

**BLUE EARTH AREA
YOUTH
BASEBALL**

Policy and Procedure Manual

I. Facts:

Blue Earth Area Youth Baseball is a volunteer organization that relies entirely upon players, parents, and friends of BEAYB to support and carry out our mission. We strive to provide experiences to encourage learning of the sport, enjoyment of the sport as well as teamwork, respect, and fair play. The success and quality of our program is directly dependent upon each individual's commitment to the volunteer.

II. Introduction:

This Manual has been written to serve as a guide for the Blue Earth Area Youth Baseball (BEAYB) board members, parents, team managers, parent representatives and coaches. If it is referred to regularly and consistently; continuity and fairness can be achieved throughout the entire baseball program.

Changes in policy guidelines may take place from time to time. BEAYB will make every effort to keep this manual updated. If you have questions, please ask.

Blue Earth Area Youth Baseball

III. Goals and Objectives:

It is incumbent upon coaches, parents, and interested parties to do everything in their power to achieve these objectives and realize maximum benefit from our baseball program. The key individuals in achieving these objectives are of course the coaches; without their dedication to the below stated principles, the program cannot and will not succeed. Parents of a baseball playing youth can help promote the principles stated below by supporting and encouraging their child's participation, and by attending as many of his games as possible.

Parents have a fantastic influence on their children's attitudes toward team sports. The secret of individual success is learning one's capacity and capabilities, and working toward them. Pushing a young player beyond his ability must be avoided. Encouraging his participation and applauding his accomplishments will reduce the chances of physical and emotional damage.

By following these objectives and with cooperation among players, coaches, and parents; a youth baseball program with positive effects on the development of the participants can be attained.

The goal of our youth baseball program is to provide experiences that result in a desire to continue with the sport of baseball; give our children a chance to see their worth as an individual; and that by participation, it will be beneficial to their lives by helping to build good attitudes.

The objective of BEAYB is to help our youth develop into better baseball players and adults through the experiences they gain as participants in organized baseball. Our program should encourage each youth to consistently put forth his best effort, to have the courage to accept the results of that effort and to have the determination to consistently strive to improve that effort.

IV. General Policies:

1. BEAYB's Policy and Procedure Manual will be provided to each Board Member, Coach, Parent of Team Member and will be made available to others upon request.
2. BEAYB will try to sponsor a coach's clinic prior to the start of the season.
3. The Head Coach of each team will conduct the first parent/player-team meeting to ensure a comprehensive understanding of the BEAYB's guidelines. A member of the Board of Directors will attend each meeting.
4. Use of Mood Altering Chemicals and/or Drugs
BEAYB recognizes that the use of mood altering chemicals/drugs is strictly prohibited. BEAYB adopts the following policy:

The use of mood altering chemical (alcohol, tobacco, drugs, and marijuana) is expressly prohibited by any player on any team representing BEAYB.

- a. Any player in violation of this rule shall not be allowed to participate in any games or scrimmages for two weeks, or two games and scrimmages, whichever is more severe.
- b. A second violation of this rule shall result in a six-game suspension.
- c. A third violation shall result in a suspension for the remainder for the playing year for both games and practices (minimum of six (6) games).
- d. Anytime the violation occurs when the above described suspension cannot be enforced in the current playing year, the suspension shall carry over to the next playing year.
- e. Violations are cumulative from year to year and re-instatement after the third violation must be considered by the Board.

BEAYB also recognizes that parent participation is a key to controlling any chemical problem with young people. In an attempt at helping to control this potential problem, it shall be the policy of the BEABA that any player traveling outside of Blue Earth is required to be under the supervision of a responsible adult at any team sponsored event.

5. Disciplinary Guidelines

Enforcement of playing rules at BEAYB games shall be the sole responsibility of the umpire(s) who have been assigned to the game. Enforcement of additional BEAYB conduct rules shall be the joint responsibility of the Division Coordinators, umpires assigned to that game, any Board members present at the game and any other BEAYB officials who have been given authority by the Board.

Violations of conduct rules for coaches and players include (but are not limited to) the following:

- Fighting
- Foul language
- Derogatory remarks made to umpires, coaches or BEAYB officials
- Improper decorum in the dugouts or on the fields
- Cheating or fraud of any kind
- Destruction of BEAYB or city property
- Continued use of improper equipment or wearing of an improper uniform after being warned
- Malicious conduct of any kind.

Thus, if a coach, player, or fan is ejected from a game for any of the aforementioned violations, he/she must leave the playing field immediately and the park within 10 minutes of the ejection. (A coach or fan can only return to the park to pick up a player once the game is completed.) Failure to act accordingly will result in the forfeiture of the game and suspension from BEAYB for the rest of the season. Additionally, BEAYB may pursue criminal trespass charges if the police are required to remove someone from the park.

In addition to the ejection from the game, the coach, player and/or fan will receive the following suspension and penalties:

- 2nd Offense – suspension for the next team game
- 3rd Offense – suspension for the next two team games
- 4th Offense – suspension for the remainder of the season
- 5th Offense – lifetime expulsion from all BEAYB activities

If the offense occurs in the last game of the season, the proscribed suspension will be effective for the following season or the next season that the violator participates in.

These penalties are automatic and do not require a ruling by a league official or vote by the Board.

Appeals

a. Adults

Any adult (a person not less than eighteen years of age) who has been discharged, suspended or otherwise sanctioned by the Board or the Board's delegate may appeal such action at a regular or special meeting of the BEAYB Association Board of Directors.

b. Minors

No minor shall be dismissed from BEAYB or suspended for more than two (2) games unless:

- The minor and his/her parent or guardian has been provided the opportunity to present his or her side of the matter to the Board at a regular or special meeting noticed and held for such purpose.

6. Academic Performance

The Association believes that as beneficial as participation is in any organized baseball program, it does not override the necessity of adequate performance at home and in school. The Association encourages parents to make sure that home and school performance is given priority over baseball participation. The Association recognizes that the High School League Rules prohibit participation in games by a student who is failing any class. The player is still allowed to practice but is not allowed to participate in any games. The Association urges parents to look at this as a guideline in dealing with their own child. Association coaches will not be allowed to penalize a player for missing games due to a parental decision regarding school performance.

7. Misconduct

Participation in BEAYB sponsored programs is a privilege, NOT A RIGHT. This privilege may be revoked or suspended by the Board at any time for violating any of the following:

- a. BEAYB players must be under the supervision of a responsible adult for all out-of-town games.
- b. BEAYB player must be officially recognized as home schooled or registered at a public or privately accredited school and must be in "active" attendance at that school's program. Active attendance is defined by the school.
- c. No player or coach shall engage in violent behavior toward another player, coach or umpire because of his/her race, religion, sex or ethnic origin, or engage in a physical or verbal conduct related to another's players, coaches, or umpire's race, religion, sex, or ethnic origin.
- d. Any player exhibiting any form of misconduct, i.e. using abusive language, obscene gestures, striking or attempting to strike Umpires, other Players, Coaches, or showing disregard for other players, teams, coaches, umpires, facilities, motels, restaurants, etc. will be brought before the Grievance Committee accompanied by his parents. The Grievance Committee shall make a penalty recommendation to the Board for action. The maximum penalty will be suspension for the season. Before suspension or revocation, the baseball player, his parent and/or other representative may address the BEAYB Board of Directors.
- e. High School Players dropped from their Team for tobacco, alcohol, and/or drugs, will not be accepted into the BEYB Program, until they regain their Minnesota Baseball eligibility.

8. Grievance Committee:

It is possible that conditions may arise that a member feels are unfair or unjust, this may be a situation on a particular team or with the Association in general.

If your concern is with a team-related situation, you should first attempt to resolve the issue with the head coach only after a 24 hour cool down period. Do not approach the coach directly after the game or act in question as both tempers are at their most volatile at this time. The grievance

should be brought to the coach within a reasonable amount of time, 3-4 days. If the problem cannot be resolved in this manner, speak with the Grievance Committee for further action.

If your grievance is still not satisfied, you may submit it in writing to a BEABA Board Member to be addressed by the Board of Directors at the next non-annual meeting.

V. Refund Policy:

Once the season begins there will be no refunds except for the following circumstances: injury/medical or a player moving out of the Association boundaries. Refunds will be pro-rated based on the expended time and fixed costs incurred up to the time of termination. Players will qualify for the refund if their injury or medical condition causes them to miss a majority of the season. Requests for refunds must be submitted to the Treasurer in writing for consideration. Refunds for reasons of player misconduct will not be considered.

VI. Past Due Accounts:

Any player who has any amount past due or owing BEAYB shall be required to pay all past due amounts and all current fees for the upcoming season in full at the time of registration. If all past due accounts are not paid in full; prior to the start of the season, the player will not be permitted to participate.

VII. Hardship Policy:

BEAYB recognizes that due to various kinds of hardships it may be difficult in any given year for individuals to pay all or part of the registration fees within established timetables. Therefore BEAYB will consider a request for payment of registration fees in installments at the time of registration. The installments should be scheduled to insure that the player has paid up by the due dates.

VIII. Scholarships:

A Scholarship is funded by BEAYB for the purpose of aiding families with hardships. The fund will be available to needy players who request financial assistance in order to participate. To apply, a written application must be submitted to the Treasurer; the Board must approve all requests.

IX. Coaches:

Coaches should attend as many BEAYB general meetings as possible. If they cannot attend, they should have a manager, assistant coach or parent representative attend on their behalf.

Coaches must know and practice the overall objectives of the BEAYB program and tailor their coaching style and techniques to these objectives.

X. Team Size/Selection:

Team Size: BEAYB wants to ensure that the number of players on each team is fair and gives all participants the best opportunity to have fun and improve their skills. The BEAYB President, Travel & Tournament Director, and Coach will discuss the number of players on each team based on the total number of participants and bring to the board its recommendations.

Team Selection: Team selections are not an exact science. Many different skills must be judged in order to make a determination as to the placement of the player for that particular year. The purpose of our baseball program is to allow players to improve and have fun. It is in the best interest of the player to play at a level where he will be challenged but will also have success.

Blue Earth Area Youth Baseball has no player left behind foundation.

What we stand for is that every kid who wants to play baseball in Blue Earth has the opportunity to do so. This is not based on their skill, financial status, or friends.

Other than for extreme disciplinary reasons, we do not cut players in either our League or Jr. Pirates teams.

For League:

We will do player evaluations before the season and if more than one team in the age group is needed because of numbers, we will split the teams as evenly as possible based off the results and positions needed. Example: Each team shall be given adequate pitchers and catchers.

All players get equal playing time with Free Substitutions

For Jr. Pirates:

If there are enough players for more than one team in an age group, we will use the player evaluations to create 2 teams, an A team and a B team.

Playing time is not equal but all players must play in 3 innings or 50% of the game in the field unless the game is shortened with Free substitutions.

We have a league first rule in which all kids who want to play on a Jr. Pirates team come from one of our league teams, either I-90, Twilight, or VFW.

The Player Evaluation committee will include at least two qualified individuals not involved in the coaching of that team. A Board Member, Coach or Tournament Travel Director(s), via telephone, email or personal letter will notify the players selected for each team within a 3 day period of time following the final Player Evaluation date.

Inability to attend Player Evaluation: Players who are unable to attend because of health or medical reasons must notify the Coach, Tournament Travel Director and/or President before Player Evaluations begin and will be required to verify his/her reason in writing. If a player is unable to finish Player Evaluation, he/she must contact the Coach, Tournament Travel Director or President immediately. The Board will review each player's case and decide on placement of the player.

The committee's decision will be based on:

- a. Past playing level and demonstrated abilities of the player.
- b. Interviews, recommendations or letters from past and current coaches.
- c. Severity of injury/sickness and length of time before the player will return.

Non-medical Absence: BEAYB will attempt to accommodate legitimate scheduling conflicts providing that the Board receives written or email notification 72 hours prior to the Player Evaluation session. In the case of family emergencies, notification must be provided as soon as possible. The above guidelines will be followed when assigning the player to a team.

No Player Evaluation: If a player wishes to join BEAYB after Player Evaluations have been completed, the Board will review the options with the affected parties (player, parents and coaches) on a case-by-case basis.

Movement for ability or team needs: If it appears that a team may be short on players and a player does not fall within the standard age guidelines or peer grade guidelines, coaches may request that players move up from the lower age group. When needed the candidate's selection shall be conducted based on the points that the individual players earned during the Player Evaluation process prior to the season starting; giving the player with the highest number of points earned first chance to move up. The move will be evaluated by the Board in the best interest of the teams and players affected. Before this move is finalized it must be agreeable to the player's parents and players coach affected.

XI. Parents Meeting:

It is the Coach's responsibility to conduct a parent meeting as soon as possible after team selection has been finalized. The coaches will contact the Board and ensure that a Board member is present for the meeting. The following is an outline of items to be covered during the parent/coaches meeting:

General:

1. Introduction of coaches and assistants.
2. Parents introduce themselves.
3. Have parents complete an emergency medical form (if this form was not completed at the time of registration). This form must be carried by either the coach or team manager at all games.
4. Need to verify all information from registration (address, phone numbers, email, birthdates, etc.)
5. Select Team Parents who will volunteer for various duties for the team as the coach deems helpful.

Coaches Philosophy:

1. State your goals and objectives for the coming season.
2. State skills and techniques to be developed at this level.
3. Explanation of expected behavior from players and discipline policy.

4. Discuss desired means of communication between coaches, players, and parents.
5. Encourage additional activities – sand lot ball, playing catch, special practices, clinics, etc.
6. Discuss planned tournament schedule (number, dates, and locations).

Parent Obligations:

1. Be sure to get your son to practices and games on time.
2. Attend all games if possible
3. Be encouraging – not critical – of the team and coaches.
4. Leave reprimanding and coaching to the coaches.
5. Do not belittle umpires or opposing players and/or coaches.
6. Do not disturb the players or coaches during practices or games. Only go into dug out if needed or requested, and do not sit/stand in player bench areas during games or practices.
7. Do your fair share of driving to out-of-town games.
8. If you send your child with another driver, be sure your child has money to eat, etc.
9. Make arrangements for your child to get home. Don't expect drivers to return your child to your door after the game.
10. Notify Coaches in advance of scheduling conflicts, missed games or practices.
11. Work at home games and tournaments as required (volunteer hours are essential for our program).

Association Topics:

1. Give your full support to the fundraisers and encourage your child to do the same.
2. You will be responsible for helping coordinate different aspects of your player's home tournament.
3. Read and be familiar with your Association Policy and Procedures Manual.
4. If you have a complaint, please follow the Grievances Process.
5. Conduct within the baseball field and dug out. Explanation of the "Zero Tolerance Policy". Inappropriate behavior on the field and physical damage to facilities will not be tolerated.
6. Specific information and notices are typically distributed via email and or available on website.

Schedule:

A tentative schedule should be given at this time including tournaments, and at least the first few weeks of practice. Explain how further schedules and/or changes will be handled (notice to players at practice/games, team bulletin board, BEAYB Website, email, telephone).

Team Parent Volunteers:

1. Assist with the notification of schedule changes.
2. Assist in the travel and lodging arrangements.
3. Coordinate team players for fundraising activities.
4. Coordinate workers for concession stand and tournament obligations.
5. Assist in any other duties which will make the Team run smoother.

XII. Codes of Conduct:

Association Core Values:

This Code is not intended to be an all-inclusive list of Association rules.

Blue Earth Area Youth Baseball has no player left behind foundation. What we stand for is that every kid who wants to play baseball in Blue Earth has the opportunity to do so. This is not based on their skill, financial status, or friends. Other than for extreme disciplinary reasons, we do not cut players in either our League or Jr. Pirates teams.

Baseball players registered to play on a team under the identity of the BEAYB are expected to conduct themselves in a manner that is respectful of others and reflects positively on the Association and the Blue Earth Community. All members and spectators are expected to use good judgment and common sense in their behavior consistent with social standards of conduct normally expected in youth athletic settings.

1. **SPORTSMANSHIP** – Foremost of all values is to learn a sense of fair play. Become humble in victory, gracious in defeat. Foster friendships with teammates and opponents alike.
2. **RESPECT FOR THE INDIVIDUAL** – Treat all others as you expect to be treated.
3. **INTEGRITY** – Foster honesty and fair play.
4. **PURSUIT OF EXCELLENCE** – Each member of the team and organization, whether player, volunteer, or parent, should seek to perform their respective roles and to conduct themselves in a manner that is respectful of others and reflects positively on the Association and the Blue Earth Community to the highest level of his or her ability.
5. **ENJOYMENT** – It is important for the baseball experience to be fun and rewarding for the boys.
6. **PRIDE** – We aspire to be humble but strong, and to foster a passion for as well as loyalty to our team and all its participants.

Player's Code of Conduct:

Consistent with the Association's core values (listed above), each and every player registered with the Association should:

1. Play for fun.
2. Work hard to improve your skills.
3. Be a team player – get along with your teammates. Learn teamwork, sportsmanship, and discipline. Be on time for all practices and games.
4. Learn the rules and play by them. Always be a good sport.
5. Respect your coaches, your teammates, your parents, opponents, and officials.
6. Never argue with an official's decision.

Parent's Code of Conduct:

1. Do not force your children to participate in sports, but support their desire to play. Children should be involved in organized sports for their enjoyment. Make it fun.
2. Encourage your child to play by the rules. Remember that children learn best by example, so applaud the good plays of both teams.
3. Do not embarrass your child by yelling at them other players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.

4. Do not make derogatory comments to players, parents, visiting team parents, officials, or coaches on or off the field.
5. Emphasize skill development and practices and how they benefit your young athlete.
6. Parents have the obligation to remain in control in the spectator areas during the game and should refrain from entering the dugout area or approaching the coaches immediately after a game. (Except to inform the coaches of any injuries to your child.)
7. Follow the proper grievance procedure. If you are convinced that something is wrong on your player's team; contact the head coach first after a 24 hour cool down period. Do not approach the coach directly after the game or act in question as both tempers are at their most volatile at this time. The grievance should be brought to the coach within a reasonable amount of time, 3-4 days.
8. Know the rules of the game and support the officials and coaches on and off the field. Any criticism of the officials or coaches only hurts the game for your child.
9. Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice – it is destructive. Work towards removing the physical and verbal abuse in youth sports.
10. Recognize the importance of volunteer coaches. Communicate with and support them.
11. If you enjoy the game, learn all you can about the game, and volunteer!
12. Read and know the BEAYB Policy and Procedure Manual.
13. Participation in BEAYB is not a right, it is a privilege. The Association endeavors to be fair in dealing with conflicts and disputes. Decisions will be made in the best interest of the Association guided by the goals of the Association and not necessarily best for any one individual player or family. If we cannot reach an amicable solution through our grievance policy we reserve the right to deny participation.

Coaches Code of Conduct:

1. Place the emotional and physical well being of his/her players ahead of any personal desire to win.
2. Treat each player as an individual, remembering the large spread of emotional and physical development in each age group.
3. Provide a safe playing situation for the players.
4. Review and practice the necessary first-aid principles needed to treat injuries to the players.
5. Develop each player as much as possible within the limits of his physical and mental abilities.
6. Organize practices that are fun and challenging for all players.
7. Lead by example in demonstrating fair play and sportsmanship. Cursing has no place in our baseball program. Never verbally or physically abuse a player, parent, or official.
8. Be knowledgeable in the rules of this sport, and teach these rules to the players.
9. Maintain team discipline and take reasonable measures to consistently enforce violations of team rules.
10. Praise all players and offer constructive criticism.
11. Be accessible to players and parents on a reasonable basis to discuss the player's progress or lack thereof, and to clear up misunderstandings.
12. Abstain from alcohol and tobacco use before or during games and practices.
13. Remember that you are a youth coach, and that the game is for the players.

Insist on good sportsmanship at all times!

ANY VARIATIONS REQUIRE THE APPROVAL OF THE BLUE EARTH AREA
BASEBALL ASSOCIATION BOARD OF DIRECTORS.

Approved	December 2010		
Amended	April 22, 2015,	X.	Team Size/Selection:
Amended	April 22,2015,	XII.	Association Core Values:
Amended	May 13, 2016,	X.	Team Size/Selection:

References:

- Mankato Area Royals Youth Baseball Association
- Fairmont Baseball Association Bylaws
- Albert Lea Youth Hockey Association
- Carlsbad youth Baseball Bylaws
- Chandler Youth Baseball
- White Bear Baseball Association