

# **Smyrna Baseball League – Parent Handbook**

## **Statement of Purpose**

The purpose, for which the league is organized, is to develop and operate a baseball program. It shall be governed by, and shall comply with the principles, rules and regulations decreed by the constitution and the by-laws. The objectives of the league are to teach the fundamentals of baseball through a supervised, instructional baseball program and to demonstrate to the youth of the community ideals of fair play, honesty, loyalty, courage and reverence, so they may be finer, stronger, and happier youths who will grow to be good, clean healthy adults.

## **Volunteer Run Organization**

Smyrna Baseball League is a volunteer run organization. Your cooperation is desirable, and necessary, for its smooth and successful operation. The executive board, executive board appointees, coaches, and parent/guardians all participate in the league's success. As a member of this organization, we encourage you to participate fully. How can you be involved other than being a board member or coach? Just ask us!! There are always volunteers needed throughout the year.

Our league is financially self-sufficient, and the operating budget is sustained by our volunteer run concession stand, fees, sponsorships, and fund-raising activities. Your interest and commitment have allowed our league to continue to grow and become an exciting program for our youth.

This league is your league, and our players are your children. Your support and participation is our strength. This is a great way to enjoy a family evening of fun and competition.

## **SBL Executive Board – Spring 2021**

President	Eric Whittemore
Vice President – Todd Lane	Mario Davidson
Vice President – Lee Victory Rec Park	Bret Aune

Secretary	Erin Walker
Treasurer	Greg Creasey
Auditor	Cole Wise

### **SBL Elected Board – Spring 2020**

3/4 T-Ball Commissioner	Brad Christman
5/6 Commissioner	
7/8 Commissioner	Nick Brewer
9/10 Commissioner	Jamie Dunnagan
11/12 Commissioner	Billy Robinson
13/14 Commissioner	Mark Hardy
15/17 Commissioner	Mark Hardy
Webmaster	Jeremy McClanahan
Sponsorship Director	Eric Jordan
Equipment Director	Gina Jones
Public Relations Coordinator	Greg Creasey
Scheduling Director	Derrick Gentry
Tournament Director	Eric Whittemore
Player Agent	Kasey Cobble

For e-mail addresses and most current board member roster check our web page at

## Elected Officials

The executive board will be nominated and elected during the months of April, May and June. Regular meetings of the board are held on the second Wednesday of each month. Board members are volunteers and must be committed to working an entire year, providing leadership, and making Smyrna Baseball business a priority. Each member of the board has specific duties as well as overlapping responsibilities with other board members and appointees. They are as follows:

The **President** and **Vice-Presidents** are entrusted with running the league's operations, soliciting sponsorships, and overseeing the delegation of day-to-day tasks. The President and Vice-Presidents represent our league's interest with the Town of Smyrna and other community groups.

The **Secretary** maintains all records, is responsible for the league's correspondence, and gives notice of the elections.

The **Treasurer** is accountable for league funds, operating expense reports, budget maintenance, league insurance, and league registration.

A **Commissioner** for each age division coordinates their respective division's coaches, organizes meetings of the coaches, distributes any information and provides mediation when needed.

The **Player Agent** is responsible for conducting league registration and distributing necessary information to team Moms/Dads prior and during the season. They will aid in getting game information to the local newspaper.

The **Webmaster** is responsible for scheduling games, maintaining scorebooks and league game records, and updating the web site as needed. They will aid in getting game information to the local newspaper.

The **Uniform Director** is responsible for all the uniforms for the league teams, ordering the uniforms from the approved supplier.

The **Equipment Director** is responsible for all equipment that each team gets from the league, ordering, maintaining and handling any problems with the league equipment.

The **Fundraiser/Sponsorship Director** is responsible for coordinating and tracking all fundraising promotions. They will also be responsible for the coordination of any special events held by the SBL.

Each of these board members are mandated to perform their duties with fairness and

consistency as well as to promote pride in our organization.

## **Appointed Officials**

The Executive Board appoints volunteers needed to help carry out the operation of the league. The Board Member on duty at each park oversees the daily operations of the concession stand. Concession Managers may be elected or appointed, based upon need. They coordinate and train volunteer workers, maintain stock and insure cleanliness. The Head Umpire schedules and trains the umpires. The Election Committee (of up to three volunteers) is selected to manager board elections.

Each of these officials is asked to perform their duties with fairness and consistency. Any time and assistance you can give them will be greatly appreciated.

## **Coaches Certification**

All Coaches (Head, Assistants, and Dugout) **MUST** fill out a coach's application and be approved by the executive board. **All coaches must be certified through the NAYS Program and a concussion training certification. All coaches must complete a national background check – NO EXCEPTIONS.**

All coaches must provide proof of certification / background check prior to the first game. Uncertified coaches will not be allowed on the field.

## **Chain of Command**

Smyrna Baseball League is a structured organization with open communication. While all league board members try to be available anytime, there are necessary steps to follow if a complaint or problem should occur. Any problem can be resolved quickly and fairly if the correct steps are followed. The next paragraph represents the process for addressing a complaint through the chain of command.

If a situation occurs on the practice or playing field and involves a complaint with a league coach, please discuss it with that coach **away** from the field and the players. If this discussion does not remedy the problem, contact the commissioner of the division and submit, in writing, an incident report detailing the problem, and the commissioner will function as a mediator to resolve the issue. If the commissioner cannot quickly correct the situation, then he/she will bring the written report to the attention of the executive board. They will address and resolve the issue by majority vote. All board decisions are considered final.

## Rules of Conduct

It is not allowed for any parent/guardian, player or spectator to show unsportsman-like conduct or yell derogatory comments to any child, coach, parent/guardian, umpire, board member, or player.

Parents/guardians are responsible for their actions, any children's or guest's actions that may come to watch a child play before during and after every game. The league, without warning, may revoke membership if parent/guardian/player/spectator displays unsportsman-like conduct that in any way is found to be harmful to the SBL, Smyrna Parks & Recreation Department, or Town of Smyrna.

**There will be a ZERO TOLERANCE POLICY regarding verbal arguing, physical threatening, harassing, or fighting (hitting or pushing).** If anyone is ejected from a game and is asked to leave the park, and he/she fails to immediately do so, the player may forfeit all of the remaining part of the season, including tournament games. If deemed necessary, the Smyrna Police may be called to have the person removed from the park. **If anyone is ejected from a park more than once, they may not return to either park until they come before the SBL Board and explain their actions and request reinstatement.** Anyone under the influence of alcohol or illegal drugs will have their membership revoked permanently.

**Profanity is not allowed at any time by anyone!** Any violations of these rules could result in the revocation of your membership in the SBL. Smyrna Parks & Recreation requires the league to file a written report of ALL incidents. In addition your child's team could be forced to forfeit a game (or games) for a violation of the above rules.

## Dissemination of League Information

When possible, pertinent information is written and distributed through the coaches and posted on the bulletin boards at the parks and on the league website. Coaches are asked to check regularly for updated information and distribute that information to their players and families as appropriate. Fund-raising activities, league standings, newspaper articles, notice of meetings and many other types of information will be posted. The league operates under a constitution and by-laws. Any active member of the organization can request a copy of these documents.

## **Board Approval of Activities**

Smyrna Baseball League has the right to approve or deny any activity planned by its participating teams including fundraising activities. Our league, as well as the other recreational leagues in the community, is responsible for managing our activities. Many types of fundraising require permits from the city, and failure to follow necessary guidelines can result in suspension of these activities by the city.

## **League Finances**

Smyrna Baseball funds the yearly operating expenses in several different ways, all of which require that our league officers, coaches and parent/guardians take an active role. Our primary funding comes from concession stand revenue, sponsors and fundraising. As a league parent/guardian, when asked to help in any of the necessary fundraising activities, please do. This is a great opportunity to give your child the best recreation facilities and programs possible.

## **Registration Fees**

Smyrna Baseball League has attempted to keep the registration fee to a minimum to make our baseball program affordable to all who want a chance to play. The seasonal registration fee covers the following expenses: uniforms (shirt, hat, pants, and belt for ages 5 -1), insurance, team drinks, new equipment, umpires, maintenance of fields, participation medals division winner/runner-up trophies for regular season and end of season tournaments. Registration fees are non-refundable after a player has been placed on a team.

Neither the cost of a team party nor the cost of regular season trophies is part of our budget. Player names on uniform shirts will be printed as part of the registration fee. Hats will not be embroidered with a name or number as part of the budget. These items are optional as a team decision and as such the expense will be paid by the team's parents/guardians.

For the Spring 2021 season, registration fees are as follows:

- 3/4 Division: \$105.00
- 5/6 & 7/8 Division: \$115.00
- 9/10 & 11/12 Division: \$135.00
- 13/14 & 15/17 Division: \$140.00

## **Fundraising**

Fundraisers are necessary throughout the year to fund the operating expenses of the league. All proceeds go directly to the operation of the SBL. We are always looking for new and innovative ways to raise money for the league. If you have any suggestions, please let us know!

## **Concession Policy**

All teams - with the exception of the 3/4 league - are required to staff a set number of concession shifts each season. The schedule will be determined by the SBL Board and published on the Smyrna Baseball League (SBL) website prior to the start of each season.

Having our teams staff a set number of concession shifts each season allows the SBL Board to be more efficient with costs, making it possible for more families to participate in our league. It also encourages our player families to become more involved in the league, get to know other parents and coaches, and build a stronger SBL community.

This means:

- SBL is no longer requiring all parents or guardians to volunteer for multiple concession shifts or have the option to pay a concession buy out fee per player.
- Instead, we are asking each team to work among itself to identify four (4) parent or guardian/family volunteers for each assigned shift.
- The SBL Board will make every effort to evenly distribute the number of shifts across all teams.
- The Head Coach of each team is responsible for ensuring their team's assigned shifts are staffed throughout the season with parent or guardian/family volunteers age 16 and older.
  - *For example, if a team is scheduled for two (2) shifts during the regular season, the Head Coach will be responsible for identifying a total of eight (8) volunteers that season - or four (4) volunteers per shift.*

## **Registration Refund Policy**

### SBL Refund Policy

Refunds requested prior to opening day (dependent on division) will be paid out in full, minus the cost of the player's uniform (\$40) and a processing fee of (\$5).

Refunds requested after opening day will be not be granted.

\*If the player has paid the \$15 fee to choose his or her own number, then uniform cost is (\$55) instead of (\$40).

### Emergency Cancellation Refund Policy

In the event that the season must be cancelled due to Covid-19 or any other emergency, refunds will be given as follows:

- If the season is cancelled prior to opening day (dependent on division), refunds will be paid out in full minus the cost of the player's uniform (\$40) and a processing fee of (\$5).
- If the season is cancelled after opening day (dependent on division), but prior to April 15th, refunds will be paid out at 25% of the total registration fee minus the cost of the player's uniform (\$40) and a processing fee of (\$5).
- If the season is cancelled on or after April 15th, no refunds will be granted.

\*If the player has paid the \$15 fee to choose his or her own number, then uniform cost is (\$55) instead of (\$40).

\*If the season is delayed, then the refund pay out timeline will be revised.

## **League Insurance**

This is one of the biggest expenses to our league. The league covers all players, coaches, board members and volunteers. Our league provides medical and liability insurance and a required rider for the use of recreation facilities.

Activities include participation in scheduled league and tournament games and practice sessions on Smyrna Baseball League approved fields. Benefits will be paid for eligible expenses left unpaid by other insurance or health plans minus a deductible. Claims must be submitted promptly for consideration. Please conduct your commissioner or park vice-president when an injury occurs for the proper forms, instructions and prompt processing of your claim.

## **Housekeeping**

Smyrna Baseball League WORKS HARD TO KEEP OUR PARK CLEAN. We need everyone's help to insure that we keep our dugouts and stands clean after each game is over. **It is the responsibility of the coaches to see that this is done.** No one wants to go into a dirty dugout or sit in a messy stand. This must be done before receiving team drink. Please respect all teams by cleaning up



after yours.

The Stewardship Award given by the Smyrna Park and Recreation Department is an annual award that is presented to the league that best maintains their playing fields and facilities. Let's all take pride in YOUR park and get the award.

Teams that do not do their part will receive a written warning for the first offense. If a second offense occurs, a win will be deducted from the team's record in calculating season standings and seeding for the tournament

## **Uniform Policy**

Players' uniforms consist of a jersey, baseball pants, belt and a hat which the league furnishes. Players must wear their official uniform with the number visible at each league game, with the following exceptions: 1) Due to inclement weather, the jersey may be worn under outerwear. 2) To contain an accident, due to the blood rule, a jersey may be taped or a different shirt may be worn. 3) Due to prior incident involving damage to uniform or sizing issues at the beginning of a season, the SBL can allow a temporary alternative while the issue is being corrected.

Uniform jerseys are to be tucked into pants and hats are to have the bill facing forward during game play. There may be NO manipulation to the uniform (i.e. NO cutting sleeves off, etc.)

The catcher's equipment and batting helmets are protective equipment that is required in all league games, tournament games and practices. Protector cups are recommended, but not required. The pitcher position is strongly recommended to wear a protective helmet. Coaches are responsible for the return of all issued equipment to the equipment manager as the end of the season. The coach will have to leave a deposit that will be returned at the end of the season when the equipment is returned.

**The player's jersey and/or hat may only have the child's first or last name on the shirt / hat. No Nicknames – NO EXCEPTIONS!** Your player is not required to have anything printed on the jersey or hat. This is an optional team decision.

## League Structure

Smyrna Baseball League is divided into the following age divisions:

- 3/4 Division
- 5/6 Division
- 7/8 Division
- 9/10 Division
- 11/12 Division
- 13/14 Division
- 15/17 Division

## Smyrna Parks & Recreation

The town of Smyrna owns Smyrna Parks and Recreation. It is administered and maintained by the Smyrna Parks and Recreation Department. SBL has a User's Agreement with the Department to use the playing fields and to operate the

concession stands. The Smyrna Parks and Recreation Department is responsible for following: Maintaining the facilities; paying the utilities; preparing the playing fields; setting guidelines by which the league must operate; assisting leagues in staging tournaments; determining if the fields are playable following inclement weather; doing safety inspections, etc.

## **Practice Times / Locations**

All practice sessions will be held only on SBL approved fields. Practice times should be no later than 8:30pm on evenings preceding a school day. It is common-place to have two practice sessions per week. Anything in excess of those two practices sessions should be considered optional.

## **Conclusion**

We thank you for this opportunity to interact with you and your children through baseball. SBL elects an executive board each year to manage the league's operation. The positions are strictly volunteer and elections are held every spring. The board continually evaluates what works to be successful, what we can do to improve our league's operations, and how to communicate more effectively with our coaches, players, parents/guardians, and community. The intent of this handbook is to give you a concise picture of our league's operations, what our league has to offer our players and how we, as parents/guardians can contribute to the league. This probably will not answer all of your questions, but hopefully it will help explain how our league functions, continues to grow and provides much needed recreation opportunity for the youth of our community.

Further detail can be found in our Constitution and By-Laws. There is a copy kept at the concession stands as well as available for printing on our web site at [www.smyrnabaseballleague.org](http://www.smyrnabaseballleague.org). Should you have any questions, please contact an SBL Executive Board member.