

MCGSA Travel Team Guidelines  
“Winning is an attitude not a score.”

Approved 18 May 2016 by the MCGSA Board

MCGSA Travel Softball, the Mon County Express, was created by MCGSA to provide a higher level of competition for talented and motivated MCGSA softball players who are willing to commit a great deal of time to the improvement of their skills in a team focused environment. Teams will work hard to win games. While our goals include the pursuit of excellence on the softball field, our priority is to instill the importance of academics and the ideals of good sportsmanship, personal accountability, teamwork, and community awareness.

Softball is a fun and challenging game that requires players to develop the ability to overcome mistakes and to look forward to their next opportunity. Ultimately, the development of skills and team focused play will be the guideline for our program, which we believe will create better softball players and better people. Focus on skill development is critical to the program. MCGSA Travel Softball will ask players to work toward excellence, not perfection.

The MCGSA travel season is defined as the end of the scholastic softball (mid to the end of May) through the end of National Tournaments (approximately mid-August). MCGSA travel teams will also practice and participate in tournaments during the fall and will practice indoors through the winter; however, this is considered "Off-season." Players are encouraged to play other sports, and will not be penalized if they miss MCGSA activities, during the offseason.

In general, each team will play in 6-10 tournaments, including fall tournaments, but not including national tournaments that the team may qualify for. If a coach would like to play in more tournaments, that coach is responsible for meeting with the team parents to gain agreement.

## **1. Player Eligibility**

Any girl registered with the recreation program of the Mon County Girls Softball Association (MCGSA) is eligible to try out for a travel team. Additionally, any players meeting appropriate age guidelines may try out for a MCGSA travel team. Players may also participate without being part of the MCGSA.

Any recreational players that are part of the travel team are required to attend and participate in at least 66% of their recreational team's games. The intent of this guideline is to maintain the integrity of the recreational softball program by encouraging participation; however, this is a guideline only and will be researched by the board on a case-by-case basis. If a coach or parent has a medical or other extenuating circumstance, the board may make exceptions. Exceptions to the 66% rule may be made due to injury, sickness or board approved circumstances, with a written notice from the family to the manager of their recreational team. If the said player is injured, she may still participate in any activities their family deems safe for the child. She may be able to remain, during games, in her team's dugout or bleachers. If the player has an injury and desires to participate in the travel program, the family must provide a doctor's note to the board before an exception can be made.

No travel games or practices should be scheduled during age group recreational playoffs. This requires coordination between the recreational ball league and the travel team. The primary concern would be during ASA/USA Softball National Tournaments. The specifics of these cases will be addressed on a yearly basis.

If Travel activities are scheduled during recreational playoffs, the Travel activities should be cancelled if there is a conflict.

Travel games and practices take precedent over recreational league practices.

Travel softball teams base age determinations on a December 31 cut off (based on ASA Guidelines). 10U teams -will consist of girls who are 10 years of age as the calendar turns for the upcoming year. For example for this year if a girl was born on January 1, 2003 of the appropriate level she would be 10U eligible for the 2013 season even though she will be 11 for the entire season. This is based on ASA age guidelines and the same will hold true for 12U, 14U, and 16U.

**Travel softball is a commitment. Players and their families are expected to make travel softball a priority.** Directors and managers reserve the right to transfer players to other teams and alter playing time based on player commitment, attitude and attendance. Players, families and guests are expected to adhere to all applicable MCGSA Codes of Conduct.

## **2. Application for Travel Team Managers.**

Applications will be available at any time in the softball office or in downloadable form on the league web site, prior to the posted travel manager application cut-off date. The final date of application for summer travel coaches is typically January 31. Should that date be changed, notice will be posted at the park on the league bulletin board and on the league web site.

Any adult MCGSA member who is or has been a recreation team manager or coach in good standing is eligible to be considered for a travel team managerial position. Exceptions will be considered by the board.

These eligible candidates must submit to and complete the following:

1. Submit a travel manager application on or before its due date. Every applicant is suggested to include his/her coaching resume.
2. Participate in the scheduled open practices. These open practices while not mandatory will allow managerial applicants to evaluate the level of ability of many of the participants and also gives the players a great opportunity for additional instruction. If unable to attend the open practices, applicants are encouraged to advise the board that they may not be able to participate.
3. Participate in the interview process in order for the voting board to get to know the candidate and their intentions for the season and for the board to ensure that the candidate is aware of the rules and guidelines. Participation in the interview process is not mandatory.

Each travel season is a separate entity. Candidates must participate in this process for each designated travel season

These eligible candidates must demonstrate skill, experience, good communication skills as well as the following characteristics for each age division:

- 8's: fun and positive atmosphere, sensitivity, strong knowledge of fundamental skills and an ability to communicate the skills in an age-appropriate fashion
- 10's: fun and positive atmosphere, strong knowledge of fundamental skills and the more advanced skills required to manage in the 10's age division, and knowledge and execution of game strategies, and the ability to communicate the necessary knowledge and skills to the players in an age appropriate fashion.
- 12's: Fun and a positive atmosphere, ability to motivate, knowledge and execution of advanced level of competition, ability to deal with more challenging situations associated with coaching in the older age divisions including but not limited to discipline issues with a focus on team building.
- 14 & 16's: fun and must possess advanced softball skill knowledge and be capable of quickly resolving issues which prevent the positive direction of a team.

The board chooses all candidates by a majority vote, via secret ballot. The selected candidates will be notified immediately following the vote. Upon acceptance of the selection, their names will be posted.

Travel managers are prohibited to speak with a player and/or her family regarding play on his/her team prior to the designated travel team try-out date. The choosing of a travel manager is a daunting task and from time to time there will be changes in managerial positions for any

number of reasons, therefore speaking to players and family members prior to selections is a practice that may confuse parents and players. If a manager from a previous year has questions regarding players' intentions for an upcoming season, the manager should wait until he/she is selected to the position for the upcoming season first. After due diligence, the manager will be removed.

The Selection of a travel manager comprises many different abilities that are expected of a manager at a travel competition level, some of the attributes that board members may look for in making their choices for travel manager are listed below. This list is not all-inclusive, but a sampling of some of the positive attributes necessary to assist board members in decision-making. These attributes are in no particular order.

- A. A teacher of the game.
- B. Administrator.
- C. Motivator.
- D. Experience.
- E. Positive attitude.
- F. Manages an enjoyable atmosphere for all.
- G. Follows league rules.
- H. Participation in Sunday Workouts
- I. Participation in Coaches Clinics.
- J. Demonstrated history of working well with both parents and kids.

### **3. Travel Team Commitment**

Managing and being a part of a Travel Team is a serious commitment. The following contract must be signed when one is chosen.

Every manager must sign a "Travel Team Manager's Contract". Each player and parent (s) must sign a Team Code of Ethics form. **These documents must be turned into the league secretary prior to the team's first tournament.**

A Travel Manager must abide by the Contract, the By-Laws of the Softball Division, and the enclosed guidelines in order to remain as a Travel Manager.

See attached Travel Team Manager Contract.

### **4. Criminal Background Check/Waiver.**

The MCGSA requires that all managers and coaches certified through the ASA ACE program. This certification, while providing some basic coaching knowledge, also includes a background check. All coaches in uniforms or on the field during practice and games must be ACE certified and have a signed copy of the MCGSA Code of Conduct on file with the MCGSA..

### **5. Coaches.**

The manager shall submit a list of his coaches to the Board for approval as soon as possible.

All managers and coaches must be ACE certified, have a background check waiver signed and a Coaches code of conduct form on file to be eligible.

## **6. Travel Team Tryouts.**

Notification for travel try outs will be given to all designated age division recreation coaches to inform their team players and it will be posted on the web site.

Tryouts will be held on the date(s) set by the MCGSA Board.

A schedule will be given to all Travel Managers. Managers and their coaching staffs, of other age groups not trying out, should assist the other age groups on the field with their tryouts.

The Board, if necessary may schedule a “supplemental tryout”.

The elected travel team coaches observe the players during a scheduled try-out, which includes the assessment of the following skills: hitting, fielding, running, throwing, and pitching. The players may also be observed throughout the recreation season practices, any open practice participation, and recreation games. The team coaches select the teams based upon player ability, player performance, known player attitude, and personal conduct. The managers may select their team based on many different factors, including positions needed and team dynamics.

It is not mandatory that a player participates in the tryout, but it is highly recommended. Written notification of not being able to participate in travel tryouts must be submitted by the family to the MCGSA board through the president prior to the tryout date.

Special consideration is given to those players who have the skill to hold the position of pitcher or catcher. The team coaches of each division will rank the available pitchers as a numerical value i.e. #1, #2, #3, etc. and catchers during the try-out and selection process. The designated top two pitchers who are chosen for a particular team must stay with the selected team. Any subsequently designated pitchers have the right to opt out of their team selection in order to play on a different team that may enable them to have more pitching opportunities. Whenever possible, an agreement between managers should attempt to be reached prior to final selection of pitchers and catchers.

## **7. Team Selection Process**

TBD

## **8. Roster Changes**

1. TBD

## **9. Travel Team Practices**

Practices may start after the team has been selected. In general, travel teams are representations of MCGSA as a whole and not made up of strictly recreational ball players. With this in mind, the following priority of practices (and games) are suggested.

- Travel games have first priority (as noted earlier there needs to be communication between the recreational leagues and the travel teams with respect to recreational tournaments)
- Travel practice over recreational practice

- Recreational games over travel practice

No player should be penalized in any manner when following these general priorities. All managers/coaches in recreational ball and travel ball need to keep these priorities in mind.

A practice schedule must be worked out between managers equally and fairly in concert with the Director of Field Operations.

If a field is available due to, not having a team representing that age group or that age group is holding no practices on certain days, the subject field can be assigned to another age group or division or shared among all team & divisions.

Field 1---12 & Under

Field 1---14 & Under

Field 1---16 & Under

Field 2 ---12 & Under

Field 2 ---10 & Under

Field 2 --- 8 & Under

Field 3 --- 8 & Under

The schedule of fields may be amended by the MCGSA Board depending on the number of travel teams per field.

## **10. Manager Meeting**

A Manager's Meeting for all age groups and divisions (including 16's and 18's) is mandatory. The meeting should take place within two weeks after all managers are selected. No teams may attend tournaments until after the managers meeting has taken place. If the MCGSA board is not able for any reason to hold the managers meeting, travel teams will not be restricted from their normal schedule of events and tournaments; however, the managers must attend the managers meeting once it is scheduled.

The meeting agenda will consist of going over summer schedules, uniform designs and purchasing, budgets, fundraising and accounting. The travel team guidelines for the manager's manual will also be discussed. Introduction to the board treasurer and travel team liaison, as well as tournament committee chairpersons should take place at this meeting.

## **11. Summer Schedule**

Each manager should bring a tentative tournament schedule to the manager's meeting.

Managers should also bring any additional information they have to share with the other managers.

The MCGSA will pass on all available information regarding known tournaments. The MCGSA is currently organized under the auspices of the Amateur Softball Association (ASA); as such, travel teams should try to compete in as many ASA sponsored tournaments as possible during the summer travel season.

The MCGSA Board may have a recommended schedule based on tradition and economic criteria. Managers do not have to follow the recommended schedule, but need to be sensitive to the concerns of the Board and the travel team families.

## 12. Team Equipment

Travel team equipment supplied by the MCGSA must be signed for and then returned within two (2) weeks after the completion of any regional tournaments, unless authorized by the board in writing to keep the equipment for additional playing.

Equipment purchased with travel team funds must be turned in with the team equipment. It becomes the property of the MCGSA and will be usable by future travel teams.

Equipment missing must be replaced by the travel team manager at the time the equipment is turned in or funds to replace the missing equipment will be transferred from that travel team's account and into the main softball operating account. Equipment will be re-issued to the team at the start of each travel season.

PLEASE TAKE CARE OF THE EQUIPMENT ASSIGNED TO YOU.

## 13. Uniforms

The travel teams are representing the MCGSA, each year the MCGSA board will meet with the uniform chairperson that is selected at the beginning of each season and recommendations will be made for uniforms to be used in the upcoming travel season. Coaches are asked to be a part of this process and bring samples and colors to be evaluated.

The MCGSA board will have final approval on all travel uniforms.

**Colors:** The following has been decided regarding uniform colors for the MCGSA Mon County Express teams.

- Vests/Shirts--blue, gold, & white
- Pants--blue, white; solid or in pin-stripe
- Visors—Blue with the MCGSA emblem in white or gold

If we have multiple teams from our organization competing with each other, they should wear contrasting pants differentiate each team.

**Individual equipment:** Gloves and cleats are mandatory. Each player supplies bats, batting helmets and bat bags. However, if the travel team manager deems it appropriate, he/she may opt to use donations to purchase certain items for the team members.

The MCGSA Board will work with the coaches to determine where to purchase the uniforms. Generally speaking the intent would be to make use of the same vendor that supplied the recreational uniforms that year. The MCGSA has control of logos and designs. The board shall make every effort to assist travel managers with their selections.

**Uniform numbers:** If two or more players choose the same number and cannot work out the number discrepancy, the player who possesses one or more of the following will have first choice as to number selection:

- a) The returning player in that age group and/or team.
- b) The player who has been in the league the longest (to include past recreational play).
- c) In case of a tie, flip of a coin.

A common logo for the MCGSA travel teams will be determined each year by the MCGSA board

#### **14. Registration Fees**

A membership fee will be assessed to all travel team players before each spring and fall season by MCGSA. The membership fee will include expenses such as field usage fees, insurance, background checks and administration costs. The annual membership fees will be determined and announced by the MCGSA Board of Directors before each spring season. Registration can be done online through [www.moncountygirlssoftball.com](http://www.moncountygirlssoftball.com), or during any in-person registration dates posted on the website.

Players/parents also are responsible for costs of all uniforms, league fees, tournaments fee, gate fees, registration fees, and field usage fees above and beyond what MCGSA furnishes for practice and games.

In the event a player quits or is dismissed (for cause) from a team, the player or the player's parent(s) are eligible for a pro-rated refund for any contribution, less uniform and other fees, if the termination occurs on or before TBD date for the spring season, or TBD date for the fall season. Coaches are expected to "do the right thing" in these situations.

#### **16. Team Budget**

The attached forms should assist the Travel Team Manager in establishing how much money the team will need and how the team will raise the money.

Note that with the possible influx of non-recreational players, it is not the intent of the MCGSA to use those funds collected for the recreational league to fund travel ball teams. The MCGSA will support tournaments and other activities at the field, but does not currently plan to provide other funding to the travel teams.

It is hoped that by planning ahead and creating a budget, the teams will have a target to achieve. This will hopefully not lead to a team coming up short of required funds or collecting more money than they actually need. However, any excess will be put to good use to better MCGSA Girls' Softball Programs, and is not to be used on excessive gifts, parties or perks for players, parents, or managers and coaches. The MCGSA Board feels that money collected from personal and corporate sponsors through the name of MCGSA Girls Softball is intended to benefit girls' softball. All monies donated to the travel teams must be donated through the MCGSA. This also ensures that MCGSA meets all Federal requirements with respect to its non-profit status.

Managers must submit to the MCGSA Board, before traveling to tournaments a **detailed Budget** with the assistance of the attached forms to show where the money is going to be used before any expenditure takes place, including tournament registration fees. We hope to avoid problems of people finding out after the fact that money has been spent where they feel it should not have been. (Example: if a manager feels the team should pay for his shirts and/or hotel rooms, it needs to be disclosed in the Budget at the beginning of the year.)

The Budget must be presented to the MCGSA Board and parents of that team for approval. Obviously, it is a tool for determining how much money will be needed.

It is recommended that the team conserve their monies during qualifying tournaments early in the summer, while raising money for the big expenses of the state and regional tournaments.

If the manager is going to hold a banquet/party at the end of the year, the manager needs to set aside monies in the amount that the board treasurer advises they should need per player. This amount is usually between \$25.00 and \$35.00 per player times the number of players on their team. This money needs to be put into the budget and left there for the banquet.

The final decision for monies spent is the Travel Managers alone. They are ultimately responsible to the MCGSA Board. It is strongly suggested that expenditures benefiting the team be approved by a majority of the parent's on the team.

### 17. Budget Fundraising

Fundraising will be discussed in the Managers' Meeting. Your plans for fundraising need to be approved by the MCGSA Board. Our goal is to standardize our forms, literature and contribution levels. Coordination between teams (such as listing sponsors who have already given) is requested so as not to harass these same sponsors. Working together should help us all achieve our goals.

Large corporate sponsors (such as Dick's Sporting Goods, etc.) may be solicited by the MCGSA Board, and the monies collected will benefit all travel teams equally.

#### Funding/Revenue.

1. Family contribution/registration: This amount is collected up front from each parent (and usually equals one entry fee) so that the team's basic expense is covered and establishes the team's account in order to starting entering tournaments. This money can come from a sponsor, but does not relieve the player/parent from obtaining other sponsor money to help the team.

# \_\_\_\_\_ players x \$ \_\_\_\_\_ = \_\_\_\_\_

2. Corporate sponsors: Donations have different levels, and sponsors receive different recognition.

# \_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_

Set a goal, such as, each family gets one corporate sponsor for \$250.00 (This amount is over and above the original registration fee).

3. Fundraising events: If cash is collected, deposit it immediately. If you want petty cash, get a check request. Keep your receipts when spending petty cash. You must trade all

coins for folding money at a bank of your choice prior to making your deposit with the Treasurer as **no coins** will be accepted by the Treasurer. Some ideas for fundraising are:

- a. Yard sale.
- b. Car wash.
- c. Store front soliciting (permit needed).
- d. PARK Discount Card or Candy Sales
- e. Home Run Derbies
- f. Local Company Solicitations
- g. BBQ's
- h. Golf Tournaments

Prohibited events: highway hold-ups. (seeking donations at traffic lights)

**THE MCGSA TREASURER WILL BE AVAILABLE ONE NIGHT EACH WEEK TO TAKE CARE OF DEPOSITS AND THE WRITING OF CHECKS. PLEASE PLAN AHEAD. ALL CHECKS THAT NEED TO BE WRITTEN MUST BE REQUISITIONED WITH A CHECK REQUEST AND RECEIPTS MUST ACCOMPANY THE REQUISITION FORM WHERE APPLICABLE. NO CHECKS WILL BE WRITTEN UNLESS THERE IS SUFFICIENT MONIES IN THE APPLICABLE TRAVEL TEAM ACCOUNT TO COVER THE REQUESTED EXPENSE.**

#### **18. Travel Team Accounting Guidelines**

- A. Budget: Each team develops a budget of revenue and expenses. It must be approved by the Manager and the parent members of the team. A copy must be submitted to the MCGSA Board for final approval.
- B. Team bookkeeper: Each team should select an adult individual to serve as team bookkeeper. This person serves as the team's record keeper and collector. They are the financial liaison between the team and the Board Treasurer. They will make deposits and submit check requests, etc.  
  
All revenues and expenses will flow through this individual.
- C. Revenues: The team bookkeeper will collect all funds from the team. He/she will summarize the receipts on the Cash Receipts form. Deposits need to be turned in timely so that the team has access to their funds.
- D. Expenses: For internal control purposes, blank checks will not be issued. The only possible exception is for motel expenses, unless other arrangements can be made. Checks are not issued for advance purposes but are issued to reimburse costs incurred.  
  
Expenses incurred at tournaments will be reimbursed the following week. Reimbursable costs incurred at a tournament can be paid by that individual's personal credit card. Since a check will be cut back to that individual within a few days, no negative cash flow will be incurred by the individual as he is reimbursed before his credit card invoice arrives if they choose this option.
- E. Check request form: A check request form must be filled out by the team bookkeeper for all reimbursable expenses incurred. See attached form. All check requests must be approved by the Team Manager, the Board Treasurer, and an authorized check signor

from the MCGSA Board whose approval will be noted by their signing of the check. Receipts must be attached to the check request form. Upon receipt of the check request form and attached receipt, checks will be cut immediately by the Treasurer to minimize any possible cash flow affects to the individual.

- F. One day of each week (preferably the same day each week) will be designated, by the treasurer, for the receiving of deposits and the processing of check requests.
- G. Tournament fees: The team bookkeeper submits a Check Request form with any backup provided from the tournament host. The check will be cut by the Treasurer and forwarded back to the bookkeeper for further processing (mailing, etc.).
- H. Final accounting: As tournament season ends, all final accounting must be turned in to the Treasurer by **September 30**. All accounts will be closed out on this date and no further activity will be allowed by the Travel Teams. No exceptions. This must be done to properly close out the MCGSA books in a timely manner.

## **20. Fall/Winter Ball**

**TBD**

### PLAYER DISCIPLINE

Players may be benched only for disciplinary reasons (un-sportsmanlike conduct). Legitimate school conflicts, advance notice of family conflicts, illness or family emergencies are not grounds for disciplinary action.

Disciplinary problems concerning missed practices/games should be discussed with players and parents and if not resolved, the Director of Travel Softball or MCGSA President should be consulted. Policy has been set that should a child miss any combination of three (3) practices or games due to an unexcused absence the child may be subject to a two (2) game suspension. Any more than three (3) unexcused absences may result in dismissal from the team.

Disciplinary problems concerning inappropriate behavior by a player or a player's family member should be discussed with the player and the parents and if not resolved, the Director of Travel Softball or League President should be consulted. If the behavior persists, in spite of attempts to resolve the problem or behavior, the MCGSA Board has the authority to remove the player from the team. Inappropriate behavior is defined to be any behavior that does not conform to the MCGSA Ethics Code of Conduct.

**MCGSA Girls Softball Basic Budgetary Form**  
For the

**Travel Team**

**INCOME:**

\_\_\_\_\_ Players X \$ \_\_\_\_\_ Registration Fee = \$ \_\_\_\_\_

\_\_\_\_\_ Corporate Sponsors X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ Players Uniforms X \$ \_\_\_\_\_ (paid by parents check to Team) = \$ \_\_\_\_\_

\_\_\_\_\_ Fund Raisers X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(Car Washes, Donations, Candy Type Sales, etc.)

**Other Income: (Explain)**

\_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_

**EXPENSES:**

**Basic:**

Entry Fee's:

\_\_\_\_\_ # of tournaments X \_\_\_\_\_ entrance/registration fees = \$ \_\_\_\_\_

**Optional Expenses:**

Game Day Supplies: \_\_\_\_\_ # of tournaments X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(water, ice, fruit, etc.)

Tournament Travel Expense: \_\_\_\_\_ # of tournaments X \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
(motel rooms, gas, food, etc.)

Managers & Coaches Uniforms: \_\_\_\_\_ # X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Team Parties (during the summer) \_\_\_\_\_ # X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

End of the year party. = \$ \_\_\_\_\_

Players' Gifts (Limit up to \$50 per player) = \$ \_\_\_\_\_

Team Moms' Gift (Limit of \$50 per) = \$ \_\_\_\_\_

Managers & Coaches gift (Limit of \$50 per) = \$ \_\_\_\_\_

Sponsors Plaques \_\_\_\_\_ # X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Other Expenses: (Explain)**

\_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ = \$ \_\_\_\_\_