

# *Belle Plaine Youth Baseball*



2019 Handbook

## Introduction

This handbook was developed by the Belle Plaine Youth Baseball Board of Directors and is reviewed each year. Its intent is to provide the goals, organization, policies, procedures, and duties to all Belle Plaine Youth Baseball (BPYBA) members. All association members, parents, and players are accountable to be familiar with the information contained in this document, and are accountable to adhere to the policies and procedures outlined herein. While we have made every attempt to provide members with a complete set of policies and procedures, if at any time a parent or player has a question that is not addressed in this guide, we ask that you take responsibility to find an answer to your question by approaching a board member.

The Belle Plaine Youth Baseball Association goals:

- Sportsmanship displayed by all association members
- Development of individual baseball skills
- Promotion of team play
- Respect given to all players, coaches, and parents
- An environment that will develop positive and competitive teams

We believe that by achieving these goals we will be successful. Winning will be a by-product of attaining and sustaining this attitude. We will succeed on the basis of choosing good coaches, developing good skills, playing team oriented baseball and making sure that we have fun.

## Policies

**Playing up:** BPYBA believes it is in a player's best interest to play with peers that are in the same grade at school when possible.

The only circumstances where up-waivers will be considered are:

- 1) If a team is unable to fill roster within age of designated team.
- 2) A player whose birthday falls from May 1<sup>st</sup> to July 3<sup>rd</sup> may elect to move up one level in order to play with their peers in their grade at school.

All petition letters must be received by the BPYBA President in writing before scheduled try out.

**Team Size:** The size of each team will be determined prior to the first practice of the season. BPYBA reserves the right to prevent any player from playing for any team based on safety, number of players and ability.

The number of future players will be considered when determining team size.

Rotating groups within in a team may also be considered.

**Tryout and Roster Positions:** It is expected that all players will attend tryouts. If there is a conflict with the two tryout dates please inform the board and arrangements will be made.

Players will be evaluated by both independent evaluators and team coaches. Following completion of the tryouts, the board will determine team rosters with input from the coaches based upon the tryout results, past year's statistics, player evaluations, and position versatility.

Late additions to a roster may be allowed under the following conditions:

- Player must have played association baseball the prior year or player must be new to the area
- There must be an open roster position on the team. 12 players is considered a full roster
- The board along with the head coach must vote on allowing the player to join
- Player must go through a tryout
- No additions after April 1st

**Player's fees:** Each year BPYBA establishes a specific fee for that year's program. In the event that a coach wants to add elements to the program that will add costs to the above basic rate, then the coach must bring those costs to the parents for discussion and consensus agreement with the parents. The basic fee covers uniforms, tournament fees, umpires, baseballs, scorebooks, equipment and misc. items. All personal equipment, such as gloves, bats, cleats, will be the responsibility of each player.

**Use of electronic devices.** All electronic devices such as cell phones and iPods are to be turned off 20 minutes before game time and remain off the entire game. A player may give cell phone to a coach if emergency contact is needed.

**Questions and concerns:** If at any time a parent or player has a question or concern regarding their child's team play or coaching, the association mandates that the parent attempts to get their questions or concerns answered by talking directly with the head coach. If the coach so chooses, the team manager can help act as a liaison between the parents and head coach. If the parent, manager, and coach cannot resolve the question or concerns, the parent is required to either drop the issue, or to follow the grievance procedure listed under parent roles and responsibilities.

**Coach selection:** Each year coaching candidates will be asked to submit an application and will agree to an interview if requested. The selection of the head coach and assistant coaches will be made by the board of BPYBA. Coaches will be required to adhere to specific coaching and developmental philosophies.

**Refund policy:** Any player that wishes to withdraw from the program for any reason (including, but not limited to: illness, injury, moving, etc.) shall immediately notify the Secretary in writing. The Board, in turn, will determine what refund will be allowed.

**Board Elections:** Board elections will be held after completion of age groups first tournament. Each year elections will be held for 10, 12 and 14 year old teams. Term lengths for 10 and 12 year old board members will be 2 years. Term length for 14 year old board members will be 3 years.

## COACHES ROLES & RESPONSIBILITIES

**Commitment:** Coaches are expected to recognize that they are not independent agents who are only concerned with their team. Each coach is a part of our organization and is responsible for the welfare of the entire organization and is expected to support the coaching philosophy of BPYBA.

**Discipline:** Coaches, who fail to demonstrate a commitment to our goals or fail to adhere to the by-laws or the coaching philosophy, are subject to suspension and/or removal. Communication is crucial to successful implementation of our program. The team manager can act as the buffer between parents and coaches.

**Sportsmanship:** Coaches are expected to stress the development of positive attitudes among their players, including the ability to show respect for teammates, opponents, umpires, and fans at all times.

**Role models:** Coaches are expected to understand that they have been given the privilege and the responsibility of teaching young people. They serve as role models and should personally exemplify the standards of behavior and sportsmanship of BPYBA. Coaches must demonstrate awareness of their importance as role models by adhering to the following principles:

- Demand of themselves and their players an alcohol, tobacco, and drug-free playing environment.
- Create an environment that promotes good sportsmanship at all times.
- Abusive language and actions will not be tolerated.
- Teach the rules and follow them at all times.
- Show respect for opponents and umpires at all times, including the acceptance of decisions by umpires.
- Talk to the players at the player's level of understanding and use positive reinforcement, group participation, and confidence building techniques at all times.
- Maintain self-control at all times and keep the contest in proper perspective.
- Encourage the players to enjoy and learn the game and, equally important, to want to continue to play it because it's FUN!
- Have a positive attitude and build enthusiasm.
- Appoint a team manager to assist coach in team administrative matters.

**Administrative duties:** Coaches are expected to understand that along with planning practices and traveling to games, a certain amount of administrative duties come along with coaching positions. Administrative duties identified thus far, include, but may not be limited to, the following

- Checking emails frequently, and distributing information in a timely manner
- Appointing a manager at the beginning of the season and discussing the division of duties between the head coach and the manager
- Discipline your players for any and all poor conduct
- Make yourself available to parents before or after selected practices for parents or players who have questions
- Hold a team meeting at least 2 times throughout the season
- Adhere to all policies and procedures listed in this handbook.

## PLAYERS ROLES & RESPONSIBILITIES

**Development:** The focus of BPYBA is to develop a strong concept of team play, a solid base of individual skill development, a high degree of sportsmanship, while creating a positive competitive environment at all levels, and an essential enjoyment of the game. Our goal is to have players who play together as a team not only during games but practices. Players must recognize that everyone on the team is important and that everyone's contributions are needed to succeed; everyone brings different abilities, talents, and skills to the game; people develop skills at different times. It is the mixing of the talents and skills on a team and using them all to the fullest; players play their best when they encourage their teammates.

**Attendance:** Policy's for notifying coaches when a player cannot attend a practice, scrimmage, or game, will be established by each team's head coach at the team's first parent meeting. Policies may differ between teams.

**Sportsmanship:** BPYBA prides itself on playing with the highest possible level of sportsmanship. Sportsmanship means treating your teammates, coaches, umpires, and opponents with respect. Fighting, negative comments, insults, intent to injure actions, the use of alcohol, tobacco products or drugs, and abusive language or gestures will not be tolerated and are subject to discipline.

**Discipline:** Players are subject to punishment for conduct unbecoming of a Belle Plaine Youth Baseball Association member, such punishment including: possible benching during practice, benching for one or more innings of a game, suspension from the team, and in the most flagrant instances, expulsion from the team.

**Character development:** It is the goal of the BPYBA to help individuals not only develop in their knowledge of baseball, but also to develop in their life skills. All players are expected to display the following life skills both on and off the field:

- Respect for teammates, coaches, opponents, umpires and parents
- Self-Control
- Always try your best
- Be on time for games and practices
- Balance school with sports and other extra-curricular activities and family life

## PARENTS ROLES & RESPONSIBILITIES

### *General duties:*

- Assure that all registration forms, birth certificates, and payments are complete and submitted as required
- Prepare players for the tryout process assuring the understanding that not everyone trying out will make a traveling baseball team.
- Keep abreast of all information pertinent to the association and your child's team
- Equip players properly
- Assure that player is at the field for practices and games at prescribed times
- Assure that players notify the coach in advance when they cannot make a game or practice
- See that players get proper sleep, rest, and diet
- Be understanding and supportive of the team schedule.
- Encourage players to take pride in their teams
- Parents are ultimately responsible for their child's behavior regardless of the child's age.
- Take responsibility for asking questions and obtaining the facts before you start complaining about something you don't fully understand

**Membership duties:** Since all parents are members of the BPYBA, and because the BPYBA is run by a collection of volunteers, it is expected that parents will volunteer their time and effort during the season and when needed to help build our program.

**Behavior:** In support of your child's efforts, parents are asked to uphold and reinforce the same standard of conduct and responsibility that we expect of our players and coaches. Therefore, parents are responsible for player's attendance at all practices and games. Parents should avoid coaching from the stands. Parents should be supportive in your comments and leave the coaching to the coaches. Parents are expected to show respect for umpires, coaches, opponents, and all team and association members. There will be *ZERO* tolerance of abusive behavior from parents towards any individual associated with the baseball program. This includes, but is not limited to abusive behavior towards: Fellow players, opponents, coaches, coach's representatives, spectators, umpires, other parents, field employees, or board or committee members. Abusive behavior includes verbal or written harassment, obscene language or gestures, any threatening comments or gestures, or any other behavior deemed to be abusive by the Board. All parents are accountable to adhere to this policy and to contribute to the association in a positive manner as to promote teamwork, sportsmanship, and professionalism. If any association member (parent, coach, board member, player, etc.) witnesses another parent not adhering to this policy, he or she may bring the incident to the attention of a board member, and the offending parent will be handled according to the discipline procedure listed below.

If any member of the association feels they have been "abused" as defined above, he/she can bring an offense to the Board's attention through an e-mail, phone call, or letter to a board member. Once the board reviews the alleged behavior offense, the board will assess the following consequences:

**Discipline for behavior violation:** Although there are actions listed below, the board may decide to skip Any or all steps depending on the severity of the offense.

Offenses to the above policy may be handled as follows:

First Offense: A verbal warning to the parent issued by a Board member.

Second Offense: Written warning from BPYBA issued.

Third Offense: The parent will be notified of suspension or expulsion at the Determination of the Board.

**Payments:** Parents are responsible for full payment at the time of player try outs. Without payment in full or written exception from BPYBA board the player will not be allowed on the field to participate in any team function, including practice until payment is made in full. If the association receives any NSF checks, you will be assessed a returned check fee of no more than \$25.00.

Hardship requests can be made in writing to the BPYBA board and terms of each hardship will be approved by BPYBA board.

**Grievances:** The BPYBA is run strictly on the generosity of our volunteers. Most of the volunteers, including board members, coaches, and team managers are parents themselves. It is assumed that when a parent or non-parent steps forward to volunteer their time, that he/she has the best interests of the association in mind. It is also assumed that because our association is so heavily driven by parent volunteers, that a certain level of “human error” will be inherently tolerated by all association members. We expect that if parents have questions or concerns that they first address them directly with the team’s head coach. Most conflicts are better resolved with an appropriate cooling down period. No conflict between a parent, player, official or coach should be addressed during or immediately after the event. The activity site is not an appropriate place to handle any conflict. Please call or arrange a meeting in the following days. If the parent and coach cannot resolve the questions, and a parent feels it necessary to file a grievance relating to administrative or coaching matters, including but not limited to, policies, procedures, tryouts, registration requirements, membership duties, board decisions, and the like, he/she must adhere to the procedure listed below. If the parent does not adhere to said procedure, the grievance will be dismissed, and no further action will be taken.

- 1) A signed and dated letter containing the specific nature of the grievance and a suggested resolution to the problem must be submitted to a board member (unsigned letters will be discarded).
- 2) The entire board will review the grievance, and determine the gravity of the grievance. For minor grievances, the board will develop a proposed resolution, and the board member that received the initial grievance will deliver the proposed resolution to the parent. If the suggested resolution is insufficient for the parent, the parent will be required to attend the next scheduled board meeting for further discussion and proposed resolution. For major grievances, the parent filing the grievance will automatically be required to attend the next scheduled board meeting for discussion.
- 3) If after receipt of a proposed resolution for a minor grievance, or after attending a board meeting for a major grievance, the parent is still unsatisfied with the proposed resolution, the parent must comply with a mandatory seven (7) day “cooling off” period.
- 4) Once the cooling off period has expired, and the parent still wishes to pursue the grievance, he/she must submit a letter containing the specific nature of the grievance, and the specific reasons as to why the association board’s proposed resolution is insufficient to the BPYBA president.
- 5) The entire board will again review the grievance and the specific reasons as to why the association board’s proposed resolution is insufficient. At the time the board will make its final decision.

# BOARD OF DIRECTORS ROLES & RESPONSIBILITIES

## General duties:

- Attend scheduled board meetings
- Act and vote in the best interests of the association as a whole
- Be available to answer questions from association members
- Set a good example for all association members
- Respond to grievances according to the procedure listed below

## *Procedure for responding to verbal grievances:*

- 1) If a parent approaches a board member and verbally expresses a grievance, the board member is obligated to listen, but prohibited from immediately responding to the grievance.
- 2) After hearing the grievance, the board member is required to suggest that the parent follow the appropriate procedure for filing a grievance.
- 3) If the parent is unwilling to do so, the board member will dismiss the grievance, and not engage in any further discussion regarding the grievance.
- 4) If the parent is willing to follow the required grievance procedure, the board member follows the procedure listed below.

## *Procedure for Responding to Written Grievances:*

If a parent submits a written grievance to a board member by e-mail or mail, the board member is obligated to notify the rest of the board with the details and nature of the grievance. The board will then determine if it is a “minor” or “major” grievance and follow the according procedures outlined in the parent grievance procedures.

## **Belle Plaine Youth Baseball Association 2019 Board of Directors**

### **10 year old representative**

Open

### **11 year old representative**

Jeff Hoen

952-412-4896 [jeff.hoen@masterelectric.com](mailto:jeff.hoen@masterelectric.com)

### **12 year old representative**

Mike Schmidt

952-210-6737 [mschm66940@yahoo.com](mailto:mschm66940@yahoo.com)

### **13 year old representative**

Jason Noll

952-200-9470 [jnoll@nottco.com](mailto:jnoll@nottco.com)

### **14 year old representative**

Chad Hoffman

612-719-3718 [chad.hoffman75@gmail.com](mailto:chad.hoffman75@gmail.com)

### **15 year old representative**

Rob Davis

612-991-1970 [rd6626@msn.com](mailto:rd6626@msn.com)

### **At Large Member**

Chris Hohn

612-741-9172 [christopher.hohn@zeiglercat.com](mailto:christopher.hohn@zeiglercat.com)

### **At Large Member**

Jon Brandenburg

952-277-9339 [Jon\\_brandenburg@yahoo.com](mailto:Jon_brandenburg@yahoo.com)

### **Jr. Legion representative**

Lee O'Brien

612-968-0762 [LeeOBrien@frontiernet.net](mailto:LeeOBrien@frontiernet.net)

### **High School Baseball Coach**

Pat Schultz

### **Umpire Coordinator**

Michael Hanson

