



Handbook

**BRAINERD BAXTER BASEBALL
ASSOCIATION, INC.**

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MISSION AND PHILOSOPHY

The mission of this corporation shall be to Provide Brainerd Baxter Area students/athletes the opportunity to play competitive baseball. It is the philosophy of BBBA that we develop our youth to become well-rounded baseball players.

Our purpose, in conjunction with Brainerd Community Education, the Brainerd Baxter Park District, and ISD 181, is to develop students/athletes into productive citizens of the community in which they live through an emphasis on education, improving baseball skill sets, building interpersonal skills through friendships, and utilizing good sportsmanship.

Brainerd Baxter Baseball Association (BBBA)

Board Members

President	Chris Velasco
Vice President	Corey Johnson
Secretary	Andy Campbell
Treasurer	Matt Castle
Director	Phil Berg
Director	Nate Olson
Director	Mike DeRosier
Director	Matt Means
Director	Jeremiah Piepkorn
Director	
Director	

Board Member Selection / Responsibilities / Job Descriptions

The Board will hold open elections in December each year. *(See BBBA Bylaws Article 6 for details)*

Those selected to the Board are making a commitment of time and effort to improving the quality of baseball for the community of Brainerd. Board members are expected to attend at least 75% of monthly meetings. They are expected to be active participants in discussion and voting and are expected to keep the best interest of the association in mind when deciding. Board members are expected to attend association functions to provide guidance and assistance to other association members and volunteers. Board members are expected to hold themselves to high ethical and moral standards in all situations. Board members who are not meeting these standards will be dismissed from the Board.

Board Member Compensation

At this time no Board member will receive a monthly or yearly stipend of any kind.

Board Meetings

Board Meetings will be held once per month. The date, time, and/or location of the meeting may be changed as needed to facilitate greater Board member or association attendance. The date, time, and location of the Board meetings will be posted on the association website. Board meetings, except for the Open Forum section at the beginning of each meeting, are closed to the public. (See BBBA Bylaws Article 5 Section 2)

Voting

During monthly meetings, voting will be held using parliamentary procedures. Each Board member in attendance may cast a single vote for the topic on which the Board is voting. A Board member may abstain from voting and is encouraged to do so if he/she has a conflict of interest. A simple majority will carry the vote.

There may be time-sensitive situations that require a Board vote which may arise outside of the Board meetings. If a vote is required sooner than the next Board meeting, a vote may be conducted by e-mail or other forms of messaging. All Board members will be copied on all emails or messages to ensure transparency throughout the Board. Any votes done outside of a normal meeting time will be memorialized in the next Month's meeting minutes.

If an association member petitions the Board, a closed vote will occur to allow the Board to vote freely outside the presence of the petitioner. Only Board members will be allowed in the room for discussion and vote on that topic. Closed-door discussions and voting are considered confidential.

Each Director will be a Chair/ Co- Chair of at least one Association Committee

Coordinator Groups/Committees of BBBA can be as follows or as outlined and directed by the BBBA Executive Board:

- Umpire Coordinator
- Volunteer Coordinator
- Tournament Coordinator
- Fundraising Coordinator
- Equipment Coordinator
- Communications and Media Coordinator

- Tryout Coordinator
- Coaches Coordinator
- Scheduling Coordinator

Umpire Coordinator — The Umpire Coordinator is responsible for being the contact person from the association for the umpire scheduler. The Umpire Coordinator will relay information to the umpire scheduler related to all home games for all BBBA teams ages 9-18. The Umpire Coordinator will maintain the association's Arbiter account and will update the Arbiter any time a game is canceled or postponed. If a home game is canceled, postponed, or moved, the head coach for the Brainerd team will contact the Umpire Coordinator to alert him/her to the change so the schedule can be updated.

Volunteer Coordinator — The Volunteer Coordinator is responsible for relaying volunteer opportunities to the members of the association and for tracking the volunteer hours worked by each family. The Volunteer Coordinator is responsible for deciding which volunteer opportunities are available for the association members and communicating those opportunities to the Communications and Media Manager to be posted on the association website. The Volunteer Coordinator is responsible for alerting the Treasurer of those who have not fulfilled their volunteer requirements.

Tournament Coordinator — The Tournament Coordinator is responsible for coordinating the tournaments in early June each year. This includes posting/advertising the tournament on appropriate websites, obtaining state tournament berths, fielding communication from interested teams, lining up umpires for tournament games, obtaining medals and/or trophies for winning teams, determining needs for concessions, identifying necessary volunteer spots, and acting as Tournament Director. The Tournament Coordinator needs to have good communication with the Communications and Media Manager and Volunteer Coordinator to ensure volunteer positions are filled for field maintenance, concessions, and welcoming.

Fundraising Coordinator — The Fundraising Coordinator is responsible for seeking out and organizing various fundraising opportunities for the association. The Fundraising Coordinator will communicate with the Volunteer Coordinator and be the primary contact person for fundraising events.

Equipment Coordinator — The Equipment Coordinator is responsible for managing the procurement and distribution of equipment, keeping track of inventory, replacing broken or worn-out equipment, and being the primary contact with the equipment provider. The Equipment Coordinator is also responsible for uniforms and clothing and apparel, including distributing uniforms to travel teams, obtaining jersey sizes for players and shirt sizes for coaches, relaying sizes to the clothing provider, and distributing the jerseys and shirts to the appropriate teams. The Equipment Coordinator will be the only person able to authorize the equipment provider to release equipment to association members/coaches and bill the association. The Equipment Manager position is not a separate position on the Board. It is a responsibility assumed by an existing member of the Board.

Tryout Coordinator — The Tryout Coordinator is responsible for the overall organization and execution of the tryout process. This includes soliciting and selecting evaluators, volunteers, and the location of tryouts.

Communications and Media Coordinator — The Communications and Media Coordinator is responsible for the maintenance of the BBBA website. Other responsibilities include general electronic communication via mass emails to the members of the association and maintaining access for coaches

to Quick-Scores, Rainout, etc. The Communications and Media Manager will organize the year-end parents' survey and will be responsible for distributing information sheets to all schools within the boundaries of the association to recruit players to play baseball for BBBA.

Coaches Coordinator – The Coaches Coordinator will serve as the "voice" and liaison between the on-field coaching staff and the board. The Coaches Coordinator will schedule time with the coaching staff every month so that information discussed at regular board meetings is shared with the coaching staff, and feedback is recorded. Any concerns, questions, ideas, and/or information and feedback that our coaches may receive from parents, will be shared with the Coaches Coordinator so that these can be brought to the board. In addition, any equipment, or other needs, etc., will be brought to the Coaches Coordinator for board review and approval. Finally, all coach training opportunities, events, etc. will be made available to our coaches by the Coaches Coordinator, and all required coach certifications, credentials, and renewals thereof will be maintained and/or submitted for approval by the board before a coach is eligible to take the field.

Scheduling Coordinator – The Scheduling Coordinator will serve as the liaison between the tournament coordinator, coaching staff, Community Education, and Brainerd Parks and Recreation to secure field reservations for games, practices, tournaments, etc.

GENERAL POLICIES

Equal Opportunity

We will not discriminate based on race, religion, gender, or national origin.

Registration

Players may register by completing an online registration on the BBBA website.

The Liability Waiver/Insurance form must be completed & signed by the parent and/or guardian prior to the player participating in try-outs.

The age level for which a player is eligible is his/her age on April 30th of the year in which he/she will be playing. Players in their respective age groups must not reach the next age before May 1. With the permission of the Board, a player may be allowed to "play up" with his/her grade level even if his/her age indicates he/she should be playing at a younger level. A player cannot "play down" at a younger age for any reason.

Fees

Player fees generally range from \$300 to \$750 depending on age, number of tournaments, location of tournaments, association fundraising and each team's individual fundraising efforts. Association fundraising credits toward player fees will vary from year to year based on anticipated fundraising efforts. Teams may also raise additional funds through sponsorships to reduce player fees.

Player fees irrespective of individual team fundraising efforts will be announced prior to tryouts each year. In no event shall player fees be lower than \$250 per player.

State Tournament and gate fees – Each player fee includes one state tournament and one gate fee. Any additional tournament or state tournament fees and gate fees will be paid from the respective team's team account.

All player registration and fundraising fees must be paid prior to the first game played. If a financial hardship exists, please contact any Executive Board member to discuss options.

Coach Selection

All coaches in the association will coach on a volunteer basis. Coaches for each team will be chosen from among eligible volunteers.

A background check must be reviewed each year for all applicants. Applicants will not be allowed to coach until they have completed a background check and the results have been returned to the Board. Applicants will not be allowed to coach if their background check returns a history of misconduct involving children, sex-related crimes, repeated violence, or a pattern that demonstrates consistent poor decisions. The applicant will receive notification from the Chairperson that he or she has not passed the background check and will not be allowed to coach. The applicant may appeal the decision by appearing before the Board. After a closed discussion of the situation, the Board will hold a closed vote to determine if the applicant will be allowed to coach. The Board's decision is final, and the Board will notify the applicant of the decision. Further appeals will not be heard.

There will be a maximum of three registered coaches for each team. The head coach for each team is responsible for determining who his/her registered coaches will be and notifying the Board of his/her decision. Only registered coaches will be exempt from the required volunteer hours (see *VOLUNTEER REQUIREMENTS AND OPPORTUNITIES*) as the Board realizes and appreciates the time and commitment each coach is providing to the association.

Primary selection criteria include past baseball coaching and playing experience, personal coaching and human development philosophies, organizational skills, strong moral and ethical characteristics, support of traveling baseball, and BBBA policies/procedures.

While it is important that a traveling team coach have expertise in the sport, it is just as important for the coach to have the welfare of the individual players and the players' character and confidence development foremost in mind. Even a person of integrity, sincerity and high idealism needs other qualifications such as the ability to remain even-tempered under pressure, the ability to discover ways to impart his/her knowledge to each individual player, and the ability to understand children, to relate to them, and be sensitive to their developmental requirements.

The Board will seek volunteers to coach at each age level. The Board will select the head coach from the list of eligible volunteers and will issue final approval of the coach selection. After the completion of tryouts Head coaches will be selected and prior to the rosters being completed as each head coach will need to make the final selections for their team. Coaches' responsibilities begin upon Board approval of the coaching position. Responsibilities of tournament selection and registration, parent meetings, and organization of practices begin in January. Responsibilities end in August with equipment check-in, season reviews, recommendations/feedback, and performance evaluations.

Coach Removal

Removal of a team coach is a very serious situation and must be dealt with in a fair and open manner. Reasons for a coach removal may include, but are not limited to:

- Failure to perform duties.
- Conduct detrimental to the player, the team, the organization, the community, or the parents.
- Abusive behavior, whether physical or psychological towards players, parents, opposing players, coaches, spectators, umpires, volunteers, or league officials.

To remove a coach, a written complaint with any supporting documentation must be submitted to the Grievance Committee. If there is sufficient justification by the Grievance Committee, a hearing before the Board will be held. A 2/3 majority of the Board is needed to dismiss the coach. There will not be an appeal process.

Team Managers

Team Managers are responsible for Home Tournament Coordination, volunteer hours during said tournament, and any administrative tasks assigned by the team head coach or the BBBA Executive Board.

Attendance

Practice is important for individual skill development and the development of team concepts/play. Every player's presence is important and is expected. Unless otherwise exempted by the coach, all players are expected to attend all practices, league games), double headers and tournament. Excused absences will be granted for school and religious events. However, it is expected that the coach will be notified in advance of any absences. Unexcused absences may result in a reduction in playing time.

Playing Time

Minimum playing time for the 9-12-year-olds will be three (3) defensive innings - 6 inning games – Subject to all 6 innings being played. 13-14-year-olds will be) three (3) defensive innings – 7-inning games – Subject to all 7 innings being played. Some situations, such as an expired time limit or 10-run rule, may prevent this from happening. The starting lineup for 9-14-year-olds will provide an opportunity for every player to have a place in the batting order.

Innings in a tournament must average to three (3) defensive Innings per game for the tournament.

Games and Practices

Travel teams will participate in minimum of 3 tournaments for 9U and 4 tournaments 10-14U. (State tournament play is not included.). Tournament play begins in May and continues through July.

Additional tournaments may be entered at the coach's discretion and must be covered out of team funds. Post-season tournament play is by invitation only and depends upon the team's success in qualifying tournaments during the regular season. If a team earns a berth in a state tournament, the association will cover the cost of registration to the tournament. A second state tournament must be covered by team funds also parents of the team must cover any additional cost for, hotels, and travel.

Team practices cannot begin until after tryouts and team selection. Then, as early as weather permits and/or an indoor facility is made available and will be scheduled by the team's coach and finalized by the scheduling coordinator. To help promote player safety and arm care, travel teams may only have 2 additional practices and/or games per week (not including scheduled tournaments) once practices

and games have begun for the Community Education Rec League Players who are in 8th-9th grades that participate in school baseball, may attend BBBA Travel Team practices and games, but only if BBBA activities do not conflict with school baseball practices and games, and if permission is provided by the school baseball coach.

BBBA teams will only enter tournaments of their age level requirement as specified in the handbook unless a coach is given pre-approval by the board for special circumstances.

All BBBA teams will play in BBBA-hosted tournaments and will not schedule any other tournaments during their own scheduled age tournament.

NOTE: Coaches will make every effort to avoid scheduling conflicts with school baseball parks and rec practices and games.

Fields

All teams will play games on fields of a size appropriate for their age and skill level, to the best of their ability. For home games, the following field and age pairings will be used when scheduling games.

- Ages 9-10: 60'
- Ages 11-12: 60' - 70'
- Ages 13-14: 75' – 90'

Practices may be held on any field or in any location deemed appropriate by the team's coach.

Brainerd/Baxter Park District and BBBA "Scheduling Coordinator" will handle all field maintenance and scheduling.

When attending games and/or practices, please be considerate. Park your vehicle appropriately, drive safely, pick up your trash (including inside dugouts) and keep your children off other people's property.

Behavior

The highest standards of sportsmanship will be expected from all BBBA players, parents, coaches, umpires, and spectators.

Conduct that will not be tolerated includes verbal abuse, bullying, tantrum-like acts, profanity, physical aggression on or off the field, and acts intended to cheat the spirit of the rules or to intimidate the umpires. Coaches are responsible for reporting **all** incidents to the Board. Subsequent violations may result in suspension from play or attendance. If a player is ejected from a game for any reason, he/she may be suspended for the following game as well (this will be the head coach's discretion).

ALL BBBA coaches represent the BBBA program but only the BBBA Team Head Coach should be the only person communicating with the umpires. One of the objectives of the program is to teach respect for the officials and the proper procedure for dealing with any problems with the umpires.

Unless playing in the field, at bat, on base, on deck, warming up to pitch, or coaching, all players shall remain in the dugout or on the bench. It is mandatory that each batter, on-deck player, runner, player in a coach's box, or non-adult bat/ball shagger on the field wear a batting helmet that meets safety standards.

Players will treat their coaches, parents, teammates, umpires, spectators, and the opposition with respect. After each game, the participants will line up and shake hands. Spectators are restricted to the areas that are “out of play” and away from the benches. Parents are only allowed on the field or in the dugout during any game.

Suspension / Dismissal of Player from Team

Once a team is selected, a coach cannot replace a player solely because of a lack of skills. A player may be released for the following reasons:

- Frequent, flagrant disregard of the player’s responsibilities
- Continued to play in such a manner as to endanger others and/or self.
- Displaying an uncaring attitude which results in not applying oneself, thus hurting the team’s competitive potential (for example: not showing up for practice)
- Failure to work within a team environment, placing self-interest before the teams.
- Repeated unsportsmanlike behaviors.
- Bullying

Before requesting the removal of a player, the coach must discuss the situation with the Executive Board and the player’s parents and attempt to correct the situation. The discussion should include an objective description of the behavior and the intended discipline. If this attempt fails, the coach must notify the Board who will decide on further action. The coach may remove a player, for reasons noted above, from any practice, game, or tournament until the Executive Board has a chance to review.

Inclement Weather

In case of inclement weather, the coach shall determine if there is a practice. At games, the home team’s coach will determine whether the game will be started. Once the game has started, the umpire is responsible for determining when play should be halted. In all cases, players should report to the place of the practice or game unless they receive notification from their coach.

Games and practices will be halted when lightning is visible. Players will be removed from the field and may not return to the field until there has been no lightning for at least 30 minutes. If you, as a parent, are not able to be present during an event, be sure your child knows another adult who will be present and with whom he/she can take shelter if bad weather suddenly threatens.

Blood Policy

A player or coach who is bleeding or who has an open wound shall be prohibited from participating in the game until appropriate treatment has been administered. If treatment cannot be administered in a reasonable amount of time, the individual must leave the game. Once the bleeding has been stopped, the individual may reenter the game. If there is a substantial amount of blood on the uniform, it must be changed before re-entering play. This policy also applies to injuries occurring during practices.

Drug, Alcohol, and Tobacco Policy

BBBA mandates that all players and coaches while participating in an activity shall refrain from the use of alcohol, tobacco, vaping, and/or other controlled substances.

It shall be a violation of this policy for a player, coach, or Board member, while participating in a BBBA activity, to use a beverage containing alcohol, use products containing tobacco, vaping, or use or consume, have in possession, buy, sell, or give away any controlled substance.

It shall also be a violation of this policy for any player to be charged by law enforcement personnel for a drug or alcohol offense at any time during the BBBA season (from the first day of tryouts through the final BBBA-sponsored activity of the year). Any offense by a player during his time shall be treated in the same manner as if it happened during a BBBA activity.

Once a violation has been brought to the Board's attention and a decision has been made, the player or coach will be informed of his ineligibility by a written letter from the Board Chairman.

First Violation: Upon notification by the Board, the player/coach shall lose eligibility for the next two consecutive games or two weeks of the baseball season, whichever is greater. No exception is permitted.

Second Violation: The player/coach shall lose eligibility in BBBA for the remainder of the season. No exception is permitted.

Accumulative Penalties: Penalties shall be considered accumulative throughout the player's/coach's participation in BBBA. It is the Board's discretion to determine if a player/coach is to be removed indefinitely for accumulative penalties.

Uniforms and Equipment

- BBBA will supply the following equipment:
New game baseballs, practice baseballs, catcher's helmet, mask, catcher's chest protector, catcher's shin guards, catcher's glove, bats, first aid kit, tees, and scorebooks.
- Only a BBBA hat, jersey, pants, belt, and socks will be approved and provided by the Association.
- Players must provide their own gloves, batting helmet, cleats, and personal protective equipment.
- Parents are responsible for providing any additional safety equipment that they choose to use. Properly fitted, correctly sized equipment is very important to a player's success, especially in terms of gloves and shoes.
- The wearing of athletic supporters with a hard-protective cup is strongly encouraged for all players.
- All players are encouraged, but not required, to use cleated baseball shoes. Players ages 9 -12 can use shoes with hard plastic or rubber cleats. They are not allowed to use metal cleats. Players ages 13 -15 may be allowed to use metal cleats. This is based on individual tournaments. Please check the tournament rules and regulations for specifics.

Bats

Aluminum bats are allowed for all levels of play. Travel teams will need to follow specifications for bats as outlined by Minnesota Youth Athletic Services (MYAS). It is the player's responsibility to check bat requirements prior to purchasing a bat. It is the coach's responsibility to ensure bats meet all such requirements.

Bats are an item of equipment, like gloves, which need to be fitted to the individual player. Parents should consult coaches and specific league rules before purchasing bats. Bat standards are outlined by MYAS/Gopher State or tournament specific guidelines. Please see the links here for bat rules:

- <https://www.baberuthleague.org/bat-rules.aspx>
- <http://www.myas.org/baseball/gopher-state-baseball-league/gopher-state-baseball-league-resource-center/bat-standards/>

Equipment Abuse

Under no circumstance will the abuse of equipment be tolerated. Umpires and coaches are instructed that each instance of equipment abuse will result in that player sitting on the bench for the remainder of that game. At the umpire's or coach's discretion, one warning may be given. If the abuse of equipment results in damage to the equipment, that player and/or his parents will be held responsible for reimbursing the cost of replacement. Players may be suspended from play until reimbursement is made.

Repeat offenses may result in suspension for multiple games up to and including the remainder of the season or permanent banishment from BBBA if the board deems it necessary.

Complaints or Concerns

BBBA's philosophy is that baseball should be a fun and rewarding experience for all concerned: Players, coaches, spectators, and officials. We strive to maintain this environment. We expect all participants to act with courtesy to other participants. We will not tolerate any lack of conduct or sportsmanship by any participant. The Board reserves the right to investigate and act upon any allegations of misconduct by coaches, players, parents, etc. regardless of the time of year if said actions do not correlate with BBBA philosophies or are detrimental to our mission. Unacceptable conduct includes, but is not limited to:

- Foul or abusive language.
- Harassment of coaches, officials, players, and opponents (belittling or derogatory comments).
- Any form of taunting which is intended to embarrass, ridicule, or demean others under any circumstances, including race, religion, gender, or national origin.
- Threats of aggression—threatened, attempted, or actual physical violence.
- Any form of sexual misconduct.
- Interference of or entering the field of play by a spectator.
- Willful failure to follow the direction of an umpire, coach, or tournament official during the game.
- Any form of intoxication at a game.
- Bullying

The process of handling complaints and unacceptable conduct shall flow as follows:

- Before a complaint is brought up with a coach. A 24-hour (cooling off Period) must be provided. Please reference Grievance Policy Form on BBBA website. The complaint or concern will be resolved at the earliest stage in the process.
- Complaint or concern must be filed in a written format to the Grievance Committee Chair email at brainerdbaxterbaseball@gmail.com.

- All complaints or concerns received by any Board Member must be reported to the Grievance Committee Chair.
- The Grievance Committee will investigate the complaint or concern and render any decision or disciplinary action.
- All affected parties will be notified via email to the address on file. Text messages will only be used to alert the recipient of an email sent, requiring acknowledgment or action.

Program and Coach Evaluations

At the end of the season, a survey will be emailed to the members of the association using a web-based survey engine. Parents and players are strongly encouraged to complete an evaluation at the end of the season on their experience with the baseball program and the coaches. This is your most significant opportunity to express opinions and to help make improvements. Contents of the evaluations are confidential and are only viewed by the Board. The input from these evaluations carries a lot of weight and we pay close attention to what these evaluations tell us. Please take advantage of this opportunity.

VOLUNTEER REQUIREMENTS AND OPPORTUNITIES

Team Managers will manage all of their tournament volunteer hours. All families are expected to participate and run your home tournaments. A\$250 may be assessed if a family puts no effort towards volunteering.

TRYOUT POLICIES

Player evaluations/tryouts will be used to determine which players comprise the Travel teams. All eligible players must attend tryouts, regardless of skill level. If a player is unable to attend the scheduled tryouts, they need to contact the Executive Board in advance for special circumstances. The executive board will evaluate these circumstances on a case-by-case basis.

Barring unforeseen circumstances, pre-season workouts and player evaluations/tryouts will be held between January 15th and April 1st.

Eligibility

To be eligible to try out and play on a Travel team, a player must:

- Refer to Article I section 2 of BBBA Bylaws.
- Have paid all applicable fees.
- Meet age guidelines specified by MYAS.
- Copies of birth certificates (county or hospital issued) must be supplied to the head coach prior to playing in 1st game.

Age

The age level for which a player is eligible is based on his/her age as of May 1st of the year in which he/she will be playing. Players in their respective age groups must not reach the next age before May 1st. A player cannot “play down” at a younger age for any reason.

Tryout Processes

- Notice

- Adequate notice will be given to potential tryout participants and the association will make every effort to offer multiple dates to allow as many participants as possible to attend tryouts.
- Player Identification
 - When the player arrives for tryouts, he/she will be identified by a number assigned at the tryout session. The number given to each player is determined by the order in which the player arrives at check-in (for example the first player to arrive is #1, the second to arrive is #2, the third is #3, etc.). A player must not wear clothing from a prior year's traveling team, use anything identifying him/her as a previous traveling player, or wear any article of clothing with his/her name imprinted on it.
- Evaluators
 - Tryout evaluators will be selected by the Board and Tryout Coordinator. The evaluators will be people who are known to possess the knowledge necessary to evaluate a player's skill. The Board will make every attempt to select evaluators who are impartial. Evaluators will not be related to any of the tryout participants involved in their assigned age level. If an evaluator is/was a coach or parent in the association, he/she will not be allowed to evaluate the level(s) in which he/she has just completed coaching, or the tryout level(s) his/her child(ren) will participate in. Every effort will be made to avoid having Board members evaluate players to avoid speculation of favoritism or bias. If the Board is not able to secure enough outside evaluators, Board members will assist with tryouts, including the evaluation of players. The above rules apply to Board members who are evaluating players.
- Skills Evaluated
 - Players will be evaluated, at a minimum, on the skills of throwing (strength and accuracy), fielding ground balls, catching and tracking fly balls, and hitting. Other skills may be evaluated as deemed appropriate by the Board. Players will be given an opportunity to practice each skill prior to being evaluated and will not be evaluated on their practice. Players will also have the opportunity to perform each skill several times while being evaluated. Evaluators will score each player on that player's overall performance (technique, position, footwork, accuracy, strength, balance) for that skill, and not on each individual repetition. Written comments will be included to help support the score given.
- Spectators
 - Parents are not allowed to observe the tryouts. Parents are not allowed on the field or in the gym during tryouts.

Team Selection

Players will be placed on a team based on their own merits (skills, athletic ability, hustle, enthusiasm, and ability to be coached).

The tryout/evaluation scores will be the primary basis used to select the players for each team. In cases where players have the same evaluation scores, written player evaluations from the previous year's coaches may be used to differentiate player ranking.

Travel Teams

Each Travel team will carry 12 players on the roster. Travel teams consist of 12 players; however, no team will ever be cut down to 12 if only 13 players participate in the try-out process for any age group. A team may be cut down to less than 12 in the event of a safety concern being noted by the evaluators. Also, if enough players participate in a try-out for any age group to field 2 teams, we will take all

necessary steps to provide the support to proceed with a 2-team format. It is possible, however, that multiple teams may not exist even if enough players participate in the initial try-out process. All necessary measures will be taken to encourage the formation of hybrid teams.

Determining Level of Play for Travel Teams

Travel teams will be encouraged to play at the AAA level. However, each coach of the team may request to play at the AA or A level if he or she has a legitimate concern about the team's ability to compete at the AAA level. For example, a team that did not win a game or had many games shortened by a mercy rule the year before at the AAA level may be allowed to play at the AA level. The purpose of playing at a lower level is to give the players more repetitions and promote skill development that they may not receive playing at a higher level and having games shortened by the mercy rule.

Injured Players

In the event a Travel team has injuries and does not have enough players to field a team, the coach of the team will be allowed to select players as either short-term or long-term replacements for the injured player(s). When the injured player returns from the injury, he/she will return to the Travel team. The coach will determine if the replacement may remain in the team or not. Players who are not registered with BBBA will not be allowed to be used as replacements for any reason. Any replacement player must register with the BBBA. Playing fees may be incurred by the replacement player.

In the event a replacement is necessary, the coach of the team must contact the President of BBBA and alert him/her to the situation.

PLAYER RESPONSIBILITIES AND RIGHTS

Players on a traveling team should take pride in themselves, their team, and in their community. They must follow the directions of the coaches and must be willing to accept constructive criticism.

Player responsibilities include:

- Have pride and confidence in yourself, your teammates, and your coaches.
- Be attentive and work hard in practice and games. Make your best effort to perform the tasks as directed by the coaches.
- Be a competitor, perform up to your full ability, and contribute to team unity.
- Compliment teammates and let the coaches handle the criticism.
- Show respect toward your coaches, teammates, and parents.
- Show respect toward opposing players, coaches, umpires, and spectators.
- Keep your equipment clean and in good repair.
- Maintain a responsible attitude toward your health. Be aware of the dangers of drugs, alcohol, and tobacco.
- Remember that baseball is a game and keep it in perspective with family, school, and church activities and responsibilities.
- Demonstrate good sportsmanship and proper behavior.
- Remind your parents that you need to be at practice and games on time.
- Inform your coach whenever you will miss or be late for practice or games.

Player rights include:

- To participate at a level that matches your maturity and ability.
- To play as a child, not as an adult.

- To participate in a safe, healthy environment.
- To be treated fairly and with dignity and respect.
- To have fun in sports.
- To have an equal opportunity to develop your abilities and strive for success.
- To have good coaching; to be taught the fundamentals of baseball.

COACH RESPONSIBILITIES AND RIGHTS

The coach is a teacher of baseball skills, a manager of the functions necessary to run a team, and is responsible for the social, psychological, and physical development of all players in his/her care. He/she is accountable to the players, parents, and the Board.

Coach responsibilities include:

- Obey and enforce all BBBA rules/philosophies.
- Treat players in an equitable and fair manner.
- Demonstrate good sportsmanship, self-control, and proper behavior.
- Ensure good sportsmanship and proper behavior of team players, assistant coaches, parents, and spectators.
- Attend meetings as necessary.
- Assure that all players receive playing time as mandated by this handbook.
- Teach the players to have fun and enjoy competition.
- Help players develop a healthy, competitive attitude toward winning and losing.
- Assess individual players' strengths and weaknesses and create a developmental plan to help each player improve their skills.
- Care for and return all BBBA equipment.
- Report any problems with fields to the Board.
- Recruit parent volunteers as necessary.

Coaches will hold a pre-season parent meeting. At this meeting, the coach will distribute the team schedule (if available) and roster and set the tone and expectations for the season.

Coach rights include:

- To be treated with respect by players, parents, volunteers, umpires, league, and the Board.
- To be made fully aware of the rules and policies under which they must function.
- To have access to necessary safety equipment and practice fields.
- To expect full cooperation from parents when they are asked to assist.

PARENT RESPONSIBILITIES AND RIGHTS

Your child's participation in the baseball program will require a significant contribution of your time and effort. Parents can contribute many things to support their child, team, and their program. Practically speaking, BBBA is an adult volunteer work project, constructed, supervised, and assisted by parents who desire to make its benefits extend to their children. Parent participation is vital to the success of BBBA.

Parent responsibilities include:

- Let your child know you love him/her, win or lose, whether he/she plays well or not.
- Compliment and encouragement. Coordinate your efforts to help your child's development with the recommendations of the coaches.

- Support your coaches. Remember that they are responsible for many children in addition to yours.
- Don't compare your child to other players. Be honest with yourself and your child about his/her abilities.
- Regard each player on the team as your own.
- Keep negative comments to yourself. Express concerns only to the coach and in a straightforward, fair, and objective manner.
- Teach your child to have fun and enjoy competition. Don't tell him/her that winning does not count, because it does, and he/she knows it. Instead, help him/her develop a healthy competitive attitude toward winning and losing.
- Follow the Youth Team Parent Code of Conduct supported and distributed by BBBA.
- Demonstrate good sportsmanship and proper behavior. Don't criticize officials, coaches, other parents, or players.
- Ensure good sportsmanship behavior of your child and your guests.
- Get your child to and from practice and games on time.
- Inform the coach in advance if your child will miss a game or practice.
- Provide any information the coach requests regarding your child's health and well-being.
- Volunteer to assist the coach whenever possible.
- Volunteer your time and talents to make your team a success.
- CHEER, CHEER, CHEER!

Parent rights Include:

- Have your child treated fairly and with respect. Have your child practice and play in a safe and healthy environment.
- Have your child coached by effective and qualified adults.
- Have your child engage in practice and play that will increase his/her skills and enjoyment of the sport.
- To be fully informed by the coaches regarding schedules, team rules, and your child's strengths and weaknesses.

BBBA PARENT/GUARDIAN CODE OF CONDUCT

As a parent/guardian of a child involved in the BBBA program, I/we agree to abide by and follow the rules and guidelines listed below:

- Will respect the property and equipment used at any sports facility, both home and away.
- Will encourage good sportsmanship through my actions by demonstrating positive support for all players, coaches, and officials at every game and practice.
- Will promote the emotional and physical well-being of the athletes ahead of my personal desire to win.
- Will provide support for coaches and officials working with the athletes to provide a positive experience for all.
- Will remember the game is for the athletes and not for the parents.
- Will demand that my child treat other players, coaches, officials, and spectators with respect regardless of race, creed, color, sex, religion, or ability.
- Will treat all players, coaches, and officials with dignity and respect in language, attitude, behavior, and mannerisms.
- Will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.

- Will inform the coach, within a reasonable period, of any anticipated absence from practices or games.

I/we also agree that if I/we fail to abide by the aforementioned rules and guidelines, I/we may be subject to disciplinary action. This action could include, but is not limited to the following:

- Verbal warning
- Written warning
- Parental game suspension
- Parental season suspension
- Parental banishment

These actions may not be necessarily taken in a progressive manner, and the Board reserves the right to select and apply any penalty depending upon the situation

BBBA BEHAVIORAL GUIDELINES FOR YOUTH COACHES

Be liberal with words of praise.

- Have realistic expectations and consistently reward achievement.
- Give a reward for desirable behavior as soon as it occurs.
- Reward effort and correct technique as much as results.

Reacting to mistakes

- Give encouragement immediately after a mistake.
- When appropriate give corrective instruction after a mistake, but always do so in an encouraging and positive way.
- Don't punish when things go wrong.

Team rule violations

- Let players help establish the rules.
- Allow the player to explain his/her actions. Be consistent and impartial. Focus the responsibility on the player, not you, who made the choice to violate a rule.
- When giving penalties, it's best to deprive children of something they value (deny participation or sit on the bench for a period).
- Be selective in the number of physical measures you use for disciplinary reasons (running laps, push-ups, etc.). Caution: exercise, when used for disciplinary reasons, may become an aversion.

Getting positive things to happen

- Set a good example of behavior.
- Encourage effort, don't demand results.
- In giving encouragement, be selective so that it is meaningful.
- Never give encouragement in a sarcastic or degrading manner.
- Encourage players to be supportive of each other and reward them when they are.

Create a good learning atmosphere.

- Always give instructions positively.
- When giving instructions be clear and concise.
- If possible, demonstrate the correct technique.

- Be patient and don't expect or demand more than maximum effort.
- Reward effort and progress.

Player recognition

- Show all players that you care about them as individuals.
- Don't let players leave feeling like losers.

Communicate effectively.

- Ask yourself what your actions communicated.
- Encourage players to express their concerns to you.
- Be sensitive to individuals' needs.
- Communicate at a time when a child is most receptive.
- Gaining players' respect
- Set a good example. Actions speak louder than words.
- Be competent, fair, considerate, and credible.
- Earn respect, don't demand it.

Countering parental pressures

- Communicate to your players that the important thing is that they enjoy playing and develop their skills, not that they must win or be a "star".
- Communicate to parents that by placing excess pressure on children to perform, they can detract from the potential that youth sports can have for enjoyment and personal growth.
- Have a meeting with parents before the season starts to discuss these matters.