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GLOW Youth Sports Academy Handbook

INTRODUCTION

Purpose of this Handbook

1. Standardize the process of how GLOW Youth Sports Academy Programs are administered.
2. Explain how member organization and leagues are organized and conducted.
3. Define Administrative procedures for all levels of operations.
4. Define expectations of coaches, parents, players, and officials.
5. Ensure a positive experience for all involved.

Mission Statement

- The GLOW Youth Sports Academy seeks to enrich the quality of life of the citizens we serve by providing safe and accessible facilities and a diversified program of activities in an effective, efficient, equitable, and responsive manner. Goals of GLOW Youth Sports Academy Programs.

Program Goals, Philosophy & Standards

- To promote equal and fair treatment of every participant regardless of skill level, race, social-economic status, sex, creed, or physical ability.
- To offer every participant the opportunity to learn the fundamental skills associated with sports.
- To emphasize lifelong benefits of physical fitness, leadership and good sportsmanship, and fair play.
- To ensure a safe, drug-free atmosphere for games and practices.
- To ensure all staff, volunteer coaches, and officials are adequately trained.

GLOW ADMINISTRATION

Structure

1. Youth Sports organization that is run as a not for profit 501c3
2. Administration is run independently for any local membership organizations
3. Administrate and foster relationships between member organizations
4. Town Contract Agreements and Communication Services
5. Recruitment of new membership organizations

Member Services

1. Scheduling Advisory Council Meetings
2. Liaison for National Organization Communications
3. Bidding Process for Supplies, Materials & Apparel
4. Website Management Services
5. Comprehensive On-Line Registration Management System
6. Solicit Sponsorships & Grant Programs



GLOW ADMINISTRATION

Education Services

1. Curriculum Benchmarks Standards for age appropriate sports specific development
2. Coaching Certification Standards for general guidelines of operational standards
3. Workshops for Coaches: Rotating seminars and/or activities for professional development
4. Workshops for Parents: Rotating seminars and/or activities for family specific needs
5. Workshops for Players: Rotating seminars and/or activities for student centered development
6. Administrative Handbook: Member Leadership guide to operating procedures

Scheduling

1. Master Scheduling of all Regular Season Games
2. Master Scheduling of all Post-Season Games
3. Selection Process for all Internal Membership Host Site events
4. Administration of Academy Team process, selection and scheduling

MEMBERSHIP ADMINISTRATION

Structure

1. Each Member Organization runs independently (administratively & fiscally)
2. Operational Status: Required Incorporation, Insurance and Banking operations
3. Elected Member Board: Must include (but not limited) President, VP, Secretary, Treasurer
4. Additional Positions: (elected or appointed) are determined by each Member Organization
5. Equipment & Supplies: required to independently provide materials for daily operation

Administrative Fees

1. Equipment Bid Request: Varied dues November 1st
2. Yearly Website Registration: \$100.00 Due December 1st
3. Apparel Bid Request: Varied dues by March 1st
4. Cal Ripken / Babe Ruth Commissioner Varied dues by May 1st
5. Tournament Registration dues by May 1st
6. GLOW Admin Varied dues by May 1st

Budget Development

<u>TOPICS</u>	<u>Appx Cost</u>	<u>Occurrence</u>	<u>Notes</u>
Charting	\$15 - \$25	Per team	Babe Ruth fees are based on age levels
Insurance	\$75 - \$225	Per team	Babe Ruth fees are based on age level and coverage liability
GLOW Admin	\$25 - \$50	Per team	GLOW fees per team based on age level
Umpires	\$500 - \$900	Per team	Plan on 7-8 games, 10U/12U use 1 ump, 15U/16U use 2 ump
Equipment	\$250 - \$400	Per Team	Game Balls, Practice Balls, Bats, Helmets, T's,
Uniforms	\$300 - \$400	Per team	Quality varies, Hats, Jersey/Shirt, Pants
Tournaments	\$200 - \$250	Per team	Typically includes Awards, Umpires etc. (more Tournaments more \$\$)
Web Fees	\$75 - \$100	Per Year	Yearly renewal per town all teams included
Game Day	Varied	Per Year	Chalk, Equipment, Supplies/Materials
Fields	Varied	Per Year	Maintenance, Dirt, Mounds, Tractor, Mowing, Tools, Bleachers
General	Varied	Multi-Year	Bases, Pitching Rubber, Dugouts, Score Boards



MEMBERSHIP ADMINISTRATION

Chain of Command

- An established chain of command creates efficiency when reporting problems or communicating with all stakeholders. It is critical as the leadership for a Membership Organization that the volunteers within your program are adhering to policy, procedure, strategies and planning. To increase efficiency, we ask that all stakeholders (volunteers & participants) direct questions, complaints or report problems to the appropriate member within the chain of command structure
1. Parents/Players: Direction Communication to Head/Assistant Coaches
 2. Assistant Coaches: Direction Communication to Head Coach
 3. Head Coaches: Direction Communication with Membership President
 4. Membership Presidents: Direction Communication to GLOW Administrations

Operational Duties

1. League Meeting Attendance
 - a. Winter: Focus Policy, Procedure and Format
 - b. Spring: Focus Team Determination Totals
 - c. Summer: Season Review Report
2. Babe Ruth / Cal Ripken Policies & Procedures
 - a. Presidents Handbook (www.baberuthleague.org)
 - i. Click "officials", then click "forms & publications"
 - b. Charter Registration
 - c. Insurance Verification
3. Universal Bid Submission
 - a. Equipment: Submit a completed equipment bid request December 1st
 - b. Apparel: Submit an anticipated apparel bid request December 1st
4. Recruitment Solicitation
 - a. Contacting local schools (flyers)
 - b. Social Media Platforms
 - c. Print Media
 - d. Fundraiser events
5. Field Availability: Completed form due by March 10th

Registration

1. Open Registration begin January 1st and runs through April 1st
 - a. Closed Tryouts or Selections will NOT be permitted
 - b. Public notification of tryout/registration dates is required for all Member Organizations
2. Member Organization are required to register through the GLOW Website
3. Roster change cut -off date is June 1st, no exceptions will be made past the deadline



MEMBERSHIP ADMINISTRATION

Player Eligibility

1. Gender Participation
 - a. Males requesting to play softball are subject to the NYS Classification requirements
 - b. Females requesting to play baseball are subject to the NYS Classification requirements
 - c. Transgenders requesting to play are subject to the NYS Classification requirements

2. Age Matrix
 - a. Baseball birthdate cut off is May 1st (player age is based prior to cut off date)
 - b. Softball birthdate cut off is January 1st (player age is based prior to cut off date)

3. Geographical Boundary Requirements
 - a. Public School Attendees:
 - i. Participants are required to affiliate with Membership of current school district
 - ii. Participants who change school districts prior to April 1st are eligible new school district
 - iii. Participants attending school districts not affiliated with Member Organizations may participate in any Member Organization that geographically touches current district
 - iv. Participants of non-affiliated school district programs must designate status to Member Organization throughout playing career (ie: Wyoming district must declare status)
 - b. Private School Attendees:
 - i. may participate in current public-school geographical residence
 - ii. may participate in public school boundary in which Private school is located
 - iii. participant is required to declare status upon initial registration
 - c. Home School
 - i. Must participate within the geographical boundary of home public district
 - ii. Non-affiliated district residents are subject to the above Public-School requirements
 - d. Waivers/Transfers
 - i. Waivers: There will be NO EXCEPTIONS approved to the proceeding information above
 - ii. Grandfathering: As of May 1, 2019 there will be NO NEW APPROVED EXCEPTIONS

Team Selection

1. Evaluations: evaluations will be conducted prior to the player draft. The purpose of evaluations is so coaches can get an idea of the skill level of all the players. Information on evaluations will be communicated at the time of registration. Evaluation Charts are to be completed on each participant.
2. Draft Procedures: Head Coaches' children will automatically be placed on his/her team in the first round of the draft. If a Head Coach has someone, he/she would like to have an Assistant Coach he/she must request that the player in the first round of the draft as that potential Assistant Coach's child
3. Player/Team Assignments: All coaches will draw a number to determine the draft order for the first round. In round 2 the order is reversed. The order then reverses each round until all players have been drafted. Any adjustments shall be approved by Membership Administration



MEMBERSHIP ADMINISTRATION

4. Notification of Coach/Team: Coaches are instructed to contact all the players on his/her roster within 48 hours after the coaches' meeting/draft. If you have not heard from a coach by then please contact the Membership League President.
5. Players Assignments: One of the many benefits of youth sports participating is meeting new people and making new friends. With the high number of registrants that participate in programs it is impossible for every child to be on the same team as all friends or to play for his/her coach of choice.
6. Special Request: All special request must be made during the registration process. Request will be reviewed by Membership Administration and determined if the request can be processed

Team Activities

1. Practices: Typically scheduled for 6:00pm, and usually last approximately 90 minutes to 2 hours, depending on the sport and the age. Coaches select practice times based on their availability.
2. How Often: Typically, a team will practice two to three times per week before games begin. Once games begin teams typically scheduled one or two practices per week. Frequency of practices is left up to the discretion of each coach.
3. Location: Most practices will be held at the same location determined by Membership Administration.
4. Games: usually begin two to three weeks after the coaches' meeting/draft is held. Games begin last week April and run through Mid-June (8U/10U/12U), and early June through July (7th/12th)
5. Days of Play: Typically, schedules will be generated giving teams 2 games per week. In some cases, a team will have a bye and only play one game in a given week. A team may also play 3 times per week if necessary, in certain situations.
6. Total # Games: Typically, 12 to 14 games will be scheduled in a season.
7. Game Location: Game schedules are usually completed two weeks prior to the first games. All schedules will be posted on the league website www.GLOWAcademyNY.com
8. Rainouts: The decision whether to play games due to weather will be determined by 4:00pm.

Coaching Selection / Requirements

1. Data Application Form
2. Babe Ruth Certification (www.baberuthleague.org)
 - a. Click "Coaches" link
 - b. Click "Coaching Education Program"
 - c. Click "Buy/Take Course"
 - d. Follow additional site directions & print a copy of certificate
3. Required Pre-Season Coaches Meeting Attendance
4. Completed Background National Screening
5. Parent Meeting Scheduled (Prior to Game #1)
6. Equipment Request
 - a. Pre-Season: must notify President by March 1st of needed items
 - b. Post-Season: must turn in a requisition request for following season
7. Chain of Command Process
 - a. All questions/issues must be directed to Membership President
 - b. Communication with GLOW/District Admin must only be through Membership President



MEMBERSHIP ADMINISTRATION

Background Screening

To ensure that the participants involved in Membership Organizations receive the highest quality experience, all potential volunteer youth sports coaches and officials must go through Membership required background screening process. Background screening assists membership staff in selecting the most qualified individuals who understand the organization's goals, as well as excluding individuals that have certain criminal histories or histories that suggest they may be a potential risk to young athletes.

1. Application Form: must be completed by all potential coaches for all volunteer positions each year.
2. Review of Information: Reference checks and verification should be conducted by Membership Admin.
3. Interview: Membership Administration should interview each potential candidate in person.
4. Criminal History Check: A Criminal History Consent Form must be completed by each potential volunteer coach. Forms are submitted to Protect Youth Sports to perform a national background check.
 - Member Organization Bulk Purchase: <https://baberruthsafety.sportngin.com/register/form/113368005>
 - Volunteer Required to Self-Purchase: <https://baberruthsafety.sportngin.com/register/form/277089265>
 - Volunteer Purchase Abuse Training Only: <https://baberruthsafety.sportngin.com/register/form/851078000>
5. If a coach has been convicted of or has a charge pending against him/her in which it is alleged that he/she has committed any of the following crimes their application will be denied and/or dismissed.
 - Simple Battery or Aggravated Battery, where the victim is a minor
 - Contributing to the delinquency of a minor within the last 5 years
 - Any sexual offense or Violation of any controlled substance act
 - Misdemeanor Violence with in the last 7 years
 - Any felony or attempt to commit any felony within last 10 years
6. Babe Ruth Link for completing Background Checks and Abuse Training
 - <https://www.baberruthleague.org/background-checks.aspx>
 - <https://baberruthsafety.sportngin.com/register/form/277089265>

Coaches Qualities and Skills

1. Integrity: Respect and understand the rules. Never attempt to circumvent the rules in any way.
2. Enthusiasm: Adding emotion to effort. Show enthusiasm in order to encourage and excite players.
3. Patience: Create an environment of learning a fun, not one of stress and negativity.
4. Sportsmanship – Set the example. Show them that you win and lose with class and respect.
5. Perspective: Success is measured by the respect gained from players, parents, and officials – not W/L's
6. Positive Attitude: Encourage his/her players. Avoid negative remarks towards players and officials.
7. Preparation: Organized plan for practices. Be familiar with the rules and policies of the league.
8. Communication: Be accessible to parents. Keep them in the loop with plans and schedules.
9. Concern for Safety: Always consider the safety and welfare of his/her players above anything else.
10. Respect: Always respects all stakeholders involved in the operations of your coaching duties.



MEMBERSHIP ADMINISTRATION

Scheduling

1. Starting Dates
 - a. 12U/10U/8U Baseball/Softball: will start around May 1st and run through June
 - b. 7th/12th Baseball/Softball: will start first week of June and run through July
2. Practice Times
 - a. 12U/10U/8U Baseball/Softball: To be determined by Membership Administration
 - b. 7th/12th Baseball/Softball: To be determined by Membership Administration
3. Game Times
 - a. 8U Baseball/Softball: Mondays/Wednesday 6:15pm / Weekends varied
 - b. 10U Baseball/Softball: Mondays/Wednesday 6:15pm / Weekends varied
 - c. 12U Baseball/Softball: Tuesday/Thursday 6:15pm / Weekends varied
 - d. 7th/8th Baseball/Softball: Mondays/Wednesday 6:15pm / Weekends varied
 - e. 9th/12th Tuesday/Thursday 6:15pm / Weekends varied

External Disagreements / Complaints

All internal related issues between a town should be handled by league President. Anytime there is an issue between competing towns it is required that the following protocol is followed. It is critical that the chain of command is followed.

1. The Complainant should contact their league President the day of (phone call)
2. The Complainant should file a written report to their league President (24 hours)
3. League Presidents will determine if the complaint is valid and needs to be addressed
4. League Presidents shall submit valid reports to the GLOW Administration
5. GLOW Administration will review the report and contact appropriate contacts
6. Contacted parties will have 48 hours to review the report and discuss internally
7. Offending parties are to complete an official response to the report to GLOW Admin
8. GLOW Admin will review responses and issue any appropriate determinations



WEBSITE ADMINISTRATION (Internal)

GLOW Responsibilities

1. General Site Maintenance
2. Development of Team Pages
3. Submission of Master Scheduling
4. Coaching Directory
5. Social Media Platforms

Membership (Presidents) Responsibilities

1. Main Page Data (Who Are We?)
 - a. Verification of the public information posted
2. Bank Account Verification
 - a. Membership Organizations must submit a voided blank check to GLOW Admin
 - b. Membership Organizations must verify that registrations payments are connected to account.
3. Coaches Directory
 - a. League Administrators (at least 1 per town) will be required to complete the directory
 - b. Baseball and Softball Head Coaches will be required to register on the GLOW Website
 - c. Registration will be posted on the "Registration" link on the main home page
 - i. All coaches must have a current Sports Engine Account
 - ii. New Coaches will be required to create an account prior to the registration process
 - d. Complete the short registration form
 - i. If you are coaching more the 1 team, please register multiple times for accuracy
 - ii. Please clear as to what team # you are coaching (do not use sponsor names)
 - e. GLOW Administration will post an updated directory prior to season starting
4. Registration Data Base
 - a. Required Data from Babe Ruth / Cal Ripken will be automatically incorporated to forms
 - b. Registration Data **CHANGE REQUEST** must be submitted prior to December 1st
 - i. Updated Economics: (registration cost & discount options) for each age level
 - ii. Update Forms: Waiver, Fundraiser or other forms must submit a word copy
 - c. Revenue Collection
 - i. Organization must determine if payment is required or optional
 - ii. Reminder electronic payments are subject to a credit card transaction fee



WEBSITE ADMINISTRATION (Internal)

Membership (PRESIDENTS) Responsibilities (continued)

5. GLOW Registration Files

- a. ONLY league Presidents (or designees) will have access to the town master data base
 - i. Log into your Sports Engine Account & Click Admin HQ in the upper left corner
 - ii. Click on your Registration Link (you will have access to more than 1 registration file)

- b. How to create MASS Communication**
 - i. Above the roster data list CLICK the "MESSAGE" link
 - ii. Select the recipient of the message (two options All or Pick who you want)
 - iii. Ill out the appropriate boxes then click the GREEN SEND MESSAGE at bottom

- c. How to ROSTER your teams to GLOW Website**
 - i. Click "VIEW ALL REGISTRATIONS" located just under your registration
 - ii. Click "GO TO ROSTERING" located on left just under your registration
 - iii. Make sure to select the correct registration (in case of multiples do to other sports)
 - iv. Click the BLUE "FILTER" in middle of the page (corresponds with roster)
 - v. Click on the SPORT you want to sort
 - vi. At the bottom click on "ADVANCED FILTER"
 - vii. Click "CHOOSE SOURCE" (pick your registration)
 - viii. Click "CHOOSE DATA" – select "DIVISION" under registration option
 - ix. Click the sport on the far left you want to sort
 - x. Check the box to the left of the players name
 - xi. Click, Drag & drop the player over the team you want to assign them (right side)

- d. How to assign COACH to the team**
 - i. Go to the "ROSTERING" menu bar
 - ii. Click "ASSIGN STAFF" top left of page
 - iii. Select the Coaching Directory Registration
 - iv. Click, Drag & drop the COACH over the team you want to assign them (right side)

- e. How to Complete SI Play Rostering**
 - i. Click "GO TO ROSTERING" located on left just under your registration
 - ii. Click on "Fields" and select all items listed under the Babe Ruth / Cal Ripken Data
 - iii. Click "update quick report" listed in blue
 - iv. Click "Export to Excel (.csv)
 - v. Dialog Box will appear, click open with Microsoft Excel
 - vi. Save this file (it will save as a CSV file to load into SI Play)
 - vii. If any extra data columns appear (you must delete the entire column) and save again
 - viii. Proceed to the SI Play website & follow directions to import the saved file



WEBSITE ADMINISTRATION (Internal)

Membership (PRESIDENTS) Responsibilities (continued)

6. Granting Website Permission Access (To Coaches)
 - a. Presidents (or designees) are responsible for assigning permissions for each team
 - b. How to provide access:
 - i. Log into your account
 - ii. Make sure "EDIT Mode" is ON in the upper left corner
 - iii. Go to the team page you are looking to edit
 - iv. Click "ADMIN" yellow box then click "Permissions"
 - v. Click "ADD PROFILE" listed in blue under profiles
 - vi. Type in the name of your coach in the search box
 - vii. When correct name appears (double click it)
 - viii. Name will appear to the right under profile then click the "EDIT" permission
 - ix. Click "ADD PROFILE" at the bottom of the page

Membership (COACHES) Responsibilities

- a. Coaches must follow the same starting steps below for each topic
 - i. Log into your account / "EDIT Mode" is ON in the upper left corner
 - ii. Go to the team page you are looking to edit
- b. ADDING NEWS
 - i. Click on the gear wheel in the "NEWS" section **THEN** Click "ADD ARTICLE"
 - ii. Click the "TAG MENU" to include who you want to see the message
 - iii. STATUS: published, Fill in require fields **THEN** Click "CONTINUE TO COMPOSE ARTICLE"
- c. ADDING GAMES
 - i. Click on "GAME SCHEDULE" **THEN** Click "ADD GAME" yellow strip middle page
 - ii. Complete the drop-down menus as need
 1. Must fill in the * options (it will automatically apply to other team's page as well)
 - iii. Please DO NOT enter anything below the VENUE option
 - iv. LAST Step – make sure to click "CREATE GAME" bottom right corner
- d. EDITING GAMES
 - i. Click on "GAME SCHEDULE" **THEN** Under "STATUS" click the game time
 - ii. Click GEAR ICON located right of Edit Stats **THEN** Click "EDIT GAME DETAIL"
 - iii. To Cancel a game click the game status drop-down (click canceled game)
 - iv. To make any other changes pick the drop-down and fill in appropriately
- e. ADDING SCORES
 - i. Click on "GAME SCHEDULE" **THEN** Click "QS" column (far right) of the game to enter
 - ii. Click "GAME STATUS" make sure to click final **THEN** Enter the score for each team
 - iii. Click "SAVE" bottom right corner



WEBSITE ADMINISTRATION (External)

GLOW Responsibilities

1. Yearly Fiscal Accountability
2. Program wide Sponsorship

Membership Responsibilities

1. Cal Ripken / Babe Ruth
 - a. Chartering
 - b. Insurance
2. SI Play Directions
 - a. Go to the following website: www.sportssignup.com
 - b. Sign in process
 - c. Click "Administration Login"
 - d. Click the GREEN "Get Started" link
 - e. Selection "Season" from drop down menu
 - f. Selection "Division" from the drop down menu
 - g. Click "Team Roster" GREEN link
 - h. Click "Upload your roster from Excel/CSV file" * Downloaded from GLOW site
 - i. Follow the step by step instructions that follow
 - j. When complete, Coaches information must be **manually entered** into the SI system
 - k. Any late signups will require a manual entry

REGULAR SEASON SCHEDULNG PROCEDURES

1. Form: Team Participation Intent form: 8U/10U/12U Baseball/Softball by March 1st
2. Form: Host Opening Day Request form completed by March 10th
3. Form: Black-out Date Request Form completed by March 10th
4. Form: Field Location availability form completed by March 10th
5. Master Schedule will be entered onto the Website by Glow Administration

Baseball Schedule

9th/12th will play Tuesday & Thursday
7th/8th will play Monday & Wednesday
12U will play Tuesday & Thursday
10U will play Monday & Wednesday
8u will play Tuesday & Thursday

Softball Schedule

9th/12th will play Tuesday & Thursday
7th/8th will play Monday & Wednesday
12U will play Tuesday & Thursday
10U will play Monday & Wednesday
8U will play on Monday & Wednesday

6. Schedule Dates

- a. Opening Day Events (Saturday) may start the last Saturday in April
- b. Mid-Week will start the Monday following the last Saturday in April
- c. Last-Week will conclude the Thursday before the 3rd Saturday in June
- d. No Games will be schedule Friday or Monday of Memorial Day Weekend



WEBSITE ADMINISTRATION (External)

7. Scheduling Structure
 - a. Anticipated that Teams will be scheduled for 12-14 regular season games
 - b. All Teams will be scheduled to play EVERY Mon/Wed or Tue/Thr. (age level)
 - c. Teams will only receive a mid-week bye date if there is an unbalanced schedule
 - d. Black-out dates will only be permitted for pre-scheduled school functions
 - e. No Black-out dates will be accepted for personal or conflicting coach schedules
 - f. Weekend Dates will NOT be scheduled on or beyond Memorial Day Weekend
8. Rescheduling
 - a. Due to the process of "over-scheduling" No rescheduling of weekday games
 - b. Opening Day events postponed will be permitted for rescheduling options

COACHES WEBSITE RESPONSIBILITIES

Pre-Season

1. Transfer Roster from registration forms (Presidents have access to do this)
2. Add Jersey # and Positions to all rostered players
 - a. Edit Mode Go to Team Page **THEN** Click Roster **THEN** Click the Player
 - b. Click Edit Player Details Fill in details needed, and press "**save**" bottom right corner
3. Review Schedule for Accuracy
 - a. Any issues contact your league president w/ details
 - b. Make sure details are corrected prior to game #1

In-Season

1. Any changes to your schedule after game 1 is the coach's responsibilities
2. Both Coaches should add game scores the night of the game completed
3. ADDING GAMES
 - i. Click on "GAME SCHEDULE" **THEN** Click "ADD GAME" yellow strip middle page
 - ii. Complete the drop-down menus as need
 1. Must fill in the * options (it will automatically apply to other team's page as well)
 - iii. Please DO NOT enter anything below the VENUE option
 - iv. LAST Step – make sure to click "CREATE GAME" bottom right corner
4. EDITING (Cancelling) GAMES
 - i. Click on "GAME SCHEDULE" **THEN** Under "STATUS" click the game time
 - ii. Click GEAR ICON located right of Edit Stats **THEN** Click "EDIT GAME DETAIL"
 - iii. To Cancel a game click the game status drop-down (click canceled game)
 - iv. To make any other changes pick the drop-down and fill in appropriately
5. ADDING SCORES
 - i. Click on "GAME SCHEDULE" **THEN** Click "QS" column (far right) of the game to enter
 - ii. Click "GAME STATUS" make sure to click final **THEN** Enter the score for each team
 - iii. Click "SAVE" bottom right corner



LEAGUE RULES

REGULAR SEASON RULES

UPDATE is POSTED on website



LEAGUE RULES

UPDATE is POSTED on website



POST SEASON TOURNAMENTS (Local Level)

GLOW Administration Responsibilities

1. Tournament Dates will be established by February 1st
 - a. Softball 10u/12u Tournament will take place in June after the Regular Season
 - b. Baseball 10u/12u All Star Tournament will start pool play after regular season
 - c. 7th/12th Baseball/Softball Tournaments will start in late July after Regular Season
2. Host Selection Sites will be determined by GLOW Administration by May 1st
3. Tournament Participation Declaration
 - a. 10U/12U levels by May 15th
 - b. 7th/12th levels ALL Teams regular season games will count toward post season
4. All levels will be geographically placed in pools or divisions determined by GLOW Admin
5. Tournament Scheduling Posted approximately June 1st
6. Rain Schedule will be posted internally
7. Purchasing of Awards, Banners, T-Shirts
8. Media Communications

Participating Teams Responsibilities

1. Declaration to Host Intent form submitted to GLOW Admin by February 1st
2. Head Coach: Phone Number & Email Contact (1 Week Prior)
3. Team Roster: Player Jersey Number (Prior to Game 1)
4. Rosters: Players must be selected from regular season participating teams
5. Rosters: Players are ONLY eligible to participate at 1 age level All Star tournament
6. Team Photo: Listing Players in photo (Prior to Game 1)
7. Each Team must provide 1 ball per game
8. Each Team will be required to Pay for 1 umpire per game played
9. Each team will be required to contribute money towards Tournament awards

Tournament Host Responsibilities

Field Requirement

- 1 - Outfield Fencing
- 2 - Score Board
- 3 - Press Box
- 4 - Dugout Facilities

Volunteer Positions

- 1 - Site Coordinator
- 2 - Public Address Announcer
- 3 - Official Game Scorekeeper
- 4 - Official Pitch Counter Tracker
- 5 - Social Media Specialist
- 6 - Grounds Crew Staff

Game Operations

- 1 - Extra Supply Game Balls
- 2 - Pre-Game Introductions
- 3 - Game Score Reported Daily
- 4 - Championship Ceremonies
- 5 - Tournament Bracket Board



POST SEASON TOURNAMENTS (Local Level)

Tournament Format (All Star Teams) Options

Pool Play (7 teams or less)

1. Teams will be placed in a bracket by GLOW Admin
2. Teams will be scheduled for up to 4 pool play games
3. Teams will receive an equal # of home/away contest
4. Top 2 teams in the bracket will advance to a 1 game championship

Pool Play (8 teams or more)

1. Teams will be placed in a geographical pool by GLOW Admin
2. Teams will be scheduled for up to 4 pool play games
3. Teams will receive an equal # of home/away contest
4. Top two teams in each pool will qualify for the "Final 4" Playoffs

Pool Play Scheduling Requirements

1. 10u Level will play pool play games on Mon/Wed
2. 12u Level will play pool play games on Tue/Thr
3. Weather related cancelation process
 - a. Pool Play Teams may agree to a future date completed prior to deadline date
 - b. Pool Play Teams unable to pick an agreed upon day MUST play the next calendar day
4. Teams unable to field a team on a scheduled date will result in a forfeit

Playoff Scheduling Requirements

1. GLOW Administration will determine playoff dates & locations
2. Dates & Locations will be predetermined if a Neutral Site is being used
3. Teams unable to field a team on the scheduled dates will be removed from playoff format
4. Weather cancelation related rescheduled dates will be determined by GLOW Admin



ACADEMY TEAMS

- Academy teams are designed to enhance the student-athlete experience beyond that of the local level experience. Academy teams are open to current affiliated membership participants throughout the GLOW region who would like to continue their personal experiences beyond the local regular season. Academy teams participate at age appropriate levels and continue their playing experience by traveling to selected tournaments throughout the northeast region.
1. Player Eligibility
 - a. Current participant of Member Organization
 - b. Current approved criteria of Babe Ruth / Cal Ripken
 2. Selection of Players
 - a. Open Try-out selection process
 - b. All participants will be rated by selection evaluation report
 - c. Top 12 players will be offered spots, 3 alternates will also be selected
 3. Selection of Coaches
 - a. Applications will be submitted to GLOW Admin by April 1st
 - b. GLOW Admin will interview and appoint selected candidates
 4. Registration Fees
 - a. Fees will be determined by GLOW Admin and posted by March 1st
 - b. Fees will include registration, insurance, uniform & selected apparel
 - c. Travel fees, include hotel accommodation will not be included
 5. Tournament Events
 - a. Events will be preselected & posted by March 1st
 - b. Selected events will not interfere with scheduled local events
 - c. Teams will participate in the Cal Ripken National Tournament
 6. Practice Dates
 - a. Selected practices will not interfere with scheduled local events
 - b. Selected dates will be announced prior to tryout (1 day per week)
 7. Apparel options
 - a. Selected members will be permitted to purchase approved GLOW gear
 - b. GLOW store will be open for parents & fans to purchase additional items



PLAYER CODE OF CONDUCT

It is a privilege to participate in athletics for the GLOW Academy. As a player, I will:

1. Conduct myself with honor, dignity and treat other players as I would like to be treated
2. Play the game for the game's sake, and not just to please my parents or coach.
3. Be modest and generous when I win and gracious when I lose.
4. Respect the game and it's rules, learn and follow them, and play the game fairly.
5. Work for the good of my team and always give my best effort.
6. Show respect for the authority of the referee, even though I will sometimes disagree with his/her calls.
7. Show good sportsmanship before, during, and after games. I understand that this is a game, and that the players on the other team are my opponents, not my enemies.
8. Help my parents and fans understand the rules so they can watch and enjoy the game. I will be sure they understand that dissent is not appropriate or permitted at any games.
9. Control my temper and not retaliate, even if I believe I have been wronged.
10. Not use or possess tobacco, alcohol, or illegal or performance-enhancing drugs.

I understand that if I do NOT follow the Code of Conduct, any of the following actions may be taken by my local participating town program or by the GLOW Administration:

1. Required to apologize to teammates, opponents or officials
2. Substituted or Suspended from game, practice or other team activities
3. Removal from the organization

Player consequences will be determined by the team coach, Director of Coaching, Executive Director, and/or Board of Directors for violations of the player Code of Conduct.



CORRECTIVE ACTIONS

Athlete Violations

Players who fail to adhere to the Code of Conduct may be subject to disciplinary action. Therefore, GLOW Youth Sports Academy has instituted a Corrective Action Policy to establish appropriate consequences for inappropriate behavior. Note: These guidelines are not absolute in dealing with problems. Severe situations could warrant harsher sanctions.

1. **Verbal Warning:** Coach will discuss inappropriate conduct with the player and parents and emphasize that this behavior will not be tolerated. Coach will document this discussion and provide a copy to Membership Admin.
2. **Period Suspension:** Coach will bench offending player for a period of time during a game when he/she should be playing. Coach will inform Membership Admin as to why the child is sitting out playing time.
3. **Game Suspension:** Coach will bench the offending player for one entire game when he/she should be playing. Coach will inform GLOW Admin of the 3rd offense, at which time the player and the parent must attend a meeting the coach and Membership Admin representative before the player is allowed to resume playing. The player will be warned that the next offense could result in his/her expulsion from the league.
4. **League Expulsion:** The participant on the 4th offense may be expelled from the league and no refund will be given. The parent will need to make a formal request to be re-instated into this league. The player and parent will next meet with Membership Admin prior to the start of the next youth sports season to determine if the child is capable of playing within the guidelines of the program.

Parent Violations

Parents who do not follow the Code of Ethics will be subject to corrective action. It is the philosophy of the GLOW Youth Sports Academy and its' Membership that parents shall not spoil the experience of participation in youth sports for the children. The following guidelines have been established for addressing problems with parents/spectators. Note: These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions.

1. **Verbal Warning:** League administrator/coach will discuss the undesirable conduct with parents and stress that this behavior will not be tolerated. Coach will document conversation and submit to Admin.
2. **Written Warning:** League administrator, coach, or official will notify GLOW Admin of continued breach of Code of Ethics and Parent Membership Organization will arrange a meeting with the parents. A formal letter of reprimand will be given to the parent stating that the next offense could lead to a suspension or ban.
3. **Game Suspension:** Letter will be drafted by Admin explaining that the parent will be banned from attending the teams next contest. The next offense could result in a season-long suspension.
4. **Season Long Suspension:** The parent will be banned from attending any future league contests. The parent will remain on suspension until a formal request for re-instatement is made. GLOW Administration & Membership Leadership will review the re-instatement request and determine if the suspension will be lifted



PARENT CODE OF CONDUCT

As a parent, you play a special role in the development of your daughter or son, and of his/her teammates. Your encouragement and examples ensure good sportsmanship and self-discipline more than any other influence. The opponent is not the enemy and should be treated with respect. While winning is important, playing well and fairly is the essence of the game.

SUPPORT YOUR CHILD

Support your child by giving encouragement and showing interest in his/her team. Help your child work toward skill improvement and good sportsmanship in every game. Teach your child that hard work and an honest effort are often more important than victory.

BE SUPPORTIVE AND YOUR CHILD'S BIGGEST CHEERLEADER

Children learn more by example than by criticism. Work to be a positive role model and reinforce positive behavior in others. Applaud good plays by others on your child's team as well as good plays by the opposing team. Do not criticize any child's performance from the sidelines. Accept the results of each game. Teach your child to be gracious in victory and to turn defeat into victory by learning and working toward improvement.

DON'T BE A SIDELINE COACH OR REF

Refrain from coaching or refereeing from the sidelines. Parents who shout/scream from sidelines often give inappropriate advice at the wrong time. The coach should be the only sideline voice. You and your child will both enjoy the game more if you put some emotional distance between yourself and the field or play. Officials are symbols of fair play, integrity and sportsmanship - Do not openly question their judgment or honesty.

DEMONSTRATE A POSITIVE ATTITUDE TOWARD YOUR OPPONENTS AND THEIR FAMILIES

Opponents are not enemies. Take care to show good hospitality at home and to represent SKV in a positive way when playing other clubs. Never allow yourself to be drawn into a verbal disagreement with opposing parents or coaches. No one has ever regretted letting "cooler heads prevail."

REMEMBER THAT YOUR CHILD WANTS TO HAVE FUN

Your child is the one playing soccer, not you. Children must establish their own goals - to play the game for themselves. Take care not to impose unreasonable demands on your child. Let your children experience the fun of playing as well as the challenge of excelling.

VIOLATIONS OF THE PARENT CODE OF CONDUCT

Violations of the Parent Code of Conduct may result in:

- A Parent suspended or removed from a game by a ref for misconduct.
- A Coach being suspended or removed from a game by a ref for a misconduct.
- A Player benched by the coach for parent misconduct before, during, or after a game.
- A Member or Family could be released from the Club.



CORRECTIVE ACTIONS

Parent Violations

Parents who do not follow the Code of Ethics will be subject to corrective action. It is the philosophy of the GLOW Youth Sports Academy and its' Membership that parents shall not spoil the experience of participation in youth sports for the children. The following guidelines have been established for addressing problems with parents/spectators. Note: These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions.

1. **Verbal Warning:** League administrator/coach will discuss the undesirable conduct with parents and stress that this behavior will not be tolerated. Coach will document conversation and submit to Admin.
2. **Written Warning:** League administrator, coach, or official will notify GLOW Admin of continued breach of Code of Ethics and Parent Membership Organization will arrange a meeting with the parents. A formal letter of reprimand will be given to the parent stating that the next offense could lead to a suspension or ban.
3. **Game Suspension:** Letter will be drafted by Admin explaining that the parent will be banned from attending the teams next contest. The next offense could result in a season-long suspension.
4. **Season Long Suspension:** The parent will be banned from attending any future league contests. The parent will remain on suspension until a formal request for re-instatement is made. GLOW Administration & Membership Leadership will review the re-instatement request and determine if the suspension will be lifted

Athlete Violations

Players who fail to adhere to the Code of Conduct may be subject to disciplinary action. Therefore, GLOW Youth Sports Academy has instituted a Corrective Action Policy to establish appropriate consequences for inappropriate behavior. Note: These guidelines are not absolute in dealing with problems. Severe situations could warrant harsher sanctions.

1. **Verbal Warning:** Coach will discuss inappropriate conduct with the player and parents and emphasize that this behavior will not be tolerated. Coach will document this discussion and provide a copy to Membership Admin.
2. **Period Suspension:** Coach will bench offending player for a period of time during a game when he/she should be playing. Coach will inform Membership Admin as to why the child is sitting out playing time.
3. **Game Suspension:** Coach will bench the offending player for one entire game when he/she should be playing. Coach will inform GLOW Admin of the 3rd offense, at which time the player and the parent must attend a meeting the coach and Membership Admin representative before the player is allowed to resume playing. The player will be warned that the next offense could result in his/her expulsion from the league.
4. **League Expulsion:** The participant on the 4th offense may be expelled from the league and no refund will be given. The parent will need to make a formal request to be re-instated into this league. The player and parent will next meet with Membership Admin prior to the start of the next youth sports season to determine if the child is capable of playing within the guidelines of the program.



COACHES CODE OF CONDUCT

The function of a coach is to ensure a positive experience for all players regardless of ability. Coaches serve as an advisor, mentor, lifeline, or simply as a person to lend an ear and listen. The role that a coach can have on a player's life is significant in youth development and lessons learned on that field will be carried throughout life. Each player should be treated with the utmost respect, and their welfare should always be considered in decisions by the coach.

Thank you for your willingness to volunteer as a coach. Accordingly, the following Coaches Code of Conduct has been adopted by the GLOW Academy.

CONDUCT AND ETHICS

- I will act professionally and take responsibility for my actions.
- I will be a positive role model, demonstrate fair play & sportsmanship to all my players.
- I will treat everyone equally regardless of sex, ethnic origin, religion or ability
- I will remember that I'm a youth sports coach, and the game is for kids and not adults.
- I will place the wellbeing of my players ahead of a personal desire to win.
- I shall never place the value of winning above the value of the ideals of good character.
- I will respect and support officials. I will not indulge in conduct which would incite players or spectators against the officials.
- I will exert my influence to enhance sportsmanship by my assistant coaches, players, parents and those associated with my team with special emphasis on respecting the rights, dignity and worth of athletes, coaches, other volunteers, friends and spectators.
- I will ensure my language, manner, punctuality, preparation and presentation demonstrate high standards of the GLOW Academy

HEALTH AND SAFETY

- I will adhere to all rules and act in the best interest player health and safety.
- I will ensure that all equipment is safe and ready for play.
- I will provide a physically and emotionally safe environment for practices and games.
- I will exhibit sound injury and risk management practices for all practices and games.
- I will encourage athletes to seek medical advice when required situations dictate so.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.

COACHING

- I will be fair, considerate and honest with athletes and communicate using simple words
- I will do my best to organize practices that are fun and challenging for all my players.
- I will use those coaching techniques appropriate for all of the skills that I teach.
- I will seek continual improvement through performance evaluation and education.
- I will be knowledgeable of rules and I will teach and explain these rules to my players.
- I will remain fair and impartial during player evaluations and select the best team I can.



CORRECTIVE ACTIONS

Coach Violations

Coaches who do not follow the Code of Ethics will be subject to corrective action. It is the philosophy of the GLOW Youth Sports Academy and its' Membership that coaches should set the highest standards and complete safety of participants. The following guidelines have been established for addressing problems with parents/spectators. Note: These guidelines are not absolute in dealing with behavioral problems. Severe situations could warrant harsher sanctions.

1. **Verbal Warning:** League administrator will discuss the undesirable conduct with Coach and stress that this behavior will not be tolerated. Membership Admin will document this conversation and submit to GLOW Admin.
2. **Written Warning:** League administrator will notify GLOW Admin of continued breach of Code of Ethics and will arrange a meeting with the Coach. A formal letter of reprimand will be given to the Coach stating that the next offense could lead to a suspension or ban.
3. **Game Suspension:** A suspension letter will be drafted by Host Membership Admin explaining that the Coach will be banned from attending the teams next contest. The next offense could result in a season-long suspension.
4. **Season Long Suspension:** The Coach will be banned from attending any future league contests. The Coach will remain on suspension until a formal request for re-instatement is made. GLOW Administration & Membership Leadership will review the re-instatement request and determine if the suspension will be lifted.



TEAM PARTICIPATION REGULAR SEASON

Thank you for requesting to participate in the regular season schedule. We kindly ask that you provide the following details so our request may be incorporated into the master schedule.

Organization Information

Organization Name:	
Contact Person:	
Contact Phone #:	
Contact Email:	

Team Request Information

Baseball Teams	Coach Name	Coach Phone #	Coach Email
<i>10U Team #1</i>			
<i>10U Team #2</i>			
<i>12U Team #1</i>			
<i>12U Team #2</i>			
Softball Teams	Coach Name	Coach Phone #	Coach Email
<i>10U Team #1</i>			
<i>10U Team #2</i>			
<i>12U Team #1</i>			
<i>12U Team #2</i>			

All requests must be submitted by March 10th. In order for your request to be reviewed, all information must be completed in its entirety. We will contact you after receipt and review of your completed request form. Please submit your request to the following: GLOWAcademyNY@gmail.com

OFFICE USE ONLY

<input type="checkbox"/> Confirmation	<input type="checkbox"/> Google Docs	<input type="checkbox"/> White Board	Date Received _____
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HOST OPENING DAY REQUEST

Thank you for requesting to host an opening day event. We kindly ask that you provide the following details so our request may be incorporated into the master schedule.

Organization Information

Organization Name:	
Contact Person:	
Contact Phone #:	
Contact Email:	

Event Information

Requested Date:	
------------------------	--

Baseball Teams	Team Coach	Field Location	Requested Game Time
<i>10U Team #1</i>			
<i>10U Team #2</i>			
<i>12U Team #1</i>			
<i>12U Team #2</i>			
Softball Teams	Team Coach	Field Location	Requested Game Time
<i>10U Team #1</i>			
<i>10U Team #2</i>			
<i>12U Team #1</i>			
<i>12U Team #2</i>			

All requests must be submitted by March 10th. In order for your request to be reviewed, all information must be completed in its entirety. We will contact you after receipt and review of your completed request form. Please submit your request to the following: GLOWAcademyNY@gmail.com

OFFICE USE ONLY

<input type="checkbox"/> Confirmation	<input type="checkbox"/> Google Docs	<input type="checkbox"/> White Board	Date Received _____
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Black-Out Date Request

Thank you for requesting for requesting blackout dates. We kindly ask that you provide the following details so our request may be incorporated into the master schedule.

Organization Information

Organization Name:	
Contact Person:	
Contact Phone #:	
Contact Email:	

Requested Black-Out Dates

Reminder: That Black-Out Date request will only be accepted for pre scheduled school related events ie: field trip, awards event etc... NO special request will be made for individual players or coaches to the mid-week schedule

Baseball Teams	Team Coach	Requested Dates	Reason
<i>10U Team #1</i>			
<i>10U Team #2</i>			
<i>12U Team #1</i>			
<i>12U Team #2</i>			
Softball Teams	Team Coach	Requested Dates	Reason
<i>10U Team #1</i>			
<i>10U Team #2</i>			
<i>12U Team #1</i>			
<i>12U Team #2</i>			

All requests must be submitted by March 10th. In order for your request to be reviewed, all information must be completed in its entirety. We will contact you after receipt and review of your completed request form. Please submit your request to the following: GLOWAcademyNY@gmail.com

OFFICE USE ONLY

<input type="checkbox"/> Confirmation	<input type="checkbox"/> Google Docs	<input type="checkbox"/> White Board	Date Received _____
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Post Season Tournament Host

Thank you for requesting for requesting to host an annual post season event. We kindly ask that you provide the following details so our request may be incorporated into the master schedule.

Organization Information

Organization Name:	
Contact Person:	
Contact Phone #:	
Contact Email:	

Requested Tournament

<u>Sport</u>	<u>Age Level</u>	<u>Age Level</u>	<u>Age Level</u>
Baseball	10U	12U	15U
Softball	10U	12U	16U

Required Aspects

<u>Field Requirement</u>	<u>Status</u>		<u>Volunteer Requirements</u>	<u>Recommended Name</u>
Press Box	YES or NO		Tournament Coordinator	
Dugout Facilities	YES or NO		Public Address Announcer	
Score Board	YES or NO		Official Game Scorekeeper	
Outfield Fencing	YES or NO		Official Pitch Counter Tracker	
Number of Fields			Social Media Specialist	

All requests must be submitted by February 1st. In order for your request to be reviewed, all information must be completed in its entirety. We will contact you after receipt and review of your completed request form. Please submit your request to the following: GLOWAcademyNY@gmail.com

OFFICE USE ONLY

<input type="checkbox"/> Confirmation	<input type="checkbox"/> Google Docs	<input type="checkbox"/> White Board	Date Received _____
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Post Season Participation Form

Thank you for requesting to participate in the post season. We kindly ask that you provide the following details so our request may be incorporated into the master schedule.

Organization Information

Organization Name:	
Contact Person:	
Contact Phone #:	
Contact Email:	

POST SEASON STATUS

All requests must be submitted by May 15th. In order for your request to be reviewed, all information must be completed in its entirety. We will contact you after receipt and review of your completed request form. Please submit your request to the following: GLOWAcademyNY@gmail.com

Baseball Teams	Team Name	Coach Name	Coach Contact Info
<i>10U Team</i>	YES or NO		
<i>12U Team</i>	YES or NO		
<i>7th/8th Team</i>	YES or NO		
<i>9th/12th team</i>	YES or NO		
Softball Teams	Team Name	Coach Name	Coach Contact Info
<i>10U Team</i>	YES or NO		
<i>12U Team</i>	YES or NO		
<i>7th/8th Team</i>	YES or NO		
<i>9th/12th Team</i>	YES or NO		

OFFICE USE ONLY



O Confirmation	O Google Docs	O White Board	Date Received _____
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Field Usage Request Form

Thank you for listing out a detailed description of local field locations. We kindly ask that you provide the following details so our request may be incorporated into the master schedule.

Organization Information

Organization Name:	
Contact Person:	
Contact Phone #:	
Contact Email:	

Event Information

Baseball Teams	Team Name	Field Name	Field Address
10U Team #1			
10U Team #2			
12U Team #1			
12U Team #2			
7 th /12 th Teams			
Softball Teams	Team Name	Field Name	Field Address
10U Team #1			
10U Team #2			
12U Team #1			
12U Team #2			
7 th /12 th teams			

All requests must be submitted by March 10th. In order for your request to be reviewed, all information must be completed in its entirety. We will contact you after receipt and review of your completed request form. Please submit your request to the following: GLOWAcademyNY@gmail.com

OFFICE USE ONLY

O Confirmation	O Google Docs	O White Board	Date Received _____
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PROPOSED RULE CHANGE

Thank you for requesting a proposed rule change. We kindly ask that you provide the following details so our request may be incorporated into the general membership meeting.

Organization Information

Organization Name:	
Contact Person:	
Contact Phone #:	
Contact Email:	

PROPOSED RULE CHANGES

Baseball Teams	Current Rule	Proposed Change
<i>10U Level</i>		
<i>12U Level</i>		
<i>7th/12th Level</i>		
Softball Teams	Current Rule	Proposed Change
<i>10U Level</i>		
<i>12U Level</i>		
<i>7th/12th Level</i>		

All requests must be submitted by February 1st. In order for your request to be reviewed, all information must be completed in its entirety. We will contact you after receipt and review of your completed request form. Please submit your request to the following: GLOWAcademyNY@gmail.com

OFFICE USE ONLY

<input type="checkbox"/> Confirmation	<input type="checkbox"/> Google Docs	<input type="checkbox"/> White Board	Date Received _____
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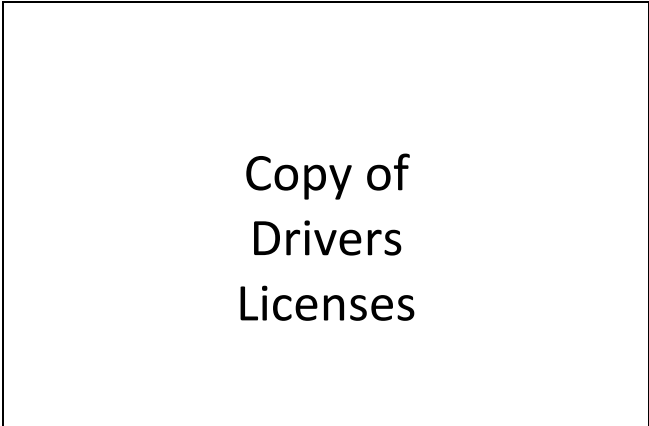
Application Form

Last Name

First Name

Social Security Number

Contact Information



Address

City

Zip

Phone Home

Phone Cell

Email

Education

High School

Graduation

Major Degree

College / University

Graduation

Major Degree

Employment

Company (Current)

Position Dates

Supervisor

Company (Past)

Position Dates

Supervisor

References

Name

Company

Position Phone #

Name

Company

Position Phone #

Signature: _____

Date: _____

I hereby certify that the information presented on this form is true, accurate and complete. Any falsification, misrepresentation or omission will be sufficient cause for disqualification or dismissal. References and personal information from this form are to be regarded as confidential information.