

NYSA COMPETITIVE BASEBALL PROGRAM (CBP) OPERATING POLICIES

The following policies and procedures have been adopted by the Navarre Youth Sports Association (NYSA) Board of Directors for traveling or select baseball teams played under NYSA. The purpose of these policies are to ensure the procedures required for the operation of NYSA Sports Programs are understood by travel/select teams played in partnership with NYSA. It is understood that financial responsibility falls on the parents of these teams. The objective of NYSA, as outlined in their by-laws, is to provide an educational environment for children and will not benefit any individual or member. The Raiders Competitive Baseball Program recognizes that it is a part of a large youth organization, NYSA, dedicated to providing youth recreational sports programs to our community.

Coordination of the sport program is based on the NYSA Park Rules as determined by the NYSA Board of Directors, Santa Rosa County Board of Directors and the individual sports affiliation or governing body. All teams are created for the benefit of the players on that team. All money raised or donated directly benefits the team. There will be only one travel or select club/team per age group per sport unless otherwise approved. Open tryouts will be held and advertised via fliers and additional resources which may include the internet or schools. Any player who is interested in trying out is welcome to participate in the tryout process.

These policies and procedures can be changed at any time, if required, by the NYSA Board of Directors with recommendations and cooperation of the CBP Board of Directors.

MISSION STATEMENT

The CBP is organized for the purpose of developing, regulating and promoting competitive baseball activities at the amateur level. The purposes for which the CBP is organized include but are not limited to organization of teams for the development and promotion of competitive baseball. The committee will fall under the Navarre Youth Sports Association (NYSA) Board of Directors. The CBP is a year round program that is recognized from Dec 1 to Nov 31 and from August 31 to July 31 going forward. Select Team will be under Recreational Baseball Guidelines during the recreational baseball season through May 31 unless All Star player selection is after that date. Beginning June 1 through December 31 Select Teams will be governed by the CBP. The Competitive Baseball Committee is responsible for all CBP activities and will report directly to the NYSA Board of Directors.

CBP BOARD

The CBP Board is comprised of the Commissioner, Vice-Commissioner, Secretary, Treasurer and Player Development positions. The positions will be elected by July 31 with different positions being elected on the even and odd years.

CBP COMMITTEE

The CBP Committee (CBC) is comprised of the Commissioner, Vice-Commissioner, Secretary, Treasurer, Player Development, Head Coach from each team and a Parent Representative from each team. Each of these seven CBC positions counts as a voting member with the exception of the Commissioner who votes only in the case of a tie. Each year this committee will be responsible for choosing the Head Coach/Manager for each age division. This will be done in the form of a secret ballot. This committee will also handle fundraising, disciplinary issues and other matters as they occur.

Commissioner Responsibilities: Complete coordination of the CBP based on NYSA Park Rules as set by the NYSA Board of Directors and the individual sports affiliation rules to include:

- ~ Develop CBC with no less than three individuals plus the Commissioner
- ~ Provide budget estimate two months before registration begins for the season
- ~ Registration of players as outlined by NYSA
- ~ Provide recommended changes from the CBC to the NYSA Board of Directors two months before registration for the season starts
- ~ Coordination for training for all volunteers
- ~ Order equipment
- ~ Provide NYSA Board with a list of coaches and background checks
- ~ Attend monthly NYSA Board meetings or designate an alternative representative if unable to attend
- ~ Coordinate practice times and field usage with Recreational Baseball Commissioner
- ~ Two year term elected on the even years
- ~ Votes only in the case of a tie with the CBP Committee
- ~ Develop a budget for the Competitive Baseball Program

Vice Commissioner Responsibilities: In the absence or disability of the Commissioner the Vice-Commissioner will perform all those duties. Additional responsibilities include:

- ~ Organization of tryouts
- ~ Key contact for initial complaint brought to the CBP Board
- ~ Attend NYSA Board meetings in the Commissioner's absence
- ~ Assist with Coach's and Player's Clinics
- ~ Two year term elected on the odd years
- ~ Voting member of the CBC

Secretary Responsibilities:

- ~ Communication between the CBC and Coaches
- ~ Meeting minutes
- ~ Team rosters, sanctioning and registration

- ~ Update By-laws or Operating Policies
- ~ Medical releases
- ~ Two year term elected on the odd years
- ~ Voting member of the CBC

Treasurer responsibilities:

- ~ Budget
- ~ Balancing finances
- ~ Checkbook management
- ~ Coordination of travel funds with NYSA Treasurer
- ~ Responsible for monies collected in conjunction with all CBP sponsored fundraisers
- ~ Verify fee payments of all registered CBP players and coordinate information to the NYSA treasurer
- ~ Two year term elected on the even years
- ~ Voting member of the CBC

Player Development responsibilities:

- ~ Coordinate clinics for coaches and players through local resources such as high school and medical community
- ~ Provide resources for the development of coaches and players
- ~ Two year term elected on the odd year
- ~ Voting member of the CBC

Head Coach responsibilities:

- ~ Coordinate tryout for player selection
- ~ Select team members prior to the beginning of recreational baseball
- ~ Coordinate registration of all team players with CBP Secretary
- ~ Responsible for developing skill level and knowledge of the game
- ~ One year term
- ~ Voting member of the CBC

Parent Representative: This representative is chosen by the team to represent the team at CBC meeting. Responsibilities include:

- ~ Represent the team at CBC meetings
- ~ Act as a liaison between team and coach for any complaints
- ~ Communicate issues to the CBC
- ~ One year term
- ~ Voting member of CBC

Alternate Parent Representative: This representative will be appointed by the coach in the event the Parent Representative is not able to attend a CBC meeting. Responsibilities include:

- ~ Represent the team at the CBC meeting if the Parent Representative is not able to attend the CBC meeting
- ~ One year term
- ~ Votes only in the event the Parent Representative is not able to attend the CBC meeting

TEAMS GOVERNED BY THESE POLICIES

Any team that is organized to participate in a competitive environment:

- ~ Travel teams include any team that is formed with the **sole purpose** to compete or play baseball in competitive tournaments and is comprised of a selected group of players. The NYSA Board limits travel teams to one per age group.
- ~ Select teams include any team formed after recreational baseball registration ends whose purpose is to participate in competitive tournaments and is comprised of a selected group of players that also participate in the NYSA recreational baseball program. A select team does not necessarily mean an All-Star team. There may only be one select team per age during the recreational baseball season. The NYSA recreational baseball commissioner may consider additional select teams if it does not interfere with the recreational baseball schedule and there is enough field space to accommodate the additional team(s).
- ~ Any select team which has a tryout at the beginning of the recreational season will not be required to hold an additional tryout after the recreational baseball season ends unless there is a roster change of six players or more. A select team will be recognized from June 1st to December 31st. After May 31st, select team players must be on a roster as a CBP player and will pay a prorated fee of half the regular fee
- ~ Any Select team forming for the sole purpose of playing a fall instructional league will not be required to pay the CBP fee, but will be required to pay insurance and customary NYSA administrative fees.

HEAD COACH/MANAGER SELECTION

All coaches must submit a competitive baseball [Head Coach/Manager application](#) and [volunteer form](#) and resume of coaching experience to the CBP Secretary. The CBC will provide their recommendation on coach selection to the

NYSA Board for approval. The selected Head Coach/Manager will submit selected assistant coaches to the CBC for approval.

Travel Team Head Coach/Manager applications and volunteer forms are due no later than November 8th for the next season running from December 1st through July 31st. Application will be due not later than July 1st thereafter.

The selected Travel Team Head Coach/Manager will be in effect for a period of one year effective August 1st to July 31st.

Select Team Head Coaches will be approved by the Recreation Baseball Commissioner.

Any Head Coach/Manager approved during the middle of the season will be effective until the end of the season.

Select Team Head Coach/Manager applications and volunteer forms are due no later than April 30th for the next season running from May 31st to December 31st.

If a selected Head Coach chooses not to have a competitive baseball team for the fall season, the CBC can approve alternative provisions.

All Assistant Coaches must fill out the NYSA Volunteer Form and turn it in no later than two weeks after the final try-out date and before participating in official practices.

CHOOSING A COACH

If only one candidate applies to be the head coach of an age group, this candidate must have approval by the CBC. If approved, a recommendation will be made for approval by the NYSA Board of Directors.

~ Advertising for tryouts and player evaluations will then be conducted as specified in Teams/Player Selection.

In the event two or more coaches apply to be the Head Coach of a travel team in the same age group, every attempt should be made to have those coaches work together for the same team. In the event an agreement can not be reached, the CBC will select a Head Coach. Any grievance with the coach selection should follow the established Complaint Process.

PLAYER/TEAM SELECTION

The CBP Board strongly encourages coaches to make every attempt to field a team with local area children, however teams are open to any player attending tryouts. In the event a player wishing to tryout is not able to attend tryouts, the coach should make provisions for that child to tryout on an alternate date. Tryout times and dates along with advertising methods should be submitted to the CBP Board and at a minimum should include fliers posted at NYSA. Tryouts as well as player selection must take place prior to the conclusion of the NYSA recreational baseball registration period. Any child that meets the age requirements will be allowed to tryout. Teams will be filled based on player's skill, ability and attitude. The most talented kids who want to play baseball will be chosen. If any player becomes a distraction to the team the head coach has the discretion to take disciplinary action which may include removing the player from the roster as directed by the Complaint Process. The head coach will determine the size of his team roster. Once a roster is established, changes require approval by the CBP Board.

All players that participate in the Raiders CBP must be NYSA members. Recreational league baseball will take priority for any player that participates in both recreational baseball and the competitive baseball program.

~ If a player misses a regularly scheduled recreation practice or game to participate with a CBP team, that player will be suspended from playing with the CBP for the remainder of the current baseball season.

~ A recreational player shall not be allowed to play in the CBP if they quit their recreational team until after the recreational season is completed. This includes All Stars for as long as the NYSA All Star team is actively participating in All Star events. Any exceptions must be approved by both the NYSA baseball commissioner and the CBP Board.

Any select team players who pitch in both the recreational and CBP programs will adhere to the total innings pitched limitations established by the recreational baseball program.

~ The total innings pitched, or pitch count, between both the rec program and CBP **will not exceed** the established recreational pitching rules.

~ The recreational and CBP coaches must both keep a log of innings pitched and consistently share them to ensure no violations exist.

~ In the event a violation occurs, it must immediately be brought to the CBP board who will evaluate the violation and provide an incident report to the recreational commissioner for review.

All team rosters must be submitted to the CBP Board no later than 14 days after the final try-out date and players will not be allowed to change teams without the approval of the CBP Board.

PLAYER FEES

All CBP player's must pay the current NYSA membership fee, an NYSA administrative and insurance fee, an NYSA utility fee and a CBP fee of \$25. These fees are annual and are due when the roster is submitted to the CBP Board (no later than 14 days after the final try-out date). The CBP fee is used at the discretion of the CBP board for expenses such as player/coach development clinics, equipment, field maintenance, promotions and advertisements. The NYSA insurance fee is required even if the player has paid this fee for another NYSA sport or program. Any player that participates in recreational baseball but continues playing on a select team after the rec season has concluded, will pay a pro-rated CBP fee. Any select team that is organized to play in a fall instructional leagues will not be required to pay the CBP fee but will be required to pay a prorated insurance and administrative fee.

UNIFORMS AND TEAM COLORS

Beginning with the 2008 season, all Navarre CBP Travel Teams will be mandated to use the same uniform color scheme: Black, White, Silver, Maroon or any combination of the four. There will be a common uniform for all Travel Teams to be worn on Sunday in a tournament. Any CBP Travel Team established prior to 11/01/2007 will be able to continue to use their established team name. Any CBP Travel Team established after 11/01/2007 will be named the Navarre Raiders.

FINANCES/FUND RAISING

All CBP money collected must go through the NYSA treasurer and follow NYSA approved Financial Guidelines. The CBP Treasurer will work with the NYSA Treasurer to establish an account for CBP collected fees and each team will have a separate account. In the event a travel or select team dissolves, all monies in their account will be distributed according to the guidelines established by NYSA.

All fundraising activities must be approved by the CBP Board. When requesting approval a description of the activity and how the money will be sent should be included. If approved by the CBP Board, it must then be submitted to the NYSA Board for final approval. Any grievance with a CBP Board decision can be taken to the NYSA Board for review as per the Complaint Process guidelines.

Approved activities will need to meet the following criteria: provide immediate and direct support to a specific activity or project for the kids; funds can not be used for an individual and must be for the benefit of the team, division or organization; estimated cost of the fundraiser and income; and estimated cost breakdown of what the funds will be used for.

Allowed fundraiser expenditures, if accompanied with an invoice, include but are not limited to, tournament registration fees, referee expenses, trainers, team camps, equipment for the team, NYSA park improvements, end of season celebration (not to exceed \$250 per team); team trophies and organizational training and conferences.

PRACTICE TIME/FIELD USAGE

Teams participating in the Raider's Competitive Baseball Program will receive equal practice time and field utilization as NYSA recreational teams provided the CBP team was established prior to the recreational draft. If a team is established after the recreational season draft, they will receive practice times and field usage based on availability. The CBP commissioner will work with the NYSA baseball commissioner to ensure field utilization, practice times, field and equipment upkeep, fund raising and concession stand duty.

COMPLAINT PROCESS

If there is a complaint within a team, it should be addressed with the parent representative who should try to resolve the issue with the coach. In the event a resolution is not reached, the parent representative should take the complaint to the CBP Vice Commissioner. If it continues to remain unresolved, the Vice Commissioner will bring it before the CBP Board. In the unlikely event a resolution still has not been reached, the CBP Vice Commissioner will present the complaint or issue to the NYSA Board of Directors. All complaints or issues submitted to the CBP or NYSA Boards shall be in writing.

INSURANCE

WITHOUT EXCEPTION, all teams must provide the tournament location where they will be playing to the insurance agency that holds the NYSA accident/liability insurance.

BUDGETS

At the end of each season the travel or select team must provide a detailed report of all money raised as well as all money spent. The team has one-month from the end of their season to present their budget to the CBP Board for review. If not submitted, the team will not be allowed to start their next playing season.