



Exhibit 00-
Operating
Guidelines
02.2015

HERSHEY LITTLE LEAGUE POLICY & PROCEDURES – *Operating Guidelines*

Last Rev. Date: 02/24/2015

Revision #1.0

Origination Date: 03/08/2009

Page 1 of 4

1.0 Purpose

This Exhibit provides additional guidance for the operational management of Hershey Little League (HLL) beyond the guidance provided in the HLL Constitution. The HLL Constitution is supplemented by a series of Exhibits. Although these Exhibits are not a part of the Constitution, they may not conflict with the Constitution.

2.0 Scope

Each Exhibit has a specific subject matter or process associated with HLL Operational Management. Prior to December 1 the HLL will approve Strategic Initiatives and define Committees that will oversee the completion of those Strategic Initiatives and associated Operational Commitments of HLL. A checklist is included in Attachment 1, that provides a general list of operational duties and responsibilities for HLL, subject to be revised Annually.

These Exhibits are not submitted to Little League Incorporated. Approved Exhibits are listed in the following Table of Contents, where certain Exhibits may be deemed “Archived” by a vote of the HLL BOD, thus no longer a “Live” document.

TABLE OF CONTENTS

Exhibit 1	Leagues and Boundaries
Exhibit 2	Game and Field Scheduling Guidelines
Exhibit 3	Supplemental Game Rules and Team Responsibilities
Exhibit 4	Conducting Tryouts & Drafts
Exhibit 5	Opening Day Guidelines
Exhibit 6	Playoffs, Championships, and Homerun Derby
Exhibit 7	All Star Selection Process
Exhibit 8	Tournament Registration Process
Exhibit 9	Coach and Parent Expectations
Exhibit 10	Discipline Policy
Exhibit 11	Concession Stand Operation and Staffing
Exhibit 12	Field and Equipment Maintenance
Exhibit 13	Website Guidelines
Exhibit 14	Treasurers Guideline and HLL Asset List
Exhibit 15	Insurance Guidelines
Exhibit 16	Conflict of Interest Policy

3.0 Responsibilities

Changes or additions to the Exhibits must be approved by majority vote of the HLL Board of Directors (BOD). All Exhibits will have a “Rev Date” in the footer

4.0 Forms Used

NA



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Page 2 of 4

5.0 Procedure

HLL consists of both Little League International® affiliated teams and non-Little League affiliated teams. There are Regular Season Leagues and Hershey Fall Baseball Season Leagues with boundaries as defined in Section 2.0.

6.0 References

Little League International®

Hershey Little League

7.0 Related Procedures

NA

8.0 Records

NA



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Page 3 of 4

9.0 Approval and Revision History

WRITTEN BY:

Indicate the person(s) who was primarily responsible for developing this document

Signature

Date

Signature

Date

Title

Title

APPROVED BY:

This document should be reviewed upon completion of the initial draft by competent HLL Board Executive Members.

HLL MANAGEMENT:

HLL Board Representatives:

Signature

Date

Signature

Date

Title

Title

Management signature signifies that the plan has been approved by the Hershey Little League Board of Directors and Management. Signature means that management has accepted responsibility for content and will ensure necessary resources are available to allow staff to comply with the plan.

Revision History

Revision No.	Description of Change	Page #	Date
1	Original issue		03/08/09
2	Updated & Reformatted	1-5	02/24/15
3			



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Page 4 of 4

Attachment 1

HLL Key Duties & Responsibility Checklist

Approximate Due Date	Action	Owner
Jan 01	Renew Annual Insurance (Officer Liability & Assets)	Treasurer
Jan 01	Renew Spring/Summer Player Insurance (March-August)	Treasurer
Jan 15	Reserve Township and School Baseball Fields	Secretary
Jan 30	Submit IRS 990 and Bureau of Charitable Organizations	Treasurer
Jan 10	1 st Live Registration- Typically at the Middle School	Registration Chair
Jan 25	2 nd Live Registration	Registration Chair
Feb 01	Uniforms, Equipment, LL Patches Ordered	Registration Chair
Feb 01	Attend 1 st Dauphin Teener League Meeting	Commissioner
Mar 01	Attend 2 nd Dauphin Teener League Meeting	Commissioner
Mar 01	Choice Point Background Checks Completed	Registration Chair
Mar 01	Coaches Selected	BB Ops Chair
Mar 20	Player Tryouts	BB Ops Chair
Mar 25	Drafts	BB Ops Chair
Apr 01	Attend Dauphin Teener Scheduling Meeting	Coaches
Apr 01	Teams Announced and Posted on Website	BB Ops Chair
Apr 01	Practices Begin	BB Ops Chair
Apr 15	Opening Day- Games Begin	BB Ops Chair
May 30	Allstar Ballots Returned to Commissioners	Commissioners
Jun 01	Attend LL District 6 Tournament Meeting	BB Ops Chair
Jun 07	Roster submitted to Little League International	Registration Chair
Jun 10	Allstars and allstar coaches selected	BB Ops Chair
Jun 15	Allstars Teams announced and Posted on Web	BB Ops Chair
Jun 15	Register for allstar tournaments	BB Ops Chair
Jun 15	Playoffs for Majors and Minors	Commissioner
Jun 20	Major/Minor Championships and HR Derby	Commissioner
Jun 20	Open Registration for Fallball (email blast)	Registration Chair
Aug 15	Renew Fall ball Player Insurance	Treasurer
Aug 15	Fallball teams and coaches selected	BB Ops Chair
Sep 01	Fallball season begins	BB Ops Chair
Sep 15	Annual Board Meeting and Board of Director Elections	Secretary
Oct 01	Board Officer Positions Finalized	Secretary
Oct 01	Change Check Cashing Signature Authority	Treasurer
Oct 01	Reset all Website Passwords and Archive Season	Webmaster
Oct 01	Request Middle School for January Live Registration	Secretary
Oct 01	Post Meetings and Upcoming Season Key Dates on Web	Secretary
Dec 01	Open Spring Registration (Email blast)	Webmaster