



**SCHAUMBURG ATHLETIC ASSOCIATION**

**GIRLS' RECREATIONAL SOFTBALL**

# HANDBOOK & POLICIES MANUAL



Last Amended: October 2024

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## HANDBOOK REVISIONS & APPROVAL

This Handbook & Policies Manual (this “Handbook”) for SAA Girls’ Recreational Softball can be approved by a simple majority vote of the Softball Board of Directors (the “Softball Board”). Any additions or changes made to the guidelines must be presented to the Softball Board no earlier than August and must be voted on no later than December. Any individual, whose child is in the program, is serving on the Softball Board, or is a member of a coaching staff may introduce a new guideline or propose to change existing guidelines. A copy of the guidelines will be distributed to each member of the Softball Board. Parents of all registrants may obtain a copy upon request.

Version	Date	Description of Revision(s)
v1.0	Summer 2013	Initial Release
v2.0	October 12, 2022	Annual updates
v3.0	October 30, 2023	Annual updates
v4.0	October 11, 2024	Annual updates

## 1. INTRODUCTION

The purpose of this handbook is to define the program specific administration of the SAA Softball Recreational program which operates within Schaumburg Athletic Association (SAA) and according to SAA By-Laws.

## 2. MISSION

The SAA Girls' Recreational Softball Program exists solely for the purpose of providing a wholesome summer recreational activity for young ladies ages 5 through 19.

## 3. THE RECREATIONAL SOFTBALL PROGRAM

SAA Recreational Softball is committed to teaching the girls the game of softball and the sportsmanship associated with playing sports. Please note, our travel and recreational softball programs use and operate under the guidelines of the Schaumburg Athletic Association.

### 3.1 RECREATIONAL SOFTBALL GOALS

- Continue to find ways to improve the program for softball players.
- Provide instructional clinics for both players and coaches throughout the year.
- Require the managers to maintain equipment quality.
- Report field conditions to the SAA Softball Park District Commissioner in a timely manner.
- Foster clear communication between commissioners, managers and parents.
- Keep the players, parents, managers/coaches and community informed of all activities within our program.
- Promote the use of the SAA website, [www.saa-online.com](http://www.saa-online.com).

### 3.2 OBJECTIVES

By following the goals above, the program will provide a stable and progressive developmental curriculum for the girls in the program.

### 3.3 EXPECTED OUTCOMES

The expected outcome of the Recreational Softball program is to teach the girls the game of softball and how it's played with emphasis on proper sportsmanship

#### 4. BOARD OF COMMISSIONERS

Commissioner	Name	Phone Number
Head Commissioner	Brandon Medley	(513) 227-8510
Assistant Head Commissioner	Darin Shook	(614) 893-7929
Treasurer	Joe Angelino	(312) 823-4316
Secretary	Jackie Paulson	(847) 346-8664
Umpire in Charge (UIC)	John D'Anza	(630) 220-5490
Scheduling	Jackie Paulson	(847) 346-8664
6U League	Karlee Damhauser	(630) 899-9087
8U League	Dianne Dreger	(847) 977-1822
10U League		
12U League		
14U League		
High School League	Leo Calabrese	(630) 689-6674
Fall Ball/Tournament Team	Darin Shook	(614) 893-7929
Concessions	Jen Calabrese	(630) 689-6671
Uniforms		
Equipment	Darin Shook	(614) 893-7929
Park District		
Pictures & Trophies/Marketing	Monica O'Neill	(630) 202-6552

#### 5. BOARD OF COMMISSIONERS STRUCTURE

##### 1. DEFINITION OF HEAD COMMISSIONER

The Softball Head Commissioner serves as the head of the Softball Board of the SAA Recreational Softball Program. The Softball Board and team managers will elect the Softball Head Commissioner. Any individual nominated for the position of Head Softball Commissioner must have served a minimum of two (2) years in a voting board member position. After a new commissioner is elected, the preceding commissioner can serve as an adviser or consultant at the request of the new commissioner. In this position, the individual does not have a vote on the Softball Board.

## 5.2 HEAD COMMISSIONER DUTIES

The Softball Head Commissioner duties shall include:

- Shall attend the SAA Executive Board meeting and SAA stated functions.
- Shall conduct meetings of the Softball Board and be a de-facto member of all committees.
- Maintain communications with the SAA Executive Board and all members of the Softball Board.
- Shall present annual budget and Handbook & Policies Manual to the SAA Executive Board and oversee recreational budget and program fiscal responsibilities
- Is authorized to enter into contract on behalf of the Softball Board in accordance with SAA policy.
- Supervise recreational softball team placement.
- Makes the final decision on all recreational manager and coach selection.
- Shall enforce and adhere to the SAA Disciplinary Policy attached hereto as Appendix A.

## 5.3 COACHING RESPONSIBILITY OF A HEAD COMMISSIONER

The Head Commissioner may coach in any league. While he or she is on the field, they must only assume the role as coach and may not influence decision or rules in the game.

## 5.4 DESCRIPTION OF OTHER COMMISSIONERS

### *Assistant Head Commissioner*

- Shall assume the Head Commissioner position if the head commissioner is unable to perform his/her duties (this does not include temporary leave such as vacation). If the Assistant Head Commissioner assumes the Head Commissioner position, he/she shall assume the duties of the head commissioner for the remainder of the term. If there is more than 4 months left of the Head Commissioner's term of office, a majority vote will elect the Head Commissioner position.
- Shall represent the Softball Board at required meetings if the Head Commissioner is unable to attend.
- With written authority from Head Commissioner, shall enter into contracts on behalf of the Softball Board.
- Shall perform other duties as assigned by Head Commissioner.

### *Treasurer*

- Presents monthly financial status of the Softball Program at Softball Board meetings.
- Reconciles SAA Executive statement with Softball accounting records.
- Assists Head Commissioner in preparing annual budget.
- Reviews, approves and processes deposits and check request for the general program, ensuring proper application of income and expenses.
- Attends SAA Treasurer meetings as scheduled.
- Shall perform other duties as assigned by Head Commissioner.

**Secretary**

- Shall take minutes of Softball Board meetings and distribute to SAA office, president and Softball Board.
- Shall perform other duties as assigned by Head Commissioner.

**Park District Coordinator**

- Serve as Softball's representative at monthly park district meetings and provide updates at the Softball Board Meetings.
- Act as Softball liaison with the park district regarding any field or facility related issues.
- Shall perform other duties as assigned by Head Commissioner.

**Age Level/League Commissioners**

- Provides guidance on all aspects of the program for age level managers.
- Shall assist, as needed, the Head Commissioner and Assist Head Commissioner with the team creation process, *except* for any league/age level that he/she is assigned coaching responsibilities.
- Oversees age level managers and coaches to insure their conduct and performance is consistent with the expectations of the program.
- Serves as primary point of contact for any age level related issues.
- Shall perform other duties as assigned by Head Commissioner
- Communicate all issues and issues/concerns to Head Commissioner.

**Uniform Commissioner**

- Negotiate costs, select a vendor, and meet with that vendor in October or November.

- From the provided list of team names for each league, develop an order list and follow financial procedure guidelines for processing.
- Keep an inventory of uniforms for in-house teams.
- In February, secure a final list of teams and number of players on each team from the Head Commissioner. Finalize uniform order.
- Organize a system for uniform distribution and enlist volunteers to assist.
- Set-up a uniform exchange date(s) with the Head Commissioner.
- Develop an inventory of all uniforms at the end-of-the-season and submit to the Head Commissioner.
- Suggest/recommend any changes to the Board for approval.

### ***Concessions Commissioner***

- Select vendors to use for the season and ask board for approval.
- Determine items to be sold at the concession stand as well as item costs.
- Secure game schedule for Veterans Park and assign volunteer times to each team.
- Enlist managers to assist with running the concession stand. Meet with those managers and develop a schedule for the season.
- Determine procedures/volunteers for end-of-season tournament.
- Track income and expenses for all concession goods. Turn money, vouchers, purchase orders and any pertinent paperwork to the Head Commissioner to review.
- All concession money must be deposited within 7 days.
- Keep an inventory of the concession goods and restock as necessary.
- Work with football for end-of-season buy-out and closure of stand.

### ***Umpire-in-Charge***

- Promote umpire positions to the area high schools. Umpires must be at least 14 years of age.
- Secure names of persons interested in umpiring by contacting prior year umpires, through volunteers at registration, and high schools.
- Arrange for instructional and/or certification clinics for umpires. Obtain work permits for those umpires under 16 years of age.
- Obtain all pertinent paperwork required by the SAA office.

- Obtain schedule for all leagues from the Head Commissioner for the umpire scheduling meeting. If possible may schedule umpires for Travel but all recreational games must be filled first.
- Secure umpires necessary for each game. During the season, if games need to be rescheduled, secure umpires.
- Evaluate umpires throughout the season.
- Set up and monitor a game/pay voucher system.
- Act as UIC during the season as well as the in-house tournament. Act in conjunction with the Head Commissioner, Assistant and League Commissioners for any disciplinary matters.
- Provide any mid-season rule changes to umpires and request that they have them with them at any game they will be working.

### ***All Commissioners***

- Missing 3 consecutive meetings or a total of 4 meetings in a given calendar year can be reasons for dismissal.
- Assist other commissioners whenever possible. Even though each of us has our designated duties, we are all working together to provide the best program we can for the girls in our community.
- Follow the SAA philosophy, the guidelines and procedures put into place by the Softball Board, and continue to promote fun, instruction, and good sportsmanship at every level.
- Report any problems, unusual circumstances, undesirable actions, etc., taking place within the program to the Softball Board for discussion and ultimately, a solution.
- Participate in softball events including but not limited to registration, opening day, player evaluation, clinics, end-of-season tournament, etc.
- Respect each other, as well as all decisions approved by the majority of the Board. All commissioners are required to support these decisions, not only at the board level, but also throughout the program and to all its members. The people in our program expect and deserve unity at the management level.
- Return calls and emails in a timely manner.

## **5.5 BOARD MEETINGS**

Board meetings are held the 3<sup>rd</sup> Thursday of each month. The location of this meeting is at the SAA Office, 217 South Civic Drive. There will be at least 6 open meetings a year. If a member of the SAA would like to attend they must request to do so by contacting the Head Commissioner by email. If there is a topic they would like to bring to the table that must be put on the agenda to be discussed.

## **6. COACH/MANAGER RESPONSIBILITIES & OBLIGATIONS**

### **6.1 DESCRIPTION OF MANAGERS/COACHES**

Softball teams will be run by managers and assistant coaches. The main responsibility of the *manager* is to provide for the welfare of the participants on his/her team. The manager will follow the guidelines set forth by the governing practices, games, and fair play for all players.

The manager is expected to conduct himself in a manner that displays leadership, *sportsmanship*, and act as a positive role model. As the manager you are expected to attend all coaching clinics and player clinics, provided by the SAA softball program. Both the manager and assistant coach need to do everything possible to continue the skills of teaching the fundamentals of softball.

Being awarded a coaching position one season does not guarantee a position the following *season*.

### **6.2 SAA COACH CODE OF CONDUCT**

See SAA Coach/Commissioner Code of Conduct attached hereto as Appendix B.

### **6.3 DISCIPLINARY REPLACEMENT OF COACH/MANAGER/BOARD MEMBER/ OTHER ASSISTANT**

It is both the right and duty of the Head Commissioner to replace any board member, team manager, or other program assistant, he or she believes is not performing the assigned duties and responsibilities of his/her position in a manner consistent with the objectives of the program or the expectations of the Head Commissioner or is in any way considered to be detrimental to the program.

### **6.4 CERTIFICATIONS, SEMINARS AND CLINICS**

As the manager of the softball recreational program you are expected to attend all coaching clinics and *player* clinics provided by the SAA softball program. All managers and coaches must complete an SAA Volunteer Application form for use in background checks.

### **6.5 ACTIVE PARTICIPATION IN FUNCTIONS, EVENTS, AND ACTIVITIES**

Any coach in the recreational softball program must attend our annual coaches' clinic held by the Sluggers. Failure to attend this could result in suspension of their first two games.

## **6.6 COACH/MANAGER EVALUATIONS**

At the end of the season all managers will be evaluated by all parents of their team using an on-line system. The results will be evaluated and used for manager and coach selection for the following season.

## **6.7 ADMINISTRATIVE DUTIES**

All coaches in the SAA Softball program are responsible for administrative duties assigned to them by the Head Commissioner and/or their league commissioner.

## **6.8 SPECIFIC RESPONSIBILITIES OF COACHES/MANAGERS**

Knowing the rules and conducting yourself as regulated by the S.A.A. Guidelines are important parts of your responsibility as well as the following:

- Know the sport and the kids.
- Be aware of the differences in personality - what is right for one child isn't necessarily right for another.
- Teach and model behavior that reflects desirable basic values.
- Understand each child's motivation for being on the team. Some kids are very serious about competing; others are there because a best friend is playing. One reason is not better than the other.
- Understand and deal with differences in children's physical and emotional maturity and appreciate each child for her own individuality.
- Long-term goals of helping young people develop physically, psychologically, and socially must always take precedence over the goal of winning. Never have just winning in sight.
- Do everything you can to continue to develop your skills of teaching the fundamentals of the sport. Improvement is a primary source of enjoyment for athletes. Encourage all the players
- Control your emotions in frustrating situations
- Abide by officials' decisions. In other words let it go.
- Congratulate the opponents when they win.
- Coaches should report damaged equipment to the equipment commissioner.

## **7. PLAYER EXPECTATIONS**

### **7.1 ELIGIBILITY**

The Softball program is open to all girls who are not involved in a travel program, between ages 5 and up to 19. They must be five years of age as of September 1,

of the current season and no older than nineteen years of age as of January 1, of the current season. Any girl found to be playing on a travel team will be forced to leave the team with no refund.

## 7.2 PLAYERS CODE OF CONDUCT

- Know and honor the rules of the game.
- Respect your coaches and teammates. Arrive at the field ready to perform, and demonstrate the willingness to learn and to play together as one team.
- Display positive encouragement with teammates and refrain from being critical of their mistakes while on the field.
- Respect the umpire, and refrain from addressing them or commenting on their decisions during the play of the game.
- Respect your opponent, both coaches and players. Demonstrate good sportsmanship and behavior before, during and after games, being humble and generous in victory, proud and courteous in defeat.
- Display good behavior and refrain from audible or visible reactions to making an out or committing an error.
- Follow all field and facility rules and regulations, respecting at all times the property of others.
- Always remember the game is meant to be enjoyable.
- The failure to follow the player code of conduct may result in disciplinary action, which may include suspension or expulsion from the softball program. In addition, all players are expected to adhere to the SAA Disciplinary Policy attached hereto as Appendix B.

## 8. PARENT EXPECTATIONS

### 8.1 VOLUNTEER POLICY

SAA Softball requests that a minimum of one parent per registered player volunteers at some time over the course of the season. Managers may have a list of volunteer opportunities available. *Please note*, SAA Softball concessions is only available at Veterans Park.

A \$75.00 non-volunteer fee will be applied to the player registration for those parents who wish to not volunteer in the given season.

### 8.2 PARENT CODE OF CONDUCT

See Parent/Guardian Code of Conduct attached hereto as Appendix D.

## 9. TEAM ORGANIZATION AND STRUCTURE

### 9.1 TEAM NAME

The Spring recreational program, except seniors league, uses colleges as their team names. The Fall recreational program team names are decided by the individual team players and coaches.

### 9.2 LOGOS



### 9.3 EVALUATION/TRYOUTS POLICY/ROSTER SELECTION

For 6U and 8U Leagues there will be no evaluations. Teams will be formed by the Head Commissioner and Assistant Head Commissioner, along with the 6U and 8U Commissioners based on proximity of home address and/or attending school of the registrants. Since there are only a certain number of players per team, this rule may have variances.

Evaluations are held for the 10U through 14U Leagues and the girls are placed on teams based on results. The Head Commissioner, League Commissioner, and at least one other commissioner will try and make all teams as fair as possible. Requests are to be honored (if possible due to team parity) at the 10U through 14U level. **The friend requests must be mutual, or the request will not be granted.**

High School League players can request to play with friends. Each player may list one friend request when registering online. Although a friend request is never guaranteed, we will make every attempt to honor most friend requests. Players may not request a specific manager or coach. **Previous players:** We will make every effort to keep them on the same team from the previous year if they make that request on the form. However, we will be looking closely at the player evaluations from the previous year to make sure all teams have 2 pitchers and catchers and are equally balanced. Team creation and honoring of friend requests are at the discretion of the High School League Commissioner.

Any player requesting to play up will be required to attend evaluations and evaluate in the top 10 players (based on overall score) of their league. A committee will review the evaluation to determine if the request is approved or not. The committee will base their approvals on availability of the leagues and scores from evaluations. *It should be noted, any player that attends evaluations and scores within the top 10 players is not automatically approved.* The committee shall consist of the Head Commissioner, Assistant Head Commissioner and each League Commissioner.

### 9.4 CALL UPS

The respective League Commissioner will maintain a list of call ups for their league to be used as replacements for players unable to attend any given game

for one league up (8U for 10U, 10U for 12U, 12U for 14U, 14U for High School). If fewer than 9 players will be available for a particular game, the manager will be allowed to draw a maximum of the number of players needed to field a full team covering all positions. He/she must contact the Commissioner of the league below for call-ups. If a manager has illegal players on his/her roster for any game, the manager will be ejected for the remainder of the game. In tournament play, the number of call-ups may never exceed the minimum number of players needed to field a full team, plus one extra player for reserve in case of an injury.

The call up list will be compiled based on each team manager's evaluation of player ability, age, and willingness to play up at the next age level. Managers are required to provide a list of 3-4 girls who can be called up to their league commissioner before the 1<sup>st</sup> game on opening day.

Selection from the list will be made by the League Commissioner in such a manner as to give all willing call-ups an equal number of opportunities to play up whenever possible.

Call-ups will not be allowed to pitch, but may be utilized at any other position. Call-ups will not be allowed to play more innings in any game than the fewest innings played by any rostered player present for the game.

Example: Manager from 14U calls the 12U League Commissioner for needed call-ups. That commissioner will obtain call-ups and notify the manager of the name(s) of call-up players. Only these players called-up from the League Commissioner are allowed to participate in that game. All others will be considered illegal players.

Only players that do not have a conflict with their assigned team can be used.

If at game time, you have enough rostered players from your original team, the call-ups shall be considered rostered players on the team. They must be included in the game according to all rules. In tournament play only, if a rostered player who was not supposed to be there unexpectedly comes to a game, the call up plays and the rostered player does not.

**At no time during the season can an in-house player be called up to play travel.**

## **9.5 TOURNAMENT OR SPECIAL TEAMS**

Each year, SAA Softball will promote the development of Tournament Teams within the 10U, 12U, and 14U ages if enough girls show interest. The Tournament team is made up of players who are enrolled in the SAA recreational program. These girls will play on both the In-House team and the Tournament team.

This program is only offered for giving coaches and players an opportunity to play at a somewhat higher, full team talent level, and experience competition with other local teams of the same caliber.

Tryouts will be held the end of January, and the time and location will be posted on the Softball section of our website. The players accepted to the team will be contacted via email after the selection process is complete.

These are competitive teams. Both players and parents need to accept that in competitive sports, equal playing time of all participants is rarely possible. The goal of the SAA Softball program and the team manager is to achieve the closest amount of fairness to all players while maintaining the highest possible level of competitiveness. The makeup of a successful tournament team requires talented players, dedicated players, coaches, and parents, and equally cohesive personalities. To create that type of team, the manager needs and has complete authority over the roster selections.

Over and above the in-house registration fee, the financial commitment of the tournament team consists of a \$300.00 tournament registration fee per player and a \$150 team Sponsorship fee. The Sponsorship fee of \$150.00 can be paid by a sponsor or equally shared by the team parents. Additional team fundraising, or family contributions are not necessary or allowed. Uniforms, equipment, tournament fees, sponsor plaque, and manager plaques are all included for these payments.

## **9.6 TOURNAMENT TEAM MANAGERS**

To become a Tournament Team Manager, you must have been an SAA Softball Manager or Coach of record in good standing. By "Manager or Coach of record," it means you were accepted by the Softball board as an official coach and that you provided the needed contact information and filed a Background Check online.

All interested Managers must notify their League Commissioner of their interest to manage a team by the beginning of January. The league commissioner will relay that information to the head commissioner. The Head Commissioner will appoint a panel of himself and two commissioners to interview all applicants for all teams who comply with the rules, and by majority vote they will have complete authority to appoint applicants as the team managers. If, by majority decision, this panel feels that the applicants have not presented adequate documentation as to their abilities, dedication, and other qualities required for a Tournament Team Manager, the position and team will be waived until the following year. As this team requires an accelerated level of player talent, it is the duty of the Commissioners Interview panel to make sure the coaching staff is at the same level.

## **10. LEAGUES AND TEAMS**

### **10.1 SEASON**

- Managers are selected mid-February and teams formed around the end of February.
- Practices for 6U through 14U begins the first week of April with the season ending mid to late July. Managers are selected in early June for fall softball.
- High School League practices start Mid-May with the season starting the 1st week of June and ending the last week of July.
- Fall softball runs from mid-August through mid-October.

## **10.2 LEAGUE PARTICIPATION REQUIREMENTS/RULES**

SAA spring softball doesn't play in any outside leagues. Fall softball will play crossover games with other communities due to lack of participants in the SAA program.

## **10.3 PLAYING TIME/PARTICIPATION POLICY**

Girls will get the opportunity to play all fielding positions in spring and fall softball. We need to develop pitchers, so you are expected to give all players the opportunity to pitch. For defining playing positions/rotation an infielder is pitcher, catcher, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and shortstop.

Teach the players to play each position. No player is to sit out 2 innings until all players have sat 1 inning, no player is to sit out 3 innings until all players have sat 2 innings, no player is to sit out 4 innings until all players have sat out 3 innings, and so on.

## **10.4 TEAM MEETINGS**

Team meetings are to be held in late March and all coaches are required to have a team meeting before their first practice. At these meetings, it is recommended that players and managers' philosophies be discussed with strong attention set on sportsmanship and proper behavior by all, including parents and fans. It is a good time at these meetings to ask for your volunteers, such as team parent, picture coordinator, concessions volunteer, and if desired, someone to have the players' names screened on the uniforms. Fall softball meetings will be held at or before the first practice in early August.

## **10.5 PRACTICE**

Practices will begin approximately the 1<sup>st</sup> Saturday of April. Based on field availability each team will practice twice per week. Generally, everyone will practice on Saturday with one other practice held during the week. The season will end no later than the third Saturday of July. Practice days vary each week. A team may practice Tuesday and Friday of one week and practice Monday and Thursday the following. Fall softball practices will begin the second week in August.

## **10.6 GAMES**

Games will begin the 1<sup>st</sup> Saturday of May. Each team will play twice per week. Generally, everyone will play on Saturday, with one other game being played during the week. The season will end no later than the third Saturday of July. Teams may not play the same days every week. Fall softball will begin the weekend before Labor Day and continue until the second week in October with one to two games per week.

## **10.7 TOURNAMENTS, COMPETITIONS, SPECIAL EVENTS**

10U through High School League close out their season with an end of year tournament. This tournament usually lasts five days and is a double elimination tournament format. In the case of inclement weather, the Softball Board may determine to modify the end of the season tournament to single elimination.

## **10.8 GAME OFFICIALS**

The SAA Girls' Softball umpire program is available to anyone 14 years and older. Anyone under the age of 16 must provide a work permit. This is a paid position, and availability will be required on a regular basis. Umpires will be required to know the SAA rules for each league, as well as NSA and IHSA rules for the High School league. Umpires are also required to attend two or more clinics. Further information may be obtained by contacting the Umpire in Charge. Umpires are considered independent contractors and will be given a 1099 if \$600.00 or more was paid for services in a calendar year.

## **10.9 SPECTATORS**

Spectators are expected to adhere to the same code of conduct as parents. Failure to do so may result in disciplinary action. The manager is responsible for the conduct of his/her spectators, parents, and players.

# **11. REGISTRATION**

## **11.1 REGISTRATION DATES**

Online registration will start on December 1<sup>st</sup> for the upcoming spring softball and tournament teams and end when leagues are full. Fall softball registration will open May 1<sup>st</sup> for that given year.

## **11.2 REGISTRATION FEE COMPLETE BREAKDOWN**

Spring season:

- The cost for 6U and 8U league players is \$140.00. If paid after registration close, a late fee will be added and the fee will increase to \$165.00.
- The cost for 10U - 14U league players is \$170.00. If paid after registration close, a late fee will be added and the fee will increase to \$195.00.
- The cost for High School League players is \$175.00. If paid after registration close, a late fee will be added and the fee will increase to \$200.00.
- In addition to the registration fee each registered player will pay an additional \$25.00 at the time of registration for fundraising. The fundraising activity will be determined by the Softball Board and applies to the spring recreational softball season.
- A \$75.00 non-volunteer fee will be applied to each player registration for those parents who wish to not volunteer in the given season. Volunteer opportunities include Team Manager, Assistant Coach, Concessions, Field Prep Coordinator, Scorekeeper, etc.

Fall season:

- The cost for 8U league players is \$130.00. If paid after registration close, a late fee will be added and the fee will increase to \$155.00.
- The cost for 10U - High School league players is \$135.00. If paid after registration close, a late fee will be added and the fee will increase to \$160.00.
- **There is no fundraising fee for the fall softball season.**

**In order to be placed on a team in either the spring or fall season, the player must have all fees paid in full.**

### **11.3 WAITLIST REGISTRATION FEE**

SAA Recreational Softball will place players on a wait list. We will place every player as long as registration is open. The waitlist will be used after teams have been formed for late registrations. If there is an opening on a team the waitlist player will be added to the team if possible. Registration costs will be collected when the waitlisted player is added and accepts to play on the team. This applies to both spring and fall softball.

### **11.4 ATHLETIC GRANT FOR FAMILY HARDSHIP**

Grants for families with special financial needs will be provided with the approval from the Head Softball Commissioner. The head commissioner reserves the right to have the applicant for the grant secure a sponsor to cover the costs of registration. Once a sponsor is secured by the grant applicant and the check is received she will be placed on a team.

There will not be a grant for fall softball.

### **11.5 VOLUNTEER CREDIT OR COMMISSIONER SCHOLARSHIP**

There will be **no** registration credit or commissioner scholarship extended to the children or family members of volunteers.

### **11.6 REFUND POLICY**

For recreational softball *there* is no refunds after February 12, 2024.

## 12. TEAM FUNDS

### 12.1 FUNDRAISING

Sponsors are an essential part of our program budget. Each team will be responsible for securing at least one sponsor in the amount of \$150.00. If a sponsor is not obtained, the fee will be collected by charging each team member the amount needed to cover the sponsor fee. Example: \$150 divided by the number of players on the team equals the amount that must be paid per family. Sponsor money is due on or before the date listed on the calendar of events. Failure to obtain a sponsor or collect said fees from parents may result in the loss of field privileges. In return for this sponsorship, each sponsor will receive a team plaque to be displayed at his/her place of business. In addition, the sponsor's name will appear in the sponsor section of the softball website.

### 12.2 DISTRIBUTION OF FUNDS

Any disbursement of *funds* shall be supported by a Transaction Request (TR) and receipt for the disbursement and Treasurer approval. Any personal reimbursement of funds to be paid to any manager, parent, coach, or player must be Recreational softball related and must be accompanied by a receipt and description of activity or purchase for verification. All financial requests are subject to review by the Head Commissioner or Treasurer.

## 13. FINANCIAL RESPONSIBILITIES

The Softball Board has responsibility for the fiscal well-being of the Softball program. The Commissioner and/or Treasurer will have responsibility for the receipt of income and the disbursement of *invoices*. The Commissioner and/or Treasurer must submit to the Softball Board a monthly financial report generated by the treasurer of the SAA indicating current month, year-to-date and total expenses and revenue. If in the view of the Softball Board, the financial condition of the program is suspect, or the Softball Board becomes uncomfortable with the status of the financial position of the Softball program, it is the responsibility of the Softball Board to voice their concern. This should be done by notifying the SAA Executive Board of Directors and specifically to the President of the SAA. This includes the management of the assets owned by the Softball program.

Under no circumstances will the SAA Softball program open or possess an independent checking account. No team within the SAA Softball program shall possess or open an independent checking account. All income and expenses will be processed through the master checking account of the Schaumburg Athletic Association.

## 14. OPERATING BUDGET AND FEES

A budget for the *upcoming* season will be approved by the softball and executive board prior to opening registration.

## 15. EQUIPMENT

All necessary softball equipment will be provided in the coaches' bag except for a fielding glove. Face masks are *strongly* encouraged while playing a defensive position but are not required. All levels must wear face protection while pitching.

### 15.1 UNIFORMS

Players are required to wear the complete uniform provided to them at all games. Uniforms shall be worn in the proper manner with shirts tucked in. The complete uniform includes; shorts or pants, socks, jersey, and belt when issued. Bandanas, handkerchiefs, headbands and the like are not approved headgear. Players may wear scrunches or tie-ups if worn in good taste and not worn in a derogatory fashion. A player will not be allowed to play in a game without their complete uniform. During inclement weather, long sleeve shirts can be worn under the jersey. Jackets can be worn over the uniform but must be zipped or snapped closed. The uniform cost is included in the registration, so the players do not return the uniforms.

### 15.2 EQUIPMENT ISSUED & RETURN

Batting helmets, catcher's equipment, bats and balls are supplied to every team. All equipment is shared among the team. Equipment must be turned in clean and dry at the end of the season. If you cannot turn in your equipment on one of the dates provided to you due to vacations or work schedules, you must contact the equipment commissioner prior to those dates to make arrangements. Managers who do not turn in their equipment could face a one year suspension from coaching. Equipment is all kept at the tomb, under Bock pool.

## 16. FACILITIES

Outdoor fields for practices and home games are provided by the Schaumburg Park District. Other facilities may be used as required.

### 16.1 GAME/PRACTICE FIELD LOCATIONS

Apollo East	Summit Drive (behind Collins School, farthest from school)
Enders-Salk	Salem Drive (2 blocks North of Schaumburg Rd.)
Jaycee	Cornell Lane (1 block West of Braintree)
Kelsey T. Nelson	Summit Drive (behind Collins School, closest to the school)
Lum	Wise Road (1 block West of Braintree)
Meineke	Weathersfield Way (behind Meineke pool) East of Roselle
Olympic Park	Schaumburg Road (1/2 mile east of Meacham)

Timbercrest East	Schaumburg and Roselle Road (next to Dominicks, also from Beech, 2 blocks West of Roselle Rd.)
Timbercrest West	Schaumburg and Roselle Road (next to Dominicks, also from Beech, 2 blocks West of Roselle Rd.)
Veterans East	Holmes Way (North of Schaumburg and West of Knollwood)
Veterans West	Holmes Way (North of Schaumburg and West of Knollwood)
Zocher West	Salem Drive (just North of Bode Rd., behind Keller Jr. High)

## 16.2 FIELD CONDITIONS

The Schaumburg Park District and/or members of the Softball Board will determine if a field is suitable for use. If a field is unusable or use is not permitted, the league commissioner will communicate with each team manager.

## 16.3 CONCESSION STAND

- Staffing – The concession stand will be staffed by either adult volunteers, volunteers designated by the league commissioners or teenagers (over 14 years old). At least one adult supervisor must always be present.
- Starting Funds – Each day the concession stand will be supplied with a dollar amount determined by the Concessions Commissioner.
- Shift Changes – it will not be necessary to determine the total kitty at the time of shift changes.
- Closing Amount – 2 volunteers will count the funds and verify the deposit amount. A voucher will be filled out that documents this information and the voucher and deposit will be placed in the lockbox in the Veterans concession stand. All monies and vouchers will be submitted to the Treasurer within 7 days.
- No unauthorized personnel will be allowed to handle the money.

## 17. WEBSITE MANAGEMENT

The SAA Softball website will be managed by an assigned member of the board. That member will be given the title of webmaster. Only the webmaster or a person assigned by the webmaster can manage the website. The webmaster will adhere to all policies and rules determined by the SAA Softball Head Commissioner. All sport information will be posted on the provided SAA web pages. Any outside websites or advertising of the program must be approved by the SAA Softball Head Commissioner.

## 18. SAA SOFTBALL WEATHER POLICY

The following policy is meant to capitalize on the common sense of our officials and coaches. At all times the safety of the players and fans is the most important element. Lightning can strike anywhere anytime. For all instances weather related, SAA Softball adheres to the SAA Weather Policy attached hereto as Appendix E.

### **18.1 GAMES**

At any time during any game, if any thunder is heard or lightning (bolt or flash) is spotted by anyone at the field of play, at any distance, it is to be reported to the game official. The game official has the responsibility of determining whether to suspend play and/or cancel the game. In either case, players shall leave the field and surrounding area and go to the nearest shelter or automobile. In the case of game cancellation, the game official, players, parents, coaches, and spectators shall leave the field and surrounding area immediately. In the case of suspended play, the game official, players, parents, coaches, and spectators shall leave the field and surrounding areas immediately and go to the nearest shelter or automobile. The game may only be resumed when it has been at least 20 minutes since the last lightning was seen or thunder heard, and in the judgment of the game official, all threatening weather has left the area. In all cases, the game official will make the final decision.

### **18.2 PRACTICES**

At the first sign of lightning (bolt or flash), the practice will be stopped, and all players, coaches and spectators will leave the field and surrounding area immediately. Suspending or delaying practice is not an option.

### **18.3 SPECIAL CIRCUMSTANCES**

- When playing in other communities outside of Schaumburg, the rules of that organization will be followed.
- When tournaments are hosted by SAA Softball, the suspended play rule will be in effect.

### **18.4 RAIN OUT POLICY**

The SAA recreational Softball Program schedules each team a predetermined number of games depending on the number of teams in each league, field availability, and days remaining before end of season. If games are rained out, every effort will be made to reschedule all rain outs. All managers are responsible for reporting rain outs to their league commissioner. When a rain out game has been rescheduled, both managers will be notified as to the new date and time. Sundays could be used for rescheduled games. There will be no further rescheduling for that particular game. There is no minimum game guarantee. For this policy, a rainout is defined as ANY game that is not played due to weather, darkness, field availability or other causes beyond SAA Softball's control. Games that are started but terminated before becoming a completed game (less than 1 hour) are also included and must be reported to the league commissioner.

In the case of lightning, 6U and 8U Managers are to call the game and get everyone off the field and to their cars as quickly as possible. Umpires will be responsible for calling games due to lightning in the 10U through High School

leagues.

## 19. GENERAL SAA POLICIES

No sport shall authorize or allow the use of SAA mailing lists, labels or any SAA stationery or postage to promote other companies or organizations. Flyers can be distributed through the board members or managers/head coaches to the participants. No promotion in this manner can be made mandatory to any member.

Distribution of team lists to anyone outside of the SAA is strictly prohibited.

Phone numbers for children participating in SAA are not to be listed at any time or in any location on the SAA website or individual sites for teams registered with SAA.

Alcoholic beverages shall not be provided by SAA on any occasion.

All participants in an SAA sport must have a registration on in the SAA registration database. If a player is added at any time during the season, a registration must be entered into the database, and the assessment fee paid. Any other applicable fees are subject to the individual sport requirements.

An injury report must be submitted to the office when a player is removed from a practice, game or tournament to attend to the injury. An injury report is attached and must be provided to all managers/head coaches.

The SAA sponsor form is to be used without alterations. The Head Commissioner is to print the sport and date sponsorship is required on the appropriate line and copy this to all the sport managers/head coaches for distribution. They are to be mailed to the SAA office for processing. The office assistant will enter the information into a database by sport, copy the form for the Head Commissioner and distribute a form and the check to the Treasurer. Updated databases by sport will be sent via email as the sponsors come in. If a coach is handed a sponsorship form and check, that coach is required to mail it or drop it at the SAA office within 3 days.

## APPENDIX A

### DISCIPLINARY POLICY

SAA Disciplinary Policy - Approved 3/21/2016

Misconduct, which includes, but is not limited to, “Unsportsmanlike Conduct” and the “Disregard for the Rules/Policies/Procedures” by any SAA participant, member, or game official will be subject to Disciplinary Action by the appropriate individual Sport Board along with possible additional discipline from the Executive Members:

#### **Unsportsmanlike conduct:**

This includes, but is not limited to the use of profanity toward another person during or resulting from any SAA activity including but not limited to practices, pregame warm-ups, games or postgame activities, etc.; throwing equipment in a display of emotion during any of the aforesaid times; verbal or physical abuse of another person during any of the aforesaid times; abusive conduct, harassment or intimidation directed at a game official; the use of alcohol during an SAA practice or game; any type of similar, unspecified conduct.

#### **Disregard for the Rules/Policies/Procedures:**

This includes conduct portraying a disregard for the rules, policies, and/or procedures of the sport or of SAA in general. This also includes:

- Appropriate supervision of players during games and practices
- Adherence to the SAA Weather Policy
- Conduct Detrimental to SAA and/or its members
- Adherence to board member duties and responsibilities

The sport board shall set the disciplinary action for violation of any, but not limited to, of the above categories. Up to a 2-game suspension can be rendered without the privilege of a disciplinary hearing.

In all cases, any incident involving the above, but not limited to, categories of conduct shall immediately be reported orally to the head commissioner for that sport. ALL incident reports MUST be submitted to the disciplinary V.P. within 48 hours of incident, using the incident report form, detailing the incident. If the Disciplinary VP finds that the incident involves criminal allegations, legal implications, or is severe enough to set precedence for all of SAA, he/she may call for the incident to be immediately escalated to the Executive Board.

Unprofessional conduct by an SAA game official shall be immediately reported to the person in charge of the game officials for that specific sport, who shall in turn report such complaint to the sport Head Commissioner.

For all incident reports filed, the head commissioner shall first determine if further action is necessary, above and beyond the maximum two game suspension. This determination shall occur within 72-hours of the incident report being filed.

Prior to notifying the parties involved, the sport shall obtain approval (e.g. via email) from the Disciplinary VP. The SAA Board of Directors reserves the right to review any and all decisions made by the sport and take further action provided the parties involved have not already been informed. There may be exceptions made to this procedure in the event of EXTREME cases such as, but not limited to, physical abuse, alcohol, etc. The Executive members put their faith in the sport commissioners to view all incidents objectively and impose the proper discipline action regardless of their affiliation with the parties involved.

## **APPLICABILITY**

This policy applies to all SAA members.

## **DEFINITIONS**

SAA - Schaumburg Athletic Association

## **RESPONSIBILITY**

### **Head Commissioner**

Head Commissioners are responsible for their sport board members, managers, and coaches.

### **Executive Board**

The SAA Executive Board shall handle any incident involving a Head Commissioner and that sport's board shall take no disciplinary action. The SAA Executive Officers shall follow the same procedures and have the same authority regarding an incident involving a Head Commissioner, as a sport's board has regarding any incident involving a non-commissioner. Also if the incident involves a sport board member, at the request of the sport's Head Commissioner, the incident review procedure and any discipline handed out, can be elevated to the Executive Board members.

## **PROCEDURE**

If it is determined, that further action beyond a 2 game suspension is necessary, remember this must be determined within 72 hours of the incident report being filed; the Head Commissioner shall notify the person(s) involved they are suspended pending the outcome of a disciplinary hearing. This suspension shall include attendance at any SAA event, including all practices and games. 72-Hour notice of the hearing shall be given. The Head Commissioner will contact the sport disciplinary committee, if one exists, the other members of that sport board, the President of SAA, and a disciplinary hearing shall be scheduled. All subjects of the disciplinary hearing shall receive notice of said hearing in writing and shall have the right to present witnesses and statements on their behalf.

The official statement of a game official, if applicable, and statements of persons regarding the conduct in question, and any relevant statement by the sport commissioner shall also be presented at said hearing. The hearing board has the right to set a reasonable time limit for each statement presented. The hearing shall be conducted within 15 days of the above notice given to all subjects of the hearing. A written record shall be kept of all disciplinary proceedings and decisions. No verbatim recording or transcript of the proceedings shall be allowed.

The disciplinary hearing may result in any of the following decisions:

1. No further action

2. Written reprimand
3. Suspension for any time period deemed appropriate except that a finding of abusive physical contact shall require a minimum of a one year suspension
4. Expulsion from the sport

A find of abusive physical contact shall be reviewed by the Executive Board and may result in a suspension from all SAA activities in all sports, including games, practices, all-stars, traveling teams, etc. After review, the party in question will be contacted in writing of any further suspension for other SAA activities.

All expulsions shall be reviewed by the Executive Board, after which the Executive Board may expel the person from all of SAA. If an appeal is submitted, the Sport's Board decision shall remain in effect until the Executive Board's appeal ruling.

Disciplines may carry over into the next season. The decision of the hearing board or committee shall be by majority vote.

The hearing board or committee shall within 3 business days of the hearing issue a written decision as to further disciplinary action, if any. Said decision shall be delivered to the Head Commissioner, the party/parties involved, and the SAA President. The disciplinary file shall also be delivered to the SAA President.

Appeals: An appeal of a decision of a sport board disciplinary hearing to the SAA Executive Board will be considered only under the following circumstances:

1. The decision was expulsion from the sport
2. The basis for the appeal is that the sport board violated the SAA Disciplinary Policy at the disciplinary hearing

In order for the Executive Board to consider a request for an appeal, a Notice of Appeal must be delivered to the SAA President within 30 days of the sport board ruling. The Notice of Appeal must include all reasons why the Executive Board should consider the appeal. These reasons must be limited to the two above listed circumstances. Upon receipt of the Notice of Appeal, the SAA President shall present it to the Executive Board for review. If 2/3 of the Executive Board votes that the reasons for the requested appeal meets the above criteria, the President shall appoint a three-member Executive Board Panel to conduct the appeal hearing. A majority decision of that panel will be final. The panel may rule for vindication, uphold the league ruling, or render any other decision the panel sees fit. The panel will notify the parties involved and the Head Commissioner of the sport within 3 days of its decision.

Any SAA member or participant may also report incidents of unsportsmanlike conduct, disregard for the rules, policies, or procedures to a commissioner for review by the sport board. The procedures outlined above shall be followed for such reports. However an official incident may only be filed by one of that sports boards members.

**WARNING: THE AFORESAID HEARING SHALL BE THE ONLY OPPORTUNITY FOR A HEARING. NO EXCEPTIONS WILL BE MADE. ALL DECISIONS OF THE SAA EXECUTIVE BOARD WILL BE FINAL AND WILL TAKE EFFECT IMMEDIATELY.**

## **APPENDIX B**

### **COACH / COMMISSIONER CODE OF CONDUCT**

04/18/2017, 3:30pm CDT

By SAA

#### **Summary**

The Schaumburg Athletic Association expects and demands nothing less than exemplary conduct from all board members, commissioners, players, managers, coaches, spectators and game officials at all SAA functions. This code of conduct defines what is expected of all coaches and commissioners.

#### **Policy**

#### **POLICY STATEMENT**

As a coach or commissioner for the Schaumburg Athletic Association, members agree to abide by this Code of Conduct and acknowledge that they could face disciplinary action or removal for failing to do so, or for any other conduct detrimental to SAA.

#### **Code of Conduct**

I hereby pledge to provide safe and positive support, care, encouragement, information and instruction for all children participating in SAA by following this Code of Conduct:

1. I will encourage good sportsmanship by demonstrating positive support and respect for all players, coaches and officials at every game, practice or other SAA event.
2. I will place the emotional and physical well-being of all players ahead of my personal desire to win.
3. I will support and respect all coaches and game officials in order to encourage a positive and enjoyable experience for all.
4. I will do everything I can to ensure a sports environment that is free from drugs and alcohol and shall not use drugs or alcohol at all SAA sporting events. I will not use tobacco products within 50 feet of any player during practices and games. I understand that smoking is prohibited on all school properties.
5. I will remember that the game is for the youths, not the adults, and will act accordingly.
6. I will do my best to make the sport fun for all SAA participants.
7. I will insist that my players/coaches treat all other players, coaches, game officials and fans with respect.
8. I will follow the sport rules and guidelines concerning issues of playing positions and playing time and I will ensure that they be followed (on my team/on all teams to the best of my ability).

9. I will not touch a player except to offer consolation, congratulations or encouragement, and then, only in an appropriate manner.
10. I will not use profanity during the course of any SAA activity while in the presence of any SAA player.
11. I will ensure that no SAA games or practices for which I am responsible, in full or in part, will take place in violation of the SAA weather policies. I will do everything that I can to ensure that practice and playing conditions are safe for all players.
12. I will follow the SAA and sport specific rules and guidelines regarding field set up, game times, practice schedules and practice times.
13. I will insist that any friends, relatives or visitors that are present at practices or games abide by this Code of Conduct.
14. I will make every effort to maintain and increase SAA membership and at no time in my role as a coach and/or commissioner promote, recommend, recruit and/or market a competing program.
15. I will not at any time in my role as a coach and/or commissioner, publicly disparage SAA and/or any SAA sports program.

I agree to abide by this Code of Conduct and acknowledge that I could face disciplinary action or removal for failing to do so, or for any other conduct detrimental to SAA.

## **BACKGROUND**

N/A

## **APPLICABILITY**

This policy applies to all SAA coaches, commissioners and/or board members who have the responsibility for working directly with children and their families.

## **DEFINITIONS**

For the purpose of this policy, Commissioner also includes any sport board member.

## **RESPONSIBILITY**

### **SAA Head Commissioners and Board Members**

All sport head commissioners and board members are responsible for ensuring that their program commissioners, managers, and coaches are aware of, and abide by the SAA coach/commissioner code of conduct.

## **PROCEDURE**

See the SAA Disciplinary Policy

See the SAA Bylaws, Article XI Removal of a General Board Member

## **Contact Information**

Schaumburg Athletic Association  
217 S. Civic Drive  
Schaumburg, Illinois 60193

**Related Information**

**Board Approval Date:**

4/17/2017

## APPENDIX C

### PARTICIPANT CODE OF CONDUCT

04/18/2017, 4:15pm CDT

By SAA

#### Summary

The Schaumburg Athletic Association expects and demands nothing less than exemplary conduct from all board members, commissioners, players, managers, coaches, spectators and game officials at all SAA functions. This code of conduct defines what is expected of all players/participants of the Schaumburg Athletic Association.

#### Policy

##### POLICY STATEMENT

As a participant of the Schaumburg Athletic Association, members agree to abide by this Code of Conduct and acknowledge that they could face disciplinary action for failing to do so, or for any other conduct detrimental to SAA, including up to a two game suspension without the benefit of a disciplinary hearing.

##### General Participant Code of Conduct

Players are expected to follow general rules of conduct as provided by the SAA Code of Conduct. A player that violates any one of the following rules shall be immediately removed from the practice/game with the risk suspension or dismissal from the program. Suspension and/or dismissal is not limited to the sport the violation occurs in and will cross all sports within SAA.

**Smoking** - any participant registered in the SAA that is seen smoking by a coach or commissioner.

**Drinking Alcohol or Under the Influence of alcohol** - any participant registered in the SAA that is seen by a coach or commissioner drinking an alcoholic beverage or non-alcoholic beer or is suspected of being under the influence of alcohol.

**Non-prescription drugs or illegal substance** - any participant registered in the SAA that is seen using or under the influence of illegal drugs.

##### BACKGROUND

N/A

##### APPLICABILITY

This policy applies to all members who participate in any SAA event(s).

##### DEFINITIONS

N/A

##### RESPONSIBILITY

### **SAA Head Commissioners and Board Members**

All sport head commissioners and board members are responsible for ensuring that their participants are aware of, and abide by the SAA participant code of conduct.

### **PROCEDURE**

N/A

### **Contact Information**

Schaumburg Athletic Association  
217 S. Civic Drive  
Schaumburg, Illinois 60193  
847-352-7422  
[saasports8@saa-online.com](mailto:saasports8@saa-online.com)

### **Related Information**

#### **Board Approval Date:**

Unknown

#### **Other Documents:**

Parent/Guardian Code of Conduct

Coach/Commissioner Code of Conduct

#### **Related Links:**

N/A

## APPENDIX D

### PARENT / GUARDIAN CODE OF CONDUCT

04/18/2017, 4:15pm CDT

By SAA

#### Summary

The Schaumburg Athletic Association expects and demands nothing less than exemplary conduct from all board members, commissioners, players, managers, coaches, spectators and game officials at all SAA functions. This code of conduct defines what is expected of all parents, guardians of the Schaumburg Athletic Association.

#### Policy

##### POLICY STATEMENT

As a parent, guardian or participant of the Schaumburg Athletic Association (SAA), members agree to abide by this Code of Conduct and acknowledge that they could face disciplinary action for failing to do so, or for any other conduct detrimental to SAA, including up to a two game suspension without the benefit of a disciplinary hearing.

##### General Parent Conduct

Parents are expected to follow general rules of conduct as provided by the SAA Code of Conduct. A parent that violates any one of the following rules shall be immediately removed from the practice/game with the risk of suspension or dismissal from the program. Suspension and/or dismissal are not limited to the sport the violation occurs in and will cross all sports within SAA.

1. **Smoking** - While parents cannot be prohibited, the SAA respectfully requests that smoking be limited during the practices and games. Smoking cannot be permitted within 50 feet of the practice or game field per Schaumburg Park District (SPD) rules. This is the minimum requirement.
2. **Alcohol** - Parents are NOT allowed to consume alcoholic beverages at a home or away game or at practices. Consuming alcoholic beverages while on park district property is forbidden by the SPD and is not allowed by the SAA. If a parent is seen consuming alcohol at a game or practice by a coach, game official or commissioner, the parent will be subject to disciplinary action per the SAA disciplinary policy. If a parent continues to ignore this policy, the child of the parent may also be removed from the program.
3. **Non-Prescription Drugs or Illegal Substances** - Any parent that is seen using or under the influence of illegal drugs.
4. **Promptness** - Parents are asked to pick up their participants from practices and after games promptly at the time the coach requests. The coaches in the program are responsible for the welfare of the participants first and will not leave a practice or game if a participant remains on the field waiting for a ride home. The SAA requests each parent arrives on time and to pay special attention to weather conditions. At times, the weather can change without warning. If threatening conditions are building, it is the

responsibility of the coach to monitor the weather and suspend practice if necessary. Parents need to be present to remove their child from the area.

### **Code of Conduct**

I hereby pledge to provide positive support, care and encouragement for my child participating in SAA by following this Code of Conduct:

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and game officials at every game, practice or other SAA event.
2. I will place the emotional and physical well-being of my child ahead of my personal desire to win.
3. I will support and respect coaches and officials working with my child in order to encourage a positive and enjoyable experience for all.
4. I will demand a sports environment for my child that is free from drugs and alcohol and shall not use drugs or alcohol at all SAA sporting events. I will not use tobacco products within 50 feet of any field or player during practices and games. I understand that smoking is prohibited on all school properties.
5. I will remember that the game is for the youths, not the adults, and will act accordingly.
6. I will do my best to make the sport fun for my child.
7. I will insist that my child treat all other players, coaches, game officials and fans with respect.
8. I will do whatever I can to help my child enjoy SAA sports, including but not limited to being a respectful fan, assisting the coaches when asked or providing transportation.
9. I expect the coaches to follow the sport rules and guidelines concerning issues of playing positions and playing time and I will promote that they be followed.
10. I will insist that any friends, relatives or visitors that are present at my child's practices or games abide by this Code of Conduct.
11. As a parent / guardian of an SAA participant, I agree to abide by this Code of Conduct and acknowledge that I could face disciplinary action for failing to do so, or for any other conduct detrimental to SAA, including up to a two game suspension without the benefit of a disciplinary hearing.
12. I have reviewed this policy with my child and he/she understands that there will be consequences for his/her negative actions.

### **BACKGROUND**

N/A

### **APPLICABILITY**

This policy applies to all parents and/or guardians of participants in the Schaumburg Athletic Association.

**DEFINITIONS**

**SPD** - Schaumburg Park District

**SAA** - Schaumburg Athletic Association

**RESPONSIBILITY****Sport Head Commissioners, Sport Board Members & Executive Board Members**

All Sport Head Commissioners, Sport Board Members & Executive Board Members are responsible for ensuring that their program and SAA participants in general are aware of, and abide by the SAA Parent/Guardian code of conduct.

**PROCEDURE**

Upon registering for any sport the SAA Participant Code of Conduct will be agreed to by parents before the registration is finalized.

**Contact Information**

Schaumburg Athletic Association  
217 S. Civic Drive  
Schaumburg, Illinois 60193  
847-352-7422  
[saasports8@saa-online.com](mailto:saasports8@saa-online.com)

**Related Information****Board Approval Date:**

7/16/2012

**Other Documents:**

N/A

## APPENDIX E

### SAA WEATHER POLICY

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#### SUMMARY

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Lightning occurs when a combination of natural weather conditions come together to create an electrical impulse. Lightning can occur many miles from the parent thunderstorm – outside the actual storm and visible thundercloud. Caution must be exerted as the storm approaches and for a substantial time period after the storm. Lightning cannot occur in the absence of thunder; however, thunder is not always heard.

Approximately 1/3 of all individuals struck by lightning are involved in some type of recreational activity, either as a participant or as a spectator. Within the United States, the National Oceanographic and Atmospheric Administration (NOAA) estimates that 60-70 fatalities and about 10 times as many injuries occur from lightning strikes each year.

This policy defines how SAA sport programs will respond to threatening weather conditions and the detection/warning systems provided by the Schaumburg Park District (SPD).

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#### POLICY STATEMENT

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##### **Cold**

It is up to the individual sports to determine cancellations of practice and/or games due to cold weather.

##### **Heat**

All SAA commissioners and coaches will use [www.weather.com](http://www.weather.com) for Schaumburg to check the heat index for the practice of game time of any particular day when the heat index may be high.

##### **If the heat index is:**

- 80-90 degrees: No Restrictions
- 90-99 degrees: Minimize equipment; increase number of water breaks; watch athletes closely for any signs of heat distress; shorten practice times; move practices or games to later times if possible
- 100+ degrees: Cancel all practices; cancel games until such time as the heat index goes below 100 degrees

##### **Lightning**

The following policy is meant to capitalize on the common sense of our officials and coaches. At all times, remember that the safety of the players, coaches and fans is the most important element. Lightning can strike anywhere, anytime. Park patrons are urged to always be vigilant in monitoring threatening weather and err on the side of caution. Therefore, shelter should be found immediately if you hear thunder, see lightning, or if any lightning warning system sirens are heard and/or seen by anyone. The best shelter from lightning is to be inside a substantial building with wiring and plumbing. No place OUTSIDE is safe in or near a thunderstorm. Stop what you are doing and get to a safe place immediately.

- Good protection can come from office buildings, schools, and homes. Once inside, stay away from windows and doors and anything that conducts electricity such as corded phones, wiring, plumbing, and anything connected to these.
- Avoid small outdoor buildings including but not limited to carports, porches, garages, sheds, tents, baseball dugouts or under bleachers
- If no substantial shelter is available, seek refuge in a hard topped vehicle with the windows up/closed. Avoid contact with metal in the vehicle and try to keep away from windows.
- Stay away from trees, electric poles or other tall objects
- **DO NOT LIE FLAT ON THE GROUND!** Crouch down on the balls of your feet to create the lowest profile
- In the case of a lightning strike ... **CALL FOR MEDICAL HELP IMMEDIATELY.**

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## BACKGROUND

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In 2015, the Schaumburg Park District installed the Strike Guard Wave Siren Lightning Warning System. Strike Guard detects and tracks lightning strikes and provides a warning within a seven mile radius. It has been installed near selected parks, pool s and golf courses. As of March 2015, the District's system is divided into two zones:

- Eastside Parks Meineke, Connelly, Olympic, Timbercrest, K 9 Dog Park, Polk Brach, Spring Valley and Schaumburg Golf Club
- Westside Parks Bock, Campanelli, Atcher, Falk, Volkening Lake, Zocher, Community Recreation Center, Walnut Greens and Veterans

When lightning strikes are detected within a zone, Strike Guard will provide warning with a 15 second siren and flashing strobe light. After conditions are determined safe, the siren will sound three, 5 second blasts and the strobe light will turn off, indicating it is safe to resume outdoor activity. The warning system will be operational between 7 a.m. and 11 p.m. They will not be operational during winter months and when parks are closed.

In general, a significant lightning threat extends outward from the base of a thunderstorm cloud about 6 to 10 miles. Therefore, people should be in a safe place when a thunderstorm is 6 to 10 miles away. This should be taken into account for the time it will take for everyone to get to safety. Here are some criteria to be used to stop activities:

- The ability to see lightning varies depending on the time of day, weather conditions, and obstructions such as trees, mountains, etc. In clear air, and especially at night, lightning can be seen from storms more than 10 miles away provided that obstructions don't limit the view of the thunderstorm.
- Thunder can usually be heard for a distance of about 10 miles provided that there is no background noise. Traffic, wind, and precipitation may limit the ability to hear thunder to less than 10 miles. If you hear thunder, though, it's a safe bet that the storm is within ten miles.

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## APPLICABILITY

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Applicable to all SAA Sports programs and events conducted outdoors.

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## DEFINITIONS

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**Lightning** - Bolt or flash of light

**SPD** - Schaumburg Park District

**SAA** - Schaumburg Athletic Association

**Strike Guard** - Lightning detection system implemented by the SPD

**Heat Index** - a quantity expressing the discomfort felt as a result of the combined effects of the temperature and humidity of the air.

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## RESPONSIBILITY

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### All SAA Coaches, Managers and Officials of Outdoor Programs

It is the responsibility of all coaches, Managers and Officials of outdoor programs to ensure the safety of all SAA participants by removing them from fields threatened by inclement weather conditions until it is safe to return.

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## PROCEDURE

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### Heat:

Go to [www.weather.com](http://www.weather.com) before any outdoor SAA event to determine what the heat index will be during practice, game or any other outdoor SAA event.

### Lightning:

#### Games:

1. At any time during any game, the following should be reported to the game official and coaches:
  - a. if one long siren from the Strike Guard system or any other nearby weather related system is heard
  - b. if you see the strobe light on the Strike Guard system located on the SPD Lightning Detection Site map.
  - c. if any lightning (bolt or flash) is spotted regardless of the distance
  - d. if thunder is heard, by anyone at the field of play, at any distance
  - e. The game official has the responsibility of determining whether to suspend play and/or cancel the game. In either case, players shall leave the field and surrounding area and go to the nearest shelter or automobile.
2. In the case of game cancellation, the game official, players, parents, coaches, and spectators shall leave the field and surrounding area immediately.
3. In the case of suspended play the game official, players, parents, coaches, and spectators shall leave the field and surrounding areas immediately and go to the nearest shelter or automobile. For locations where the Strike Guard system is installed, the game may only be resumed after 30 minutes when the siren sounds three, 5 second blasts and the strobe light has turned off, indicating it is safe to resume outdoor activity. When the Strike Guard System did not activate and thunder/lightning was detected by a human resource, the game can only be resumed if it has been at least 30 minutes since the last lightning was seen or thunder heard and in the judgment of the game official or onsite Commissioner, all threatening weather has left the area.

- a. The final decision is in the hands of the umpire or referee. If no umpire or referee is present, it is the responsibility of the coaches to make the decision.

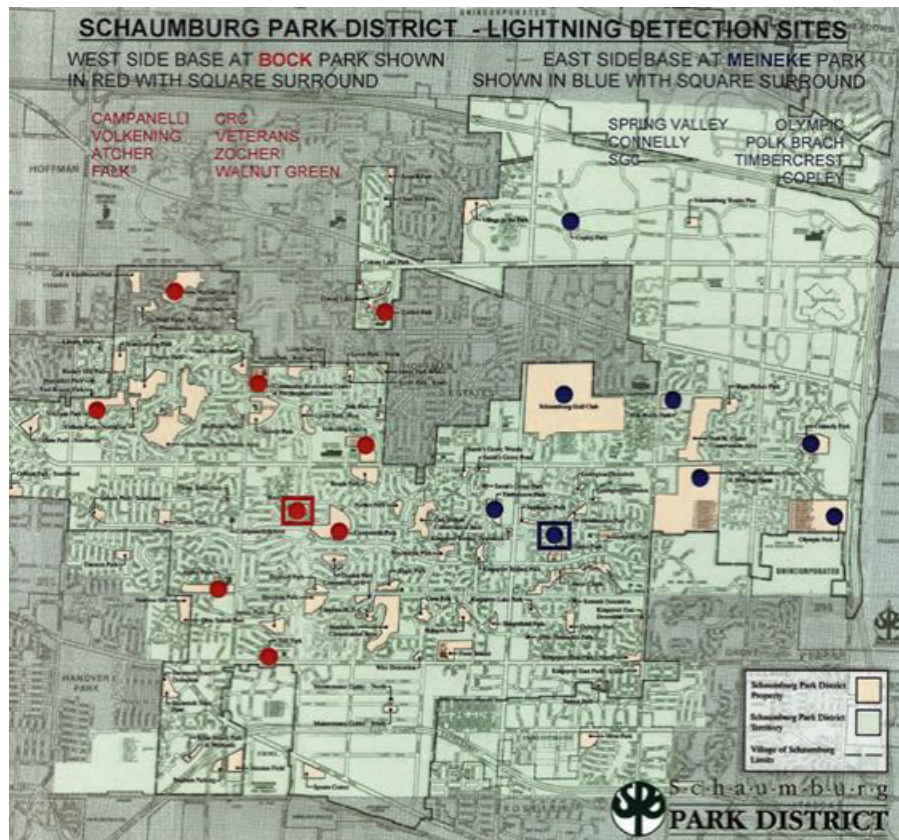
Practices:

1. At any time during any practice, the following should be reported to the coaches:
  - a. if one long siren from the Strike Guard system or any other nearby weather related system is heard
  - b. if you see the strobe light on the Strike Guard system located on the SPD Lightning Detection Site map.
  - c. if any lightning (bolt or flash) is spotted regardless of the distance
  - d. if thunder is heard, by anyone at the field of play, at any distance
2. At the first sign of lightning (whether by Strike Guard or human resource), or thunder heard, the practice will be stopped and all players, coaches and spectators will leave the field and surrounding area immediately.
3. For locations where the Strike Guard system is installed the practice may only be resumed after 30 minutes when the siren sounds three, 5 second blasts and the strobe light has turned off, indicating it is safe to resume outdoor activity. When the Strike Guard System did not activate and thunder/lightning was detected by a human resource, the practice can only be resumed if it has been at least 30 minutes since the last lightning was seen or thunder heard and in the judgment of the coach, all threatening weather has left the area. Suspending or delaying practice is only an option if the skies show some sign of breaking from the storm and if the allotted practice time has not expired. At no time will a practice run later than the allotted time slot.
4. When the Strike Guard System did not activate and thunder/lightning was detected by a human resource, it is the responsibility of the coaches to monitor threatening weather. Best practice is to have a parent designated to watch the sky for lightning and listen for thunder and to notify the team immediately at which time everyone leaves the field and surrounding area.

Special Circumstance:

1. When playing in other communities outside of Schaumburg, the rules of that organization/town will be followed.
2. When tournaments are hosted by SAA, the suspended play rule will be in effect.

## Schaumburg Park District Lightning Detection Sites




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### CONTACT INFORMATION

Schaumburg Athletic Association  
 217 S. Civic Drive  
 Schaumburg, Illinois 60193  
 847-352-7422  
[saasports8@saa-online.com](mailto:saasports8@saa-online.com)

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### RELATED INFORMATION

Board Approval Date:

Revision 2.1 5/18/2015 (replaces SAA Lighting Policy, includes heat and cold statement)

Other Documents:

[Schaumburg Lightning Detection System](#)

Related Links:

<https://www.parkfun.com/lightning-detection>

## APPENDIX F

### SAA RECREATIONAL SOFTBALL AND TRAVEL AGREEMENT

**SAA recreational and travel softball will continue to work together to support the softball program. Below are the items agreed upon between recreational and travel softball. The agreement below will be binding upon both boards and may only be changed if the recreational and travel softball boards are in agreement with a majority vote that the changes will benefit the program.**

- Travel softball will have first choice on fields used for practice and games during the season, with the exception of Veterans. The proposed travel field usage will be given to the recreational softball head commissioner no later than February 1<sup>st</sup> of the current season so schedules can be created for the recreational side in time for the coaches meeting in early March. Any questions or changes will be discussed with the travel head commissioner. Field coordination will be managed by the recreational side of the program. Additional fields can be requested throughout the season by travel softball by contacting the recreational scheduling commissioner. Recreational softball will have the use of all fields if needed for their two end-of-the-season tournaments. In the event of increasing participants in recreational or travel softball, field usage may need to be discussed and adjusted accordingly.
- Cleaning of the restrooms at Timber Crest and Veterans will be coordinated by the recreational softball side of the program. Portable toilets will also be ordered and delivered where needed by the recreational softball program. Invoices from above expenses will be paid by the recreational softball program.
- Travel softball will continue to run the coaches and players clinics for a charge of \$1,500 paid for by the recreational softball program. Travel will also host pre all-star game skills activities at Olympic park for recreational players and may promote the travel program by handing out fliers.
- Recreational softball will reserve all fields for Travel softball tournaments hosted by the Sluggers. These weekends will be as follows; Mother's day weekend (Friday through Sunday), the second weekend in June (Friday through Sunday), and the second to last weekend in September (Friday through Monday) or such dates as the park district makes available. Each tournament will have a charge of \$100 paid to the recreational softball program by the travel softball program. In the event of successful Fall recreational softball teams up to five fields may be needed by recreational softball on two Saturdays between September and the middle of October. This will be discussed by the head commissioners of each program for suitable times and locations.
- Picture coordination and scheduling of pictures will be handled by the recreational softball picture commissioner.
- A recreational hitting clinic may be hosted by the travel softball program in late February or early March if there are enough registrations and the travel softball program is available to run the clinic. The cost of the clinic will be \$30 per registrant with 1/3 of the proceeds going to recreational softball.
- Recreational softball will purchase and maintain field equipment (bases, pitching rubber, chalk, gang boxes, and tees) at all softball fields being used during the season. Travel

softball will transfer \$300 per team for expenses of equipment in early March of the current season.

**Both recreational softball and travel softball have agreed to the terms above and will continue to work together to promote and enhance the SAA softball program**

**Recreational Softball Head  
Commissioner**

**Travel Softball Head Commissioner**

Approved 6/16/2017

Approved 6/16/2017

## **APPENDIX G**

### **SAA COVID PROTOCOL**

Refer to SAA Official Practice, Game, and Event Gathering Protocols Policy for “Return to Play” during the COVID-19 Pandemic Shutdown of the State of IL” (“SAA Guidelines”) dated June 22, 2020.

## **APPENDIX H**

### **SAA REC SOFTBALL SPECIFIC COVID PROTOCOL**

Refer SAA Rec Softball Participation Guidelines for Phase 4 of the Restore Illinois Plan.