

**Newbury Park Pony Baseball
League Policies and Procedures**
(Revised 8/2018)

Article I - Player Evaluation

1. Evaluations for each division are organized by the division director and division player agents. All manager candidates are to attend evaluations and provide ratings using system described below.
2. Scoring of a player will be based on a 33 point system: A maximum of ten (10) points each for hitting, fielding and throwing and three (3) points for running. The division director will furnish each manager with scoring guidelines to ensure uniformity in the scoring. The League President or appointed person will provide Division Directors with guidelines to ensure uniformity.
3. At the completion of the final evaluation, the scores will be turned over to the Division Director and Player Agents, who will tally each player's score.
4. All players must attend the evaluations scheduled prior to the draft.
5. The Division Director, after discussion with the Division Managers and Player Agents, has the authority to adjust player rating scores if they are known to be out of line in accordance with the player's historical ability.

Article II - Player Draft

Section 1 – General Procedures

1. These procedures apply to all divisions.
2. The basic goal is balanced teams and to draft players in the appropriate Gold Division /Black Division splits in accordance with the players' demonstrated abilities.
3. Division Directors will schedule a draft meeting. Selections will be made using the official league ratings where these scores/ratings are used as a reference for the manager in making a selection. Managers will receive a list of all eligible league players together with their official league rating prior to date of the draft meeting. Prospective coaches will also be noted on the draft sheet. All managers must announce their assistant coach and associated frozen player **prior to the first player evaluation**. Any assistant coach picked AFTER the start of player evaluations must be approved by the division director.
4. A player may be considered for a division above their age if they evaluate with the older division and is ranked in the top 5% of that division.
5. Player Selection Procedures
 - a. Prior to the start of draft proceedings, the division director will inform managers of any special requests, (i.e. approved blocked players [addendum 2], managers children, etc.)
 - b. Prior to the selection of other players, the manager and locked assistant coach children will, by consensus of managers, be placed into an appropriate draft round. In the event a consensus cannot be reached, the division director will place the players in the designated round and be assigned the official league rating score.

- c. The draft positions are based upon the average evaluation score of the “frozen” players. This is to provide fairness to those managers who do not or cannot freeze a first round player prior to the draft. The lowest score gets the first selection position. “Frozen” players are placed in the rounds reflective of their evaluation score. A manager with a son who is a first round pick and who does not freeze another player, could have the lowest average score. He would then not receive a first round pick and will not get a selection until the second round.
- d. After each draft round, the draft order will be reset based on the average evaluation score of the players selected up to that point in the draft for each team. In other words, after the fourth round the team with the lowest average score of their four players will select first in the fifth round, and the team with the highest average score of their four players will select last.
- e. As managers make selections, the player’s name, rating score, and age shall be posted under the appropriate team.
- f. Players who do not participate in evaluations cannot be drafted. An exception to this rule may be made if the player’s abilities are well known by the majority of the drafting managers or the division director and if the player being assigned by drawing may adversely affect the competitive balance of the league. All random drawings shall contain a sufficient number of players such that there is a complete round of “hat picks.” For example, if there are 9 teams in the draft and only 4 players did not tryout, then the last 5 players eligible for drafting will also become “hat picks”.
- g. Assignment of team names should be done after the managers meeting when all managers are present.
- h. After each manager has selected their allotted number of players, teams may trade players. All trades must be completed prior to the end of the meeting. All trades must have approval of the division director..
- i. Before the conclusion of the draft, all managers must furnish an alphabetical list of all team players to the division director.
- j. Any parent who chooses to block a manager must submit a block request form before evaluations. The parent shall understand that if the blocked manager is chosen as the all-star team manager, they waive the right of their child to participate on that all-star team. [See Addendum 2]. Manager block request forms must be submitted with a genuine reason for the block. Block requests submitted to the division director and president without a genuine reason or to strategically place a player on a particular team will be rejected.

Article III – League Schedules

League schedules shall be made so each team plays other teams in their division an equal number of times, unless this reduces the number of games to an unacceptable number in the judgment of the President and the Division Director. In this event, additional regular season games may be scheduled. The pairing of teams for such additional games will be made by random selection. Every attempt should be made by the Division Director to schedule two league games per week per team. All teams will adhere to the regular season game schedules (excluding playoffs) unless mutually agreed to by all managers and subject to approval by the Division Director.

Article IV – General Managerial Responsibilities and Behavior

Section 1 – Manager/Coach Selection

1. The President shall appoint a committee for each division to review all prospective managers and coaches. All interested managers/coaches must fill out an application prior to the review meeting. The committee must consist of five members and typically consists of the Division Director, Player Agents, at least one other NPPB executive board member and other current and former members of the NPPB community appointed by the league President.
2. Managers/ coaches recommended for acceptance the next year (irrespective of whether moving up a division or remaining within the same division) shall be given strong consideration over new applicants. In the event that there are more returning managers than there are current positions, managers may be selected based upon the strength of the prior year's Division Director's recommendation and the interview. The appointed committee will provide an opportunity to interview each candidate, discuss the merits of each candidate, and vote by secret ballot to select the managers. One manager will be selected in each round of voting, with subsequent rounds of voting held until all positions are filled. Managers/ coaches not given a coaching position shall be notified personally by the new Division Director, within 24 hours.
3. If a manager has volunteered, but is not selected, he/she can request a meeting of the Executive Board to discuss the reason.
4. A manager in NPPB may not manage another baseball team which may conflict with the NPPB practices and games.
5. Managers for each Division must be approved by a quorum of the Executive Board.
6. Uniformed coaches are subject to the approval by the executive board. The executive board is going to err on the side of caution if there is concern about the past behavior or conduct of a uniform manager. If a uniformed manager is denied the ability to manage/coach, they may appeal to the executive board.

Section 2 – Basic Manager Responsibilities

1. To teach each player the game of baseball and the meaning of playing together as a team.
2. To teach the players the meaning of good sportsmanship.
3. To the best of his ability, develop the athletic skill of each player on the team.
4. Each manager will hold a pre-season parent meeting to organize the parents of the players on their team to carry out work necessary for the team's function and to obtain a medical release form. These job assignments are typically those of coach, assistant coach, scorekeeper, field maintenance, team parent, scoreboard operator, and snack shack volunteers.
5. Each manager must keep the original or a copy of the player's medical release forms with him/her at all practices and games. [See Addendum 4].
6. It is recommended that all managers keep a basic first aid kit at all practices and games.
7. Managers are mandated to keep the safety of the players in consideration at all times. No adult may hit off of a player pitching.

8. Prior to the beginning of league play, managers shall make a good faith effort to run a minimum of two practices per week.
9. Managers must report any vacancies on their teams to their division director immediately.

Section 3 – Equipment Responsibility

1. It's the manager's responsibility to assure that all equipment in their possession is maintained in serviceable condition and returned to the equipment director at the end of the season. The manager will be responsible for the purchase or replacement of missing team equipment.
2. The manager will submit an equipment deposit check (post-date June 30th) to the equipment director. This deposit will be returned when equipment is turned in, or cashed if equipment is not returned when requested.

Section 4 – Manager Evaluations

1. Manager's evaluation online surveys will be provided yearly to the parents of all players (distributed via email).
2. Results of the evaluations will be viewed by the division director and league president and used to help make determination of future coaching responsibilities. Managers may request to see results, but the specific respondents will remain confidential.

Article V – “Gold” and “Black” Division

NPPB may have “Gold” and a “Black” division in the Shetland, Pinto, Mustang, Bronco, and Pony divisions. The “Gold” leagues will draft prior to the “Black” leagues within the same division. The split will be determined by the interleague split ratio guidelines and as the result of interleague meetings determination..

“Gold” Division Objectives:

1. The “Gold” division is very competitive for the more experienced players with an exceptional knowledge of baseball.
2. Players positions to be determined by the players ability at the decision of the manager.
3. To qualify for the “Gold” division;
 - a. Players must qualify at a high level at player evaluation.
 - b. Players must be ranked in the top number of players to be drafted by all “Gold” teams in that division plus 10% of the total number of eligible players in both the “Gold” and “Black” divisions. In other words, if there are 3 “Gold” teams of 11 players in a division with 150 total eligible players, only players with evaluation scores in the top 48 of 150 will be eligible for the “Gold” draft. (48 represents 3 [number of “Gold” teams] x11 [number of players on each team] + 15 [10% of the total number_of 150 eligible players]). However, player rankings are subject to adjustment in accordance with Article 1 (5) of these Policies and Procedures.

“Black” Division Objectives:

1. In the “Black” divisions there is more emphasis on instruction and focusing on developing players at various positions, while still providing a competitive environment.

2. Teach players the game of baseball.
3. The “Black” divisions may assemble all-star teams to play in-house or other lower division teams from neighboring leagues.

Article VI – League Playoffs

1. Every team in every division will be included in the NPPB playoffs.
2. When teams are tied for a playoff position in the standings, the following tie breaker procedure will be used to seed the teams:
 - 1st- Head to head if two-team tie. If three or more teams are tied, the best record against teams that are tied will be first tie breaker.
 - 2nd- If still tied, the team with the fewest runs allowed against the other team in direct competition will take the higher position.
 - 3rd – Fewest runs allowed in all regular season games
 - 4th - If still tied, the winner of a coin toss will take the higher position.
3. In all playoff games, the team with the higher seed will be the home team, except for championship game, then the team who has not lost yet will be the home team.

Article VII – Selection of All-Stars, Managers and Coaches for Tournament Play

1. Selection process of all-star players for PONY sanctioned tournament teams:
 - a. All players in the “Gold” division are automatically nominated for all-stars and eligible to be selected (provided they meet eligibility requirements dictated by the Pony national organization, including geographical boundary, participation and age requirements). “Black” division players must be nominated by their manager (or by their division director) to become eligible for selection. Each manager (or Division Director) will obtain an “Agreement to Participate” signed by all nominated players and their parent(s) or legal guardian(s). (*See Addendum 1 at the end of this document*). The parent(s) or the legal guardian(s) of a “Gold” division player that does not want (or is not able) to be considered for all-star tournament play must also turn in a form (or e-mail the division director) stating as such (this is to avoid deserving players from being inadvertently omitted from the eligible list).
 - b. All-star teams must consist of age division specific players (as defined by the Pony national organization). Players may not play in an age division above their year unless their age division does not have an all-star team formed. For example, a 9U player may not be selected for the 10U team. If there is only one “B” team in a division, a player may play up on the “B” team (provided they were not selected for the “A” team in their respective age division). Example, a 7U player may play on a 8U “B” team provided they were not selected for the 7U “A” team and there is not a 7U “B” team.
 - c. The division director will consolidate and distribute to the all managers a list of nominees from all teams at least 24-hours prior to the all-star selection meeting. The division director reserves the right to add players right up until the moment of the draft, however once the draft has begun, no additional names may be added by the division director.
 - d. The all-star selection meeting will be held after completion of at least 80% of the regular season or May 10th at the latest. The date will be published on the league calendar at the start of the season

(but is subject to change). All managers in the division (or appointed team representative) may attend the meeting.

- e. Prior to voting, managers will be given an opportunity to speak about and answer questions about their players or speak about other players they observed this season.
- f. If there are three or more “Gold” division teams, then the “A” team selection will only be voted on by the “Gold” division managers. The “B” team will be voted on by all managers in the division regardless of how many players from the “Black” division will likely be represented on the team.
- g. Voting will be done in this process. Each manager will submit a ranked list of 12 names to the division director (by secret ballot). They may include their own players. Ranking of 1 will be worth 12 points, rank of 2 will be worth 11, etc. The top 9 players (ranked by points) will be selected for the “A” all-star team. If there is a tie for the 9th position, then secret ballot voting will commence (of just those players that are tied) until just 9 players are ranked (with the division director serving a tie-breaking vote if needed). Please note that if a player is represented on less than 40% of the manager ballots, then they may not be included in the top 9 (regardless of points). The “A” division manager will then choose at least 3 primary “coach” pick players and up to 3 additional “coach” picks to build a team of at least 12 to no more than 15 players.
- h. Players chosen 13 to 15 (if applicable and parents must be told they were chosen 13 to 15)) will have an opportunity to opt to play for the “B” team if they turn down the opportunity to play for the “A” team. Players ranked 1 to 9 and the first 3 coach pick players must play for the “A” team and cannot opt to play for the “B” team unless special permission granted by the executive board.
- i. Anyone ranked 10 to 18 (for the “A” team selection) that is not selected on the “A” team will automatically be slotted for the “B” team prior to voting for the “B” team. The “B” (and “C” if applicable) team selection will commence in the same order as noted above except that all managers must participate in the voting process. “Gold” division managers may opt out of voting for the “B” team players if they lack overall knowledge of the players.
- j. A special stipulation shall be in place for the 5U, 7U, 9U, 11U and 13U divisions. In those divisions, the Gold Division managers may only vote on and lock in up to 75% of the “A” team (rounding down) based on the number of players in the Gold division. For example, if there are only ten 9U players in the Gold Division, then only 7 of them can be locked in for the first 9 spots for the 9U “A” team. The balance of the team - players 8 and 9 - will be voted on including the Black Division managers in conjunction with the Gold Division managers. This is in place to ensure that top younger division players that may have been overlooked for the Gold Division have an opportunity to make the “A” all-star team and be voted on by managers that may know the skill set of the entire age group.
- k. All nominees with a signed agreement to participate who is not selected on the “A” or “B” team will automatically be considered an alternate. The order of selection of the all-star team and alternates shall not be disclosed to anyone. Players selected to the “B” team may not be confirmed until all of the “A” players have been confirmed by the “A” manager, as it is possible that someone may decline participation. Same rule applies for the “B” team if there is a “C” team.
- l. If a player ranked in the top 9 declines participation, then the next highest ranked player (not already chosen) will be selected.
- m. All-Star players must have participated in at least half of the division league games that the player was eligible for to be eligible for all-star selection.

- n. Managers are not to release any names of all-stars until all players selected are confirmed. Parents have 24-hours to confirm participation on the team. If no response, the division director must give permission to the manager to make another selection.
- o. All divisions may create “in-house” all-star tournament teams comprised of players not selected to one of the all-star team. The number of teams and games will be determined by the division director, based on the number of players in the division and field availability.

2. Selection of All-Star Tournament Managers and Coaches

- A. Candidates for all-star tournament managers in each division will make known of their desire to manage to the division director by May 1st of each year. The division director reserves the right to extend this deadline. If the division director feels that the applicant is not qualified he may seek a majority vote from the executive board to exclude a manager (with cause) from the selection process.
- B. Selection of all-star tournament managers in each division will be accomplished by a vote of the managers in that division, with the division director serving as the tie-breaking vote as needed.
- C. This means that if there are 3 “Gold” division managers and 9 “Black” division managers, then all 12 will vote via email (secret ballot) to the division director.
- D. To be selected as the “A” team manager, the manager’s child must rank in the top 18 in the division. The division director will select the B (or C) team manager from the remaining applicants (not necessarily chosen by who received the next most votes).
- E. The division director may opt to have a meeting where all candidates will have an opportunity to present their reasons for selection to all of the managers. If such a meeting is not scheduled, all candidates may send information to the voting group to explain their desire to manage and credentials.
- F. When voting, the league asks that the following criteria is considered prior to voting:
 - Evidence of knowledge of the game of baseball.
 - Evidence of ability to teach baseball and good sportsmanship to children.
 - Evidence of managerial skill, which might include the division standing of the team managed by the applicant during the regular season.
 - Evidence of ability to draw upon talents of individual players to form the team into a cohesive unit.
 - Evidence of commitment to make the team as competitive as possible, both to contribute to the enjoyment of the players and to enhance the reputation of our organization and its players.
 - Evidence of respect from players, other managers, parents, umpires, etc.
 - Previous All-Star coaching experience, if possible.
 - Participated in League Events.

Article VIII- Amendments

These Policies and procedures may be amended as described in Article IX of the League Constitution.

Addendum 1- "Agreement to Participate in NPPB All-Stars"

Player Name: _____ Division (5U, 6U, etc.) _____

City of Residence: _____ Home Zip Code: _____ Years in NPPB: _____

Player selection will be based on performance during the spring season, dedication to the spring team and player conduct during the season. Players are selected according to our league rules by the Gold Division managers.

If selected as an All-Star, the player will represent NPPB in several All-Star Tournaments against teams from other leagues. For this privilege, the player and their family will have **additional responsibilities** to both the All-Star team and NPPB. These responsibilities include:

1. The player will be available for **all** All-Star activities **starting ____ through ____**. **If the player is not available for periods during those dates, it must be indicated below. If a player is not available for any part of two sanctioned all-star tournaments, the division director can elect to exclude that player from inclusion on the team.** [PARENT INITIALS _____]
2. Understanding that being selected as an All-Star **does not guarantee any playing time** for age 7U and above. 5U and 6U will all bat in every game, however field time may be limited. In sanctioned all-star games for 7U and above (which are governed by Pony National), you can only bat 9 players with very specific substitution rules. It is possible that your child may not play in a game, although most managers will attempt to have every kid participate at least in some portion of each game (but not guaranteed). [PARENT INITIALS _____] [PLAYER INITIALS _____]
3. Willing to play whatever position the All-Star Manager wants the player to play and sitting out innings when that is the Manager's decision. [PARENT INITIALS _____] [PLAYER INITIALS _____]
4. Willing to pay additional costs for the All-Star uniforms and entry fees. (5U-8U- \$____ /All other teams -\$____) - includes \$100 volunteer refund fee. [PARENT INITIALS _____]
5. **Parents/guardians will be required to volunteer a minimum number of shifts during the All-Star Tournaments hosted by NPPB. (\$100 refunded to those who volunteer at least the minimum number of shifts).** [PARENT INITIAL _____]
6. Teams will be required to travel to different cities to play (although many are local and Newbury Park attempts to host as many tournaments as possible to keep travel costs down for our families). This could mean tournaments in San Diego, Bakersfield, Paso Robles, etc. The league is not responsible for travel expenses incurred during these trips. If a team were to advance to an out of state tournament, Pony does pay for a **portion** of travel and lodging for the player and a guardian. Refusing to travel to specific cities could result in disqualification of future all-star participation. [PARENT INITIALS _____]

Please write down dates that the player above will not be available due to prior commitments such as vacations. **If your player is available for all dates, please indicate so below by writing 100% AVAILABLE.** If, after selection or at any point during the all-star season, the player is not available for dates not specified below (excluding situations such as sickness, family emergency or injury), it could result in review by our board and possible exclusion from future all-star eligibility within NPPB.

1. **I understand my responsibilities as outlined in numbers 1-6 in the top portion of this form.**
2. **I understand that by completing this form, the player is in no way guaranteed selection to an All-Star team or any specific playing time.**

Player's signature: _____ Date: _____

Parent's signature: _____ Date: _____

Parent's signature: _____ Date: _____

Addendum 2- Manager Block Request Form

By signing below I formally request that _____ be blocked
Manager/Coach's Name
from drafting my son/daughter _____ during
Player's Name
the _____ division draft. The reason for this block
Division (i.e. Pinto)
is _____

I understand that if this Manager is selected as the All-Star team manager, I am waiving my son/daughter's opportunity to play on that All-Star team.

Signature of Parent

Signature of Division Director

Addendum 3- Newbury Park Pony Baseball- Incident Report Form

Use this form to report any personal injuries, dangerous occurrences, or cases of related incidents or injuries that happen on the premises of any NPPB event, or elsewhere if in connection with NPPB activities.

- Deliver the completed form to the league vice president within 24 hours.
- Any major injuries and/or dangerous occurrences must be immediately reported to the league vice president.
- It is the responsibility of the team manager to complete this form. If no team is attributed to this incident or accident, it becomes the responsibility of the division director to insure this form is completed.

DETAILS OF THE ACCIDENT/INCIDENT

Date: _____ Time: _____ Location: (field name & #/park/area)_____

What was the injury or incident? _____

What happened? How did it happen? _____

Were there any witnesses? If so, please give their contact details:

Name: _____ Tel: _____

Home Address: _____

Name: _____ Tel: _____

Home Address: _____

WAS ANYONE INJURED? Give their relevant contact details:

Name: _____ DOB _____ Age: _____

M F

Tel: _____ Teams associated with this person: (if applicable) _____

Home Address: _____

Are they? (please check)	Player	team staff member
	Parent	league representative (umpire/scorekeeper/board member)
	Guest	other member of the public (describe) _____

TREATMENT DETAILS

None	First Aid	Occupational Health or Medical Center	Advised to see GP
Hospital	Hospital Stay? N/Y	How many nights? _____	Public emergency service called

Any other treatment details? _____

ACTION: What action has been taken to prevent reoccurrence? _____

NAME of person completing form: _____ Tel: _____

Date received by league vice president: _____ Initials: _____

Addendum 4- Newbury Park Pony Baseball Medical Release Form

Returning Player _____

Birth Certificate Checked _____

NPPB Emergency Contact Form

I/We, the parent(s) or legal guardian of _____
Do hereby grant permission to the manager, coach, or emergency contact person listed below to obtain medical care from any licensed physician, hospital or medical clinic when either parent or legal guardian cannot be contacted in person or by phone.

Parent or Guardian, date

Parent _____ home _____ cell _____

Parent _____ home _____ cell _____

Emergency Contact _____ home _____ cell _____

Medical Insurance Company _____ Policy Number _____

Physician Name or Medical Facility _____

Physician Phone Number _____

Medical Condition or Physical Limitations _____

Allergies/ Special Needs _____