

OUT-OF-BOUNDARY WAIVER REQUESTS LEAGUE HOW-TO

Singing Hills Little League operates within Little League Rules, Regulations and Policies at all times, however Singing Hills may make a waiver request to operate outside of specific rules, regulations and policies. The most common waiver request type is for out-of-boundary waivers, which is a player that does not reside or attend school within the league's approved boundary map (regardless of their "home" league). The league where the player wishes to play must make a waiver request to be reviewed by the Charter Committee prior to the player's participation within the league and must be made annually unless the Committee provides approval for more than one season. A league must be aware it is making a request and approval is never guaranteed. Only the Charter Committee can approve a league's waiver request.

STEP 1: PARENT/GUARDIAN MAKES REQUEST TO LEAGUE

The parent/guardian would make a written request to the board of directors of the league in which the player wishes to play. The parent/guardian may also speak to the Board, if the league or parent/guardian requests such. The parent/ guardian statement should outline the reasons for seeking to play in the league and needs to include player name and date of birth. The most efficient statement is kept short and pertinent information easily outlined.

STEP 2: LEAGUE REVIEWS REQUEST

The league's board of directors will review the parent/guardian statement/request and vote on whether to make the waiver request for the player(s). The league is NOT obligated to seek a waiver for a player and the league may review each player/request individually. If the league votes NOT to seek the waiver request on behalf of the player(s), the process ends here. The parent/guardian should be informed of the league's decision. If the vote is YES to seek the request, the league will prepare a written statement (completed by the president or other designated director).

STEP 3: HOME LEAGUE COMMENT

The league (known as requesting league) will need to obtain comment (also known as release) from the home league, if there is one. If the player resides or attends school within another local Little League's boundary, the league needs to contact that league for comment. It is not the responsibility of the parent to obtain this comment. The league's District Administrator (DA) can assist with obtaining contact information and/or comment from the home league. Additionally, the home league has the right to not support/agree with the request (in writing), but that does not stop the request process. **Note:** If a Singing Hills Boundary Waiver Request Survey is not completed and submitted to the Singing Hills Board prior to the requesting league's contact for comment, the Boards will exercise its right to deny the request.

STEP 4: LEAGUE SUBMITS REQUEST ONLINE

Through the Online Waiver Request Site (obtain link from your DA if you need it), the league will submit specific information for the request (i.e. player name, date of birth and more). The league will need to attach the parent/guardian statement, home league comment (if applicable) and

league statement (this can also be typed into the request). Please note the request site does not send messages to the home league requesting their comment. The league must obtain files before submitting.

STEP 5: DISTRICT ADMINISTRATOR REVIEWS REQUEST

Upon submission, the requesting league's DA will be notified by email of the request that is pending his/her review. The DA is provided the opportunity to comment on the request, which may include not supporting it, but it will not stop the request from being reviewed by the Charter Committee. The DA may also determine there are errors with the request and require the league to submit a new request with the noted corrections.

STEP 6: REGION PROCESSES REQUEST

Once reviewed by the DA (provided there are no errors), the Region will begin to process the request. If all information was properly included in the request, the request is processed and turned into a Charter Case to be reviewed by the Charter Committee. Once reviewed, the response will be prepared and sent to the league president with the DA copied.