



**Andover Baseball
Policies
And
Procedures
Manual**
Updated 1/1/2012

**Hotline 763-862-6588
Website: www.andoverbaseball.org**

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ABA MISSION STATEMENT

The Andover Baseball Association's Mission is to provide an educational, safe, and fun environment for the youth in Andover through playing our national game of baseball while promoting sportsmanship, pride and community development.

ABA PURPOSE STATEMENT

The purpose of the ABA is to provide an opportunity to participate in the game of baseball for youth regardless of race, creed, color, nationality or disability. It is further the purpose of ABA to aid youth who participate in this sport:

- To improve and develop baseball skills.
- To teach and promote physical, mental and moral development.
- To teach a sense of fair and honest competition.
- To promote fair play at all levels resulting in good sportsmanship.
- To encourage, aid and support acquisition of facilities and means for the playing of baseball.

Our goals include:

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

We believe organized baseball is more than bats, balls, gloves and uniforms. Our organization wants to avail to our children the opportunity to learn the aspects of teamwork, the virtues of character, courage, loyalty and the respect for authority. In addition, we strive to promote self-discipline that enables our youth to lead our nation tomorrow. Our organization is made up entirely of volunteers, many of whom work year round to execute the necessary tasks in the interest of our players. We thank all the parents/guardians and players for all of their support.

The ABA

ABA BOARD OF DIRECTORS DIRECTORY

The Andover Baseball Association Board members would like to thank all of the Andover families participating in the enrichment of our children's future. To contact an ABA board member, please email the board member, or call the ABA Hotline @ (763) 862-6588.

President	Brad Schotzko	<u>president@andoverbaseball.org</u>
Vice President	Kerry Rowland	<u>vicepresident@andoverbaseball.org</u>
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6 - 9 Yr Old In-House Director	Michael Sharon	<u>6-9ih@andoverbaseball.org</u>
Facilities Director	Jason Saulsbury	<u>facilities@andoverbaseball.org</u>
Secretary/Volunteer Director	Patti Murnane	<u>volunteers@andoverbaseball.org</u>
13-15 Yr Old In-House Director	Rich Schlotfeldt	<u>13-15ih@andoverbaseball.org</u>
Tournament Director	Vicki Kruth	<u>13-15tournaments@andoverbaseball.org</u>
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Treasurer	Mike Lentz	<u>treasurer@andoverbaseball.org</u>
Administrator	Sheila Schueller	<u>administrator@andoverbaseball.org</u>

REGISTRATION POLICIES AND PROCEDURES

Registration

Andover Baseball Association will have online registrations for one month beginning in the month of January. All participants, including high school age players will register during this period. Program fees must be paid with the registration.

Volunteer Fee

There will be a mandatory \$150.00 volunteer fee required at registration, which is separate from the registration check. Please make the check payable to ABA with your child's name written on the check.

You will be required to volunteer for **four** hours throughout the season. Below are some examples of qualifying volunteer opportunities:

- Helping at tournaments
- Registration
- Equipment pickup and uniform pickup
- Traveling tryouts
- Uniform turn in
- Other volunteer opportunities as listed on the website
- Each head coach and up to three assistants per team

If you volunteer a minimum of **four** hours, your volunteer check will be shredded at the end of the season; **we will not return the check to you**. Volunteer fees will be forfeited if you do not perform volunteer work during the season.

If you do not intend to volunteer and wish to waive your volunteer fee at the time of registration, you may "opt out". This will reduce your volunteer fee to \$100 and your check will be deposited upon your child's registration.

Please write: "I will not be volunteering" along with your signature on your application. This will allow us to hire any additional help that may be needed during the season.

Late Registration Fee

There will be a \$25.00 late registration fee for all late registrations.

Refunds

Players will be refunded their registration fee minus a \$50 administration fee for withdrawing from Andover Baseball **before** participation begins. **For traveling players, participation begins at tryouts**. Once participation begins the entire registration fee is forfeited. Traveling fee will be refunded **only** if player is not chosen for a traveling team.

HEALTH & SAFETY POLICIES & PROCEDURES

Substance Abuse

Regardless of the quantity, a player shall not: 1) use a beverage containing alcohol; 2) use tobacco (smokeless or otherwise); or 3) use or consume, have in possession, buy, sell or give away any other controlled substance (including steroids). The rule applies to any portion of an activity season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her doctor. If a player is found breaking this policy, the following penalties will be assessed:

First Violation: After confirmation of the first violation, the player shall lose eligibility for the next two (2) consecutive games or two (2) weeks of a season whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.

Subsequent Violations: After confirmation of a subsequent violation, the player shall lose eligibility for the next twelve (12) consecutive games in which the player is a participant. If after the subsequent violation, the player on his/her own volition becomes a participant in chemical dependency or treatment program, the player may be certified for reinstatement in ABA activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.

Penalties shall be cumulative throughout the player's participation on ABA teams.

- Coach may implement stricter penalties but must be at least be in minimum compliance with ABA policy.

Sexual Harassment

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

ABA is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can play and exist together comfortably. ABA prohibits any form of sexual harassment or sexual abuse. It shall be a violation of this policy for any player or member of ABA to sexually harass, through conduct or communication of sexual nature, any child or member of ABA. It shall be a violation of this policy for any player or member of ABA to sexually abuse any child or member of ABA.

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

Definition of Sexual Harassment and Sexual Abuse

- *Sexual abuse* consists of any sexual physical contact with a minor.
- *Sexual harassment* consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. In the case of minors, any sexual advances or sexual conduct.
- *Written contact* constitutes sexually suggestive or obscene notes, drawings or letters.
- *Verbal contact* constitutes sexually suggestive or obscene comments, jokes or comments about a member's body or sexual characteristics.
- *Physical contact* constitutes any intentional pats, squeezes, touches, and pinches, repeatedly brushing up against another's body, assault, blocking movement or coercing sexual acts.
- *Sexual blackmail* constitutes sexual behavior to control another member's placement on a team or to a coaching position.

Physical Abuse

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

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a baseball skill. Permitted physical conduct may include, but is not necessarily limited to, teaching hitting stance, demonstrating on field body positions, and communicating with or directing players, during the course of a game or practice, by touching them in a non-threatening manner.

Reporting Procedures for Victims of Sexual or Physical Abuse

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

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

Upon receipt of a report of a sexual, physical or verbal abuse, the President shall immediately authorize an investigation of the incident. ABA Board members or a third party designated by the ABA Board of Directors may conduct the investigation. The investigating party shall provide a written report on the status of the investigation within ten (10) days to the President of ABA.

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

Injuries

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

Infectious Diseases

ABA subscribes to the policy put forth by the Minnesota State High School League that reads:

A player who is bleeding or has an open wound or who has any blood on his uniform shall be considered an injured player and must immediately leave the game for appropriate treatment. After bleeding is under control (clean and Steri-Stripped as appropriate) and after all blood on the uniform is treated appropriately with alcohol, the player may return. If the uniform is saturated with blood, the athlete may not return to the game without a clean uniform.

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

Weapons

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

The suspension must be immediately reported to the appropriate ABA Board of Directors. The Board of Directors will review the incident at the next (or special) Board meeting and has the option to lift the suspension or to disqualify the player from participation in the ABA program.

PLAYER & COACH POLICIES & PROCEDURES

Team Definitions: Levels of Play

- “AAA” - The highest competitive level, essentially a development program designed to enhance team and individual skills. AAU/Gopher State will provide for district, regional and/or state competition at this level.
- “AA” - The intermediate competitive level, also essentially a development level, but primarily intended to provide a uniform competitive experience for players or teams that are not able to compete effectively at the AAA level.
- “A” - The developmental level of traveling baseball. The A level is used to place teams preparing for a higher level of play.
- “In-house program” Intended for those to provide a good competitive experience until they are ready to advance to a traveling level or those wishing to participate in the Andover community. There shall be an end of the season tournament for all levels of the in-house program.

Player Eligibility

There will be a residence priority in the event the program exceeds cap requirements.

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

- 6/7U-1ST grade – **Must not** be older than 7 on or before April 30 of the current registration year
- 8u-2ND grade– **Must not** be older than 8 on or before April 30 of the current registration year
- 9u-3RD grade– **Must not** be older than 9 on or before April 30 of the current registration year
- 10u-4TH grade– **Must not** be older than 10 on or before April 30 of the current registration year
- 11u-5TH grade– **Must not** be older than 11 on or before April 30 of the current registration year
- 12u-6TH grade– **Must not** be older than 12 on or before April 30 of the current registration year
- 13u-7TH grade– **Must not** be older than 13 on or before April 30 of the current registration year
- 14u-8TH grade– **Must not** be older than 14 on or before April 30 of the current registration year
- 15u-9TH grade– **Must not** be older than 15 on or before April 30 of the current registration year

A player’s grade is determined by the grade he/she is in on January 1st of the current school year.

For example:

- If your child is 12 or younger on April 30th and is in the 7th grade on Jan 1st, **he/she** can play either 12u (based on age) or 13u (based on grade).
- If your child is 12 on April 30th and is in the 5th grade on Jan 1st, **he/she** must play 12u based on age. Players cannot play below their age.

ABA encourages players to play at their grade level whenever possible. No players are allowed to “play up” beyond their age and grade level

Exception - *Players ages 8 - 10 will be allowed to tryout for and play on, if selected, the 10U traveling teams. There will be no other exceptions to this rule.*

Coaches

A coach is responsible for the operation and conduct of his/her team. He/she is the teacher of skills and a developer of players, socially and physically. The coach is responsible to the ABA Board of Directors. These recommendations include:

1. All coaches and assistants will be required to participate in an **online** concussion training session. Coaches are required to submit proof of completion to the appropriate Director.
2. Hold a parent-coach meeting no later than two (2) weeks after the team has been formed. Have written team rules and discuss them with the parents at the meeting. Review with the parents and players the ABA baseball players pledge and have them signed.
3. Respect, encourage and complement players. Use constructive criticism only.
4. Develop each player as much as possible within the limits of their physical and mental abilities.
5. Use proper control at all times because the coach is the steward for the program. This includes restrained conduct with all umpires and officials.
6. Enforce rules fairly, without prejudice toward any one player.
7. Be enthusiastic and make baseball fun.
8. Maintain team discipline. When a player is disciplined, the coach should fairly inform the player of the reasons for the punishment before leaving the field. Matters of discipline should be discussed privately between the player and the coach.
9. Support the ABA philosophy.
10. Communicate regularly with individual players and parents. If a player has a serious discipline problem, the head coach should meet with the player, his/her parent(s) or guardians and at least one assistant and/or the team manager. Full game suspensions cannot be given without the coach discussing it with the appropriate Director.
11. Serious problems between coaches and players/parents should be handled as follows: 1) Parent and player, coach and assistant and/or team manager meeting. 2) All of the above plus meet with the appropriate Director. 3) All of the above plus meet with the ABA President. 4) All of the above plus meet with the ABA Board.
12. Coaches have the authority to bypass playing time guidelines if they see a need to discipline. In these cases, the coach is expected to meet with the parent and the player and explain the cause of the discipline as soon as possible. If the coach needs to take extensive action (suspension beyond one game), he/she should review their recommendation with the ABA Board.
13. Assure that all players line up and shake hands after every game.
14. Each team will maintain a minimal medical supplies inventory. If no emergency medical personnel are available, the coach or his/her assistant should follow recommended medical procedures. However in any and all situations, the parent has the ultimate responsibility.

15. Coaches will refrain from the use of alcoholic beverages and tobacco prior to and during games and practice situations.

16. A coach who continually violates the ABA guidelines shall; 1) first meet with the appropriate Director; 2) if no improvements, the coach personally meets with the appropriate Director and the Executive Board; 3) if steps one and two fail, the coach may be dismissed by the Executive Board with the approval of the full board and a suitable replacement named.

17. Coaches must report any and all ejections to the appropriate Director within 24 hours of the incident (48 hours if during tournament play).

Coaches Rights and Privileges

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

TEAM POLICIES AND PROCEDURES

In-House Program

Team Selection

6/7, 8 and 9 yr olds

Players will be placed on teams by the Director of the age group. A player may put one request on his/her application to play for a certain coach or be on a team with another player. ABA will try to honor every request when possible. Head coaches will be allowed to select two assistants whose children will be placed on his/her team.

10-15 yr olds

Players will be drafted by the coaches at these ages. The appropriate age Director will compile a list of registered players from the previous season's end of year evaluations. Head coaches will be allowed to protect up to three players (including his/her own child) by selecting the parent as an assistant coach.

Tournaments

6/7 and 8 year-old teams will have an end of season Jamboree. Each team will play a minimum of two games in a tournament style setting.

9-12 year-old teams will have a mid-season tournament and an end of season tournament. Each team will play a minimum of 3 games with the top teams advancing to Sunday bracket play for each tournament. Tournament schedules will be given to the coaches at the coaches' meeting. Each age group will select 24 players to participate in an All-Star game at the end of the season.

10-12 year old teams that finish 1st or 2nd in the end of season tournament will be registered for the appropriate state recreational tournament. ABA will cover the registration fees for the tournament. Any associated gate fees will be the team's responsibility.

13 year-old teams will have a midseason and end-of-season tournament. These tournaments are hosted by communities other than ABA. ABA will pay the registration and associated gate fees for these tournaments.

14/15 year-old teams will have a midseason and end-of-season tournament. These tournaments are hosted by communities other than ABA. ABA will pay the registration and associated gate fees for these tournaments.

Traveling Program

Eligible players to participate in the Andover Traveling Baseball Association must either reside within the Andover city boundaries or be enrolled in any public, private, charter or magnet school within the Andover city boundaries.

Tryout Procedures

Players registered for the ABA traveling program will be required to take part in the tryout process. The Traveling Director will inform players of the dates and locations for the tryouts. Each player will be evaluated by a panel of evaluators. These evaluators will be from outside of the ABA in order to get a fair and impartial evaluation of the players' abilities. The players will be evaluated on hitting, fielding, throwing and running. Scores will be processed by a member of the board who does not have a child in the tryout process. Prospective coaches will be observing the tryouts and doing their own evaluation of the players.

An injured player will receive 80% of the previous year's tryout score.

Players may not wear any traveling attire from previous seasons to tryouts.

Player Selection Criteria

The players will be selected by the head coach. The players that are selected must finish in the top 25 according to the outside evaluations. Four of the top six scores must be selected. Coaches must justify their selections with the Traveling Director. Attitude, baseball IQ, and coachability can affect player selection.

High School Player Selection Criteria

Legion, Junior Legion, and AAA coaches will be in charge of selecting their teams.

Coach Selection Criteria

Coaching candidates will be interviewed by a panel that is selected by the Traveling Director. The panel will consist of board members and community members who do not have a child playing traveling baseball. Any previous surveys of the coach will also be used to identify strengths and/or concerns about the applicant. The panel will make recommendations to the Traveling Director based on the results of the interview process. The "AAA" coach will be selected after the tryouts are completed. The coach will be the highest rated coach based on the panel's recommendations provided his/her child falls within the criteria for being selected to the team. After the "AAA" coach has picked his/her team, the "AA" coach will be selected using the same criteria with the remaining players in the tryout pool.

If there are two teams playing at the same level, both coaches will meet with the Traveling Director to conduct a draft of the players in order to keep both teams equal. Both teams must comply with the player selection criteria.

Tournaments

The Tournament Director will select three qualifying tournaments for all Traveling teams to be played throughout the season in various communities.

ABA will cover the registration fee and any associated gate fees. ABA will also register all traveling teams for their Gopher State Tournament of Champions and cover the registration fee for the GSTC. Gate fees for the teams that qualify for the GSTC will be the individual team's responsibility.

If individual teams wish to add additional tournaments, they will be responsible for the registration and applicable gate fees.

If any tournaments are cancelled, regardless if ABA or an individual team registered for the tournament, it will be the coach's responsibility to inform the Tournament Director. The Tournament Director will need to know if the team chose to get a refund or if the host will hold the money for another tournament.

EQUIPMENT AND UNIFORM POLICIES AND PROCEDURES

EQUIPMENT

The Equipment Director shall distribute to each head coach, the necessary equipment and supplies for each team. The Equipment Director will compile a list of equipment distributed to each coach. The coach will leave a \$200 equipment deposit with the Equipment Director and will have that deposit returned when they return the equipment to the satisfaction of the Equipment Director.

Required equipment is outlined below but may not be limited to the following:

IN-HOUSE

- Team duffle bag to carry equipment
- Catcher's face mask
- Catcher's chest protector
- Catcher's glove for 8 year old and older
- Two dozen age appropriate game balls
- Approximately five dozen practice balls
- First aid kit with two one time use ice packs
- Official score book for 9 year old and older
- Pitching machine for 6/7 year olds

TRAVELING and HIGH SCHOOL AGE TEAMS

- Team duffle bag to carry equipment
- Catcher's face mask
- Catcher's chest protector
- Catcher's glove
- Two dozen age appropriate game balls
- Approximately five dozen practice balls
- First aid kit with two one time use ice packs
- Official score book

CATCHERS

Must always wear, at the minimum, the supplied catchers protective gear. Warm-up catcher must wear protective mask. All players in the catching position will be required to wear personal protective devises (cups).

BATTERS and BASERUNNERS

Must always wear protective helmets while outside of the dugout.

Any base coach under the age of 21 must wear a protective helmet while on the field of play.

DESIGNATED UNIFORMS

The Uniform Director shall distribute the appropriate uniforms to each player based on their age and level of play. Required personal protective equipment is outlined by the governing authorities and includes, but may not be limited to the following:

IN-HOUSE

All players should wear the following:

- athletic supporter
- personal protection devices (cups) – strongly recommended
- appropriate shoes - cleats are recommended but not required.
- designated uniform as outlined below.

6/7-8 year-olds: Shall consist of cotton t-shirt jersey, gray pull up pants and MLB logo cap all as issued by ABA. Player keeps entire uniform at the end of the season.

9 year olds: Shall consist of cotton t-shirt jersey, white pin-stripe pants, belt, socks, and MLB logo cap all as issued by ABA. Player keeps entire uniform at the end of the season.

10 - 12 year olds: Shall consist of two-tone, crew neck polyester wicking knit jersey, pin-stripe pants, belt, socks, and MLB logo cap all as issued by ABA. Player keeps entire uniform at the end of the season.

13-15 year olds: Shall consist of three-tone, two button polyester wicking knit jersey, pin-stripe pants, belt, socks, and MLB logo cap all as issued by ABA. Player keeps entire uniform at the end of the season.

TRAVELING

All players must wear the following:

- athletic supporter
- personal protection devices (cups) - required
- appropriate shoes - cleats are recommended but not required.
- designated uniform as outlined below.

10-11 year olds: Shall consist of Vegas gold Latrell ABA jersey, pin-stripe pants, belt, socks, and black 'A' Andover cap all as issued by ABA. Jersey must be returned at the end of the season.

12 -14 year olds: Shall consist of Southland Vegas gold mesh button front jersey with embroidered ABA logo on front and player name and number embroidered on back, pin-stripe pants, belt, socks, and black 'A' Andover cap all as issued by ABA. Player keeps entire uniform at the end of the season.

15 year olds: Shall consist of Southland Vegas gold mesh button front jersey with embroidered ABA logo on front and player name and number embroidered on back, HS pants, belt, socks, and black 'A' Andover cap all as issued by ABA. Player keeps entire uniform at the end of the season

HIGH SCHOOL AGE TEAMS

16U: Shall consist of Vegas gold Latrell ABA jersey, HS pants, socks, and black 'A' Andover cap all as issued by ABA. Jersey must be returned at the end of the season.

VFW, Legion, AAA: Shall consist of team-specific jersey, HS pants, socks, and black 'A' Andover cap all as issued by ABA. Jersey must be returned at the end of the season.

OPERATIONAL POLICIES & PROCEDURES

Criminal Background Checks

ABA seeks to provide a safe environment for all children/youth. It is the intention of ABA to ensure that those persons selected by ABA to coach or assistant coach are of good moral character and are free of criminal records for such crimes as would deem them unsuitable for such positions.

All ABA volunteer Head and Assistant coaches or others as required by the Board of Directors who are 18 years of age or older, including the Board of Directors, shall participate in the Criminal Background check process. Failure of a person to agree to participate in a background check or providing incorrect information will be cause for rejection, disqualification, or dismissal.

ABA President, Vice President, Administrator, Traveling Director and In-house Director(s) shall act as the Screening committee to review the results of background investigations performed.

Perspective volunteer Head and Assistant coaches or others as required by the Board of Directors will complete and sign a Background Check Consent form. Such persons are not required to pay the cost of the background investigation. The screening committee will review the results provided by the Background check to determine if the applicant has met or failed to meet the established criteria. The Screening committee shall treat and deal with any information provided by the Background Check in a professional and confidential manner as provided for in Minnesota Statutes regarding data privacy. No information obtained from Background Checks will be disclosed to other persons outside of the Screening Committee. These Policies and Procedures will be made available to those individuals requested to participate in a Background Check prior to them completing the consent form. The rejected, disqualified, or dismissed person must be told that such action is a result of the Background Check investigation results. Anyone rejected, disqualified, or dismissed, as a result of the Background investigation shall have no right to appeal. However, the person may request a meeting with the Screening Committee to review the accuracy of their Background investigation results. No Liability shall accrue to ABA for the release of any information discovered as a result of any background check made by them. No liability shall accrue to the Company hired by ABA to perform the Background Check for selection or disqualification/rejection/dismissal decisions made by ABA.

The criteria for determining disqualification include but are not limited to:

- ~Physical or sexual abuse
- ~Murder
- ~Manslaughter
- ~Prostitution related crimes
- ~Neglect or endangerment of a minor
- ~Conduct indicating abuse of power or authority
- ~Controlled substance crimes within the past five (5) years
- ~Driving under the influence two (2) or more times during the past three (3) years
- ~Domestic abuse within the past (5) years
- ~Criminal sexual conduct
- ~Kidnapping
- ~Assault
- ~Arson

Concussion Training

Each head coach and any assistants must undergo concussion training pursuant to Minnesota's new concussion law. ABA will provide information to the coaches so they can receive the training.

Enforcement

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

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

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

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

Equal Opportunity

ABA seeks to provide an equal competitive opportunity taking into account ability, physical size and other athletic criteria, to amateur athletes, coaches, administrators and officials consistent with the requirements of the Amateur Sports Act of 1978. ABA does not discriminate on the basis of race, color, religion, sex, age or national origin.

Incident Reporting and Review

The head coach must report any player, coach, or parent who during the season engages in fighting, violence, or abusive language or who receives an ejection to the appropriate Director. The Director and the Vice-President will research the incident and determine the appropriate discipline. The Director will be responsible for notifying the individual and the head coach of the disciplinary action.

If a player, coach, or parent is suspended, an appeal may be made to the Executive Board and if the circumstances are warranted, the Executive Board may reinstate them. Appeals will not delay the disciplinary action.

Discipline

Any player, coach, or parent who during the season engages in fighting, violence, or abusive language or who receives an ejection that is reported to the appropriate Director in a timely manner *could* be subject to the following:

First Offense: Player, coach, or parent is suspended for two games. An Executive Board meeting will be held to further discuss repercussions and discipline. Based on the circumstances of the incident, the player, coach or parent may receive further suspensions.

Second Offense: Player, coach or parent is suspended until a meeting is held with the appropriate Director and President. This request must be made within 24 hours of the offense to the Executive Board and the meeting must take place within 2 working days. Based upon the seriousness of the offense, the player, coach or parent could receive further suspensions.

Third Offense: Player, coach or parent is suspended until a meeting with the appropriate Director, President, and Executive Board is held. This request must be made within 24 hours of the offense and the meeting must take place within five (5) calendar days. A third offense may result in permanent suspension.

Any ejections that are not properly reported will be subject to the maximum penalty allowed as written above.

Grievance

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

- All parties should wait 24 hours after a problem occurs. This is a cooling off period so one doesn't act out of anger. Except in cases of harassment and/or substance abuse.
- After waiting the said time, you may discuss the problem with the involved party(ies) and try to find a resolution. All matters should be kept internal and should not be discussed with outside parties.
- If you are still not satisfied after the discussion with the said party(ies), you must put your complaint in writing and submit it to the appropriate Director.
- The appropriate Director that you have submitted your complaint to will then bring it to the President's attention at the next regular board meeting.
- The Board will investigate and discuss the complaint.
- The Board will then issue the proper disciplinary action(s).
- A letter will be issued to all persons involved outlining the resolution that was decided upon by the Board.
- Decisions made by the Board will be final.

If you have any questions regarding any step in the grievance procedure, please contact any of the respected board members presiding on the current ABA Board of Directors.

PLAYERS AND PARENTS ROLES & RESPONSIBILITIES

Players:

Players who participate in ABA should consider it an honor and a privilege. This privilege comes with responsibility to teammates, coaches, parents, and the entire ABA baseball program. Among these responsibilities are:

1. Show respect towards opposing coaches and players and to game the umpires at all times. Understand the spirit of discipline and adhere to it. The use of profanity and/or gestures toward umpires, players, spectators or coaches will not be tolerated.
2. Follow the directions of your coach and be willing to accept instruction towards improvement.
3. Exhibit good sportsmanship at all times.
4. Attend all scheduled team activities except when properly excused.
5. Be a competitor. You are expected to give your best at all times. Play hard but fairly.
6. Line up and shake hands with the opposing team after all games.
7. Maintain good citizenship (i.e., grades, attendance and conduct.)

Parent(s)/Guardian(s)

Being involved in ABA demands time and effort on the part of the parent. Parents, in no small measure, contribute to the success of the baseball program by understanding the requirements of team participation. Some of the things that parents can do to help their child and the team are:

1. Put the welfare of the team ahead of personal reflected glory
2. Make sure your players know that, win or lose, you appreciate the effort made. Praise. Don't criticize.
3. Accept disappointment gracefully; don't pass it along to the player or team members.
4. Learn to know the coach. Discuss your problems or the progress of your player with him at the proper time. The proper time is RARELY right after a difficult defeat or in the company of players and/or other parents.
5. Appreciate the fact that the coach has the responsibility of an entire team.
6. Don't be a chronic complainer. If you are convinced something is wrong on your player's team, follow the grievance procedure mentioned in this policy manual.
7. Parents are asked to conduct themselves in a sportsmanship like manner and instill in their players the desire to reflect such sportsmanship.
8. Parents are responsible for providing or arranging transportation for their players.
9. Parents are to support the ABA philosophy of encouraging players to enjoy baseball as a sport and to have fun. Parents that place undue expectations on their players minimize the player's enjoyment and development in the game of baseball.
10. Parents are expected to assist the team where needed. This includes field help, or help in the dugout and other requests made by the coach.
11. The safety of the player is ultimately the responsibility of the parents. If a parent fears injury or is witness to poor sportsmanship, he/she has the right and responsibility to remove their child from playing under those conditions.
12. Parents whose conduct reflects negatively on ABA may be referred to the League Director for discussion and appropriate consequences.

ABA CODE OF CONDUCT
For Players

1. I will treat my parents, coaches, teammates, opponents, property of others and game officials with the same respect that I would like to be treated.
2. I will practice and play to the best of my ability.
3. I will be on time (as assigned by my coach) to team events.
4. I will recognize baseball as a team sport and will put the interests of the team over my own individual interests.
5. I will not criticize another teammate's play.
6. I will not criticize umpires, coaches or opposing players.
7. I will conduct myself in a respectful manner. (Destructive or inappropriate behavior, during or after a game or practice, will not be tolerated.)
8. I will not attempt to deliberately injure another player(s).
9. I will wear my team uniform with pride and treat it with respect.

Signed _____

Date _____

ABA CODE OF CONDUCT
For Parents and Spectators

1. I will enforce and support the Code of Conduct for players.
2. I will refrain from publicly ridiculing or verbally abusing any player from either team. I will not embarrass my child(ren) or others by yelling negative comments at players, coaches or officials.
3. I will refrain from publicly ridiculing or verbally abusing any coach or official.
4. I will set a positive example and encourage good sportsmanship at all games.
5. I will place the emotional and physical well being of my child and the team ahead of any personal desire to win.
6. I will insist that my child play in a safe and healthy environment.
7. I will help her/him be on time for team events.
8. I will demand a drug, alcohol and tobacco-free sports environment for my child and agree to assist by refraining from their use at all sports events.
9. I will do my very best to make youth sports fun for my child.
10. I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
11. I will read the ABA Policies and do everything in my power to assist the ABA organization to implement and enforce them.

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

Signed _____

Date _____

Signed _____

Date _____

ABA CODE OF CONDUCT
For Coaches

1. I will enforce the Code of Conduct for players.
2. I will teach character and sportsmanship to the players.
3. I will not intimidate, ridicule or verbally or physically abuse any of the players.
4. I will teach and demonstrate respect for teammates, opposing players, coaches and officials.
5. I will be on time to games and practices.
6. I will teach playing by the rules.
7. I will set a good example at all times.
8. I will never instruct a player to deliberately injure another player(s).
9. I will speak privately with a player whenever a problem arises.
10. I will play all players at least as equal as the policy of the board stipulates.
11. I will not use alcohol for three hours before a practice, scrimmage or game.
12. I will not use any tobacco products while attending any practice or game functions.
13. I have never and will never have sexual contact with any of the association's players.
14. I will place the emotional and physical well-being of my players ahead of any personal desire to win.
15. I will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
16. I will supervise the arrival and departure of all team members or make sure a qualified person does so.
17. I will do my very best to provide a safe playing situation for my players.
18. I will do my best to organize practices that are fun and challenging for all my players.
19. I will lead by example in demonstrating fair play and sportsmanship to all my players.
20. I will insure that I am knowledgeable in the rules of each sport that I coach and that I will teach these rules to my players.
21. I will use those coaching techniques appropriate for each of the skills that I teach
22. I will remember that I am a youth coach, and that the game is for the children.
23. I will do the concussion training and use the information learned to monitor my players for symptoms and remove them from play when necessary.

I _____ certify that I will abide by the stipulations listed above for this _____ season and understand that I can be removed from the appointed position if I falter in any of these responsibilities. I will also make sure that my assistant coaches are informed of these responsibilities.

Signed _____

Date _____



Medical Release Form

I (we) _____, parents of _____
parents' names player's name
 give permission to _____ to seek immediate medical
coach's name
 treatment in the event of any serious or life threatening injury, accident or illness
 while under their supervision from April to August.

Pertinent Health & Medical History		
Conditions	Circle One	Explain
Allergies	Y N	
Asthma	Y N	
Convulsions/Seizures	Y N	
Speech Difficulties	Y N	
Hearing/Visually Impaired	Y N	
Medications	Y N	
Family Physician:		
Phone Number:		

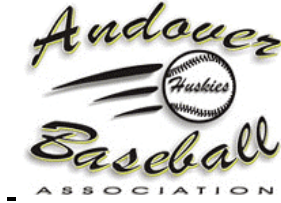
Insurance Information	
Insurance Company Name	
Insurance Company Phone	
Policy Holder	
ID/Member#	
Group Number	

I (we) can be reached at _____ or _____
phone number phone number

If you are unable to reach me(us), please contact _____
emergency contact
 at _____.
phone number

Parent signature _____ Date: _____

Parent signature _____ Date: _____



FIRST REPORT OF INJURY

Name of Person Reporting		Phone Number	
Name of Injured Person		Birthdate	
Address			
Phone Number	Gender M F	Where did the injury occur?	Time of Injury
Describe the injury - include the part of the body affected and how the injury occurred			
Did the injured receive medical treatment?		YES	NO
<i>If yes, what type?</i>			
<i>Minor medical treatment at field</i>	<i>Minor medical treatment at hospital or clinic</i>	<i>Emergency treatment at hospital or clinic</i>	
Any additional information?			

Complete this form and email or give it to the appropriate Director or mail to:
Andover Baseball Association P.O. Box 428 Anoka, MN 55303