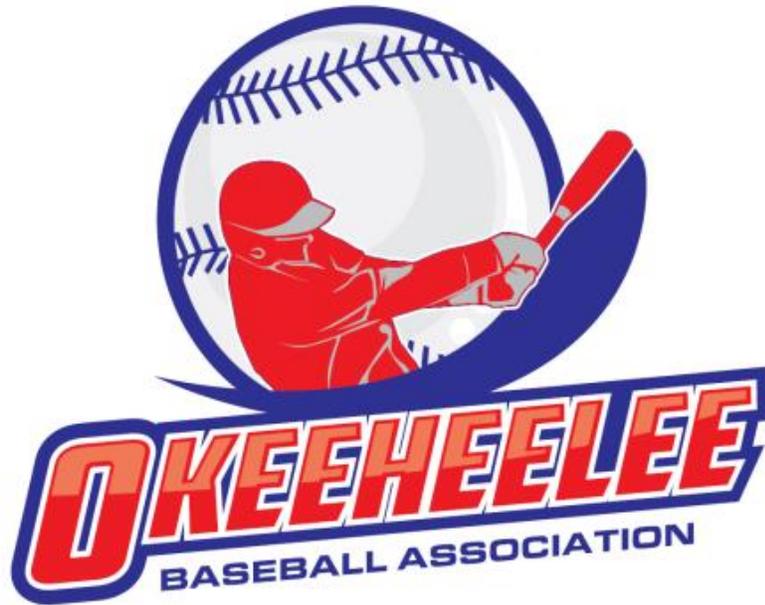


**OKEEHOLEE BASEBALL ASSOCIATION INC.**



**BOARD OF DIRECTORS**

**STANDARD OPERATING PROCEDURES  
2015-2016**

## **1. BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES**

- 1.1 President
- 1.2 Vice President
- 1.3 Secretary
- 1.4 Treasurer
- 1.5 League Director
- 1.6 Divisional Vice Presidents (DVPs)
- 1.7 Director of Umpires
- 1.8 Director of Travel Baseball
- 1.9 Director of Scheduling
- 1.10 Director of Scorekeeping & Stats
- 1.11 Director of Fields & Equipment
- 1.12 Director of Concessions
- 1.13 Director of Tournaments
- 1.14 Director of IT/Social Media
- 1.15 Director of Team Parents
- 1.16 Director of Sponsors
- 1.17 Director of Background Checks/Sargent at Arms

## **2. DIRECTOR'S DUTY**

## **3. BOARD MEETINGS**

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- 12.3. All Star DVP Responsibilities

**13. TRAVEL TEAM POLICY**

## **1 Board of Director Duties and Responsibilities**

### **1.1 President**

The President is the general manager and chief executive officer of the League. The President presides at all meetings of the Board of Directors. He or She signs and executes, on behalf of the League and as its President, all bonds, deeds, contracts, and other written instruments, which shall have been first duly authorized or approved by the Board of Directors. The President shall also be responsible for contacting Palm Beach County in regard to any field and building maintenance required on baseball fields and facility in which the Corporation operates and maintains its baseball program. In the absence or other disability of the Treasurer, the President shall perform all the duties pertaining to the office of the Treasurer. In addition, the President is an ex-officio member of all committees and all negotiations. He is responsible of enforcing the charter, bylaws, league rules and divisional rules to insure that they are interpreted in the best interest of the League's baseball program.

### **1.2 Vice President**

The Vice President shall perform the duties of the President in the latter's absence or disability. In addition, the Vice President shall be responsible for assisting the President and Divisional Vice Presidents in the performance of their duties and set up a schedule for Director Duty and will set schedules for the use of the Ellis Hall Building. The Vice President will ensure all Directors understand their Director Duty responsibilities and work with the Directors to make sure all days are covered. The Vice President shall also be responsible for organizing opening ceremonies for the Spring Season.

### **1.3 Secretary**

The Secretary executes such contracts and other documents on behalf of the League as may be authorized or directed by the Board of Directors from time to time. The Secretary prepares and keeps at the Ellis Hall Building books of minutes of all meetings of the Board of Directors. In addition, the Secretary collects reports from any committees for presentation to the Board of Directors. The Secretary also gives and serves all notices of the League and is the custodian of the records. The Secretary is required to furnish all Board Members with copies of the minutes of the meetings of the preceding month.

#### **1.4 Treasurer**

The Treasurer keeps and maintains adequate and correct books and records of accounts of the properties and business transactions of the League, aids and assists the Secretary and President, and is responsible for the annual report of the Corporation. In addition, the Treasurer shall have the care and custody of and be responsible for all the funds of the Corporation and or banks, trust company or trust companies, or safe deposit vaults as the Board of Directors may designate; shall exhibit at all reasonable times the Corporation's books of account to any Board member requesting same; shall render statements of the condition of finances of the League at each regular and annual meeting of the Board of Directors; shall keep correct books and accounts of all of the Corporation's business and transactions; shall do and perform all duties pertaining to the Treasurer. The Board must approve all expenditures in excess of \$1000.00, if not previously budgeted for. All transactions, with exception of deposits, must have two (2) signatures by President, Vice President, Treasurer or Secretary.

#### **1.5 League Director**

The League Director instructs all DVP'S of the responsibilities and duties. Including sign ups, evaluations, drafts managers meetings and overall function of the recreation programs. The League Director shall set the schedule for the director on duties. The League Director is to be present at the drafts to make sure teams are selected fairly as stated in our guidelines.

#### **1.6 Divisional Vice Presidents (DVPs)**

Divisional Vice Presidents are responsible for the administration and direction of the League's baseball program for the specific age groups over which they have operational and management responsibility.

All Divisional Vice Presidents shall implement the policy instituted by the Board of Directors as applicable to his or her specific division or age group. DVP's are responsible for running the player evaluations, player draft. The DVP is responsible for getting manager candidates, and the all-star selection process for their specific division, with board approval pending all candidates.

Each Divisional Vice President may have an Assistant Divisional Vice President to help administer and direct his or her division or age group.

### 1.7 Director of Umpires

The Director of Umpires is responsible for:

1. Recruiting, training and scheduling umpires for the Corporation games played at Okeeheelee Park, Lake Lytal Park, or any county parks or other parks or facilities in which the Corporation may be permitted from time to time to operate and maintain its baseball program
2. Handle all complaints and disputes involving umpires
3. Submitting all umpires to the Board of Directors for approval
4. Making sure all umpires perform a criminal background check through Okeeheelee
5. Maintaining a form and procedure for all umpires for ejections, forfeits, and protests and providing such copies to the DVP, the umpire involved, as well as keeping one in his/her files

Umpire fee schedule as approved by the Board of Directors is as follows:

<u>Rec Games</u>	Field Ump	Home Plate
Tball	\$20	
Rookie	\$25	
Minor	\$30	\$35
Major	\$40	\$45
Babe Ruth	\$45	\$50

### 1.8 Travel Director

The Travel Director is responsible for coordinating all travel league activities as directed by the Board of Directors and within compliance to the League's Travel Policy.

The Travel Director is responsible for:

1. Supervising the league's travel team tryouts and selection process
2. Collecting rosters of all the league's travel teams and providing them to the Board for approval
3. Collecting all travel fees from the league's travel teams and providing them to the Treasurer and a copy of the receipts to the board for review
4. Creating and providing a schedule for the travel teams to play on non-rec league dates and delivering the schedule to the Director of Schedules, Director of Umpires, Director of Concessions, Field/Equipment Director
5. Representing the league in outside forums where travel baseball is discussed
6. Creating and providing a practice schedule for the travel teams to practice on non-rec league dates

## 1.9 Scheduling Director

The Director of Scheduling is responsible for:

1. Forming game schedules for all divisions in the Spring and Fall Seasons
2. Rescheduling all rain outs and suspended games
3. Obtaining approval from the Executive Board for all season schedules
4. Keeping up-to-date with the Scheduling software of the league

## 1.10 Scorekeeping & Stats Director

The Director of Scorekeeping is responsible for:

1. Scheduling and assigning scorekeepers for all fields
2. Instructing all scorekeepers of the rules at those fields
3. Handling all complaints on the scorekeepers
4. Keeping both score boxes areas clean and stocked with what is needed
5. Making sure all scoreboards work, and if not, reporting it to the President
6. Providing the treasurer with the work schedule for payment
7. Maintain leagues online scores and stats via game changer or iscore

The Director of Scorekeeping is to hire scorekeepers at the following fee schedule:

<b>Divisions</b>	<b>Fall Season</b>	<b>Spring Season</b>
T-ball	N/A	\$10
Rookie	N/A	\$15
Minor	N/A	\$24.00
Major	N/A	\$27.00
Babe Ruth	N/A	\$30.00

## 1.11 Field/Equipment Director

The Field/Equipment Director is responsible for lining and preparing for play all fields for all games scheduled in the League's baseball program at Okeeheelee County Park, Lake Lytal County Park, or any other county parks or other parks or facilities in which the Corporation may be permitted from time to time to operate and maintain its baseball program. In addition, the Field/Equipment Director is responsible for the batting cage and all issues related thereto.

The field director is charged with hiring a field manager for servicing all of the program's fields. The fee structure approved by the board of directors is below:

Field Lining F5-9:                      \$5/field

Field Lining Lake Lytal: \$5/field, \$10/field if only one field is needed

The Field/Equipment Director is also responsible for:

1. Sending and collecting sales bids for all major equipment purchases
2. Turning any sealed bids over to the Board for approval
3. Submitting for prior approval to the Board all purchases over \$25
4. Maintaining any inventory of all equipment kept and maintained by the league
5. Keeping the equipment utilized in the baseball program in good repair
6. Maintaining a written record of all equipment issued each season to players, coaches or teams participating in the baseball program and a written receipt of all equipment turned in at the end of each season.
7. Submitting all bills to the Board for approval of payment

### **1.12 Director of Concessions**

The Concession Stand Director is responsible for:

1. Obtaining all required licenses, certificates and inspections for the legal operations of the concession stand
2. Stocking and operating the concession stand for all league functions, unless the Board of Directors does not wish it open
3. Presenting a monthly written financial statement to the Board of Directors
4. Maintaining all equipment in the concession stand(pursuant to which he or she may exceed the \$25.00 spending limit without Board approval for supplies of operation of the concession stand but may not go over \$)
5. Submitting all bills to the Treasurer
6. Along with the Director on Duty, counting the concession receipts daily and submitting a written receipt to this effect.

The concession director is charged with hiring a concession manager for all of the program's concession stands. The fee structure approved by the board of directors is below:

All rec games on Fields 5 – 8            11.5% of gross sales

The concession director is also charged with hiring concession help for servicing the games. The fee structure for concession help is below:

All rec games on Fields 5 – 8            \$20

## Concession Stand Cash Handling Procedures

\*\*\*\*\*NO VERBAL STATEMENTS MADE MAY OVERRIDE THE BELOW PROCEDURES\*\*\*\*\*

- All cash will be kept in a secured drawer during operation.
- After hours, all cash will be kept inside Ellis Hall in an area designated by the Treasurer / Director of Finance.
- The concession stand will begin and end the day with a bank amount of \$200 to be used for making change. This amount may not be flexed or changed without the approval of the Director of Finance or the Treasurer.
- During operation of the concession stand, all transaction must be done through cash register.).
- End of Day Cash Count:
  - At the conclusion of the day's business, all monies will be counted by the Director of Concession and verified by cash register receipts.
  - Any monies in excess of the \$200 starting bank will be placed in a cash collection bag by the Director of Concession.
  - The cash collection bag will be sealed and signed and dated across the seal by the Director of Concession.
  - A detailed breakdown of the cash in the bag will be completed by the Director of Concession and stapled to the bag.
  - The bag will then be dropped into the safe located inside Ellis Hall by the Director of Concession prior to his departure from the premises.
  - It is the responsibility of the Director of Concession to ensure that the starting bank for the next day has the appropriate denominations for making change (i.e. should be smaller denominations and coins).
    - If the current denominations are unacceptable for the next day's bank, the Director of Concessions must notify (via email) the Treasurer and Director of Finance that change will be needed.
      - The email must be specific, stating the dollar amount of funds that will be taken to make change.
    - After the email is sent, automatic authorization will be considered granted allowing the Director of Concession to take larger bills off the premises in order to obtain lower denominations.

Aside from the above mentioned exception, no funds will be removed by anyone from the premises. (Exception – Treasurer may remove funds from the premises in order to make a deposit at the bank).

## Okeeheelee Concession Inventory Policies and Procedures

### Daily Operations

- Access to the concession stand (keys) are only to be provided to the following individuals:
  - Director of Concessions
  - Director of Finance and/or Treasurer
- Only products approved by the board will be sold in the concession stand (refer to approved list).
  - The sale price of each item selected will be set and cannot be changed or altered without permission from the board.
  - The cost of any items purchased for resale in the concession stand (not on the approved list) will not be covered by Okeeheelee Baseball .
- All items purchased by Okeeheelee Baseball for the concession stand are to be sold. It is unacceptable to give any items away free of charge. (Exemption: Umpires will be given one bottle of water per game worked.)
- Inventory will be conducted at the end of every day the concession stand is operational.
  - The inventory will be completed on the Daily Concession Inventory document (refer to attached).
  - This Daily will be turned in to the Treasurer (via the Treasurer's box) at the completion of the day's business.
- Random audits of the daily inventory log will be completed by either the Treasurer or the Director of Finance. These audits will take place with the Director of Concessions present. However, if the Director of Concession is unavailable for the audit, another board member shall be present.

### Purchasing Inventory

- All inventory purchases made for the concession stand will be done by check. The treasurer will provide signed blank checks (two at a time) to the Director of Concessions.
  - These checks are to be used for the purchase of items for resale for Okeeheelee Baseball Concessions.
  - Use of the checks for any other purpose will be considered fraudulent.
- Every effort should be made to purchase items in bulk in order to maximize discounts available (keeping in mind how often inventory turns).
- Cash may only be used to purchase items needed due to low inventory if the following conditions are met:
  - The Director of Concessions has used both issued checks and they have not been replaced by the Treasurer.
  - Approval has been given by the Treasurer or Director of Finance. Approval must be obtained ahead of time.

- All cash handling procedures are followed (refer to Concession Stand Cash Handling Procedures document).
- Upon utterance of the check, the Director of Concessions must turn in a detailed receipt of what was purchased with the check. This documentation will be turned in via the Treasurer's box.
  - It is the responsibility of the Director of Concession to clarify the description of any item listed on the receipt that cannot be readily identifiable by its description.
  - All inventory purchased will be added to the purchases column of the Daily Concession Inventory Document (there is a column for purchases).
  - Replacement checks will only be provided after the appropriate supporting documentation regarding previously used checks is received by the Treasurer.
- All items purchased must be placed in the Concession Stand on the same day they are purchased. No products are to be stored in any other location.

### **1.13 Tournament Director**

The Tournament Director is responsible for:

1. Overseeing all tournaments scheduled by the league at Okeeheelee Baseball Association
2. Turning all bills, fees, and money raised by the tournament over to the Treasurer
3. Filing a list of all teams and financial report for each tournament.
4. Create and publish the tournament flyers and t-shirts
5. Post tournament information to governing bodies i.e. USSSA, Cal Ripken, Other Local Sites to promote participation
6. Order tournament trophies

### **1.14 Director of IT/Social Media**

The Director of IT/Social Media is responsible for:

1. Maintain the Corporation's website as needed or requested
2. Correspond with the Secretary on creating and administering the online rosters for Babe Ruth and the Online Registration website
3. Maintain the Corporation's Media and Social Networking

### **1.15 Team Parent Director**

The Director of Team Parents is responsible for:

1. Planning, scheduling and coordinating all Corporation fund raisers
2. Collecting and recording all money raised and turning it over to the Treasurer
3. Distributing all prizes and keeping a written record of all money and prizes to be submitted to the Board
4. Scheduling and distributing team pictures
5. Ordering, cataloging, distributing and collecting all raffle tickets
6. Instructing and coordinating all individual team parents

### **1.16 Director of Sponsors / Marketing**

The Director of Sponsors is responsible for (1) soliciting all Sponsors for all league facility improvements and or sponsorships of any teams traveling for State, Regional and World Series Championships also including Cooperstown trip 12U only; (2) collecting all Sponsor fees and turning them over to the Treasurer; (5) keeping a written record of all monies collected and submitting those to the Board of Directors; (6) distributing all Sponsor plaques provided by the Corporation to the Sponsors each season;

### **1.17 Director of Background Checks/Sargent at Arms**

The Director of Background Checks/Sargent at Arms is responsible for administering background checks based on the State and County statues as provided by the County officials as changes are made to those rules and regulations. Once backgrounds checks are complete Director will create a badge for the Manager, Coach, Team Parent, Umpire, Volunteer and Board Members that will have their background check expiration date as well as their NYSCA Membership # and Heads Up Concussion Cert # on it with a photo ID. All Volunteers are required to wear this badge at all times when on the fields or batting cages and soft toss areas or anywhere they are in contact with the players.

## **2 Director's Duty**

Directors need to be at the field ½ hour before game time. The Director on duty needs to be there to handle any disputes, rules questions, unruly parents/coaches, etc. The Director is also responsible for turning on and off the field and batting cage lights, unlocking and locking up the press box, and throwing empty boxes/trash away during the games that get stacked up outside the concession area to generally police the park to help keep it clean. The Director is responsible for keeping the batting cage area clean and ensures the teams are following the safety rules listed on the cage fence sign.

At the end of the day/night, the director must assist with clean-up of the press box, including emptying the garbage pails, putting the used balls away, locking the windows, and sweeping the floor.

The Director on Duty then must count the concession proceeds with the Concession Director and take a written copy of the receipts and submit it to the President. The Director on Duty then escorts the concession director out at the end of the day/night and locks the main gate by the parking lot. Make sure that the Ellis Hall Building and F9 press box is secured before leaving.

There is a set of director's keys in the Ellis Hall Building that are used to lock the press box, turn the lights on/off, and such. Once everything is locked up, the Director must put the keys back.

The Director is also charged with presiding over the pregame preparations in the press box during seasons when no press box manager is utilized.

### **3.1 Executive Board**

The Executive Board will generally meet on the first Wednesday of the month. The Executive Board shall consist of a minimum of eleven (11) persons. The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, League Director and the Divisional Vice Presidents for each of the age groups in which the League operates and maintains its baseball program, and the Director of Umpires. The Executive Board shall exercise the power of the entire Board in order to efficiently conduct the day-to-day operations of the League. Decisions of the Executive Board shall have no effect unless adopted by a majority of the members of the Executive Board. However, any actions taken by the Executive Board may be modified or rescinded by the Board of Directors at a regular meeting or any special meeting called for that purpose. It shall be the duty of the President to inform the Board of Directors of all actions taken by the Executive Board at each Full Board meeting.

### **3.2 Full Board**

The Full Board will generally meet once a month on the first Wednesday of the month following the meeting of the Executive Board. All Board members and their Assistants are asked to attend.

## **4 Player Registration**

### **4.1 Registration Checklist**

1. Board to set registration dates, evaluation dates, season begin/end dates, and league fees. Need to ensure enough time between last registration date and player evaluations in case an extra registration weekend is required.
2. Board to allocate advertising budget to secretary and/or registration committee to purchase ad space, banners, forms, etc.

#### One month prior to registration

1. Registration Committee to create flyer for newspaper ads, school distribution and mailers
2. Update rainout hotline with registration dates and times and provide live phone number for additional information
3. Update/Order advertising banners, etc.
4. Post registration information on sponsor board and press box kiosk.
5. Update website with registration dates and times
6. Spring: Inventory rule books and order if more are needed or changes are necessary

#### One Month prior to registration

1. T-ball and Rookie DVPs are responsible for distributing flyers to elementary school
2. Registration Committee to mass email prior players about registration
3. Erect banners/signs at Okeeheelee entrance
4. Clean out EH building, set up tables for registrations, computers, iPads, etc.
5. Make sure copy machine is in working order (ink)
6. Write necessary information on white board

#### On Site Registration Days

1. Need Directors to open EH bldg at least ½ hour before posted registration time
2. Field/Equipment Director must turn on batting cage and field lights for night registrations
3. Treasurer must have petty cash drawer ready for change
4. Registration Committee to input registrations into the Online Registration as they arrive
5. Make sure all applications have legible phone numbers and Email accounts

#### Prior to final registration weekend

1. DVPs to relate projected team quantities and managers to board members
2. If numbers are low, DVPs to call non-registered players from previous Spring for reminder
3. President to make determination if extra registration dates are required

## **4.2 Schools within Okeehetee Boundaries**

THE FOLLOWING IS A LIST OF SCHOOLS IN OUR BOUNDARY AREA.

### **ELEMENTARY**

BINKS FOREST---WELLINGTON  
CHOLEE LAKE----OFF JOG NORTH OF SUMMIT, SOUTH OF GUN CLUB  
DIAMOND VIEW---  
DISCOVERY KEY----LYONS ROAD  
EQUESTRIAN TRAILS----441 and Pierson Rd  
FOREST HILL-----PURDY LANE  
FREEDOMSHORES---HYPOLUXO RD  
HERITAGE-----MELALEUCA LANE  
INDIAN PINES---GREENACRES  
LIBERTY PARK---GREENACRES  
MELALEUCA----GUN CLUB  
NEW HORIZONS---WELLINGTON  
PANTHER RUN---WELLINGTON  
PINE JOG -- GREENACRES  
WELLINGTON--- WELLINGTON  
WYNNEBROOK—DREXEL

### **MIDDLE**

OKEEHETEE---PINEHURST  
POLO PARK---WELLINGTON  
WELLINGTON LANDINGS  
WOODLANDS  
CHRISTA MCAULIFFE  
EMERALD COVE

### **HIGH SCHOOL**

PALM BEACH CENTRAL

## **4.3 Manager Selection**

Subject to Board approval, the respective DVP's shall be charged with the responsibility of choosing managers for teams in their division. Assuming the prospective managers meet the criteria below, returning managers shall be given first preference. Returning coaches shall be given second preference if there is no returning manager. Should there be no returning manager or returning coach willing to take a manager position on the team, the DVP may in his discretion choose the manager giving regard primarily to the manager's past experience as a manager. No manager shall manage more than one team in a season. Unless there are no other options and the division needs team to function.

## **Selection Criteria**

- Unless otherwise approved by the Board, all managers or coaches must be at least eighteen (18) years of age or older.
- All managers and coaches must be certified by the NYSCA, or Babe Ruth Baseball.
- All managers and coaches must pass the Heads-up Concussion test.
- All managers and coaches must pass a criminal background check.
- Such managers or coaches must possess the maturity, responsibility, character, and adherence to Association rules and regulations required to remain a manager or coach in good standing with the Association.
- All managers and coaches must act as ambassadors to Okeeheelee by promoting the League to others within and outside the organization.
- When selecting a manager, the DVP must consider the following capabilities of the potential candidate:
  - Teaching and mentoring kids, with all the positive character attributes we desire in our volunteers including patience, understanding, sportsmanship, responsibility.
  - Ability to treat each child as an individual regardless of playing ability.
  - Leading by example.
  - Excellent kid and parent communication skills.
  - Dedication of time and talent.
  - Availability to run games/practices.
  - Good stable role model to the kids and reflect positively on the parents and the league

## **5 Player Evaluations**

### **5.1 Evaluation Spreadsheet**

The DVPs have to prepare a spreadsheet listing all of the players in their division with an assigned evaluation number that will be handed out the evaluators for player scoring. The spreadsheet will be filled out by the managers of the division for non-protected kids, and select board members will evaluate the protected players. A sample spreadsheet is shown on the following page.

## Okeehelée Baseball Association

### Player Evaluations

Manager: \_\_\_\_\_

Season: \_\_\_\_\_

Year: \_\_\_\_\_

1-2 Poor      3-4 Below Average      5-6 Average      7-8 All Star      9-10 Play up

#	Last Name	First Name	Age	Catching	Throw to Home	Fielding	Throw to First	Pitching	Hitting	Running
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
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21										
22										
23										
24										
25										
26										
27										
28										
29										
30										

## 5.2 Evaluation Day Field Preparations

All DVPs plus the assigned board members need to be at the park at least ½ hour before the start time to set up the fields and grade the players. Players and managers arrive at least 60 minutes before the start time for check in. Check will take place in Ellis Hall and any preregistration documents will be collected.

1. Each child will be given a number sticker to be placed on his/her back, which corresponds to the number/name on the evaluation sheet. At the beginning of the session the kids will line up on the field for some warm up throws, if time permits. This will give the managers an opportunity to see things in a child that might not be evident during the evaluation drills.
2. DVPs and assistants need to bring a bucket of balls to use during evals. TBall DVP needs T Balls obviously and a batting tee.
3. DVPs need to ensure he/she has plenty of help to run the evaluation drills. They will require at least one volunteer to catch balls at first base and home plate for throwing skills, and another volunteer to shag balls in the field. They could also use help to keep the kids in order.

## 5.3 Evaluation of Protected Players

Protected players should be evaluated under the same guidelines as the remainder of the division. Their evaluation number will be calculated the same as everyone else and count towards the draft equally.

## 5.4 Player Evaluation Process

1. Players will be evaluated in 7 categories during the station drills. Fielding, Catching, Throwing Accuracy, Throwing Strength, Hitting, Running and Pitching. For each category, the manager must assign each child a whole number between 1 and 10, 1 being low and 10 high. The scoring system is broken down in the following way:

1-2	<i>Poor</i>	<i>(ability below age group)</i>
3-4	<i>Below Average</i>	
5-6	<i>Average</i>	<i>(ability within age group)</i>
7-8	<i>Above Average</i>	
9-10	<i>All Star</i>	<i>(All Star Abilities)</i>

2. After warm-ups, the players will be lined up in the outfield and wait until their numbers are called. The first player to be evaluated will field 3 fly balls and throw them to home plate. Use this skill to score catching and arm strength on your sheet. Once the player has completed the skill, he/she will go to the shortstop position to field ground balls.
3. The player will be asked to field 3 ground balls hit by a volunteer and will then throw the ball to 1st base. Use this skill to score fielding ability and throwing accuracy. Once completed, he/she will leave the field and wait for the hitting evaluation.

4. Once all players have completed the fielding/catching/throwing skills, the players will be called into the dugout with their bats and helmets to conduct the hitting evaluation. Each player will get 3 hits or 5 pitches from either a coach or machine. On the 3rd hit or 5th pitch, the player will run hard through 1st base to 2nd base as if a double was hit. The player will then get his bat and leave the field. Use this skill to score hitting and running ability.
5. Once all players have completed the batting/running skill, the players will be called out to the field to conduct the pitching and catching skill. Each player that wants to pitch or catch during the season needs to complete this station. Pitchers will get 5 or more pitches, and catchers will catch 3 or more pitches. The players will then leave the field. Use this skill to score pitching and catching ability. The DVP will determine if the division will utilize only the pitchers and catchers being evaluated for the season or if all players will be eligible regardless of trying out or not. The pitching and catching skill only applies to the pitching divisions.
6. Repeat this process for each age group until everyone has been evaluated.
7. Once all players are evaluated, the managers will give their score sheets to their DVP to consolidate and average the players' overall scores and ranking, which will be used on draft day.

Make sure each score sheet has a manager's name on it, since they will be returned to the manager once a copy is made for the DVP.

## **6 Player Draft**

### **6.1 Draft Sheet Preparations**

1. Before the draft starts, the DVP will prepare a consolidated draft sheet for each age group, which lists each player's average score in rank order. Each manager is responsible for notifying the DVP who his/her protected players will be prior to the draft. You are allowed a maximum of 2 protected players, one of which must be your child if enrolled in the division.
2. The draft sheet will list all players' names, evaluation numbers, age and average score.
3. The draft sheet will also indicate which child's parent applied to be an assistant coach, team parent or sponsor. The manager will need to keep this in mind as well so that enough assistants and a sponsor are placed on a team. The DVP must ensure that sponsors are spread among the division and avoid having more than one on any team.
4. Players with siblings in the draft will be indicated as well. If a manager selects or protects a player with a sibling, the sibling will automatically go to the same team when the sibling is available to that manager. In situations where a protected player has a sibling, the highest rated sibling must be designated as the protected player prior to commencement of the draft.
5. Each DVP must be aware of manager flags, whereby a parent has requested a particular manager not select their child. Parents are ONLY allowed ONE flag on their registration form, and the child must have played for or with that manager in a previous season. Flags for other managers will NOT be accepted. Managers will not be told they

were flagged unless they have selected the child in the draft. They will then only be told to select another child as they were flagged.

6. Managers will be notified of special requests such as carpool hardships before the draft starts. A manager is not required to honor a hardship request; however, if a manager can accommodate the special request by selecting both players involved, it would be looked upon favorably by the league in most instances.

## **6.2 Draft Process**

1. The draft order will be determined round by round based on the composite score of each team. Round 1 is determined by reverse rank order of the teams' protected players' averaged scores. Teams with only one (1) protected player, automatically go for before teams with two (2). Teams with no protected players automatically go before teams with one. The draft order for them is determined by draw out of a hat. After each round, the draft order is recalculated using reverse ranking of the new composite scores. The scores and draft order must be displayed prior to each round for the managers to review and check for errors. NOTE: It is encouraged that all managers select and notify the DVP of who their protected players are prior to the draft.
2. The composite score for all rounds will include the average of all protected players plus any selected players.
3. The lowest age group then gets drafted first, then the next oldest. This is to ensure that all teams get as close to an equal number of younger players.
4. Each round, the manager will select a player from a window of available players that round. The number of teams being drafted will determine the maximum window size. As a player is taken, the next ranking player will replace the taken player so that all managers have an equal number of players to choose from.
5. If a protected player falls within the window during a manager's selection, he MUST take that player that round.
6. As all players in the lower age group are taken, if there is a remained of players less than the total number of teams going into the last round of an age group, those players will be added to the bottom of the older age group for selection at the end of the draft.
7. If like siblings occupy the bottom of the draft in ANY age group, then they will be selected by the highest ranking teams going into the second to last round of the age group. (If triplets, then would be third to the last round)
8. At the end of the upper age group rounds, if there is a remainder of players less than the total number of teams going into the last round of the group, the highest ranking teams only will select those players in reverse order. (i.e., if 6 kids remain, the 6th rank team will pick, then the 5th ranked team, then the 4th, and so on) This will try to be avoided by limiting registrations to a number that gives each team an equal number of players.
9. The managers must pay special attention that they are filling out a well-rounded team.

10. Once all the rounds have been completed, the teams will be recorded and managers will be given the players' contact information.
11. The President of the league will then be responsible for determining the team numbers and division splits if 10 or more teams occupy the division. The president will use a random draw process, such as drawing numbers from a hat, or ping-pong balls from a sack, etc.
12. Late signups will be put on a waiting list until there are enough kids available to bring all teams up to the same roster size. The Board will set the maximum roster size for each division before the season.

## **7 DVP Pre Season Preparations**

### **7.1 Manager Meeting**

Each DVP will need to hold at least one Manager's meeting before the season starts to go through the league and park rules and answer any questions regarding running a youth baseball team, especially for the first time managers. At this meeting you will also hand out a game and practice schedule if available, explain season milestones including All Star nomination and selection dates, playoff eligibility, playoff dates, board of director meetings, etc.

The DVP is responsible for creating his own team practice schedule on his field prior to the start of the preseason. The DVP needs to check with the Schedule Director to verify field availability.

Below is a general list of things for your managers to go over with their parents at their first team meeting.

#### **7.1.1 Players and Equipment**

1. All players must wear baseball shoes, socks, pants, shirts and hat to practice.
2. All players urged to wear a protective cup. Please make sure the protective cup fits properly
3. All players must bring a glove. Please make sure the glove is the proper size. If you should have any questions, please consult with one of the coaches. Batting gloves are optional.
4. Players are encouraged to bring their baseball bat. Please realize that the size and weight of the bat are critical for a successful baseball swing. If you should have any questions regarding this, please ask one of the coaches
5. Catcher's equipment will be provided to each team if needed.
6. Properly mark all players' equipment with his/her name. This is extremely important.
7. The league will provide game hats and game jerseys. The manager/coaches will hand these out as soon as they are available.
8. Game pants and game socks will be the responsibility of the parents to purchase. Please make sure your child wears the same socks and pants as agreed upon for all games.

### **7.1.2 Practices**

1. Practices are very important. Please do your best to have your child attend. Please discuss any special circumstances with the manager.
2. Early in the season, practices may start at 5pm. Once we switch to Daylight Savings time, we will move the practices later in the afternoon.
3. Depending on the game schedule, the number of practices depends on field availability and coaches time.
4. Parents are encouraged to stay for practice. Practice schedule during the season will be determined as soon as the game schedule is published.
5. Practices will consist of field practice at a predetermined site, or batting cages at Okeeheelee Park.

In the event of bad weather, it is first the parent's responsibility to contact the manager/coach/team parent about whether a practice or a game will be cancelled. In most cases, the games/practices will go on as scheduled, even if rain is eminent at your house. Please check the website for information

### **7.1.3 Game Day**

1. All players are to be at the field 1 hour prior to game time depending on the manager.
2. All players are to be in a clean game uniform.
3. No food allowed in the dugout. Sunflower seeds are acceptable.
4. All players are to clean up dugout after each game.
5. All players are to carry their own equipment out of the dugout after each game.

### **7.1.4 Managers and Coaches**

1. Remember these important facts about the manager, coaches, and team parents
  - They are volunteers
  - They are parents of players on the team, also!
  - They are giving up time in their life to do something important!

### **7.1.5 Parent Responsibilities**

1. Commit yourself to help the player understand the positive side to all situations.
2. Show self-control because we are all role models for our children.
3. Don't yell instruction or criticisms to the players at practices or games.
4. Don't make any derogatory comments to the players, coaches, umpires, or league officials.
5. Help make the game fun for your child. This is the most important thing we can accomplish.
6. Work with your child at home on their baseball skills. This is so important!!!

## **7.2 Scheduling Practices**

The league has access to select baseball fields during the spring season that can be used for team practices. These fields are available to the teams only if they are properly scheduled with the DVP.

## **7.3 Team Rosters**

Once the team rosters are finalized, the DVPs must submit the rosters to the Registration Committee to create an official Cal Ripken/Babe Ruth computer generated roster signed by the President. The team rosters are built online via Babe Ruth Online. The rosters **MUST** be turned into the Registration Committee by the DVP prior to the season beginning.

## **7.4 Player Stats**

In the Minor, Major and Babe Ruth divisions in the Spring season, as required by the rules or the Board of Directors, the Stats Director must keep each player's season statistics and deliver to the divisional managers on a timely basis to assist in the end of season individual awards and All Star selections. The season stats must come from the official Okeeheelee scorebooks kept in the Press Box during the season. The league will distribute a stat software program to the Stats Director at the start of each Spring Season.

## **8 Game Schedule**

The Scheduling Director will provide a schedule to the Executive Board for approval before the start of every season. To provide a good schedule, the following process should be followed once the county provides the league with the Field Use Permits for the year:

- Install the League Scheduling Program provided by Okeeheelee Baseball Association
- Set up all the divisions and teams in the scheduling program
- Set up the template to begin the scheduling that covers the preseason, season, and playoffs
- Make sure to block out the exception dates. (Spring Break)
- Determine each division's team quantity and the number of times each team will play each other for the season with the DVPs.
  - TBall 4 year olds will generally have no more than 14 games
  - TBall 5 & 6 will generally have no more than 18 games.
  - Rookies will generally have no more than 18 games.
  - Minor will generally have no more than 18 games.
  - Major will generally have no more than 18 games.
  - Babe Ruth will generally have no more than 20 games.
- Make sure that all 5 fields are utilized as much as possible simultaneously. Move division games to alternate fields if possible to meet this requirement.

- End Saturday games as early as possible by moving to Friday night doubleheaders. Try to avoid a 7pm time slot on Saturday.
- Weeknight games are to start at 6:30pm for all divisions, except on Friday, which could start at 6pm if there is a need for a doubleheader.
- Teams should play only 2 games a week if possible. One during the week and one on Saturday.
- Teams that play on Friday night should not play the 9am game on Saturday if at all possible.
- Make sure that teams are equally divided as much as possible with Friday night games, Saturday 9am games, and Saturday 5pm games.
- Make sure the pitching divisions aren't overloaded for any particular team in a week where they could overuse pitchers
- No more than 3 games a week
- Keep 2 calendar days between games if possible
- Limit the number of Fri-Sat and Sat-Mon combos for any one team, and don't schedule any Fri-Sat-Mon combinations.
  - Make sure the teams are equally burdened with multi-game weeks and the above combinations.
  - Try to end each division's season with enough time to allow rain make-ups, playoffs, all-star practice and tournament play.
  - Submit schedules to the concession director, DVPs, and Executive Board for review. Make necessary changes before publishing.

## **9 Playoffs and Championship Day/Night**

All teams will play in post season playoff. Teams are pored of based on regular season standings. It's a single elimination format. Pitching rules will follow Cal Ripken pitching rule that is used for the regular spring rec season of play. Except for the Championship game where all teams will have a full pitching roster. Games shall be complete as determined by the Rules and Regulations of Babe Ruth/Cal Ripken Games will be considered complete after 4 innings or 3 ½ innings if the home team is ahead.

Games stopped (suspended) for any reason (i.e.: bad weather, light failure, etc.) and that are not considered a complete game will commence play from the point of stoppage, at the time and date set by the scheduling director. When a suspended game is continued at a later date, the same line-up will be used.

Championship games will be a 6 inning game with no time limit.

Playoff schedules will be available at least one week prior to the start of the playoffs. The board will approve the number of teams and format for each division's playoff. Games will be scheduled such that teams will get at least one day rest between games if possible, especially in the pitching divisions. It is desirable to have Championship night for all Cal Ripken divisions on the same night.

Post season awards and trophies will be distributed at the conclusion of the championship game for each division. The DVPs need to make sure that they have all the team rosters and coaches printed out for the scorekeeper to read on championship night. They also should have stats available to read for the Cy Young, MVP, and Big Bat award winners.

It is recommended that the awards are presented in the following order:

#### SPORTSMANSHIP CERTIFICATES

1. Sportsmanship award winners <--do this early in order to get proper recognition
2. Best Sportsmanship award winner (i.e. Justin Marks award) <--must read letter out loud.

#### PLAYOFF TROPHIES

1. Field Championship runner up roster
2. Field Champions roster

#### BIG TROPHIES (Major and Babe Ruth divisions only)

1. National Division Big Bat
2. National Division Cy Young
3. National Division MVP
4. American Division Big Bat
5. American Division Cy Young
6. American Division MVP

#### ALL STAR HATS

1. "B" All Star teams rosters and coaches <--manager take your kids to outfield
2. "9" or "11" yr old All Star team rosters and coaches <--manager take your kids to outfield
3. "A" All Star teams rosters and coaches <--manager take your kids to outfield

## 10 Field Maintenance

*Here are the normal operating duties required for field director and Director on Duty:*

#### Field Maintenance

Check if fields are playable. Rake or apply Turface if necessary.

Move bases to proper positions.

Tball/Rookie/Minor-60 ft

Major-70 ft

Inventory field supplies and inform Director of Equipment if supplies need to be ordered such as chalk, spray paint, Turface, rakes, etc.

#### Cages/Gates

Cages/Bullpen shouldn't be locked, but if so, unlock them and turn on lights.

Unlock all dugout gates and relock on post if locked.

Unlock main drive thru gate if locked and leave unlocked hanging on chain for Director to lock at night.

#### Press box

Open press box and turn on field lights. Turn on F9 if being used.

Check schedule in press box to see what fields are being used (including F9)

#### Line the fields

The batter's box and foul lines to the grass. We do have a spray paint applicator for the grass if needed out there, but usually the county takes care of that.

Draw on deck circles all fields but 7.

Coach Pitch and Tball pitching circles (10 feet from rubber)

Tball draw foul ball/catcher circle (10' radius)

### **10.1 County Contact Information**

We will need to keep in contact with the County from time to time to address field or lighting issues. The current County contacts are as follows:

Parks and Recreation Main Number	561-966-7033	
Parks Dispatch (General trouble calls, maintenance related)	561-966-6655	7:30am – 3:30pm
Emergency Operations (Electrical, Lighting Problems)	561-712-6400	After 3:30pm
Non-Emergency Park Enforcement (Unauthorized Field Use)	561-252-1714	Park Ranger
Park Specific Recreation Officers Main Contact	561-966-7036	Adam Schackmann

## **11 Batting Cages, Pitching Bullpens, and Soft Toss Nets**

### **11.1 Schedule**

The following schedule will be followed for use of the batting cages:

1. Monday-Friday, in the Minor, Major, and Babe Ruth divisions, the teams that are playing at 6:30pm, will have the cages until 6pm.
2. Monday-Friday, the Minor Division, has all cages from 6-7pm.
3. Monday-Friday, the Major Division, has all cages from 7-8pm.
4. Monday-Friday, the Babe Ruth Division, has all cages from 8-9pm
5. All players that are playing at 6:30pm MUST be out of the cages by 6pm to allow for the teams coming in to practice.
6. Saturdays, in the Minor, Major, and Babe Ruth divisions, Home and Visiting teams have a cage each 1 ½ hours prior to game time. But they must be out of the cages thirty (30) minutes before their scheduled game time.
7. Minor is to use the 46' bullpens, Major is to use the 50' bullpens, and Babe Ruth is to use the 60'6" bullpens. Please share accordingly.

8. 6 Soft Toss nets are provided in the area between fields 5 & 6. These are mainly to be used by the Tball and Rookie divisions since they are not allowed in the cages. If not in use, other divisions may use the soft toss nets as well.

## **11.2 General Batting Cage Rules**

1. Managers and/or Coaches are to be present for ALL batting cage practices. NO EXCEPTIONS.
2. Batters MUST enter the batting cage net from the Field 8 end of the cages. This is the end next to the pitching bullpens.
3. All batters MUST wear a batting helmet at all times when they will be hitting any type of ball in the cages.
4. Parents and siblings are not allowed in the fenced area of the batting cages and pitching bullpens.
5. Only ages 9 and up are allowed in the cage area. NO EXCEPTIONS!!!
6. No Cleats are allowed in the Batting Cages. NO EXCEPTIONS!!!!

## **12 All Stars**

### **12.1 Player Nomination and Selection**

All-Star players shall be chosen each year from the Cal Ripken and Babe Ruth divisions in accordance with the procedures set forth herein below. Each DVP shall be responsible for overseeing the selection of the All-Stars of each age division respectively. In order to be eligible for All-Star selection, each player must have played in the minimum number of games in the Association as prescribed by Babe Ruth Rules, in addition to complying with the Association's League and Division Rules. The board will set the number and type of All Star teams for each division prior to selection of players each Spring.

All-Stars will be chosen by a vote of the managers in each Division on a date determined by the Board each Spring. Each manager will submit a list from his or another's team of the potential All-Stars prior to the meeting so the other managers may review these players. No more than 15 players will be allowed per team. Unless otherwise approved by the Board, a minimum of a minimum of twelve (12) for all divisions must be selected for each team. No additions or deletions to the team roster shall be made by the All-Star managers without prior Board approval. After the initial selection of the teams, any additions to the rosters shall come first from the "B" teams, and if there are no players available from the "B" teams, then such addition shall come from the list of players originally nominated for All-Stars who did not get selected to a team. If unable to make an addition from the foregoing B teams or All-Star list, then the manager shall select a non-tournament player from within his division, subject to compliance with Babe Ruth rules, whichever is applicable. Any player not listed on the final All Star nomination list or later removed from the list before the All Star selection meeting, will not be eligible to participate in All Stars until all previously nominated players have been asked and considered.

All Stars will be chosen by round in the following manner:

1. Voting will be performed by only the managers within their division. If a manager cannot be present at the selection meeting, then he/she can appoint an assistant coach to perform the duties though every effort should be made by the DVP to choose a meeting date and time to avoid this. Aside from the voting managers, no other coaches or parents will be allowed in the meeting room in order to allow for a candid discussion. Either the President or Vice President must be present to ensure the selection process as outlined below is followed properly.
2. The oldest age A team will be selected first, then the next oldest A team, and so on until all A teams are chosen for the division.
3. First Round: Each manager will submit a list of 12 players from the compiled nominations list for his/her division. The DVP will total all the votes and then write the unanimous vote getters on the board as the first selections. The DVP can then at his/her discretion put the next highest vote getters and beyond after consulting with the managers.
  - a. For example, if in a division of 10 teams, 3 players receive all 10 votes, those players automatically make the team. If 2 players receive 9 votes, and one player receives 8 votes, they may also be taken if the DVP and managers agree. Thus, 6 players will be taken in the first round and 6/7 more spots would be filled in the later rounds.
4. Second Round: The DVP will announce the names of the non-selected players who received votes the previous round and give each manager a chance to speak on their behalf regarding their skills, behaviors, and potential as a A or B caliber ball player. Each manager will then vote for only the number of spots left on the All Star roster up to a total of 9 players from only those players that previously received votes. (i.e. If 6 spots were taken in round 1, then each manager will select only 6/7 players in round 2) The top vote getters are then selected.
  - It is not necessary for selected players to get a majority of the managers' votes (i.e. >50%), only that the players receive more votes in relation to other players in that round. For example, if one spot is left to be filled and Player A receives 3 of 10 votes, players' B and C receive 2 votes, and players' D, E, and F get only 1 vote, then player A would fill the last spot up to 9<sup>th</sup> player on the team. The manager then gets to select the final 3 or up to 6 spots remaining as coaches selections.
5. After the A teams are selected, the B teams will be picked in the same manner.
6. The DVP will retain the original records of all the votes

## **12.2 All Star Manager Selection**

In order to be eligible for selection as a manager or a coach of an All-Star team, the managers' or coach's' shall have, at all times, complied with the Association's League and Division Rules.

All managers and coaches who desire to manage an All-Star team must apply in writing for the position of manager of such All-Star team to the Board no later than the date set by the Board each year. The Executive Board, based on such applications and an oral interviewing process, shall select and determine all managers of Association All-Star teams after the All-Star teams for the respective divisions have been selected. In making such determination, the Board will consider the season ending standings, but that is only one of many factors the board shall consider in determining who is best qualified to manage the Association's All Star teams. There shall be no presumption that any particular coach or manager will be selected simply because that manager's or coach's team happened to win the division. All eligible managers and coaches are encouraged to apply.

The All-Star Manager appointed by the Board for each particular All-Star team must select his or her own coaches from those who actively coached in the Association during the Spring season and who are otherwise eligible hereunder. All coaches selected by All-Star Managers must be submitted to the Executive Board for approval. In addition, such coaches must be: a) certified by the NYSCA, or Babe Ruth Baseball and have a current background check complete ) listed on a current Association roster as a rostered coach.

## **12.3 All Star DVP Responsibilities**

The DVP will be responsible for ensuring the All Star Managers have all the information they need to be successful. The DVP must perform the following before and during tournament play:

1. Turn in final roster of players, manager, and two (2) field coaches to Secretary.
2. Pass out player liability forms to the managers to have the All Star parents complete.
3. Work with the Sponsor Director to order the proper type of shirts for the division. (Should be dealt with at previous board meetings)
4. Collect All Star fees from the manager for uniforms before passing out to teams.
5. Work with teams and Secretary to take team photo and assemble required documents that are needed for the All Star book that accompanies the team to ALL tournaments. (birth certificates, release forms, coach certifications)
6. Ensure that the managers understand the All Star fundraising policy.
7. Pass on all tournament information to the managers, including dates, times, entry forms, etc.
8. Apply for and get approved entry checks for initial District and Qualifier tournaments in time.

### **13 Travel Team Policy**

The Okeeheelee Travel policy can be found on our website at [www.okeeheeleebaseball.org](http://www.okeeheeleebaseball.org)