



Exhibit 02-League
Scheduling 2015

HERSHEY LITTLE LEAGUE POLICY & PROCEDURES – *League Scheduling*

Last Rev. Date: 2/24/15

Revision #1.0

Origination Date: 03/08/2009

Page 1 of 4

1.0 Purpose

This Exhibit provides the protocol and expectations for HLL field use and assignments for practices and games each season. *In the event of any conflicts or concerns regarding a particular schedule or field request, all matters will be resolved by the respective League/Division Commissioner in collaboration with the Chairman of HLL Baseball Operations.*

2.0 Scope

Defines the scope of baseball operations scheduling, field reservation jurisdiction associated with the HLL, Derry Township School District and Derry Township.

3.0 Responsibilities

HLL must reserve the fields on a yearly basis from either the Township of Derry (Township) or the Derry Township School District (DTSD). By January of each year HLL must formally request the use of the fields via “lease request” through the Township or DTSD. The HLL President or Vice President/Chair of Baseball Operations shall make these requests as follows:

- 3.1 Review projected field needs for the upcoming season by HLL Board of Directors.
- 3.2 Confirm through the Baseball Operations Committee the specific field needs for the upcoming season.
- 3.3 Complete the “Lease” Agreements with the Township and the DTSD to include proof of certificate of insurance naming the Township and DTSD as additionally insured.
- 3.4 President/Vice President or designee will sign the approved field leases and return to the Township or DTSD and provide copies to HLL Secretary and/or designee.

4.0 Forms Used

NA

5.0 Procedure

Without exception, all field use including practice and game schedules shall fall under the oversight of the HLL Baseball Operations Chair and Baseball Operations Committee. The specific scheduling of fields for games and practices shall be as follows:

- By March of the upcoming season a draft of the projected game schedule for all Leagues/Divisions will be prepared by the Baseball Operations Chair or designee to reflect the recommendations of the HLL Board and strategic initiatives for the pending season. (Ideally, the typical season would consist of 18 or more Regular Season games per team at each League/Division. [Fall Baseball teams should have at least 8 games.]
- The proposed schedule including the initial, minimum, weekly, team practices should be reviewed by each respective League/Division Commissioner for feedback and recommendations to the Baseball Operations Chair.
- In the case of the Minors and Majors Divisions, the finalized game schedule will be presented to the HLL Board of Directors for approval and posting on the HLL website before the player assessments and drafts are held each season.
- Any adjustments or modifications to the schedule will be at the discretion of respective League/Division Commissioners in collaboration with the Baseball Operations Chair.



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Page 2 of 4

- Once approved by the Baseball Operations Chair, additional team practices may be scheduled on appropriate fields when communicated by the respective League/Division Commissioner and based upon field access in association with the Lease Agreements

5.1 HLL LEAGUE/DIVISION FIELD ASSIGNMENTS

HLL Leagues/Divisions have been assigned to designated fields which should be used primarily by the identified Leagues/Divisions. Several fields have not been designated for a specific League/Division at this time, but may be used for additional practices or make-up games as approved by the respective Commissioners and/or Baseball Operations Chair as needed and requested.

League/Division	Age	Dedicated Field/ (Home Field)	Field Owner Entity	Field Address
Challenger	4-19.	North	DTSD	521 Cocoa Ave. Hershey, PA 17033
Tee Ball	5-6.	Koons Lower	Township	1450 Sandhill Rd. Hummelstown, PA 17036
Colts	7-8	Koons Upper	Township	1450 Sandhill Rd. Hummelstown, PA 17036
Minors	9-10	North	DTSD	521 Cocoa Ave. Hershey, PA 17033
Majors	11-12	South	DTSD	541Cocoa Ave. Hershey, PA 17033
Teeners--C	13	Plaza	Township	Recreation Center (The Plaza) Cocoa Avenue Hershey, PA
Teeners—B	14	“Pebble Beach”	DTSD	W. Governor Rd. Hershey, PA 17033
Teeners--A	15	Memorial	DTSD	501 Cocoa Ave. Hershey, PA 17033
Sr. Teener	15-18	Memorial	DTSD	501 Cocoa Ave. Hershey, PA 17033
Legion	15-19	Memorial	DTSD	501 Cocoa Ave. Hershey, PA 17033
Sr. League	14-16	Founders	Township	500 Homestead Lane. Hershey, PA 17033
As needed	9-13	Plaza #9	Township	605 Cocoa Ave/Rec. Ctr. Hershey, PA 17033
As needed	7-10	Gelder Park	Township	Gelder Park Dr. Hummelstown, PA 17036
As needed	7-12	Palmdale	Township	1046-1099 E. Caracas Ave. Hershey, PA 17033

Important notices: 1.) Age determination in accordance with 2015 Little League International Rule Changes. 2.) Pets are not permitted on any DTSD property including fields and parking areas leased to HLL. 3.) The use or possession of any tobacco or alcohol beverages is strictly prohibited on any DTSD property including fields and parking areas leased to HLL. 4.) The use or possession of any alcohol beverages is strictly prohibited on any Township property including fields and parking areas leased to HLL.

5.2 ADDITIONAL PRACTICES OR MAKE-UP GAMES

As noted, the game schedule should be established by HLL in advance of the season and should take into consideration any major planned school events that might be avoided. Under no circumstance is a game to be rescheduled for any reason other than inclement weather or unforeseen school events. Rescheduling in response to other uncontrollable circumstances must be approved by the League/Division Commissioner in collaboration with the Chair of Baseball Operations as necessary.

5.3 SCHEDULING THROUGH HLL WEBSITE

For the sake of oversight, field coordination and conflict resolutions, all practices and games must be scheduled through the HLL website.



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Page 3 of 4

5.4 SCHEDULING FIELDS ON SUNDAYS

In general, Sundays are typically reserved for make-up games or team practices. As such, practices may be scheduled for Sundays but only with the understanding that these may be bumped in order to complete a make-up game.

5.5 FIELD USE PRIORITY

Make-up games may supersede an established practice that is scheduled on a League/Divisional dedicated field. Make-up games may not supersede existing games from any lower League/Division without the approval of the League Commissioners or Baseball Operations Chair.

5.6 TIMING OF MAKE-UP GAMES

Make-up games for Minors and Majors should be completed within the same calendar week. (Make-up games must not be put off to the end of the season as this will negatively impact HLL playoff and championship games, and could possibly impact post-season tournaments.) Any exceptions shall be approved by the League Commissioner or Baseball Operations Chair.

- 5.6.1 **Before game time:** The HOME TEAM Head Coach 1) notify the Umpire Coordinator/Assignor (Wayne Jewell) via direct contact (Umpire fees apply if not notified). 2) Notify Chairman of Baseball Operations and IT / Communications Manager for updating HLL Website and Social Media outlets
- 5.6.2 **Reschedule the Game and update:** (1) the HLL Website and (2) The Umpire Assignor

5.7 FIELD CLOSURES

Typically, if fields are closed due to inclement weather, stormwater accumulation, or other issues, it will be announced to HLL by the Township or DTSD. Field closures will then be communicated to HLL via the HLL website, Facebook, and/or email from the respective League/Division Commissioners, the HLL Field Commissioner or the HLL Baseball Operations Chair. In the event there is not notification from any of the above following any rain (or snow), it is the responsibility of the coach to assess whether a field is in suitable, playable condition. The primary goal should always be to make the best decision that protects the safety of players, and the assets of the Township, DTSD and HLL.

6.0 References

Little League International®

Hershey Little League Constitution

7.0 Related Procedures

NA



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Page 4 of 4

8.0 Records

NA

9.0 Approval and Revision History

1 WRITTEN BY:

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

_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Title		_____ Title	

2 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		03/08/2009
2	Updated & Reformatted	1-4	02/24/2015
3			