



# SCHAUMBURG ATHLETIC ASSOCIATION

## SAA Baseball

version 2.1 - Jan. 2014 RK



# HANDBOOK AND POLICIES MANUAL

## **SCHAUMBURG** ATHLETIC ASSOCIATION



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WELCOME TO THE SCHAUMBURG ATHLETIC ASSOCIATION  
IN-HOUSE AND TOURNAMENT BASEBALL PROGRAM

It is the goal of all SAA volunteers to make our not-for-profit program the most fun possible for children and their parents. We are dedicated to making baseball an event you look forward to for several years, with the hope you will have positive memories for a lifetime.

This is an informational handbook that is designed to guide you through the basics of the program. It should not be considered a "set in stone" rule book, as the Board of Baseball Commissioners will revise it as situations mandate.

Much of the information previously provided in the handbook is now available on our website at [www.saa-online.com](http://www.saa-online.com).

Our rule of thumb will always be to adapt, as quickly as possible, to all situations to benefit the members of the program. I ask you to become very familiar with what is written. If it does not answer all of your questions, it will at least direct you to where to find your answers.

We thank you for supporting the SAA and we will continue to do our best to make sure that each season is even more fun than your expectations.

Sincerely,

Mark Musial  
Head Commissioner  
Baseball  
December 6, 2013

## **1 INTRODUCTION**

This handbook is written for the Schaumburg Athletic Association (SAA) Baseball Program, a part of the Schaumburg Athletic Association. This organization and the Schaumburg Athletic Association are not-for-profit volunteer organizations. The purpose of this handbook is to define how the Baseball program will be governed and spells out specific policies and guidelines the board will use to manage the program.

## **2 MISSION**

It is the mission of the SAA Baseball program to provide the opportunity for SAA members within the Schaumburg community and the surrounding areas to participate in the sport of baseball. The minimum age of four (4) must be reached on or before September 1 of the current season and the maximum age of nineteen (19) cannot be reached on or before September 1. The current season is defined within the calendar year. Participants in grades beyond the 12<sup>th</sup> Grade cannot participate in the program.

## **3 THE BASEBALL PROGRAM**

Baseball is the founding sport in SAA and one of the oldest sports in the nation. SAA Baseball is structured as a recreational, in-house program with the additional element of the Tournament Team program.

### **3.1 GOALS**

The SAA Baseball program strives to create a baseball environment that encompasses education (skills, teamwork, love of the game) along with entertainment and recreation, not only for the players but for their families.

### **3.2 OBJECTIVES**

SAA Baseball will provide an exceptional environment:

- for youth in our community to learn the sport of Baseball.
- for players to learn about and practice sportsmanship and teamwork.
- for families of participants the chance to bond with their players in a supportive manner.
- to grow the game of Baseball

### **3.3 EXPECTED OUTCOMES**

The SAA Baseball program will continue to be a leader in the community and the SAA organization so that our local neighbors and the surrounding areas recognize SAA Baseball as one of the premier sporting programs for youth and their families.

**4 SPORT BOARD ORGANIZATION**

Head Commissioner  
 Assistant Commissioner  
 Treasurer  
 Secretary

Mark Musial  
 Mike Gough  
 Denise Fisher  
 OPEN

Head Commissioner	Mark Musial	630-956-8532	markmmusial@gmail.com
Asst.Head Commissioner	Mike Gough	773-383-6269	MJGoughii@yahoo.com
Treasurer	Denise Fisher	847-372-9039	<a href="mailto:dabearsfan@comcast.net">dabearsfan@comcast.net</a>
Secretary	OPEN		
Pre-K/ Kindergarten	Tas Valas	773-425-8546	tvalas@sbcglobal.net
1st Grade	Russ Poe	847-476-7877	Russp1968@gmail.com
2nd Grade	Mike Gough	773-383-6269	MJGoughii@yahoo.com
3rd Grade	Terry Salat	630-290-3820	9Salat@gmail.com
4th Grade/ Tournament	Jeff Lawson	847-354-1254	jalappraising@comcast.net
5th & 6th Grade	Gene Cushing	847-882-6692	cush1951@aol.com
5th & 6th Grade/ Fall Ball	Tom Morrissey	224-465-3156	Tommorrissey@comcast.net
7th & 8th Grade	Dan Kliver	847 409-3676	dkliver@comcast.net
High School/Colt	Lee Meyrick		miadol_34@hotmail.com
Concessions/ Sponsors	Anthony Kahl	847-305-9278 or 847-508-0739	anthonykahl56@comcast.net
Equipment/ Uniforms	Russ Stautmeister	847-891-4538	russtaut@aol.com
All-Star Weekend/ Park District Liaison	Dennis Best	312-953-2171	dbestfilms@gmail.com
Evaluations/ Umpires/ Website	Rob Kaye	847-895-1149	rekaye@wowway.com
Special Projects/ Clinics	Ashley Virola	630-872-1320	ashes521@comcast.net

UPDATED 1/14/14



## **5 SPORT BOARD STRUCTURE**

### **5.1 ORGANIZATION CHART**

The Baseball Board will consist of a maximum of 18 active voting members, including the Head Commissioner, Assistant Head Commissioner, Secretary, and Treasurer. The Head Commissioner shall add and/or remove both voting and non-voting positions, as needed, to best serve the Baseball program. The Head Commissioner shall have the authority to designate multiple voting and/or non-voting members to each of the above positions. All additions and/or deletions shall be approved by a simple majority of the sitting Baseball Board of Directors. To be an active voting member of the Baseball Board, a member must have attended a minimum of seven meetings annually. Board members may be assigned multiple positions as deemed necessary by the Head Commissioner or Board.

Each League (grade level) shall have a League Commissioner that is responsible for the operation of the individual levels. Additional at-large positions shall be created as needed by the Head Commissioner.

### **5.2 DEFINITION OF HEAD COMMISSIONER**

The Baseball Board of Directors will elect the Head Commissioner. Any individual nominated for the Head Commissioner must have served a minimum two (2) years in a voting member position on the Baseball Board. After a new commissioner is elected, the preceding commissioner can serve as an adviser or consultant, at the request of the new commissioner. In this position, the individual does not have a vote on the Baseball Board of Directors. A Head Commissioner can serve a maximum of 2 two-year terms.

### **5.3 HEAD COMMISSIONER DUTIES**

The Head Baseball Commissioner will represent the program on the SAA Executive Board of Directors. The Head Commissioner will also represent the Baseball Program at the Schaumburg Park District meetings as an extension of his/her duties of the SAA Executive Board of Directors.

#### **5.3.1 Coaching Responsibility of a Head Commissioner**

The Head Commissioner shall not simultaneously hold the positions of head coach and Head Commissioner of Baseball. He/she may operate in other capacities on a team.

#### **5.3.2 Financial Accountability**

The Head Commissioner has the responsibility for the budgeting of the Baseball program. Inherent in this responsibility is the active participation of the Baseball Board of Directors in this highly important task. The Commissioner cannot submit a fiscal budget to the Executive Board of Directors until the Baseball Board has approved the fiscal budget. The Commissioner has the responsibility for insuring financial accountability within the program and must adhere to SAA policies regarding money management.

#### **5.3.3 Welfare of the Participants**

The Head Commissioner has the responsibility for the well-being of every participant in the

program. As such the Commissioner must be certain that no coach or volunteer compromises the welfare and safety of any participant of the program. All injuries must be reported to the office and the to the Commissioner as soon as reasonable and no later than one week or seven calendar days.

#### **5.3.4 Purchasing Authority**

The Commissioner is responsible for the procurement of equipment, uniforms and other supplies for the program. In this pursuit, the Commissioner has the responsibility to seek vendors who will provide the best quality at the least cost and provide the best possible service. While not restricted to purchase from specific vendors, the Commissioner must make objective decisions and strive to do business with current vendors that have provided satisfactory services to the program. In no way shall the Commissioner accept gratuities, forms of payment or other such gifts or rewards in repayment for this business. The Commissioner may seek assistance of other Baseball Directors in the procurement of products and services.

#### **5.3.5 Public Relations**

It is the responsibility of the Commissioner to act as the liaison between the coaches and the parents of the participants. The Commissioner must always perform this task with the utmost respect and diplomacy. Situations arising in this capacity that require additional actions will fall under the guidance of the SAA Disciplinary Policies.

### **5.4 DESCRIPTION OF MANAGERS/COACHES**

Baseball teams will be managed by Managers and an Assistant Coach. The main responsibility of the Managers/Coaches is to provide for the welfare of the players on his/her team. The Manager and Coach will adhere to the guidelines set forth for governing practices, games and fair playing time for all players, as described in the individual league handbooks. Managers and Coaches will be subject to a background check.

#### **5.4.1 Suspension of a Coach/Manager**

If the Manager or Coach violates one of the guidelines or any of the points in the Parent Code of Conduct, the League Commissioner may suspend a coach for up to two games. This form of suspension will not require approval from the Baseball Board. If a suspension of more than two games is deemed appropriate, the SAA Baseball Board reserves the right to convene a disciplinary panel which may additional actions including banning from Baseball. Any coach caught in violation of the suspension will be immediately dismissed from the program. A suspension shall include all practice and game time

### **5.5 LEAGUE COMMISSIONERS**

Commissioners will have duties as directed by the Head Commissioner and the members of the Baseball Board.

#### **5.5.1 League Commissioner Responsibilities**

A League Commissioner will be responsible for the general day-to-day management of their assigned league. Duties will include (but are not limited to) the following:

1. Select coaches and subsequently evaluate coaches (subject to review by the entire Board).

2. Determine size of your league – approximately 12 players per team (depending on age)
3. Supervise your league's evaluations (if appropriate).
4. Supervise your league's selection process.
5. Formulate league schedules with the field commissioner and update them as needed.
6. Enforce league rules and park district regulations.
7. Assist Equipment Commissioner with the distribution of equipment and uniforms to the coaches at the beginning of the season. In addition, the Commissioner is responsible for collecting it at the end of the season if assistance is needed.
8. Coordinate with your coaches the date and time for picture day.
9. Set up league playoffs (consistent playoff format decided by Board) for those leagues that have them
10. Attend monthly Baseball board meetings.
11. Supervise games and practices during the season as needed.
12. Commissioners have the right to remove a coach from a game who is not following the rules or is in violation of the coaches' conduct below or SAA rules. Any further suspension and or disciplinary action must be approved by the Head Commissioner or Disciplinary committee.

#### **5.5.2 Treasurer**

The Treasurer will be responsible for the financial standing of the SAA Baseball Program.

#### **5.5.3 Secretary**

The Secretary will be responsible for the official meeting notes and other record keeping of the SAA Baseball Program.

### **5.6 BOARD MEETINGS**

The SAA Baseball Board shall meet once per month, typically on the first Tuesday of the month at the SAA Main Office **217 S. Civic Drive, Schaumburg, 60193**. Times may vary. A majority of the voting members of the Board must be present to constitute a quorum. If a majority of the board is not present the decisions of the board will not be considered official. Minutes defining the decisions of the board will be kept on file at the SAA Office. The Head Commissioner may change, re-schedule or cancel the meeting, as required, to best serve the interests of the Baseball program. Meetings are open to members.

In emergencies, the Board has the authority to call a special closed door meeting of the Board of Directors and conduct business.

## **6 COACH/MANAGER RESPONSIBILITIES & OBLIGATIONS**

The Manager and Coach are expected to conduct themselves in a manner that displays leadership, sportsmanship and act as a positive role model for the participants on his/her team.

### **6.1 CERTIFICATIONS, SEMINARS AND CLINICS**

The SAA baseball program strives to provide the best possible environment to allow kids to have success in a sporting environment. To this end, coaches and managers will be expected to participate in annual clinics and other supportive programs. Various clinics and educational opportunities will be made available to coaches and managers to improve their understanding of both the game and the skills of coaching youths.

## **6.2 ACTIVE PARTICIPATION IN FUNCTIONS, EVENTS, AND ACTIVITIES**

The Manager and Coach are expected to actively participate in, but not limited to, the following general volunteer activities; equipment handout, concession stand, practice and game field set up and preparation, and special events such as All Star Weekend.

## **6.3 COACH/MANAGER EVALUATIONS**

The competency and quality of all coaches and managers will be evaluated throughout the season. Conduct and competency will be considered when determining managers before the season. Managing and Coaching opportunities are to be considered a privilege and not a right of those who have performed the roles in the past. League Commissioners have the responsibility of selecting Managers and Coaches who will best perform the duties of the league in accordance with SAA Baseball expectations and policies. Managers must have approval of the SAA Baseball Board before officially being given the responsibility.

## **6.4 ADMINISTRATIVE DUTIES**

All SAA Baseball Managers and Coaches are responsible for various administrative duties assigned to them by the Baseball Board. The scope of these responsibilities will be specific to the management of the coach's team and/or league. Included in this will be a year-end evaluation of players to be completed and submitted back to the league commissioner.

## **6.5 COACH/MANAGER COMPETENCIES/QUALITIES**

Managers and Coaches will be selected based on a number of criteria such as ability to teach and relate to players, knowledge of the game and past experience.

## **6.6 SPECIFIC RESPONSIBILITIES OF COACHES/MANAGERS**

Baseball teams will be managed by Managers and an Assistant Coach. The main responsibility of the Managers/Coaches is to provide for the welfare of the players on his/her team. The Manager and Coach will adhere to the guidelines set forth for governing practices, games and fair playing time for all players, as described in the individual league handbooks. Managers and Coaches will be subject to a background check.

# **7 PLAYER EXPECTATIONS**

## **7.1 ELIGIBILITY**

SAA Baseball will be open to both boys and girls. Players must be a minimum of 5 years of age as of September 1 of the current season year to participate.

## **7.2 PLAYERS CODE OF CONDUCT**

SAA will demand that its youth baseball players exhibit the highest standard in sportsmanship and behavior on and off the field. As such, SAA will require that youth baseball players agree to the following code of conduct. A player that violates any one of the following rules shall be immediately removed from the practice/game with the risk of suspension or dismissal from the program. Suspension and/or dismissal is not limited to the sport the violation occurs in and will cross all sports within SAA.

- Smoking – any participant registered in the SAA that is seen smoking by a coach or commissioner
- Drinking alcohol or under the influence of alcohol – any participant registered in the SAA that is seen by a coach or commissioner drinking an alcoholic beverage or non-alcoholic beer or is suspected of being under the influence of alcohol.
- Non-prescription drugs or illegal substance – any participant registered in the SAA that is seen using or under the influence of illegal drugs

## **8 PARENT EXPECTATIONS**

### **8.1 VOLUNTEER POLICY**

Since it is impossible for a small collection of dedicated volunteers to possibly organize and run an operation the size of SAA Baseball, it is expected that parents of players will give some time to assist the Board and Commissioners. No parent will be asked to volunteer more than an hour or two throughout the season. It is understood that due to other commitments it is not always possible for all parents to fulfill their volunteer expectation; at registration a family may buy out their expectation for a fee determined by the board.

#### **8.1.1 Team Assistants**

The Manager and Coach are responsible for the selection of additional help for the management of the team including but not limited to Assistant Coaches, Team Mom, base coaches and scorebook keepers. These roles will be subject to the requirements of the disciplinary processes in accordance with SAA policies and may be subject to background checks.

### **8.2 PARENT CODE OF CONDUCT**

Parents are expected to follow general rules of conduct as provided by the SAA Code of Conduct in Appendix A. A parent that violates any one of the following rules shall be immediately removed from the practice/game with the risk of suspension or dismissal from the program. Suspension and/or dismissal is not limited to the sport the violation occurs in and will cross all sports within SAA.

- Smoking – while parents cannot be prohibited from smoking at games or practices, the SAA respectfully requests that smoking be limited during the practices and games. Smoking cannot be permitted within 50 feet of the playing field per Schaumburg Park District rules. This is the minimum requirement.
- Alcohol – parents are not allowed to consume alcoholic at a home or away game or at practices. Consuming alcohol while on Park District property is forbidden by the Park District and is not allowed by SAA. If a parent is seen consuming alcohol at a game or practice by a coach, game official or commissioner, the above code of violation will be followed. If a parent continues to ignore the policy, the child of the parent may also be removed from the program.
- Non-prescription drugs or illegal substances – any parent that is seen under the influence of illegal drugs.
- Promptness – parents are asked to pick up their participants from practices and after game promptly at the time the coach request. The coaches in the program have the welfare of the participants first and will not leave a practice or game if a participant remains at the field waiting for a ride home. The SAA requests each parent not to turn the programs coaches into

babysitters and arrive on time. At times, the weather can change without warning. If threatening conditions are building, it is the responsibility of the coach to monitor this and suspend play if necessary. Parents need to be present to remove their child from the area.

## **9 TEAM ORGANIZATION AND STRUCTURE**

### **9.1 TEAM NAME**

SAA Baseball teams will be assigned by commissioners for each league.

### **9.2 LOGOS**



### **9.3 EVALUATION/TRYOUTS POLICY**

SAA Baseball will conduct evaluations for leagues 2<sup>nd</sup> Grade through 8<sup>th</sup> Grade. The results of these evaluations will be used in the team selection process.

### **9.4 DRAFT POLICY**

With the exception of T-Ball, all teams will be equally drafted based upon grade level. Coaches will conduct a pre-draft to organize players into draft rounds based upon the player's skill level. A serpentine draft selection process will be used until all the players have been placed on teams. Every attempt will be made to create teams of equal ability. Any new player registering after the teams have been selected will only be available to teams that have fallen short of players during the draft. Coaches from the qualifying teams will draw straws to determine which team the new player will be assigned to. Trades will be allowed as the league commissioner allows. Players electing to not play as a result of the selection process will not be refunded their registration fees.

Any coach or coaches tampering with the player tryouts and/or draft process in any manner will be immediately dismissed from the program by the Head Baseball Commissioner and/or the Baseball Board.

As a rule, special considerations for car rides and other circumstances cannot be accommodated. Exceptions for siblings in the same league will be allowed.

T-Ball teams will be formed through a team selection process conducted by the league commissioner based on schools.

### **9.5 LOANER PLAYER/CALL UPS**

For leagues 3<sup>rd</sup> Grade and up, situations may arise where players are needed to 'called up'. During the course of a season, a team may find that it is unable to field a complete team (i.e., 9 players). In

such cases, the manager of that team may elect to request that a player from the league immediately below be called up in order to complete the roster. This Player Call-Up Process shall proceed as follows:

- 1) The MANAGER of the team requiring a player call-up shall contact the Commissioner of the league immediately below his league to initiate the call-up process. Under no circumstances shall the manager of the team requesting the player contact a player directly to initiate the call-up. The League Commissioner must approve every call-up.
- 2) The parents of the highest ranked player available are to be contacted to check availability and for their approval of their child's participation.
- 3) Should the player be unavailable, the next highest ranked player shall be contacted, and so on, until the request has been filled.
- 4) During the Player Call-Up Process, the following restrictions will apply:
  - a) A team may call up only a sufficient number of players so as to field a complete team (e.g., a team able to field 8 players can call up 1 player).
  - b) A called-up player's own league's games shall take precedence over the team requesting a call-up; all conflicts shall be resolved by the player's league Commissioner, not the manager requesting the call-up.
  - c) A player shall not be called up to the same team more than three (3) times during the season.
  - d) The called up player will not be able to pitch.
  - e) All players, regular rostered as well as called-up players, will meet the minimum playing requirements for that league.
- 5) Because it is the intent of the Player Call-Up Process to afford skilled players opportunities to play in more advanced situations, it is important that all managers adhere to the above process and restrictions.

## **9.6 TOURNAMENT TEAM**

The purpose of the Tournament Team concept is to provide a higher level of competition for those player who desire it. To participate, a player must be an active, registered In-House player.

Teams will be assembled through try-outs. Not all players will make a team. Teams will participate in a minimum of three tournaments throughout the summer. Tournaments will not conflict with In-House league games.

### **9.6.1 Managers/Coaches**

Applicants for the positions of Tournament Team Manager or Coach are required to have been an In-House SAA Baseball Manager or Coach of record for a minimum of two years; this means the applicant was accepted by a League Commissioner, provided needed contact information and passed a Background Check for both years.

All applicants must provide a letter of intent to the Tournament League Commissioner detailing their qualifications to manage the team by the end of January. The Head Commissioner will appoint a panel of three Commissioners to interview all applicants for all teams who comply with the rules, and by majority vote they will have complete authority to appoint applicants to open positions. If, by majority decision, this panel feels that the applicants have not presented adequate documentation as to their abilities, dedication, and other qualities required for a Tournament Team Manager, the position and team will be

waived until the following year. As a tournament team requires an accelerated level of player talent, it is the duty of the Commissioner Interview panel to make sure the coaching staff is at the same level.

### **9.7 PLAYER RETENTION**

No carryover between seasons

## **10 IN-HOUSE LEAGUES AND TEAMS**

### **10.1 SEASON**

For the regular spring season, practices will begin on or about April 1. Games will begin the first weekend of May, on Picture Day, and finish by Mid July. The Colt league is affiliated with the Western Dupage Baseball League and typically starts in May finishing up in August. Fall season runs from Mid August through October.

### **10.2 LEAGUE PARTICIPATION REQUIREMENTS/RULES**

SAA Baseball will organize leagues by grade in the current school year and will consider physical, cognitive and emotional maturity when grouping players. Teams will be organized by single grades but if a league needs to group two grades together, it will limit the maximum age difference between players to no more than twenty four months.

The following grade groupings are determined as the current grade for league formation:

Colt	High School Freshman through Senior
7th/8th Grade	All players must be in the 7 <sup>th</sup> or 8 <sup>th</sup> grade during the spring season of play
5th/6th Grade	All players must be in the 5 <sup>th</sup> or 6 <sup>th</sup> grade during the spring season of play
4th Grade	All players must be in the 4 <sup>th</sup> grade during the spring season of play
3rd Grade	All players must be in the 3rd grade during the spring season of play
2nd Grade	All players must be in the 2 <sup>nd</sup> grade OR YOUNGER during the spring season of play
1st Grade	All players must be in the 1st grade OR YOUNGER during the spring season of play
T-Ball	All players must be in Pre Kindergarten or Kindergarten and must be at least 5 years old by September 1 of the current year during the spring season of play

### **10.3 PLAY TIME/PARTICIPATION POLICY**

In an effort to provide for fair and equal playing time on the field each league has defined their own play time standards. These rules are subject to annual Board review and approval. The amount of innings played will vary from league to league but are defined to provide fair playing time for all participants on the team. Colt League play is governed by IHSA rules which has no equal play rules so that league does not comply with this rule.

### **10.4 TEAM MEETINGS**



Once teams have been drafted, managers are required to schedule and conduct a team parent meeting before games begin. The team meeting should provide parents and players with basic information about the season including but not limited to:

- Player and parent conduct expectations
- Practice and game schedules and locations
- Required equipment
- Rules of the game
- Medical forms

## **10.5 PRACTICE**

Practices will be held in accordance with league defined rules and expectations. Each league commissioner will schedule adequate practice time at fields in the month prior to games beginning. Additional practices may be requested but must be scheduled by the league commissioner.

## **10.6 GAMES**

SAA Baseball teams will play approximately 18 games per season. This can vary due to weather and playoffs extending or shortening the schedule. More than the expected number of games to be played are scheduled to allow for several rainouts. Leagues above Grade 3 will have playoff tournaments to follow the regular season.

### **10.6.1 Expectations**

Players are expected to follow the code of conduct described in section 7: **Players Code of Conduct**. Parents and spectators are expected to follow the code of conduct described in Section 8: **Parent Code of Conduct**. Failure to obey these codes will result in disciplinary action as stated in the SAA Disciplinary Policy.

### **10.6.2 Tournaments, Competitions, Special Events**

With the exception of Tournament Team play, SAA Baseball will not participate in outside leagues unless it is necessary due to limited players available to play in-house

### **10.6.3 Game Officials**

SAA Baseball contracts with an outside vendor to schedule umpires for games. The Service provides youth and IHSA Patched umpires as deemed appropriate by individual leagues.

### **10.6.4 Spectators**

It is the responsibility of the team Manager to control the conduct of the players, parents and spectators. Parents and spectators are expected to follow the code of conduct described in Section 7. Failure to obey these codes will result in disciplinary action as described in the SAA Disciplinary Policy

## **11 REGISTRATION**

### **11.1 SIGNUP DATES**

Online registration for Spring opens mid December and closes at time of evaluations, except for T Ball and Colt Leagues which close later. Fall registration opens in July and closes when practices

begin.

### **11.2 EARLY REGISTRATION FEES**

SAA Baseball does not charge a discounted registration fee for early registration for the 2014 season.

### **11.3 REGISTRATION FEE**

As of 2014, registration fees for the Spring Season are as follows:

T-Ball	\$120
1 <sup>st</sup> – 6 <sup>th</sup> Grade	\$140
7 <sup>th</sup> – 8 <sup>th</sup> Grade	\$145
Colt	\$150

A \$25 Late Fee will be assessed for registration submitted after February 23, 2014

As of 2014, registration fees for the Fall Season are as follows:

1 <sup>st</sup> – 2 <sup>nd</sup> Grade	\$40
3 <sup>rd</sup> – 4 <sup>th</sup> Grade	\$70
4 <sup>th</sup> – 5 <sup>th</sup> Grade	\$70
6 <sup>th</sup> – 7 <sup>th</sup> Grade	\$70

### **11.4 WAITLIST REGISTRATION FEE**

SAA Baseball will go on a waitlist after evaluations or close of the league for T-Ball and Colt.

### **11.5 ATHLETIC GRANT FOR FAMILY HARDSHIP**

It is the goal of the Baseball program to encourage participation from families of all walks of life. On a case-by-case basis, the Head Commissioner will review any hardship requests.

### **11.6 VOLUNTEER CREDIT OR COMMISSIONER SCHOLARSHIP**

The SAA Baseball Board may allow commissioner scholarships for those commissioners with children in the program to be used for payment in one season for one child per year.

### **11.7 REFUND POLICY**

In accordance with SAA Policy all refunds must be submitted in writing and submitted to the SAA Office for processing. There will be an automatic \$15 deduction and any other merchant fees per player per refund. No refunds will be given after the first day of practice.

## **12 TEAM FUNDS**

Other than sponsorships detailed below, no further financial requirements are expected of any player or their family.

### **12.1 FUNDRAISING**

The Board will occasionally create fundraising opportunities such as "Baseball Night" at local

establishments. Participation by any player or family is entirely optional.

## **12.2 SPONSORSHIPS**

Each team will be responsible for obtaining one (1) sponsorship from a local business or interest (2014 rate - \$150).

## **12.3 DISTRIBUTION OF FUNDS**

No funds are distributed or handled by any team.

# **13 FINANCIAL REPSONSIBILITIES**

The SAA Baseball Board has responsibility for the fiscal well-being of the Baseball Program. The Head Commissioner and/or Treasurer will have the responsibility for the receipt of income and the disbursement of invoices. The Head Commissioner and/or Treasurer must submit to the Baseball Board a monthly financial report generated by the treasurer of the SAA indicating current month, year-to-date and total expenses and revenue. If in the view of the Baseball Board the financial condition of the program is suspect, or if the Board becomes uncomfortable with the status of the financial position of the Baseball Program, it is the responsibility of the Baseball Board of Directors to voice their concerns to the SAA Executive Board of Directors and specifically to the President.

Under no circumstances will the SAA Baseball program open or possess an independent checking account. No team shall possess or open a checking account. All income and expenses will be processed through the master checking account of the Schaumburg Athletic Association.

# **14 OPERATING BUDGET AND FEES**

A budget for the fiscal year will be produced and approved by the Board of Directors each year.

# **15 EQUIPMENT**

The following equipment will be made available to each player/team.

- Batting helmet
- Bat
- Field equipment including bases
- Catcher's gear
- Baseballs

## **15.1 UNIFORMS**

Uniforms will provided to each player on every team. Spring season will include jersey, hat, socks and pants for spring season. Fall season will include jersey and hat. Players will be responsible for protective gear such as cups and sliding shorts as well as cleats. Only plastic cleats are allowed; metal spikes are strictly prohibited.

## **15.2 EQUIPMENT ISSUE**

Managers and Coaches are responsible for picking up equipment and uniforms on the designated equipment pickup day roughly 1 week before the start of practices.

### **15.3 EQUIPMENT RETURN**

Managers and Coaches are responsible for cleaning and return of their equipment bag after the season on the designated equipment return day.

## **16 FACILITIES**

SAA Baseball uses fields provided and maintained by the Schaumburg Park District. A Board designated Park District Liaison will be responsible for maintaining a good working relationship with the Park District. All communication with the SPD must go through this liaison.

### **16.1 GAME/PRACTICE FIELD LOCATIONS**

Fields used by each league are detailed in the individual League Handbooks.

### **16.2 GAME FIELDS**

Dimensions of game fields are detailed in the individual league handbooks.

### **16.3 CONCESSION STAND**

The Concession stand at Polk Field is under the control of a designated Board Member. Operation of the stand will be decided by that Commissioner and the policy created by the Board.

### **16.4 FIELD CONDITIONS**

For weekday games SAA Baseball follows the rules of the Schaumburg Park District. When the SPD determines a field is unplayable, games or practices scheduled on that field are canceled. Managers attempting to circumvent a field determination will be subject to disciplinary action.

Weekend games are under the control of the individual League Commissioners, who's determination is final.

## **17 WEBSITE MANAGEMENT**

The Head Commissioner will designate a Board Member as the "Web Master". That person is responsible for updating the website and necessary.

## **18 WEATHER POLICY**

SAA Baseball teams are required to comply with the SAA weather policy which requires an immediate stoppage of practices or games with the first incident of thunder or the first occurrence of lightning. Action may not continue until a twenty minute period has elapsed without either thunder or lightning. Each occurrence of thunder or lightning resets the twenty minute wait period.

### **18.1 RAIN OUT POLICY**

SAA Baseball schedules a higher number of games with the expectation that some will be rained out. Except under extreme circumstances no games will be rescheduled. Playoff games are the exception and will be rescheduled to the best of the League Commissioner's ability.

## **APPENDIX A –Parent Code of Conduct**

- I will encourage good sportsmanship by demonstrating positive support for all athletes, managers, coaches, and officials at all practices and competitions
- I will put the emotional and physical well-being of my child ahead of my personal desire to win.
- As a parent, I will not interfere with managers and coaches in the instruction of the participants during practices or competitions. I will approach only managers with any problems. Any constructive criticism/complaints will be discussed in person privately with the manager and Commissioner, if necessary.
- I will demand a sports environment for my child that is free from drugs and alcohol and will refrain from using drugs or alcohol at all Baseball events.
- I will ask my child to treat other athletes, managers, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- I will ensure my child arrives on time and is picked up on time at the end of practices, games, and competitions. I understand that I am not to leave my child alone at practices or games until an adult coach is present.
- I will ensure my child returns to practices, after missing more than one week due to an injury, with a doctor's note stating my child is able to participate again in Baseball
- I will notify my child's team coach at least two hours before practice or a game if my child will be absent.
- I will notify my child's team manager one month in advance if my child will not be attending a competition.
- I will abide by the rules and regulations of all organizations at games, competitions and practices.
- I will help my child enjoy the Baseball experience by doing whatever I can, such as being a respectful fan, volunteer as needed, and provide transportation.
- I will inform my friends and family that are present at my child's Baseball event about this Code of Ethics that we abide by.
- Any violation in the above list of rules can and will lead to removal from the SAA program. Please make sure that you are completely familiar with the above bylaws and expectations.

## APPENDIX B - SAA DISCIPLINARY POLICY

Revised: October 15, 2012

Approved: Pending

### DISCIPLINARY POLICY

The Schaumburg Athletic Association expects and demands nothing less than exemplary conduct from all commissioners, players, managers, coaches, spectators and game officials at all S.A.A. functions. This statement of disciplinary policy represents the first warning to commissioners, players, parents, coaches, managers, spectators and game officials regarding conduct. Managers/Coaches are responsible for the conduct of their players, coaches, parents, and spectators. Head Commissioners are responsible for their sport board members, managers and coaches. Misconduct will not be tolerated and a Head Commissioner is expected to correct any commissioner, manager/coach, player, parent or spectator who violates this policy. Misconduct in one sport, may affect participation in all SAA sports.

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The following conduct by any SAA participant, member or game official will be subject to Disciplinary Action by the appropriate individual Sport Board:

Unsportsmanlike conduct: This includes, but is not limited to the use of profanity toward another person during or resulting from any S.A.A. activity including but not limited to practices, pregame warm-ups, games or post game activities, etc.; throwing equipment in a display of emotion during any of the aforesaid times; verbal or physical abuse of another person during any of the aforesaid times; abusive conduct, harassment or intimidation directed at a game official; the use of alcohol during an SAA practice or game; any type of similar, unspecified conduct.

Disregard for the Rules/Policies/Procedures of a sport or of SAA: This includes conduct portraying a disregard for the rules, policies and/or procedures of the sport or of SAA in general. This also includes:

- Appropriate supervision of players during games and practices
- Adherence to the SAA Lightning Policy
- Conduct Detrimental to SAA and/or its members

The sport board shall set the disciplinary action for violation of either of the above categories. Up to a 2-game suspension can be rendered without the privilege of a disciplinary hearing. Any incident involving a disciplinary action shall be reported to the SAA Board of Directors.

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In all cases, any incident involving the above categories of conduct shall immediately be reported orally to the head commissioner for that sport. Unprofessional conduct by an SAA game official shall be immediately reported to the person in charge of the game officials for that specific sport, who shall in turn report such complaint to the sport Head Commissioner. The head commissioner shall first determine if further action is necessary, above and beyond the minimum requirements in that sport. This determination shall occur within 72-hours of the incident.

If the Head Commissioner determines no further action is to be taken, the SAA Board of Directors reserves the right to review the decision and take further action.

If it is determined that further action is necessary, the Head Commissioner shall notify the person(s) involved they are suspended pending the outcome of a disciplinary hearing. This suspension shall include attendance at any SAA event, including all practices and games. 72-Hours notice of the hearing

shall be given. The Head Commissioner will contact the sport disciplinary committee, if one exists, the other members of that sport board, the President of SAA, and a disciplinary hearing shall be scheduled. All subjects of the disciplinary hearing shall receive notice of said hearing in writing and shall have the right to present witnesses and statements on their behalf.

The official statement of a game official, if applicable, and statements of persons regarding the conduct in question, and any relevant statement by the sport commissioner shall also be presented at said hearing. The hearing board has the right to set a reasonable time limit for each statement presented. The hearing shall be conducted within 15 days of the above notice given to all subjects of the hearing. A written record shall be kept of all disciplinary proceedings and decisions. No verbatim recording or transcript of the proceedings shall be allowed.

The disciplinary hearing may result in any of the following decisions:

1. no further action
2. written reprimand
3. suspension for any time period deemed appropriate except that a finding of abusive physical contact shall require a minimum of a one year suspension
4. expulsion from the sport

A find of abusive physical contact shall be reviewed by the Executive Board and may result in a suspension from all SAA activities in all sports, including games, practices, all-stars, traveling teams, etc. After review, the party in question will be contacted in writing of any further suspension for other SAA activities.

All expulsions shall be reviewed by the Executive Board, after which the Executive Board may expel the person from all of SAA. If an appeal is submitted, the Sport's Board decision shall remain in affect until the Executive Board's appeal ruling.

Disciplines may carry over into the next season. The decision of the hearing board or committee shall be by majority vote.

The hearing board or committee shall within 3 business days of the hearing issue a written decision as to further disciplinary action, if any. Said decision shall be delivered to the Head Commissioner, the party/parties involved, and the SAA President. The disciplinary file shall also be delivered to the SAA President.

The S.A.A. Executive Board shall handle any incident involving a Head Commissioner and a sport's board shall take no disciplinary action. The S.A.A. executive board shall follow the same procedures and have the same authority regarding an incident involving a Head Commissioner, as a sport's board has regarding any incident involving a non-commissioner.

Appeals: An appeal of a decision of a sport board disciplinary hearing to the SAA Executive Board will be considered only under the following circumstances:

1. The decision was expulsion from the sport
2. The basis for the appeal is that the sport board violated the SAA Disciplinary

### Policy at the disciplinary hearing

In order for the Executive Board to consider a request for an appeal, a Notice of Appeal must be delivered to the SAA President within 30 days of the sport board ruling. The Notice of Appeal must include all reasons why the Executive Board should consider the appeal. These reasons must be limited to the two above listed circumstances. Upon receipt of the Notice of Appeal, the SAA President shall present it to the Executive Board for review. If 2/3 of the Executive Board votes that the reasons for the requested appeal meets the above criteria, the President shall appoint a three-member Executive Board Panel to conduct the appeal hearing. A majority decision of that panel will be final. The panel may rule for vindication, uphold the league ruling, or render any other decision the panel sees fit. The panel will notify the parties involved and the Head Commissioner of the sport within 3 days of its decision.

Any S.A.A. member or participant may also report incidents of unsportsmanlike conduct, disregard for the rules, policies or procedures to a commissioner for review by the sport board. The procedures outlined above shall be followed for such reports.

**WARNING: THE AFORESAID HEARING SHALL BE THE ONLY OPPORTUNITY FOR A HEARING. NO EXCEPTIONS WILL BE MADE. ALL DECISIONS OF THE S.A.A. EXECUTIVE BOARD WILL BE FINAL AND WILL TAKE EFFECT IMMEDIATELY.**