

Rancho Bernardo Little League, Inc.



GENERAL OPERATING INSTRUCTIONS

Revised October 2025

*****This document is provided for guidance where the Little League Operating Manual and the Official Regulations and Playing Rules of Little League Baseball provide latitude to individual Leagues.*****

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1. League Administration

- 1.1. An annually-elected Board of Directors will govern Rancho Bernardo Little League ("RBLL"). The Board of Directors (the "Board") will endeavor to provide a safe, fun, and instructional atmosphere for the youth of the community to play Little League Baseball.
- 1.2. RBLL may have six (6) divisions (the ages listed are for general guidance, there may be occasions when players play up or down a division):
 - Big League – League-ages 15-18
 - Senior League – League-ages 13-16
 - Junior League – League-ages 13-14
 - 50/70 Intermediate – League-ages 12-13
 - Little League ("Majors") – League-ages 11-12
 - Minor Leagues which is comprised of four (4) divisions:
 - AAA (Minor A) – League-ages 9-10
 - Farm (Minor B) - League-ages 8-9
 - AA (Rookies) – League-ages 7-8
 - A (Tee-Ball) – League ages 4-6
- 1.3. The applicable current year editions of the Little League® Rulebook will govern RBLL and all of RBLL's divisions.
- 1.4. Teams at the upper divisions (Intermediates and above) will be formed with board approval. Approval includes but isn't limited to the Managers, Coaches, number of teams, eligible players, player assessments, drafts, and All-Star teams.
- 1.5. Disciplinary Action
 - 1.5.1. The Little League® Rulebook covers different aspects regarding Code of Conduct and Rules Violations. Managers and/or coaches found in violation of said rules or conduct will receive disciplinary action from the Board of Directors when such discipline exceeds the scope of umpire authority, or when further disciplinary action is required after receiving discipline from an umpire (i.e. game ejection). **RB Little League has adopted a Code of Conduct consistent with Little League policies. Please ask the board or visit the RBLL website to view the policy.**
 - 1.5.2. The following is a list of disciplinary actions; however, the Board can vote to forego lesser discipline depending on the severity of the violation and may include forfeiture of a game:
 - First offense – verbal warning;
 - Second offense – written warning;
 - Third offense – one (1)-game suspension; and
 - Final offense – suspension for the remainder of the current season.

- 1.5.3. A Manager may suspend a player for the remainder of the game for disciplinary reasons and take the following actions:

- Ask for time out and, when it is granted, notify the Plate Umpire so he/she may notify the scorekeeper and the opposing manager.
- Within 24 hours of the end of the game, notify the Division Director of the reason. The Division Director will notify the League President and the Player Agent within the same timeframe.

- 1.5.4. If the Manager deems it necessary to remove the player from the dugout, he/she must remain under the supervision of an adult until the player parent/guardian assumes responsibility.

NOTE: This player does not have to meet mandatory play requirements.

- 1.5.5. Multiple suspensions for a single player over the course of a single season will come before the Board for review and action.

1.6. Ejections

- 1.6.1. The Manager must notify his/her Division Director within 24 hours of the ejection of a manager, coach, parent, or player. The Division Director will then notify the League President and the Player Agent. In the event the Manager cannot get in contact with the Division Director, he/she will notify the League President.

- 1.6.2. Any player ejected from the game must remain under the supervision of an adult until the player's parent/guardian assumes responsibility.

1.7. Protests and Violations

- 1.7.1. Protests are not allowed in any division of the Minor Leagues or Tee-Ball.

- 1.7.2. If a manager notices a violation whether intentional or accidental, they should bring it up immediately with an effort to resolve it as quickly as possible.

2. Team Administration

2.1. Manager Selection Process

1. The President shall send out a league-wide notification requesting interest in managing. Notification is to include a managerial application. Due date for applications is before the Manager-Selection Meeting, usually scheduled for December.
2. The President shall assemble an interest list by division requested and distribute the interest list to the Board. Board members may give their feedback to the President before the pre-nomination list is distributed.
3. The President shall distribute the list of pre-nominees no later than one (1) week before the Board meeting where the Manager selection occurs.
4. Board members may give their feedback on the pre-nomination list to the President up to one (1) day prior to the Board meeting where the Manager selection occurs.
5. Those who submit manager applications can attend the Board meeting and will be given up to two minutes to speak about why they should be selected to manage.

6. Board votes via written ballot. A quorum is required.
7. The individual voting list will be the pre-nominee list distributed in step 3 above. Each member will vote for exactly one (1) manager per each team needed. A manager requires $\frac{3}{4}$ of the votes to be selected. Managerial nominees who do not receive $\frac{3}{4}$ of the votes remain on the list if they receive a minimum of three (3) votes. Additional votes are taken until the remaining slots are filled or the list of nominees is exhausted. If there is a stalemate for 3 rounds (where $\frac{3}{4}$ vote hasn't been reached), a majority vote will fill the remaining spot.
8. In the event the voting ends with open slots, the President will seek additional candidates and the Board will reconvene prior to the draft and vote to fill the open slots using the individual-by-individual voting process described in step 7.
9. Managers shall send a list of potential Coaches they are considering to the President and Division Director before the draft. If any potential issues are identified they will be addressed before the draft. Coaches will be confirmed before the draft for T-Ball and AA, and at the draft for Farm, AAA, and Majors, with the approval of the President, Division Director, and Player Agent.

2.2. Managerial Responsibilities

- 2.2.1. Prior to the Draft, Managers in the AA (Rookies) divisions may select one (1) League-approved "designated" coach, whose child will be placed on that Manager's team in accordance with the applicable Division Operating Instructions (Ops).
- 2.2.2. After the Draft, each Manager must provide the respective Division Director a list of League-approved coaches who will assist with the team for the season. The maximum number of coaches per team shall be defined in each division's respective Ops.
- 2.2.3. Immediately following the Draft, each Manager shall notify all the players he/she was selected to play on his/her team.
- 2.2.4. By the team's second practice, each Manager shall have held a team parents meeting to get acquainted and inform them of the team plans and expectations.
- 2.2.5. Each Manager will designate a Team Parent. This Team Parent will coordinate the administrative needs of the team and be a liaison between the Manager and the parents. In the event that a Team Parent is not assigned, the Manager shall take on the responsibilities of the Team Parent.
- 2.2.6. For the Majors, AAA, and Farm divisions, each Manager shall designate an Official Scorekeeper for the team for each game played. The Scorekeeper shall use GameChanger to keep the official score and pitch count.
- 2.2.7. For the Majors, AAA, and Farm divisions, the League is responsible for supplying an umpire, along with an adult chaperone for youth umpired games.
- 2.2.8. Each Manager is responsible for the proper use, care, and return of all equipment issued by the League. Equipment is property of the League and must be returned on the date directed by the League's Equipment Manager.

- 2.2.9. Each Manager is responsible for ensuring all players wear adequate and appropriate equipment at all times.
- 2.2.10. In the case of injury during Little League activities, the Manager will ensure the injured player receives appropriate treatment, and will notify the Safety Director and League President within 24 hours of any injury.
- 2.2.11. The Manager must carry the Medical Release forms for all players on his/her team at all games and practices. No player may play or practice without a Medical Release Form. If a Manager is to miss a Little League event, he/she must give the Medical Release Forms to a coach or parent who will be at that event.
- 2.2.12. The Manager is responsible for re-scheduling practices when necessary due to unforeseen conflicts. This will be done through the Field Scheduler. This is important to use field time efficiently and remain in good standing with the RB Community Park.
- 2.2.13. The Manager should provide the Official Scorekeeper with a copy of the lineup at least 15 minutes prior to the start of the game. This is not applicable in A (Tee Ball) or AA (Rookies). The lineup should include the following:
 - 2.2.13.1. Last name and first initial of the player;
 - 2.2.13.2. Uniform number
- 2.2.14. The Home Team Manager will provide the Official Scorekeeper, and game balls.
- 2.2.15. Managers are responsible for seeing to the cleanup of the dugout his/her team occupied during the game.
- 2.2.16. The Home Team Manager is responsible for setting up the bases and/or equipment prior to the game if it is the first or only game of the day. On fields where multiple games are scheduled on the same day, the Home team is responsible for field preparation.
- 2.2.17. The Visiting Team Manager is responsible after each game for putting the bases and equipment away, and locking up the equipment. Games at the Majors Field require additional clean-up and security measures. These can be found in the 2020 Majors Field Maintenance document.
- 2.2.18. When playing an interleague game on fields managed by RBLL, the RB team is responsible for both preparation and clean up.
- 2.2.19. During practices and games, the Manager is responsible and may be held accountable for the conduct of players and coaches.
- 2.2.20. Except in A (Tee Ball), each Manager is responsible for reporting the final score of the game, all relevant pitching information, and other relevant comments to the League, as outlined in each division's Ops.

- 2.2.21. Division Directors shall not be permitted to manage a team within the division over which they preside. However, they may manage a team in any other division.

2.3. Uniforms and Equipment

- 2.3.1. All male players **MUST** wear an athletic supporter and protective cup to all practices and games. If the player is not wearing these items, he must be benched until the situation is corrected. Mandatory play rules are enforced from the inning in which the situation is rectified.
- 2.3.2. All players will have their shirts tucked in and hats facing forward at all times while on the playing field. "Rally Caps", cheering, and other forms of enthusiasm and team spirit are permitted in the dugout provided it does not interfere with the opposing team.

2.4. Game Times and Schedules

- 2.4.1. The official Game Start Time shall be the time when the pitch is delivered; the Game Start Time may occasionally not coincide with the scheduled game start.
- 2.4.2. If one (1) or both teams have an insufficient number of players at the scheduled game start time, the umpire will allow a delay of no more than 10 minutes to see if additional players arrive.
- 2.4.3. Postponed games shall be rescheduled through the Division Director and/or Field Scheduler.
- 2.4.4. Little League practices held on Sunday must not begin before 1:00 PM, and they must be optional. Make-up games will only be scheduled on Sunday if deemed necessary by the Division Director and approved by the Board.

2.5. Playing Rules

2.5.1. Pre-game Practice

- 2.5.1.1. The visiting team will have the field for practice from 35 minutes (:35) to twenty minutes (:20) prior to the scheduled game time. The home team will **NOT** be in the infield during this time unless expressly agreed upon beforehand between the Managers of both teams.
- 2.5.1.2. The home team will have the field for practice from 20 minutes (:20) to five minutes (:05) prior to the scheduled game time. The visiting team will **NOT** be in the infield during this time unless expressly agreed upon beforehand between the Managers of both teams.
- 2.5.1.3. If the field is not available 35 minutes (:35) prior to the scheduled game time, the two teams will share the time equally. Both teams shall have practice completed 5 minutes (:05) prior to the scheduled game time.

2.5.1.4. Under no circumstances is “live” batting practice allowed on or near the playing field prior to a game. Batting practice is allowed in the batting cages (Majors Field). Batting practice with Wiffle Balls or hitting into a net is allowed. Batting helmets must be worn during any form of batting practice.

2.5.1.5. If a player is playing the position of catcher for a Manager or coach during infield and outfield practice, he/she will wear a batting helmet, at a minimum.

2.5.2. Batting

2.5.2.1. RBLL will use a “Continuous Batting Order” in accordance with **Rule 4.04** of The Little League® Rulebook.

2.5.2.2. Bunting is not allowed in any division using a pitching machine or coach pitch.

2.5.3. Mandatory Play

2.5.3.1. **A (Tee-Ball):** Each player will play every defensive inning for which he/she is present.

2.5.3.2. **AA (Rookies), Farm (Minor B) and AAA (Minor A):** Each player is required to play a minimum of 12 defensive outs.

2.5.3.3. **Little League (Majors), 50/70 (Intermediate), Junior League, and Senior League:** Each player is required to play a minimum of nine (9) defensive outs.

2.5.3.4. If a player is listed as absent and then arrives late, the Manager may accept his/her reason for tardiness and place the player at the end of the batting order or place the player on disciplinary action. This decision will be made as soon as the player arrives; the Manager will inform the plate umpire immediately. Late arriving players who are placed at the end of the batting order are subject to the following mandatory play rules:

2.5.3.4.1. Players arriving prior to the completion of the first (1st) defensive inning must meet the minimum mandatory play requirements.

2.5.3.4.2. Players arriving after the first (1st) defensive inning, but prior to the completion of the third (3rd) defensive inning must play a minimum of six (6) defensive outs.

2.5.3.4.3. Players arriving after the third (3rd) defensive inning but prior to the completion of the fourth (4th) defensive inning must play a minimum of three (3) defensive outs.

2.5.3.4.4. **NO** mandatory defensive play is required for players arriving after the completion of the fourth (4th) defensive inning. The Manager shall decide whether the player will play defense in the game.

2.5.3.5. The Manager must report Mandatory Play violations to the Division Director within 24 hours of completion of the game. The Division Director will inform the Player Agent and the League President within the same time frame. Mandatory Play violations should be addressed as soon as they are recognized, and an effort made to resolve them during the game.

2.5.4.Substitutions

2.5.4.1. In the case of an injury to a runner, the Manager will substitute the player who made the last out to run for the injured player.

2.5.4.2. Pinch runners are not allowed; however, courtesy runners are allowed in certain situations as described in the Green Book rule 7.14 (b). That being, a runner can be used for the catcher and/or pitcher when there are two outs. The runner(s) must be the player(s) who made the last out(s).

2.5.5.Pitching

2.5.5.1. The Official Scorekeeper for the game is also the Official Pitch Counter for the game.

2.5.5.2. Any violation of the pitching rules can result in disciplinary action against the team Manager.

2.5.6. Except in A (Tee-Ball), AA (Rookies), and when a coach is pitching in Farm (Minor B), Managers and coaches shall not position themselves within the field of play.

➤ Adults must stay in foul territory during the postseason.

3. Team Selection

3.1. Attempts shall be made to suit-up as many complete teams as possible to accommodate all registrants.

3.2. Player evaluations will be held for all leagues except A (Tee-Ball).

3.3. Team selections will be determined according to the League/Division Ops and the Operating Manual and in the following order:

- Majors;
- AAA (Minor A);
- Farm (Minor B); and
- AA (Rookies).

3.4. **Under no circumstances should parents or players be made aware of any draft positions.**

3.5. Player Assignments

- 3.5.1. The Player Agent will maintain a waiting list of those candidate players who are available for play but signed up after the draft. The Player Agent and the League President will be the only persons with knowledge of the waiting list players.
- 3.5.2. The Manager will notify the Player Agent if any player misses three (3) consecutive games within 48 hours of the third (3rd) game missed.
- 3.5.3. If a team loses a player, the Manager must notify the Player Agent within 48 hours. If there is to be a replacement, the Player Agent shall assign a replacement player from the waiting list within seven (7) calendar days of notification. If there is not a waitlist, the Player Agent will address the matter with the board if special attention is required (for example the need to move a player from another team)
- 3.5.4. Under no circumstances will any team be required to give up more than one (1) replacement player until all teams in their division have given up a player.
- 3.5.5. Replacement players may be added up until the game start time of the second-to-last regularly scheduled season game. Emergencies involving the loss of two (2) or more players from any team after that date will be referred to the Board for special action.

4. Post Season

- 4.1. All divisions except A (Tee Ball) shall establish a method for determining regular-season standings, as well as tie-breaking criteria, within the Divisional Operating Instructions. The League will award trophies to the regular season first (1st) place teams, as determined by win/loss record.
- 4.2. Following the conclusion of the regular season, each division except A (Tee Ball) will have a postseason tournament. Time permitting, the tournaments will follow a double-elimination format, otherwise the tournaments will be a single-elimination (or modified single elimination) format. Tournament formats and schedules will be the responsibility of the Division Director and the Field Scheduler.

5. All-Star Teams

5.1. Selection of All-Star Teams

- 5.1.1. At the end of the regular season, RBLL All-Star teams shall be selected to compete in tournaments sponsored by Little League Baseball, Inc. The Player Agent(s) and Division Directors shall coordinate the All-Star player selection process in accordance with the Little League® Rulebook and procedures specified in the Divisional Operating Instructions.

- 5.1.2. The Player Agent shall make every effort to have all All-Star eligible players fill out a Player Availability form prior to All-Star selection.

- 5.1.2.1. Player availability will be disclosed immediately upon selection to the All-Star team. If the managers choose to replace a selected player based on the player availability form, he must do so before the selection process is completed.

5.2. Selection of All-Star Team Managers

- 5.2.1. Those interested in managing one (1) of the All-Star Teams are required to notify the Board in writing by the specified deadline. They must also notify the Board if they are willing to manage the team regardless if their child makes the team or not. The Board will interview each interested person and the three (3) Managers (one for each team) will be appointed by Board vote.
- 5.2.2. The Board shall convene an All-Stars Managers selection meeting. The Board shall vote for the Manager for each team using the individual-by-individual voting process. To be selected a Manager must receive $\frac{2}{3}$ of the vote. In the event more than one (1) Manager receives $\frac{2}{3}$ of the vote, the Manager receiving the most votes is selected as the Manager for the team.
- 5.2.3. The Secretary and one additional board member tally the votes and notify the Board when the Manager has been selected. The names of the Managers shall be announced prior to the selection of additional players per Majors ops 7.4. Note: the announcement of the All-Star Managers shall take place after the selection of the All-Star Team rosters. Up to three Manager finalists who did not manage during the regular season can attend the All-Star team selection meeting. If they did not manage that season, they shall just observe.

5.3. Selection of All-Star Team Coaches

- 5.3.1. Those interested in assisting the Manager as a coach are also encouraged (but not required) to notify the Board in writing by the specified deadline. All coaches are appointed by the Manager with the approval of the President. If the Board of Directors does not approve the Coach, the Manager must select a different coach.
- 5.3.2. Each Manager will select a maximum of two (2) Coaches. The board shall approve coach selection if there are any concerns over selected Coaches.

5.4. Selection of Replacement Player, Manager, or Coach after teams are announced

- 5.4.1. In the event the player is released, the All-Star Manager will have the option to select a replacement player provided that player meets all eligibility requirements and was previously nominated during All-Star selection.
- 5.4.2. In the event the Manager or Coach is replaced, the Board will have the option to select a replacement Manager or Coach provided they meet all eligibility requirements and were previously nominated during All-Star selection.

5.5. Release of information restrictions

5.5.1. Under **NO CONDITIONS** shall the following occur:

- Release of information as to the number of votes a player or Manager receives during the selection process.
- Release of information as to the names of the players selected to the All-Star team prior to the posting date.
- **Please note: in the event the voting information or teams appointments are released prior to the date of formal announcement, it may result in the elimination of future manager or coaching assignments by the offending Manager. It may also result in the revocation of tournament privilege for the entire All-Star team by the Little League Tournament Committee.**