



CHESTERFIELD LITTLE LEAGUE

In-House and Travel Organization Agreement and Field Allocation Policy For Non-CLL Teams

The following shall be Chesterfield Little League's (CLL) policy with respect to allocation of playing fields and other resources to non-CLL teams.

I. UNDERSTANDING

It is understood that:

1. The purpose of CLL recognizing "in-house" travel organizations is to allow CLL resources to be used in the further development and preparation of CLL players at various levels. As such, CLL and those teams recognized as "in-house" organizations have a responsibility to the local league, the local community, and to Little League International for such development and the decorum associated with those "in-house" teams. CLL will only designate three "in house" teams per age group.
2. Other teams (also offering baseball/softball opportunities) not part of CLL's sanctioned slate of spring, summer or fall Little League teams also desire the use of fields and other resources so allocated to CLL by the County or possessed internally by CLL. These teams are generally referred to as travel teams playing in leagues such as USSSA, Nations, and AAU (referred to throughout this document inclusively as travel organizations).
3. If granted any field allocations or use of other resources, as described later, by CLL, the travel organizations will take proper care of the facilities including removing trash from the dugouts, playing field, bleachers and spectator areas, cleaning equipment and repairing or providing replacement for any damage caused by use.
 - To be considered an "in-house" organization, a team should be comprised primarily of players from within the CLL membership rolls. Generally, travel organization rosters consist of 12-15 players. While it is highly desirable and preferable that "in-house" organizations are comprised of 100% CLL players, CLL also recognizes that other teams and sports compete for these same players outside of CLL making it difficult, in some but not all cases, to maintain such a stringent requirement. For the purposes of this agreement and to retain/recruit players, only teams with at least 6 players for baseball, 3 players for softball from within CLL from 2014 spring rosters will be considered the "in-house" team (must maintain this throughout 2015 to keep this agreement in force. They must be registered with CLL by February 15th. If more than three teams apply to be an "in-house" team, then the teams with the most players from 2014 spring season will be selected. If travel teams for a given age group have the same number of 2014 Spring CLL players, CLL will assign the 'in-house' designation at the discretion of the President and Vice-President Baseball/Softball.

4. As part of this agreement, rosters, with adequate justification when not 100% CLL players, must be provided to the CLL board for verification of roster breakdown both at the time the agreement is signed and at any time changes occur to the roster. Players should be from within Chesterfield County in order to use county allocated fields in order of preference:
 - CLL members
 - Other Little League members from **within Chesterfield County**
 - Other non-Little League players from **within Chesterfield County**

5. This agreement may be terminated by either party at any time based on failure to meet the guidelines, principle, or intent of the agreement and establishment of “in-house” status. Additionally, this document and the resulting agreements must be submitted for approval by March 1st in order to be considered during the first Board meeting in March.

6. A qualifying “in-house” or other travel organizations shall be one that:
 - a. Meets player roster requirements as outlined above.
 - b. The manager and assistant coaches are parents of currently registered CLL players or have been past managers or coaches in good standing with CLL and have background check approval cards by Chesterfield County.
 - c. If try-out dates are given to CLL, the President will make every attempt to notify those children that fall into that age group.
 - d. Provides to the President and board of CLL:
 1. a certified roster of player names, addresses, dates of birth, current CLL (or equivalent) playing division and team.
 2. Proof of the team’s insurance
 3. for teams with less than 100% CLL players, adequate justification why the deviation is necessary.
 4. specifics of annual tryout or roster determination procedures.
 5. names of manager and all assistant coaches.

7. All “in-house” teams and other travel organizations agree not to schedule tournaments that will interfere or take players away from CLL during All-Stars and Invitational practices and/or games. These dates will be provided to all teams as soon as dates are released to the league. Manager should highly encourage all players to participate on CLL tournament teams if offered such an opportunity.

8. Manager should encourage all players within CLL’s boundaries to participate in the CLL Spring season.

II. FIELD AVAILABILITY & ALLOCATION

The County of Chesterfield annually allocates fields to CLL for the League’s use. CLL will make its assigned fields available to approved travel baseball/softball organizations subject to the following constraints:

1. League scheduler will make every effort to schedule each “in-house” team from each age group one practice slot each week. Each manager will be asked to provide 3 different time slots, and if scheduler is unable to meet request, he/she will provide additional days and time. It is the manager’s job to be flexible, these days and times are not guaranteed and can change weekly to meet CLL needs.

2. No fields shall be allocated to any travel organization if such allocation impairs CLL's allocation of fields from the County of Chesterfield.
3. Any fields and times remaining after establishment of CLL's schedule / practice requirements and the 'in-house' team request, may, **but not necessarily**, be made available to any other **qualifying** travel organizations. CLL reserves the right to cancel previously available fields in order to complete make-up games cancelled due to inclement weather or other reasonable justifications. If field requests are at night and no CLL games are scheduled, the travel team will pay \$10.00 dollars to have access to the fields with lights.
4. This agreement and the required additional documentation (player roster, etc.) serves as written application for field use. Additionally, each travel organization shall note a requested number of dates or other particulars and requirements affecting its schedule. Specific field requests will be coordinated with the CLL Scheduler (**croswinkel.cll@gmail.com**) and only those dates, times, and fields coordinated through the CLL scheduler will be honored. For requests on dates or times not allocated to CLL, requests must be made through the Chesterfield County Parks and Recreation office per specific county regulations, procedures, and agreements.
5. Priority for field assignment shall be given to the "in-house" team first, then other travel teams that meet above requirements.

III. EQUIPMENT AND OTHER RESOURCE AVAILABILITY & ALLOCATION

CLL possesses and maintains other equipment and resources which may be of use to "in-house" organizations to conduct their operations. Use of these resources, as defined below, is governed by this agreement in the same method as the use of the fields. Specific requests and coordination for use of these additional resources will be coordinated through the appropriate CLL board member as outlined below.

1. Due to issues of injury and liability, none of CLL's personal-use type equipment (catcher's equipment, batting helmets, etc.) may be authorized for use by any participant on an "in-house" organization or non-CLL team.
2. CLL will not provide any Umpire equipment for use by any umpire outside of CLL assigned Umpires. It's CLL's desire to have its slate of Umpires used for scrimmages and/or tournaments whenever possible. Umpires will be paid the "going rate" per game by the travel/"in-house" team, payment is due prior to start of games, no refund regardless of game stoppage, due to time, weather or any reason outside of Umpire's control.
3. Due to county field maintenance cutbacks, it is the responsibility of the travel teams to help maintain the CLL fields. Teams will have rakes, drags, tamps available for use and are expected to drag/rake fields upon completion of each use. Fields/dugouts should be cleared of all trash prior to team exiting fields. This includes bleacher area. In cases of tournaments/games being played on the fields, the premier teams may contact the League to make arrangements for the fields to be drug and lined prior to the start of games. The cost for preparation of fields is \$20/field. Teams will be required to drag/rake fields after game and insure pick up of all trash.
4. Occasionally, "in-house" organizations may desire to host tournaments, leagues, or other events at those fields allocated to CLL. If fields are allocated to the "in-house" organizations, coordination shall be made with the CLL concessions POC for use of the Manchester or Clover Hill Complex

concession facility. This coordination must occur not less than 5 days prior (7 days in advance preferred) to the scheduled event. CLL will typically provide staff to operate the concession(s). Revenue from concession stand sales will go to CLL. Money from entry fees, gate fees, shirt sales, etc. will go to the host “in-house” team. If agreed upon, sales from raffles and other fundraisers shall be split equally between CLL and the “in-house” team. All payments to umpires, field use, field preparation and lights shall be the “in-house” team responsibility. Whenever possible Senior CLL umpires shall be given priority and paid at above specified rates. Field preparation will be \$20.00 per field and \$10.00 each additional time a field is dragged and lined.

- a. If CLL decides to host a tournament, it is the responsibility of each in-house team to act as the Tournament Director for their age group. The “in-house” team will be responsible for making all payments for their age group. All proceeds from entry fees and gate fees shall remain the teams’. Sales from shirts will be divided equally, including CLL (provided all actively participated), and all proceeds from concession sales will remain CLL’s. Sales from other events (raffles, auctions) shall be divided between participants.
- b. In such cases where no “in-house” team exists for an age group, other age groups may choose to work with CLL as co-Tournament Director. All proceeds after payments shall be split equally between the “in-house” team and CLL.

Adopted By the Chesterfield Little League Board of Directors
_____, 2014

Team Manager

Age / division

President, Michael Lynn

Vice President Baseball, Ryan Felker

Vice President Softball, Mike Ziegler

ACCEPTANCE AGREEMENT

(date)

We, the _____ have fully read and understand the
(name of premier organization)
Field Allocation Policy stated above and do agree to all the terms contained therein.

We understand and agree that:

- a) Any violation of these terms is grounds for immediate termination of this agreement.
- b) The applications for field and resource allocation are to be submitted on a yearly basis. Prior approval does not guarantee future approval.
- c) **All CLL activities take priority over travel organization activities.** Travel organization activities may be rescheduled or cancelled if fields are needed for CLL activities.
- d) CLL is in *no way* responsible or liable for injuries resulting from use of fields or injuries occurring during travel games. Little League insurance DOES NOT cover any player, manager, coach, umpire, volunteer, parent or spectator of the travel organization.
- e) Acquisition of umpires, payment of umpires, uniforms, equipment and baseballs/softballs are sole responsibility of the travel organizations. CLL will work with travel teams to provide umpires for travel activities, based on availability. Travel teams shall be responsible for payment to said umpires prior to commencement of each game or tournament. The pay for each CLL umpire utilized shall be the “going rate” per game.
- f) The Chesterfield Little League Board of Directors reserves the right to deny field or other resource allocation to any travel organization it feels may be detrimental to the best interests of CLL.
- g) CLL is not responsible for rainouts of practices or tournaments

Manager (signature)

Manager – please print name and phone numbers

Coach (signature)

Coach – please print name and phone numbers

Coach (signature)

Coach – please print name and phone numbers

Coach (signature)

Coach – please print name and phone numbers