



## **Mountain View Baseball Association Operational Guidelines**

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## **Section 1: Organizational Overview**

**1.1 Mission:** Mountain View Athletic Association Baseball seeks to help players develop fundamental baseball skills in an environment of good sportsmanship. Our coaching staff encourages healthy competition by providing a safe and fun learning-oriented environment for the children of our community to play baseball.

**1.2 Organization:** Mountain View Athletic Association Baseball is one of the Mountain View Athletic Association (MVAA) sports and operates under the by-laws of that organization. These operational guidelines are intended to provide specific direction for the baseball organization. Should any discrepancies exist between the by-laws of MVAA and the operational guidelines of MVAA Baseball, the by-laws of MVAA shall prevail.

## **Section 2: Baseball Programs**

**2.1.0 Recreation:** This program has seven age-specific leagues. League placement of players is based on the player's age on May 1st of the spring season. For the Fall Season, placement is based on the player's age on May 1st of the following year. This way, the league a player is assigned to in the fall is the league he remains in the following spring.

**2.1.1. Recreation All-Star Season:** At the conclusion of the recreational spring season, if a coach and players are available, one team from each league will be formed. Teams will begin practicing at the end of the spring season. The season will include a minimum of three tournaments and the season will end no later than July 4th weekend.

**2.2. Travel:** Mountain View Athletic Association Baseball seeks to offer travel teams for players between the ages of seven years old (7U) and sixteen years old (16U). Coaches are approved by the Travel Director and Baseball Director.

## **Section 3: Baseball Season Schedule**

**3.1 Recreational Spring Season:** Registration for the spring season begins at the end of the previous year's fall season. Evaluations are on the first Saturday of February. The first practices will begin no later than the second Saturday of February. Opening Day is the first or second Saturday of March. Gwinnett County Schools holiday schedule is followed and the park is closed on those dates. The season ends with a week of playoff games. The season ends prior to Memorial Day weekend.

**3.2 Recreational Spring/All-Star Season:** This season begins at the beginning of May and concludes at the end of June.

**3.3 Travel Program Spring Season:** Tryouts for this season will be held at the close of the previous year's fall season. Teams will practice outdoors from January through July.

**3.4 Recreational Fall Season:** Registration for this season begins at the end of the spring season. Evaluations are on the last Saturday of July. The first practices will begin no later than the first Saturday of August. Opening Day is the last Saturday of August. The season ends with a week of playoff games. The season ends prior to Halloween weekend.

**3.5 Travel Program Fall Season:** Tryouts for this season will be held at the close of the spring season. Teams will practice outdoors from August through December.

## **Section 4: Field Usage**

**4.1** Travel practice days are Tuesday and Thursday, Saturday and Sunday afternoons when fields are available. In the event a field is not needed on a travel night, it will be available for recreational use.

**4.2** Recreation field usage days are Monday, Wednesday, Friday, and Saturdays.

**4.3** The number of teams for travel and recreation will be determined by field availability.

## **Section 5: Rec Registration Fees and Scholarships**

**5.1.0** Registration fees for each rec season will be determined based on the projected expense for uniforms, umpires, lighting, field equipment expenses, insurance costs, and all other operating expenses.

**5.1.1** Players who live in a zip code outside of Gwinnett County will be charged a \$90 out-of-county fee. This fee will be collected by MVAA Baseball and forwarded to Gwinnett County Parks & Rec.

**5.2.0** Each season, MVAA Baseball shall include in the season's budget 10 - 50% off community scholarships.

**5.2.1** Scholarships will be awarded on a first-come basis, based on applicant's eligibility.

**5.2.2** In an effort to help as many community families as possible, scholarships are awarded once per player.

## **Section 6: Player Evaluations**

**6.1** Evaluations shall be held a minimum of 4 weeks before opening day.

**6.2** Evaluations allow coaches to view player's skill levels in hitting, catching, throwing, and running.

**6.3** Attendance at evaluations is not mandatory. Players who do not attend evaluations will become a hat-pick during the draft.

## **Section 7: Player Eligibility**

**7.1** Players will be required to play with their age group unless a valid medical excuse is presented with a doctor's note explaining the reason the player should be allowed to play down an age group. Final decision is at the discretion of the MVAA Baseball Director and Baseball Rec Director.

**7.2** A player may be eligible to play up if he is within one year of the next league's age group, has shown enough progress to compete at the new league level, and is granted permission by the MVAA Baseball Director and desired league's director.

**7.3** A player may play on both a travel team and a rec team. The player is required to play up an age group in rec. Any special situations will be decided at the discretion of the MVAA Baseball Director and Baseball Rec Director.

**7.4** A birth certificate must be made available upon request.

## **Section 8: Player Draft**

- 8.1** Each league will draft teams within one week of evaluations.
- 8.2** Each draft must have the League Director overseeing the process and one MVAA Baseball Board member present during the process.
- 8.3.0** Draft Procedure shall be as follows:
  - 8.3.1** Draft order shall be determined by pulling numbers from a hat. The draft will then be conducted in a snake style (ex. 1-2-3-3-2-1).
  - 8.3.2** Each team will be given one pick, per round.
  - 8.3.3** Every head coach must freeze their own child/children.
  - 8.3.4** Siblings must be drafted by the same team. If one sibling is a freeze, then the other sibling must be a freeze also. Each sibling is chosen in the round in which they were evaluated.
  - 8.3.5** Once the draft rounds are completed, names of registered players who did not attend evaluations will be placed in a hat. Following the same order used in the draft rounds, the next coach in the sequence will draw a 'hat-pick' name until all player's names have been pulled from the hat.
  - 8.3.6** If the MVAA Baseball Director allows a player to register late, the team assignment will continue in the same sequence that was used in the draft.

## **Section 9: Coach Selection**

- 9.1** Those interested in coaching a rec team must fill out an application for the upcoming season. All applications will go through a selection criteria led by the Rec Director.
- 9.2** Consideration will be given to each of these factors: previous coaching experience, feedback from board members, parents, players, other league coaches and directors, and the umpire association. An interview may be necessary for the Rec Director to assess an applicant.
- 9.3** Prior to the start of the season, the Rec Director will compile a list of recommended coaches for the MVAA Baseball Board to vote on. Should a majority vote not be reached, the MVAA Baseball Director will hold the tie-breaking vote.
- 9.4** All coaches must submit to and pass a background check prior to the beginning of the season.

## **Section 10: Coach Responsibilities**

- 10.1.0** By accepting the coaching position, all head coaches and assistant coaches agree to abide by the MVAA Baseball Code of Conduct.
- 10.1.1** Coaches are to set the conduct standard for the team. They are responsible for monitoring the behavior and attitude of their entire team, staff, and parents. If there is a situation that continues to be an issue, the coach needs to contact the league director.
- 10.2** Coaches must contact their team within two days of the draft. They will set up a group communication for their team and verify that each player's parents are receiving messages.
- 10.3** At the beginning of the season, coaches need to verify that player's equipment meets the standards for their league. Bat weight and sizes are listed in the inter-park league rules.
- 10.4** Coaches will provide instructional practices that help players learn the fundamentals of baseball through positive reinforcement.
- 10.5** Coaches must be familiar with the current rules for the inter-park league.

## **Section 11: Team Parent Responsibilities**

**11.1** Once a team parent has been selected by a head coach, they must submit to a background check.

**11.2** All team parents must sign an MVAA Baseball Code of Conduct. Failure to uphold the Code of Conduct standard will call for the immediate removal from the Team Parent role.

**11.3** Team-parents will set a positive tone for the team. They help the coaching staff monitor the player's parents for any outward negativity. Any situation that is not resolved needs to be reported to the Team Parent Coordinator for further guidance.

**11.4** Team parents are responsible for end-of-season celebrations. Using the spirit fee and any sponsorship money, they will arrange a team get-together, player gift, and coach gift.

**11.5** Team-parents need to confer with the head coach regarding party and player gift ideas.

**11.6** The MVAA Baseball Board reserves the right to deny a parent a Team Parent position based on previous negative behavior or previous inability to carry out the role.

## **Section 12: Team Funds**

**12.1.0** Recreational teams will have a team account with the MVAA Baseball Team Treasurer. The account is funded by the spirit fee that is collected during registration. The only additional funds added to the account are sponsorship proceeds.

**12.1.1** Rec team funds are to be used for the team's end-of-season celebration, player gift, and coach gift. Team parents will request reimbursement with the MVAA Team Treasurer by submitting receipts at the weekly team banking night.

**12.1.2** Any remaining funds left in the rec team's account thirty days after the last game of the season shall be placed in the Park Improvement Fund.

**12.2.0** MVAA Travel teams will have a team account with the MVAA Baseball Team Treasurer. The account is funded by travel fees collected either through online registration or paid directly to the MVAA Baseball Team Treasurer. Travel teams that are formed through a partnership have the ability to manage their funds individually. Records will be available on request.

**12.2.1** Travel team funds are used to cover all expenses related to the current travel season. Travel team managers can submit to the treasurer invoices for payment or receipts for reimbursement.

**12.2.2** Travel team accounts may carry a balance over to the next season.

## **Section 13: Team Sponsorships & Fundraisers**

**13.1.0** Rec and travel teams are able to acquire financial support from the community through sponsorship banners and general contributions.

**12.1.1** Sponsorship banners are \$300. Teams receive a \$200 credit and the \$100 balance is used to purchase the banner and team plaque gift for the sponsor.

**12.1.2** The sponsorship banner is displayed at the park entrance for one calendar year.

**12.1.3** Banner sponsorship may be renewed. If a new banner is not needed, the team will be credited \$275 and \$25 will be used to cover the expense of the team plaque gift.

**12.2** A sponsor may give a team a general sponsorship of any amount. As long as the sponsor does not desire a team plaque, the team will be credited the entire amount of the general sponsorship.

**12.3** Scoreboard sponsorships will be considered park sponsors.

**12.4** All banner and scoreboard sponsors will be approved by the MVAA Baseball Director and are subject to Gwinnett County Parks & Rec sponsorship guidelines.

**12.5** Both rec and travel teams have the option of holding fundraisers.

**12.5.1** Team fundraisers cannot include items that are currently selling in the MVAA Baseball Spirit Wear Store.

**12.6** Teams must offer a direct sale of fundraising items. No raffles will be permitted.

### **Section 13: All-Star Season**

**13.1** After Spring Break, League Directors will look at the current standings for each team and review coaches' performance, practice feedback, player feedback, and if needed, parent feedback. They will make an initial offer to the coach they feel is best suited for the All-Star season. Should that coach decline, all coaches in the league will be asked if they would like to coach the All-Star team. At that time, the Rec Director and League Director will make the selection. All-Star seasons are desired, but not guaranteed.

**13.2** Player tryouts will be held the Sunday after Spring Break. Information on schedule and cost will be available prior to tryouts so that parents can make an informed decision.

**13.3** Player selection will be up to the discretion of the head coach. The head coach chooses assistant coaches and determines the size of the team, as well as the final number of tournaments.

**13.4** A team budget will be determined and each player's portion will be collected during registration.

**13.5** All-Star registration fee includes a player uniform package, team game balls, and tournament entry fees.

**13.6** All-Star practices will begin prior to the end of the spring season and will be in addition to the regular spring season team schedule.

### **Section 14: Travel Teams**

**14.1** For players desiring a higher level of competition, MVAA Baseball has established a travel program.

**14.2** Travel tryouts will be held prior to the spring and fall rec season evals. This gives a player the opportunity to play in the rec program if they are not chosen for a travel team.

**14.3** Tryout information will be posted on the MVAA Baseball website and social media pages. More than one tryout may be necessary.

**14.4** Each coach will determine the tryout method, the size of the team, player selection, and assistant coach selection.

**14.5** Coaches will personally notify each player who makes the team as well as those who do not.

**14.6** If a player fails to cooperate with the team's coaching staff or displays conduct not in alignment with MVAA Baseball's Code of Conduct, it is up to the discretion of the head coach and MVAA Baseball Travel Director to remove the player from the team. No refunds will be available.

## **Section 15: Travel Coach Selection**

**15.1** Coaches interested in coaching a travel team should express interest to the MVAA Baseball Director and the Travel Director.

**15.2** All coaches shall be subject to the same requirements stated in Section 10.

**15.3** After meeting with the Baseball Director and the Travel Director, final coaching decisions are at the discretion of the directors.

**15.4** Once a team has been formed, each coach will make a budget of expected expenses for the season. Expenses must include uniform package, tournament entry fees, MVAA Baseball travel fee, and team equipment needed. The budget and final cost for the season need to be presented to parents.

**15.5** Coaches will go over the MVAA Baseball Code of Conduct with assistant coaches, parents, and players. They will set the example of proper conduct for the MVAA Baseball program. Any negative behavior that is not resolved quickly will be reported to the Travel Director.

**15.6** The Travel Director is the point of contact for all travel coaches in regards to problems, schedules, fees, and information. Failure to comply may lead to removal of the coach.

**15.7** MVAA Baseball Board reserves the right to not renew a travel team for a subsequent season if there were any Code of Conduct issues in a previous season.

## **Section 16: Baseball Board of Directors**

**16.1 Director:** This position shall govern all activities related to MVAA Baseball. This includes:

- Coordinate the annual baseball calendar
- Create a baseball budget for each season
- File permit and tournament requests
- Set up and oversee the registration process
- Oversee uniform selection
- Oversee spirit wear store each season
- Oversee coach selection
- Oversee field management
- Oversee park improvement projects
- Oversee concessions management
- Arrange tournament hosting schedule for each season
- Overall management of baseball finances
- Oversee the MVAA Baseball's webpage and social media
- Create rec and travel practice schedule
- Create a game schedule for the inter-park league
- Oversee umpire scheduling for Rabbit Hill Park
- Oversee Code of Conduct investigations
- Represent MVAA Baseball at any organizational event unless delegated to another Baseball Board Member

**16.2 Assistant Director:** This position shall be the backup to the Baseball Director. The Assistant Director shall assume responsibilities for any portion of the baseball program where the Baseball Director needs assistance. The primary responsibility will be to support the execution of each Baseball season, ensuring that all elements of the program are supported appropriately.

**16.3 Recreational Director:** This position works with the director, executing the rec program seasons. It includes:

- Recruits, screens, and selects coaches for each rec league
- Oversees background checks of head coaches and assistant coaches
- Works with League Directors to supply each division with coaches
- Oversees the evaluations of players
- Oversees the drafting of teams
- Organizes coach training meeting
- Finds a resolution to any problems within a team or league
- Manages catcher's gear

#### **16.4 Travel Director**

- Manages the relationship between the board and all travel teams
- Monitors the progress of each team
- Plan a practice schedule with the Baseball Director

#### **16.5 Board Treasurer**

- Manages the board checking account
- Manages board payments and deposits
- Provides a monthly financial update to the Baseball Board.
- Prepares a Budget vs Actual Report at the end of each season.

#### **16.6 Baseball Team Treasurer**

- Hold a weekly banking night for team parents to be reimbursed for team expenses.
- Maintain a Google Doc for each team and supply the team parent a viewing link.
- Maintain a complete list of team sponsors and email an end-of-year tax receipt to each park sponsor.
- Balance the team bank account each season.

#### **16.7 Baseball Secretary**

- Maintain the schedule for the MVAA Baseball Board monthly meetings.
- Take notes during the meeting and send out minutes to the board for approval.

#### **16.8 Team Parent Coordinator**

- They hold an initial team parent meeting, giving instruction for the season.
- They maintain a team parent GroupMe for communication.
- Arrange and manage Picture Day.
- Choose a Team Mom gift for rec team moms.

#### **16.9 Sponsorship Coordinator**

- They order sponsor banners and plaques.
- Manage banners on the fence and remove them once their term has ended

#### **16.10 Equipment/Field Manager**

- Maintain fields: check for any condition that needs attention
- Keep an inventory of equipment

### **16.11 Individual League Directors**

- Chosen by Rec Director and/or Baseball Director
- Assist in filling rec coach positions
- Assist in league evals and draft
- Create final roster document

### **16.12 Uniform Coordinator**

- Assist the Baseball Director with uniform selection
- Be the point of contact for uniform vendor
- Oversee fittings
- Manage player-size documents and manage coach hat/jersey orders with the Rec Director
- Coordinate with Team Mom Coordinator for uniform pick-up.

## **Section 17: Elections & Appointments**

**17.1.0** Elections shall be held in accordance with MVAA by-laws and shall run for 2 full years, encompassing 4 complete seasons.

**17.1.1** Baseball Director and Secretary positions are on the ballot on odd number years.

Baseball Assistant Director and Treasurer positions are on the ballot on even number years.

**17.2** The Baseball Director has unilateral authority to appoint a board member. Newly appointed board members will be placed on the next MVAA ballot in December.

**17.3** The Baseball Director's position must be filled by an existing board member, however, all other positions are open to anyone who receives a majority vote or is appointed.

**17.4.0** The Baseball Board shall meet monthly during the baseball season to ensure all matters associated with baseball are being addressed in a timely fashion.

**17.4.1** Electronic meetings must have 100% participation to be considered an official meeting. Meeting minutes will be prepared for each electronic vote.

**17.4.2** Minutes for each meeting will be taken and made available to the board within one week of the meeting date. Minutes shall be distributed to all MVBA board members by the MVAA Baseball Secretary.

**17.5** Open meetings to address the MVBA Board may be requested by notifying the MVAA Baseball Director.

**17.6** Fifty-one percent of members must be present to hold a vote on any changes to Inter-park rules or relationships, By-Laws, or Operating Guidelines.

## **Section 18: Board Member Duties & Discount**

**18.1** Each elected and appointed member of the Mountain View Baseball Board shall have one vote with regard to all matters relating to these Operational Guidelines and any other issue that may require oversight by the Baseball Board.

**18.2** The Baseball Director shall mediate in case of a disagreement and will facilitate all voting discussions and cast the tie-breaking vote if voting results in a tie.

**18.3.0** Board members who have completed one whole baseball season will be eligible to be placed on the Board Member Discount ballot.

**18.3.1** Discount eligibility is determined by gaining a majority vote from the Baseball Board in a private vote. Ballot questions concern board member's level of participation in the completed season.

**18.3.2** Voting is done at the conclusion of each season and will be awarded for the next regular season (Fall or Spring).

**18.3.3** Discount is equivalent to 50% of the next season's registration cost.

**18.3.4** The discount may be applied to rec registration or applied to a child's MVAA Travel Fee.

**18.3.5** One discount per board member. Board members may gift their discount to another family if desired.

**18.4** Board members must attend each board meeting and board function. If unable to attend, they must notify the Baseball Director or the Baseball Secretary prior to the event. Any board member who misses a combination of any three events or meetings in a twelve-month period is automatically dropped from the Baseball Board.

## **Section 19: Baseball Parent Guidelines**

**19.1** Parents must enter accurate player information during registration. A copy of the player's birth certificate may be required.

**19.2.0** Parents will be on the lookout for communication from their player's coach.

**19.2.1** Parents will need to download and install the communication app the coach chooses.

**19.3** Parents will make sure that their player attends all practices and games, and will communicate with the coach in the event of absence.

**19.4** Parents will make sure that their player is wearing the entire uniform for games, belt included, and that the player's jersey is tucked in.

**19.5.0** Parents will not argue or cause a disturbance with coaches, players, other parents, umpires, or other association representatives. This includes in-person contact, emails, social media posts, and all other forms of communication.

**19.5.1** The MVAA Baseball Board will review the violation and vote on the terms of the suspension.

**19.5.2** The first offense may result in the parent's suspension from baseball activities for up to the remainder of the season.

**19.5.3** The second offense may result in elimination from the baseball program.

**19.6.0** No physical violence will be tolerated. For the first offense, the parent will be suspended from all baseball activities for the remainder of the season.

**19.6.1** Violations of the MVAA Code of Conduct shall be cumulative. Two offenses of any type of violation will cause a permanent removal from the MVAA Baseball program.

**19.7.0** When a parent is unhappy with a team from Rabbit Hill Park or any other park, they are to contact a MVAA League Director, MVAA Rec Director, or the MVAA Baseball Director.

(Contact information is available on [mountainviewbaseball.com](http://mountainviewbaseball.com))

**19.7.1** Parents will refrain from emailing other park directors with complaints regarding a game. All communication is to be directed to a Mountain View Baseball director.

**19.7.2** The MVAA Baseball Director will discuss any issues involving opposing team's player or coach conduct, game rules, and umpire decisions with the other park's Baseball Director and/or the Umpire Association President. An MVAA director will discuss the outcome with the MV parent.