



# **CYPRESS YOUTH BASEBALL**

## **LEAGUE HANDBOOK**

### **2018 SPRING SEASON**



## TABLE OF CONTENTS

Mission Statement .....	<a href="#">2</a>
Welcome Letter .....	<a href="#">3</a>
Refund and NSF Policy .....	<a href="#">4</a>
Division Objectives.....	<a href="#">5-6</a>
Champions Division .....	<a href="#">7-8</a>
Snack Bar .....	<a href="#">8-10</a>
Fundraisers .....	<a href="#">11-13</a>
League Volunteers .....	<a href="#">13</a>
Codes of Conduct	
• Player Code of Conduct.....	<a href="#">14</a>
• Parent Code of Conduct .....	<a href="#">15</a>
• Manager & Coaches Code of Conduct .....	<a href="#">16-17</a>
Prevention of Harassment and/or Bullying .....	<a href="#">18-19</a>
Team Formation Process	
• Manager Selection.....	<a href="#">20</a>
• Bronco, Mustang, Pinto & Shetland Divisions.....	<a href="#">21-22</a>
• Foal Division.....	<a href="#">22</a>
• Champions Division .....	<a href="#">22</a>
“Do Not Draft” Policy.....	<a href="#">23</a>
Pool Player Policy.....	<a href="#">23-24</a>
All-Stars .....	<a href="#">25-26</a>
CYB Website .....	<a href="#">27-28</a>



## **MISSION STATEMENT**

Cypress Youth Baseball promotes the idea of growth in baseball skills at all levels, good sportsmanship, honesty, respect, loyalty, and sense of teamwork through a positive competitive environment, so that our youth may become strong, healthy, well-adjusted members of the community.

## **WELCOME LETTER**

CYB Families,

Welcome to another exciting season here at Cypress Youth Baseball. If this is your first year with the league, we are so thrilled to have you! If you are returning, we are so proud to have you continue with



our league! The CYB Board is constantly working to improve the quality of our league for all of its players from Foal thru Bronco as well as our Champion Division.

Many of us have grown up in this city, played on these fields, watched countless games and have cheered on our kids over the years. Our league is constantly striving to improve, and we are always open to ideas on how we can be better. We have many new board members this year who have joined with a passion for making the league better, helping our kids develop and working hard to build a better baseball community.

Registration is up this year with nearly 400 players ready to show their skills this Spring Season! Field demand has increased significantly. With 9 teams in our Pinto division, several games will be played under lights in the evening. 8 Bronco teams, 8 Mustang teams and another 10 teams between Shetland and Foal has us at a total of 35 teams for the season!

While the CYB board continues to work very hard to provide a satisfying experience for all of our players, the continued growth of the league has generated a need to receive feedback from our parents and families. We will be doing several on-line surveys throughout the season – please participate so that your voice can be heard. The surveys conducted at the end of last year and during Fall Ball informed us that our parents genuinely appreciate highly communicative managers – the more information distributed the more involved parents felt.

We are excited to get the 2018 Spring Season started and see our kids grow as baseball players and respectful young people. We encourage EVERY parent to step up and support your league as a volunteer. Please ask your team manager or a board member how you can support our all-volunteer baseball league. As many of our board members will be aging out this season, over 12 positions will open up on the board of directors. Nominations for the next board will take place in June, so stop by any board meeting to see what it's about. The league would not be possible without families like you and the volunteers who jump in and make baseball a top priority for our community.

We look forward to seeing all of you out at Oak Knoll Park this season and hope to meet as many of you as possible.

CYB Board of Directors

## CYPRESS YOUTH BASEBALL REFUND POLICY

Upon request, refunds will be provided according to the following schedule:

Prior to CYB's first tryout session: **100% of Registration fees**

After tryouts but prior to Team Draft/Assignment: **50% of Registration fees**

After Team Draft/Assignment: **No Refund**

**Note:** *Exceptions to the above schedule will be granted only in the event of injury or re-location, if such event precludes a player from participating in activities for the entire season. In such*



*instances, costs incurred for uniform purchase, insurance and any other cost will be deducted from the registration fee and the remaining amount will be refunded. The costs incurred will be calculated by the League Treasurer based upon the date the refund is requested. **Refunds will not be granted after draft.***

### **Requesting a Refund**

All refund requests must be submitted in writing or via email to the CYB Player Agent ([playeragent@cypressyouthbaseball.org](mailto:playeragent@cypressyouthbaseball.org)) with the following information:

- Full Name of Player
- Division and Team (if applicable)
- Date of Request
- Reason for Refund

Refund processing will take between 10 and 14 business days and will be issued via check.



## NON-SUFFICIENT FUNDS POLICY

- 1) For any returned check, a \$25.00 fee will apply
- 2) Payment must be made by cash, cashier check, or money order, within 14 days of notification. Arrangements for payment can be made with the League Treasurer.
- 3) Non-payment of any returned check may result in your child(ren) not being assigned to a team, not receiving their uniform, or not being able to participate in games.
- 4) All future payments due to the Cypress Youth Baseball program by individuals with a previous history of Returned Check(s) AND who were non-compliant with internal collection efforts must be made via cash, cashier check, or money order.

## CYB DIVISIONS & OBJECTIVES

### **Foal Division (4 yr. old):**

Our Foal Division is designed to introduce basic concepts of baseball to our new players and parents. It is a non-competitive purely instructional program with the following objectives:

- Introduce players, coaches and parents to the concepts of baseball
- Introduce basic concepts, positions and skills.
- Maximize playing time for each player.
- Having Fun!

### **Shetland Division (5 yr. to 6 yr. old):**

Our Shetland Division continues to emphasize instruction and player develop while introducing a modified competitive environment. Division objectives include:

- Expanding players, coaches and parent's knowledge of the game of baseball
- Teach and refine game concepts, positions and skills
- Introduce the concepts of
  - Competition, winning and losing
  - Scoring runs and run limits
  - Machine Pitch
- Have fun!

### **Pinto Division (7 yr. to 8 yr. old):**

Our Pinto Division incorporates a competitive environment but still emphasizes player development as the key element. The division objectives include:

- Teach and refine player's skills



- Introduce players, coaches and parents to the concepts of:
  - Player pitching & Batting against player pitching
  - Stealing bases
  - Development of position specific skills
- Having Fun!

#### **Mustang Division (9 yr. to 10 yr. old)**

The Mustang Division introduces all concepts of traditional baseball and incorporates a balance between player development and competitiveness. The objectives of this division include:

- Build players' skills and game knowledge
- Introduce players, coaches and parents to the concepts of:
  - Allowing base runner to lead off & having pitchers hold base runners on base
  - Advancing to 1<sup>st</sup> base on a dropped 3<sup>rd</sup> strike
  - Position Specific Training
- Having Fun!

#### **Bronco Division (11 yr. to 12 yr. old):**

Our Bronco Division is the culminating age group for our players. There is a good mix between competition and player development with the following objectives:

- Continue to build players' skills and game knowledge
- Introduce players, coaches and parents to the concepts of:
  - Unlimited runs per inning
  - Position Specific Training
- Having Fun!



## CHAMPION'S DIVISION

### **Our Purpose:**

To give individuals with special needs the opportunity and platform to play baseball in an environment developed for their specific needs.

### **Our Organization:**

The Cypress Youth Baseball (CYB) Champion program is a division of CYB and is run by parents of special needs players and by men and women who work with special needs children as teachers, doctors, nurses, counselors and therapists.

### **Our Program:**

The program is open to children and young adults ages 4 to 40. It is organized into two divisions, based primarily upon age. The Junior Division is made up of players aged 4-11. This division introduces players with special needs and their families to the game of baseball. Players learn about the game and begin to develop their skills. Parents are able to watch their children play in a safe and friendly environment.

The Senior Division is made up of players 12 and older. This division allows players to mature their fielding, hitting and throwing skills in a mildly competitive environment.

In our program, parents have the final say in which division their player participates. If a parent wants their older player to play in the Junior Division, due to safety or other reasons, we let them. Conversely, if a younger player has developed the skills and desires to play in the Senior Division, we let them. Our goal is to let the players play at the level at which they will excel and where they will have the most fun.

Our program is free to all of the players and their families. We receive generous support from many local businesses and organizations, which allows us to provide the program free of charge to the players.

The list of sponsors includes:

- Boeing Employee Community Fund
- United Healthcare
- Many local businesses

### **Our History:**

The Champion Division began in 2003 with 24 players on two teams. As word of our program spread, we quickly grew to a 10-team division with nearly 150 players. On every Saturday morning of the spring season, the fields at Oak Knoll Park are filled with Champion players and their families, enjoying the game of baseball.

### **Community Involvement:**

The Champion Division is a community-wide program. During the spring season, players from the Bronco and Mustang Divisions of CYB along with players from Los Al Youth Baseball, St.





Frederick Pony, Western High School, Los Alamitos High School and Cypress High School are invited to help out as buddies for the Champion players. Buddies help players play the game and develop their skills while sharing a love for the game of baseball. The Champions love to play with their buddy friends.

Our spring season concludes with a trophy ceremony and a BBQ feast, hosted by Charlie Williams and his friends from Cypress High School. It is a great way to end the season and is much appreciated by our players and their families.

In addition to the spring and fall seasons, teams from the Champion Division have had the opportunity to play exhibition games at PONY 12 & 13 All Star Tournaments. Champion teams have also had the chance to open the Cypress Community Festival for the past few years, with an exhibition for the entire community of Cypress.

### **Getting Ready for the New Season:**

We are excited about the upcoming season and the chance to get back out to play the game we love. We appreciate all of the support that we have from CYB, our buddies and the community as a whole. We look forward to making new friends and building memories to last a lifetime.

Thank you for all you do to make our program a success!

Sherman Havelaar, Champion Division Commissioner  
[championcommissioner@cypressyouthbaseball.org](mailto:championcommissioner@cypressyouthbaseball.org)

## **SNACK BAR**

The CYB snack bar sales represent the league's largest source of revenue. Ensuring smooth snack bar operations requires a great deal of collaboration, time, and effort amongst our baseball community. From the Snack Bar Auxiliary, to Managers, Coaches, and parents of our players, everyone at CYB plays a valuable role in the success of our Snack Bar.

### **Snack Bar Shift Coverage**

During the upcoming season, we anticipate that parents will be responsible for covering 2 snack bar shifts per player. One parent from each team will act as the **Snack Bar Representative**, who will work with parents to assist individual shifts for the season using the SignUp.com website.

- Each shift will be 4 hours and include one or more of the following tasks:
  - Window Coverage, Fryer and/or Grill Coverage
- Opening Shift Procedures will include:



- Making sure everything is stocked
- Prepare fresh coffee
- Prepare condiments station
- Closing shift procedures will include:
  - Cleaning grill and skimming the oil in the fryer
  - clean-up front counter
  - Re-stock all food items in front and back
- In the event you can't make your shift, please contact [snackbar@cypressyouthbaseball.org](mailto:snackbar@cypressyouthbaseball.org) so we can arrange for coverage
- You will be paid \$40 per shift, given at the end of your shift. A signature will be required to receive payment.
- Families may only work 2 shifts per registered player, making up the \$80 deposit given at registration.
- If you would like to work additional shifts, please email [youthworkers@cypressyouthbaseball.org](mailto:youthworkers@cypressyouthbaseball.org) or [snackbar@cypressyouthbaseball.org](mailto:snackbar@cypressyouthbaseball.org) and request an application. Once application is submitted, training will be setup.

### **Snack Bar Volunteer Opportunities**

We always welcome interested parents and family members looking to get involved with the Snack Bar Auxiliary. Specifically, we are looking for individuals to fulfill the following important roles:

*Snack Bar Opener and/or Closer* - These individuals will assist with necessary activities to set-up and **Open** the snack bar, or break-down and **Close** the snack bar at the end of the day. Training will be provided prior to the start of the season.

If you are interested in any of the above roles, please contact Fawntasia Marcroft at [snackbar@cypressyouthbaseball.org](mailto:snackbar@cypressyouthbaseball.org)

### **Season Scheduling**

During the spring season, the Snack Bar Auxiliary will be using SignUp.com to fill snack bar shifts. A league wide email will be sent with a link to sign up for shifts on SignUp.com. Once shifts have been assigned, the ability to change the shift or cancel a shift must be done through Fawntasia Marcroft at [snackbar@cypressyouthbaseball.org](mailto:snackbar@cypressyouthbaseball.org)

### **Youth & Adult Shift Workers**

We are also looking for youths (16-17) and adults (18+) interested in working additional shifts for pay. Youth and Adult workers are used when the snack bar has shifts which have not been filled by CYB families. Please contact: [youthworkers@cypressyouthbaseball.org](mailto:youthworkers@cypressyouthbaseball.org) if you are interested. All Youth workers must be on the "CYB Approved Youth Worker" list. Contact [youthworkers@cypressyouthbaseball.org](mailto:youthworkers@cypressyouthbaseball.org) in order to begin the approval process for the Spring Season.

**Note:** Youth and Adult workers will be paid \$40 per shift



### Snack Bar Tickets

Snack bar tickets will be available for team purchase after the initial draft. These are tickets that may be purchased at the following values:

- \$1.00 value ticket – Blue Ticket, NO CHANGE GIVEN
- \$2.00 value ticket – Orange Ticket, NO CHANGE GIVEN
  - 1 hot dog & choice of slushie or 12oz soft drink
  - NO SUBSTITUTIONS

Thank you for your time and consideration. Your continued patronage and support are vital to the success of Cypress Youth Baseball. We look forward to a successful Season!



## LEAGUE FUNDRAISERS

Cypress Youth Baseball is able to support its baseball programs through the generous support of parents, grandparents, aunts and uncles, businesses and corporations in our community. Whether it is a team sponsorship, candy sales, or other fundraising activities, all contribute to the overall success as a youth sports organization. Without such support, we would not be able to provide the services we do. It is important to note as well that all the funds raised, other than those to pay for professional umpires, goes to league operations. In fact, the league does not have any paid employees, although hundreds of hours are donated each week by parents serving on the Board of Directors, snack bar services, and coaching staff.

## TEAM SPONSORS

Team Sponsors of Cypress Youth Baseball are essential to the financial health of the league. Although the cost per sponsor is a modest \$250, the benefit to the team and the league is enormous. Funds are used to pay umpires, provide baseballs and equipment, and support field maintenance. Due to this, each team is required to identify an individual or business to sponsor their team for the season. Teams can have more than one sponsor and a portion of the fee of the second and third sponsors is contributed back to the team.

Sponsors are provided a personalized engraved plaque with a photo of the team and name on the team banner. Sponsors are also identified during the opening day ceremony.

Sponsors who contribute \$500 or more provide a specially made banner that is displayed on outfield fences during weekend games. Contact our Corporate Account Executive at: [accountexecutive@cypressyouthbaseball.org](mailto:accountexecutive@cypressyouthbaseball.org) for detailed information.

The sponsor has the right to use the following statement in advertisements, posters, brochures, newsletters, etc.:

“Proud Sponsor of Cypress Youth Baseball.”

## CANDY SALES

The annual candy sale is one of the major fundraising activities of Cypress Youth Baseball and it is through this effort that virtually every aspect of league operations is sponsored. Essentially, each player on the team is provided two boxes of 60 bars of candy to sell for \$1 per bar or \$60 per box. The league makes \$30 per box profit. Parents can choose to “buy-out” rather than sell for \$60. If such a decision is made, the player would not have to sell any candy and his/her



candy sale obligation is met. (Partial boxes cannot be returned). More information will be provided through the Team Parent.

### **SILENT GIFT BASKETS AUCTION**

Each team is tasked with providing a basket with a list of contents valued at \$35 or more. Items should be new, although original packaging is not required. Alcohol and tobacco products are discouraged. The baskets can be theme-based (i.e. Los Angeles Angels, kitchen items, toys, tools, etc.).

During our silent auction, baskets are displayed so that during the day people can bid. Baskets will be set up prior to the commencement of opening day and people will have until a pre-determined time to bid. Final winners will be required to pay and collect their basket before the end of the last game of the day.

The team raising the most money during the silent auction receives 25% of the final bid on the basket; second place team 20%; and third place team 15%. In the event a team has more than one basket to auction, all baskets from one team will receive 25% of the money raised for first place, 20% for second place, and 15% for third place toward a future team event.

### **CORPORATE SPONSORS**

Cypress Youth Baseball seeks to partner with corporations in order to help keep the costs for league operations to a minimum. In addition to providing much needed funding, they also offer discounts, equipment, products and other support. Depending on the amount of the sponsorship grant, corporate sponsors receive a plaque, banner, advertisement and other incentives. Interested sponsors are requested to contact the Corporate Account Executive at: [accountexecutive@cypressyouthbaseball.org](mailto:accountexecutive@cypressyouthbaseball.org) to learn more about corporate sponsorships.

### **DONATIONS**

Cypress Youth Baseball is a not-for-profit organization and offers a tax incentive for individuals and companies donating to the league. Any form of payment is acceptable; there is no minimum or maximum donation that can be made. Please contact our Vice President of Marketing/Fundraising if you are interested: [vpmarketing@cypressyouthbaseball.org](mailto:vpmarketing@cypressyouthbaseball.org)

## **LEAGUE VOLUNTEERS**



The league depends on parents and other volunteers to help ensure the league runs smoothly. At a minimum, the league needs volunteer Board Members, Managers, Coaches, Team Parents, and others to help at practices, games and other league and team functions. As a result, the league requires every volunteer over the age of 18 that is in contact with the players to obtain a background check. A copy of a valid ID and a cleared background check must be obtained before contact with players.

Background check forms are available on our website. Visit our homepage ([www.cypressyouthbaseball.org](http://www.cypressyouthbaseball.org)) and navigate to our documents section to find the necessary forms.



# LEAGUE CODES OF CONDUCT

## PLAYER CODE OF CONDUCT:

- Players shall conduct themselves in a proper manner at all League functions. Disrespect, bad language, physical altercations or insubordination will be met with appropriate action, up to and including disciplinary action.
- Players shall abide by their Managers and Coaches decisions regarding game positions, batting order, practices and playing strategies. Do not argue with your Manager or Coach over their decisions. They run the team.
- Players are responsible for promptness to all games, practices, team events or other special events.
- Players are expected to keep their uniforms in good condition. Jersey's must be tucked in.
- Players must provide their own glove, bat, rubber cleated shoes, pants, belt and socks. Please make sure your name is on all these items. A protective cup is required for all players in the Bronco, Mustang, and Pinto divisions. Failure to wear proper protective gear will forfeit the rights of the player to participate in a game or practice. Although a protective cup is not required for the Shetland or Foal Divisions, it is highly recommended.
- During a game, players are NOT allowed to leave the dugout without the Manager or Coaches permission.
- Players are expected to participate in all league functions and fundraising events, unless the parent(s) opt out of the fundraising activity.
- Players shall be at all practices, games, team functions and special events at the assigned time. It is your responsibility to notify your Manager ahead of time if you cannot make it on time, or at all.
- Players are expected to take proper care of all league equipment used by them and their teammates and to treat the park facilities with respect, i.e., dugouts, fences, benches, bleachers, restrooms, snack bar, fields, etc. It is the responsibility of every team to clean their practice area and dugout at the end of every game or practice.
- For safety reasons, standing on the dugout benches will not be allowed at any time.
- Players should cheer on their team in a positive way. Screaming or yelling negative words against the other team is not allowed.
- Players are not allowed to use electronic devices (cell phones, iPods' or other mobile devices) in the dugout during games or practices. If a player needs to contact their parent or guardian during a game or practice, the player must discuss with their Manager or Coach first.
- There is NO eating in the dugout

## PARENT CODE OF CONDUCT:

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of characters."



I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disabilities or ailments that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice, or other sporting events.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
12. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
13. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
14. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
15. If a parent is ejected from a game, they will not be allowed to return to the field for additional games until their participation has been reinstated by the Disciplinary Action Committee of the Cypress Youth Baseball Board.
16. I will be responsible to protect the rights of all individuals to not be harassed or bullied as outlined in the Cypress Youth Baseball League Handbook.

## **MANAGER CODE OF CONDUCT:**

THE MANAGER MUST ACCOMPLISH THE FOLLOWING ITEMS. FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN IMMEDIATE BOARD ACTION WHICH MAY RESULT IN TERMINATION OF DUTIES.

1. I will submit a Background Check form to the CYB Board before I assume manager duties.
2. I will be a role model for the players by demonstrating good conduct and sportsmanship at all times. I will accept full responsibility for the conduct of my coaches and players during games and practices.
3. I will provide a positive competitive environment that promotes sportsmanship, fairness, honesty, respect, and a sense of teamwork among my players.
4. I will manage under the provisions of PONY baseball rules and regulations.
5. I will abide by Cypress Youth Baseball rules, regulations and by-laws.





6. I will attend scheduled meetings, safety and coaching clinics as required by CYB.
7. I will accept responsibility for all equipment issued to me. All equipment, including keys, will be returned to the equipment manager on the assigned date. I will pay for any lost or missing equipment at the price determined by CYB.
8. I will assure that all equipment is in proper order and will report any substandard equipment to the equipment manager.
9. I will have a team meeting with my parents within one week of team selection and prior to conducting my first team practice. There must be a CYB board member present at this meeting. (Contact your Division commissioner to arrange for a board member.)
10. I will select a team parent to coordinate required activities of the league.
11. My sponsor check will be turned in prior to my team receiving our uniforms. If my team does not secure a sponsor, I will be responsible for collecting money from my parents to account for my team's sponsor fee.
12. I will fulfill my field maintenance duties and pre-season field maintenance days and any Sunday morning assignments.
13. I will notify the Division Commissioner and/or Player Agent immediately if a player is injured, or attendance at practice or games is inconsistent.
14. I will assure that no player is left unattended after practices or games.
15. If my game is in doubt because of inclement weather, I will report to the field for field maintenance, as requested by the CYB Board
16. I will assure that all players are properly equipped, and that games and practices are conducted according to PONY Baseball and CYB safety regulations.
17. I will be responsible to protect the rights of all individuals to not be harassed or bullied as outlined in the Cypress Youth Baseball League Handbook.



## ASSISTANT COACH CODE OF CONDUCT:

THE ASSISTANT COACH MUST ACCOMPLISH THE FOLLOWING ITEMS. FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN IMMEDIATE BOARD ACTION WHICH MAY RESULT IN TERMINATION OF DUTIES.

1. I will submit a Background Check form to the CYB Board before I assume assistant coach duties.
2. I will be a role model for the players by demonstrating good conduct and sportsmanship always. I will accept full responsibility for the conduct of my players during games and practices. If I am the acting manager, I will accept full responsibility for the conduct of my coaches.
3. I will provide a positive competitive environment that promotes sportsmanship, fairness, honesty, respect, and a sense of teamwork among my players.
4. I have an obligation to my team and will make every effort to attend all games and practices. If I will be absent from a game or practice, I will notify my team manager.
5. I will manage under the provisions of PONY baseball rules and regulations.
6. I will abide by Cypress Youth Baseball rules, regulations, and by-laws.
7. I will attend scheduled meetings, safety and coaching clinics as required by CYB.
8. I will assure that all equipment is in proper order and will report any substandard equipment to the equipment manager.
9. I will fulfill my field maintenance duties and pre-season field work parties and any Sunday morning assignments.
10. I will assure that no player is left unattended after practices or games.
11. If my game is in doubt because of inclement weather, I will report to the field for field maintenance, as requested by the CYB Board
12. I will assure that all players are properly equipped, and that games and practices are conducted according to PONY Baseball and CYB safety regulations.
13. If asked to take over manger duties on a permanent basis, I will sign a manager's contract and abide by all the terms set forth in that contract.
14. I will be responsible to protect the rights of all individuals to not be harassed or bullied as outlined in the Cypress Youth Baseball League Handbook.



## PREVENTION OF HARASSMENT AND/OR BULLYING

Cypress Youth Baseball believes that all athletes have a right to a safe and healthy sports environment. The league and community have an obligation to promote mutual respect, tolerance, and acceptance.

Cypress Youth Baseball will not tolerate behavior that infringes on the safety and/or wellbeing of any individual within the organization. Individuals shall not intimidate, harass, or bully another individual through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Cypress Youth Baseball expects any individual within the organization to immediately report incidents of harassment including acts of bullying to their designated Manager, Coach, Commissioner, Player Agent and/or Board Member who witness such acts to take immediate steps to intervene when safe to do so. Each complaint of harassment or bullying should be promptly investigated. This policy applies to any individual within the organization on all fields of play or a league-sponsored activity, during games, whether on or off the field.

Parents should discuss this policy with their players in age-appropriate ways and should assure them that they need not endure any form of harassment or bullying. Players who bully are in violation of this policy and are subject to disciplinary action on a case by case basis.

Cypress Youth Baseball has adopted an all-encompassing League Code of Conduct to be followed by every individual within the organization on all fields of play, or when traveling to and from games or league-sponsored activity.

The League Code of Conduct includes, but is not limited to:

- Any individual within the organization who engages in harassment or bullying may be subject to disciplinary action up to and including expulsion from the league.
- Any individual within the organization is expected to immediately report incidents of harassment or bullying to the Cypress Youth Baseball Board of Directors.
- Individuals can rely on board members to promptly investigate each complaint of harassment or bullying in a thorough and confidential manner.
- If the individual or a representative of the individual feels that appropriate resolution of the investigation or complaint has not been reached, to their satisfaction, should contact the local Regional Director. Cypress Youth Baseball prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in harassment or bullying behavior include, but are not limited, to the following:



- All active registered users of Cypress Youth Baseball will receive an electronic file of the 2018 League Handbook, which includes an update of this policy prohibiting harassment and bullying. League Handbook will also be available online by going to [www.cypressyouthbaseball.org](http://www.cypressyouthbaseball.org) and selecting the "More+" tab.
- Cypress Youth Baseball will make reasonable efforts to keep a report of harassment or bullying and the results of investigations confidential.
- Individuals who witness acts of harassment or bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing harassment or bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Harassment and/or Bullying is unwanted, aggressive behavior among children and/or adults that involve a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

To be considered harassment and/or bullying, the behavior must be aggressive and may include any of the following:

- **Verbal harassment/bullying** is saying or writing mean things. Verbal bullying includes:
  - Teasing
  - Name-calling
  - Inappropriate sexual comments
  - Taunting
  - Threatening to cause harm
  -
- **Social harassment/bullying** involves hurting someone's reputation or relationships. Social harassment/bullying includes:
  - Leaving someone out on purpose
  - Telling others not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
  -
- **Physical harassment/bullying** involves hurting a person's body or possessions. Physical harassment/bullying includes:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's things
  - Making mean or rude hand gestures

Such actions will be investigated by a Disciplinary Action Committee appointed by the President.



## **TEAM FORMATION PROCESS**

### **MANAGER SELECTION**

Team manager is perhaps the most important position in the structure of Cypress Youth Baseball. Team managers will be responsible for leading and teaching our children. The Commissioners for each division will recruit, interview, and provide their recommendations of manager candidates to the CYB Board for approval.

Manager Candidates must:

- Submit an online Manager application
- Be PONY Baseball Coaching Certified
- Complete a CYB background check
- Attend mandatory Coaching and Safety Clinics
- Attend tryouts for the purpose of evaluating players in their desired league division.
- Help run the tryout for players in other division age groups

Our goal is to provide our players with access to the best leaders, communicators, teachers, and baseball minds from the list of prospective manager candidates. Our Commissioners interview candidates, review prior season evaluations, and obtain feedback and observations from league personnel, in an effort to select the most qualified candidates.

The manager has responsibility for managing every aspect of their team's activities, including:

- Coach, Player, Team Parent, Snack bar Representative selection
- Communicating effectively with Parents and Players
- Team sportsmanship
- Player safety and Baseball Instruction
- Scheduling practice and coordinating game participation
- Completion of pre-and post-game field duties, including preparation of the field following rainy weather
- Returning all field and scoreboard equipment to the shed
- Performance of snack bar & field maintenance responsibilities
- Obtaining a team sponsor
- All other matters pertaining to the responsibilities and participation of their team in Cypress Youth Baseball activities

### **TEAM FORMATION - DRAFT PROCESS:**

#### **(SHETLAND, PINTO, MUSTANG AND BRONCO DIVISIONS)**



In an effort to create balanced and competitive teams, each of our competitive divisions form teams using a DRAFT process. Managers, Coaches, and Board members conduct the player draft shortly after tryouts are completed.

**Note: Due to the overarching goal to creating balanced teams, the draft process cannot accommodate requests to play for a specific manager/coach or to be on the same team as another player. If you have any questions please contact the Player Agent at:**

**[playeragent@cypressyouthbaseball.org](mailto:playeragent@cypressyouthbaseball.org)**

Key Elements of the Player Draft Process includes:

- All players who tryout within a given age group, will be drafted to a team in that age group's division.
- Players that do not participate in tryouts will be assigned to a team at the conclusion of the draft using a random "hat-pick" process.
- The player draft will involve the approved team managers, one approved coach, the division Commissioner, Player Agent, President and select Board members who help administer the process.
- The President will oversee the process and rule on any questions that arise.
- Prior to the start of the draft, the order of the draft will be determined by having the managers draw numbers from a hat.
- The draft will be conducted in a serpentine process whereby the managers will select in the order of the numbers drawn from the hat, smallest to largest. Upon completion of a round of player selection by all of the managers, the order of selection will be reversed and the manager who selected last in the previous round, will make another player selection. This process will continue until all players are selected.
- Frozen Players
  - Children of the team managers are automatically assigned to the parent's team. The Division managers and commissioner will determine the specified draft round based upon the player's ability relative to all players in the division.
  - Managers will be allowed to freeze a player to their roster for the purpose of obtaining the service of that player's parents as an Assistant Coach. Managers and the Assistant Coach must sign a written agreement stating that they will serve in the capacity as coach or team parent for that team for the entire season. These players will be assigned to their team using the same process described above.
  - Once player freezes are completed, the drafting of the remainder of players in that division, will begin.
- The draft will occur within two weeks of the completion of the player's tryout and he/she will be informed of the date, time and location of the first meeting/practice shortly thereafter.
- In some cases, due mainly to player safety, parents may request that a player be allowed to play at a level below his/her age appropriate level. Such requests should be made to the Player Agent or Division Commission.
  - Players who are approved for special consideration will tryout with the age group of the player with whom they will be playing. This is done so that the managers, who will be selecting those players through the draft process, will have the opportunity to evaluate those players in the context of the ability of the players in that division.



## **TEAM FORMATION – FOAL DIVISION**

Teams in the Foal division are formed by the division commissioner and player agent from the pool of players who register prior to the completion of player registration.

- The commissioner and player agent will balance the teams so that each team has approximately the same level of talent.
- Parent requests to play with a friend or a specific coach will be considered but may not always be able to be fulfilled in order to maintain a balance in skill and talent among each of the teams.
- Once formed, players will be contacted by their team manager and informed of the time, date and location of their first team meeting/practice.

## **TEAM FORMATION – CHAMPION DIVISION**

Teams in the Champion division will be formed by the division Commissioner. Players will be contacted by their team manager to inform them of the time, date and location of their first team meeting/practice.



## DO NOT DRAFT POLICY

Cypress Youth Baseball recognizes the importance of strong manager/parent/player relations in order to encourage the best learning and development environment for our boys and girls.

In recognition of this philosophy the Cypress Youth Baseball board allows a parent/player to place a “do not draft” restriction on **one** manager assigned a team in the division their child will participate in. **This option is only available if the player has previously played for that individual, in a manager or coach relationship.**

### *Process:*

Once the CYB board approves managers for the upcoming season, they will be listed by division on the CYB Homepage: [www.cypressyouthbaseball.org](http://www.cypressyouthbaseball.org)

Parents may place a do not draft designation on one manager by emailing the following to the Player Agent at [playeragent@cypressyouthbaseball.org](mailto:playeragent@cypressyouthbaseball.org)

- Player’s Name and Division
- Manager’s Name
- Year and Division player was on designated manager’s team
- Reason for request
- Parent name and contact information

**Requests submitted without all of the above information- or- submitted after 5:00pm on the day of the division draft cannot be honored!**

## POOL PLAYER POLICY

### **POOL PLAYERS – Applicable to Mustang, Pinto and Shetland Players**

In instances where a team has **9 or fewer** players available to play a game, the manager may “call-up” one or more pool players from the Division below in order to have up to **10 players** available for the scheduled game.

**Note:** A team cannot continue a game with less than 9 players, so it is recommended that a team start each game with at least 10 players to reduce the risk of forfeit should one player get injured, ejected or otherwise leave before the completion of the game.

### **Pool Player Approval Process**

- Players/parents may nominate themselves as “eligible” for pool play by completing the **Pool Player Request** Form, available from the league website, and submitting to the Team Manager.





- Pool players must be approved by the Lower Division Commissioner in order to play in a higher division game. To ensure safety and maintain competitive balance, pool players must be able to demonstrate sufficient ability to be competitive at the higher division.
- If the Team Manager supports the request under the premise that the player is able to demonstrate adequate baseball skills to participate in the higher division, he/she will approve the request and forward to the division Commissioner
- The division Commissioner will review all requests and make final determination regarding approval, based upon a player's ability to demonstrate adequate baseball skills to participate in the higher division.
  - Approved players will be placed on the higher division Pool Player list
  - Unapproved players and their parents will be notified by their division commissioner.
- Pool player approval will occur twice during the season:
  - Initial approval must be completed no later than the Friday prior to "opening" day
  - Secondary approval will take place no later than the Friday before the beginning of the 2<sup>nd</sup> half of the season

#### **Pool Player Guidelines**

- Pool players will wear their own team's jersey in order to distinguish themselves from the team's regular players.
- Pool players must only play outfield positions and bat at the end of the line-up after all regular members of the team.
- Pool players must play the minimum number of defensive innings required
- Pool players must be designated as such on the official line-up card given to the scorekeeper and opposing manager.
- **Pool players may not accept an invitation to play if it will result in a conflict with a scheduled game for that player's regular team.**
- Pool players invited to play that show up for a game, **must** be allowed to participate in the game even if the team subsequently has 10 or more players arrive for the game.



## ALL-STARS

The All-Star process will begin in late April/early-May for our Shetland, Pinto, Mustang, and Bronco Divisions. Cypress Youth Baseball fields two teams in each division to participate in the age-based PONY All-Star tournaments.

Throughout our regular season, managers will be developing our players in a positive competitive environment, fulfilling our goal of cultivating young athletes. Managers will also be observing players in their division to determine each player's likelihood for All-Star candidacy.

Parent and player voting will continue to be a part of our selection process this year. Each player and one parent can cast their ballots for the individuals they deem most deserving of being part of our league-wide All-Star teams.

The managers will meet in mid-May to complete the All-Star team selection process. This timeframe allows our veterans a chance to show their stuff, and the rookies an opportunity to show their passion and love for the game.

### **All-Star Player Selection Process**

All Star players will be selected by a combination of Manager's votes (90%), player votes (5%), and parent votes (5%).

### **Voting Process – Player & Parents**

Player and parent votes will be tallied. Each player will receive a "score" based upon the percentage of time his/her name appears on a player or parent ballot.

Player Vote Score: % of ballots name appears on x 5%

Parent Vote Score: % of ballots name appears on x 5%

### **Voting Process – Managers**

Each manager will select 15 players for inclusion on the All-Star Team. Each manager's ballot will be read aloud by the commissioner during the tally process, to allow managers and board members present to hear the all-star player votes.

Manager Vote Score: % of ballots name appears on x 90%

### **Team Selection**

Based upon the combined voting numbers, the top 10 players will automatically be placed on the All-Star Team.

Once the Top 10 players are identified, the Team manager will be announced.

The manager will then select 2-5 additional players to complete their team roster. The manager may select any player that has received at least 2 manager votes.

### **Player Declines Selection**



Should a player decline to participate on the All-Star team, a replacement will be selected as follows:

- If a "Top 10" player, the manager must select the next highest vote getter that is not on the team.
- If a "managers pick", the manager may select any player that has received at least 2 manager votes.

\*\* These procedures can be amended by vote of the CYB Board. Any adjustments will be posted in a revised version of the Parent Handbook.

### **All-Star Requirements**

The All-Star experience includes additional costs, which the CYB board believes are the responsibility of those individuals selected to play in our All-Star program. We anticipate a fee similar to that of last year, \$175-200, but will notify all players upon selection of the actual amount. Please be aware, if selected for All-Stars, you must commit to the scheduled tournament dates. Many of these will not be known in advance.

Additionally, families will be required to volunteer to help with post-season tournaments hosted by CYB. These volunteer opportunities include: field preparation, score keeping, announcing games, working in the snack bar, and fulfilling other tournament obligations.



## CYPRESS YOUTH BASEBALL WEB SITE

[www.cypressyouthbaseball.org](http://www.cypressyouthbaseball.org)

Cypress Youth Baseball encourages all parents to become familiar with the plethora of information available from our website. It is recommended that you check the website at least once a week to ensure you are aware of all the news of the league and your individual teams.

- **CYB Homepage**
  - Contains the latest news, important information and upcoming events, including status of our playing fields, and upcoming snack bar specials
  - Includes links to key items along the left-hand side, such as our Mission Statement, Board Contact Information, Playing Rules and required documents that our parents and coaches need to complete.
  - Across the top of the page, you can access Division and team home pages, team schedules, games results and standings.
  
- **Individual Team Sites**
  - Each team will have their own team website. On this website, you will be able to view schedules, scores, standings, important news and information regarding your team.
  - You can even upload individual player information, pictures and post statistics to your team website.
  - Each team will need to have at least one volunteer who will be the team's webmaster. There is no special code or anything to your team website so anyone can do it. We will be having a team webmaster training in February.
  
- **Photo & Video Sharing Capabilities**
  - Parents will be able to upload their photos they capture and share them to their own team or share them with the entire league.
  - In addition to photos, you can really have some fun and add videos of your team playing games, practicing or team events to your team or league websites.
  
- **Email Communication Tool**
  - Managers and Team Parents also have the ability to send team-wide communications to all players/parents through the individual team sites.
  
- **Track Your Team using the free Sports NGIN Mobile App**
  - This App will allow you to follow you team and receive notifications and alerts through your smartphone. You will receive information regarding your team's schedule, game results, standings and more.



Additional features and information are also available from our website – so spend some time navigating and familiarizing yourself with the many capabilities.