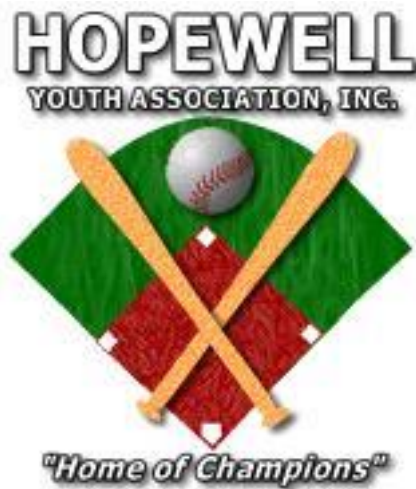


Hopewell Youth Association

Advanced Baseball Teams Policies and Guidelines Handbook 2008



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DEFINITIONS

Travel Team

- Travel teams are those Advanced Baseball teams that may maintain their team rosters and coaching staff from season to season
- Tryouts, while recommended each season, are not required. If formal tryouts are held, they must be open to everyone.
- Travel team managers, once appointed and approved by the HYA Board, retain that position throughout each age group change until the manager either resigns from the team, or is removed for disciplinary reasons.
- Assistant coaches will be selected by the Manager, and must be approved by the Board
- Players will normally NOT play in the recreational league, but are not prohibited from doing so (Given scheduling conflicts, Priority must always favor the recreational team)
- Travel Players may NOT play on a Sunday Select team or All-Star team
- Teams must consist of at least 11 full-time players, but no more than 14 players.
- Roster size exceptions and Feeder team roster sizes will be handled on a case by case basis and authorized by Travel Committee
- There are no districting restrictions with regard to travel team rosters (other than Feeder team requirements, which may or may not have restrictions)
- It is the option of each travel team manager to determine if the team will participate in any High School feeder team program.

Sunday Select Team

- Sunday Select teams maintain their rosters and coaching staff for a specific season only
- These teams are authorized to practice or play on **Sundays Only**, unless prior approval has been granted by the HYA Board
- Team events are NOT to conflict with recreational play ... Priority must always favor the recreational teams
- Open, public tryouts are required for each season
- Manager positions will be determined by the HYA Board for each season
- Assistant coaches will be determined by the Manager, and must be approved by the HYA Board
- To be eligible for selection to a Sunday Select Team:
 - Players must be Registered for, and play on an HYA recreational baseball team for that specific season
 - All HYA Registration fees must be current and paid in full

Summer All-Star Team

- Summer All-Star teams maintain their rosters and coaching staff for a specific season only
- Open, public tryouts are required for each season
- Manager positions will be determined by the HYA Board for each season
- Assistant coaches will be determined by the Manager, and must be approved by the HYA Board
- Players MUST be registered for, and play on an HYA recreational baseball team for the immediately prior Spring season
- Player eligibility will follow the USSSA Player Eligibility rules, in addition to the following:
 - All HYA Registration fees must be current and paid in full
 - Players will be eligible for the AllStar team in the age group they participated in during the Spring rec season

ADMINISTRATION

- All new Travel teams will have the name "Milton" in their team name
- All existing Travel teams named "Hopewell" will change their name to "Milton" at their earliest convenience
- AllStar and Select teams will have the name "Hopewell" in their team name
- Each team will submit a complete roster prior to the beginning of the season, with all players, contact information, emails, phone numbers, etc. This is required for registration and for insurance purposes.

Advanced Team Management

- The HYA Board has full authority over the management and coaching staff of every HYA Sanctioned Advanced Baseball Team.
- The HYA Board will appoint the Manager of each *newly created* HYA Sanctioned Advanced Baseball Team, after conducting an Open Call for Managers interview process
- The HYA Board will approve all Advanced Baseball Team Assistant Coaches. A maximum of four (4) assistant coaches is allowed.
- All Advanced Teams MUST have a Manager (or General Manager), Head Coach, and at least one other coach. Team responsibilities must be divided among the coaches
- The Manager of any Advanced Baseball Team must meet at least ONE of the following qualifications:
 - Current or previous recreational league manager at Hopewell
 - Previous All-Star team manager at Hopewell
 - Previous Travel team manager at HYA or another park, with verifiable references
- If the Manager of any Advanced Baseball Team leaves, decides not to manage, or is removed between seasons or during the season, the following process will take place:
 - Outgoing manager gives verbal or written notice to the HYA Board of vacating the position
 - Outgoing manager selects one managerial candidate as their replacement, and will relay that candidate's name to the HYA Board
 - HYA Board will interview the managerial candidate at their discretion, as well as additional candidates as warranted
 - HYA Board reserves the right to open the managerial position to the public via an Open Call for Managers interview process
 - HYA Board will approve the new manager as soon as possible
- The HYA Board reserves the right to require the management of any Advanced Baseball Team to "Show Cause" of their ability to continue in a management role, at any time before, during, or after a season.

Privacy Policy

A manager, coach, or parent on an Advanced Baseball team may not use any HYA email lists to provide opinions or solicitations that are not directly related to the HYA baseball teams or the Hopewell baseball youth organization. Fundraising requests directly related to raising money for sanctioned Hopewell Select, All-Star, or Travel teams, are allowed as part of the approved solicitations and/or information, and as such, HYA email distribution lists may be used in those cases.

Team Surveys

Team surveys will be distributed to all team parents following each season. If a MAJORITY of the number of active players on the team submit a "Negative" evaluation (average rating less than "5"), the HYA Board will have reason to convene a meeting of the team's coaches and/or parents, in order to determine the specific reasons for the evaluations. Based on the Board's findings, the manager and/or coaches may be subject to probation, suspension or termination.

TEAM SANCTIONING

All Advanced Baseball teams must be officially sanctioned by the Hopewell Board of Directors. Application for Sanction for new Advanced Teams must be presented to, and approved by the HYA Board of Directors. Exceptions to the following restrictions must be approved by the HYA Board of Directors.

Advanced Baseball Team Sanctioning Restrictions:

- A maximum of one (1) Travel Team per age group 9u through 15u will be sanctioned and granted field time.
 - In the event a second Travel Team is approved for an age group:
 - Team Sanction will be valid for a period of one (1) year, from August 1st through July 31st
 - Team may apply for Renewal of the Sanction yearly (in July)
 - Sanction Renewal will be dependent on Field Availability
- A maximum of two (2) All-Star Teams per age group 6u through 14u will be sanctioned and granted field time
- A maximum of one (1) Sunday Select Team per age group 6u through 8u will be sanctioned and granted field time

UNIFORMS

Travel Teams

- All Travel teams and Sunday Select teams are strongly encouraged to use the approved Hopewell uniform vendor.
- Travel team colors are at the discretion of the individual teams for teams in existence prior to the 2007 season. All newly formed teams must adhere to the Hopewell park color combination of red, white, and blue/black. Other accent colors will not be accepted, without authorization from the Travel Committee
- Uniform colors and designs must be reviewed and approved by the Travel Committee prior to orders being placed.
- No single uniform item (pants, vests, jerseys) will cost more than \$60, without authorization from the Travel Committee

Sunday Select Teams

- All Travel teams and Sunday Select teams are strongly encouraged to use the approved Hopewell uniform vendor.
- Sunday Select and All-Star team colors will be a combination of red, white, and blue/black.

Summer All-Star Teams

- All All-Star teams are required to use the approved Hopewell uniform vendor.
- Sunday Select and All-Star team colors will be a combination of red, white, and blue/black.

UMPIRES

All Advanced Baseball teams must use the approved Hopewell umpire organization. If an Advanced team is not satisfied with the HYA approved umpire organization's performance level, a formal complaint may be brought before the HYA Board, at which time the HYA Board will either accept or reject the team's request to utilize a different umpire organization.

TEAM COMMITMENT

Advanced ball differs significantly in many ways from recreational play. Whereas in recreational ball the emphasis is on player development in advanced ball there is an emphasis on competition. In recreational ball playing time is generally distributed in an equitable fashion with participation minimums. In advanced ball positions are often earned and playing time is not necessarily evenly distributed.

Hopewell recommends that all players be involved in each game at some point however this is not a requirement. In fact it is possible for a player to sit out an entire game more than once. Hopewell does recommend that all players are developed at more than one position wherever possible.

Due to the significant amount of voluntary time put in by the coaching staff and other parties it is important for each player and family to be firmly committed to the team for the entire season. Some teams put together a team commitment letter for all of the players and parents to sign.

As much as possible the schedule should be communicated to the families to allow enough time to plan around tournaments. Families should communicate with the head coach any schedule conflicts in advance so that enough players will be available for tournaments and games.

At no point should a team be held hostage by a player or family who threatens not to participate in a given game or tournament (thus subjecting the team to forfeiture) if they are not given a specific playing position, etc. Situations of this nature should be brought to the HYA Board's attention.

The head coach should not make or agree to any special stipulations, circumstances, or guarantees for any specific player. For example, a newly found "ringer" should not join a team with a promise of playing a specific position or batting in a specific spot in the batting order. These situations lead to team disruption, hard feelings, and an overall loss of team cohesion.

All players should be charged the same team fee amount (except for uniform variations) with a prorated amount for players joining later in the season.

FINANCIAL

General Policies

- Each Advanced team manager is in charge of his team's finances, and has the final decision within the team to decide how the team funds are spent
- Team Financial Statements are required for all levels of Advanced Baseball, and will be produced prior to, and following each season, with copies distributed to all of the team families and the HYA Travel Committee. Financial statements must consist of a minimum of detailed line item revenues, expenses, opening and closing checking account (or budget) balances, and any distribution of excess funds back to the team. Failure to comply will result in reduction or elimination of field time, and possibly loss of a team's sanction to play at Hopewell. In addition, no donations to non-compliant team will be forwarded to the team until financial compliance is achieved.

Financial Policies – Travel Teams

- Any Funds raised for a **TRAVEL** team are the sole possession of the travel team, and as such, may be carried over from season to season.
- If a Travel team is fortunate to fundraise a large amount of money, it is the decision of the manager if any funds will be disbursed back to the team parents....however, any funds disbursed back to the parents MUST NOT EXCEED their original Travel Team Fee paid to the team. The donations have come into a 501(c)(3) charitable organization, and the disbursement of any portion of those funds directly to individuals, over and above their initial fee, is against IRS regulations **and in violation of Federal Law**. Team events, such as parties or team dinners are allowed methods for distributing excess funds back to the team, but must be done for the entire team, and not just select individuals.
- At the end of a Travel team's *final* season, all funds and bank accounts must be zeroed out. *Final* season means either 1) the last year of park eligibility, or 2) dissolution of the travel team by the HYA Board. **If any funds remain after being disbursed according to the above guidelines, those funds are the property of Hopewell Youth Association, Inc.**

Financial Policies – Sunday Select and All-Star Teams

- Funds raised for each **Sunday Select or All-Star** team are the sole possession of the team for that specific season only. All funds and bank accounts must be zeroed out at the end of each season, **with surplus funds distributed back to each family equally**.
- If a Sunday Select or All-Star team is fortunate to fundraise a large amount of money, it is the decision of the manager HOW the funds will be disbursed back to the team parents....however, any funds disbursed back to the parents MUST NOT EXCEED their original Team Fee paid to the team. The donations have come into a 501(c)(3) charitable organization, and the disbursement of any portion of those funds directly to individuals, over and above their initial fee, is against IRS regulations **and in violation of Federal Law**. Team events, such as parties or team dinners are allowed methods for distributing excess funds back to the team, but must be done for the entire team, and not just select individuals. **If any funds remain after being disbursed according to the above guidelines, those funds are the property of Hopewell Youth Association, Inc.**

Team Fees

- Each Travel and Sunday Select team will pay a Travel fee to HYA for each season ... fee is payable by the end of the season. The Travel fee will be determined by the HYA Board during the season and relayed to each Travel and Sunday Select team. Failure to comply will result in reduction or elimination of field time, and possibly loss of a team's sanction to play at Hopewell. In addition, no donations to non-compliant team will be forwarded to the team until financial compliance is achieved.
- Team Insurance will be covered by the HYA umbrella policy
- Field maintenance preparation services, if provided by HYA, will be paid by HYA, unless previous agreement by Advanced team exists to pay for the service.
- Baseballs will be allocated each "active" season as follows: Travel: 3 dozen, AllStars: 3 dozen, Select: 2 dozen. Additional baseball purchases are the responsibility of each Advanced Baseball team. HYA will purchase bulk supplies of baseballs, which the Advanced teams may purchase
- Umpire fees are the responsibility of each Travel, Select, and All-Star team.
- HYA will pay for CallingPost fees for each Advanced Baseball team. HYA reserves the right to limit calls and/or phone numbers in the event of extreme and/or wasteful usage

Tournament Fees

- USSSA All-Star Sub-State, State, and World Series tournament fees will be paid either FULL or IN PART by HYA, and will be determined by the HYA Board at the beginning of each AllStar season.
- All other tournament fees are the responsibility of the individual teams

Bank Accounts

- Team bank accounts should be opened in the name of the team ... e.g., "Milton Hawks, Milton xxx All-Stars", etc. This account will need to link with your personal or business bank account.
- Do NOT keep the team finances in your own personal or business checking account.
- Teams are NOT authorized to open an account named "Hopewell Youth Association" or use the HYA Federal Tax ID number for the account
- **Teams are NOT authorized to use the HYA Federal Tax ID number on their team bank account**

Fundraising Policies

- Funds raised for the purposes of providing goods and/or services for an Advanced Baseball team may be kept entirely by that team (provided those funds are specifically earmarked for that team)... i.e., HYA does not require any commission or percentage of a team's fundraising revenue
- Since each Advanced Baseball team is under the 501(c)(3) umbrella of Hopewell Youth Association, any donation to the team falls under the IRS regulations governing 501(c)(3) charitable organizations
- Advanced Baseball teams are NOT qualified to accept **tax-exempt** donations payable directly to the team. In order for a donation to qualify as tax-exempt, the donation **MUST** be made payable to Hopewell Youth Association, and ear-marked for the team.

This is a very specific stipulation by the IRS. A team can certainly accept donations directly payable to the team, but legally, they would NOT qualify as tax-exempt donations.

- Some companies require a Federal Tax ID number or IRS 501(c)(3) Approval Letter to precede their distribution of funds. If this is the case, please contact the HYA Treasurer, and they will assist you with the information.
- An email and/or letter (either from the team or the sponsor/donor) must accompany any donation to the "Hopewell Youth Association". Once received by an HYA representative, a check payable to the team will be processed. If specifically requested, a 501(c)(3) Donation "Thank You" letter will be mailed or faxed to the sponsor, thanking them for their donation.
- It is an HYA policy to NOT distribute blank 501(c)(3) Donation "Thank You" letters
- Any field banners or other sponsor related return-in-kind products or costs are the responsibility of the specified team
- Team Fundraisers are NOT classified as Sponsor Donations, and as such, checks received via fundraisers should be made payable to the specific team, and NOT HYA.

SCHEDULING

The priority of timeslot preference on each field begins at the older age group (top priority), and moves down to the youngest age group (lowest priority). If there are two teams in an age group, the "A" team will have higher priority

Unused Field time will be placed back in the Scheduling pool for that field...it may not be arbitrarily given to another team. A request must be made to the appropriate Scheduling Director if field time is needed

PROJECTS

Maintenance Projects

Each Travel Team will select and complete a maintenance project at HYA each season

Fundraising Projects

Each Advanced Baseball Team must APPLY for the rights to a specific Fundraising effort, by sending an email to the HYA Board.

The HYA Board will then approve/disapprove the fundraising effort for that team.

The HYA Board will maintain a list of Advanced Baseball Teams and their fundraising projects.

In the event multiple Advanced Baseball teams wish to perform the same fundraising project, the HYA Board will determine which team(s) may utilize that fundraising effort, based on previous similar efforts by the same team and date/time the fundraising effort was applied for.

Fundraising projects that must be approved do not include efforts to procure individual or corporate donations.

Examples of Fundraising projects are team sales of seasonal products or services, car washes, grill-outs, drink or food sales, 50/50 raffle drawings, etc.

COACH CONDUCT

Coaching Staff Conduct and Behavior

The Management and Coaching Staff of every Advanced Team will conduct themselves in a professional, courteous, and respectful manner at all times, in keeping with the by-laws and code of conduct as specified by the Hopewell Youth Association.

Any Advanced Baseball Team coach not adhering to the HYA Code of Conduct will be subject to disciplinary action, probation, or removal from the team.

Family/Player Conduct and Behavior

All family members and players must conduct themselves in a courteous and respectful manner at all times. At no time will verbal abuse of an umpire, member of the coaching staff, or another family be tolerated. In these situations the family member will be asked to leave the game and may be barred from attending team events in the future. Parental abuse of an umpire can lead to forfeiture of a game.

Travel Team Managers – Restrictions

Any Hopewell Travel Team Manager or Head Coach (either Board-appointed or “interim”), will be required to formally contact the HYA Board of Directors PRIOR to any of their children attending, and participating in, any organized or private tryout of another park's baseball travel team.

The contact should be made via email to Board@HopewellBaseball.org no less than 72 hours prior to the scheduled tryout, and should include all appropriate information and reasoning relating to the specific tryout situation. It is the responsibility of the Travel team coach to insure the email was received by the HYA Board. The Travel team coach should also be prepared to be interviewed by the Board of Directors prior to the scheduled tryout. A formal interview with the Travel team coach will be at the discretion of the HYA Board.

Any Travel team Manager or Head Coach NOT following this procedure should be prepared to resign their position, or face disciplinary action and/or immediate removal from their position.

Exceptions to this procedure include:

- if the other park's travel team is a sanctioned and/or affiliated high school "feeder" baseball team, or
- if Hopewell does not provide the same age-group travel team option for the season the tryouts are being held (applies to Spring season only ... the above process must still be followed if the Hopewell team is inactive for the Fall season), or
- if the player in question tried out for, but was not offered a position on a Hopewell travel team for the same season and the same age group.

While one of the above exceptions may be in force, the HYA Board would still request the courtesy of notification if the child of a Travel team Manager or Head Coach tries out for another park's travel team.

FAQ's

What will Hopewell subsidize for an All-Star team?

Here is what Hopewell will subsidize for your All-Star team ...

- 1) USSSA Sub-State Tournament Fee (~\$125 per team) -OR- if not participating in this tournament, HYA will pay the same amount toward your 1st independent tournament
- 2) USSSA State Tournament Fees are FREE
- 3) USSSA World Series Tournament Fee (~\$300 per team)
- 4) USSSA Sanctioning Fee (~\$30)

What are the financial responsibilities for an All-Star team?

Here is what your All-Star Team pays for...

- 1) Uniforms -- players and coaches
- 2) Game and practice balls
- 3) Banners and/or Sponsor signs
- 4) Hardgoods (helmets, bags, etc)
- 5) Instruction
- 6) Parties, trophies, plaques, stickers, gifts
- 7) Umpires

Are there guidelines to what should be charged as the team travel fee?

Advanced baseball can require a significant financial commitment from families. The typical range for Spring travel team fees is between \$400 and \$700 (excluding uniforms).

The typical range for Fall travel team fees is between \$200 and \$350 (excluding uniforms).

Tournaments and associated travel can affect the team fees. Special tournaments like Disney, Cal Ripken, and Cooperstown can increase the budget by thousands of dollars and many teams attempt to fundraise and save for these events years in advance. Head coaches should communicate the team fees and a collection schedule to all families as soon as possible. It is recommended to collect most, if not all, of the team fees prior to the start of the season.

Why is the Fall season travel team fee usually less than the Spring fee?

Fall is a shorter season, and there are fewer games, tournaments, and instruction expenses. Also, because of the part-time status of some Fall season players, teams are highly recommended against providing or requiring equipment bags, helmets, or elaborate uniforms.

How can a sponsor make a tax-deductible contribution to the team?

If a sponsor wants to donate funds to a team in order to receive tax relief, they MUST make the donation payable to "Hopewell Youth Association". Checks made out to a specific team ("Hopewell Hawks", etc.) do not qualify for a tax deduction under the IRS 501(c)(3) guidelines.

How are donations that are made payable to HYA, distributed back to the team?

In order for donated funds to be distributed back to the Advanced Baseball team, the donation payment must be accompanied by an email or other designation (e.g., on the "memo" line of the check), requesting funds be distributed to the "Hopewell -*your team name*-Team". The funds and email/letter need to be delivered to the Hopewell Treasurer or the Hopewell mailing address. Once the HYA representative receives the donation payment and email/letter request, a check will be processed payable to the team.

What are some examples of fundraising activities?

Team sales of seasonal products or services, car washes, grill-outs, drink or food sales, 50/50 raffle drawings. For more information, please contact the HYA Travel Team Commissioner.