

BIG LAKE BASEBALL ASSOCIATION POLICY AND PROCEDURES MANUAL



Table of Contents

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ATTACHMENTS

BLBA By-Laws
BLBA Codes of Conduct
BLBA Position Descriptions

BLBA VISION STATEMENT

Reaching and developing our youth through teamwork, sportsmanship, rules of the game, and character building lessons that reach beyond the baseball field and into our community.

BLBA MISSION STATEMENT

The Big Lake Baseball Association's Mission is to provide an educational, safe, and fun environment for the youth in Big Lake to play baseball. In support of that mission, BLBA seeks to:

- Serve and embrace players of all races, creeds, color, nationality, or ability.
- Provide a safe and healthy environment for all players to experience the pure enjoyment of the game.
- Help players develop and improve their baseball skills so they can perform at their highest potential.
- Create a culture where honor of self, teammates, opponents, officials, and coaches is consistently displayed.
- Teach players to understand that the winning of games is secondary to effort and attitude.
- Equip our coaches with every necessary means to succeed.

BLBA GOALS

The goals of the BLBA also include:

- To support and be committed to all Big Lake area youth baseball programs, both community and school.
- To encourage, aid, and support acquisition of facilities, equipment, and other resources for the playing of baseball.

BLBA Policies and Procedures

We believe that organized baseball is more than the bats, balls, gloves, and uniforms. As captured by our mission and purpose statements and our organizational goals, the BLBA seeks to provide children with the opportunity to learn the aspects of teamwork, good sportsmanship, the virtues of character, courage, loyalty, the respect for authority. In addition, we strive to promote self discipline that enables our youth to lead our nation tomorrow. Our organization is made up of entirely volunteers, many of whom work year round to execute the necessary tasks in the interest of our players. We thank all parents/ guardians and players for their support.

In an effort to help players, coaches, parents, and fans participate safely in BLBA activities, and to ensure that BLBA can meet its legal and financial obligations, BLBA has established a number of policies and procedures which are spelled out in greater detail in the following pages.

General Operational Policies and Procedures

The BLBA Board of Directors, via their election by the general BLBA membership, has the responsibility for implementing and enforcing the policies, procedures, and guidelines that are contained in this manual. The current list of BLBA Board of Directors is shown below.

BLBA Board of Directors

Position	Name	Phone	Term Ends
President	Robert Hoekstra	763-300-3337	February 2013
Vice President	John Hunt	763-263-6593	February 2012
Secretary	Julie Halverson	763-263-2589	February 2012
Treasurer	Darci Stroud	763-263-1590	February 2013
Associate Director	Mike Morehead	763-218-4495	School Coach
Budget Committee	Ken Halverson	763-263-2589	February 2012
Budget Committee	Lew Hinrichs	763-447-7554	February 2013
Budget Committee	Dawn King	763-486-2613	February 2013
Budget Committee	Todd Muller	763-263-1048	February 2012

Elections are held annually in August for all open positions.

Equal Opportunity

BLBA seeks to provide an equal competitive opportunity taking into account ability, physical size and other athletic criteria, to amateur athletes, coaches, administrators and officials consistent with the requirements of the Amateur Sports Act of 1978. BLBA does not discriminate on the basis of race, color, religion, sex, age or national origin.

Criminal Background Checks

Each year, BLBA shall authorize a designee to perform criminal background checks on all adults involved with BLBA (including coaches, team officials, Board of Director members) to determine whether the person is the subject of any reported criminal conviction. Forms authorizing such checks shall be filled out online each year. From these forms, the BLBA President shall compile a list of names of all members to be screened.

A criminal background check is valid for 1 year.

Payments

All outstanding fees and fines must be paid before the player/family registers for a new baseball season. This includes, but is not limited to, the annual Volunteer Fee or fines for non-return of equipment.

Refund Policy

Although it is the desire of BLBA that every player that begins a baseball season with BLBA finish that season, we recognize that there are sometimes circumstances that prevent that outcome. Therefore, a full or partial refund may be given for the following reasons:

- The player sustains a physical injury that results in a doctor's determination (in writing) that the player should not participate in baseball that season.
- The player moves out of the community and can no longer attend practices and games without extraordinary effort.

The amount of a refund depends on when during the season the situation arises. The refund amount may be pro-rated, and is determined solely by the BLBA Board of Directors.

NO refund will be given for the following reasons:

- A player decides not to play baseball at all because they tried out for the AAA team, did not make the AAA team, and now they don't want to play for any AA team.
- A player decides not to play because of the team they are assigned to or because of the coach assigned to their designated team.

Once a player is assigned to a specific team, they must play for that team and no other, with the **exception** of the AAA teams. Based upon his/her evaluation, a player may be invited to play on a AAA team, but they are free to decline the invitation and play for a AA team instead. This decision must be made before the teams are finalized. Once a player agrees to be on a AAA team, they are committed to that team for the entire season.

To request a refund, please contact the BLBA President. Your request may be brought before the BLBA Board of Directors and a decision will be made on your request.

Handling of BLBA Funds

As money generated by BLBA activities is generated, the followings procedures shall be followed:

- The Treasurer will collect monies received from Registration, Concession Stand, etc, and ANY monies collected on behalf of BLBA. At each meeting of the BLBA Board of Directors, she/he shall make a statement of the current financial condition of BLBA, and at year's end, she/he shall submit a detailed report of the financial statement of BLBA for the preceding fiscal year. The annual report shall be audited either by the BLBA Board of Directors or an accountant designated by the BLBA Board of Directors.
- A BLBA Budget Committee member will assist in counting the money collected by the Treasurer from Registration and Weekend Tournaments. The money shall be deposited into the BLBA's bank account (currently at Klein Bank in Big Lake) within two business days of the event.
- All checks written will be written by the Treasurer. Checks for \$499 or less will be signed by the BLBA President. Check for more than \$499 will be signed by both the BLBA President and the BLBA Vice President.

These policies are intended to be a safeguard for all BLBA members who are involved in the handling of BLBA funds.

Volunteer Fee

Like many youth athletic associations, the BLBA needs a multitude of volunteers each year to be successful. The use of volunteers throughout the organization helps BLBA hold down our fees from one year to the next. We offer many opportunities to volunteer, from serving on the Board of Directors, to coaching, to working concessions and weekend tournaments.

To encourage people to schedule and keep their volunteer commitments, however, BLBA finds it necessary to require a mandatory "volunteer fee" be submitted at Registration. The fee can vary from year to year, but one fee covers all players from one family. A family must volunteer for 4 hours in an official position during the season sometime during the season.

Registrations mailed in will not be valid unless accompanied by your volunteer fee. Your volunteer check will be shredded at the end of the season (we will not return the check to you) if you volunteer a minimum of 4 hours. Volunteer fees will be forfeited if you do not perform volunteer work during the season.

If you do not intend to volunteer and wish to waive your volunteer fee at the time of registration please write "CASH MY CHECK" on the memo line on your check. This will allow us to hire any additional help that may be needed.

It is up to the head coach to pick his assistants and parent rep. It is also up to the head coach to report these names no later than ONE WEEK after teams are chosen to the BLBA Volunteer Director to ensure that credit for that service is awarded. Once names of assistant coaches and the parent rep are submitted by the coach, NO CHANGES can occur.

Extra team help is always appreciated and needed, however your time helping at practices and games will not count for volunteer time unless you are the official assistant coach.

The BLBA Volunteer Coordinator and/or any BLBA Board of Directors are the only people that can approve your volunteer time. If you have questions regarding your time or efforts of volunteering you may email the volunteer director ([HYPERLINK "mailto:food@biglakebaseball.com"](mailto:food@biglakebaseball.com)).

Please don't be mistaken and assume your time is approved if you have not spoken with the BLBA Volunteer Director about your time and efforts. You must have approval before you complete a volunteer opportunity. Volunteer opportunities are available at www.biglakebaseball.com, by clicking on Volunteer. All volunteer positions, including coaches and assistant coaches are required to pay the volunteer fee and will have his/her check shredded up upon successful completion of the position. Any position, including board positions are eligible to have their check shredded as well.

Once you have met the minimum hours, the completed volunteer cards may be mailed to the BLBA PO Box or turned in at a BLBA Board meeting. If your card is lost, damaged, or is unreadable, you can download a new card from the website. Your hours previously contributed, however, will be lost and you may need to restart from zero. **YOU** are accountable to maintain your card. If you neglect to show up for an assigned shift, your check will be cashed immediately. No other options will be available.

Grievances

If a BLBA member (player, coach, or parent) has a complaint regarding an incident that occurred at a BLBA activity, or believe that one of BLBA's policies or procedures has been violated, that person may file a complaint to the BLBA Board of Directors with a request for appropriate action to be taken.

- Except in cases of substance abuse, physical assault, and/or sexual harassment or abuse, all parties should wait 24 hours after a problem occurs. This is a cooling off period so one doesn't act out of anger.
- After waiting the said time, attempt to discuss the problem with the person(s) involved and try to find a resolution. All matters should be kept internal and should not be discussed with outside parties.
- If you are still not satisfied after the discussion with the said party(ies), you must put your complaint in writing and submit it to one of your League Directors.
- The League Director that you have submitted your complaint to will then bring it to the BLBA President's attention at the next regular board meeting.
- The BLBA Board of Directors will investigate and discuss the complaint.
- The BLBA Board of Directors will then issue the proper disciplinary action(s).
- A letter will be issued to all persons involved outlining the resolution that was decided upon by the BLBA Board.
- Decisions made by the BLBA Board will be final.

If you have any questions regarding any step in the grievance procedure, please contact any of the respected board members presiding on the current BLBA Board of Directors.

Health and Safety Policies

The health and safety of our players, coaches, and fans is important to us. The following policies were put in place in an effort to minimize the chance of a problem, and outline the measures that will be taken in the event that a problem occurs. Please note that these policies may not cover all situations.

Injuries

Baseball can be a physical sport, and injuries can and do occur from time to time. In case of catastrophic injury, however, the BLBA President must be notified immediately and appropriate forms must be filed. For the purposes of this policy, a catastrophic injury is defined as an injury that requires immediate medical attention.

Please note that if the player has suffered a loss of consciousness during a game or practice, they must have a doctor's slip to return to any team activities.

Infectious Diseases

This policy is not directed at colds, flu, etc., but rather at blood borne pathogens such as Hepatitis B and HIV/AIDs. While the risk of an athlete infecting another player during normal competition is close to nonexistent, there is a greater risk that blood borne infectious diseases can be transmitted via contact with blood or other bodily fluids.

BLBA therefore subscribes to the policy put forth by the Minnesota State High School League that reads:

A player who is bleeding or has an open wound or who has any blood on his uniform shall be considered an injured player and must immediately leave the game for appropriate treatment. After bleeding is under control (clean and steri-striped as appropriate) and after all blood on the uniform is treated appropriately with alcohol, the player may return. If the uniform is saturated with blood, the athlete may not return to the game without a clean uniform.

Weapons

The possession, use, and/or transmission of a weapon or any object that can reasonably be considered a weapon by a player, coach, or parent while participating in BLBA sponsored activities will result in that person's immediate suspension from all BLBA activities.

Under this policy, "weapon" means a knife, a firearm (or any item which looks like a firearm, whether loaded or unloaded, in working or nonworking condition), explosives or any incendiary device, or any other instrument or object which is utilized in such a manner so as to threaten.

The suspension must be immediately reported to the BLBA Board of Directors. The Board of Directors will review the incident at the next (or special) Board meeting and has the option to lift the suspension or to disqualify the player, coach, or parent from participation in the BLBA program.

Substance Abuse

The BLBA's policy on substance abuse is taken from the policy created and enforced by the Minnesota State High School League (MSHSL). Regardless of the quantity, a player shall:

- Not use a beverage containing alcohol;
- Not use tobacco (smokeless or otherwise), or
- Not use or consume, have in possession, buy, sell, or give away any other controlled substance (including steroids.)

The rule applies to any portion of the baseball season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her doctor.

If a player is found breaking this policy, the following penalties will be assessed:

- **First Violation:** After confirmation of the first violation, the player shall lose eligibility for the next two (2) consecutive games or two (2) weeks of a season, whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.
- **Subsequent Violations:** After confirmation of a subsequent violation, the player shall lose eligibility for the next four (4) consecutive games in which the player is a participant. If after the subsequent violation, the player on his/her own volition becomes a participant in chemical dependency or treatment program, the player may be certified for reinstatement in BLBA

activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.

- Penalties shall be cumulative throughout the player's participation on BLBA teams.

At his/her sole discretion, the player's coach may implement stricter penalties than those outlined above.

Unsportsmanlike Conduct

Good sportsmanship is a fundamental element of competition. As a member of the BLBA, the expectations are that:

- Players and coaches always respect your opponent and each other.
- Parents/fans always respect the opponent's players, coaches and fans.
- Players, coaches and parents/fans always respect the umpires' decisions and them as people who love the Game and are doing their best to be fair and impartial.
- That everyone represent the BLBA in a positive way, whether at home or away.

Good sportsmanship, by definition, leaves no room for verbal abuse, petty or disrespectful behavior, or general rudeness. While it comes in many forms, BLBA considers the following behaviors to be examples of unsportsmanlike conduct:

- the use of foul language by any player, coach, parent, or fan directed at any other player, coach, umpire, parent, or fan
- the direction of derogatory or vulgar comments regarding an individual or a group by a player, coach, parent, or fan
- Any infractions which result in expulsion from a game,
- Visible lack of patience or display of negative attitude toward any player, coach, umpire, or fan.

BLBA expects players, coaches, parents, and fans to "self-police" unsportsmanlike conduct. In a game setting, the umpire has final authority regarding expulsions of players, coaches, and fans. If you observe consistent displays of unsportsmanlike conduct, please bring it to the attention of a member of the BLBA Board of Directors.

Sexual Harassment and Abuse

BLBA is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can enjoy playing, coaching, and watching baseball together comfortably. BLBA prohibits any form of sexual harassment or sexual abuse. For the purposes of this policy:

- Sexual harassment consists of:
 - Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.
 - Written contact that contains sexually suggestive or obscene notes, drawings or letters.
 - Verbal contact that includes sexually suggestive or obscene comments, jokes or comments about a member's body or sexual characteristics.
 - Sexual blackmail constitutes sexual behavior to control another member's placement on a team or to a coaching position.

- Sexual abuse consists of any sexual physical contact with a minor. Physical contact could include any intentional pats, squeezes, touches, and pinches, repeatedly brushing up against another's body, assault, blocking movement or coercing sexual acts.

It shall be a violation of this policy for any player, coach, or other BLBA member to sexually harass, through conduct or communication of sexual nature, any player, coach, or other BLBA member. It shall be a violation of this policy for any player, coach, or other BLBA member to sexually abuse any player, coach, or other BLBA member. In situations involving minors, ANY sexual advances or sexual conduct constitutes a violation of this policy.

Physical Assault

Assault is the physical contact with another player, coach, umpire, or fan involved in the game that intentionally causes the other person to sustain bodily harm or personal injury. This definition also includes physical actions or verbal statements made to a player, coach, umpire, or fan that intentionally creates a fear of imminent harm or personal injury.

Assault does not include physical contact that is reasonably designed to coach, teach or demonstrate a baseball skill. Permitted physical conduct may include, but is not necessarily limited to, teaching hitting stance, demonstrating on field body positions, and communicating with or directing players, during the course of a game or practice, by touching them in a non-threatening manner.

Reporting Procedures for Victims of Abuse or Assault

Any person who believes that he or she has been the victim of verbal abuse, physical assault, or sexual harassment or abuse by a BLBA member, or any person with the knowledge or belief of such conduct should report the alleged act(s)

immediately to the BLBA President or any other member of the BLBA Board of Directors.

Upon receipt of a report of an alleged verbal abuse, physical assault, or sexual harassment or abuse, the BLBA President shall immediately authorize an internal investigation of the incident. The BLBA Board of Directors will take steps (at its discretion) to protect the identity or the complainant, children, or BLBA members involved pending the completion of the investigation. BLBA Board of Director members or a third party designated by the BLBA Board of Directors may conduct the investigation. The investigating party shall provide a written report on the status of the investigation within ten (10) days to the BLBA President.

Upon proof of violation of this policy, the violator will be permanently banned from all BLBA programs.

The BLBA board of directors may determine that the incident should be referred to appropriate law enforcement authorities. Please note that the BLBA Board of Directors may, at its discretion, also discipline any BLBA member who fails to immediately report any act(s) of verbal abuse, physical assault, or sexual harassment or abuse by a BLBA member brought to their attention.

Discipline

Any player, coach, or parent who during the season engages in fighting, violence or abusive language or who receives an ejection could be subject to the following:

First Offense: Player, Coach, or Parent is suspended for two games. A meeting of the BLBA Board may be held to further discuss repercussions and discipline. Based on the circumstances of the incident, the player, coach or parent may receive further suspensions.

Second Offense: Player, Coach or Parent is suspended until a meeting is held with the League Director and President. This request must be made within 24 hours of the offense to the BLBA Board and the meeting must take place within 2 working days. Based upon the seriousness of the offense, the player, coach or parent could receive further suspensions.

Third Offense: Player, Coach or Parent is suspended until a meeting with the Director, President, and Executive Board is held. This request must be made within 24 hours of the offense and the meeting must take place within five (5) calendar days. A third offense may result in permanent suspension.

If a player, coach, or parent is suspended, an appeal may be made to the Executive Board and if the circumstances are warranted, the Executive Board may reinstate them.

The coach and level director are the individuals responsible for informing the player of the violation and penalty. The level director or board member is responsible for informing the coach of the violation or penalty. All BLBA players and coaches, traveling or in-house, will be governed by BLBA rules. If the use of alcohol, tobacco products or drugs is found to be a contributing factor in the misconduct of the players or coaches, the penalties can be compounded. If an incident is determined at the meeting to be especially severe, it will be brought directly to the Executive Board and more severe penalties may be administered up to and possibly including removal from BLBA.

Player, Team, and Equipment Policies & Procedures

Unlike some sports, baseball requires both individual and team skills. Like all sports, however, kids develop these skills at different rates and some players are just naturally more athletic than others. It is BLBA's goal, however, that players of all abilities and skill levels have an opportunity to play baseball. The following policies and procedures have been developed to help us provide an enjoyable and satisfying baseball experience for all players.

Players

Players who participate in BLBA should consider it an honor and a privilege. With this privilege comes a responsibility to teammates, coaches, parents, and to the entire BLBA baseball program which you represent to other teams and communities.

Among these responsibilities are:

- Show respect towards teammates and coaches, opposing coaches and players, the game, and the umpires at all times. Understand the spirit of discipline and adhere to it. The use of profanity and/or gestures toward umpires, players, spectators or coaches will not be tolerated.
- Follow the directions of your coach and be willing to accept instruction towards improvement.
- Exhibit good sportsmanship at all times.
- Attend all scheduled team activities except when properly excused.
- Be a competitor. You are expected to give your best at all times. Play hard but fairly.
- Line up and shake hands with the opposing team and umpires after all games.
- Maintain good citizenship (i.e., grades, attendance, and conduct).

Player Eligibility

In general, BLBA baseball is intended for youth ages 6 through 16 that live and/or attend school in Big Lake. Our AA (in-house) teams are open to any child, regardless of residency or school attendance. This allows youth that spend summers with a parent, grandparent, or guardian that lives in Big Lake the opportunity to play baseball while in Big Lake. As stated in Amendment VII of the BLBA By-Laws, however, participation on a BLBA AAA (traveling) team requires actual residence and/or school attendance in Big Lake.

Player eligibility questions can be brought to a BLBA Board of Directors meeting at any time, but should be resolved before annual registration if possible.

Age-Based Competition and Player Age Requirements

BLBA currently offers multiple levels of age-based competition.

- Roberto Clemente - Ages 6, 7, and 8
- Willie Mays - ages 9 and 10
- Pee Wee Reese - ages 11 and 12
- Sandy Koufax - ages 13 and 14
- Mickey Mantle - ages 15 and 16.

The level of play for a player is determined by their age as of April 30 of the current registration year. For example:

Roberto Clemente - **Must not** be older than 8 on or before April 30 of the current registration year

Willie Mays - **Must not** be older than 10 on or before April 30 of the current registration year

Pee Wee Reese - **Must not** be older than 12 on or before April 30 of the current registration year

Sandy Koufax - **Must not** be older than 14 on or before April 30 of the current registration year

Mickey Mantle - **Must not** be older than 16 on or before April 30 of the current registration year

It is BLBA policy that all players are to play at the appropriate age levels.

Levels of Play and Team Definitions

Within each level of age-based competition, BLBA offers one or more levels of play.

In the case of our Roberto Clemente league, players are grouped solely by age. Players ages 6 and 7 are blended to form teams that play each other, while players age 8 are group together to form teams that play each other. Both groups play only other Big Lake teams.

For our other leagues, BLBA offers both AA and AAA level competition. The intent of these categories is described below.

- AA (in-house team): a level of competition intended primarily to provide a uniform competitive experience for players that are still developing primary baseball skills. Depending on the year, BLBA AA teams play games against each other, as well as AA teams from surrounding communities (e.g. Monticello, Becker, STMA, Clear Lake).
- AAA (traveling team): a level of competition intended to provide an opportunity for players that have demonstrated greater mastery of primary baseball skills. Depending on the age group, third-party entities such as Gopher State Baseball or Minnesota Baseball Association will organize district, regional and/or state competition at this level. In the past, BLBA AAA teams have been in divisions with AAA teams from Foley to Cambridge to Delano and everywhere in between.

For our Willie May league, players are grouped by both by age and ability. All players are evaluated to assess current hitting, fielding, and throwing skills. Based upon the results of the evaluation, one AAA team is selected (12 players of

combined 9 and 10 year olds). The remaining players are drafted by coaches using a process that attempts to equitably distribute the level of skill across all AA teams.

Players in our Pee Wee Reese and Sandy Koufax leagues are grouped by both by age and ability. All players are evaluated to assess current hitting, fielding, and throwing skills. Based upon the results of the evaluation, one AAA team of 11 year olds is selected (12 players) and one AAA team of 12 year olds is selected (12 players). The remaining players are drafted by coaches using a process that attempts to equitably distribute the level of skill across all AA teams (combined 11/12 year olds).

For our Mickey Mantle league, players are also grouped by both by age and ability. Depending on the number of players that register, a player evaluation may be held to assess current hitting, fielding, and throwing skills. Based upon the results of the evaluation, one AAA team of 15 year olds is selected (12 players) and one AAA team of 16 year olds is selected (12 players). The remaining players are assigned to a combined AA team.

In order to be on the 15AAA or 16AAA team, the child must participate in school baseball that season. Exceptions to this are if additional players are needed to fill out the roster.

Parental Choice of Coach

A family who does not want a certain coach for their child must provide the request in writing to the BLBA President. The request must be dated the same calendar year as the upcoming season and before the teams are picked.

To aid families in making transportation arrangements, BLBA has a limited ability to assign Roberto Clemente players to specific teams (e.g. group siblings, neighbors, etc on the same team). For all other leagues (Willie Mays, Pee Wee Reese, Sandy Koufax, Mickey Mantle) players that want to be on the same team **MUST** be considered immediate family only.

Playing Time

For ages 6-8, teams practice for one hour and play a game for one hour. During the game, teams will bat their entire order each inning. Players should not be on the bench for more than one inning before returning to the field. It is preferable that players get a chance to play all 9 positions by the end of the season (unless there are left-hand / right-hand issues).

For ages 9 through 12, not including AAA teams, each player must play in the field at least 3 innings per 6 inning game, with these exceptions:

- Discipline
- Rain delay or a run-rule comes into effect. If game is shortened to 5 innings due to the run-rule, each player must have played at least 2 innings.

At this level, BLBA encourages players to try as many positions as possible (except where left-hand / right-hand issues come into play).

For ages 13 through 14, not including the 14AAA team, each player must play in the field at least 3 innings per 7 inning game, with these exceptions:

- Discipline
- Rain delay or a run-rule comes into effect. If game is shortened to 5 innings due to the run-rule, each player must have played at least 2 innings.

At this level, BLBA expects some specialization in positions to occur, but still encourages players to play as many positions as possible (except where left-hand / right-hand issues come into play).

Equipment

The list of required or approved equipment is outlined by the governing authorities for the respective level of competition. Requirements include, but are not limited to, the following:

- Athletic supporter and personal protection devices (cups) and cleats are recommended but not required. Metal cleats are permissible beginning with the Sandy Koufax Division.
- Catchers must, at a minimum, always wear all supplied catcher's protective gear (helmet/mask, chest protector, shin guards). The "warm-up" catcher must at least wear a protective mask.
- Batters must always wear protective helmets.
- Bat length and weight (e.g. the "differential") that is allowed for each level of competition varies. Having a bat of the appropriate length and weight is important to the development of good hitting skills for young players. Rather than simply allow a younger player to use a bat passed down from an older sibling, please contact your player's coach or a BLBA Board of Director member for advice on selecting a properly sized bat.

Parents' Roles and Responsibilities

Being involved in BLBA demands time and effort on the part of the parents and/or guardians. Parents, in no small measure, contribute to the success of the baseball program by understanding the requirements of team participation. Some of the things that parents can do to help their child and the team are:

- Put the welfare of the team ahead of personal reflected glory
- Make sure your player knows that win or lose, you appreciate the effort made. Praise, don't criticize.
- Accept disappointment gracefully; don't pass it along to the player or team members.
- Learn to know the coach. Discuss your problems or the progress of your player with him at the proper time. The proper time is RARELY right after a difficult defeat or in the company of players and/or other parents.
- Appreciate the fact that the coach has the responsibility of an entire team.
- Don't be a chronic complainer. If you are convinced something is wrong on your player's team, follow the grievance procedure mentioned in this policy manual.
- Parents are asked to conduct themselves in a sportsmanship like manner and instill in their players the desire to reflect such sportsmanship.
- Parents are responsible for providing or arranging transportation for their players.
- Parents are to support the BLBA philosophy of encouraging players to enjoy baseball as a sport and to have fun. Parents that place undue expectations on their players minimize the player's enjoyment and development in the game of baseball.
- Parents are expected to assist the team where needed. This includes field help, or help in the dugout and other requests made by the coach.
- The safety of the player is ultimately the responsibility of the parents. If a parent fears injury or observes examples of poor sportsmanship, he/she has the right and responsibility to remove their child from playing under those conditions.
- Parents whose conduct reflects negatively on BLBA may be referred to the League Director for discussion and appropriate consequences.
- Work your 4 mandatory volunteer hours.

Coaching Policies and Procedures

Coaching youth baseball for BLBA is both a privilege and a responsibility. Parents entrust their children to BLBA and its coaches with an expectation that they will be treated fairly and with respect, and that they will learn to become better baseball players each season.

BLBA Coaching Philosophy

The BLBA coaching philosophy is:

- That you demonstrate an appreciation of the BLBA's philosophy and cooperate in making the program beneficial for all players.
- That you reflect an understanding of the age group you coach.
- That you are a positive influence on those with whom you work.
- That you show by example that you respect the judgment and position of authority of the umpire (whether paid or volunteer).
- That you instill in your players a respect for adult leadership.
- That you exercise your leadership role adequately but leave the ball game in the hands of the players.
- That you instill a desire for the individual to improve.
- That you teach a high degree of sportsmanship at all times.
- That you represent the BLBA with respect and honor.
- That you promote the BLBA.

Head Coaches' Responsibilities

A head coach is responsible for the operation and conduct of his/her team. He/she is the teacher of skills and a developer of players, both socially and physically. The head coach is responsible to the BLBA Board of Directors. Coaches are Mandated Reporters--if you suspect abuse, neglect, etc., you are mandated by the State of Minnesota to report this to the Sherburne County Social Services at (763) 241-2600, who will then refer to a county agency. This must also be reported to the BLBA President of the BLBA.

Here is a list of suggestions, recommendations, and requirements for coaches:

- Hold a parent-coach meeting no later than two (2) weeks after the team has been formed. Have written team rules and discuss them with the parents at the meeting. Review with the parents and players the BLBA baseball player's pledge and have them signed.
- Respect, encourage and complement players. Use constructive criticism only.
- Develop each player as much as possible within the limits of their physical and mental abilities.

- Use proper control at all times because the coach is the steward for the program. This includes restrained conduct with all umpires and officials.
- Enforce rules fairly, without prejudice toward any one player.
- Be enthusiastic and make baseball fun.
- Maintain team discipline. When a player is disciplined, the coach should fairly inform the player of the reasons for the punishment before leaving the field. Matters of discipline should be discussed privately between the player and the coach.
- Support the BLBA philosophy.
- Communicate regularly with individual players and parents. If a player has a serious discipline problem, the head coach should meet with the player, their parent(s) or guardians and at least one assistant and/or the team manager. Full game suspensions cannot be given without the coach discussing it with the appropriate director of their age group.
- Serious problems between coaches and players/parents should be handled as follows: a) Parent and Player, Coach and Assistant and/or Team Manager meeting; b) all of the above plus meet with the appropriate Director of their age group; c) all of the above plus meet with the BLBA President; 4) all of the above plus meet with the BLBA Board.
- Coaches have the authority to bypass playing time guidelines if they see a need to discipline. In these cases, the coach is expected to meet with the parent and the player and explain the cause of the discipline as soon as possible. If the coach needs to take extensive action (suspension beyond one game), he/she should review their recommendation with the BLBA Board.
- Any player who is injured, or appears to be injured, must sit out at least one inning for observation.
- Assure that all players line up and shake hands after every game.
- Each team will maintain a minimal medical supplies inventory. If no emergency medical personnel are available, the coach or his/her assistant should follow recommended medical procedures. However in any and all situations, the parent has the ultimate responsibility.
- Coaches will refrain from the use of alcoholic beverages and tobacco prior to and during games and practice situations,

A coach who repeatedly violates BLBA guidelines shall; a) first meet with the appropriate League Director of their age group; b) if no improvements, the coach personally meets with the appropriate League Director of their age group and an Executive Board appointed by the BLBA Board of Directors; c) if steps one and two fail, the coach may be dismissed by the Executive Board with the approval of the full BLBA Board of Directors and a suitable replacement shall be named.

Coaches Rights and Privileges

In return for their efforts, it is fair for coaches to have certain expectations of their players and parents, as well as certain rights and privileges.

- The right to expect team members to show up on time to both practices and games and to be ready to listen and work hard.
- The right to expect team members to be responsive to his/her instructions.
- The right to exercise reasonable discipline over the team and for the team to respond to that discipline without any verbal or physical abuse from players or parents.
- The right to penalize player's innings or games depending on the severity of the offense.

Becoming a BLBA Coach

To become a coach for BLBA, you must either sign up to coach at the Registration or contact the BLBA President. You **MUST** then fill out a background check authorization form and attend one of the BLBA sponsored coaching clinics. Following registration, the BLBA Board of Directors will review the list of interested coaches as needed to determine how the number of potential head/assistant coaches compares to the number of teams expected for each level of competition.

Selection of Head Coaches for AA Teams

BLBA generally allows those interested in serving as head coach for a AA team work out the coaching assignments amongst themselves. If all those eligible to serve as head coach of a particular team are not able to work it out themselves, the matter will be decided upon by the BLBA Board of Directors, using a method decided upon by the Board.

Selection of Head Coaches for AAA Teams

To be considered for a AAA head coaching position, a parent must:

- Sign up to be a head coach at registration
- Complete the background check authorization form, and
- Have a child who scored in the top 12 of the initial player evaluation

Parents meeting these three criteria will be invited to attend the second player evaluation to observe. They cannot help or talk to any of the players. Only the coaches that signed up to be head coaches will be allowed to watch the second evaluation. The children who finished in the Top 8 are automatically invited to the AAA team.

If all those eligible to serve as head coach of a particular team are not able to work it out themselves, the matter will be decided upon by the BLBA Board of Directors, using a method decided upon by the Board.

Once a head coach is determined for a particular AAA team, the head coach has the choice of the other 4 players, adhering to the guidelines above.

A person may only sign up to be a head coach for ONE team. The level of competition that the person desires to coach must be declared at Registration. If a parent cannot be found for a head coaching position, a suitable replacement will be found by the BLBA Board of Directors.

Use of Fields for Practices and Games

Baseball fields are at a premium in Big Lake. BLBA teams play 4 or 5 nights a week on fields owned by the Big Lake School District, the City of Big Lake, Big Lake Township, and several private landowners (including two churches). Although we pay to use school district fields, the use of all fields is a privilege. Please encourage your players and parents to treat all fields accordingly. Pick up trash and report problems with fields, benches, porta-potties, etc. to a BLBA Board of Director s member immediately.

Common sense should prevail. Games take priority over practices. For example, if a Willie Mays team is practicing on field "A" and a Roberto Clemente game is also scheduled for field "A," the Roberto Clemente game has priority 1/2 hour prior to the scheduled game time. Also, if a school field have been dragged and chalked in anticipation of a game later in the day or evening, please do not allow your team to play on the infield.

If a head coach cannot be at a game, he/she **MUST** rely on his/her assistant coaches to coach the scheduled game. Games will **NOT BE RESCHEDULED** simply because the head coach is unable to attend.

If a coach is ejected from a baseball game for any reason, he/she will be ineligible for the remainder of that game and the next game. An appeal can be made in writing to the BLBA Board of Directors.

BLBA By-Laws

ARTICLE I. - NAME

The name of this association shall be BIG LAKE BASEBALL ASSOCIATION

ARTICLE II. - LOCATION

The principle place of business of this association and its location shall be the Big Lake High School.

ARTICLE III. - MEMBERSHIP

Membership in this association shall be residents of Big Lake School District and open enrollment to neighboring communities. Each member shall be entitled to one vote for elections of the Board of Directors who will be responsible for the management of this association.

ARTICLE IV. - PROPERTY RIGHTS

No member shall have any property rights in the property of the association. The property of the association, both real and personal, shall be under the management of the Board of Directors.

ARTICLE V. - VOTING RIGHTS

Each member shall be entitled to one (1) vote at elections only. Each member must be present to vote. The Board of Directors' members are the only members allowed to vote on management issues of this association.

ARTICLE VI. - NOTICE OF MEETINGS

A. A regular agenda or meeting shall be set by the Board of Directors. Notice of meetings will be given one (1) week in advance prior to the meeting, stating time and place. Notice of meeting will be published in the WEST SHERBURNE TRIBUNE, in the Club News Column.

B. A special meeting can be called by five (5) members of the Board of Directors, or ten (10) members of the association. Notice shall be given one (1) week in advance prior to the meeting, published in the WEST SHERBURNE TRIBUNE, in the Club News Column.

C. Order of Business: The suggested order of business, as far as possible, shall be:

1. Calling of the roll.
2. Proof of due notice of the meeting.
3. Reading of minutes from previous meeting.
4. Reports of officers and committees.
5. Old business.
6. New business.
7. Adjournment

ARTICLE VII. - QUORUM

A. Membership meetings shall require at least seven (7) members present in person.

B. Board of Directors meetings shall require five (5) of the directors as a quorum

ARTICLE VIII. - VOTING

Members shall not be permitted to vote by proxy. Cumulative voting shall not be permitted. In case of dispute, the right to vote shall be determined by the Board of Directors, and in such case no vote may be cast until a final determination is proven by the member.

ARTICLE IX. - OFFICERS

The officers shall consist of President, Vice-President, Secretary and Treasurer. Said officers shall be elected for the term of two calendar years (Feb. 1 to Feb. 1) by the general membership. The duties of such officers shall be those usual for such officers, and may be defined by the Board of Directors.

ARTICLE X. - BOARD OF DIRECTORS

The Board of Directors shall consist of nine (9) members, which are President, Vice-President, Secretary, Treasurer and four (4) members at large to serve on the Budget Committee and an Associate Director. The nine (9) elected members are to serve two (2) year terms with the exception of the Associate Director which is a one year term. There are no term limits.

The following is the alternating election years of the Board of Directors:

PRESIDENT AND TREASURER IN ODD NUMBERED YEARS

VICE-PRESIDENT AND SECRETARY IN EVEN NUMBERED YEARS

2 MEMBERS AT LARGE ON BUDGET COMMITTEE IN ODD NUMBERED YEARS

2 MEMBERS AT LARGE ON BUDGET COMMITTEE IN EVEN NUMBERED YEARS

ASSOCIATE DIRECTOR VOTED ON EVERY YEAR

ARTICLE XI. - NOMINATION AND ELECTION

The President shall appoint a nominating committee of not less than three (3) and not more than five (5) at least thirty (30) days prior to the annual election. Said committee shall nominate two (2) qualified members for each member of the board that is up for election which is expiring at the end of their term (Feb.1st) and report the same to the President within ten (10) days after appointment. Voting for new terms of office shall be conducted at a regular membership meeting by secret ballot in January.

Board of Directors will be allowed to run for any other Board position up for election if they choose - thus vacating their previous position for the balance of their term. The vacated position would then be filled by another elected member for the remainder of the vacated position's term.

ARTICLE XII. - VACANCIES

The Board of Directors shall fill any vacancy in the office of a Director, or an officer for the remaining term by appointment.

ARTICLE XIII. - COMMITTEES

The standing committees shall consist of the Nominating Committee having not less than three (3) and not more than five (5) members, and such other standing committees as may be established from time to time by the President, with the advice and approval of the Board of Directors. Special committees may be appointed at any time by the President, by the Board of Directors, or by the membership assembled in meeting. Every committee shall have the power of investigation, report and recommendation. The Board of Directors or the membership may grant a committee authority to act.

A committee shall meet upon the call of the Chairman thereof, or of the President of the Association. The President and Secretary shall be ex officio members of all committees but shall be without power to vote on action within the committee.

ARTICLE XIV. - DUTIES OF THE SECRETARY

The Secretary shall keep the minutes and other official records of the Association, handle correspondence and perform such other duties as may be assigned to her/him by the Board of Directors.

ARTICLE XV. - DUTIES OF THE TREASURER

The Treasurer shall keep accurate account of all moneys received by her/him and deposit the same in the name of the Association in such account, or accounts, as shall be approved by the proper officers of the Association, whose approval shall be authorized by motion or resolution of the Board of Directors.

Both the Treasurer and President of the BLBA shall sign all outgoing checks.

At each monthly meeting of the Board of Directors she/he shall make a statement of the financial condition of the Association, and at the annual meeting of the Association she/he shall submit a detailed report of the financial statement of the Association for the preceding fiscal year, which such report shall be audited either by the Board of Directors or an accountant designated by the Board of Directors.

ARTICLE XVI. - POWERS OF DIRECTORS

The Board of Directors shall have the following specific powers.

1. To appoint delegates to the different associations of which this Association may be a member, or for the purpose of conferring with any association of similar corporation respecting any matter in which the Association may be concerned.
2. To expel or suspend a member for any conduct in violation of the By-laws or improper or prejudicial to the interests of the association.
3. To make rules for the conduct of the members of the Association and for their use of the Association property.
4. To fix and enforce penalties for the violation of the By-laws and rules.

ARTICLE XVII. - DISSOLVEMENT OF ASSOCIATION

If the Big Lake Baseball Association should dissolve, all financial assets shall be given to the Big Lake High School Baseball program.

AMENDMENT I.

The Big Lake Baseball Association is a nonprofit organization dedicated to improving any youth baseball program in Big Lake, MN. Any money earned or solicited will be used only for supporting or improving youth baseball programs in Big Lake, MN.

AMENDMENT II.

The only programs to benefit from the money earned or equipment purchased are youth baseball teams. These teams include Independent School District 727 school teams, Big Lake Community Education Summer Recreation teams, American Legion sponsored youth teams and any other teams that may be established to teach and to play baseball in Big Lake for any Big Lake youth.

AMENDMENT III.

A member of the BLBA may be someone who is employed in the Big Lake School District.

AMENDMENT IV.

Nominations for elected positions will be conducted in January. Elections will occur in August.

AMENDMENT V.

Said organization is organized exclusively for charitable, religious, educational, and specific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

AMENDMENT VI.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the country in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. The destination preferred upon dissolution of the Big Lake Baseball Association shall be the Big Lake High School Baseball program.

AMENDMENT VII.

In order to play on a AAA or top tier team, the child must live in the Big Lake School District year round or who open-enrolls to the Big Lake School District.

AMENDMENT VIII.

The principle place of business of this association and its location shall be P.O. Box 473, Big Lake, MN, 55309.

AMENDMENT IV.

The varsity baseball coach (or any baseball coach on the Varsity Coaching staff, decided upon by the Head Varsity Coach) will always be a permanent sitting member on the board (Associate Director) and does not come up for re-election.

Adopted March 9, 2008

BLBA CODE OF CONDUCT
For Players

1. I will treat my parents, coaches, teammates, opponents, property of others and game officials with the same respect that I would like to be treated.
2. I will practice and play to the best of my ability.
3. I will be on time (as assigned by my coach) to team events.
4. I will recognize baseball as a team sport and will put the interests of the team over my own individual interests.
5. I will not criticize another teammate's play.
6. I will not criticize umpires, coaches or opposing players.
7. I will conduct myself in a respectful manner. (Destructive or inappropriate behavior, during or after a game or practice, will not be tolerated.)
8. I will not attempt to deliberately injure another player(s).
9. I will wear my team uniform with pride and treat it with respect.
10. I as a player will be committed to my team during the season--being at all practices and games. If I can't be at a practice or game, I will notify my coach BEFORE this would happen.

Signed: _____

Dated: _____

BLBA CODE OF CONDUCT
For Parents and Spectators

1. I will enforce and support the Code of Conduct for players.
2. I will refrain from publicly ridiculing or verbally abusing any player from either team. I will not embarrass my child(ren) or others by yelling negative comments at players, coaches or officials.
3. I will refrain from publicly ridiculing or verbally abusing any coach or official.
4. I will set a positive example and encourage good sportsmanship at all games.
5. I will place the emotional and physical well being of my child and the team ahead of any personal desire to win.
6. I will insist that my child play in a safe and healthy environment.
7. I will help her/him be on time for team events.
8. I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all sports events.
9. I will do my very best to make youth sports fun for my child.
10. I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
11. I will read the BLBA Policies and do everything in my power to assist the BLBA organization to implement and enforce them.
12. I will work my 4 mandatory volunteer hours.

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

Signed: _____

Date: _____

Signed: _____

Date: _____

BLBA CODE OF CONDUCT For Coaches

1. I will enforce the Code of Conduct for players.
2. I will teach character and sportsmanship to the players.
3. I will not intimidate, ridicule or verbally or physically abuse any of the players.
4. I will teach and demonstrate respect for teammates, opposing players, coaches and officials.
5. I will be on time to games and practices.
6. I will teach playing by the rules.
7. I will set a good example at all times.
8. I will never instruct a player to deliberately injure another player(s).
9. I will speak privately with a player whenever a problem arises.
10. I will play all players at least as equal as the policy of the board stipulates.
11. I will not use alcohol during the entire day before a practice, scrimmage or game.
12. I will not use any tobacco products while attending any practice or game functions. Also I will not use any illegal substances, not limited to illegal drugs.
13. I have never and will never have sexual contact with any of the association's players.
14. I will place the emotional and physical well-being of my players ahead of any personal desire to win.
15. I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
16. I will supervise the arrival and departure of all team members or make sure a qualified person does so.
17. I will do my very best to provide a safe playing situation for my players.
18. I will do my best to organize practices that are fun and challenging for all my players.
19. I will lead by example in demonstrating fair play and sportsmanship to all my players.
20. I will insure that I am knowledgeable in the rules of each sport that I coach and that I will teach these rules to my players.
21. I will use those coaching techniques appropriate for each of the skills that I teach
22. I will remember that I am a youth coach, and that the game is for the children.
23. If I can't be at a game, I will rely on my assistant coaches to coach the game, and will not reschedule it because I cannot be there.

I _____ certify that I will abide by the stipulations listed above for this _____ season and understand that I can be removed from the appointed position if I falter in any of these responsibilities. I will also make sure that my assistant coaches are informed of these responsibilities.

Signed: _____ Date: _____

Big Lake Baseball Association Position Descriptions

President: Oversee the entire BLBA, run all meetings, act as a representative of the BLBA in various matters. This is a board position (voting member).

Vice President: Attend all meetings, fill in during the absence of the President, be available for parental input. This is a board position (voting member).

Treasurer: This is a board position (voting member). The Treasurer shall keep accurate account of all moneys received by her/him and deposit the same in the name of the Association in such account, or accounts, as shall be approved by the proper officers of the Association, whose approval shall be authorized by motion or resolution of the Board of Directors. Both the Treasurer and President of the BLBA shall sign all outgoing checks. At each monthly meeting of the Board of Directors she/he shall make a statement of the financial condition of the Association, and at the annual meeting of the Association she/he shall submit a detailed report of the financial statement of the Association for the preceding fiscal year, which such report shall be audited either by the Board of Directors or an accountant designated by the Board of Directors.

Secretary: Record minutes at BLBA meetings, type up minutes and have them available at the next meeting, prepare an agenda for each upcoming meeting, contact the West Sherburne Tribune to inform them of upcoming meetings. This is a board position (voting member).

Associate Director: Attend BLBA meetings, provide support and act as an advisor. This is a board position (voting member).

Budget Committee: Work with Treasurer and others as needed to develop an annual budget for BLBA, propose registration costs, and give input/advice on monetary issues. This is a board position (voting member).

Tournament Coordinator--oversee tournament directors, update yearly tournament information (change dates and other applicable information), set up brackets for teams involved, help coordinate field workers (dragging, liming, etc), get trophies/medals, send the tournament information to the following places: www.msf1.org, www.mbt.bz, and myas.org

Tournament Director (a different person at 4 different levels): Set up brackets for teams involved, help coordinate field workers (dragging, liming, etc), get trophies/medals, attend tournament games (Saturday and Sunday), be prepared to settle rule interpretations, have tournament rules (already defined) posted at the concession stand.

League Director (a different person at 4 different levels): Pass on communication from the BLBA board to head coaches, be available for questions from head coaches, act as an intermediary between parents and a coach, help with the AA draft, **help Tournament Coordinator with the Willie Mays Tournament**

Registration Coordinator: Compile registration packets for board approval, copy forms to have available at registration, schedule two registration days for players (and be there), schedule tryout days and locations, publicize registration dates--newspaper, flyers in the schools, etc., create list of players based on Registration (see separate list of duties).

Field Director: Schedule fields for practices, games, and tournaments, coordinate with Picture Coordinator to schedule pictures, remain in contact with Community Education, work directly with the umpire coordinator, coordinate field assignments with girl's softball, and other duties as specified by the BLBA.

Umpire Director: Assign umpires to work during the weekday games and during weekend tournaments, provide feedback and constructive criticism for each umpire, be available for questions that may arise, educate umpires on the rules, have rules posted at concession stand, work directly with the field director.

Equipment Director: Evaluate and inventory equipment. Sort equipment by age/team, coordinate and make recommendations on purchases, be available to check out equipment to each coach, replace equipment on an as-needed basis (as it wears out or breaks), collect equipment at season's end, purchase baseballs for games.

Picture Coordinator: Line up dates for pictures (coordinate with teams and with the field director).

Uniform Coordinator: Coordinate and order uniforms for each age group, work directly with the Evaluation and Registration Coordinators as to what sizes of uniforms are needed and their quantity, get uniforms handed out in a timely fashion to each team (or head coach)

Evaluation Coordinator: Organize yearly evaluation of players, secure enough people to evaluate players, review/fine tune evaluation criteria, rank each player according to the score they earned, report to the president as to eligible coaches, prepare draft sheets for the AA draft.

Concessions Director: Order, gather, and deliver all foods to the concession stand. Organize workers and shifts (see separate list of duties).

Big Lake Baseball Timelines

September

Early September: Reserve gyms for **tryouts** through Community Education: 262-7188. Try to reserve both gyms for an entire weekend. The later you call, the tougher it is to get something scheduled. ALSO, RESERVE THE LAST SATURDAY IN APRIL FOR THE UMPIRES CLINIC (9am-12pm).

Early September: Call the Fire Hall to reserve Board Meeting dates--generally the 2nd Sunday of the month, starting in January.

Early September: Reserve through the Old American Legion (Friendly Buffalo)--registration dates--usually the last Sunday/Monday in February.

October

Early October, order samples of clothing that will be used for the players to try on at registration. Ideally, 2-3 samples of each size.

Meet with Budget Committee to figure out fees for the next year

December

By December 14, update Big Lake tournament information (change dates and other applicable information), send the tournament information to the following places:

www.msf1.org

www.mbt.bz

www.myas.org

www.biglakebaseball.com

At the January board meeting, the Board sets registration prices, based on the Budget Committee recommendations.

January

Send out registration flyers to all the schools.

Mail postcards out to all families who participated last year

Fill open positions according to the Job Descriptions at first Board Meeting in January.

Nominate for voting positions--elections in August.

Contact Paula Jelen (262-7188) to schedule definite times for tryouts, picture backup location, etc.

February

When copies were made of programs (2009):

RC: Green 150

WM: Pink 120

PWR: Yellow 90

SK: Gold 70

MM: Blue 45

Also at registration, each coach needs to fill out a form to get a criminal background check. If the coach already had one done for the CURRENT YEAR, have them provide a copy to registration. Background checks need to be done online.

March

Early as possible in March: Conduct Player Evaluations. Secure at least 6 evaluators for each age level. Refine player evaluation sheets if needed.

Early March: Equipment Director should go through all of the equipment and assess needs for the upcoming season. Also, during the season, teams may call the equipment director to inform him/her of problems. At the end of the season (late July, early August), the Equipment Director shall have all teams turn in equipment, evaluating each item and make sure an accurate count is taken.

April

Early April, the Umpire Director should contact each interested umpire and tell them to attend the annual umpire clinic on the last Saturday of April in the Big Lake Middle School gymnasium.

By April 1, all teams (except for Roberto Clemente and Mickey Mantle) should be formed.

Immediately after teams are formed (no later than April 5), get the uniform order in. No matter what vendor is used, allow **one month** for order to be completed. Games may start as early as **April 30**.

May

Beginning of May: Willie Mays groups coordinate (with help of WM League Director) to clean up the Church Field by the Catholic Church: rake, pull weeds, weed whip, etc.

Beginning of May: order trophies for tournaments. In 2006, approximately 800 trophies were ordered. Also order medals for all RC players (none for WM, PWR, SK or MM).

July

The last Saturday in July is a good day to get equipment turned back in from teams. Advertise this at the middle of June. Coaches should thoroughly look through and inventory equipment. Equipment Director should verify the inventory list.

Registration Director

1. Reserve the Legion for Registration for the last Sunday/Monday in Feb.
2. Find volunteers to be at Registration Tables--one name for each blank (see attachment for diagram).
3. When copies were made of programs (2010):

RC: Pink	150
WM: Gold	130
PWR: Blue	110
SK: Purple	75
MM: Green	50
4. Have sign-up sheets available at each table for each GRADE LEVEL (see attachment for sign-up sheets).
5. Have 50 pens available for parents/workers to use.
6. Coordinate with Uniform Coordinator to have samples of clothing for players to try on. Have each child try on AAA and AA clothing. Players will fill out a SEPARATE form for clothing (see attachment for forms).
7. Coordinate with the Fundraising Coordinator to have fundraising cards available for purchase (have this next to the check-out table). If applicable.
8. At entrance table, try to provide Registration Forms available that were MAIL MERGED from the prior years information.
9. Provide 40 registration forms at each LEVEL for NEW REGISTRANTS. Provide 150 for ROBERTO CLEMENTE.
10. Be available on Tryouts weekend to register anyone who hasn't registered. Be available for a 4 hour period both days (Saturday and Sunday).
11. Be available for families who haven't registered and allow them to register until the deadline. Have families then contact the Uniform Coordinator to get sized with clothing.

Position descriptions subject to change.

Door

Check-In
Registration forms
available for
returning players.

Sun.
Mon.

Clothing

Sun.
Mon.

Check out & Fundraiser

Sun.
Mon.

Robert Clemente
Sun.
Mon.

Work Tables for
Parents/Players
Work Tables for
Parents/Players

Willie Mays, Pee Wee Reese,
Sandy Koufax, Mickey Mantle
Sun.
Mon.

Sun.
Mon.

Umpire Sign Up
Coaching
Sign-up

Evaluation Coordinators

1. The gyms should already be reserved. If not, contact Paula Jelen at Community Education at 262-7188 to reserve the High School gym for Early-mid March. You should call to reserve the High School gym in late August/Early September. For 2010, we have WM/PWR on one weekend (Saturday and Sunday), and SK/MM on a different weekend (Saturday only).
2. Have a table set out in the entry area for players to check in. Check them off on the list and hand them a corresponding number (you will need to create labels with numbers). A sheet attached to this is what was used in the past.
3. Have players/parents be able to register. Check with Registration Director to have him/her there to register those who haven't registered.
4. There are 4 different stations for Evaluations: Ground Balls, Fly Balls, Hitting, and Bunting. You need one qualified evaluator for each station. You need a helper for each station for all evaluations. There are 8 sections of Evaluations-- one for each age level: 9, 10, 11, 12, 13, 14, 15, 16.
5. Have or someone trusted add up the scores. After the scores are sorted high to low, the Tryout Director (or other trusted individual) will post the numbers of players who will return for the 2nd tryout.
6. Equipment needed for tryouts: 2 pitching machines (and dimpled baseballs), bats, helmets, regular baseballs, at least 4 clipboards, at least 10 pens.
7. The Tryout Directors will also run the 2nd tryouts. Again, find qualified evaluators for each station. The 2nd tryouts will be soon after the 1st evaluations. The Willie Mays and Pee Wee Reese need to be evaluated first. You will need **THREE** qualified evaluators for each level for the 2nd tryout and **THREE** helpers.
8. Coaches whose players finished in the top 12 can attend the 2nd evaluation, but they **CAN'T EVALUATE**. They need to have signed up to be a Head Coach.
9. The Head Coach is the only one who can view the scores of the athletes.

Position descriptions subject to change.

Parent Rep. Responsibilities

Your team will need one parent volunteer (other than the coaches) to serve as the team's parent representative. This parent will be responsible for:

***Communicate** dates, times, and locations that are printed in all of the BLBA informational brochures and on the website (<http://www.biglakebaseball.com>).

***To be a liaison** between your parents and coaches. If your parents are not able to go to the coaches with a problem, they should be able to come to you. Also, help the coaches call and distribute information to your parents, such as game or practice changes, etc.

If you have any questions, concerns, suggestions or would like to help, please contact the Concessions Director.

Our registration fee is determined after looking at our operating costs-- uniforms, equipment, umpires, equipment, field maintenance, insurance and league fees. Big Lake Community Education charges us a fee per participant to have baseball played on the school fields and a separate fee for field preparation.

Fundraising

The Fundraiser is designed to help offset our uniform expenses. Each family has the following two options:

1. Pay \$25 directly to BLBA and therefore not have to sell anything.
2. Pay \$50 up front to sell the items, and keep what you sell.

The Concession Stand Program is designed to provide concession items such as Pop, Water, Gatorade, Candy, and Chips, during our night baseball games and to generate funds to help offset our program's field and umpire expenses. To run this program successfully, we need help from all the teams in our programs.

General Items

1. There are bathrooms (port-o-potties) available by the fields. Children/adults should be using them and only them as designated bathrooms.
- 2.
4. No fan may walk onto a field before, during, or after a game to confront a coach, player, or official. Doing so may result in IMMEDIATE expulsion from attending any future games of any team during the current season/playoffs.

Tournament Coordinator

1. By December 14, update Big Lake tournament information (change dates and other applicable information), send the tournament information to the following places:
www.msf1.org
www.mbt.bz

www.myas.org
www.biglakebaseball.com

2. Beginning of May: order trophies for tournaments. In 2010, approximately 800 trophies were ordered.

3. Start collecting and tabulating tournament forms and put them in a spreadsheet, organizing the teams according to levels and divisions.

Limits per level:

WM: 20

PWR: 20

SK 14AAA: 15

13AAA and 14U: 20

MM: 15

4. Once the deadline for registration has passed (or after spots are filled), start putting the teams into brackets. See following pages for samples.

5. The brackets should be finished by Monday, and e-mailed to the coaches and posted on the BLBA website (<http://www.biglakebaseball.com>).

6. Print off the brackets to be placed at the concession stand..

7. Immediately give the brackets to the Umpire Director so he/she can schedule umpires for the weekend.

8. Be at the tournament both days, all day. Be available for questions and issues that may come up.

9. Send a thank you note/e-mail to all coaches/teams for coming to our tournaments.

Position descriptions subject to change.

Umpire Director

1. When the schedule comes out from the Field Director, start scheduling umpires for each game.
2. When scheduling umpires, allow the experienced umpires to have first shot at the AAA games. Home plate umpires for AAA games need to be at least 4 years older than the players (rule according to Gopher State).
3. Initially, schedule inexperienced umpires with the veterans for training purposes.
4. The Umpire Director (or a representative) needs to be at the fields each night a game is going on, to help with any issues/questions that comes up.

Who will umpire what games:

First year umpires will not ump AAA games alone. They will be paired with a Second or Older umpire.

Second and Older umpires will **NOT** umpire together; they will be paired with First year umpires. First years will umpire Willie Mays AA games alone and other depending on age (For MM games--the umpires are provided by Gopher State)

Umpires will **NOT** umpire a game coached by the umpire's parent or played by the umpire's sibling.

There may be exceptions as approved by the umpire director.

Umpire Attire:

Umpires are required to wear a Light Blue or Dark Blue umpire shirt. Pants must be Khaki type pants in tan, gray or dark. Blue. NO Black pants, wind pants or shorts allowed.

The association has face masks, chest protectors and shin pads. It is recommended that umpires purchase a ball bag, brush and counter of their own.

Game times and reporting times:

Willie Mays AA games start at 6:30 p.m.

Umpires are to report to the 4 field complex at 6:10 p.m. for their game assignment.

Willie Mays AAA and Older games may start at 6:00 p.m.

Umpires are to report to the 4 field complex at 5:40 p.m. for their game assignment.

Umpires will be provided with an Umpire score card. This score card needs to be turned in at the end of the game so that you can be paid. Every two weeks a summary of games umpired will be turned in for payment. Checks will be mailed to individuals the following week.

If an umpire is late (according to the times listed above), they may be deducted \$5 from their umpire pay.

All game assignments are set up by the Umpire Director and need to be confirmed to the Umpire Director if a message is left at your house. Once games are confirmed all umpires need to check in with the Umpire Director at the 4 field complex for their game assignment. Umpires need to call if they are not able to make it.

All umpires will also receive ONE free drink from the concessions for each league game that they do in Big Lake. All umpires that work tournaments will receive two tickets for each tournament game worked. The tickets are good for ONE free drink and ONE free Hot dog OR Hamburger. Tickets do not carry over to the next day. NEW tickets are given out each day.

Concessions Director

1. Be responsible to oversee the concession stand management
2. Open the concession stand each night--starting after Memorial Day
3. Keep accurate records of all monies spent and received.
4. Maintain inventory of all items and maintain a log of all revenues generated by the concession stand.
5. Be responsible to receive the purchased items and ensure the approved amounts were charged and submit receipts to the Treasurer for payment of all items.
6. Work in conjunction with the Parent Representative to schedule parent volunteers to work the concession stand during each week night (2 workers), and 8-10 parents/per shift, on the weekend.
7. Keep all candies and beverages stocked in the coolers. Purchasing all product for tournaments and weekly concession stand sales. The amount varies from tournament to tournament. Items include Gatorade (mixed cases), Pop (different varieties), Water, Snickers, Twix, Reece's Peanut Butter Cups, Milky Way, Nachos, Ketchup and Mustard, Buckets of Sunflower Seeds, and other varieties of candy.
8. At the end of each night of the tournament (Sat. and Sun), count the money and have either the Tournament Director or other Board Member count money.
9. Extra stock can not be kept at the concession stand since people come and go from there all the time.
10. ALL of the food and surplus should be removed from the Concession Stand the weekend before Spud Fest.
11. For the tournaments: be at the complex all day, both days. Be prepared to go to Sam's Club and Coborn's to get additional supplies.
12. Be in charge of getting a bank for the tournaments. Get change when needed.
13. Provide outstanding customer service to all guests at the complex.
14. Maintain and strengthen the Big Lake Baseball customer service standards of safety, courtesy, show, efficiency, and staff pride & fun.
15. Work in a tobacco-free and alcohol free environment.
16. Have fun.

Volunteer Coordinator

1. Organize volunteers to work at the concession stand during the baseball season.
2. Sign off when a volunteer completes his/her duties.
3. Work and communicate with the BLBA board.
4. Other duties defined by the BLBA board and/or President.