

Leesburg Revolution



Policies & Procedures



Table of Contents

General Information
Program Philosophy
Team Policies
Team Agreement

General Information

Congratulations on being selected to the **Leesburg Revolution travel** softball team! We look forward to having you as part of the team. Parents and players please read and sign, date, and return the "Team Agreement" page (last page) to your Team Manager. . **In addition to the Team Agreement, please provide your Team Manager with a copy of your birth certificate for tournaments.**

Please read the following guidelines that the **Leesburg Revolution Organization** expects its players and parents to adhere to. **Leesburg Revolution Organization** reserves the right to amend these guidelines at any time with or without prior notice to players and parents.

The **Leesburg Revolution** can be registered in multiple organizations; i.e. USSSA, ASA, NSA, etc. The **Leesburg Revolution** goal is to be competitive and therefore requires a greater level of commitment from everyone - players, parents and coaches.

In order for our team to reach its full potential, the entire team must be well coordinated and moving in a common direction.

Program Philosophy

The **Leesburg Revolution Program** is committed to providing a positive experience for each and every girl who participates. While it is our goal to win, it is not our goal to win at all costs. We will work to provide a high quality, competitive, and character-driven program. At all levels of play, the goal is to strive to be an elite team that exemplifies the qualities of hard work, respect for others, commitment, and teamwork.

Players will be responsible for exhibiting these qualities not only in practice and at games, but also at home and at school. It is a difficult and time-consuming responsibility to be the parent of a competitive softball player. We all want what is best for our athletes. The coaching staff and the **Leesburg Revolution Organization** will work as hard as possible to help all players achieve their goals. Playing time and roles on the team are based on effort, skill, team play, practice habits, attitude, and performance as determined by the team manager and coaches.

Team Policies

The 2015-2016 year will be broken up into three seasons:

- **Fall Season** (*August to December*) – The start and end dates for the fall season will depend upon the specific team. The coaches will use the fall season to develop team cohesiveness, correct/improve skills and improve game play. The fall season will include tournaments and doubleheaders. Our practices will be 2-3 times a week dependent upon field allocations and tournament schedule. Teams may have indoor practices to augment their schedule.
- **Winter Season** (*January to March*) – The winter season will be primarily indoor training 2-3 times a week and will be team and age dependent. The winter season focus is on player skills, mechanical development, and toward preparations for the Spring/Summer season.
- **Spring/Summer Season** (*April to July*) – The spring/summer season will primarily be practices and tournaments. Teams will participate in many tournaments during the spring/summer season with the potential for multiple tournaments requiring overnight stay. High School aged teams may start later to avoid sports conflicts; however, they still may decide to play early season tournaments.
- **PRACTICE FIELDS:** Practice fields will be allocated to us primarily in Leesburg, Sterling and Ashburn. However, there will be times when we are located elsewhere. Indoor facility locations are still being determined.

GOALS

Our goal is to provide a positive and competitive softball experience for each girl while helping her to develop as a player and more importantly as a person.

Our method of achieving this goal will include the following, but not limited to:

- Develop strong, confident and capable individuals with the ability to be strong leaders in today's society
- Techniques on how to set and achieve personal/individual goals
- Helping each girl learn the role of a team player and it's importance
- Develop a solid mental foundation on how to compete and find success (both on and off the softball field)
- Improve softball skills and a raised level of understanding for the game of softball

Player, Coach, and Parent Policies

Player Policies

All players must register at the Leesburg Girls Softball web site and accept all the mandatory waivers.

- Set Personal Goals & Work to Achieve them
- Don't walk onto the practice/game field until you are able to give 100% attention to softball
- Players are responsible for carrying, setting up, taking down all equipment, and retrieving balls
- Players must run between drills and innings, no walking
- Be a good team player and respect teammates at all times
- Be on time, dressed, ready to begin practices & games as scheduled
- Listen to and show respect for coaches, opponents, and umpires at all times.
- Keep grades up! We do not want softball to interfere with academic responsibilities.

Therefore, coaches will support parents in enforcing this concept. Playing time may be reduced if parents and coaches feel that school needs more attention.

- Dress weather-appropriate. No jewelry at games or practices! Keep cell phones in your bat bag for use before or after practice/games. Cell phones are to be turned off or placed on silent during practices and games.
- Players should make every attempt to include teammates in social circles and refrain from developing social cliques within the team structure. Be inclusive, not exclusive.
- If you cannot attend a practice, notify the Team Manager, and not an assistant, unless otherwise specified. Team Managers have the authority to suspend or dismiss a player after three unexcused absences.

Active Players are not permitted to practice or play for any other team unless cleared through the Team Manager. If an active player is found practicing or playing for another travel ball team, including another Leesburg Revolution team, without permission, the Team Manager has the authority to suspend or dismiss that player.

Decisions to suspend or dismiss a player will be determined by the Team's Manager and the Director of Revolution Travel. Any suspension and /or dismissal, or request to transfer to a new team, may be appealed to the Revolution Player Agent and then to the Leesburg Girls Softball League (LGSL) Board of Directors. All decisions made by the LGSL Board will be final. LGSL will NOT refund team fees or uniform fees to any player dismissed from any team.

Parent Policies

Parents play a huge role in the development of a successful softball player. We will strive be a family-oriented organization and your participation is a major part of our success. Encourage your daughter to communicate with the coaches. It is very important that the players build the confidence to interact with and establish a healthy interactive relationship with their coaches. Parents please communicate with the coaching staff, respond to emails or texts so we know you got information provided, we want all to be on the same page.

The coaching staff needs parental support to help run the team. Supporting parental roles and responsibilities will be provided at our first team meeting and we hope that parents sign-up for these needed positions.

- Support and respect the coaching staff and their decisions. Sometimes coaches make decisions based on game play/strategy and not player performance.

- Address concerns about your daughter or coaching decisions with the coaches **privately** after a practice or after a tournament (**see 48-hour rule**). Face to face conversations or phone calls are preferred over emails and text messages.
- Second-guessing coaching decisions and making negative comments in the stands is poisonous to team unity and morale, provides a poor example to our girls, and diminishes the standing of the entire **Leesburg Revolution Organization**. This behavior will not be tolerated and is a cause for suspension or dismissal from the team.
- Model good sportsmanship at games by showing respect for coaches, opponents, and umpires at all times.
- Please stay out of the bench/dugout area during games.
- Players play, coaches coach, and parents cheer - games are not a time to coach your daughter. Instead, please show her and the team encouragement by cheering in a positive manner.
- If a player is attending private lessons, please inform the coaches, so that they can reinforce what they are being taught during these lessons.
- Be supportive our your daughter after good and bad games, your support matters more than you may realize
- Be prepared for tournament weekends, they often start prior to 8:00 AM and run for the entire day on both days.
- Be an example for your daughter, even if they tell you they want you to coach them from the sidelines – please do not. Leave the coaching to the coaches. If there is a specific way she prefers to be coached, please let the coaches know.
- Parents are expected to comply with all park rules
- Parents must realize and remember that the Registration Fee in no way guarantees your player playing time.
- Our program may not suit every player or family – please understand there are no refunds.

Coaches Policies

- Our First responsibility is to the health and safety of the players and will put the welfare of their athletes above all else while maintaining a professional relationship with them.
- Coaches will be role models for their young players and project a positive image
- Coaches will read and follow the rules of sanctioning softball organization along with rules adopted or added by the **Leesburg Revolution Organization**
- The Team Manager will exercise a leadership role, providing direction and instruction to the players in an effort to place the game in the hands of the players. The Coaches recognize that they hold an important position and responsibility in a program that deals with a sensitive and formative period of a player's development. He/she has the understanding, patience, and the capacity to work with all players.
- In order to foster a unified **Leesburg Revolution Travel Organization** where Revolution teams can scrimmage, fundraise, and generally work together to improve skills, there will be absolutely no recruiting between teams within the **Leesburg Revolution Travel Organization**. A Team Manager, Assistant Coach, Parent of a team player, or an outside agent working on behalf of the recruiting team, shall not recruit at any time from within the **Leesburg Revolution Travel Organization**. Once a parent of a player sends a Team Manager an acceptance to join a **Revolution Team**, they shall remain on their selected **Revolution Team** for the entire playing year. As determined by the Player Agent, Director of Travel, and LGSL Board, any team guilty of recruitment as stated, will be suspended or removed from their coaching position. A player that wants to leave their **Revolution Team**, may appeal to the Revolution and LGSL BOD, or join different organization.
- Coaches will select the team (playing up at the 10U and 12U level needs to be cleared by the Director of Travel)
- Coaches will determine the style and philosophy of play
- Coaches will determine playing time
- Coaches will determine game strategy and own all decision making

- Coaches will enforce team policies
- Coaches will select team leaders
- Coaches will develop the fundamental skills of each player on our team to maximize her ability as an athlete
- Coaches will respect players and strive to help them build self-confidence
- Coaches will teach players the game of softball and help prepare them for the next level.
- Coaches will work to build team unity and create a team that is competitive at the playing team level

Practice Expectations

- Parents are not allowed on the field unless asked by the coach to help. All parents that assist during practice must submit to a background check found at the Leesburg Girls Softball website – the Team Manager will provide the link.
- The fields are the athlete's classroom and must be free of distractions.
- Attendance to scheduled practices is expected unless parents have contacted the Team Manager and informed him or her of any conflicts (see Player Policies).
- Arrive prior to practice start time in order to be ready to begin on time.
- Practice schedules will be placed on the web site and emailed to you for your convenience. Practice schedules and locations may vary based on field availability, school schedules, or weather – please be flexible and understanding. **Notices will be sent via email, text messages, and phone trees**
- Players need to be ready to run, slide, and get dirty at every practice.
- Players are responsible for carrying, setting up, and taking down all equipment and retrieving all balls
- Players, coaches, and assistants are expected to exhibit a positive attitude at all times during practice. Negative comments and behavior contrary to a positive learning environment are not acceptable and will not be tolerated.
- Each player is expected to work hard and hustle at practices.
- Every player shall do their part to make the practice run smoothly and give their undivided attention to the coaching staff and follow directions. If a player is unsure of a direction given to them or a drill being conducted – the player is encouraged to speak up and ask the coach for clarification.
- Practices are designed to develop new skills and sharpen skills already acquired. Only the coaching staff, professional trainers, and assigned assistants are allowed to give instructions and directions during practice and/or games. Parents and spectators are to provide encouragement and not interfere with the practice session or the team coaching staff. Please reserve your comments or observations for the coaching staff until after the practice session has ended (***see 48-hour rule***).

Pre-Game Expectations

- Each player shall arrive prior to game time, ready to begin warming up. Arrival time is at the coaching staff's discretion, but can be up to 90 minutes prior to game start.
- Each player is to wear the required uniform and will have all required equipment at all times. Player equipment should be stored in an easily accessed location during game play (e.g., a bat bag).
- Uniform shirts shall be tucked in **at all times**.
- All jewelry shall be removed
- The team will warm-up, stretch, and run together.
- Restroom runs are to be conducted prior to game time if possible.

Game Expectations

- Cheers and positive comments are encouraged. Only positive comments and cheers are permitted to both opponents and teammates.
- Respect and support your teammates. There are no exceptions for misconduct or inappropriate behavior.
- Never laugh or make fun of an opponent. No foul or inappropriate language will be tolerated. Sportsmanship is important for this team and the ***Leesburg Revolution Organization***. All players and parents are required to display proper field decorum at all times.
- Players are asked not to visit with family, friends, or spectators during the game (unless absolutely necessary and approved by coaching staff).
- The coaching staff will address the umpires and tournament officials. Parents and players shall not become involved.

- During games, gear bags should always be hung properly on the fence by hooks, as well as all helmets and bats.
- Gear and helmets are not to be thrown, nor shall any player display unsportsmanlike conduct. Such conduct may remove the player from the game and the line-up.
- All Team Players are to keep warm and stretched at all times. Continue to stretch, put a jacket on, do hitting practice, or run sprints in order to stay warm at all times and ready to play.
- All players are expected to cheer to support their team.
- Players are expected to watch and be attentive to the game and be prepared to go into a game at any time.
- Each player shall bring water and healthy snacks.
- Negative or disruptive behavior at anytime is cause for removal from the bench, the game, and possibly the team.
- Playing time in games is earned and based on overall effort, practice performance, and attitude. Playing time is at the exclusive discretion of the team manager/coaching staff.
- The dugout is for players and coaches only. Players are to stay in the dugout during games

Between Game Expectations

- Rest, hydrate, and prepare for the next game
- Stay out of the sun
- Eat a light healthy snack or meal (if time permits)
- Unless there is at least three hours between games - or the coach has given permission or it is unavoidable - please remain at the field with the team (this will prevent late arrivals for warm ups and games).

After Game Expectations

- Congratulate the other team on their performance, win or lose. A group cheer at the mound is customary
- Pack your personal equipment and assist clearing the dugout/bench of team equipment
- Pick up all trash in the dugout.
- After the game go directly to the area designated by the coaches for a team meeting. Parents may or may not be permitted to join this meeting.

Travel Expectations

- When the team travels out of the area, the team manager or coaches will make every effort to insure each player and parent has a map or proper directions.
- Prior to each trip the team manager will brief the parents and players and provide them with the specifics for that trip.
- Generally speaking, while traveling, the team will stay as a group. Curfews will be set and the coaching staff would ask that parents observe team and hotel rules while on extended trips.

48-HOUR RULE

The coaching staff are all volunteers (and parents) and will make mistakes. In order to help address incidents, issues, and concerns with the coaching staff, **Leesburg Revolution Organization**, has developed the 48 Hour Rule:

- **No coach or manager will entertain any discussion during practices and/or games.**
- Parents may have personal opinions/observations, prior experience playing, coaching, etc. Any positive or negative comments or observations that a parent may have should be discussed with the coaching staff.
- **Leesburg Revolution Organization** requires that you wait 48 hours after an incident

(concern). The 48-hour timeframe allows both you and the coach's time to express concerns in a positive manner. Inside of that timeframe, emotions on both sides can run too high and jeopardize building a productive, mutually respectful parent/coach relationship.

- If after 48 hours a parent wishes to meet with the coaching staff, please arrange a private meeting with them off the field. While email is an excellent way to arrange a meeting, it is not the most efficient way to resolve issues. Please make every effort to have a face to face meeting with the coaching staff/Team Manager. If you still do not have a resolution, please contact the Director of Revolution Travel.

Social Networking Policy

Social Networking web sites and social media are powerful communications tools that have a significant impact on organizational and individual reputations. Because they blur the lines between personal voice and institutional voice, the **Leesburg Revolution Organization** has the following policy to help clarify how best to enhance and protect personal and organizational reputations when posting content on our web site and participating in social media.

The **Leesburg Revolution Organization** web sites will be maintained by the Revolution Webmaster. The webmaster will develop and enforce a set of guidelines that ensure consistent, effective and appropriate use of the web site, as both an informational and communications platform. The web sites are the external face of the **Leesburg Revolution Organization**, and the implementation and enforcement of these guidelines are an important element of our mission as an organization.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and Snapchat.

Both in individual and organizational roles, **Leesburg Revolution Players and Parents** need to follow the same behavioral standards online as they would in real life. The same laws, expectations, and guidelines for interacting with our student athletes, parents, sponsors, media, and other softball organizations apply online as in the real world. **Leesburg Revolution Players and Parents** are responsible for anything they post to social media sites. The **Leesburg Revolution** web site and social media guidelines include the following:

- Protect confidential and private information: Do not post confidential or private information about **Leesburg Revolution Players, Coaches, or Parents**, or anyone in an opposing organization
 - Do not use **Leesburg Revolution** name or logo to promote a product or cause, without prior written permission from the Leesburg Girls Softball League (LGSL) Board of Directors.
 - Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the **Leesburg Revolution Organization**.
 - Strive for accuracy: Get the facts straight before posting them on social media. Review content for grammatical and spelling errors.
 - Be respectful: Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the **Leesburg Revolution Organization**.
 - Remember your audience: Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective **Leesburg Revolution** players, current players, other softball organizations, high school coaches, NCAA, etc.
 - Photography: Photographs posted on social media sites easily can be shared by visitors. Before posting photography to social media sites, please consider the appropriateness of those

photos.

Be aware, be careful. If you have any questions or concerns, contact a **Leesburg Revolution Director** before posting anything on social media. Some good advice to consider: "If you even have the slightest question or doubt that what you write or post may be a problem, or of concern to one person who sees it...then don't." --- Anonymous

EQUIPMENT AND FUNDING

Mandatory Team Equipment

At a minimum each player will need the following equipment:

- Team uniform (2 jerseys, 2 pants, 2 socks, belt)
- Bat bag
- Helmet
- Appropriate cleats

Other Mandatory Equipment

- Approved bat and glove(s)
- Sunglasses
- Defensive mask
- Beverage containers
- Full catchers gear (if applicable)
- Copy of birth certificate

Optional Equipment

- Team practice shirt
- Team sweatshirt
- Team sweatpants
- Batting gloves
- Mouth-guard

Funding

The approximate cost for players will be **determined by the Team Manager and coaching staff and will depend on the team expenses**. The cost may or may not include a season ending event like Nationals or World Series. Travel costs (Hotels, fuel, food) are not included.

All players **require an upfront "commitment" deposit** if offered a roster spot on a team. This will secure your spot on the roster. Subsequent deposits will be required to pay for other costs previously mentioned. This usually includes:

- Uniforms
- Indoor Winter Training
- Tournament Fees and Doubleheaders
- Administration and Insurance Fees
- Team Equipment and other team costs

An example payment schedule:

- August – \$700 – includes a non-refundable commitment deposit of \$350.00 and a non-refundable uniform payment of – \$350
- October – \$400 remainder of fall season / plus winter facility fees
- March – \$400 tournament fees for spring
- June - \$300 tournament fees for summer and national tournament
- Total - \$1800

NOTE: Depending upon fundraiser and sponsorships, payments can be reduced. This depends greatly on the efforts of the parents and players.

Fundraising

Team fundraising, donations, and raffles and proceeds will be added to team funds and used for training, tournaments, and other team expenses. Fundraising is a part of what we will be looking for in parent support. We are looking for parents who can aid in discovering ways in which we can work together to raise funds to support our team. Our fundraising events are designed to cover team equipment, apparel and uniform items, training, tournament cost, etc. Everyone is expected to participate in our fundraising events.

Refund Policy

The player deposit and uniform costs are NON-REFUNDABLE. All other potential refunds will be determined on a case-by-case basis.

Payments

All payments should be made payable to ***Leesburg Girls Softball League, Inc.*** Please submit your payments to the team manager or through the Leesburg Girls Softball League website.

We hope that the information contained within has provided you with clarity of expectations and how we will work together as a team. Please feel free to contact us for any additional information.

Thank you for all your support,

The Leesburg Revolution Coaching Staff

Manager [COACH A] (Team Manager/Head Coach)

Coach 1 [COACH 2] (Assistant Coach)

Coach 2 [COACH 1] (Assistant Coach)

Leesburg Revolution



*Signing this agreement is an acceptance of the invitation to join the **Leesburg Revolution** and a commitment to its Policies & Procedures.*

TEAM AGREEMENT

Player

I have read and understand the Leesburg Revolution Policies & Procedures and pledge to follow them.

Furthermore, I understand that NOT abiding by the Policies & Procedures may lead to removal from the team.

Player Signature

Date

Parent/Guardian

As the above player's parent/guardian I have read, understand and will abide with the team's Policies & Procedures. Further, I understand that NOT abiding by the Policies & Procedures may lead to removal from the team of my player.

Parent/Guardian Signature

Date

Team Manager

As the team manager, I confirm I have discussed the details of this document with both player and parent/guardian and concur the parent and player understand the policies.

Manager Signature

Date