Series Tribunal. If the breach/es are found proved then the matter (s) will be referred to the Tournament Management Committee for adjudication of penalty.

- (a) **Coaches and managers must not wear conventional baseball uniforms or shoes with metal spikes but may wear cap, slacks, shorts and shirt. On-field coaches will remain in the coaches' boxes at all times and will not talk to members of the opposing team.**
- (b) All Championship Coaches must be accredited to at least Level One (1) standard. It is the responsibility of the State Associations to ensure these standards are complied with. This level of accreditation will also be checked by the ABF Office when the team rosters are submitted.

The use or possession of any form of tobacco or alcohol of any description by coaches while participating in the game, moving onto and off the playing grounds including batting practice areas, on the field, in the dugouts, bullpens or while in uniform within the precincts of the field, is banned. Penalty: Ejection from the game and appropriate follow up as a breach of the Code of Ethics.

- (c) Child Protection Legislation
It is the responsibility of all teams to ensure that all team personnel adults comply with both their state's and host state's Child Protection Legislation. In addition please refer to section in appendices relating to the taking of images of children.

16. EXECUTIVE OFFICERS

Executive Officers will manage all off-field activities of the League Team and are not to wear playing uniforms. They will be allowed in the dug-out but are not to venture onto the playing field at any time unless requested to do so by the Chief Umpire.

Executive Officers are to be provided with a copy of the ABF Code of Ethics and acknowledge to abide by the conditions disclosed.

Where there has been a breach in any of the Codes of Ethics, irrespective whether on field or off field such breaches must be reported to the ALL Tournament Representative.

Note: In cases where there are breaches of this code of ethics, the breaches can be reported to the Series Tribunal. If the breach/es are found proved then the matter (s) will be referred to the Little League Management Committee for adjudication of penalty.

The use or possession of any form of tobacco or alcohol of any description by executive officers on the field, in the dugouts or bullpens is banned.

17. OFFICIALS

(a) Team Requirements

Each Tournament team shall supply

- (i) An approved scorebook
- (ii) Level 1 accredited coaches
- (iii) An accredited scorer
- (iv) An accredited umpire

(b) Umpire Coordinator

- (i) For each Championship the ABF National Manager, Umpire Development shall appoint a coordinator for the umpiring panel. The coordinator may be a member of the panel. Umpire Coordinators will not be expected to be subject to unreasonable travel. Accommodation costs are to be met by the Host District if required. Travel for Host District Technical Officials to a regional area would also be met by the Host District if required. The LLMC will determine if travel/accommodation costs are appropriate following recommendations from State Directors of Umpiring and the Host District.

- (ii) The duties of the coordinator shall include:
 - Full control of the umpiring discipline of the panel both on & off the field.
 - Liaison with the ABF and Host District officials for application of their requirements.
 - Duties associated with the appointment of umpires.
 - The appointment of a Crew Chief to each team of umpires in each game.
 - To make a written report to the National Manager for Umpire Development and ABF office by February 26 after the program. A copy of the final appointments shall be included.
- (iii) The Host District may appoint an Umpires Liaison Officer to work in conjunction with the co-coordinator.
- (iv) The ABF Code of Ethics must be signed by the Umpire Coordinator. A copy of the code can be found in Appendices. Signed copies of the Code of Ethics are to be presented to the Manager for Umpire Development prior to approval of the appointment to the position of Umpire Coordinator.

(c) **Appointments**

- (i) The Coordinator shall make appointments for the first round on a reasonably "Equal Share" basis. No umpire shall, in the first round, chief a game in which his own State competes, but may be appointed on bases.
- (ii) In the second and subsequent rounds, the Coordinator may appoint any umpire to any games as they see fit.
- (iii) Appointments for the second and subsequent rounds shall be on a daily basis, with twenty (20) hours notice to umpires whenever possible.
- (iv) The Three Umpire System will apply to all Championships. However should emergencies occur, e.g. double headers owing to catch-up games through rainouts etc, then a Two Umpire System may be applied to these games.

(d) **Protests**

- (i) All protests against rulings during a game shall be resolved by Umpires Coordinator
- (ii) All disputes on Championship Rules shall be settled by the ALL Representative, or in his / her absence, the Tournament Director
- (iii) Decisions of the Umpires Coordinator, the ALL Representative or the Tournament Director are final and binding.

(e) **Pitching Eligibility**

The Tournament Director will be responsible for the delivery to the Chief Umpire, 30 minutes before the start of each game, of a list of players who are ineligible to pitch. A copy of this list will also be supplied as soon as possible prior to the game, to the opposing Managers/Head Coaches.

(f) **Host District Obligations**

- (i) Host District must provide adequate food and refreshment for umpires and scorers while on duty.
- (ii) The Host District is responsible for transport to and from games for officiating umpires and scorers.
- (iii) Technical Officials will not be expected to be subject to unreasonable travel. Accommodation costs are to be met by the Host District if required. Travel for Host District Technical Officials to a regional area would also be met by the Host District if required.

18. SCORERS COORDINATOR

The Host District will be responsible for appointment of Nationally Accredited Statisticians/Scorers for the Championship. The number of scorers for each game is two with one using the approved electronic software and the other using a hard copy as backup. There should also be a third person to assist with pitch counts and changes in lineups.

Technical Officials will not be expected to be subject to unreasonable travel. Accommodation costs are to be met by the Host State if required. Travel for Host State Technical Officials to a regional area would also be met by the Host State if required.

19. THE PLAYING FIELD

(a) Normal Baseball ground dimensions will apply except as follows:

Pitching Distance	46'	A minimum of 25' or as approved by the ALL Representative.
Base Paths	60'	
Diagonals	84'10"	
Back stop	25' set	
Home Run Fence		
Foul Line	195' (min) 225' (max)	
Centre Field	195' (min) 225' (max)	
Recommended Height	4' (min)	

(Use pitching plate as pivot point to allow for a perfect arc for the home run fence.)

Pitching Mounds

- Diameter	12'
- Height	6"

- (b) A home run fence is compulsory in all Tournaments so a totally enclosed playing field is obtained.
- (c) The back stop is compulsory behind the catcher in order to allow the catcher to retrieve passed balls easily. It is parallel to the front side of home plate and extends between the extensions of foul lines. The back stop distances and the height of the home run fences shown above are the recommended dimensions.
- (d) Dirt pitching mounds are compulsory for all Tournaments and must be in accordance with the measurements shown above.

20. MINIMUM FACILITIES STANDARDS

The following minimum facilities standards have been developed by the Little League Management Committee and are mandatory requirements for all National Little League Championship series:

Playing Arena:

The following requirements are to be provided in regards to the playing arena:

- Three (3) diamonds are to be provided that conform to the ALL's Championship Rules.
- Third diamond will only be used in case there is a delay in the Tournament scheduling due to weather conditions.

- Boundary, Back Net, Foul and Home Run Poles are to be of a material that should not present a danger to players.
- All materials to be used for Home Run fences shall be inspected by the nominated ALL Tournament Representative for the particular series prior to the commencement of the Championship Series.
- Backstops are to be a minimum of 45 feet or as approved by the Little League Management Committee's representative for the series prior to the Championship.
- That where a lit field is provided that the lighting shall be to Standards Australia document AS2560.2.6-1994 (i.e. 600 Lux for the Infield and 400 Lux for the Outfield.)
- Host State where it is providing a lit field for Championship games shall provide certification that the lighting meets the required standard.
- That protective screens are required to be supplied for batting practice (an L Screen and feed screen (mandatory) together with a 3rd screen if a 1st Baseman is receiving fielded balls from other infielders)
- Adequate batting practice areas at the field or in close proximity.
- Where a batting tunnel is provided an L Screen and impact netting is compulsorily required to be provided.
- Good quality playing areas are required to be provided.
- Adequate protection from the sun must be provided for all players and coaches at the fields which include Pitching warm-up areas.
- Ready access to water and ice is to be provided.
- Scorers and officials are to be provided with a covered area.
- The scorer's area should be behind or adjacent to home plate and have access to power points.
- Bases used shall be of the disengage-able "Hollywood Style", i.e. anchored into the ground by a solid thick rod that is firmly and securely attached to the base and inserted into a pipe that is firmly and securely anchored in the ground. The use of spikes to anchor bases is not permitted.
- **It is important to note that all bases must be disengage-able i.e. they disengage their anchor upon collision.**
- Scoreboards are to be provided on all grounds used showing a minimum of the score, innings and number of outs.

Maintenance

The following issues are to be addressed for maintenance of grounds at Championship venues.

- The series host to provide a grounds maintenance person at each venue
- Each Championship shall have a Grounds Coordinator with sufficient crew to be available at all games during the pre-game phase and during all games.
- ***Note: For the assistance of Host States it is to be noted that cut-outs are not a minimum requirement.***

Facilities

The following requirements are to be provided in regards to facilities at the Championships:

- Screens for the protection of players and coaches are to be provided at batting practice areas and within batting tunnels as referred to in "Playing Arena" above
- Adequate change rooms are to be provided (ie. The venue must have two (2) Change Rooms for competing teams and one (1) Change room for the Series Umpires)
- That sufficient power points be made available at the ground
- That the principal venue have access to phone, fax and computer facilities to meet the daily requirements of the series
- Adequate toilet facilities are to be provided for competing teams, officials and spectators
- There shall be ready access to ice supplies for players and for use in the first aid treatment of players
- A St. Johns Ambulance, or a service of similar standard, must be in attendance at all times and a designated treatment area must be provided
- Access to Doctors, Physiotherapists and Hospitals is to be advised to competing teams
- Available Medical Services are to be advised to competing teams which are available for use on a user pays basis.
- The Official Recorder should have a dedicated room/area in which to compile game statistics containing a computer and laser printer.
- Sufficient lap top computers shall be provided for by the Host State for the scoring of games.
- It is strongly recommended that an isolated area be provided at all venues for use by statisticians in compiling game reports as well as use by the ALL Representative for meetings where privacy is required. Eg, Tribunal or disciplinary meetings.
- The provision of technical equipment, eg, computers, faxes, printers, laptop computers is the responsibility of the host state.

Other

Other considerations in regards to the Championship series that are required are as follows:

- The Host State must produce a Series program.