

# Town of Newburgh Little League, Incorporated

Newburgh, New York

League ID 02321903

## LOCAL RULES

The Town of Newburgh Little League Incorporated, does hereby make, publish, and declare this to be the local league rules of the Town of Newburgh Little League Incorporated, and hereby revokes any or all other by-laws by the Town of Newburgh Little League Incorporated, heretofore.



**THIS BOX FOR REGIONAL USE ONLY**

Date submitted: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

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## 1. Rules and Regulations

All rules and regulations contained in the Little League Rule books for baseball, softball, and Challenger will be strictly adhered to. The only exception will be those rules specifically modified by the Town of Newburgh Little League, Inc. (hereinafter known as the Local League) Local Rules as approved by the Board of Directors. All requests for changes to rules must first be submitted to the Rules Committee for review and recommendations prior to submittal to the Board of Directors.

## 2. Conduct of Managers, Coaches, and Players

### Managers/Coaches

1. Managers or coaches are responsible to get the equipment and uniforms from Division Commissioner for their team.
2. Managers and coaches are responsible to turn in equipment and player rating forms (Instructional division and above) at the end of season to Division Commissioner. Failure to do so will lead to forfeiture of Assessment Fee and could lead to being banned from next year.
3. Only three (3) adults are permitted in the dugout (manager, coach, scorekeeper) during a game. This does not apply to T-Ball or Instructional where a maximum of five (5) are permitted nor does it apply to a team that must have a female in dugout due to Rule #4 unless that female is a manager, coach, or scorekeeper. Any child not a member of the team is not allowed in the dugout for any reason.
4. A female adult (18 years or older) must be present in the dugout whenever there are girls on a team.
5. The manager will be the only person from the dugout to talk to the umpire unless he relinquishes this right to a coach. A manager or coach will not leave the dugout during games without first receiving permission from the umpire.
6. Adult coaches are to take their position on the either base line before the inning starts and not to change during the inning.
7. If only one (1) adult is present in the dugout, they must stay in dugout and two (2) players will be base coaches.
8. Each team is responsible to prepare the field for each game and practice. This will include raking the base paths, marking the base paths and batters boxes.
9. After each game and practice, teams should help to police their dugouts and areas around them on their side of the field. Spectators should be reminded to help clean the area in which they were sitting also.
10. Managers or coaches of all winning teams are encouraged to fill out press release forms and turn them in at the umpires' room.
11. Any manager or coach ejected from a game will automatically be suspended for the next game. A second ejection during the season will result in a two (2) game suspension and a third ejection is an automatic termination from the league.

### Players

1. All players are obligated to attend all team practices and games. ***All players must attend ½ of all practices and scheduled games.*** The player shall notify the manager if they are unable to attend a practice or game. Players who are absent for unauthorized reasons for one-half (½) of the team's scheduled games or practices are subject to suspension. Manager must bring any problems to attention of Division Commissioner.
2. All players should get to the fields at least 20 minutes before the scheduled game time
3. No food or drink is allowed in the dugout or on the field with the exception of water or a "sport" drink.
4. No player is allowed to leave the dugout without the permission of the manager or coach.
5. No player should be at the concession stand while their game is in progress.
6. All players should help to clean dugout before leaving.
7. Players will not deliberately throw bats, helmets, or equipment during the course of a game or practice. The umpire will eject players who display unsportsmanlike conduct in this manner from the game.

8. Any player ejected from a game will automatically be suspended for the next game. A second ejection during the season will result in a two (2) game suspension and a third ejection is an automatic termination from the league.
9. Any player selected for any All-Star team must attend all tryouts if they are held in their division

### **General**

1. The use of tobacco in any form is prohibited in the dugouts or on the playing fields.
2. Proper conduct at all times both on and off the field is mandatory. Use of profanity or vulgar language is not permitted and could lead to suspension or banishment from the league.
3. Continuous infractions of the Local League Rules by a manager, coach, or players shall be brought to the attention of the division's Commissioner. If the Commissioner cannot bring them to confide with the rules then it should be brought to the attention of the Board of Directors for proper action.
4. It is the right of a manager or coach to request the right to suspend a player during a game or practice for his/her conduct unbecoming a Little Leaguer. It is mandatory that this be reported to the parents and the President within twenty-four (24) hours. All necessary information should be in writing if it is desired to continue the suspension longer than one (1) game or practice the Executive Committee must review the case and render a decision.
5. No one shall become involved with an umpire's decision of judgment.
6. No animals of any kind are allowed in the Town of Newburgh Little League Complex.
7. Trash cans must be used at all times. Help to keep our Complex clean.

### **3. Forfeiture of Games**

In addition to forfeiture of game under Little League rules, the following are causes for forfeiture:

1. There will be a fifteen (15) minute grace period for any team that does not have enough players to start a game at game time. If enough players are still not there after fifteen (15) minutes the game is forfeited to the other team. If both teams do not have enough players, the game is a double forfeit.
2. Failure to play all players in accordance with the Local League's three (3) inning rule.

**NOTE: Player Pool has been established to help reduce the amount of forfeits (Minor divisions and up)**

### **4. Rain-out and Rescheduled Games**

Rescheduling games is a difficult task at best. Consequently, minor adjustments in operating procedures may be necessary without further difficulty, to get these games in for a complete season.

1. When games are rescheduled to rain-outs, teams may play three (3) games in one (1) week. When this happens all pitcher eligibility rules are still in effect.
2. The league game scheduler will reschedule all games and managers will be notified of the rescheduled games by the scheduler or the division's Commissioner.
3. Games will try to be rescheduled for during the week but if there are no open dates, then Sundays will be used.
4. No changes can be made to a rescheduled game without scheduler approval.

### **5. Time/Run Curfew**

A time/run curfew will be in effect on those dates when more than one game is scheduled on a field.

1. At the starting time of the next scheduled game and enough innings have been played for a regulation game, the game will be terminated and declared a finished game. If it is not yet a regulation game the game will be suspended and the remainder of it will be rescheduled for another date.
2. This rule applies to Minor, Major, Junior, and Senior divisions.
3. If the starting time of a game is delayed due to weather, field conditions, etc., subsequent games may be eliminated or game starting time may be changed. When starting times of games are changed, the managers of both teams will be notified of the newly established curfew time prior to start of game by umpire.
4. When 2 or more sensor lights turn on at the upper concession stand, all games in progress must stop for safety reasons. If enough innings have been played for a regulation game, the game will

be terminated and declared a finished game. If it is not yet a regulation game the game will be suspended and the remainder of it will be rescheduled for another date.

5. An umpire with Board Member approval may end a game due to unforeseen circumstances.
6. The time limits for games when another one is schedule on the same day is as follows:

Tball - 1½ hours	Major Baseball - 2 hours
Instructional - 2 hours	Junior Baseball/Softball - 2½ hours
Minor Baseball/Minor & Major Softball - 2½ hours	Senior Baseball/Softball - 2½ hours

## **6. Game Lineup**

Managers must provide the umpire and opposing manager with a team lineup prior to the start of the game.

Managers must provide the umpires and opposing manager a list of ineligible pitchers prior to game time. Pitching guidelines are found in the Little League Rules supplied to each manager.

## **7. Three (3) Inning Rule**

It is mandatory that all player members play at least three (3) full innings of baseball or softball per game. For Tee Ball and Instructional it must be at least two (2) innings. Substitutes must be entered into each Major and Minor league divisions scheduled games by the top of the fourth (4th) inning. Junior and Senior divisions must have its substitutes entered into the game either by the top of the or fifth (5th) innings. Tee-Ball and Instructional must be by the top of the third (3rd) inning.

The re-entry rule is in effect for all games. Any player removed from the game may re-enter the game once. This applies to both a player who started the game and a player who entered the game as a substitute.

When a game is ended early due to weather, darkness, or mercy rule, those players that have not completed their three (3) innings **must start** the next game and play the required innings in that next game

When a player arrives after the game has started or have to leave early and are unable to complete three (3) full innings, the opposing manager, umpire and the League Field Official present will be notified to prevent possible forfeiture.

If players are suspended or otherwise unable or ineligible to play, the team manager will notify the opposing manager, umpire, and League Field Official prior to the start of the game.

## **8. Refund Policy**

If for some reason your child will not be playing in the upcoming season after you register you must notify the Board in writing asking for a refund. Please state why you are asking for the refund in the letter.

- Up to February 15th - Full refund
- February 15th to March 15th - 50%
- After March 15th - No refund given

## **9. Medical Release and Examination:**

All players must submit a medical release form to the Local League to authorize emergency medical treatment in case of injury or sickness during any Local League activity. Players may not practice or play in scheduled games until the medical release is signed by the parent or guardian and returned to the manager. The manager of each team should have these forms with him at all practices or games. If the manager does not have or is unable to produce the release form, the child will not be allowed to play until a form has been completed.

The Local League may require an examination for players who were sick, injured, or may have a permanent physical handicap before they will be allowed to resume play.

## **10. Rules for Practice**

1. The Grounds Committee will establish the starting dates for team practices

2. The maximum practices per week will be five (5) prior to the team's first game. After the first game the maximum practices and games per week will be four (4). Maximum practices per day will be one (1) of four (4) hours duration and a practice cannot be held on a game day. A minimum of four (4) practices must be held prior to start of season by each team ~~in~~, weather permitting.
3. The Commissioner of that division or the President must approve any exceptions to rules listed in the paragraph above.
4. Teams should first work on a field in order to practice on it. Those teams that help prepare the field for play prior to the season will have first choice for practice times and may be given more field time than those that do not.

### **11. Official Scorer**

The home team will be the official scorer for each game. Managers or scorekeeper for each team and umpire should meet at the end of each inning to check and agree on score. Differences in scoring will be resolved prior to the start of an inning. The official scorer is also responsible for maintaining pitch counts of each pitcher for both teams but it is the manager responsibility to know when a pitcher has reached their limit.

### **12. Championship Games**

The Board of Directors will decide about Championship games prior to the start of each season. The games may be canceled if poor weather or some other condition dictates. All championship games must be completed prior to the start of the all-star tournament.

Minor, Major, Junior, and Senior divisions in baseball and softball will have a championship game to determine the division champion. The standings in each division will be determined by the following criteria so that "seeding" can be determined:

- A. Overall won/loss record
- B. Head to head record of teams that end up with identical won/loss records.
- C. If the above cannot resolve the tie records, a one (1) game playoff will be held.

### **13. Selection of All-Star Managers and Players**

1. The eligibility and selection of managers and coaches for All-Star competitions will be determined in the following manner:
  - a) Eligibility: A nominee for the all-star manager must have served as a manager in the Local League baseball or softball program for the current season. A nominee for the all-star coach must have served as a manager or coach in the Local League baseball or softball program for the current season. A coach may be considered for manager only if no manager from the current season wants to be the all-star manager.
  - b) Selection: The Commissioners from each division will canvass the managers and coaches in their division to determine their interest. The Commissioner of the division and the President will approve the manager.
2. The selection of all-star players will be determined in one of the following manners. The Board of Directors will determine which one will be used prior to the start of the season. The amount of players on a team is a minimum of 11 and a maximum of 14 players:
  - A. Try-outs
    - o Each team manager will submit a list of candidates for consideration from their team. The amount of names to be submitted will be determined by the Commissioner of that division with help from the Board of Directors for that year.
    - o Voting for the all-star team will be done in the following manner: The candidates will be invited to a tryout for the team. Each candidate must show up for each tryout. A committee consisting of Board Members, managers from the division, and the All-Star manager will judge the candidates. They will assess each player based on the tryout and season performance and then vote for who they feel

will best represent the Local League in all-star competition. They will cast a vote for each player from best to last. Points will be awarded based on the number of candidates. The format for awarding of points will be discussed with the Selection Committee prior to the tryout. The following is how the selection will be made:

For an 11 member team -

Committee will select 8 players based on points from tryout. All-Star manager and coaches will pick remaining 3. (Does not have to be those who scored higher points in tryout)

For a 12 member team -

Committee will select 8 players based on points from tryout. All-Star manager and coaches will pick remaining 4. (Does not have to be those who scored higher points in tryout)

For a 13 member team -

Committee will select 8 players based on points from tryout. All-Star manager and coaches will pick remaining 5. (Does not have to be those who scored higher points in tryout)

For a 14 member team -

Committee will select 9 players based on points from tryout. All-Star manager and coaches will pick remaining 5. (Does not have to be those who scored higher points in tryout)

B. Player Pick

- Each team manager will submit a list of candidates for consideration from their team. The amount of names to be submitted will be determined by the Commissioner of that division with help from the Board of Directors for that year. The list of names will be determined by a vote from the players of each team. The players with the most votes will represent the team in a division vote.
- The list of names from each team will be given to the division Commissioner who will compile the names into one list. This list will be passed to each player on every team who will vote for the All-Star team. Those individuals with the most votes will be placed on the team.

For an 11 member team -

Committee will select 8 players based on points from tryout. All-Star manager and coaches will pick remaining 3. (Does not have to be those who scored higher points in tryout)

For a 12 member team -

Committee will select 8 players based on points from the vote. All-Star manager and coaches will pick remaining 4. (Does not have to be those who scored higher points in the vote)

For a 13 member team -

Committee will select 9 players based on points from the vote. All-Star manager and coaches will pick remaining 4. (Does not have to be those who scored higher points in the vote)

For a 14 member team -

Committee will select 9 players based on points from the vote. All-Star manager and coaches will pick remaining 5. (Does not have to be those who scored higher points in the vote)

For a 14 member team -

Committee will select 9 players based on points from the vote. All-Star manager and coaches will pick remaining 5. (Does not have to be those who scored higher points in the vote)

C. Manager Pick

- The managers from each team in a division will meet and pick the team based on how the players did during the season. This method should be only be used when the division has ten (10) teams or less.
- The Commissioner from each division must be present when the managers meet.

3. The Commissioner of each division must be present at each tryout or vote and will collect the forms. It is their responsibility to tally the votes and inform the managers who made the team. The voting forms and the totals must then be turned over to the President and filed with the leagues records.

#### **14. All-Star Meeting**

The President or Vice-president will conduct a meeting with All-Star managers, coaches, players, and parents to discuss the rules, conduct, requirements, and responsibilities prior to the first all-start practice.

#### **15. Turning in Uniforms and Equipment**

Managers are responsible to return all equipment at the end of the season. They are also responsible to collect and turn in any part of the uniform that the Board of Directors has determined to be turned in.

All-star managers are responsible for having all-star players turn in their uniforms after the all-star tournament.

#### **16. Rating of Players**

Players will have their ability rated by the managers prior to the end of the season. These ratings will be used to draft players the following season. Forms will be handed to each team manager to use. The manager must turn in these forms to the division Commissioner. Failure to do so will result in forfeiture of Assessment Fee and possibly not being allowed to manage the next season.

#### **17. Selection of Teams - Player Draft**

1. The Board of Directors will determine the number of players to be assigned to teams and the number of teams in each division. Player Agent(s) will serve as advisor.
2. All divisions, sons and/or daughters of managers and one (1) coach and siblings (already on the team) will be assigned to that team before the draft starts.
3. T-Ball, Instructional, and Minor division will not have a draft. The Player Agent will assign players to teams.
4. Major, Junior, and Senior divisions will hold drafts.
5. All divisions: Once the order of draw is determined by drawing numbers; teams will select players using the weave method. i.e. first round will be top to bottom and second round will be bottom to top, etc.
6. The first two (2) picks can be from any age group. After that, the players will be listed by age groups and draft will be by age groups starting with the oldest. Managers will begin picking players by rounds using a rotation by team numbers. Teams who may already have players assigned to them (sons, daughters, etc.) will pass on the third round of that age group. If more than one player assigned, next round(s) will be skipped. (Any player moved up to a division will be considered in the lower age group).
7. After the player draft, teams may exchange players providing both managers agree. All exchanges will be on a one to one basis meaning there can be no two for one exchanges. Exchanges must be completed at the time of the draft prior to managers leaving and approved by the Player Agent.
8. The Board will decide if the following should be done:  
Major, Junior, Senior Divisions: Players will remain on the same team for the length of time they are in the division as long as the number of teams is constant from one year to the next. If a team is eliminated, its players will go into the player draft. If a team is added then a total redraft of the division will need to be done and all players will be placed back into the draft.

#### **18. Injury and Claim Reports**

1. All reports of accidents involving the Local League players and personnel requiring medical attention must be reported to the League President and/or League Safety Officer or Field Duty official promptly. Injury forms will be available from the League President or in the umpire room.
2. All other accidents concerning personal injuries and property damage must also be reported to the League President.
3. A written report of any injury should be reported in the log book located in the umpire room.
4. The insurance purchased by the Local League is for the players, managers, coaches, umpires, and Local League officials as they participate in any Little League activity. It does not cover spectators. They must use their own insurance if they are involved in an accident at a Local League activity.

## **What Managers, Coaches and Parents Should Know About Little League Insurance**

The CNA Little League Insurance program is designed to afford protection to all participants at the most economical cost to the Local League. It can be used to supplement other insurance carried under a family policy or insurance provided by a parent's employer. If there is no coverage, CNA Little League insurance - which is purchased by the league, not the parent - takes over and provides benefits, after a \$50.00 deductible per claim, for all covered injury treatment costs up to the maximum stated benefits.

This plan makes it possible to offer exceptional, low cost protection with assurance that adequate coverage is in force at all time during the season.

If a child sustains a covered injury while taking part in Little League Baseball or Softball, here is how the insurance works:

File claim initially under insurance carried by the family: Blue Cross, Blue Shield, or any other insurance protection available.

Should your family insurance not fully cover the injury treatment, the Little League CNA Insurance Policy will help to pay the difference, after a \$50.00 deductible per claim, up to the maximum stated benefit. This includes any deductibles or exclusions in your own insurance.

If the child is not covered by any family insurance, the Little League Insurance Policy becomes primary and will provide benefits for all covered injury treatment costs, after a \$50.00 deductible per claim, up to the maximum benefit of the policy.

Treatment of dental injuries can extend beyond the normal 52-week period if dental work must be delayed due to physiological changes of a growing child. Benefits will be paid at the time treatment is given, even though it may be some years later. Maximum dollar amount is \$500.00 for eligible dental treatment after the normal 52-week period subject to the \$50.00 per claim deductible.

### **19. Tee Ball Program - Special Rules (Follow Little League Rule Book)**

Any exceptions are to be noted here

At the half way point of the season, the coach may pitch to the player.

### **20. Instructional Program - Special Rules (Follow Little League Rule Book)**

Any exceptions are to be noted here

### **21. Minor Program - Special Rules (Follow Little League Rule Book)**

Any exceptions are to be noted here

These rules apply to both baseball and softball unless otherwise noted

**Base Runners:** Stealing in the Minor Division is allowed only from first to second and/or second to third base. Prior to start of season, Commissioner will bring to Board of Directors for vote. No stealing of home is allowed.

**Overthrows:** Only one (1) base will be allowed on an overthrown ball (irrespective of where the ball goes and irrespective of whether the ball was put back in play). Runners may not advance beyond the base they were advancing towards, plus one more base. Umpire will throw a flag at the time of the overthrow to indicate that the overthrow rule is in effect. In all cases where runners attempt to advance (either to eligible or ineligible bases), they may be played and are subject to being tagged out.

**Ninth Batter Rule:** When the ninth batter is at bat in one inning, it will be declared that there are two outs. A tag on any base or runner in front of the ninth batter will end the inning. All runs scored prior to this will count. The ninth batter cannot walk.

**Bunting:** Bunting is allowed in the Minor division. If a player assumes a bunt position, they must either bunt or take the pitch. If a batter swings from the bunt position, he will be called out.

NOTE: If division is involved in Interleague play, the rules set forth by the District apply.

### **22. Major Program - Special Rules (Follow Little League Rule Book)**

Any exceptions are to be noted here

These rules apply to both baseball and softball unless otherwise noted

Major Softball:

Tenth Batter Rule -

1. With the tenth batter up in an inning, assume 2 outs. A tag on any base in front of the tenth batter ends the inning. Any runner scoring prior to this, the run counts. If there is an out in the field while the tenth batter is at the plate, this batter starts the next inning.
2. The Commissioner and managers of the division to determine if it will be used must examine this rule prior to the start of the season. Once the season starts, this rule cannot be added or removed until the following season.

Major Baseball

Any ball hit that does not clear the batting cage fence in centerfield of field 4 is alive and in play.

NOTE: If division is involved in Interleague play, the rules set forth by the District apply.

**23. Junior Program - Special Rules (Follow Little League Rule Book)**

Any exceptions are to be noted here

These rules apply to both baseball and softball unless otherwise noted

NOTE: If division is involved in Interleague play, the rules set forth by the District apply.

**24. Senior Program - Special Rules (Follow Little League Rule Book)**

Any exceptions are to be noted here

These rules apply to both baseball and softball unless otherwise noted

NOTE: If division is involved in Interleague play, the rules set forth by the District apply.

**25. Umpires**

1. Umpires will be scheduled to games by the Chief of Umpires, or the umpire coordinator.
2. If additional umpires are needed at the start of the game, the Chief of Umpires or the Umpire Coordinator, or in their absence the League Field Official, may pick someone to serve as umpire for the game.
3. Any League official may be used in games as umpires.
4. Umpires must be at least eleven (11) years of age. Kids cannot umpire in divisions of equal or greater age than their own.
5. No game should be officiated by an umpire where there is a conflict of interest (ie no relative of family).
6. All of the umpires of the League must attend umpires meetings and clinic. Their qualification to umpire will be that of the Chief of Umpires and approved by the Board of Directors.

**26. Assessment Fee**

The Town of Newburgh Little League is run by volunteers. There is an enormous amount of work that must be done for this league to operate successfully. In order to ensure everyone helps with this volunteer effort, an assessment fee is charged to each family that registers their children to play. The fee is set annually by the Board of Directors.

This fee will be returned to the family when four (4) hours of service has been performed in the family name at the Town of Newburgh Little League. Anyone can perform the service, but they must ensure they sign for the work they do. If they do not sign, there is no proof the work has been done. It is the responsibility of the person doing the work to contact a Board of Director before they leave the complex.

The required chores fall into two (2) categories - Concession Stand and Field Work.

- a) Concession Stand - We ask for volunteer to work at least one full game. Below are some duties that are done:

- (1) Cooking
  - (2) Filling orders
  - (3) Cleanup
  - (4) Cash Register Operation
- b) Field Work - This is for scheduled times only. The Board will post notices or contact managers for when this time can be worked. Below are some that normally need to be done:
- (1) Raking of fields
  - (2) Field Repair
  - (3) Cleanup of complex
  - (4) Painting at times
  - (5) Electrical work
  - (6) Plumbing
- c) A manager (not coach) of a team has fulfilled the requirement to get the assessment fee back. The manager is responsible for the running of the team and is the main contact between the Board and the players and parents. Any problems or concerns that arise with the team are the manager's responsibility to address and correct. The manager is held responsible for the actions of their team. A coach, although a valuable asset to the team, does not have the responsibility of the manager and therefore they must perform additional volunteer time to the league.
- d) A person can umpire as part of their assessment fee as long as they are qualified. A game will be considered as 1 hour of assessment time.

## 27. Field Duty Responsibilities:

### BEFORE THE GAME:

1. Be at the complex at approximately one-half (1/2) hour prior to start of games.
2. Act as the responsible individual at the fields as the League's representative.
3. Determine if games can start due to wet fields, etc.
4. Unlock the tool garage so managers can get out the rakes, markers, etc.
5. Put the flag up on the flag pole.
6. Resolve problems prior to game time. Once the game starts, the umpires are in charge.
7. Assist in opening the refreshment stand.
8. Unlock bathrooms in both upper and lower buildings
9. Resolve any problems that may come up with spectators.
10. Hand out injury forms and first-aid items when required (they are kept in the umpire room and first-aid in the kitchen).
11. Check fluid levels in league equipment

**NOTE:** The club house and umpire room is generally used by the umpires and board members and their guests. Discourage others, especially players, from using the room to watch games.

### AFTER THE GAME:

1. Empty trash cans.
2. Take down the flag.
3. Make sure that all tools and equipment are put back in the garage and that the doors are locked.
4. Make sure all doors are locked, including bathrooms and buildings.
5. Assist in closing the refreshment stands.
6. Make sure all the lights are out and fans (restrooms), air-conditioners, etc., are turned off.
7. Make sure all the lights are off and all windows and doors are locked in the club house and umpire room.
8. Do not leave until the refreshment stands are closed and everyone leaves via their cars from the parking lot.
9. Lock the front gate when you leave the complex.

**NOTE:** If you cannot be at the complex on your assigned duty time or must leave early, attempt to get another board member to stand in for you. It is the field duty person's responsibility for what happens at the fields during their scheduled time and under no circumstances should there be no Board Member present at the Complex

**28. Concession Stand Responsibilities:**

**BEFORE THE GAME:**

1. Be at the complex at approximately 5:15 pm on week days and 8:15 am on Saturdays.
2. Open the refreshment stand (open front windows, connect soda tanks, start warming tray, etc.).
3. Verify cash registers have correct start up money.
4. Ensure the Concession Stand Cash Out forms with start up amount for each register are filled out.
5. Assign volunteers to jobs during their time.
6. Handle any problem that occurs during the course of the games concerning the concession stand. Any problems should be noted in a logbook for documentation purposes.

**NOTE:** Children under sixteen (16) cannot be in the area where food is being cooked. They can be used as helpers with register or "runner" but must be monitored by concession stand duty person. Children age 12 and under cannot be in the concession stand for any reason.

**AFTER THE GAME:**

1. Empty trash cans in concession stand.
2. Close the refreshment stands (close windows, empty trash, restock refrigerators, food, etc.).
3. Remove moneys from the register and count daily receipts. Money counted must be verified and signed for by two (2) people with at least one (1) being a Board member.
4. Complete Concession Stand Cash out form and ledger book for each register.
5. Ensure volunteers sign book for the hours they worked. (If they do not sign, they do not get credit towards Assessment fee).

**NOTE:** If you cannot be at the complex on your assigned duty time or must leave early, attempt to get another board member to stand in for you. It is the Concession Stand duty person's responsibility for what happens in the concession stand during their scheduled time and under no circumstances should there be no Board Member present in the stands.

**29. Amendments**

The Town of Newburgh Little League, Inc. Local Rules may be amended, repealed, or altered by a majority vote at any meeting of the regular members, provided a notice of proposed changes be given at a regular meeting. All proposed changes to these rules will be studied by the Rules Committee prior to submittal to the Board of Directors for approval. These rules will be in effect as of the date approved by the Board of Directors and supersede all previous Local League rules.

**30. Approval**

These Local Rules were approved by the Town of Newburgh Little League Board of Directors on 11/13/2008.

Timothy Ingram  
President's Name (Print)  
02321903  
Little League ID No.

\_\_\_\_\_  
President's Signature  
14-1649656  
Federal ID No. (if available)

11/13/2008  
Date  
EX-162255  
State ID No. (if available).