

# BTB Rules & Guidelines

## **PUBLIC INPUT**

All members of Burnsville Traveling Baseball shall have the right to be heard with respect to any Bylaw or Rule which the Board has under consideration for adoption or which the Board has already adopted. Members are invited to Board meetings and may be heard on any such matter during the open-forum portion of the meeting.

## **DUAL SERVICE**

A BTB board member may serve as a BTB head coach during the period in which he or she serves on the board.

## **COACH SERVICE**

Head coaches are **NOT** limited to a maximum of 3 years of service on the same team.

## **COMMITMENT POLICY**

Those players/parents interested in the BTB program must recognize the responsibility and commitment that accompanies being selected to play. It is understood that the players will be on time for practices and games and parents will participate in all home tournaments by volunteering their time to make these events successful. Other sports or sports camps are not acceptable reasons for missing tryouts, practices, games or tournaments. Failure to comply with this policy can lead to progressively lengthier suspensions and even removal from the program for the following year.

## **PLAYER GUIDELINES**

Traveling Baseball, to stay consistent with league and state rules, uses the age of the child and not their school year. The registration form lists the cut-off dates for each age level. The only exception that is made is for a child with a birthday in the May 1 – Sept. 1 period, to be consistent with ISD 191 school start cut-off. A child with a birthday in this time period may choose to “play up” so he/she may play with current grade level, if currently in fourth grade or above. Once this option is taken, and if the player is selected for a traveling baseball team, the player must continue with this grade level in his/her future years in Traveling Baseball.

1. **9-year-old rule:** All 9-year-olds accepted into the 10-year-old Burnsville Traveling Baseball program will remain as a 10-year-old the following season unless they are following their school grade level. A 9-year-old is defined as any third- or fourth-grader who will turn 9 by August 31 of that summer.

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### 2. 10- to 13-year-old.

- a) Coaches shall develop players at two or more defensive positions.
- b) Coaches shall afford an opportunity at practice to develop all players who show a desire and the ability to pitch. Those that show they are capable should be given an opportunity to pitch during games.
- c) All teams are required to meet for practice at least once a week.
- d) Coaches are encouraged to vary the lineup sufficiently to ensure that no player remains in the same batting spot throughout the season.
- e) Coaches are required to provide equal defensive playing time to all players throughout the season, including all state tournaments. (Equal means within 5% of available innings throughout the entire season.) Barring injury, disciplinary action, vacation or illness, no player should be denied the opportunity to participate in each game. The only exceptions shall be for tournaments played under 9-man rules. Head coaches will record innings played by each player and report to the majors or minors director.

### 3. 14- to 15-year-olds.

- a) Players will play an average of at least three innings per game over the course of the season (excluding state and national tournaments). Head coaches will record innings played by each player and report to the majors director.
- b) Coaches are encouraged to vary the lineup sufficiently to ensure that no player remains in the same batting spot throughout the season.
- c) Coaches are encouraged to develop players at two or more defensive positions over the course of the season.
- d) All teams are required to meet for practice at least once a week.

## **USE OF EQUIPMENT AND FACILITIES**

All equipment owned by Burnsville Traveling Baseball shall be maintained by Burnsville Traveling Baseball, shall be labeled as belonging to Burnsville Traveling Baseball and shall be listed on a master inventory.

No later than September 1 of each year an inventory shall be taken of all such equipment. The inventory shall be conducted by the equipment manager and the Majors and Minors Directors, or by such other three persons as shall be appointed by the President. Those

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who conduct the inventory shall report any discrepancies to the President, who shall bring such matters to the Board's attention.

### **GRIEVANCE PROCESS**

Grievances raised by parents or players shall be resolved through the following process:

1. Grievances should be raised initially with the head coach in a private and constructive fashion.
2. If a conference with the coach does not lead to the resolution of the grievance, or if the parent/player is uncomfortable discussing the matter directly with the coach, the parent/player may raise the grievance with the Minor/Major Director, who will also involve the age-level director.
3. If after discussion with the Minor/Major Director the grievance is not satisfactorily resolved, the parent may raise the grievance with a board member, who will bring it before the board and convene a grievance committee.
4. The decision of the Committee shall be voted on by the full BTB board.

Grievances raised by coaches shall be resolved through the following process:

1. Grievances should be raised initially with the parent in a private and constructive fashion.
2. If a conference with the parent does not lead to the resolution of the grievance, or if the coach is uncomfortable discussing the matter directly with the parent/player, the coach may raise the grievance with the Minor/Major Director.
3. If after the discussion with the Minor/Major Director the grievance is not satisfactorily resolved, the coach may raise the grievance with a board member, who will bring it before the board and convene a grievance committee.
4. The decision of the Committee shall be voted on by the full BTB board.

### **TOURNAMENT PARTICIPATION AND COSTS**

The following rules shall govern the participation in and payment of costs for state tournaments:

1. Each team may add up to one additional tournament that is funded by someone other than Burnsville Traveling Baseball (team parents, corporate sponsors, etc.). Individual teams may not engage in fund raising. An exception may be made for a team that has qualified for a national tournament if a fund-raising

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proposal is developed according to Traveling Baseball procedures and then presented to the BAC Board for their consideration and approval. Approval must be given by the BAC Board prior to any fund-raising activity.

2. Burnsville Traveling Baseball will pay for a maximum of ONE state tournament entry fee. One state tournament entry fee will be paid if the team qualifies for the tournaments in accordance with the following methods;
  - a. Qualifies by finishing 4<sup>th</sup> or higher in a qualifying tournament and a bid is offered.
  - b. Qualifies by league standing and a bid is offered.
  - c. When the team is a state tournament host team and the tournament is hosted by Burnsville Traveling Baseball.
  - d. At-large bid
3. If Burnsville Traveling Baseball is the host organization, the team at that age/level must play in the tournament.
4. All teams are responsible for the gate fees associated with each state tournament.
5. BTB will pay ZERO state tournament fees if a team fails to meet minimum sponsorship requirements. See TEAM SPONSORSHIP SOLICITATION section.

### TEAM SPONSORSHIP SOLICITATION EXPECTATIONS AND INCENTIVES

All BTB teams are expected to solicit a minimum of \$1000.00 per season from area businesses. As an incentive for teams to raise sponsorship funds beyond the \$1000.00 minimum, BTB offers the following incentives: For the first \$500.00 raised in excess of the \$1000.00 base, that team will receive 50% up to \$250.00 back. Beyond \$1500.00 raised, the team will receive an additional 10% back. This incentive is to be used for team purposes such as team parties, out of town tournament expenses, team apparel etc. Teams who fail to raise at least \$500.00 will be responsible to pay ALL state tournament fees.

### MEDICAL AND FAMILY EMERGENCY TRYOUT POLICY

Players who **played the previous year** in the traveling baseball program who are unable to participate in the tryout process because of either a medical condition or a family illness or death may be placed on a team (AAA, AA, A) under the following conditions:

1. A specific written request by the player's potential coach stating why he/she wishes the player to be placed on the team.
2. A letter written by the player's previous head coach stating why the placement of the player on that team is appropriate.
3. The player played during the previous season at the level (AAA, AA, A) of the proposed placement.

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4. The Traveling Baseball Board approves of the request by a majority vote.
5. The Board **may require documentation** to confirm the medical condition or family emergency.

Limitations on this policy are:

1. A player may **not** be placed on a higher-level team under this policy, however, they may be placed on a lower-level team. As examples, if the player was on a AA team the previous year, they may not be placed on the AAA team; a player on the AAA team the previous year may be placed on the AA team. See 9/10-Year-Old Exception below.
2. 9/10-Year-Old Exception: A 10-year-old player who played as a 9-year-old the previous year (someone in their second year playing 10s) may be placed on a higher-level team.
3. Players who miss tryouts due to family vacations or other social, family or athletic commitments are **not** eligible for placement under this policy.

## CODE OF CONDUCT

### PLAYERS

1. Good Sportsmanship:
  - a) Players shall show respect for the umpire, the opposing team, their coaches and their teammates at all times. Verbal abuse, profanity, throwing equipment or similar forms of disrespect will not be tolerated at any time and may, at the discretion of the coach, result in removal from the game or other sanction. Players may never argue with the umpire. Any challenge or comment should be directed to the coach, who can determine whether to raise it with the umpire.
  - b) Players shall keep in mind that they are representatives of our community and shall conduct themselves in a manner that will enhance the reputation of the community.
2. Attendance:
  - a) Players are responsible for being on time to all practices and games. The coach may impose sanctions to ensure compliance.

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- b) Players must give their coach reasonable advance notice if he or she will be unable to attend any practice or game.
3. Substance Abuse:
- a) The possession, use or distribution and or sale of alcohol, tobacco, and illegal substances are prohibited by players or other minors at all BTB-sponsored activities. These activities include, but are not limited to, games, tournaments, practices, parties and fundraisers

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- b) Consequences for violating any of these policies may include suspension and or expulsion from BTB. In addition, illegal violations will be reported to the appropriate law-enforcement agency.
- c) Guidelines for violations are:
  - Tobacco - One-week immediate suspension.
  - Alcohol - One-month immediate suspension.
  - Illegal Substances - Immediate expulsion for one year.
  - Repeat Offenses – Expulsion of a minimum of one year.

### **PARENTS**

#### 1. Good Sportsmanship:

- a) Parents shall show respect for the umpire, the opposing team, all players and the coaches. Verbal abuse, profanity, throwing equipment or similar forms of disrespect is not appropriate. Among other things, parents shall not harass the umpire or opposing team. No parent should approach, speak to or follow an umpire off the field after the game has ended. Parents shall not engage in argumentative confrontation with umpires, BTB or opposing parents or coaches before, during or after the game. The coach shall have the discretion to impose sanctions on the offending parent (or fan).
- b) Parents should raise all concerns, comments or complaints with the coach directly and in a private manner, rather than during the game or in front of others.
- c) Consequences for violating any of these policies may include removal from the viewing area of the game or event and may include denial to attend future BTB events, up to a maximum of 40 games subject to majority vote of the board, for the first offense. Attendance denial may carry over into the following baseball season. Repeat offenses may bring more severe consequences. In addition, illegal violations will be reported to the appropriate law-enforcement agency.

#### 2. Attendance:

- a) Parents should make a commitment to getting their children to practices and games on time.

#### 3. Substance Abuse:

- a) Parents and other adult spectators must not be under the influence of alcohol or illegal substances while attending any BTB game or practice or while responsible for transportation of players or coaches. The possession, use, distribution and or sale of illegal substances are prohibited. Tobacco and alcohol products may not be used near the players' bench area, viewing stands, or on the playing field.

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- b) Consequences for violating these policies may include removal from the viewing area of the game or event and may include denial to attend future BTB events. In addition, illegal violations will be reported to the appropriate law-enforcement agency.

### COACHES

#### 1. Conduct during games:

- a) Coaches should strive to foster their players' self-confidence and engage in constructive rather than destructive criticism. Shouting at or berating a player (publicly or privately) is not acceptable.
- b) Coaches are discouraged from arguing with an umpire. Arguing judgment calls is not appropriate; discussing rule interpretations is. Any challenges should be conducted by the head coach and only in a dignified and respectful manner. Verbal abuse, profanity, throwing equipment or similar forms of disrespect will not be tolerated. Any coach who is ejected from a game for any reason other than safety concerns will, on the first such occasion, be called before the BTB board and required to explain the circumstances and may face a suspension in accordance with BTB and MBL rules; on the second such occasion, the BTB Board may permanently remove the coach from his or her position, by majority vote.

#### 2. Attendance:

- a) Coaches should make a commitment to their team and to BTB to attend practices and games. When a coach is unable to be in attendance a suitable replacement should be named.

#### 3. Substance Abuse:

- a) Coaches must not be under the influence of alcohol or other illegal substances while attending any BTB game or practice or while responsible for transportation of players. The possession, use, distribution and or sale of illegal substances are prohibited. Tobacco and alcohol products may not be used near the players' bench area, viewing stands, or on the playing field.
- b) Consequences for violating this policy may include removal as coach from BTB and may include denial to attend future BTB events. In addition, illegal violations will be reported to the appropriate law-enforcement agency

### BURNSVILLE TRAVELING BASEBALL INTERNET AND ELECTRONIC COMMUNICATIONS POLICY

BTB has developed the following code of conduct with respect to behavior and actions specific to social media platforms including but not limited to Facebook, Twitter, Instagram and Snapchat:

- 1. BTB prohibits use of Internet platforms to post or send text, video or images with the intent to harm, embarrass or threaten any player, parent, coach or official associated with our organization. No social media posting may be made by a member referencing BTB or its



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members that contains threatening or abusive language, or contains language that is meant to defame, disrespect and incite anger among members. Further, “venting” on social media sites about specific situations or people related to BTB is inappropriate and considered a violation of our code of conduct. Any concerns members may have about BTB must be communicated through appropriate channels by contacting the relevant coach, ALD, Major/Minor Director, or board member. Please refer to our code of conduct for more information about parent and player behavior expectations. BTB reserves the right to sanction any community member found to have posted threatening and defamatory comments on social media.

2. In the event that any BTB player or parent/guardian/associated party is found to be posting defamatory, inflammatory, threatening or libelous comments on Internet social media sites, BTB will take the following action:
  - a. Report the poster to the appropriate “report abuse” section of the network’s site.
  - b. Report the poster to the Burnsville Athletic Club Board.
  - c. Sanction the poster according to our BTB code of conduct procedures, including but not limited to prohibiting the poster to attend BTB events for a period of time.
  - d. Maintain written record of the offense. Multiple offenses will result in escalating sanctions to the poster and may ultimately result in permanent banning from BTB events.

## PLAYER PARTICIPATION

1. Participation:
  - a) The tryout process for BTB requires a substantial time commitment from coaches, evaluators and players. It attempts to as objectively as possible measure the skills of players and place them where they will be able to most successfully compete. There is no guarantee of an A, AA or AAA team placement.
  - b) Once tryouts and team selections are completed, it is expected that players will participate on the team to which they are assigned. It is important that each player/parent fulfill their commitment to their assigned team. Teams which are forced to compete with less than a full roster are at a decided disadvantage.
2. Consequences for Non-participation:
  - a) There will be **no refund** of registration fees made after the tryouts are completed.
  - b) Consistent with the B.A.C. handbook regarding players who make themselves unavailable for part or all of the season, the player **will not be allowed to register** for Traveling Baseball for the following calendar year.
  - c) If a player is unable to compete on the assigned team because of medical or family emergency, the BTB Board shall have the authority to modify or rescind these penalties by a majority vote.

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## SCHOLARSHIP APPLICATION/AWARD

1. Eligibility:
  - a) Eligible participant as defined by Article II of the BTB Bylaws AND
  - b) Current recipient of free or reduced lunch benefits through the school district.
2. Verification Requirements:
  - a) A copy of **current school year** free or reduced lunch approval letter

## DUTIES OF OFFICERS

### SECTION 1: Duties of the President:

- a) Be the chief executive officer of the organization and preside over all regular and special meetings of the Board of Directors.
- b) Enforce all rules, laws and regulations of the organization and have general active management of the business of the organization.
- c) Submit a proposed budget to the Board for approval prior to December 31.
- d) Supervise the publication of required notice for all meetings.
- e) Be ex officio a member of all standing committees and have the general powers and duties of supervision and management duly vested in the office of president of a corporation.
- f) Appoint the chairperson of standing committees of the organization subject to approval of the Board.
- g) In advance of each regular monthly meeting provide to the Secretary an agenda of items to be acted on or discussed at the meeting.
- h) Serve on the Rules Committee and the Sponsorship Committee.
- i) Perform such other duties as are specifically provided in the bylaws and as shall be imposed by the Board.

### SECTION 2: Duties of the Vice-President:

- a) Perform all duties and exercise all powers of the President in the absence of the President.
- b) Assist the President in any manner so designated by the President.

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- c) Serve on the Rules Committee, the Grievance Committee, and the Spring Committee.
- d) Perform such other duties as are specifically provided in the bylaws and as shall be imposed by the Board.

### SECTION 3: Duties of the Treasurer:

- a) Perform all duties of the President in the absence of the President and Vice-President.
- b) Serve on the Rules Committee and the Sponsorship Committee.
- c) Keep account of all Monies received and deposit same in the name of the organization in such depository as shall be designated by the Board of the Burnsville Athletic Club.
- d) Keep account of money disbursed upon checks and vouchers by approved budget or special Board action.
- e) Submit a detailed financial statement for the year to date at each monthly meeting of the Board for their approval.
- f) Prepare an annual report of receipts and expenditures at completion of the fiscal year. Prepare proposed budget for year in accordance with BAC schedule.
- g) Perform duties necessary for Association and League registrations.
- h) Perform such other duties as are specifically provided in the bylaws and as shall be imposed by the Board.

### SECTION 4: Duties of the Secretary:

- a) Perform all duties of the President in the absence of the President, Vice-President and Treasurer.
- b) Keep the minutes of the meetings of the Board.
- c) Conduct the official correspondence of the organization.
- d) Keep all records, books, documents and papers relating to the organization in such place and form as shall be designated by the Board.
- e) Circulate the agenda for each regular monthly meeting in advance of the meeting.
- f) Issue a current copy of the bylaws of the organization to each officer and director no later than the first meeting of the year.
- g) Coordinate and schedule team pictures.

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- h) Perform such other duties as are specifically provided in the bylaws and as shall be imposed by the Board.

### **SECTION 5: Duties of the Majors and Minors Directors:**

- a) Oversee the tryout process, including the selection of players for each team. This would include setting tryout dates and securing tryout facilities, subject to Board approval.
- b) Appoint persons to serve, subject to Board approval, as Age Directors.
- c) Perform duties necessary for team participation in our designated league, such as securing umpires for league games if required.
- d) Serve on the Development Committee, Grievance Committee, the Tournament Committee and the Spring Committee.
- e) Perform such other duties as are specifically provided in the bylaws and as shall be imposed by the Board.

### **SECTION 6: Duties of the Tournament Director**

- a) Chair the Tournament Committee.
- b) Work with the Vice President to get Burnsville Traveling Baseball teams registered in community tournaments.
- c) Act as volunteer coordinator for registration at tryouts.
- d) Perform all duties necessary to coordinate and run the Burnsville Invitational Tournament. This includes overseeing and recruiting coordinators for the following: Concessions, Volunteer Coordinator, Majors and Minors Division Assistant Directors.
- e) Prepare site coordinator information/boxes for the Burnsville Tournament.
- f) Perform all duties necessary to host any State Tournaments selected by the Board. This will include recruiting volunteers to coordinate and run these State Tournaments and participating in Pre and Post Tournament meetings addressing specifics of tournament coordination.
- g) Perform other such duties as are specifically provided in the bylaws and as shall be imposed by the Board.

## **DUTIES OF STANDING COMMITTEES**

### **SECTION 1: Duties of Rules Committee:**

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- a) Prepare rules governing the use of equipment and facilities and the conduct of both members and participants in the program. This is to include playing rules.
- b) Coordinate the standardization of rules with other athletic clubs, associations or corporations, which are adjacent to or compete in same league play as the organization.
- c) Adjudicate all violations of rules and protests regarding interpretation of regulations.
- d) The Committee shall consist of the President, Vice-President and the Treasurer.

### **SECTION 2: Duties of Grievance Committee:**

- a) Discuss and decide appropriate actions to be taken when complaints have been received concerning the conduct of the coaches, players or spectators.
- b) The Committee shall consist of the Vice-President, the Majors Director, the Minors Director and one At Large non-board member, all of whom are not directly involved in the complaint as Coach, Administrator, or parent of the teams(s) involved. The Committee Chairperson will choose the At Large member. Alternates for the Vice-President and Majors and Minors Directors are the President and any other available Board member who has no direct interest in the complaint.

### **SECTION 3: Duties of Spring Committee:**

- a) Review applications and conduct interviews of prospective coaches.
- b) Select coaches. The Vice President, Majors Director and the Age Directors shall select coaches at the 13-, 14- and 15-year-old levels. The Vice President, Minors Director and the Age Directors shall select coaches at the 10-, 11- and 12-year-old levels.
- c) Run tryouts.
- d) Assist in the evaluation of coaches throughout and after the season.
- e) The Committee shall consist of the Vice-President, the Majors Director, the Minors Director, and the Age Level Directors.

### **SECTION 4: Duties of Tournament Committee:**

- a) Oversee all tournaments sponsored by the organization.
- b) Appoint one or more directors for each tournament.

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- c) The Committee shall consist of the Tournament Director, Secretary, the Majors and Minors Directors. Tournament Director serves as chairperson of the committee.

### **SECTION 5: Duties of the Sponsorship Committee:**

- a) Solicit and maintain sponsors for the organization, including individual teams.
- b) Provide regular reports to the Board regarding the status of sponsorship efforts.
- c) The Committee shall consist of the Treasurer and the President.

### **SECTION 6: Duties of the Development Committee**

- a) Develop off season training programs for traveling baseball players.
- b) Develop training programs for head and assistant coaches.
- c) Conduct player and coach training programs to include advertisement, registration, and securing facilities and preparing a Development budget for submission to and approval of the board.
- d) The committee shall consist of the Majors and Minors Directors.

### **ADDITION/DELETION/REVISION**

1. Additions, deletions and revisions to the BTB Rules & Guidelines must be approved by majority vote of the BTB Board. Edits to language for the purpose of clarity and correction of typos do not require board vote.