

Mill Creek Athletic Association

@ *Bogan Park*

Operational Guidelines

Date Last Revised: October 19, 2011

Revised By: Baseball Director Kevin Castleberry

Date Approved: October 2, 2011

Table of Contents

Section 1:	Organizational Overview
Section 2:	Baseball Board of Directors
Section 3:	Annual Calendar
Section 4:	Player Registration
Section 5:	Coaching Selection & Responsibilities
Section 6:	Player Selection Process
Section 7:	All-Star Player and Coach Selection Process
Section 8:	Travel Baseball Guidelines

Section 1: Organizational Overview

- 1.1.1 **Mission:** Mill Creek Baseball at Bogan Park will develop the baseball skills of our youth and teach them the spirit of good sportsmanship. We will encourage healthy competition by providing a safe, fun, learning oriented environment for the children of our community to play baseball.
- 1.1.2 **Organization:** Mill Creek Baseball at Bogan Park (MCBB) is the baseball organization of Mill Creek Athletic Association at Bogan Park (MCAA) and will be governed by the by-laws of that organization. These operational guidelines are intended to provide direction for the baseball organization. Should any discrepancy exist between the by-laws of MCAA and the operational guidelines of MCBB, the laws of MCAA shall prevail
- 1.1.3 **Leagues:** The organization will have 9 leagues that will be supported based on the ages of the boys as set forth in the Dixie Youth/Dixie Boys guidelines, and will support a Travel Baseball program for those who desire playing at a higher level of competition throughout the season.
- Rookie: Ages 3, 4
 - T-Ball A: Ages 5

- T-Ball AA: Ages 6
- Pee Wee A: Ages 7
- Pee Wee AA: Ages 8
- Minor: Ages 9, 10
- Major: Ages 11, 12
- Pony: Ages 13, 14
- Senior: Ages 15, 16, 17, 18 (if enough players register)
- Travel: 1 team per age group for 9U 14U

(Note: Exceptions may be made, but must be approved by a majority vote of the baseball board). Ages will be determined by the child's age on May 1 of the year immediately following the season to be played. (i.e.: each player will play a Fall and then a Spring season with his current age group.)

1.2.1 **Seasonal Play**

1.2.2 Spring Season shall begin in February and end in May. This season will end to align with Dixie Youth All-Star tournaments.

1.2.3 Fall Season shall begin immediately following the start of school, and shall end prior to Halloween

1.2.4 Each season shall have a postseason tournament that all teams will qualify for based on participation in the regular season. Teams shall be seeded based on final records for that season.

1.2.5 The number of teams per league shall be determined based on capacity of that field, and/or the need to share those fields with other sports associated with the MCAA program.

1.3.1 **Revision of Operational Guidelines:** Per the by-laws of MCAA, annual elections for the Baseball Board shall occur as required. A Mill Creek Baseball Change Request Form shall be made available to the general community, where they may request a change to the operational guidelines, including the League Rules. Upon being elected, the Mill Creek Baseball @ Bogan Park Director shall review the Operational Guidelines and revise them as necessary. This includes rule changes, and changes in policy. In order for the rules to be approved, the changes must be approved by a majority of the voting members of the Baseball Board.

1.4.1 **Money Management:**

1.4.2 Income Generating Activities

1.4.3 Registration Fees

1.4.4 Registration fees shall be set in accordance with MCAA guidelines as a non-profit organization.

1.4.5 Fees shall used to offset all costs associated with running the league. All excess funds that remain at the end of the season shall be used to improve the Bogan Park facilities, replenish the equipment inventory, or to support Park Partnership projects.

1.4.6 All non-county residents will pay an out of county fee to be determined by Gwinnett County Parks and Recreation.

1.4.7 MCBB shall provide scholarships to families, if they are unable to afford the registration fee. This must be approved by a majority vote of a committee of the

MCAA Baseball Director and two other Baseball Board Members as appointed by the Baseball Director.

1.5.1 Sponsorship:

1.5.2 All sponsorships Recreational and Travel will fall under the same policies concerning banners and plaques. Sponsorship is optional, but highly recommended as an avenue for teams to raise money for additional expenses.

Sponsorship levels

Level	Amount	Banner		Team Reimbursed
Platinum	\$1000.00	5 fields	1 plaque	\$500.00
Gold	\$900.00	4 fields	1 plaque	\$450.00
Silver	\$700.00	3 fields	1 plaque	\$350.00
Bronze	\$490.00	2 fields		\$240.00
Honor	\$250.00	1 field		\$120.00
Renewal	\$100.00	1 field		\$50.00

NOTE: Renewal banners need to be in good condition, and sponsor the year before. If banner needs replacing sponsor can provide a new banner or have MCBB provide it for the cost of \$75.00. Any sponsor that sponsors two or more teams, the teams will share equal amount. Placement of the banners will be as followed; Platinum will receive first priority of placement, then Gold etc However if a Platinum or Gold etc choices to sponsor after another sponsor has a banner in place, Platinum or Gold etc must find another location. All banners for sponsors will be 4X6, for the exception of team banners that fall under each team’s responsibility. MCBB obtains the right to approve all sponsors and their banners.

Procedures:

1. Team mom will be responsible for obtaining information from the sponsor, collecting the check and providing the league mom with this information.
2. League mom will check to see if all forms and information are correct, collect the money and provide it to the Sponsor coordinator.
3. Sponsor coordinator:
 - A. Enters the information in a data base, and provide the Team mom coordinator with the same.
 - B. Forward the money to the treasurer; provide the amount to be credited for reimbursement.
 - C. Order and provide league mom with banners and sponsor plaques for Silver and above sponsors. To maintain the correct information and provide the best possible service, no team, coach, team mom or sponsor will bypass any of the procedures set.

Sponsor Payment: All Sponsor payments made by local businesses shall be made payable directly to MCBB. The establishment will be provided the MCAA tax id number to use in designating the payment as a donation for tax purposes. Should a parent, friend, family member, or coach choose to sponsor a specific item/event for the team (team banner, pants, trophies, team party, etc.), and pay for it directly, this item shall not be considered a sponsorship by the park, but a good deed by a volunteer, and as such will not need to go through the MCBB account.

1.5.3 Team Reimbursement Recreational Ball: All recreational baseball teams will be reimbursed upon the submission of receipts and/or quotes for team related expenses. Travel ball will receive total due all at once.

1.5.4 Sponsorships are not required but recommended. Sponsorships could be required if:

1.5.5 There is a budget shortfall, and the money collected would be needed to fund the baseball season.

1.5.6 A park partnership project with GCPR has been identified and MCAA is in need of funds to support that project

1.6.1 **Fundraisers**

1.6.2 Each spring, a profit generating fund raiser shall be held.

1.6.3 Shall be optional to participate equally in the fund raiser.

1.6.4 Fundraisers shall be optional in the Fall season if:

1.6.5 There is a budget shortfall, and the money collected would be needed to fund the baseball season.

1.6.6 A park partnership project with GCPR has been identified and MCAA is in need of funds to support that project.

1.6.7 Should a team choose to have a fundraiser to offset team expenses (team banner, pants, trophies, team party, etc.), these funds shall be set aside for use by the team, and should not be deposited into an individual's personal account unless being reimbursed for expenses they incurred on behalf of the team.

1.6.8 Non-Profit Organization: Mill Creek Athletic Association is a not-for-profit organization. All monies raised from registration fees, fund raisers, sponsors, etc. shall be placed into a Mill Creek Baseball @ Bogan Park account at the same banking institution as MCAA. Any expenses required to run the day to day operations will be funded through this account, and require only the MCAA Baseball Director and MCAA Treasurer to sign. However at the end of each season, all remaining profits shall be allocated to improving Bogan Park or supporting the needs of Mill Creek Baseball @ Bogan Park.

1.7.1 **Expense Approval**

1.7.2 All expenses greater than \$2500 must have the approval of the Baseball Director and a ranking member of the Executive Board of MCAA.

1.7.3 All checks signed by anyone on behalf of the Mill Creek Baseball at Bogan Park must bear two (2) signatures. Any of the following will be considered acceptable: Baseball Director, Baseball Treasurer, President of MCAA, and Treasurer of MCAA. A

reasonable attempt should be made to have the Baseball Board sign all checks, with the Executive Board members to be used only in the event of an emergency.

Section 2: Baseball Board of Directors

- 2.1.1 **Board Structure:** The Baseball Board of Directors shall consist of the following:
 - 2.1.2 Baseball Director (Elected Position)
 - 2.1.3 Assistant Baseball Director (Elected Position)
 - 2.1.4 Ten "at large" elected Board Members to serve in positions as directed by the Baseball Director. These positions the Baseball Director will place "at large" board members into shall consist of:
 - 2.1.5 Baseball Secretary
 - 2.1.6 Baseball Treasurer
 - 2.1.7 Team Mom Coordinator
 - 2.1.8 Field Maintenance and Equipment Manager
 - 2.1.9 Travel Ball Coordinator
 - 2.1.10 Communications Coordinator
 - 2.1.11 Other positions such as but not limited to Fundraising Coordinator, Sponsorship Coordinator, Scheduling Coordinator, Uniform Coordinator, All Star Coordinator, Umpire Coordinator, League Directors, Tournament Director or Project Volunteers can be filled with the remaining "at large" board members or volunteers as deemed necessary by the Baseball Director.
-
- 2.2.1 **Roles & Responsibilities:**
 - 2.2.2 Each member of the board shall be responsible for ensure that MCBB is run as safely, smoothly and effectively as possible. There will be times where a board member will be asked to be a Field Monitor, and must be present at the park to represent MCBB. The Field Monitor must be present to see that the concession stand is closed safely, and all lights are turned off at the end of the evening. In addition, each member shall have specific responsibilities that include but are not limited to the following:
 - 2.2.3 Baseball Director: This position shall govern all activities related to Mill Creek Baseball @ Bogan Park. This includes: - Overall coordination of the baseball calendar - Oversight of the player registration process - Oversight of the coaching selection process - Representation of MCBB at any organizational events (i.e.: Dixie Youth, GGBL, etc.) unless delegated to another Baseball Board Member - Overall management of the MCBB finances - Oversight of the Baseball portion of the MCAA web site - Oversight of the execution of each Spring and Fall season for MCBB - Allocation of Field Times to League Directors/Travel Ball
 - 2.2.4 Qualifications-In order to be Baseball Director, a person must have been a MCAA Baseball Board Member (elected or appointed, and includes League Directors) at some point. This rule will ensure the person coming in has at least some experience with the workings of the park.
 - 2.2.5 Assistant Baseball Director: This position shall be the backup to the Baseball Director, and shall assume responsibilities for portions of the Baseball program that the Baseball Director may need assistance with. The primary responsibility will be to support the

execution of each baseball season, ensuring that all elements of the program are supported appropriately.

- 2.2.6 **Baseball Secretary:** This position will be the recording arm of MCBB. Responsibilities will include: - Taking notes at any meetings of the Baseball Board, and ensuring Action Items are documented - Distributing minutes of each meeting to facilitate communication and ensure all people understand their follow-up items and deliverables - Assist with the Player Registration Process for both MCBB and DYB ensuring all databases are current in support of the baseball draft, and all paperwork is submitted to DYB. - Assist with the draft process to ensure all players are placed on teams. - Support the All- Star selection process & documentation with any associated organizations (Dixie Youth) - Assist the Baseball Director with any non-financial administrative items that may arise.
- 2.2.7 **Baseball Treasurer:** Oversee all financial related matters associated with MCBB. - Maintain the MCBB Checking Account - Ensure timely payment for all vendors servicing MCBB - Develop budgets for each season and ensure we are generating enough revenue to support our spending needs - Proactively raise any issues associated with the financial management of MCBB - Oversee and manage all activities associated with Fund Raising - Ensure sponsor money is collected from each team. - Coordinate volunteers to handle fund raising and sponsorship collection.
- 2.2.8 **Team Mom Coordinator** Responsible for managing team related events and communicating with Team Moms for each team at Bogan Park and ensuring teams are supporting the appropriate administrative items. - Choose vendors for picture day and ordering uniform - Facilitate Communication with Team Moms for all of the following: Fund Raising, Picture Day, Opening Day Ceremony - Coordinate volunteers to handle picture day and uniform order delivery.
- 2.2.9 **Field Maintenance and Equipment Manager:** Oversee all equipment related items. - Take inventory of all equipment on hand, and ensure it is in good working order - Ensure sufficient supply of equipment for each season, and order replacements as necessary. - Manage the delivery and collection of equipment at the beginning and end of each season. - Coordination of a Bogan Work Day, where coaches, parents, and volunteers come to the park and perform required field maintenance. - Take stock of each field and request the county to perform maintenance as required. - Manage vendors associated with Field Improvement projects. - Upkeep of maintenance equipment like field tractors, etc.
- 2.2.10 **Travel Ball Coordinator** - Act as focal point for all Travel Coaches request for information - Assign field times to all coaches - Represent Mill Creek Baseball @ Bogan Park at all GGBL meetings - Communicate all GGBL rule and calendar related information to all coaches - Coordinate all Bogan sponsored tournaments including but not limited to USSSA, GGBL. - Coordinate Tryout Day for all spring travel teams. - Ensure all Travel Coaches act ethically and in accordance with Coaches Code of Conduct. - Make recommendations with regard to coaching selection. -Schedule field times to Travel Ball coaches.
- 2.2.11 **League Directors:** It is not required these positions be voting members of the Baseball Board, They will manage the execution for each season for their respective leagues. Their responsibilities include - Run tryouts - Support player selection process - Act as

first point of contact for all questions related to their league - Recommend rule changes for specific leagues.

- 2.2.12 **Additional Volunteers:** Additional volunteers are encouraged to participate in the MCBB program. These volunteers are not voting members of the Baseball Board, but will act in support of the Baseball Board. Assistance is needed for the following items each season: - Uniform Ordering - Sponsor Collection Coordinator - Fundraising Coordinator (Event related i.e.: Coke Sale) - Spirit Wear Coordinator (Select Vendor, set prices, etc.) - Opening Day Coordinator - Picture Day Coordinator – Scheduling Coordinator These positions will be represented by the appropriate board member at Baseball Board meetings.
- 2.2.13 **Travel Ball Coaches:** in order to be considered for a Travel Ball Head Coaching position the applicant must have coached two seasons of baseball at MCAA and coached one season in the previous fall or current spring baseball season at MCAA. If no applicant meets this qualification, other coaches will be considered. Travel Coach Selections are based on experience and the coach's ability to represent MCAA Baseball. All Travel Coach Selections are made by the Baseball Board.
- 2.2.14 Board members are required to maintain 80% participation per month for board/park activities. First offense receives a warning from the Baseball Director. Second offense will result in removal from board. A person removed from the board will be liable for any scholarship money received for the current season.

- 2.3.1 **Elections & Appointments:**
- 2.3.2 Elections shall be held in accordance with MCAA by-laws and shall run 1 full year, encompassing 2 complete seasons.
- 2.3.3 Should any board member resign during the course of the season, the Baseball Director has unilateral authority to appoint a replacement to that position.

- 2.4.1 **Meetings and Events**
- 2.4.2 The Baseball Board shall meet regularly, to ensure all matters associated with Baseball are being addressed in a timely fashion.
- 2.4.3 MCBB shall be represented at all MCAA events by a member of the MCBB Board.
- 2.4.4 All board meetings shall be open to the public and minutes for each meeting will be taken and made available to the board within 2 weeks of the meeting date. Minutes shall be distributed to all MCBB Board Members and copied to the MCAA Executive President and Secretary.
- 2.4.5 **Voting Rights:** Each elected member of the Bogan Baseball board shall have 1 vote with regard to all matters relating to these Operational Guidelines and any other issue that may require oversight by the Baseball Board.
- 2.4.6 **Privileges:** All elected members of the baseball board shall have their registration fees for Baseball waived in appreciation for their volunteered time.
- 2.4.7 **Community Support:** In the event that there is insufficient support for the growing MCBB program, the MCAA Executive board may vote to delay and/or cancel a specific season. The scope of effort will require a significant amount of support from the community, and we must have the assistance to run the program efficiently.

Section 3: Baseball Annual Calendar

November

- Attend county meetings to determine Spring Registration date
- Ensure on-line registration is ready for Spring Registration December
- Pick Spring registration date
- Email blast to Bogan Database announcing registration
- Develop field schedule for GGBL teams for Jan-Mar
- Distribute field times to coaches January
- Select picture vendor
- Select Fund Raiser
- Select Uniform vendor
- Practices start for Travel Teams

January

- Open Spring Registration
- Email blast to Bogan database
- GGBL Coaches Meeting & Game Scheduling
- Notify Coaches
- Close on-line registration

February

- Finalize # teams
- Select Coaches
- Order Equipment
- Final merge of On-Line & Walkup registrations
- Pre-tryout coaches meeting Handout tryout sheets & practice schedules
- Coaches Umpire Meeting
- Spring Tryouts
- Spring Draft
- Order Uniforms
- Rec. Ball Practice Starts
- Finalize game schedules
- Team Mom Meeting

March

- Send out of county fees to county
- Sponsor Money due
- Hand out uniforms
- Collect Fund Raiser Money
- Team Pictures
- Park Workday
- Coach/Umpire Workshop
- Opening Day

April

- No Games scheduled during Spring Break

May

- All-Star nominations & Selection
- Rec. Ball Season ends
- Rec. Ball Tournament
- GGBL Season ends
- Hold MCBB Board Elections
- Pick Fall registration date
- Email blast to MCAA Database announcing registration

June

- GGBL Post Season
- All Star Practice Starts
- T-Ball/P/Wee/Minor/Major/Pony/Senior All Stars Begins
- Announce MCAA Board Elections

July

- Select Fall Picture vendor
- Select Fall Uniform vendor
- Email blast to MCAA Database
- Open Fall Registration

August

- Finalize # teams
- Select Coaches
- Order Equipment
- Notify Coaches
- Close on-line registration
- Final merge of On-Line & Walkup registrations
- Pre-draft coaches meeting Handout tryout sheets & practice schedules
- Fall Draft
- Order Uniforms
- Rec. Ball Practice Starts (Week school starts)
- Finalize game schedules
- Team Mom Meeting

September

- Send out of county fees to county
- Hand out uniforms
- Team Pictures
- Park workday
- Coach/Umpire Meetings

- Opening Day (Sat. after Labor Day)
- Select Travel Team Coaches
- Select Travel Ball tryout date

October

- End of season Rec. Ball tournament (end before Halloween)

Section 4: Player Registration

4.1.1 Registration Fees

4.1.2 Registration fees shall be set in accordance with MCAA guidelines as a non-profit organization.

4.1.3 Fees shall be used to offset all costs associated with running the league. All excess funds that remain at the end of the season shall be used to improve the Bogan Park facilities, replenish the equipment inventory, or to support Park Partnership projects.

4.1.4 All non-county residents will pay an out of county fee to be determined by Gwinnett County Parks and Recreation

4.1.5 A \$5 fee per player will be given to Executive Board for Insurance and background checks of all coaches.

4.2.1 Registration Dates

4.2.2 Spring registration dates shall be determined by vote at a county sponsored Park and Rec. meeting held with all county parks in the month of November.

4.2.3 Fall Registration will be determined by the MCAA Baseball Board, with concurrence with the MCAA executive board. It shall be consistent with the need to start practices around the start of school year, and games the Sat. after Labor Day.

4.3.1 Registration Process

4.3.2 Announcement of Registration dates shall occur at least 14 days prior to registration. Announcement methods may include school mailings, newspaper announcements, web page messages, and/or email blasts.

4.3.3 On-line registration shall be the preferred method of registration. For those without internet access, there will be at least 1 walk-up registration to be held at a location with Public Access.

4.3.4 Registration shall be closed when each team is considered to be full by the Baseball Director, or no later than 1 week prior to tryouts.

4.3.5 Should teams not be filled after tryouts, late registration will be allowed for up to 1 week after practices begin. A late registration fee will be charged for all registrants

4.4.1 Payment Method

4.4.2 On-Line registration shall accept major credit cards.

4.4.3 Walk-up registration shall accept cash and check only.

- 4.5.1 **Refunds**
- 4.5.2 Refunds shall only be allowed for Medical purposes, and a letter from a registered physician shall be required for verification purposes.
- 4.5.3 Other refunds may be provided prior to the start of the season at the discretion of the MCAA Baseball Director.
- 4.5.4 No refunds shall be given upon the start of the regular season games.

Section 5: Coach Selection & Responsibilities

5.1.1 Application Process

- 5.1.2 Coaches shall express interest by contacting the baseball director.
- 5.1.3 Coaches that have been awarded a team should express interest at the end of the season coached that they desire to coach in the upcoming season.
- 5.1.4 Thirty days prior to the first walk up registration for a given season the Baseball Director shall send out an email from the email list of record announcing that applications for coaching for the upcoming season are now being accepted. The link for the coach's application will be opened at that time on the MCAA web site.
- 5.1.5 All coaches must apply via the application form on the MCAA Baseball web site.

5.2.1 Selection Process

- 5.2.2 All applications shall be reviewed by the MCAA Baseball Director for consideration.
- 5.2.3 Upon developing a complete list, the coaches list shall be reviewed with the Baseball Board.
- 5.2.4 If there are more coaches than teams, the Coaching Selection Criteria shall be as follows:
 - 5.2.5 Has the individual coached for MCBB before, and if yes:
 - 5.2.6 Has there been negative feedback regarding the coaches behavior, knowledge, or approach? (Complaints about playing time or position placement in travel ball shall not be deemed valid as these are at coach discretion).
 - 5.2.7 Has the coach/team demonstrated poor performance?
 - 5.2.8 Did the coach fail to demonstrate a commitment to the players and/or park? If there is no reason NOT to give a coach a team, then prior coaches shall be given priority based on the following selection criteria:
 - 1. Seasons as a Head Coach in the respective league
 - 2. Seasons as a Head Coach at Bogan Park (Mill Creek Baseball)
 - 3. Seasons as an Assistant Coach at Bogan Park (Mill Creek Baseball)
 - 4. Seasons as a Head Coach at another park
 - 5. Consecutive seasons as Head or Baseball Assistant Coach
 - 5.2.9 For new coaches, review of the applications and interviews with the Baseball Director and /or Asst. Baseball Director, or other members of the MCBB Board may be required prior to selection.

- 5.2.10 Upon completion of interviews, the Baseball Director, will compile a list of recommended coaches for a particular league (including Travel Ball). That list shall be voted on by the Baseball Board. Should there be disagreement among the board; the MCBB director shall hold the tiebreaking vote. Should a prospective coach choose to appeal not being awarded a team, it may be escalated to the MCBB President for review.
- 5.2.11 Notification will be provided to volunteers per the timelines associated with the Baseball Calendar.
- 5.3.1 **Background Checks**
- 5.3.2 All coaches, including assistants shall be subject to background checks.
- 5.3.3 Should background checks reveal any information that may be considered an issue, the Baseball Board reserves the right to reject coaching applications
- 5.4.1 **Code of Conduct**
- 5.4.2 All coaches shall sign a Code of Conduct that clearly states behavioral expectations.
- 5.4.3 Signing of the Code of Conduct shall be an indication that they understand coaching is a privilege and not a right, and that MCBB reserves the right to revoke those privileges at any time if behavioral issues arise and persist.
- 5.5.1 **Year-End evaluations**
- 5.5.2 All coaches may be subject to a year end evaluation that may include input from any and/or all of the following:
- 5.5.3 Survey of player parents
- 5.5.4 Review of team record
- 5.5.5 On and off field behavior by members of the MCBB Board
- 5.5.6 Input from coaching peers
- 5.6.1 **Responsibilities**
- 5.6.2 Teach players the fundamentals of baseball in accordance with the MCBB mission.
- 5.6.3 Provide support for Bogan Park workday to perform seasonal maintenance on the field which they play.
- 5.6.4 Perform field prep as required if they are Visiting team and have the first game of the day for weekend schedules.
- 5.6.5 Manage the behavior of all assistant coaches and parents during games and practices
- 5.6.6 Adhere to all aspects of these Operational Guidelines
- 5.6.7 Be familiar with and adhere to the modified Dixie Youth/Baseball format played at MCAA.

Section 6: Recreational Program Player Selection Process

- 6.1.1 **Reserved Players**
- 6.1.2 Coaches shall be allowed to reserve players at each age group as follows:
- 6.1.3 Rookie No Reserve

- 6.1.4 T-Ball 3 Reserves
- 6.1.5 Pee Wee 4 Reserves
- 6.1.6 Minor 4 Reserves
- 6.1.7 Major 5 Reserves
- 6.1.8 Pony 6 Reserves
- 6.1.9 Senior 6 Reserves
- 6.1.10 For teams not having a full list of reserves, they will be given opportunity to select players when their selection number comes up in the draft in order to get the same number of players as the other coaches based on the ranking of the players by all coaches.

6.2.1 **Player Evaluation Tryouts**

- 6.2.2 League Directors for each league will be responsible for running their tryouts.
- 6.2.3 Tryouts shall be held a minimum of 4 weeks prior to the start of the season.
- 6.2.4 Tryouts will consist of at a minimum Hitting, Running, Throwing, and Fielding evaluations.
- 6.2.5 All players are required to participate in a tryout for their age group.
- 6.2.6 Players in all leagues except Pony/Senior will be required to play with their age group unless a valid medical excuse is presented with a doctor's note. However, Players can always play up into the next higher age group.
- 6.2.7 Should MCAA Baseball program be unable to field a Senior program, 15 year old players who have not yet entered 9th grade will be permitted to play with the understanding that they are ineligible for all stars.

6.3.1 **Player Drafts**

- 6.3.2 Each league will have a player draft within 1 week of the tryout.
- 6.3.3 Each draft must have their League Director and at least one MCAA Baseball board member present during the process.
- 6.3.4 Draft Procedure shall be as follows:
- 6.3.5 Draft order shall be determined by pulling numbers from a hat.
- 6.3.6 Odd numbered rounds shall begin with the first team on the list, and even numbered rounds beginning with the last team on the list.
- 6.3.7 Each team will be given one pick per round, with reserved players counting toward a coach's pick in each round according to their ranking by all the coaches. Only players who participated in the tryout may be selected.
- 6.3.8 When all players who tried out have been selected, coaches will revert to pulling the remaining players who did not try out from a hat until all players are selected.
- 6.3.9 Due to the number of reserves allowed at Bogan Park, we will only allow trading of one player. There is too much risk of coaches stacking a team.
- 6.3.10 MCBB will try to honor requests by parents to have siblings play on the same team, however; this cannot be guaranteed.
- 6.3.11 Player rosters will be submitted to the league secretary for submission to Dixie Youth/Baseball, and for ordering uniforms.

6.4.1 **Player Notification**

6.4.2 All coaches shall notify their players within 3 days of being drafted.

6.4.3 Should they be unable to reach those players within 1 week, they shall be awarded a replacement player. Replacement players will be selected from a waiting list if one exists, or permitted to recruit a player who falls within their age group if one does not exist.

Section 7: All-Star Selection Process

7.1.1 **Overview:**

7.1.2 MCAA Baseball Program will participate in the Dixie Youth/Boys/Majors Baseball All-Star program,

7.1.3 MCAA Baseball will conform to all requirements of the DYB organization.

7.2.1 **Eligibility:** If a player has not participated in at least 80% of the regular season games, he is not eligible for all stars.

7.3.1 **Player Selection Process:** All Stars teams for each age group will be chosen via the following methodology:

7.3.2 Each division coach will nominate those players on his team who he believes should be eligible to play all-stars. Prior to nomination, the coach should verify interest level and commitment with the parents of each nominee. There are no limits on the quantity of players a coach can nominate, or how many players from a particular team may be selected to play all stars.

7.3.3 At the midpoint of the season, coaches will present a list of nominated players to be potential all star players to the league director and other coaches in their respective division. This will allow coaches to assess all star team nominees during the second half of the season.

7.3.4 The Saturday/Sunday of the final regular season games each league director will conduct all star selection meetings for each division in their league. 1-2 days prior to the meeting each coach will submit a finalized list of all star nominees from their team and other coaches in their division.

7.3.5 All division head coaches must attend this meeting. If they cannot attend, an assistant coach must attend in their place.

7.3.6 Each head coach should bring his selection for his IDEAL ALL STAR TEAM, meaning the top 12 players they pick as the all star team from their division. Any player that is on all the coaches in the divisions IDEAL ALL STAR TEAM is automatically selected to the all star team.

7.3.7 Roundtable discussion: the remainder of the all star team and alternates will be selected from the rest of the all star team nominees. Each player will be openly discussed by the coaches. The coaches should be candid about each nominated players abilities. VOTING FOR THE REMAINING PLAYERS WILL OCCUR AFTER ALL REMAINING PLAYERS HAVE BEEN DISCUSSED. If all coaches agree that a player should make the all star team, that player is added to the team and the next

player will be voted on. After the entire list of nominees has been voted on twice, the remaining player positions will be filled by majority vote.

- 7.3.8 Once a complete roster has been selected, it must be ratified by all coaches in attendance. All coaches must sign the final all star roster.
- 7.3.9 Once the roster has been ratified by the coaches, it must be ratified by the Baseball Director or the Assistant Baseball Director.
- 7.3.10 Dixie Youth/Boys Baseball requires that only 12 players be carried on a roster. MCAA will allow the coach to decide what number of players he wants to carry on the all star team (does he want the 2 alternate players to be part of practice and other team activities or just go with the top 12 selected). Alternate players will come from the nominated list of potential all star players not chosen to the team. If all of those players refuse the role of alternate, then and only then would players not originally nominated be eligible for the all star team.
- 7.3.11 Teams must be selected by the Sunday following the last scheduled regular season game.
- 7.3.12 Any all star selection meeting the division the league director coaches in (head/assistant) must have the direct involvement of the Baseball Director or their appointed representative.

7.4.1 **Coaching Selection Process**

- 7.4.2 The all star team coach will not be selected until after the team has been selected.
- 7.4.3 The all star coach will be selected at the all star selection meeting following the all star team player selections.
- 7.4.4 Any coach in the division may request to be the all star head coach.
- 7.4.5 The all star coach selection will be by open vote by show of hands by his peers in his division only.
- 7.4.6 In the event of a tie vote by the coaches, the coaches that are tied shall discuss with each other as to which one will be the all star head coach. If an agreement cannot be reached between the coaches, the Baseball Board of MCAA will select the all star coach by a majority vote of the elected Baseball Board members. The Baseball Board will take into consideration: the coach's division record, their overall record for that season, coaching style, years coaching, all star coaching experience, and any negative issues there may have been with that coach.
- 7.4.7 All Star head coaches must be approved by the elected Baseball Board.
- 7.4.8 The Manager/Head Coach has the right to select his assistant coaches. Per DYB rules, he must designate 2 official assistant coaches, although he may use as many coaches as he sees fit during practice.

7.5.1 **Registration Fees/Sponsor Money/Fundraising**

- 7.5.2 Each player shall be required to pay an All-Star registration fee to cover Uniforms, Equipment, and Tournament Entry fees. This fee shall be set by the Baseball Director prior to the All-Star vote to ensure parents understand the financial commitment before accepting a spot on the team.
- 7.5.3 Any activities, awards, or equipment funded outside the All- Star registration by fundraising or sponsorship activities shall be split equitably among the parents of the

players on the team. No sponsor checks will be allowed for All-Star teams until after the team has been selected.

- 7.5.4 Any additional fund-raising done by the players of the team must be reported to the MCAA Baseball Director, and all money must be raised by the players by selling promotional items, or other fund raising techniques. All money raised must be spent on team related activities, awards, or equipment.

Section 8: Travel Ball Guidelines

- 8.1.1 **Overview:** In order to provide a higher level of competition for those players who desire to play at that level, MCAA will support a Travel Baseball program.
- 8.2.1 **Eligibility**
- 8.2.2 All players who comply with the age requirements of a particular team are eligible to try out for that team.
- 8.2.3 Each coach shall have the right to set the eligibility requirements for their team.
- 8.3.1 **Player Selection Process:** Travel Teams for each age group will be chosen via the following methodology:
- 8.3.2 For All Spring Teams: Open Tryouts to be completed by August 31st.
- 8.3.3 For all Fall Teams: Open Tryouts 2 weeks before the open of the Fall Rec registration date set by the baseball board.
- 8.3.4 Players shall register prior to tryouts to get a scope of number of players trying out.
- 8.3.5 Each travel coach will determine the tryout process for his team, and the number of players the team will carry.
- 8.3.6 Player selection is at the discretion of the head coach of each team. Coach's decisions are final, and shall only be reviewed by the MCAA Baseball Director & Travel Coordinator.
- 8.3.7 Should the team roster not be full after the first tryout, or at the time players are announced, the coach may request a second tryout, where players may be asked to tryout a second time, or open it to additional players. That coach is responsible for advertising, recruiting, and setting the date for that tryout.
- 8.3.8 Coaches may make changes to the roster, including asking players to leave, and replacing them with new players, if they feel it is in the best interest of the team. It is recommended that this be reviewed with the MCAA Baseball Director & Travel Coordinator prior to doing so
- 8.4.1 **Coaching Selection Process**
- 8.4.2 Travel Ball Coach Notification for applications will be sent to the previous Spring\Fall database by April 1st.
- 8.4.3 Travel Ball Coach Applications are due by April 30th and must be sent to the Travel Director and Baseball Director.
- 8.4.4 Travel Coaches must have coached two seasons of baseball at MCAA and coached one season in the previous fall or current spring baseball season. If no applicant meets this

qualification, other coaches will be considered. Travel Coach Selections are based on experience and the coach's ability to represent MCAA Baseball. All Travel Coach Selections are made by the Baseball Board.

8.5.1 Financial Management/Registration Fees./Sponsor Money/Fundraising

- 8.5.2 Each coach shall develop a budget estimate prior to tryouts so that he may determine how much money he will need to support his season for the following year.
- 8.5.3 Each coach shall determine the fundraising requirements for his team prior to tryouts, so that he may inform all parents at tryouts of the expectation.
- 8.5.4 Each coach shall set up a checking account to be used exclusively for team financial matters. All fees/funds collected and paid on behalf of his team should be handled through this account.
- 8.5.5 Each coach shall be responsible for paying the MCAA Baseball registration fees for his team directly from his team account or ensuring players are registered online by the deadlines set forth in rules 8.5.6 or 8.5.7.
- 8.5.6 For Fall Teams: Full team must be registered by the opening of the Fall Rec Registration date set by the Baseball Board.
- 8.5.7 For Spring Teams: Full team must be registered no later than December 1st.
- 8.5.8 No Travel Team will be afforded practice at or through MCAA without first paying the registration fee for that season.
- 8.5.9 Travel Baseball registration fee will be set each May by the baseball board.
- 8.5.10 Travel Teams will receive the following:
 - 1. GGBL fee or one tournament equal to the GGBL fee if not playing GGBL.
 - 2. Umpires for Bogan Park home games, number equivalent to the GGBL schedule.
- 8.5.11 Sponsorship of Travel Ball shall be subject to the same requirements as REC Ball.
- 8.5.12 Coaches shall periodically review with the parents of the team the status of the team budget. At the end of the season should there be a surplus remaining in the checking account, those funds shall be spent on the members of the team, or shall be divided equally among the players on the team and returned to the parents. Upon closure of the season, the coaches may be requested to submit a budget report to MCAA Baseball Treasurer, and verify that funds have been depleted.