

### BLBA MISSION STATEMENT

The Big Lake Baseball Associations' Mission is to provide an educational, safe, and fun environment for the youth in Big Lake through playing our National game of baseball.

### BLBA PURPOSE STATEMENT

The purpose of the BLBA is to provide an opportunity to participate in the game of baseball for youth regardless of race, creed, color, nationality or disability. It is further the purpose of BLBA to aid youth who participate in this sport: 1) In the improvement and development of baseball skills. 2) To teach and promote physical, mental and moral development. 3) To teach a sense of fair and honest competition. 4) To promote fair play at all levels resulting in good sportsmanship. 5) To encourage, aid and support acquisition of facilities and means for the playing of baseball.

#### Our goals include:

- Improve and add to our existing baseball fields and facilities.
- Provide safe/protective equipment.
- Explore new avenues to keep costs reasonable for participants.

We believe organized baseball is more than the bats, balls, gloves and uniforms. Our organization wants to avail to our children 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 the parents/ guardians and players for all of their support.

### BLBA BOARD OF DIRECTORS DIRECTORY

<b>President</b>	<a href="#">Robert Hoekstra</a>	763-300-3337
<b>Vice President</b>	Scott Palm	763-263-5487
<b>Secretary</b>	Gena Block	763-263-0929
<b>Treasurer</b>	Dawn Emmers	763-486-2613
<b>Associate Director</b>	<a href="#">Mike Morehead</a>	763-263-6319
<b>Budget Committee</b>	Bruce Bordwell	763-263-1592
<b>Budget Committee</b>	<a href="#">Scott Hendrickson</a>	763-263-2651
<b>Budget Committee</b>	Ken Halverson	763-263-2589
<b>Budget Committee</b>	John Hunt	763-263-6593

As money is handled, these shall be the Policies/Procedures set forth:

1. The Treasurer will collect monies received from Registration, Concession Stand, etc, and ANY monies collected on behalf of Big Lake Baseball. 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.
2. A budget Committee member will count the money collected by the treasurer from Registration and Weekend Tournaments. The money shall be deposited into Klein Bank within two business days.
3. All checks written will be signed by the President and the Treasurer.

These policies are set forth to be a safeguard for all who are involved in the handling of money.

## HEALTH & SAFETY POLICIES & PROCEDURES

### Substance Abuse

Regardless of the quantity, a player shall not: 1) use a beverage containing alcohol; 2) use tobacco (smokeless or otherwise); or 3) use or consume, have in possession, buy, sell or give away any other controlled substance (including steroids.) The rule applies to any portion of an activity 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 twelve (12) 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.

\*Coach may implement stricter penalties but must be at least be in minimum compliance with BLBA policy.

### Verbal Abuse

Foul language, disrespect for an individual or a team, petty or unsportsmanlike conduct, physical or verbal abuse of any kind, to an individual or a group, derogatory comments regarding an individual or a group, bad temper, rudeness or lack of patience with players, infractions which result in expulsion from a game, negative attitude with any of the players.

### Sexual Harassment

Sexual harassment is any unwanted, or in the case of minors, ANY attention of a sexual nature. Sexual abuse is a physical act that includes a sexual act or purpose.

BLBA is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can play and exist together comfortably. BLBA prohibits any form of sexual harassment or sexual abuse.

It shall be a violation of this policy for any player or member of BLBA to sexually harass, through conduct or communication of sexual nature, any child or member of BLBA. It shall be a violation of this policy for any player or member of BLBA to sexually abuse any child or member of BLBA.

The board of Directors of BLBA will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual abuse and to discipline any member or player who sexually harasses or sexually abuses a child or other member of this association.

### Definition of Sexual Harassment and Sexual Abuse

\*Sexual abuse consists of any sexual physical contact with a minor.

\*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. In the case of minors, any sexual advances or sexual conduct.

\*Written contact constitutes sexually suggestive or obscene notes, drawings or letters.

\*Verbal contact constitutes sexually suggestive or obscene comments, jokes or comments about a member's body or sexual characteristics.

\*Physical contact constitutes any intentional pats, squeezes, touches, and pinches, repeatedly brushing up against another's body, assault, blocking movement or coercing sexual acts.

\*Sexual blackmail constitutes sexual behavior to control another member's placement on a team or to a coaching position.

**Physical Abuse**

Physical abuse is the physical contact with a member that intentionally causes the member to sustain bodily harm or personal injury. This also includes physical contact with a player that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse 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 Sexual or Physical Abuse**

Any person who believes that he or she has been the victim of sexual, physical or verbal abuse by any member of BLBA, or any person with the knowledge or belief of conduct which may constitute sexual, physical or verbal abuse, should report the alleged act(s) immediately to the President of BLBA or any other board member they would be more comfortable reporting to.

The Board of BLBA shall discipline any member who fails to report, immediately, to the President, any act(s) brought to their attention. In addition, the Board of Directors will take immediate steps, at its discretion, to protect the complainant, children, or members of BLBA pending the completion of an investigation of an alleged sexual, physical or verbal abuse.

Upon receipt of a report of a sexual, physical or verbal abuse, the President shall immediately authorize an investigation of the incident. BLBA Board 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 President of BLBA.

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

**Injuries**

In case of catastrophic injury, the BLBA President must be notified immediately and appropriate forms must be filed. If the player has suffered a loss of consciousness during a game or practice, they must have a doctors slip to return to any team activities.

**Infectious Diseases**

BLBA 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.

While risk of an athlete infecting another with HIV/AIDS during competition is close to nonexistent, there is a greater risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood as well as other bodily fluids.

**Weapons**

The possession, use and/or transmission of a weapon(s) or any object that can reasonably be considered a weapon(s) (weapons means a knife, firearm or any item which looks like a firearm, whether loaded or unloaded, in working or nonworking condition, explosives, any incendiary device or instrument which is utilized in such a manner so as to threaten) will result in immediate suspension from all team activities. The suspension must be immediately reported to the appropriate 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 from participation in the BLBA program.

## PLAYER & COACH POLICIES & PROCEDURES

### Team Definitions: Levels of Play

\*AAA: the highest competitive level, essentially a development program designed to enhance team and individual skills. The Minnesota Baseball Alliance/Gopher State will provide for district, regional and/or state competition at this level.

\*AA: the intermediate competitive level, also essentially a development level, but primarily intended to provide a uniform competitive experience for players or teams that are not able to compete effectively at the AAA level.

### Playing Time

For ages 6-14, not including the 14AAA team, each player must play at least 2 innings per game, with these exceptions:

1. Discipline
2. Rain 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 1 inning.

### Player Eligibility

The age groups for all players participating in the BLBA in-house program will be set forth by the BLBA board.

### Age Requirements

A player must not be older than the age restriction on or before April 30 of the current registration year. For example:

- 10 and under - **Must not** be older than 10 on or before April 30 of the current registration year
- 11 and under - **Must not** be older than 11 on or before April 30 of the current registration year
- 12 and under - **Must not** be older than 12 on or before April 30 of the current registration year
- 13 and under - **Must not** be older than 13 on or before April 30 of the current registration year
- 14 and under - **Must not** be older than 14 on or before April 30 of the current registration year
- 15 and under - **Must not** be older than 15 on or before April 30 of the current registration year
- 16 and under - **Must not** be older than 16 on or before April 30 of the current registration year

Players are to play at the appropriate age levels.

Games that are played at a city field or school field take priority over practices. For example, if a Willie Mays team is practicing on field "A" and a Roberto Clemente team(s) is scheduled to play on field "A," the Roberto Clemente team(s) have priority 1/2 hour prior to the scheduled time.

## COACHING INFORMATION

You will have two opportunities to attend a coaching clinic. In order to be a HEAD coach, you need to attend a coaching clinic that will be announced.

### Requirements to be a Head Coach in the BLBA:

1. Sign up at registration or call the President.
2. Attend any of the Coach's Clinics.
3. Fill out a Coach's Application. Background checks will done.
4. Coaches are only able to coach in the League that their child is eligible to play in.

**How Coaches and Teams are picked for the "AAA" Teams:** All players must be registered and paid before the initial evaluation. The 15 players with the highest scores will be eligible for the second tryout. A parent that is interested in being the Head Coach of the team must have their child finish in the top 8 after both evaluations and attend one of the two Coaching Clinics. Within 3 days after the evaluation, the eligible coaching staff will be notified (a coach whose child finishes in the top 12 can attend the 2nd evaluation, but cannot help or talk to any of the players). Once the coaching staff of the top 12 players is identified, a second evaluation of the top 15 players and up to 9 other invited players (decided upon and completed by the Evaluation Coordinators) will be held. After the second evaluation, the players of the top 8 combined scores of both evaluations are automatically invited to be on the "AAA" team. It is then up to the coaching staff to choose the final 4 spots from the remaining evaluated players. If eligible coaches are not able to work out the assignments of each coach for the team, the matter will be decided by the BLBA board, using a coin flip or other method decided upon by the Board of Directors.

**How Coaches and Teams are picked for the "AA" Teams:** All the Players that do not make or want to be on the "AAA" Team will play on a combined age "AA" team. All parents that wish to coach a team and attend the BLBA Coach's Clinic will be able to do so in some manner, either as Head, Assistant, Co-coach, or Helper. BLBA always supports parent involvement. Coaching staffs are put together by the interested coaches. A draft will be held in February/March/April after the "AAA" teams are formed. The pick position in the draft is decided by drawing cards or numbers.

**Coaching assignments** for the Roberto Clemente will be given in May by the Director of the League. Coaches for all teams will contact their players.

### Coaches in BLBA that want to know more about the fundamentals of coaching can attend the Doyle's Coach's Clinic.

For information about these clinics, go to <http://www.mnmba.com>

### **Coaches**

A coach is responsible for the operation and conduct of his/her team. He/she is the teacher of skills and a developer of players; socially, and physically. The 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 County Services at (763) 241-2600, who will then refer to a county agency. These recommendations include:

1. 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 players pledge and have them signed.
2. Respect, encourage and complement players. Use constructive criticism only.
3. Develop each player as much as possible within the limits of their physical and mental abilities.
4. Use proper control at all times because the coach is the steward for the program. This includes restrained conduct with all umpires and officials.
5. Enforce rules fairly, without prejudice toward any one player.
6. Be enthusiastic and make baseball fun.
7. 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.
8. Support the BLBA philosophy.
9. 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.
10. 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; c) all of the above plus meet with the BLBA President; 4) all of the above plus meet with the BLBA Board.
11. 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.
12. Any player who is injured, or appears to be injured, must sit out at least one inning for observation.
13. Assure that all players line up and shake hands after every game.
14. 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.
15. Coaches will refrain from the use of alcoholic beverages and tobacco prior to and during games and practice situations.
16. A coach who continually violates the BLBA guidelines shall: a) first meet with the appropriate Director; b) if no improvements, the coach personally meets with the appropriate Director and the Executive Board; c) if steps one and two fail, the coach may be dismissed by the Executive Board with the approval of the full Board and a suitable replacement named.

### **Coaches Rights and Privileges**

- a. To expect team members to show up on time and ready to listen.
- b. The right to exercise reasonable discipline over the team and for the team to respond to that discipline without any verbal or physical abuse.
- c. The right to penalize player's innings or games depending on the severity of the offense.
- d. The right to expect team members to be responsive to his/her instructions.

### **Equipment**

Required equipment is outlined by the governing authorities named herein include, but may not be limited to the following:

Designated uniform. Athletic supporter, personal protection devises (cups) and cleats - recommended but not required. Metal cleats are permissible beginning with the Sandy Koufax Division.

### **Catchers**

Must always wear, at the minimum, the supplied catchers protective gear. Warm up catcher must wear protective mask.

### **Batters**

Must always wear protective helmets.

## **AA Draft Procedures**

Once the head coaches are identified, the list of players to be drafted will be placed in groups as to how they finished in alphabetical order. For example, if there are 5 teams, the players who finished 1-10 will be placed in a group alphabetically. If there are 3 teams, players who finished 1-6 will be placed in a group alphabetically. The order of the coach's draft will be determined by a coin flip, card drawing, dice toss, or other method approved upon by the President. After the order is determined, the coaches will first draft players in the first group. For example, if there are 3 teams, team number 1 will pick a player in the top 6. Team number 2 will pick a player remaining in the top 6. Team 3 will get the next TWO picks of the players remaining in the top 6. The next round will continue the same way. If the HEAD coach's child is in a certain round, the coach MUST pick their child as their first pick in that round. If a Head Coach has a certain assistant coach in mind, the assistant coach's child must be chosen with the Head Coach's first available pick of the applicable round. There is no guarantee that the Head Coach and the assistant coach will be paired up; it is up to the luck of the draw and of the draft.

## OPERATIONAL POLICIES & PROCEDURES

### **Criminal Background Checks**

Each year, BLBA shall authorize a designee to perform a background check on all individuals involved with BLBA to determine whether the signer is the subject of any reported criminal conviction. Such forms shall be signed each year. A background check is good for 3-5 years.

The President of BLBA shall compile a list of names of all members to be screened (including coaches and team officials).

### **Enforcement**

As elected members of Big Lake Baseball Association Board of Directors, we as a Board will uphold and all of the policies, procedures and guidelines that are contained in this manual.

If a situation occurs, we will follow the appropriate procedures and take the necessary disciplinary actions abiding by the Big Lake Baseball Association Policy and Procedure Manual.

The membership has put faith in each of us, by electing us to hold a position on the Board. We have taken a vow to represent Big Lake Baseball Association in the best manner we possibly can. The best way is to follow the policies, procedures and guidelines that enable our association to function as a whole.

As elected board members, we are obligated to report any type of situation, good or bad, which has occurred within our Association. Each month that a regular board meeting is held, each Director is required to provide a report to the members of the Board. Under no undue circumstances will the Director NOT BE allowed to submit a report. This is to keep every Board member aware of what is happening within each area of the Association and also gives them a chance to prepare for any rebuttals on the said reports.

### **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.

### **Payments**

All outstanding fees and fines must be paid before the player/family registers.

## **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. An Executive Board meeting 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 Director and President. This request must be made within 24 hours of the offense to the Executive 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 by the meeting to be too 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.

### **Grievance**

If you or your player have a complaint regarding an incident, or have been violated according to one of BLBA's policies, you may file a complaint for the appropriate action to be taken.

- All parties should wait 24 hours after a problem occurs. This is a cooling off period so one doesn't act out of anger. Except in cases of harassment and/or substance abuse.
- After waiting the said time, you may discuss the problem with the involved party(ies) 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 Director.
- The League Director that you have submitted your complaint to will then bring it to the President's attention at the next regular board meeting.
- The Board will investigate and discuss the complaint.
- The Board 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 Board.
- Decisions made by the 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.**

### **Refunds**

- (1) A full or partial refund will be given for the following reasons:
  - A. An injury or health problem that is determined by a doctor that the player should not participate.
  - B. Player moves out of the area and can no longer attend without extraordinary effort.
  - C. Amount of a refund depends on when the situation arises. The amount of the refund is determined by the Big Lake Baseball Association Board of Directors.
- (2) **NO** refund at all will be given for the following reasons:
  - A. A player decides not to play at all after trying-out for the AAA team, because they don't make it and they don't want to play for any AA team.
  - B. Player decides not to play because of the team they are assigned to or because of the coach. Once a player is chosen to be on a team, they must play for that team and no other, with the **exception** of the AAA teams. A player may decide not to play on an AAA team, but then will play for a AA team. This must be decided immediately as the teams are being formed. Once a player agrees to be on an AAA team, they are committed to it for the entire season. Only reasons for refunds are listed above under (1).

To request a refund, please contact the President.

Your request may be brought before the Board of Directors and a decision will be made on your request.

### **Big Lake Baseball Association Job 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. All outgoing checks shall be signed by both the Treasurer and President of the BLBA. 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).

**Tournament Coordinator**--oversee tournament directors, update yearly tournament information (change dates and other applicable information), send the tournament information to the following places: [www.mba.com](http://www.mba.com), [www.msf1.org](http://www.msf1.org), [www.mbt.bz](http://www.mbt.bz), and [myas.org](http://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.

**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.

**Fund Raising Director:** Prepare yearly fundraiser, be at the player registrations to hand out fundraising information, help organize/coordinate yearly pancake breakfast fundraiser

**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.

**Gopher State Baseball Representative:** attend Gopher State Baseball meetings and report back to the BLBA the information disseminated.

**Budget Committee:** Act as a BLBA board member, determine financial amounts for registration costs, give input/advice on monetary issues, this is a board position (voting member).

## PLAYERS AND PARENTS ROLES & RESPONSIBILITIES

### Players:

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

1. Show respect towards 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.
2. Follow the directions of your coach and be willing to accept instruction towards improvement.
3. Exhibit good sportsmanship at all times.
4. Attend all scheduled team activities except when properly excused.
5. Be a competitor. You are expected to give your best at all times. Play hard but fairly.
6. Line up and shake hands with the opposing team and umpires after all games.
7. Maintain good citizenship (i.e., grades, attendance and conduct).

### Coach Determination

If eligible Head coaches are not able to work out the assignments of a particular team, the matter will be discussed between the eligible coaches and the League Director. In the event of a conflict of interest or if no decision can be made, it will be decided by the BLBA board, using a coin flip or other method decided upon by the Board of Directors.

### Parental Choice

A family who does not want a certain coach for their child must provide written documentation dated the same calendar year before the teams are picked and given to the President

Except for the Roberto Clemente League, players that want to be on the same team MUST be considered immediate family only.

**Parent(s)/Guardian(s)**

Being involved in BLBA demands time and effort on the part of the parent. 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:

1. Put the welfare of the team ahead of personal reflected glory
2. Make sure your player knows that win or lose, you appreciate the effort made. Praise, don't criticize.
3. Accept disappointment gracefully; don't pass it along to the player or team members.
4. 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.
5. Appreciate the fact that the coach has the responsibility of an entire team.
6. 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.
7. Parents are asked to conduct themselves in a sportsmanship like manner and instill in their players the desire to reflect such sportsmanship.
8. Parents are responsible for providing or arranging transportation for their players.
9. 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.
10. 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.
11. The safety of the player is ultimately the responsibility of the parents. If a parent fears injury or witnesses poor sportsmanship, he/she has the right and responsibility to remove their child from playing under those conditions.
12. Parents whose conduct reflects negatively on BLBA may be referred to the League Director for discussion and appropriate consequences.

**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.

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.
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: \_\_\_\_\_

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. In the case of a special meeting which 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 membership 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.

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 by shall be without power to vote on committee action.

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.

All outgoing checks shall be signed by both the Treasurer and President of the BLBA.

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 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 February.

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.

AMMENDMENT VIII

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

Adapted March 9, 2008

## Big Lake Baseball Timelines

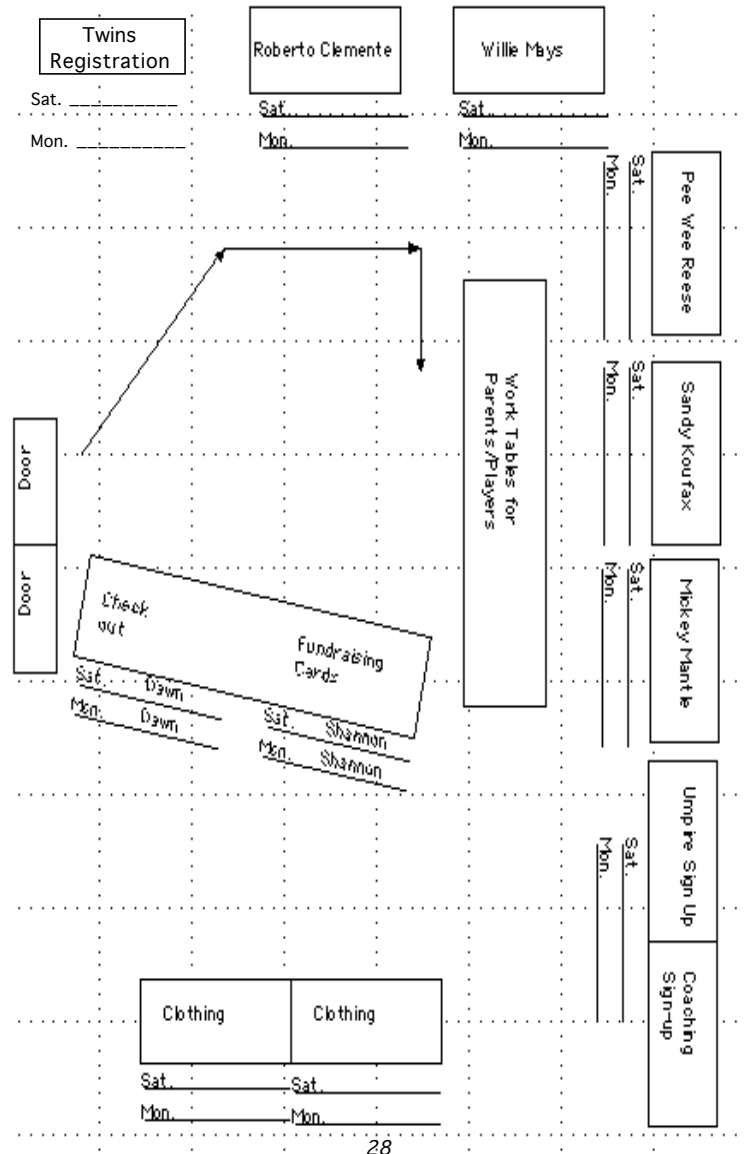
1. Early September: Reserve gyms for **try-outs** through Community Education: 263-2523. Try to reserve both gyms for an entire weekend. The later you call, the tougher it is to get something scheduled. ALSO, RESERVE THE LAST SATURDAY IN APRIL FOR THE UMPIRES CLINIC (9am-12pm).
2. Early September: Call the Big Lake Fire Hall or other entity to reserve Board Meeting dates--generally the 2nd Sunday of the month, starting in December. Meetings start at 6:00pm.
3. Early September: Reserve through the American Legion--registration dates--usually the Saturday of President's Day weekend and President's Day.
4. 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.
5. First part of January: send out registration flyers to all the schools.
6. Fill open positions according to the Job Descriptions at first Board Meeting in January. Nominate for voting positions--elections in February.
7. By December 14, update Big Lake tournament information (change dates and other applicable information), send the tournament information to the following places:  
www.mba.com  
www.msfl.org  
www.mbt.bz  
www.myas.org  
www.biglakebaseball.com
8. At the January board meeting or before, the Board sets registration prices, based on the Budget Committee recommendations.
9. At registration, provide a carbon copy of the registration form for parents to take with. After the registration prices are set, update and create copies of each level's program:  
When copies were made of programs (2007):  
RC: Green 150  
WM: Pink 120  
PWR: Yellow 120  
SK: Gold 120  
MM: Blue 100
10. At registration, have sign up sheets for each level a child can play at. Also, compile a list of coaches, umpires, and those interested in the Doyle Coach's Clinic (generally the first Saturday in April).

11. Also at registration, each coach needs to fill out a form to get a criminal background check. If the coach already had one done, have them provide a copy to the registration coordinator. Background checks need to be sent to the school--usually about \$8 each.
12. Early as possible in March: Conduct Player Evaluations. Secure at least 6 evaluators for each age level. Refine player evaluation sheets if needed.
13. 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.
14. By the 2nd week in March all teams (except for Roberto Clemente and Mickey Mantle) should be formed. This date is the last date for WM, PWR, and SK to register.
15. 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.
16. Immediately after teams are formed (no later than April 1), get the uniform order in. No matter who is used, allow **one month** for order to be completed. Games may start as early as **April 30**.
17. 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.
18. Beginning of May: Contact the Catholic church with dates that the WM teams will be playing over there. Also, a liability form (from insurance) will need to be given to them.
19. Beginning of May: order trophies for tournaments. In 2006, approximately 800 trophies were ordered. Also, in 2006, Rick Knutson ordered trophies: 763-263-9012. Instead of trophies, t-shirts could be ordered.
20. Middle of June: order medals for all RC and WM players only (none for PWR, SK or MM--2006). An option for ordering can be done with Rick Knutson at 763-263-9012.
21. The last Saturday/Sunday 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 President's Day weekend.
2. Find volunteers to be at Registration Tables--one name for each blank (see attachment for diagram).
3. Have registration packets printed off:
  - RC: Green 150
  - WM: Pink 120
  - PWR: Yellow 120
  - SK: Gold 120
  - MM: Blue 80
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).
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 Try-outs 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.



## Tryout Directors

1. The gyms should already be reserved. If not, aim for all day Saturday and Sunday--High School. Reserve the Middle School Cafeteria as well for both days.
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).
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 a Try-out Director (or someone trusted) add up the scores. After the scores are sorted high to low, the Tryout Director (or other trusted individual) should call the top 15 players (**AND** up to 9 others, not including those who **DIDN'T** tryout initially).
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**.
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:

\*Attending the BLBA Monthly Meetings or help make sure your team has a representative at the meetings, especially if the coaches of your team are unable to attend. Dates, times, and locations are printed in all of the BLBA informational brochures and on the website (<http://www.biglakebaseball.com>).

\*To organize the parents of your team to cover the work schedule during the season: One week night and two shifts at a Big Lake Tournament. This may include another weekend for any other tournament that BLBA is hosting. The BLBA board is allowing teams to use a variety of ways to help them cover their work schedule. One option is to collect \$40 from every family, except the 3 coaches and parent rep. families. Then as the families work their 4 hours, the parent rep. will pay them \$10 per hour. If a family is unable to work or unwilling to work, then the Parent rep. can hire anyone 16 years old and older to work for the \$10/hour. It can be anyone, even themselves or the coach's families, friends, relatives (over 16). Each team will be scheduled to work 4 hours per family minus the team's coaches and Parent Rep. There should be 2-3 parents working in the concession stand each night it's open, and 4-5 parents working the weekend shift.

\*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.

### **The Big Lake Baseball Association may impose penalties on teams that DO NOT show up to work on their scheduled night to run the Concession Stand.**

1. A \$10 per player fee will be charged to the team that must be paid before their next scheduled game or that game will be forfeited.
2. The team will then be rescheduled to work another shift (which might then be on a night that the team plays)

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 \$20 directly to BLBA and therefore not have to sell anything.
2. Pay \$40 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.

Each team is required to supply workers to run the Concession Stand one night and one weekend during the year. Roberto Clemente parents are required to work shifts to be determined. A schedule will be created after it is determined what nights we will want to have the Concession Stand open. Your team **WILL NOT** be scheduled to work on the nights it has a game. After the teams are formed the Concession Director will contact each team with its Concession Stand work schedule.

## 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. 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 Board of Directors.
3. 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.
4. No fan may walk onto a field before, during, or after a game to confront a coach, player, or official. Doing so will 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.mba.com  
www.msf1.org  
www.mbt.bz  
www.myas.org  
www.biglakebaseball.com
2. Beginning of May: order trophies for tournaments. In 2006, approximately 800 trophies were ordered. Also, in 2006, Rick Knutson ordered trophies: 763-263-9012. Instead of trophies, t-shirts could be 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. Bring the brackets to Copy Cats to get an enlarged copy made (24x33).
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. The 14AAA umpires are "hired out" to adults. Contact Chuck Hollenback for options (763-913-7881).
3. 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 15 years of age (rule according to the MBA).
4. Initially, schedule inexperienced umpires with the veterans for training purposes.
5. 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 MBA)

Umpires will **NOT** umpire a sibling or parent coached game.

There may be exceptions to this and will be 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 dk. 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 6:00 p.m. for their game assignment.**

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

**Umpires are to report to the 4 field complex at 5:30 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.**

**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.