



**R.Y.B.S.A.**  
**RIPLEY YOUTH BASEBALL/SOFTBALL**  
**ASSOCIATION**  
**POLICIES & PROCEDURES**  
**MANUAL**



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## **WELCOME TO THE RIPLEY YOUTH BASEBALL & SOFTBALL ASSOCIATION!**

Participation in youth sports plays a valuable role in the development of children. Aspects of teamwork, dedication, discipline, physical fitness, self-esteem, and fair play all contribute to the overall growth and maturation of young people. R. Y. B. S. A. takes this responsibility very seriously and strives to offer a quality baseball and softball program which will aid in this development.

This handbook is presented to serve as a reference for you, as a parent or coach, so you will understand the philosophies of this organization regarding youth sports and allow you to do your part to make youth baseball and softball a success. If we all work together and do our best to enrich the lives of the children in our organization, we can accomplish remarkable things.

I look forward to your involvement with Ripley Youth Baseball & Softball Association!

Sincerely,

Josh Tucker

RYBSA President



## MISSION STATEMENT

The Ripley Youth Baseball & Softball Association is a family oriented group built on the principles of trust and respect. Our organization strives to serve the community with pride, passion and dedication while providing positive role models for our youth. Our goal is to enhance our community through sports and civic involvement. We are dedicated to making a positive impact and giving back to the community. We intend to reach this goal by showing the importance of teamwork, leadership, perseverance, hard work and most importantly, good character.

## OBJECTIVES

- To offer baseball & softball programs to fulfill the recreation needs and wants as a service to our community
- To offer an equal amount of participation opportunities to both young men and women regardless of race, creed, religion, or socio-economic status.
- To make baseball & softball safe and enjoyable in an atmosphere that promotes learning and participation first and competition second.
- To have the best possible people volunteer as coaches and to thoroughly train them to do the best that they can.
- To *demand from our coaches that those who need the most assistance are given it, rather than those who are already advanced.*
- To expect that good sportsmanship and fair play are standard behaviors.
- To demand from our parents to respect our volunteer coaches by being supportive of their coaching strategies and philosophies.
- To ensure that the child's participation in baseball and/or softball is a **positive** and worthwhile experience.

## PHILOSOPHY OF YOUTH BASEBALL & SOFTBALL

The RYBSA fervently believes in the benefits of participation in organized youth sports. Participation in sports has proven to build self-esteem, promote teamwork, develop the body as well as the mind, and is an integral part of the maturation process. Therefore, the goal of the RYBSA is to provide programs and services to young people of all backgrounds that will build the foundation for them to grow up healthy, competent, and caring individuals in our community. In order to operate successful youth programs; we will enforce the following five philosophies:

- **Everyone plays:** Our goal is for kids to play. We mandate that every player on every team must play at least six defensive outs per game in concordance with SHYL policy.
- **Balanced teams:** Each year we form teams as evenly balanced as possible based on age requirements because it is fair and more fun when teams of equal ability play.



- **Open Registration:** Our program is open to ALL children between the ages of 4 through 12<sup>th</sup> grade.
- **Positive Coaching:** Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better skilled and better motivated players.
- **Good Sportsmanship:** We strive to create a positive environment based on mutual respect rather than a win-at-all-costs attitude. Our programs are designed to instill good sportsmanship in **EVERY** facet of youth baseball and softball.

## **FAIR PLAY CONCEPTS**

Playing sports can be an exciting and enjoyable struggle, both with you and others. The feelings of being excited and having fun are closely tied to your attitudes or what you think and feel about the game, the other team, and yourself. Top athletes have a set of attitudes that we call “fair play”. But what exactly is fair play? Here are some of the key points.

### **RESPECT FOR THE OTHER TEAM**

You need the other team. Without the other team you can't play. So you need to show respect for the other players by treating them as needed partners, not as enemies. When you play against a good, strong team that you respect, you usually play a better game.

### **RESPECT FOR YOURSELF**

We know that how people look at things influences what they do. So, if you think of yourself as a good player, as an important part of the team, you are more likely to play like one-to set goals for yourself, practice on your own, and perform well in games. Fair play means that you believe in yourself and see yourself as important in some things, not everything.

### **COOPERATION WITH OFFICIALS**

The rules of the game help you play the game better. Fair play means that you go along with the rules and cooperate with the umpires, who are there for one main purpose-to make sure the game, is played better. If you are really honest with yourself and with the umpires, you'll usually get more out of the game.

### **GETTING INVOLVED**

A good player wants to get into the game but also wants others to play. Fair play means you defend the right to play both for yourself and for others.

## **BUILDING A TEAM**



To be a good team member, you need to get to know all of your teammates and the coach and to let them get to know you. We are all different in ability and in skill. Fair play is listening to each other, sharing ideas and feelings, and helping each other increase strengths and reach goals.

### **STICKING UP FOR WHAT YOU BELIEVE**

If you believe in fair play and stick up for it, you will be respected. It means taking a stand in favor of the things listed above. It means letting others know that you value your teammates, the other team, yourself, and the rules of the game. We all like to win but it shouldn't be at the cost of giving up what we believe in.

### **CREATING THE PROTECTIVE SHIELD**

This youth sports program exists to help children in the development of positive life skills and self-concepts. Our goal is to provide safe, enjoyable recreation opportunities for participants.

We are against ANY forms of abuse or maltreatment of children in youth sports. We each have a responsibility to do what we can to prevent any and all forms of child abuse!

We intend to take reasonable and intentional action to protect participants from any form of abuse or maltreatment and to deal with any transgressions in a timely and appropriate manner.

RYBSA uses all reasonable efforts to screen employees, and/or volunteers in order to avoid instances where young athletes may be endangered, neglected, or abused.

Although no organization can make every participant 100% safe from all forms of abuse, through screening, training, supervision, and steps to create a healthy environment for children to thrive in youth sports, we are taking critical steps toward protecting all of our participants. *It is our mission to teach the basic skills which young people need to play baseball and softball in a safe and nurturing environment, where all children get an equal chance to play regardless of play level.*

Every child in our organization has the right to have fun while participating in baseball and softball.

We will not tolerate any abusive behaviors that may jeopardize a child's well-being.

(Adopted from the National Alliance for Youth Sports Child Abuse and Youth Sports: A Comprehensive Risk Management Program)

### **GENERAL POLICIES**



## PARTICIPATION

- RYBSA is participatory in nature and does not require participants to try-out to participate.
- Baseball and softball will emphasize the pleasure of skill development and physical fitness and avoid preoccupation with winning and perfectionism.
- Where equal and separate programs do not exist, girls and boys will be granted an equal opportunity to participate.
- Each child should receive playing time as described in individual sports rules. SHYL rules along with RYBSA policy dictates a minimum of 6 defensive outs per player, per game.

## SIGN-UPS

1. Baseball and Softball has a registration deadline prior to the third week of practice with the exception that a child moves into the district and understands the nature of the season dictating playing time beyond the required amount.
2. **Team Requests-** RYBSA realizes requesting certain teams for reasons of transportation, child care, friends, etc., would be appreciated by parents. ***However, we do NOT make it our practice to honor special requests.*** We are dedicated to the players and teams and while we will certainly try our best to ensure each child is accommodated and assigned to an age appropriate team, we do not recommend or condone playing a child “up” just to satisfy the afore mentioned issues.
3. Team Size
  - a. RYBSA establishes a minimum team size of nine (9) players but realistically would rather see that number at 10-11. This is done to reduce the chance of a forfeit based on a team being shorthanded during games throughout the season.
  - b. RYBSA , from time to time, may approve minor changes to the minimum or maximum team sizes to deal with unique circumstances that may arise. The committee may consult a coach if we are considering these types of changes.
4. RYBSA will not allow a child to move up to an older age division, unless the younger division has an abundance of players and the older division is short of players. A child moving up must have played at least one year in the division they wish to move up from. If there is a special request to move a player up, the committee will consider the request. The committee will make a final decision after conferring with the player’s past and potential future coaches.

***Attention Parents/Guardians & Coaches:*** Please note, before you register your child that the RYBSA cannot guarantee a particular spot with a particular coach or team. *Only the HEAD coach’s son/daughter is guaranteed a slot on the team he/she is coaching. Any siblings will also be guaranteed a spot on the team as well, barring it not being a conflict with the age appropriation rule.* We cannot accept requests or guarantee a specific coach, team or any other player in the organization. **Thank you for your support.**



## **TEAM FORMATION PROCESS**

**RYBSA** follows the rules and regulations set for in the Southern Hills Youth Baseball/Softball League. Classifications for teams are set as follows for both Baseball and Softball

**5U (4-5 year olds)**

**8U (6-8 year olds) 8 U has been split into a Junior and Senior division based upon the numbers and could continue to be this way if the number of children stay the same and/or increase.**

**10U (9-10 year olds)**

**12U (11-12 year olds)**

**14U (13-14 year olds)**

**A Ball (15 and up)**

**RYBSA** makes every effort to keep teams that have played together for a number of years, intact. However, knowing that an increase or decrease in the number of participants can affect this effort, no team is guaranteed to stay the same indefinitely. We will make every effort to ensure that every child has a team appropriate for their age/skill level. Each child must qualify by age with a cutoff date of May 1<sup>st</sup>.

## **PRACTICE AND GAME SCHEDULES**

- Practice and game schedules are prepared according to the following criteria:
  - a. SHYL dictation of game schedules with input from organization directors.
  - b. Facility availability. There may be times, with limited notice, that regularly scheduled activities may be canceled or relocated to a different facility.
  - c. Coach's availability: Coaches are able to choose to a degree which days they intend to hold practices. A coaches meeting will be held at the beginning of the season after team rosters have been finalized to determine which day practice will be held for each respective coach/team and the location of the same.

## **GAME CANCELLATIONS AND RESCHEDULING**

- If a game is canceled due to weather or other unforeseeable circumstances, all efforts will be made to reschedule that game. In concordance with SHYL rules, all make up games are to be rescheduled within two weeks of the cancellation. With some lenience, if the game cannot be made up or a coach is unwilling or cannot work it out within that time frame, a call will be placed to the director and then to the league director to be rescheduled.
- Game schedules will be posted to "BAND" for all coaching staff to see. Each coach will have the ability to add make-up games to the calendar at any time. Field/Game schedules will also be posted so that field availability may be seen when attempting to re-schedule those games.

## **LOCATIONS**

- There are several field locations utilized by **RYBSA**. They include:



- a. 5 fields behind RULH High School
  - b. 1 field behind the RULH Middle School in Aberdeen
  - c. 1 field located at the Aberdeen Park
  - d. 1 field beside the RULH Elementary School
  - e. 1 field potentially for practice located in Higginsport
- When the game schedule is posted to “BAND”, a separate schedule showing field assignments will also be posted to “BAND”.

### **PAYMENTS AND REFUNDS**

- Payments are due at registration
- In the event that someone is unable to pay in full, members of the committee will work with those individuals to ensure payments are received. This will be handled on a case by case basis.
- Refunds to those who choose to drop out of Baseball or Softball, are eligible for a refund. Full refunds are only available if a participant drops out prior to the first regularly scheduled game.

### **INSURANCE**

- While RYBSA maintains a general liability insurance policy, it is recommended that all participants be covered under their parent/guardian’s personal medical/accident insurance policy.

### **MEDICAL EMERGENCIES**

- For any injury or accident that requires something other than a cleaning and covering with a bandage, coaches and parents are required to seek professional medical assistance through personal transport or a 911 call.
- If medical transportation is required (i.e. Ambulance), the charges incurred will be billed to the parents and/or the parent’s/guardian’s insurance policy.
- Please notify the league if your child has a pre-existing medical condition (i.e. allergies, medications, physical impairments, etc.) on the registration form; the league will then inform the coach of the situation. This is essential in order to determine the severity of an accident and to assist the medical personnel who respond to the scene.

### **PHOTO RELEASE & TEAM PHOTOS**

- Photographs are occasionally taken of program participants during various recreation activities. These photographs are used to promote RYBSA on BAND as well as the RYBSA website. If you prefer your child not be photographed, please notify us.
- RYBSA will schedule team photos for all youth baseball and softball participants/teams. Photos are optional-participants do not need to purchase.

### **FUNDRAISING**

- No individual fundraising efforts will be permitted.
- All donations and sponsorships must be approved by the RYBSA.
- All revenue will be maintained and allocated by the RYBSA executive committee.



## **SELECTION OF VOLUNTEER COACHES**

Application Procedure: In order to ensure the safety of all participants in the RYBSA, all individuals wishing to volunteer as a head coach for youth baseball or softball teams within the RYBSA must follow this procedure:

- Submit a completed volunteer application to RYBSA
- Provide written consent for RYBSA to conduct a criminal background check
- Meet with the executive committee for RYBSA

Background Checks: All new head coaches may be required to undergo a criminal background investigation. This process is to further ensure the safety and well-being of all participants. All coaches will be subject to random background and criminal investigations.

A person will be disqualified and prohibited from serving as a volunteer with RYBSA if the person:

1. Fails to consent to a personal criminal background check; or
2. Has been convicted (including crimes whereby a plea of “no contest” was entered) of a crime of child abuse, sexual assault, child neglect, murder, voluntary manslaughter, felony assault, arson, robbery, burglary, indecent exposure, public lewdness, terrorist threats, any offense against a minor, kidnapping, or felony violations involving controlled substances; or
3. Has been twice convicted, in any combination, of the following offenses: Misdemeanor assault, or any violation regarding controlled substances
4. Has been subject to any court order involving any sexual abuse or physical abuse of a minor.
5. Has been adjudged liable for civil penalties or damages involving sexual or physical abuse of children; or
6. Has been subject to any court order involving any sexual or physical abuse of a minor, including a domestic order of protection against a child. The RYBSA executive committee shall have final decision on all personnel matters.

## **ALCOHOL AND TOBACCO USE**

- Alcoholic beverages are not permitted at any RYBSA affiliated event, game, or practice.
- Tobacco products are also prohibited from being used by coaches and/or volunteers during any RYBSA sanctioned event, game, or practice.

## **ZERO TOLERANCE/3 STRIKE POLICY**

- RYBSA has a zero tolerance policy with regard to alcohol/drug abuse and the maltreatment of children. Coaches are held to a three strike policy regarding standards mentioned throughout this policy as well as mandatory Red’s Community Fund event participation.

## **SOCIAL MEDIA**



**THERE WILL BE ABSOLUTELY ZERO TOLERANCE FOR NEGATIVE/DEMEANING POSTS ON SOCIAL MEDIA. ALL COACHING STAFF IS PROHIBITED FROM ENGAGING IN ANY TYPE OF NEGATIVE BANTER INVOLVING SOCIAL MEDIA WHATSOEVER!**

## **PARTICIPANT SECTION**

### **RESPONSIBILITIES AND EXPECTATIONS**

Participation in youth sports programs can have a lasting and meaningful effect on children's lives. Therefore, it is the goal of RYBSA to provide the highest quality of athletic programs to ensure that a child's experience with baseball and softball is a positive one. It takes the cooperation of everyone involved, including the participant, to make this happen. Therefore, RYBSA has established the following responsibilities for participants to adhere to:

- **Players will listen to their coaches and be respectful of their elders**
- **Players will take care of the facilities, equipment, and uniforms, which they are given**
- **Players will avoid all types of taunting and belittling remarks to their teammates or opponents.**
- **Players will show good sportsmanship at all times, win or lose**
- **Players will not make sports a priority over education or family**
- **Players will refrain from horseplay and all other dangerous activities, in which they may become injured**
- **Players will participate for the love of the game and competition and NOT to win at all costs**



## **PLAYERS CODE OF ETHICS**

**I hereby pledge to be positive about my baseball/softball experience and be responsible for my participation by following this Player's Code of Ethics Pledge:**

- I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will expect to receive fair and equal amount of playing time.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
- I will deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
- I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
- I will encourage my parents to be involved with my team in some capacity because it's important to me.
- I will do my very best in school.
- I will remember that sports are an opportunity to learn and have fun.



## CORRECTIVE ACTION POLICY

Players who fail to adhere to the Code of Conduct or do not live up to their responsibilities or expectations will be subject to disciplinary action. RYBSA does not want a problem child to spoil the experience for the other children in our organization. Therefore, RYBSA has instituted a Corrective Action Policy to establish appropriate consequences for inappropriate behavior.

The Corrective Action Policy is a guide to assist coaches and RYBSA run a quality program. The Corrective Action Policy is a 4-step system designed to forgive a mistake but to firmly address chronic misbehavior.

For violations of the Code of Conduct or Expectations, these steps will be followed:

- |                           |                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Step 1- Verbal Warning    | Coach will discuss undesirable conduct with player and parents and stress that this behavior will not be tolerated.                                                                                                                                                                                                                                                                                                  |
| Step 2- Inning Suspension | Coach will bench the offending player for 2 innings during a game when he/she should be playing. Coach will inform the RYBSA Director of the problem and why the child is sitting out 2 innings.                                                                                                                                                                                                                     |
| Step 3-Game Suspension    | Coach will bench the offending player for 1 entire game when he/she should be playing. Coach will inform the RYBSA Director of the 3 <sup>rd</sup> offense, at which time the player and the parent(s) must attend a meeting with the Coach and the RYBSA Director before the player is allowed to resume playing. The player will be warned that the next offense will result in his/her expulsion from the league. |
| Step 4- League Expulsion  | The participant on the 4 <sup>th</sup> offense will be expelled from the league and no refund will be given. The parent will then have to make a formal request to be re-instated into this league. The child and parent(s) will then have to meet with the RYBSA Director prior to the start of the season to determine if the child is capable of playing within the                                               |



guidelines of this program.

These guidelines are not absolute in dealing with behavioral problems. Sever situations could merit harsher sanctions against participant.

### **YOUTH SPORTS PARENTS**

Being a parent is a tough job, and when a member of the family decides to join a youth sports team, it gets tougher.

You've done a lot already to bring up your child. You've created the environment in which your child has grown. You've shared your values with your child by the structure you've give his/her life and by the model you have been for him/her. You've exposed him/her to the world as he/she knows it.

Since your child joined a youth sports team, you've been involved in a whole new set of things. You have had to adjust the family routine; a lot of your time has gone into transporting your child to practice at inconvenient times and to weekend games. You have sacrificed some of your own interests, and others in your family have had to adjust, but you have gotten some returns too. There is the pride you feel as your son or daughter plays. There is some kind of expression of thanks your child has "said" to you. You have met other parents and gained new friends.

Being a youth sports parent isn't easy, but the rewards are great!

### **IMPORTANT DON'T'S FOR PARENTS**

1. Don't put yourself in the place of your son or daughter on the field. Your child is in the game, not you. Glory or grief, it is his/her game.
2. Don't talk about the "big game" all day. Chances are the "big game" isn't as important to your child as it is to you. Your child will most likely keep the game in its proper perspective if only you would.
3. Don't criticize your child or other children on your child's team or other teams.
4. Don't yell instructions to your child; that is the coach's job. Besides, your child will be able to hear your voice over the crowd, which will make him/her more nervous. Please shout encouragement only.
5. Don't start analyzing your child's performance right after the game. All your child wants is peace, quiet and something to eat.
6. Never criticize the coach, even if it is apparent that he doesn't understand the game. Before you complain, decide whether you are ready to give up your valuable free time to step into the shoes of the coach. If not, don't complain.
7. Don't abuse or criticize the officials. This type of behavior does not promote the respect for authority you expect from your children.
8. Don't decide that your child has a future with a professional team, but don't write him off either. Kids mature athletically at different paces.
9. Don't forget to praise your child for simply performing. Don't over praise or dwell on a mistake with scorn or anger.
10. Don't forget to praise all of the players after a game, even if they lost.
11. Don't take sports so seriously. Even the "big game" can't solve the world's problems. Just let the kids have fun!



## **GUIDELINES FOR SUPPORTIVE PARENTS**

Few youth programs are successful without the support of parents. Below are a few guidelines for concerned parents as they strive to support their young athletes:

- Supportive parents focus on mastering sport skills and strategies rather than competitive ranking.
- Supportive parents decrease the pressure to win.
- Supportive parents believe that the sport's primary value is the opportunity for self-development.
- Supportive parents understand the risks that competition places on a child.
- Supportive parents communicate their true concerns directly with the coach.
- Supportive parents understand and respect the differences between parental roles and coaching roles.
- Supportive parents control negative emotions and think positively.
- Supportive parents avoid the use of fear and punishment to get kids to perform better.
- Supportive parents support fair play, work together with coaches and officials and avoid all forms of criticism.
- Supportive parents recognize and understand expressions of insecurity and provide support when necessary.
- Supportive parents avoid the use of guilt to manipulate children to perform the way they want them to.
- Supportive parents show empathy for the young athlete.



## **RESPONSIBILITIES AND EXPECTATIONS**

In order for a program to be truly successful, it takes the cooperation of everyone involved: players, coaches, officials, league administrators, and especially parents. Parents have the following responsibilities and expectations when participating in conjunction with RYBSA:

### **Parents have a responsibility to their children:**

To make sure that your child gets the most out of his or her playing experience, parents should show their unwavering support, including positive reinforcement of your child's performance and effort. This is absolutely essential, especially at an early age, to ensure their healthy development. Parents should also be positive role models, including, but not limited to, showing proper sportsmanship at all times and refraining from negativity of any kind.

### **Parents have a responsibility to coaches:**

Coaches volunteer their personal time to spend it with your child. They need you to be supportive of their decisions and not undermine their efforts. If you don't agree with a coach, you are expected to tell that coach, but make certain it is done at the right time and place and not in front of the children. **It is not acceptable to approach a coach before or during a game to discuss playing time etc.** Parents are also expected to drop off and pick up their children on time for games and practice, and it is highly encouraged for parents to stay and participate in order to maintain control of the group and assist the coach as needed.

### **Parents have a responsibility to the league:**

League Administrators cannot be at all games and practices of all teams. Therefore, in order to maintain the protective shell around these programs, it is essential for parents to report abusive behavior or any other situation that needs to be addressed to the RYBSA Director. This is the only way that these programs can achieve their intended goals.

### **Parents have a responsibility to other parents:**

Personal gain and satisfaction should not be derived from your child's performance. Competition and taunting between parents is never acceptable, and no parent should ever feel embarrassed or disappointed by their team or child's performance. Good plays should be cheered, and disappointments should always be consoled, no matter whose team it affects.

### **Parents have a responsibility to themselves:**

It is your responsibility to enjoy watching your child and other children participate and learn. The joy and pride associated with watching children participate in sports should be experienced to the fullest, because a lifetime of memories is being created before your very eyes.



## PARENTS CODE OF ETHICS

**I hereby pledge to provide positive support, care, and encouragement for my child participating in baseball and softball by following this Parents' Code of Ethics Pledge:**

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other RYBSA sponsored event.
- I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol and will refrain from their use at all RYBSA events.
- I will remember that the game is for youth – not for adults.
- I will do my very best to make baseball and/or softball fun for my child.
- I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches Code of Ethics.
- I will encourage my child at all times and teach them that honest effort is as important (maybe even more important) than winning.
- I will remain in the spectator area during competitions.
- **I will support my child's coach and let him/her coach during the game.**
- I will accept that officials are doing the best job they can.
- I will keep my emotions under control
- I will help when asked by a coach or official.
- I will remember that my child will get the most out of sports with my love and **positive support.**



## **CORRECTIVE ACTION POLICY**

Parents who do not follow the Code of Ethics will be subject to a Corrective Action Policy. It is the philosophy of RYBSA, that parents should not spoil the experience of participation of baseball and softball for the children. Furthermore, RYBSA will never punish a child for the actions of his/her parent(s). Therefore, the following guidelines have been established for addressing problem parents.

For violations of the Code of Ethics or Responsibilities and Expectations, the following steps will be taken:

Step 1: Verbal Warning – Coach will discuss undesirable conduct with parents and stress that this behavior will not be tolerated. Coach will document this conversation and forward to the RYBSA Director.

Step 2: Written Warning – Coach or official will notify the RYBSA Director or his designee of continued breach of Code of Ethics and the executive committee will bring parent(s) in for a meeting to discuss actions and what the proper behavior is. Furthermore, there will be a formal letter of reprimand given to the parent(s) stating that the next offense will lead to parent(s) being banned from the game venue for a period of 1 game.

Step 3: Game Suspension – RYBSA will ban the parent(s) from attending the next scheduled contest and another letter will be given to parent(s) stating that the next offense will lead to parent(s) being banned from all future contests.

Step 4: Season Suspension – The parent(s) will be banned from attending all contests after a 4<sup>th</sup> offense. The parent(s) will then have to make a formal request to be re-instated into the RYBSA participation. The parent(s) will then have to meet with the RYBSA Director and/or executive committee prior to the start of the following season to determine if they parent(s) are capable of behaving within the spirit and letter of the guidelines of this program.

**These guidelines are not absolute in dealing with behavioral problems. Severe situations could merit harsher sanctions against the parent(s). Any decision made by an official supersedes these steps during an official game. If a parent is asked to leave by an official, the parent must leave the**



**field and may wait in their vehicle for the game to conclude. They may NOT return to the field of play until the next event unless otherwise advised by a RYBSA committee member.**

## **COMPLAINT AGAINST A COACH PROCEDURE**

**All grievances should be written and directed through the following sequence of authorities: Coach; RYBSA Director and/or executive committee member(s).**

- The procedure for filing a grievance against a coach is to first provide the RYBSA Director with written documentation of the grievance including: date of incident(s), name(s) of person(s) involved, name(s) of any witness(es), and a brief description of the incident(s).
- Gather information and eyewitness accounts of the event(s), that took place from everyone involved to determine if a violation of the letter or intent of the Coaches' Code of Ethics Pledge has occurred. This may include assistant coach(s), officials, other coaches, parents and children.
- Require the member coach to attend a meeting to address the complaint and to offer his/her side of the incident.
- The RYBSA Director has the authority to determine the severity of the situation and whether or not the affected coach has violated the expected behaviors outlined under each of the canons of the Code of Ethics Pledge that comprise the code of Conduct.

The RYBSA Director in conjunction with the executive committee has the authority to enforce the appropriate range of disciplinary actions outlined in the Code of Conduct. The information will be logged and retained in the meeting notes.



## **RYBSA COACHING EXPECTATIONS:**

### **Now you're a Coach**

For your players, you, the coaches are the single most important adult leader. You will help the players have fun, learn skills, develop sportsmanship, and discuss values in a meaningful way.

### **Coaching Philosophy**

As the coach, forget the professional and college coach models and the win at all cost approach. Do not try to get your feeling of self-worth from your team's win-loss record. Coaching youth sports calls for **teaching** the fundamentals properly, **developing** the basic team concepts, **working** on fair play values **and encouraging** all the players to participate and enjoy the sport. The most important element is the relationship between the **coach** and the **team**. *The coach is a leader, role model, teacher and friend.* This relationship is far more significant than runs scored or the games won.

**The quality of the coach-team relationship is the ultimate measure of success for youth sports coaches.**

- **Keep it simple:** Most sports are relatively simple to play and can be enjoyed by all ages. Baseball/Softball while fun, takes a vast understanding and a patient coach. Don't overcomplicate the game by trying to teach the children skills they aren't ready for. Keeping it simple and age appropriate will build self-esteem and confidence.
- **Work on basic skills:** Concentrate on fundamentals at all age levels. Help players become conscious of the importance of proper execution. Stop the action often to help individual players when necessary.
- **Work with every player on your team:** The most highly skilled and least skilled players on your team should be given equal attention. **Every player should be helped to improve in ability and to enjoy the game. It is important that every player participates and has fun, rather than just a few god players dominating the action.**
- **Teach "Fair Play":** Playing fair is an essential part of youth sports. Respect for one's self, teammates, the other team, the rules and the officials who uphold them.
- **Help players set and evaluate individual goals:** Competing against oneself is perhaps the best way to improve skills, help players measure their skills, set goals for the future and work to reach those goals. What is important is not so much how players measure up against each other, but how much each player learns and reaches new levels of skills and enjoyment.
- **Keep winning in perspective:** Winning games is only one of the many goals that are important in sports. Help players and their parents become aware of other important goals: learning skills, becoming better physically fit, being a good leader and a good follower, dealing with the emotions of sports and having fun.



## COACHING POLICIES, PROCEDURES & GUIDELINES

### You will:

- Read and review all league rules and paperwork pertaining to the season prior to the first scheduled day.
- Coaches should arrive to practice no less than 15 minutes early to set up and should not leave until every child has been picked up by a parent/guardian.
- Contact parents and players when necessary
- Try to conduct parent/player meeting at least once per season
- Distribute all materials given to you by the RYBSA in a timely manner.
- Return any paperwork distributed to you by the RYBSA in a timely manner.
- Listen and share with other adult leaders.
- Explain your discipline procedures for behavior problems, missed practices, etc., (nothing too severe, unless cleared with the RYBSA executive committee.
- Stress parental and player conduct during a game.
- Inform parents about proper equipment: appropriate clothing, good fitting shoes and water.
- Players are responsible for maintaining their uniforms and all RYBSA equipment.
- Require clean uniforms for every game.
- Get parents involved: at practice, umpire, score keeper, team mom, etc.
- Verify your roster, making sure all player information is correct; pass on any corrections to the RYBSA officer designated to maintain said information. No Roster changes can be made without advising RYBSA committee member.
- Question and answer period after practice and/or each game.

### Conduct Practice Sessions:

- **Come prepared to practice.** Prepare a practice plan outlining the skills you will be teaching and the drills you will use to teach them for that day. Use your best judgement.
- Get to know your players personally.
- Help them set goals and work toward them.
- Lead discussions by asking questions and introducing problems and situations for players to deal with.
- Build teamwork
- Enjoy yourself and let your players know it!
- Keep track of practice schedule that was designated to your team and in the event a practice must be moved to another time or venue, check BAND to ensure there is an open place to do so. Post to BAND any changes to practice or games.



### **Game Responsibilities:**

- See that your players are present and ready to play.
- Introduce yourself to the game official and the opposing teams coach.
- Fill out any paperwork (rosters etc.) prior to the start of the game and submit properly.
- **Control yourself, players and parent behavior during and after the game.**
- **Coach and encourage your team during the game. DO NOT try and officiate the game from the bench.**
- **Coaches and players must clean their bench area before leaving the grounds!**

### **RED'S COMMUNITY FUND**

The Red's Community Fund (RCF) is a program where the Cincinnati Reds partner with tristate youth baseball and softball organizations to assist with funding. Each year, we are required to participate in no less than 3 RCF events that RYBSA has set forth to take place during the beginning of the season. The events are as follows:

- Spring Field Clean-up day
- Ohio Valley Manor game
- Veteran's Home Game
- Canned Food Drive

These events are MANDATORY and every coach is expected to attend each of these events. If a situation arises where a coach knows in advance that he/she cannot attend, said coach will schedule an assistant coach to take his/her place. It is the responsibility of each coach to stress the importance of team participation in each of these events. The Cincinnati Reds are extremely generous with their funding and only ask that we complete a few community events each year. At the end of the season, our RCF Officer collects all pertinent information and documentation and submits it to the Cincinnati Reds. RYBSA then receives a check of reimbursement for monies spent throughout the season. This is NOT free money that we begin each season with. Please adhere to the policy regarding RCF participation.



### Accident Report Form

**This form must be filled out for all injuries. Use back of this form if necessary.**

Date of accident \_\_\_\_\_ Time \_\_\_\_\_

Name of injured person \_\_\_\_\_

Age \_\_\_\_\_ Parent's Name(s) \_\_\_\_\_

Circumstances of accident... Explain in detail how accident happened and where you were...

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Scene of accident... Describe location where accident occurred.

\_\_\_\_\_  
\_\_\_\_\_

Injuries and damage... Describe the nature of injuries.

\_\_\_\_\_  
\_\_\_\_\_

Was further medical attention required? If, what, where, and when?

\_\_\_\_\_  
\_\_\_\_\_

Treated by: \_\_\_\_\_

Witnesses: Give names, addresses and phone numbers of all witnesses who know anything about accident

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of this report \_\_\_\_\_ By: \_\_\_\_\_



### Program Evaluation

How did your child benefit from this program? \_\_\_\_\_

\_\_\_\_\_

What did you like best/least about this program? \_\_\_\_\_

\_\_\_\_\_

What did your child like best/least about this program? \_\_\_\_\_

\_\_\_\_\_

What would you like to see changed if anything? \_\_\_\_\_

\_\_\_\_\_

How did you register?

Mail\_\_\_\_ Online\_\_\_\_ In person\_\_\_\_

How did you find out about the RYBSA?

Newspaper\_\_\_\_ Word of Mouth\_\_\_\_ Returning Player\_\_\_\_ Social media\_\_\_\_

Was the registration process: (check all that apply)

Convenient\_\_\_\_ Efficient\_\_\_\_ Confusing\_\_\_\_ Other\_\_\_\_(explain below\_

\_\_\_\_\_

Did your child have fun? \_\_\_\_\_ Do you agree with this evaluation? \_\_\_\_\_

Taking everything into consideration, the season as a whole was: \_\_\_\_\_

\_\_\_\_\_

Would you like to teach, coach, or volunteer for RYBSA next year? Please leave name, phone #, and email. \_\_\_\_\_

\_\_\_\_\_

General comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### PARENT'S EVALUATION OF COACH- BASEBALL/SOFTBALL

This form is utilized by RYBSA to evaluate volunteer coaches. Please check if coach is satisfactory. If not, please note improvements needed.

COACH: \_\_\_\_\_

DATE: \_\_\_\_\_

Satisfactory

Improvements Needed

<u>Knowledgeable of the sport</u>	<input type="radio"/>	
Ability to organize practices	<input type="radio"/>	
Communicates with parents	<input type="radio"/>	
Follows Coaches Code of Conduct	<input type="radio"/>	
Teaches fundamentals of the sport	<input type="radio"/>	
Provides positive role model for participants	<input type="radio"/>	

#### Overall Evaluation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like to be contacted? Yes, Name \_\_\_\_\_

PARTICIPANT SECTION		
Did you have fun this season?	<input type="radio"/> YES	<input type="radio"/> NO
Did you improve?	<input type="radio"/> YES	<input type="radio"/> NO
Are you excited to play next year?	<input type="radio"/> YES	<input type="radio"/> NO