

# 2015/2016 Travel Policy – Approved 8/6/15

## I. GENERAL POLICY

The Bloomingdale Baseball and Softball Association (hereinafter referred to as BBSA) and Travel Team Programs exist as an extension of and compliment to the BBSA's in-house baseball and softball program. As such, the BBSA must schedule Travel Program activities to co-exist with the in-house program.

## II. MISSION

To further the objectives of the BBSA in presenting to the Bloomingdale community a wholesome and successful youth baseball and softball program by providing talented young athletes the opportunity to develop their skills and sportsmanship-like attitudes in a more competitive environment on a local, regional state and national level.

## III. GOVERNING BODY

- A. Travel Program is governed and managed by the BBSA's Board of Governors, under rules and policies established by the BBSA.
- B. The VP of Softball and VP of Baseball shall be responsible for all Travel Softball and Travel Baseball issues. Each VP may appoint a Travel Coordinator/Commissioner with the approval of the Board and this person must be a current Board Member in good standing. The current status of the Travel Program will be reported by said Vice Presidents to the BBSA Board at each general meeting.
- C. Chain of Command: Each team may have a Team Manager, Business manager, Head coach and assistant coaches. The Team Manager is responsible for the communication and oversees management of team funds. The business manager will be secondary to the manager in handling team finances. The Head Coach shall be responsible for on field operations. Any parent/player issues are to be brought to the Team Manager and Head Coach. The Team Manager only may bring any issues to the VP of their respective group (Baseball/Softball). Only the VP may present any issues that require additional attention to the President of the BBSA.

## IV. POLICY/RULE CHANGE

- A. It is fully expected that all future boards will review this document, consider its successes, failures and relevance and improve upon it each year. Annually the BBSA Board of Governors will consider any revisions of this document and bring any changes to a vote at a General Meeting of the BBSA for approval. Future modifications of this document should be completed by June 30<sup>th</sup> of each year so that it can be ratified prior to the travel team managerial vote each July.
- B. Copies of this document will be provided to each board member and each selected manager in the travel program. It will also be available on the BBSA website at: [www.thebbsa.com](http://www.thebbsa.com)

## V. TRAVEL TEAMS

The BBSA shall support the following teams:

- A. Boys Baseball
  - 1. 9U Travel
  - 2. 10U Travel
  - 3. 11U Travel

4. 12U Travel
5. 13U Travel
6. 14U Travel

B. Girls Softball

1. 9U Travel
2. 10U Travel
3. 11U Travel
4. 12U Travel
5. 13U Travel
6. 14U Travel
7. 16U Travel
8. 18U Travel
9. 18O Travel

C. Team Names

1. Boys Travel – The team name shall be Bloomingdale Bulldogs
2. Girls Travel – The team name shall be Bloomingdale Blast

D. Uniforms

1. Design – All uniform designs shall be submitted to the VP of Baseball and VP of Softball for approval by the BBSA Board
2. All Bull Dogs team jerseys shall be the same. At a minimum, at least two (home, away, secondary) Bulldog jersey of each team shall be the same to at least two (home, away, secondary) Bull Dog uniform of every other Bull Dog team exclusive of All Star Teams.
3. All Blast team jerseys shall be the same. At a minimum at least two (home, away, secondary) Blast uniform of each team shall be the same to at least two (home, away, secondary) Blast uniform of every other Blast team exclusive of All Star Teams.
4. Each Bull Dog team shall coordinate with each other and the VP of Travel Baseball or Coordinator to choose jerseys together and to have jersey fittings together.
5. Each Blast team shall coordinate with each other and the VP of Travel Softball or Coordinator to choose jerseys together and to have jersey fittings together.
6. The word Bloomingdale and team logo must appear somewhere on the players jersey.
7. Color – The uniforms colors for Baseball shall be Navy, Red and White. Gray may be used as a secondary color as long as the primary colors are incorporated into the uniform scheme. The uniform colors for Softball shall be Black, Red and white. *Secondary jersey using pink and black is acceptable in support of Breast Cancer awareness.*

E. Pictures

Travel teams shall have pictures taken in February with the BBSA In-house teams

F. Opening Day

All Travel teams shall participate in Opening Day festivities for the BBSA.

## G. BBSA Fundraising

All Travel teams to participate in any BBSA General fundraising activities (i.e. Casino Night). This is for the benefit of the League as a whole.

## VI. MANAGER/COACH SELECTION

- A. In order to be eligible for selection as a manager of a BBSA Travel team the candidate must be an active member of the BBSA during the preceding 12 months or receive nomination from VP of Baseball/Softball. There shall be no presumption that any particular person will be selected and all eligible members of the BBSA are encouraged to apply.
- B. Candidates interested in managing a Travel team must submit an application to the VP of Girls/Boys no later than June 16<sup>th</sup> of the prior year for Travel.
- C. The Board of Governors will select and determine all Travel managers based on applications and/or oral interviewing process and a board vote. The final appointments for managers will take place at the BBSA's general meetings in June or July.
- D. Coaches/Assistant Coaches can only be chosen after the team players have been chosen.
- E. All managers, coaches and parent volunteers that will have contact with kids on the field will be required to submit a completed criminal background check to the VP of Girls/Boys by September 1.
- F. In the case of separation of a team manager, the BBSA Executive Board of Governors shall select 2 co-managers as a replacement within seven (7) days.
- G. Managers and coaches are to be on a volunteer basis. Paid coaches are to be reviewed and require approval from the Board of Governors with strict guidelines. If a paid manager is approved, said manager will be required to sign a contract at time of selection outlining payments, expenses and expectations. Payment to manager shall be the team expense and BBSA shall not be liable for any payments owed.

## VII. TEAM MANAGEMENT

- A. The Travel Manager is solely responsible for the administration and operation of his/her team. These specific responsibilities include but are not limited to:
  - 1. Hosting a parent/player communication meeting within 30 days of the team's formation to cover at minimum:
    - a. Introduction of manager and coaches
    - b. Review of BBSA Travel guidelines, league and team rules
    - c. Review of projected schedule (# of games, playoff and tournaments)
    - d. Present and estimated budget
    - e. Review and discuss sponsorship and fundraising options and guidelines
    - f. Review and collect BBSA Registration forms/Fees from parents
    - g. Review player safety – have parents complete and turn in medical release/emergency contact information
    - h. Conduct of all Travel team members to include players, coaches and relatives. Review disciplinary policy (Section IX)
    - i. Additional topics as appropriate
  - 2. League selection (if any) i.e. 5-Star, MSBL, WSBL, IPL.

3. The scheduling and payment for all home game umpires. If a team needs assistance with obtaining umpires the BBSA Umpire Coordinator may assist you but each team is responsible for all umpire fees.
4. The scheduling of all practices, games and tournaments through the coordination with the BBSA Fields Coordinator and your respective league.
5. Team conduct –insure that team/coaches/parents/fans demonstrate good sportsmanship at all times.
6. Player safety – insure that all players are equipped with the proper safety equipment and that all player emergency contact/medical release forms are with the team manager at all practices and games. \*Refer to Safety manual posted on the BBSA website.
7. Any team issues are to be brought to the attention of the respective VP.
8. Follow team financial guidelines (below).

#### B. Team Finances

1. How a team raises funds manages them, and expends them is largely up to each individual team, within certain guidelines. Basically, however, it should be understood that the BBSA provides limited oversight over these raised funds, and accepts no responsibility for them in any way whatsoever. The BBSA believes the best group to monitor how a team's fundraising revenues are generated and used are its parents, and encourages each team to develop a clear understanding of fundraising goals and how raised funds will be used.
2. No fundraising solicitations can be made to any Bloomingdale area business until February 1<sup>st</sup>. The following sponsors are off limits at all times, any current Scoreboard Sponsor (League Sponsor), Signage sponsor, Dicks, Sports Authority, or other sports store sponsor, or any sponsor offering sports medicine/sports rehab. Upon written approval from the BBSA Sponsorship Director, the only exception to the above restrictions is if a mother or father on a team is an employee or owner of the business. Upon request, you will be issued a restriction list from the Sponsorship Director of the BBSA. This list contains names of businesses who wish or the BBSA wishes that you DO NOT contact for team sponsorship monies. You may review the BBSA website for an idea of which sponsors are off limits and for BBSA Sponsorship Director contact info.
3. All GROUP fundraising monies shall be applied to the team and not directed to individual player's fees. Individual sponsorships shall be divided up between individual and the team based upon each Manager's discretion so long as the policy set by that Manager is fair and subject to BBSA Board reversal.
4. Sponsorship levels are to be uniform across all teams and will be decided by the VP of Softball, VP of Baseball and BBSA Director of Sponsorship prior to season start.
5. All players on the travel teams will be required to pay a non-refundable registration fee to the BBSA upon commitment to a travel team. This fee will be established prior to each season by the BBSA Board of Governors and covers the following expenses: Insurance, field use, field maintenance and field supplies (field dry – limit 2 bags/game, chalk, bases etc.)
6. Each team must have a business manager/treasurer, preferably a parent that is responsible for the detailed accounting, reporting and record keeping of all travel team revenues and expenses. The business manager will:

- a. Maintain separate account with the BBSA designated bank which is currently Bloomingdale Bank and Trust for all player fees and all team expenses.
  - b. Prepare a budget at the beginning of the season and submit said budget to the VP of Softball/Baseball for review
  - c. Record all monies received and maintain copies of all deposits received. Cash deposits will not be acceptable. All deposits must be able to be sourced.
  - d. Maintain a detailed accounting for all expenditures (amount, description, vendor and dates with copies of receipts)
7. The BBSA reserves the right to obtain copies of all team financial records within 48 hours of the request to insure that Travel team's finances are in compliance with league policy.
8. Team accounts shall have at least 2 authorized signors on account. Preferably the team manager and business manager. The BBSA President and Treasurer will also be required to be on each account but will not be responsible for any maintenance on the account. The Treasurer may monitor all activity on accounts and provide reporting to the respective VP.
9. It is the intent of the BBSA that all travel team expenditures are for the benefit and welfare of the entire team. What is provided for one player is to be provided for all players. No monies are to be disbursed for specific player's expenses such as private lessons, individual equipment (bats etc.). Recognized and valid travel team expenses include, but are not limited to:
- a. Uniforms (team & coaches)
  - b. Sanctioning League entry fees
  - c. Umpire expenses
  - d. Team instructional expenses that are be available to the entire team. (Team cannot fund catching clinics/instruction or pitching clinics/instruction since not all players can utilize)
  - e. Tournament fees
  - f. Team equipment costs (bat bags, catchers gear, helmets and instructional devices)
10. Expenses that may not be paid with fund raising monies or player fees include but are not limited to:
- a. Individual Parent/player/coach travel and meal expenses
  - b. Gas, tolls or mileage
  - c. Alcohol or tobacco of any kind for anyone.
  - d. Entertainment and amusement expenses with exception of organizational events (holiday party etc.)
  - e. Lodging expenses will be at the discretion of the team based on availability of funds.
11. Fundraising such as car washes, raffles, merchandise sales, etc. to offset travel team expenses is encouraged so long as the activity does not conflict with similar events conducted by the BBSA to benefit the general fund. All fundraising activity requires prior approval by the Sponsorship Director of the BBSA. Some events may require special permits. Please check with BBSA Sponsorship Director and/or VP of Softball/Baseball to verify if permits/city approval are needed prior to event.
12. Any team instructors being utilized must supply a written agreement for services that outlines what is included, the expense and any payment arrangements. Agreements to be retained by each Travel team's business manager and must be available upon request by the BBSA Board of Governors. Payment to

instructors are to be made from the team's individual account. The BBSA shall not be liable for any payments. Any agreements are to be approved by their respective VP.

13. Any misrepresentation or misuse of any team money could result in the responsible manager/coaches being expelled from the BBSA pending a hearing with the BBSA Executive Board of Governors.
14. Managers will be required to have all player parents sign an agreement prior to play that specifies that all player fees paid are non-refundable. Agreement to specify a payment schedule. If a player leaves the team for any reason, no future payments may be collected from player. It is the responsibility of the manager/business manager to collect all fees in a timely manner. Manager retains the right to dismiss a player from the team for non-payment of fees with at least a 30 day written warning. The team's respective VP to be copied on any such email. Only in the case of season ending injury will it be manager discretion regarding refund of fees to player. BBSA registration fee is non-refundable in any circumstance. Copy of signed agreements to be retained by team manager and copy to be provided to their respective VP.

## **VIII. PLAYER SELECTION**

### **A. Notification**

Player tryouts are conducted by the Travel Program at a pre-announced site, date and time with posted announcements publicly at least 30 days prior to the Tryout. The tryout schedule is announced through a variety of media such as:

1. Local newspapers
2. BBSA website
3. Bloomingdale Park District Web Calendar
4. Email Membership
5. Flyer placement, public and/or private establishments

### **B. Dates**

Travel tryouts will be held no later than during the first two weeks in August. At an earlier date but no later than the third week in August will be used for rainout date. Any variation to the dates must be announced using notification procedure (see VIII section A)

### **C. Age Requirement**

1. Baseball age requirements are open to all participants with the designated age level from May 1 to April 30. For example, to play on the 12U Travel team, the player must not turn thirteen (13) before May 1 of the current season.
2. Softball age requirements are open to all participants with the designated age level based on player age as of January 1<sup>st</sup> of the current season. For example, if a player is 12 on January 1 but turns 13 on January 2. Player is still eligible for 12U.

### **D. The Tryout**

All Travel Players are selected through an evaluation process known as a Tryout.

1. The objective of the tryout process is to offer a fair and equitable opportunity for each candidate to perform certain defined criteria for all tryout participants.
2. All tryout candidates will register for travel team consideration by completing the Travel Player Application Form and submit themselves to the tryout procedure as set forth herein. VP will provide to all approved managers.
3. Tryouts are conducted using the results of player performance of such skills as fielding, throwing, catching, running, hitting and pitching. Players are ranked by a total number of points awarded from the skill evaluation. All tryout evaluations are the property of the BBSA.
4. The Tryout format will be developed and reviewed annually by the BBSA Board and the Tryout format will be posted on the BBSA website prior to the commencement of the tryout
5. Each player is to be evaluated by a minimum of three evaluators which includes the Travel Team manager for the age being evaluated. Two individual evaluators will be selected by the VP of Softball/Baseball. These evaluators may come from the community at large, prior and current travel managers, high school coaches or Travel and/or In-House Board Members with experienced baseball/softball knowledge. The 2 additional Evaluators cannot have any affiliation with the age level that they are providing ratings for. Ask the VP for contact info. of potential evaluators.
6. Tryout candidates are allowed to attend both tryout dates in an attempt to improve their ratings.
7. If a player does not attend any of the posted tryout dates they will not be considered.
  - a. The only exceptions to this are if there is a medical reason for missing the tryout. In this case the parent must notify the Travel Manager and respective VP and provide them with written documentation from player's doctor indicating the player cannot tryout for medical reasons. This documentation must be received prior to the final tryout date. The Travel Manager at his/her discretion may offer this player a special tryout with the previous evaluators if recovery is expected within a reasonable amount of time. If special tryout is performed, player/parent must also provide release from doctor verifying player is able to play prior to the special tryout. If selected, this player may be an additional rostered player and cannot replace a player.

OR

- b. If a player is going to be out of town for an extended period of time and will miss the scheduled tryout dates the Travel Manager at his/her discretion may offer this player a special tryout with the previous raters. In this case the parent must notify the Travel Manager and the respective VP prior to the first tryout date. The special tryout must be within 3 week of the first tryout date. If selected, this player will be considered as part of the original roster.

#### E. Final Selection

1. While the presumption will be that the highest scores and rankings will determine the makeup of the Travel team in each age division, such presumption shall be dispensed with if, in the discretion of the Travel VP, evaluators and manager, such departure is necessary to field the most successful and well-rounded team, which includes, attitude, demeanor, behavior, baseball/softball IQ, pitching, catching, middle infielders and hitting.
2. The Travel team manager shall present their final roster of players including name, address, date of birth and phone number to their respective Travel VP for final approval. Note: Players not chosen by the manager from the list will become the list of alternates in ranking order.

3. The Travel manager will notify each of the player's parents that their child has made the team. At this point, the manager will explain the commitment of time and money necessary to participate in the travel program. Should any parent withdraw their child, the manager will select a player from the alternate list to add to the roster.
4. Rosters will be placed on the BBSA or Travel website when completed. The respective VP will further address any questions or issues that arise from players/parents that did not make the team. No phone calls will be made to players/parents that did not make the team. This information to be made known at tryouts.
5. In the event that a player drops from the Travel team during the season or the manager elects to add an additional player, the manager may select a replacement/additional player at his/her discretion, subject to the approval of their respective VP. No BBSA in-house players may be added to any Travel roster once in-house drafts have been concluded.
6. Every player chosen must be registered with the BBSA by completing an online registration and paying a non-refundable registration fee plus out of district fee of \$25 if applicable upon commitment. Teams must be fully registered with the BBSA no later than 30 days after final try out date. Registration fee to be determined by BBSA Board of Governors prior to this date.
7. Teams with more than 1 team at a specific age group and special requests: At tryouts, if a player requests a certain manager to try-out for, that manager will have right of first refusal on selecting the player. Returning managers will have right of first refusal on selecting their own returning players. Managers shall not be obligated to select any returning player. For age levels that have more than one team available, the manager with the higher seniority or was the manager of the team in the year prior will have right of first refusal. Any disputes will be decided by the respective VP.

## **IX. DISCIPLINARY POLICY**

Travel team players selected agree to display the highest standards of conduct at all times as a representative of the BBSA. The opportunity offered to play on a Bloomingdale Travel team must be considered one of privilege and honor.

- A. Each travel player, manager, coach, scorekeeper, parent, family, friends etc. must follow the BBSA's code of conduct as described in the Bloomingdale Park District "Character Counts" program. Failure to comply with these rules can result in actions up to and including suspension of violating party to attend games.
- B. A 24 hour rule will be applied. Parents may not approach any coach or manager during or after a game to discuss any issues, concerns regarding the game for at least 24 hours after the game/tournament. Playing time or lack of playing time should also be discussed at least 24 hours after.
- C. Since travel teams represent the BBSA at many locations, any member of the team, including but not limited to the manager, coach, player, scorekeeper, family members or friends, will be subject to ejection from a ball field if he or she uses any type of obscene or abusive language, gesture or physical action (fighting) directed towards any umpire, other player or anyone connected with the game. The umpire will use his/her judgment as to what constitutes obscene or abusive language.

- D. Any player, manager, coach, scorekeeper, family member or friend ejected from a game will be suspended or their team's next game. If a player, manager or coach is suspended twice during the season he/she is to be permanently removed from the team. There are no appeals to this position.
1. All events of this type, regardless of where the incident occurs shall be reported to the respective VP by telephone within twelve (12) hours of the event and in writing within forty-eight (48) hours of the event by the team manager. Failure to report the event to the VP shall result in the suspension or removal of the travel manager. Per Article IV Section 3 of the BBSA by-laws "The Board of Governors, by quorum of vote, shall have the authority to suspend any member where conduct is considered detrimental to the league. Any suspension constitutes forfeiture of any monies paid to the BBSA."
  2. If a manager is removed/resigns from the team for any reason, the team may submit a replacement manager for consideration to their respective VP within 7 days. The BBSA Board of Governors shall approve by vote any replacement manager.
- E. There is no alcohol allowed on any Bloomingdale Park District property at any time by any person. Per Bloomingdale Park District policy: Section 1.11: "In addition to the Ordinances of the Village of Bloomingdale concerning the possession of alcohol, no person present in the Park System shall use or possess or have any alcoholic liquor or beverage of any kind." Violations of this rule will result in the person being asked to leave the property and suspended from attending any event for the day. If a manager, coach or a player's parent is the person violating this policy, they will be suspended from attending any event that day. If a 2<sup>nd</sup> violation occurs, this will result in a BBSA Board review with the possibility of the manager/coach or player (if parent is the violator) being removed permanently from the team.
- F. Smoking is not allowed within 200 feet of any playing fields or practice area where children are present. Violators will be asked to move to another area. Please be respectful of those around you if smoking.

## **X. FIELD ASSIGNMENTS**

- A. The BBSA at its sole discretion shall allocate fields to the Travel teams.
- B. Field availability will be issued to travel teams in February.
- C. Managers must give back all unused field availabilities to the league's field coordinator. If a Springfield Park field given to a Travel team is not going to be used for a game, manager must notify the league's field coordinator and be prepared to have practice relocated to another field.

## **XI. TOURNAMENTS**

- A. No tournaments shall be scheduled without first receiving approval from the BBSA Board of Governors.
- B. VP's will schedule tournaments in the winter prior to the spring season.
- C. Each tournament hosted shall be required to pay to the BBSA a \$10 per team entered fee (excluding BBSA teams) with a minimum payment of \$200 required per tournament. Fee is used for field supplies such as field dry and chalk.
- D. Tournament director is responsible to verify every team playing in the tournament has provided copy of certificate of insurance.
- E. Each hosting team is responsible for any and all incidental costs and fees incurred by the league as they relate to the tournament, including but not limited to any additional fees or costs for concession stand, field prep, umpires etc. Field supplies to be provided by BBSA.
- F. Round robins – a fee of \$100 is required to be paid to BBSA for additional field supplies.

- G. All teams participating in tournaments are required to volunteer equally in field prep, concessions and any other area that may be needed. If it is determined by the VP's and/or Travel Coordinators that this requirement has not been met then the VP's will determine a pro-rated amount of proceeds to be distributed.
- H. Teams that do not wish to provide volunteers will not be entitled to any of the proceeds of said tournament and will be required to pay 50% of the tournament entry fee to cover expenses to hire people in their place.
- I. The Board shall support in any way it can both financially and logistically the 12U Bull Dogs team make the trip to Cooperstown both for good public relations/marketing and for purposes of not losing the BBSA Cooperstown token.
- J. The BBSA encourages and desires that all Bull Dog teams travel to tournaments together and that all Blast teams travel to tournaments together. At a minimum all Bull Dogs teams and Blast Teams shall do the following:
  - a. All of the Manager's meet together to coordinate and discuss which tournaments they will be attending together.
  - b. All of the Manager's meet together to coordinate and discuss which tournaments they will be able to host jointly which is subject to the availability and approval by the Board. Said tournaments will require additional fees, the amount to be determined later, payable to both the BBSA and possibly the Park District.
  - c. Subject to availability and approval by the Board - The 12U Cooperstown Bull Dogs **shall host by itself** a Father's Day Tournament for purposes of funding its Cooperstown Trip. All Bull Dogs teams must attend. The Manager, Coaches, and Parents of the other Bull Dog teams shall do their best to volunteer to help host.

## XII. ACCEPTANCE OF TERMS AND CONDITIONS

All managers hereby agree and understand the terms and conditions set forth herein.

In evidence of said agreement and understanding they have put forth their signatures.

Any deviation from the Terms and Conditions set herein shall be grounds for immediate removal from their respective position as well as exclude that person from future consideration as a Travel Manager.

Manager Name: \_\_\_\_\_

Team name and Age: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_