



Policy and Procedure Guide

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Introduction

This manual is intended to provide the Executive Board, Coaches, Players, and Parents with information regarding the policies and procedures of the organization in regards to the operation of the baseball program. The information contained in this document does not reflect all organizational policies. Any external document referred to within this manual may or may not be governed by the Executive Board and may be subject to changes beyond the control of the Executive Board. Please see the Document Amendment Process and Document Revision History for the processes involved in changing this document.

FSK Jr Eagles Baseball Philosophy

FSK Jr Eagles Baseball provides the youth in the community with a nurturing environment to enrich their lives by playing organized sports.

The foundation of this Organization will always be about good sportsmanship. Good sportsmanship is viewed as a commitment to fair play, ethical behavior, and integrity. In perception and in practice, sportsmanship is defined as those qualities, which are characterized by generosity, responsible behavior, and genuine concern for others. The ideals of sportsmanship apply equally to all sports. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

The primary goal of the baseball program is to develop the knowledge and abilities of its players within a skilled environment that enables them to compete at the highest possible level. However, while striving for this goal, coaches must never place the desire to win a game above sportsmanship or the development of the individual player.

FSK Jr Eagles Baseball is a recreational program with an emphasis on skill development, exercise, and fun! Our program accommodates children ages 4-11.

Mission Statement

The FSK Jr Eagles Baseball program is dedicated to providing a safe, positive experience for players of all skill levels. Within the recreational baseball program, coaches are mandated to afford significant playing time to all players, regardless of their ability. We will rely on the contributions of our coaches, parents, and organizational leaders to create a place where kids can experience the game of baseball in a safe, constructive, and fun environment.

Code of Conduct

Expected behavior of parents, coaches and spectators includes respecting decisions made by umpires and being an exemplary role model by positively supporting teams, respecting fans, coaches, umpires, and participants. Unacceptable behavior includes, but is not limited to, booing or heckling an umpire's decision; criticizing umpires in any way; displays of temper with an umpire's call; yelling or making statements that antagonize opponents; blaming loss of game on umpires, coaches, or participants and the use of profanity or displays of anger that draw attention from the game or practice.

Under no circumstances should a parent or spectator enter the field of play to confront an umpire, opposing coach or player, or an opposing team's parent. All game-related interaction with the opposing team should be conducted by the head coach or one of the assistant coaches.

If, during the course of a game, a player, coach, or parent is ejected from the game by an umpire or Executive Board member for unsportsmanlike conduct, that player, coach, or parent will serve a one-game suspension. The one-game suspension will prohibit that player, coach, or parent from participation in the next game for that team. There are no circumstances under which this policy will be altered or changed (including tournaments and playoffs).

For the purposes of a suspended player, parent, spectator, or coach, participation is defined as being within 200 yards of the field of play.

Any ejection must be part of an incident report that will be submitted to the Program Coordinator for review. If the circumstances are deemed to be of a more serious nature, the Program Coordinator may refer the matter to the Executive Board for further review and disciplinary action.

A second ejection of the same player, coach, or parent (regardless of the season in which it occurs) will result in a two-game suspension and automatic review by the Executive Board. The two-game suspension will be served during the next two games in which that team participates. There are no circumstances under which this policy will be altered or changed (including post-season tournaments and playoffs). If there are no scheduled games to be played, the suspension will be served at the resumption of the following season. The Program Coordinator will assign the suspended games.

A third ejection (regardless of the season in which it occurs) will immediately and permanently remove this player, coach, or parent from participation in the baseball program. If the player, coach or parent disputes this ruling then they may appeal to the Executive Board.

Any conduct by a parent, player, or coach that is deemed to be in violation of the Code of Ethics, Code of Conduct and/or of these policies— regardless of whether the conduct resulted in a game ejection – can be made part of an incident report and presented to the Program Coordinator for review. The Program Coordinator will present the information to the Executive Board as soon as practical.

If a player, parent, or spectator is the focus of an incident, the incident report will be completed by the head coach and submitted to the Program Coordinator. The Program Coordinator will present the report to the Executive Board for review.

If a coach is the focus of an incident, the Incident Report will be completed by the Program Coordinator. The Program Coordinator's report should include information gathered from third party sources (if available). The Program Coordinator will present the report to the Executive Board for review.

Any person who is the focus of an incident report shall have the right to speak in front of the Executive Board prior to any disciplinary action taken.

The penalties for unsportsmanlike conduct and violations of the Code of Ethics/Conduct – regardless of whether the conduct resulted in a game ejection – shall be at the sole discretion of the Executive Board and will be consistent with the overall mission of FSK Jr Eagles Baseball.

Penalties handed down by the Executive Board can be appealed to the West Carroll Recreational Council Board. This appeal must be made within five (5) days of the communication of the penalties.

Executive Board

The Executive Board is charged with planning and overseeing the baseball program (Tournament and Recreational). The hierarchy of the Board is as follows:

President (Chairperson)

Vice President

Treasurer

Secretary

Program Coordinator (if the position is not being held by a member of the Executive Board).

The Executive Board will determine program policies/procedures, bylaws, and will serve the FSK Jr Eagles Baseball program to help set its direction, clarify and interpret procedure, and provide feedback on issues that present themselves within the organization. The Executive Board may appoint/remove other members to positions as it may deem necessary or desirable, and may prescribe/remove the powers and duties of each and may fill any vacancy that may occur in any office. Any Executive Board member missing 3 consecutive unexcused monthly meetings is subject to removal by a vote of the Board. The President shall have the authority to ask for the resignation of any Board member for malfeasance or failure of duties. A 2/3 majority vote of the remaining Executive Board members shall be required to remove that member from the Board. It is the purpose of the Executive Board to make critical decisions within the baseball program and to guide and assist the program in the following areas:

General Baseball Operations

Code of Conduct and Incident Reports

Disciplinary Action

On-field Incidents

Registration

Approval of Coaches

Uniform and Spirit wear Selection

Program Pictures

Create and Maintain a Budget

Field Usage

President Responsibilities

The President will be responsible for all aspects of the baseball program (tournament and recreational).
The President shall:

1. Represent FSK Jr Eagles Baseball as a spokesperson and will be chairmen of the Board of Directors.
2. Have the authority to change or remove specific duties of officers of the Board and members of the Organization.
3. Oversee all functions of FSK Jr Eagles Baseball and can perform any duty of the Executive Board.
4. Conduct bi-monthly meetings.
5. Be the primary point of contact regarding FSK Jr Eagles Baseball issues.
6. Make themselves available to FSK Jr Eagles Baseball parents. (If the president cannot resolve or feels additional input is required for an action or decision; they will call a special meeting of the board to resolve the issue. A special meeting is required if a written formal complaint is received or if there is a violation of the code of conduct/code of ethics.)
7. Be allowed to vote at the board meetings and will make the final decision in the best interest of the program in a case of a tie.
8. Have the right to assume the duties of the Program Coordinator in the event of a vacancy.
9. Be allowed to manage a team and be allowed to run for/sit on other Programs Board.
10. Oversee the maintenance of the baseball website.
11. Hold the right to postpone a vote for one meeting on any issue.

Vice President Responsibilities

The Vice President shall act as an aide to the President and shall perform the duties of the President in his/her absence and will be vice chairman of the Executive Board. The Vice President shall:

1. Coordinate all Board Members and Coaches background checks and report the results to the Executive Board.
2. Be responsible for ensuring the bylaws, code of conduct/ethics and rules of FSK Jr Eagles Baseball are followed.
3. Be eligible to manage a team and be allowed to run for/sit on other Programs Board.

Secretary Responsibilities

The Secretary shall:

1. Record the minutes of public meetings
2. Oversee the marketing and internal FSK Jr Eagles Baseball communications.
3. Provide meeting notices and minutes to all Board members within 96 hours of any Board meeting.
4. Be allowed to run for/sit on other Programs Board.

Treasurer Responsibilities

The Treasurer shall:

1. Have custody of all funds of the program.
2. Keep a full and accurate account of receipts and expenditures.
3. Make disbursements in accordance with authorization by the program.
4. Present a financial statement at the required Rec Council meetings for pre and post season.
5. Be responsible for ensuring all contracts, specifically, concession services, trash dumpsters and porta-johns at all fields that may require their use.
6. Oversee FSK Jr Eagles Baseball accounts; sign checks and dispenses funds as approved by FSK Jr Eagles Baseball Executive Board.
7. Review the monthly financial reports and make recommendations to the Executive Board.
8. Provide a financial statement to the board at the meeting of the following month as well as an annual financial report within thirty days of the close of FSK Jr Eagles Baseball's fiscal year.
9. Allow all records to be audited if requested by the President or any Executive Board member to include the WCRC board.
10. Be responsible for all Insurance related activities at FSK Jr Eagles Baseball level.
11. Be allowed to run for/sit on other Programs Board.
12. Provide a monthly Treasurers report to the Executive Board by the 15th of each month.

Program Coordinator Responsibilities

The Program Coordinator shall:

1. Supervise the annual registration of players, tryout sessions, and distribution of players among teams.
2. Develop, order, and distribute uniforms and equipment at the start of the season and collecting equipment.
3. Coordinate and schedule team pictures.
4. Develop Spirit wear.
5. Maintain field usage.
6. Order trophies (awards) for the end of the season and for any program tournament.
7. Maintain equipment inventory.
8. Provide all divisional rosters to the appropriate parties.
9. Assure that all teams' schedules are compiled and umpires are scheduled for home games and program organized tournaments.
10. Select the necessary coaches for all teams and present them to the board for a vote.
11. Assist the Vice President with the process of obtaining background checks for all coaches and assistants.
12. Be allowed to run for/sit on other Programs Board.

Prior to the beginning of the spring and fall seasons, the Program Coordinator may setup a coaches meeting to discuss league rules, schedules, Coaches Rules of Behavior. During the season the Program Coordinator acts as the liaison between the Coaches and Executive Board.

Executive Board Election

During an election year, the President will call for a volunteer to act as “election official” during the last meeting of the calendar year. Nominees for each position will be taken from the floor. Should there be only one nominee then a majority show of hands will elect. The “election official”, will in the case of two nominees for a given position, coordinate a written ballot election and count and confirm the winner by a simple majority. Those members that have met the voting requirement as set forth in Article III Section 2 of the bylaws will elect all positions. If no approved nominee for any position is selected at the last meeting of the calendar year, the incumbent will remain in office until the board can appoint a volunteer. All voting members must be present at the meeting to cast a vote for the election; no absentee ballots will be counted or accepted. Only those member who have attained voting membership status as stated in Article III Section 2 of the bylaws may be elected to office.

General Membership

Membership shall be open to any person with a desire to further the growth of baseball in the community. All members shall be subject to the by-laws, code of conduct, and code of ethics of the organization. A requirement of attendance of three of the previous four meetings as stated in Article III Section 2 of the bylaws must be met in order to be eligible to be a voting member. The Executive Board is not subject to this requirement.

Membership may be terminated by resignation or by the action of the Executive Board. The Executive Board by 2/3 vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of FSK Jr Eagles Baseball. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

Upon membership termination, the Member can no longer manage a team, hold any elected or appointed position(s) with FSK Jr Eagles Baseball until such time as all outstanding arrears/discipline requirements are paid in full.

Meetings

The Executive Board will hold bi-monthly meetings which are open to the public. The location and time of the meeting will be posted on the program's website at least 10 days prior to the scheduled meeting. Any Executive Board member can request additional meetings. All members meeting the requirements as set in Article III Section 2 of the bylaws will have voting rights. No absentee votes will be accepted.

The President or his/her representative may call special meetings of the Executive Board at any time deemed necessary. The Executive Board will be notified in advance of the meeting as to the time and place and business to be discussed. The special meeting will be considered a closed meeting and will not be open to any program members. Voting rights for Special meetings are reserved to members of the Executive Board only. Each member of the board shall have one vote. All decisions made at a special meeting shall be binding and final.

The Executive Board may adopt such rules, regulations, and policy for the conduct of its meetings and the management of FSK Jr Eagles Baseball, as it may deem proper.

The Executive Board shall have the power by two-thirds vote of the Board present at any regular or special meeting to discipline, suspend or remove any member.

Registration

Registration will be open prior to the start of the season. Registrations will be accepted for each league until that league is determined to be closed by the Program Coordinator. Registration may be closed at any time by the Program Coordinator if the league is full or regular registration has ended. In the event that registration is closed additional players may be added by emailing fskjreaglesbaseball@gmail.com.

No player is considered to be registered in a program until all fees for that player in the specific program are paid in full. No child will be permitted to practice or play until all registration fees have been paid in full. This includes both tournament and recreational program teams. The fall and spring seasons are considered separate seasons.

Registration will be made available through our website. Age determination for all Baseball leagues is his/her age as of May 1st prior to the start of the season.

Falsifying a birth date while registering a child to participate in any league within the baseball program may result in the immediate removal of the child from the baseball program for the season. No refund will be given for any such removals. Any other person making improper changes to birth dates within the program's software will result in an incident report being filed by the Program Coordinator and presented to the Executive Board.

From time to time the program may offer registration discounts or may assess additional fees for late registrations. The program, solely at its discretion, may choose to offer or discontinue these practices for each season independent of any prior or future season. These discounts and fees are not negotiable and are strictly based on the date of registration.

Dues and Fees

A reasonable player participation fee for both recreational program and tournament teams shall be assessed as an obligation to assure the operational continuity of FSK Jr Eagles Baseball. This fee may be fixed at such amounts, as the Executive Boards shall determine prior to the beginning of any enrollment period or prior to the formation of any tournament team. The parent(s) or legal guardian(s) of each player are responsible for ensuring that all registration or other such fees which are owed to FSK Jr Eagles Baseball are paid in full promptly. Failure to do so shall result in the membership of said parent(s) or legal guardian(s) being termed "not in good standing" and being suspended in accordance with the procedures set prescribed in the Membership section.

Financial Policy

The Executive Board shall decide all matters pertaining to the finances of FSK Jr Eagles Baseball. The Executive Board will bear the responsibility to conduct the financial affairs of FSK Jr Eagles Baseball in a sound business-like manner, directing the expenditure of same in such manner as will give no individual or team an advantage over those in competition with such individual or team.

The Executive Board shall not permit the contribution of funds or property to individual teams but shall solicit funds or property for the common use of FSK Jr Eagles Baseball, and thereby discourage favoritism among teams and to endeavor to equalize the benefits to FSK Jr Eagles Baseball.

The Executive Board shall not permit the solicitation of funds in the name of FSK Jr Eagles Baseball unless all of the funds so raised are placed in FSK Jr Eagles Baseball account. The Executive Board shall approve all fundraisers or events that may use the FSK Jr Eagles Baseball name.

No Member of FSK Jr Eagles Baseball shall receive, directly or indirectly, any salary, compensation or emolument from FSK Jr Eagles Baseball for services rendered.

All money received shall be deposited to the credit of FSK Jr Eagles Baseball in the organization's bank account. All disbursements over \$50.00 shall be made by check or electronic debit. FSK Jr Eagles Baseball Treasurer or President shall sign all checks and when the check amount is over \$1000.00 the Executive Board will need to be notified prior to the check being issued.

Any member requesting a copy of the monthly Treasurers report will email a request to fskjreaglesbaseball@gmail.com.

Refunds and Credits

Registration fees are strictly non-refundable, except in the cases where: (1) a player moves out of the area prior to the first game of the season, (2) an injury or medical condition prevents a player from beginning the season.

All refunds will be assessed a \$25 administrative fee to offset registration costs. If a uniform has been distributed to the player, then an additional \$15 fee will be assessed to cover the cost of the uniform.

Vendors

To conduct the FSK Jr Eagles Baseball Organization functions of providing youth recreational programs, it is sometimes necessary to enter into legally binding agreements (“contracts”) with other entities. The FSK Jr Eagles Baseball Organization will only be bound by written contracts to which the FSK Jr Eagles Baseball Organization, that have been reviewed and approved in accordance with this policy, and that have been executed by FSK Jr Eagles Baseball Organization officials who have specific contract signature authority.

No officer or member of the FSK Jr Eagles Baseball Organization community has the authority to sign contracts on behalf of the FSK Jr Eagles Baseball Organization, or any program, in the absence of a formal written delegation of authority. This policy describes the FSK Jr Eagles Baseball Organization protocols for the delegation of signature authority. This policy applies to all members of the FSK Jr Eagles Baseball Organization community.

A. Contract means any agreement between two or more persons that creates a legally binding obligation to do or not to do a particular thing. A contract may or may not involve the payment of money. This policy applies to any document that obligates the FSK Jr Eagles Baseball Organization, irrespective of the terminology used to describe that document. Types of documents that constitute contracts include, but are not limited to: agreements; affiliations; assignments; business agreements; memoranda of understanding (MOU's); memoranda of agreement; non-disclosure agreements (NDA's); promises to pay; promissory notes; purchase orders; riders or addenda to existing contracts; separation agreements; and waivers.

B. Business Contract includes the following types of contracts: leases; construction agreements; agreements with software consultants, for computer hardware, or for telecommunication services; *contracts with vendors for the purchase of materials, equipment or services*; procurement agreements; financing agreements; and independent contractor/consultant agreements.

Contract Signature Authority

The Bylaws of the FSK Jr Eagles Baseball Organization specify that only the President or Treasurer is authorized to sign checks.

It is policy that only the President, Treasurer and Program Coordinator can enter into contracts or agreements between the FSK Jr Eagles Baseball Organization and another party.

The President, however, is permitted to delegate this responsibility to appropriate Executive Board member(s) of the FSK Jr Eagles Baseball Organization as follows:

Vice President and Secretary - The Vice President and Secretary has the authority to sign contracts, arising out of the normal business operations of the FSK Jr Eagles Baseball Organization.

Additionally, the President may make limited delegations of contract signature authority. All delegations of signature authority must be in writing on the letterhead of the FSK Jr Eagles Baseball Organization official delegating authority and must be signed by the delegating official and dated, and must indicate:

- 1) The specific types of contracts the individual is permitted to sign;
- 2) The dollar limit; and
- 3) The duration of time for which the delegation is effective.

Copies of all such written delegations must be provided to the Secretary for reference and filing.

No officer, volunteer or member of the FSK Jr Eagles Baseball community may sign or otherwise execute a contract that binds the FSK Jr Eagles Baseball Organization or its programs unless he/she has been delegated signature authority that has been documented in writing and is on file as set forth in this policy.

Contracts signed by officers, volunteers or organization members without documented signature authority may be deemed void.

Individuals in such circumstances may be personally liable for the obligations assumed under such contracts per the FSK Jr Eagles Baseball Organization's indemnification policy, and are subject to disciplinary action up to and including expulsion from the program.

Coaching Requirements

Eligibility

All coaches must be 18 years of age or older.

Background Check

All coaches are required to have an active, approved background check. If the coach does not have a valid background check they may request one through WCRC free of charge. Regardless of whether or not a background check has been performed for a coach in another organization/sport, a separate background check will be required by the program.

Certification

All coaches except t-ball are required to have the Babe Ruth League certification or an equivalent approved by the program. Other training programs will be reviewed by the Executive Board to provide coaches with additional skills and techniques. Coaches of tournament teams may be required to obtain additional certification as required by the particular tournament.

Selection Process

The Program Coordinator is responsible for assigning Head and Assistant coaches necessary for the program. The Program Coordinator will submit a list of the names for approval by the Executive Board prior to notifying coaches of their positions and before the start of any activity relative to the baseball season. In order for a coach to be approved, he/she must obtain 50% or better approval from the Executive Board members who participated in the approval vote.

Reporting Injuries & Incidents

Each team's head coach shall report to the Program Coordinator within twenty-four hours all serious injuries, incidents, violations of the Code of Conduct/Ethics (by parents, players, spectators, or coaches), or actions that are inconsistent with the philosophy of the program. Coaches will have to exercise their judgment to decide whether an incident rises to a level that must be reported. If so, the incident must be reported in writing and delivered to the Program Coordinator as soon as practical. The Program Coordinator will be responsible for forwarding the information to the Executive Board for filing. (See "Code of Conduct" section for more details)

Examples of incidents are:

- Any ejection of any player, coach, or spectator from any game.
- Any incident of fighting regardless of the perpetrator of the fight.
- Any incident of foul language and unsportsmanlike conduct that results in a warning from an official.

Examples of consequences for violations of the Code of Conduct include:

- Field Ejection – A player, coach, or spectator is required to leave the playing area and prevented to further communicate with the team while the game is in play.
- Field Suspension – A player, coach, or spectator is required to refrain from attending program sponsored activities for a specified period of time.

- Program Ban – A player, coach, or spectator is required to refrain from attending program sponsored activities indefinitely. This consequence may be applied on a sport-by-sport basis.

If property is damaged or destroyed, disciplinary action may include restitution to all party(ies) harmed.

Any injury should be documented on the programs Injury Report found at the end of the Policies & Procedures. Any incident should be reported on the programs Field Incident Report also found at the end of the Policies & Procedures. Copies of these reports must be sent to the Program Coordinator.

Coaching Commitment

All coaches must make a commitment to attend games and practices. The coach should miss very few practices. The coach should plan to attend all games. In the event that a coach cannot make it to a game or practice, they must arrange with an assistant coach to manage the team during that time. If a coach frequently misses practices and games they may be subject to removal.

Disciplining Coaches

If a coach is part of an incident report that requires the involvement of the Program Coordinator as outlined in the Code of Conduct section of this policy guide, and is found to have violated the Code of Conduct/Ethics or has acted in such a way as to contradict the programs Mission Statement, the coach is subject to the disciplinary action recommended by the Program Coordinator. The coach may accept the disciplinary action, or request – in writing – an appeal to the Executive Board. The Executive Board will review appeals at its next scheduled meeting and determine final course of action for the affected coach. Coaches with a history of disciplinary actions will not be allowed to coach.

Replacing Coaches

In the event that a coach resigns their position or they are removed from their position, the Program Coordinator may appoint another qualified coach to manage the team.

Team Formation

All FSK Jr Eagles Baseball Recreational teams are formed with the goal of having evenly matched teams in each league. Every effort is made to assign a relatively equal number of players to each team at the various age groups and skill levels.

Ages 4 - 10: Players must play in the league corresponding to their date of birth. However, exceptions to this policy may be presented to the Program Coordinator. Parents and/or coaches may make this petition prior to the beginning of the season. An exception to allow a player to play up should be made for a player with truly exceptional skill level (both at the plate and in the field), and should not be based on any other criteria. The Program Coordinator's decision is final. This position is taken by the organization to allow younger players the opportunity to have fun playing baseball within their appropriate skill group.

Field Usage

The Program Coordinator will determine field usage for both practices and games. Field changes may only be made with the prior approval of the Program Coordinator.

Any makeup games should be scheduled in conjunction with the Program Coordinator to ensure field and umpire availability.

It is the umpire's discretion which will determine suspension or cancellation of a game in progress due to inclement weather or lightning (See Rec. and Parks Policy Statement #10-01)

Under no circumstances shall the use of alcoholic beverages be permitted on the playing field, benches, or bleachers during the playing of any game by anyone including spectators. The use of tobacco in any form is also prohibited on the playing field, benches, or bleachers.

Pets are not allowed on the fields.

No vehicles shall be driven on fields or off of the roads or parking lots. Parking by coaches, players and parents must be in designated parking areas.

Recreational League Information

Rules

Baseball leagues for ages up to 10 years old will play Official Cal Ripken Baseball Rules, except as amended by the program.

Player Eligibility & Requirements

Age determination for Baseball is May 1st of the applicable baseball year. See individual leagues for eligible ages.

Playing Time

It is the general philosophy of the program that each player placed onto a team will participate in all games in which that player is in uniform.

Player Equipment

It is expected that all participants will wear protective cups while playing games or practicing except in the following leagues: t-ball. All participants playing the position of catcher must wear a protective cup. It is up to the Head Coach to monitor and enforce this policy.

Metal cleats are prohibited

Uniform

Team uniforms (shirts) and hats are provided. Each player in the league must wear an official, approved uniform for the team on which he/she is playing. Uniform shirts must be tucked in, hats will be worn with the bill facing forward. Each player must wear the uniform in a manner which reflects a respect for the game.

A maximum of 4 coach's shirts and hats will be provided for each team.

Coach Duties

The coach is responsible for skill development, promoting good sportsmanship, and making the game enjoyable for the players on the team. To achieve these objectives, it is expected that the coaches will be responsible for the following duties.

Before the season begins, the coach is responsible for reading and understanding this Policy Guide, contact all players on the roster, receive equipment, and prepare for the season.

During the season, the responsibilities of the coach include, but are not limited to: the distribution of the code of conduct documents to parents and players, review the equipment requirements for the players, the coach should arrive at least 10 minutes prior to the start of each game/practice to setup and be ready when the players arrive. The coach will lead the team in warm up exercises prior to the start of a practice or game. The coach can use discretion as to whether there is adequate time for additional drills to be performed prior to the practice/game.

For each game, the coach should have prepared a starting lineup with at least the initial substitutions planned. The coach will make every effort to afford all players a substantial amount of game time regardless of ability. Each player should be encouraged to learn and play at least one infield and outfield position.

All coaches must make a commitment to attend games and practices. The coach should miss very few practices. The coach should plan to attend all games. In the event that a coach cannot make it to a game or practice, they must arrange with an assistant coach to manage the team during that time. If a coach frequently misses practices and games they may be subject to removal by the League Coordinator solely at the discretion of the Program Coordinator.

Coaches of the team batting are permitted to be in the coaching boxes. Coaches will be responsible for controlling themselves and their players. Any display of unsportsmanlike conduct may result in banishment from the game and suspension from the program. Swearing and the use of foul language shall be considered unsportsmanlike conduct. Any unsportsmanlike conduct will be brought to the attention of the Program Coordinators and will be acted on according to program policy.

Coaches are responsible for controlling the actions of parents of players on their team.

The coaches will be responsible for distributing the picture order forms to each of the players on their team prior to the scheduled team picture day. On the day when team pictures are taken the coach should help organize the team and keep the process efficient and on schedule. When pictures are received from the Program Coordinator, the coach will distribute them to the players.

It is the responsibility of the home team to ensure that the field and equipment (ie pitching machine) are ready prior to the start and secure at the end of the game.

If the coach is not available to set up a field prior to the game or break down a field at the conclusion of a game, it is the coach's responsibility to see that there is a team representative(s) to handle these responsibilities.

It is the coach's responsibility to contact an opposing coach in the event that his/her team cannot field enough players, or otherwise cannot participate in a scheduled game. The coaches should agree on a suitable makeup date and communicate that date to the Program Coordinator. The coaches should make every attempt to reschedule all postponed or canceled games.

The coach may not place in their care personal items belonging to any player. The coach is to instruct the player to leave such items in the care of a parent or guardian.

Team Equipment

FSK Jr Eagles Baseball will provide to the head coach an equipment bag that contains equipment appropriate for the league/age group. Each coach will get the equipment in the beginning of the season, and return all equipment in good condition at the end of the season. The Program Coordinator will complete an incident report for any equipment damaged or not returned. It is not expected that the coach will return all the baseballs that have been provided.



Players Code of Ethics

I hereby pledge to provide a positive attitude and be responsible for my participation in youth sports by following this code of ethics.

- I will act in a manner that displays good sportsmanship toward other players, coaches, officials, and parents at every game and practice.
- I will not use foul language while in attendance at a youth sports event.
- I will attend every practice and game that is reasonably possible and will notify my coach if I cannot.
- I will do my best to listen and learn from my coaches.
- I will treat all coaches, teammates, opposing players, and officials with respect and I will expect to be treated accordingly.
- I will not argue with coaches or officials on any call or decision.
- I will help my coach in setting up the field and gathering equipment.
- I will take care of our equipment so that others might enjoy it.
- I will help in cleaning up the bench area after a game or practice.
- I will make sure no trash is left behind.
- I will always try to do my best.
- I will strive to have fun during my sports experience
- I deserve to play in an alcohol, tobacco, and drug-free environment and expect adults to respect that wish.
- I will encourage my parents to be involved with my team in some capacity because it's important to me.
- I will do my very best in school.
- I will remember that sports are an opportunity to learn and have fun.



Coaches Code of Ethics

I hereby pledge to provide positive support, care and encouragement for the children I am coaching in youth sports by following this code of ethics.

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- I will act in a manner that displays good sportsmanship, and I am responsible for ensuring that my player's coaches, parents, and spectators do the same.
- I will place the emotional and physical well-being of a child ahead of any personal desire to win.
- I will insist that we play in a safe and healthy environment.
- I will demand a drug, alcohol, and tobacco-free sports environment for the children, and agree to assist by refraining from their use at all youth sports events.
- I will not use foul language while in attendance at a youth sports event.
- I will remember that the game is for children and not adults.
- I will do my very best to make youth sports fun for the children.
- I will expect the children to treat other players, coaches, fans, and officials with respect
- I will always be available to discuss any issues with parents concerning their child in a private environment.
- I will encourage teamwork and camaraderie.
- I will continue to be a student of the game.
- I will always be fair and treat everyone equally when discipline is required.
- I will have organized and structured practices.



Parents Code of Ethics

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

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports events.
- I will act in a manner that displays good sportsmanship.
- I will place the emotional and physical well-being of my child ahead of any personal desire to win.
- I will insist that my child plays in a safe and healthy environment.
- I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.
- I will ensure that my child attends every practice and game that is reasonably possible, and will notify the coach if my child cannot attend.
- 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 youth sports events.
- I will not use foul language while in attendance at a youth sports event.
- I will remember that the game is for children and not for adults.
- I will do my very best to make youth sports fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials with respect I will always address any issues with my child's coach in private.
- I will promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.



Incident Report

Program/League _____ Incident Date/Time _____ Site _____

Reported by _____ Signature _____ Date _____

Date Report Received by Program Coordinator _____ Umpire _____

Names and Positions of Parties Involved

Description of Incident (in detail; facts only. Include who/what/where/how, etc):

Please indicate if any medical attention was required:

Injury Report Filed Yes No

Witness 1 Name _____ Signature _____ Date _____

Witness 1 Address _____ Phone _____

Witness 2 Name _____ Signature _____ Date _____

Witness 2 Address _____ Phone _____

Date Report given to Program Coordinator: _____

Board Action Taken



Injury Report

Program/League _____ Injury Date/Time _____ Site _____

Reported by _____ Signature _____ Date _____

Name of Injured Person _____ Approx. Age _____

Name of Parent / Legal Guardian (If Applicable) _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Parent/Guardian Notified Date _____ Time _____

Nature of accident / injury (in detail; facts only) _____

Injured area - circle all that apply:

Head	Scalp	Face	Ear	Nose	Eyes	Mouth	Teeth
Abdomen	Stomach	Chest	Ribs	Back	Neck	Throat	Collar Bone
Shoulder	Arm	Elbow	Wrist	Hand	Fingers		
Hip	Leg	Knee	Ankle	Foot	Toes		

Other _____

Name of Person Taking Action _____ Action Taken _____

Ambulance Called Yes No Dr. Care Yes No EMT Response Yes No

Other Information _____

Hospital / Medical Contact _____

Injured Person Signature _____ Date _____

Witness 1 Name _____ Signature _____ Date _____

Witness 1 Address _____ Phone _____

Witness 2 Name _____ Signature _____ Date _____

Witness 2 Address _____ Phone _____

Witness 3 Name _____ Signature _____ Date _____

Witness 3 Address _____ Phone _____

March 9, 2010

RECREATION AND PARKS POLICY STATEMENT #10-01

To: RECREATION AND PARKS STAFF

Subject: SEVERE WEATHER POLICY

1. Purpose

To establish a procedure to promote the safety of program participants during occurrences of severe weather.

2. Background

The Department of Recreation & Parks previously initiated a policy regarding the removal of participants and spectators from athletic fields during occurrences of lightning. This updated policy will be expanded to include building closures during inclement weather and warnings for additional severe weather including excessive heat and high winds. This policy supersedes the former Lightning Policy #06-1.

3. Action

The following policy is hereby established regarding the occurrence of severe weather during Department of Recreation & Parks and recreation council activities:

A. THUNDER & LIGHTNING: Effectively immediately, once lightning is observed or thunder is heard during outdoor recreation council activities, all athletic fields must be cleared for a period of 20 minutes. If lightning is observed (or thunder heard) again, the 20 minute period of cleared fields starts over.

B. SNOW: When schools are closed or close early due to inclement weather, all recreation and parks activities for that day are canceled. For weekend activities, if the snow emergency plan is in effect after 6 pm Friday or anytime Saturday, all Saturday activities are canceled. If the snow emergency plan is in effect after 6 pm Saturday or anytime Sunday, all Sunday activities are canceled. This includes activities that occur at school sites, nature centers, New Windsor Community Room, South Carroll Senior & Community Center and the Robert Moton Center. *In cases of extreme bad weather where additional time is necessary to provide safe access to schools or county facilities, it may become necessary to cancel activities until such time that safe access can be provided.*

C. WIND: When a high wind warning is issued by the National Weather Service (NWS), outdoor activities shall not operate within close proximity of trees, power lines, and other potential hazards. The NWS defines a high wind warning as sustained wind speeds of 40 mph or greater lasting for 1 hour or longer or 58 mph or greater for any duration of time.

D. HEAT: Approximately 30 minutes prior to the start of the activity, temperature and heat index reading should be taken at the site or from www.weather.com or a comparable source. The following are recommended guidelines for coaches, program leaders and volunteers to follow with regards to Department sponsored youth activities:

Heat Index 80-89 - Use caution; monitor athletes carefully for necessary action.

Heat Index 90-104 - Use extreme caution; remove helmets and other equipment if not involved in contact.

Heat Index 105-129 - Alter uniforms by removing items where feasible; practice time should be shortened with low intensity & limited conditioning.

Heat Index 130 & above - NO PRACTICE OR GAMES. ACTIVITIES SHOULD BE RESCHEDULED FOR EARLY/LATE IN DAY OR AN ALTERNATIVE DATE WHEN HEAT INDEX IS LOWER.

Some discretion is granted to the volunteers in making this decision as programs may be occurring at sites with abundant shade, water & frequent breezes. In all cases, once the heat index rises above 105, programs should allow for frequent cooling breaks, reduced activity levels, appropriate uniform modifications, mandatory water breaks every 30 minutes (10 minutes in duration) and ice down towels to be available to players for cooling. E. Enforcement of this policy will be delegated to the volunteer recreation councils when staff are not present at these activities

4. Effective Date

This policy statement is effective immediately and will remain in effect until canceled or superseded.

Jeff R. Degitz, Director

Department of Recreation & Parks

Code: H:/admin/SDR/policies/SevereWeatherPolicy#10-01

Document Amendment Process

The operation and management of the Baseball program should match this document. When actual practices no longer match this document either the practices need to change to conform to the document or the document needs to change to reflect the actual practices. All changes to this document, are to be made by the Executive Board. All Changes are to be documented in the Document Revision History section of this document. The Executive Board may also amend this manual at any formal board meeting.

- October 2017 approved revisions: Add #12 to Treasurers Responsibilities and following statement under Financial Policy - Any member requesting a copy of the monthly Treasurers report will email a request to fskjreaglesbaseball@gmail.com.