



Manager's Manual Table of Contents

Athletes Bill of Rights.....	2
MBSA Coaching Philosophy.....	3
Coaches Code of Ethics.....	3
Team Organization.....	4
Job Descriptions.....	5
Equipment, Batting Cages, Uniforms.....	6-7
General Guidelines.....	7-8
Policies Applicable to all Divisions.....	8
Eligibility	
Application of Rules	
Safety	
Supervision of Players	
General Game Rules.....	9
Start Time	
Required Number of Players	
Game Length	
Official Game	
Slaughter Rule	
Game Termination Required	
Make-up Games	
General Game Rules (cont.).....	10
Umpires	
Safety of Players	
Helmets	
Personal Protective Equipment	
Base runners – Avoiding Contact	
Bats	
General Game Rules (cont.).....	11
Call-ups	
Medical Release	
General Game Rules (cont.).....	12
Pitching – Baseball	
Pitching – Softball	
Member Conduct.....	13
Code of Conduct	
Responsibility	
Ejection	
Member Conduct (cont.).....	14
Disciplinary Guidelines	
Preparing and Check List for Game Day.....	15-16

MOKENA BASEBALL/SOFTBALL ASSOCIATION
Manager's Manual

Bill of Rights for Young Athletes

- I. Right to participate in sports.
- II. Right to participate at a level commensurate with each child's maturity and ability.
- III. Right to have qualified adult leadership.
- IV. Right to play as a child and not an adult.
- V. Right of children to share in the leadership and decision making of their sport participation.
- VI. Right to participate in a safe and healthy environment.
- VII. Right to proper preparation for participation in sports.
- VIII. Right to an equal opportunity to strive for success.
- IX. Right to be treated with dignity.
- X. Right to have fun in sports.

MOKENA BASEBALL/SOFTBALL ASSOCIATION

Manager's Manual

MBSA Coaching Philosophy

Team competition is necessary to develop skills and knowledge of the game. Winning baseball or softball games is not the primary objective of the manager. Your actions as a manager should set an example for your players to shape their character for the future, and improve their baseball/softball skills, their discipline, and their sportsmanship. A manager's success is not judged by wins and losses, but by the progress his or her players make during the year in areas of character and skill development.

National Youth Sports Coaches Association (NYSCA) Coaches Code of Ethics

- ◆ I will place the emotional and physical well being of my players ahead of my personal desire to win.
- ◆ I will remember to treat each player as an individual, remembering the large spread of emotional and physical development within the same age group.
- ◆ I will do my very best to provide a safe playing situation for my players.
- ◆ I promise to review and practice the necessary first aid principles needed to treat injuries of my players.
- ◆ I will do my best to organize practices that are fun and challenging for my players.
- ◆ I will lead by example in demonstrating fair play and sportsmanship to all my players.
- ◆ I will ensure that I am knowledgeable in the rules of baseball or softball, and I will teach them to my players.
- ◆ I will use those coaching techniques that are appropriate for each skill that I teach.
- ◆ **I will remember that I am a youth coach, and that the game is for the children, not adults.**

MBSA Managers and Coaches should embrace these principles at all times.

MOKENA BASEBALL/SOFTBALL ASSOCIATION

Manager's Manual

Team Organization

Practice and games schedules will be distributed as soon as they are available, but no later than at the Managers Clinic and Equipment Handout meeting. Managers will receive a list of players and their phone numbers on draft night. Complete rosters will be provided by your Coordinator within one week's time.

If the Manager has not already done so, he/she must contact each player's family **NO LATER than the Monday after the Manager's meeting** and inform them of their team assignment. The Manager should provide the Division Coordinator with the names of their Coaches and Team Parent no later than March 1st.

It is recommended that the Manager have a team meeting prior to the first practice. This meeting will serve as a vehicle to meet the children and their parents, and inform them of their responsibilities. In addition, the Manager can outline the team rules, how practices will be conducted, and his/her expectations. The meeting should cover the following:

- Manager's name and phone number
- Coaches names and phone numbers
- Team parent name and phone number
- League objectives
- MBSA Disciplinary Guidelines and Codes of Conduct
- Manager's coaching philosophy
- Practice schedule and field locations
- Practice length
- Player equipment requirements and recommended clothing
- Medical Authorization Form

MOKENA BASEBALL/SOFTBALL ASSOCIATION

Manager's Manual

Job Descriptions

Responsibilities of the **Manager**

- Attend Draft Night and all Managers' meetings, or designate a Coach to attend if you cannot.
- Learn the MBSA Coaching Philosophy, rules of the game, and any division-specific rules.
- Understand the MBSA Disciplinary Guidelines, and live up to the Coach's Code of Conduct
- Communicate practice and game schedules to the players and their parents.
- Pick up, maintain, and return all MBSA-issued equipment in a timely manner.
- Organize and conduct practices and games.
- Set up the field. Home team is responsible for setting up bases and pitching mound. Away team is responsible for lining the field. Make sure that all bases are properly returned to the equipment boxes after practices or games, and that the boxes are locked
- Control team and parent conduct at practices and games.
- Promptly report any missing or defective equipment to your Division Coordinator.
- Inform Division Coordinator of any problems or significant injuries immediately after they occur.
- Inform Division Coordinator of game scores when you are the home team.
- Provide player ratings (evaluations) to the Division Coordinator at the end of the season.

Responsibilities of the **Coaches**

- Learn the MBSA Coaching Philosophy, the rules of the game, and any division-specific rules.
- Understand the MBSA Disciplinary Guidelines, and live up to the Coach's Code of Conduct
- Provide coaching assistance to the Manager at all team practices and games.
- Assist with field maintenance and set-up as required.
- Assist the Manager as requested, and substitute for the Manager when necessary.

Responsibilities of the **Team Parent**

- Notify parents of all special events.
- Coordinate snacks and refreshments for players that are distributed after games.
- Keep inventory of First Aid supplies and replenish as necessary.
- Assist Manager and Coaches in supervision of player and parent behavior during games.
- Make phone calls to families when requested by team Manager.
- Assist team at Picture Day. Team Parent will be included in team picture, if desired.
- Assist Team Parent Coordinators at Parade and Picnic if required.
- Assist in any League fundraising activities.

MOKENA BASEBALL/SOFTBALL ASSOCIATION

Manager's Manual

Equipment, Batting Cages, and Uniforms

Equipment

The Manager is responsible for maintaining safe equipment during the season. Mokena Baseball/Softball Association will provide all necessary equipment. Equipment includes:

- Equipment Bag
- Catcher's Equipment
- Batting Helmets - MBSA-issued batting helmets have a protective facemask, which is not to be removed or altered in any way. Players may use their own batting helmets **at their own risk, but must use a facemask through the Mustang Division. All softball players MUST have a protective facemask on their helmets at all levels.**
- Pitching Masks – are required for softball starting at the Pinto Division and will be provided by MBSA. Players may use their own pitching mask, but must use a face mask.
- Practice and Game Balls (One new game ball provided by the home team for each game.)
- First Aide Kit
- Equipment Box Key
- Other equipment as may be necessary for specific divisions (Batting Tee for Shetland, etc.)

If you believe there is a need to replace equipment, please contact your Division Coordinator for replacement.

Lock boxes are located at each park with safety bases, regular bases and pitching rubbers. It is the home team's responsibility to set up the field prior to the game. **All divisions in softball and all divisions Bronco level and below in baseball are required to use the safety base at first base, - no exceptions.** All preparation must be completed prior to game time. On weeknights, the home team is also responsible for making sure all equipment is returned to the lock box, the base plugs are replaced on the field, and the lock box is secured. On fields where multiple games are being played, the last team on the field is responsible for securing the equipment. If the team playing the next game is not present, return all equipment to the lockbox. **Do not leave equipment on the field unattended.**

All equipment must be returned on *Equipment Return Day*. Equipment bags must be cleaned out and equipment washed and completely dry when returned. Please make a note of any damaged equipment, so it can be repaired and or replaced. Please also include the equipment box key, medical kit, and all new and used baseball/softballs. This year's game balls are next year's practice balls.

Uniforms

Shetland (T-Ball) and Baseball (all divisions) - shirt, pants, socks, and hat.

Softball (Shetland and Pinto) - shirt, shorts, socks, and visor. Girls may wear sweatpants or baseball pants (if they want) when it's cold outside. Girls who are wearing non-MBSA issued shorts will be asked to change, or will have to sit out.

Softball (Mustang and older) - shirt, shorts, socks, and visor. Sliding pads are required for under the shorts.

All players must provide shoes, gloves, and any personal safety equipment: i.e. mouth guards, cups for boys, sliding pads for girls. Sliding pads will be available at SportsStation in Tinley Park at a discounted price when MBSA coupon is presented.

MOKENA BASEBALL/SOFTBALL ASSOCIATION

Manager's Manual

Batting Cages

Cages are located at Hecht Park in the northwest corner at 9310 Birch Avenue. Cages are maintained and operated by MBSA and are free to use by any MBSA member (only). These cages offer great training opportunities consisting of 2- 70' long side by side tunnels, 1- baseball and 1- softball pitching machines that throw 'soft' dimple balls that will not damage players bats and 2- L-screens for trainers protection.

Batting Cage Rules:

- Batters must wear helmets at all times.
- When pitching, only 1 batter in cage at a time.
- Coaches may use league balls to live pitch.
- Please clean up and lock gate behind you!

No Reserved Times:

Cages are available early April through the Fall Ball season on a first come basis. Teams playing at Hecht Parks' four fields get priority on cage use. When cages are not in use, they can be used by coaches on a first come basis. Please limit time responsibly when other teams are waiting. Your equipment box key will open lock on batting cage gate and the code "B-O-B" will give you access to the equipment box that contains the pitching machine.

***If another team is not present to assume responsibility for the cages, it is your responsibility to put the batting machines and balls away, and lock the equipment box and cage.**

Guidelines

- ★ Remember, MBSA is dedicated to a **Kids Are First** agenda. This Association is not a proper forum to satisfy egos. Helping each child to have a positive, rewarding experience, and to learn to do his or her best, is our first priority. This philosophy governs all of the operations of MBSA and the Board of Directors.
- ★ Board meetings are held on the first Tuesday of the month (check www.mbsa.org for current location). Meeting times are 7:00 pm August through April, and 8:30 pm May through July. Please advise your parents of this schedule. Board meetings are open to the public and parents are always welcome. However, the proper place to address concerns is first with their Division Coordinator, and then with the Board.
- ★ All issues and questions must be addressed through proper channels. Incident Reports should be filled out whenever there is a problem or injury. Your Division Coordinator is your initial contact. The Board should be contacted only after you have attempted to resolve an issue or question with the Division Coordinator.
- ★ Read through the MBSA Coaching Philosophy, the Manager's Manual, and Division-specific rules and understand them. Pay particular attention to the rules regarding minimum playing time and maximum number of innings pitched. Division specific rules supersede all other rules.
- ★ Inform your players as soon as possible of the time and place of all practices and games.
- ★ Bring the original medical release forms with you to all practices and games in case of injury to a player. You are responsible for these forms, and all other forms provided to you.
- ★ Ensure that all players have the appropriate personal protective equipment with them at all practices and games.
- ★ Take good care of your equipment and return it on time, clean and in good condition. This includes the key to the equipment box.

MOKENA BASEBALL/SOFTBALL ASSOCIATION

Manager's Manual

- ★ If you desire practice times in addition to your scheduled practices, or batting cage time, contact your Division Coordinator. Extra practice time and batting cage time will be assigned on a first-come, first-served basis.
- ★ The President, Vice-President, Field Maintenance Coordinator and Umpire Coordinator are the only people who can officially cancel games due to weather conditions. A Hotline for weather and field conditions has been established, the phone number is 708- 260-9411. Game cancellations will be posted by 5:00 pm on weeknights, and updated periodically during the day on weekends. Please inform your players immediately thereafter.
- ★ If you are the last team to leave the field after a practice or the home team after a game, you are responsible for putting away and locking up the equipment in the equipment box. The same holds true for the batting cages. If another team is not present to assume responsibility for the equipment, it is your responsibility to put the batting machines and balls away, and lock the equipment box.
- ★ Cars must be parked in designated parking areas only. **No vehicles may be driven or parked in the grassy areas or walking paths of any park or the service drive at Main Park.**
- ★ Alcohol is prohibited in all parks. Please note, **prohibited in all parks**, not just around the playing field. This is a Mokena Park District policy that all MBSA teams must adhere to. Smoking is prohibited around the playing field, and dugouts. Profanity is prohibited at all times.

Policies Applicable to All Divisions

Eligibility

Only those children properly registered with Mokena Baseball/Softball Association are eligible to participate in practices and games. Any team using a player who is not registered with MBSA will automatically forfeit that game.

Application of Pony League Baseball (Boys), Amateur Softball Association (Girls), and Division Specific Exceptions

For any organization to be successful there must be a consistent standard by which the game is played.

Baseball teams shall follow the rules as outlined by Pony League Baseball, in tandem with MBSA Division exceptions. (Please refer to your division-specific rules provided to you by your Division Coordinator.) MBSA Division exceptions shall take precedence in rules application. If there is no division exception, then the Pony rule shall apply.

Softball teams shall follow the fast pitch rules as outlined by the Amateur Softball Association of America in tandem with MBSA Division exceptions. Please refer to your division-specific rules provided to you by your Division Coordinator. MBSA division exceptions shall take precedence in rules application. If there is no division exception, then the ASA rule shall apply.

Safety

All members of the Association are responsible for safety - on the field, in the spectator areas, and in the parking areas.

Parents are encouraged to exercise extreme care when driving in the parking areas of all parks and ball fields. Safety of the players, umpires, managers, coaches, and fans is the utmost priority. Any member of the Association who has a safety concern is encouraged to contact the League President with their concern.

With safety in mind, horseplay on the fields, in the stands, and in surrounding areas cannot be tolerated before, during, or after games and practices. This doesn't mean the kids can't have fun. What it does mean is that the players must be supervised and engaged in activities that minimize the risk of injury. It is understood that during the course of play, there may be incidental or accidental contact between players, managers, coaches, umpires, and other participants. Specific instructions that encourage or teach contact with an opposing player are not sanctioned by MBSA, and are not considered within the context of the game.

MOKENA BASEBALL/SOFTBALL ASSOCIATION

Manager's Manual

Supervision of Players

Promptness when arriving for scheduled events is expected. Parents and/or Guardians are responsible for their child prior to the arrival time designated by the manager, and after the conclusion of the game or practice. No child shall be left unattended prior to the arrival of a manager or coach, or at the conclusion of a game or practice. Should a Parent/Guardian or another person authorized by the Parent or Guardian, not pick up a child within fifteen (15) minutes of the conclusion of the game or practice, the manager shall contact the Mokena Police Department.

General Game Rules

Start Time

IMPORTANT: All games scheduled in Mokena shall start at 5:30 pm on weekdays and at scheduled times on Saturdays and Sundays through May 15th after which time games will start at 5:45 pm. Players are to arrive 1/2 hour before the game or as directed by their manager. The home team is responsible for preparing the field for play. **BOTH teams are responsible for repairing the field AFTER the game, filling in holes, dragging, and repairing the mound (if there is one) and batters' boxes is important.**

Required Number of Players

Refer to your division-specific rules for the minimum number of players required for the game to start. A team that does not have the minimum number of players within fifteen (15) minutes of the scheduled start time of the game shall automatically forfeit the game. Should neither team fail to field the minimum number of players, the game shall be cancelled and shall not be made up, unless fields are available.

Game Length

Games shall last the required number of innings as determined for division (see division-specific rules) or the "two-hour rule". The "two-hour rule" states no new inning may start within five (5) minutes of the two hour point after the start of the game, or if the Umpire reasonably believes that an inning will not have a reasonable chance of completion because of darkness or other factors. **The decision is up to the Umpire only, not the Managers.**

Official Games

Refer to your division specific rules for the number of innings that constitute a complete game. If a game must be stopped prior to becoming an official game by virtue of darkness or weather, prior to the two-hour time limit, the game will be suspended and resumed at a later time. If the game must be stopped prior to becoming an official game by virtue of the two-hour time limit, the score that existed at the end of the last complete inning will determine its outcome.

Official Game Determination Exception - Slaughter Rule

A game shall be terminated and considered official by means of the slaughter rule if a team is ahead by fifteen (15) or more runs after 4 innings of play (3 1/2 innings if the home team is ahead). Division specific rules may supersede this.

Game Termination Required

The Umpire has the ultimate authority to stop a game prior to the completion of the requisite number of innings or the two-hour time limit, due to darkness or inclement weather. **All games MUST be terminated at the first sign of lightning, sound of thunder, or if the weather is threatening and a severe storm appears imminent. At Main Park and Hecht Park, play must be terminated if the ThorGuard Lightning Detector sounds, regardless of whether or not lightning is visible. There are NO EXCEPTIONS to this policy. If lightning is visible, and the Lightning Detector DOES NOT sound, the game must still be terminated.** Please remember, safety first. **A Hotline for weather and field conditions has been established, the phone number is 708-260-9411. Game cancellations will be posted by 5:00 pm on weeknights, and updated periodically during the day on weekends.**

Make Up Games

Games that are cancelled by the league are the only games that will be rescheduled and will only be rescheduled if field availability and time allow. The need for make-up games will be reported to the MBSA Division Coordinator by the Home Team Manager within 48 hours of the cancellation. The Division Coordinator will contact the Scheduling Coordinator whom will provide the make-up date, time and field. Rescheduled games will be firm dates and not subject to rescheduling simply by manager request. Games that have been declared a forfeit shall not be made up.

MOKENA BASEBALL/SOFTBALL ASSOCIATION

Manager's Manual

Umpires or Lack Thereof

Games at the Boys and Girls Shetland and Boys Pinto 1 levels shall be officiated by a parent agreed upon by both managers. Umpiring for the Shetland and Pinto level can be done from behind the pitchers mound or from behind the catcher.

At the Girls Pinto and Boys Pinto 2 levels and above, each regularly scheduled game shall be officiated by at least one League Umpire. In the event that no Umpire arrives within 15 minutes of the scheduled start of the game, the managers may, upon mutual agreement, select an Umpire from the available coaches or parents. If no agreement can be reached, the game shall be considered cancelled, and will be made up only if field space and time are available. Persons selected for Umpire duty at Mustang level and above are eligible for compensation from the Association for such duty.

Safety of Players

All Players must remain behind the protective fencing when not in the field, batting, or on deck. No more than one player shall be on deck at any time.

Helmets

Batting helmets with protective faceguards have been issued by MBSA for practices and games. Faceguards have been installed on the helmets for player safety. No faceguard shall be removed or altered under any circumstances. If players wish to use their own personal batting helmet, they may do so at their own risk. All softball players must have a protective facemask on their helmets, whether MBSA-issued or personal, per ASA regulations.

Players at bat, on deck, or on base must wear a batting helmet at all times. Intentional removal of a helmet by a runner during a live play will result in the runner being called out.

Catchers must wear the protective helmet attached to the catcher's mask.

Personal Protective Equipment

All boys are required to wear a protective cup. It is mandatory that all male catchers wear a protective cup. Girls wearing uniform shorts are required to utilize sliding pads starting at the Pinto Division.

Base Runners - Avoiding Contact

Runners must take appropriate steps to avoid contact on close plays at the bases. While sliding is the most common method to avoid contact, it is recognized that there are other methods as well. A runner who intentionally runs into a defensive player in an attempt to dislodge the ball will be, at the discretion of the Umpire, called out.

Only the Umpire shall determine intentional versus incidental contact. The Umpire, dependant on the play, shall call intentional contact immediately. This type of incident is purely judgmental on the part of the Umpire, and therefore **cannot** be negotiated.

Bats

Baseball - Pony League rules apply to the weight and length of bats.

Softball - ASA rules apply to the weight and length of bats.

A batter may, on occasion, unintentionally throw the bat after hitting the ball. For the first occurrence, the batter will receive a warning. The second offense within the same game will result in the batter being charged with a strike out. Third offense will result in the player being charged with a strike out and prohibited from batting for the duration of the game. For the first instance, the ball is live and play continues. For the second and third offenses, the ball is dead, and no runners may advance. This does not apply to circumstances when the bat accidentally slips from the batter's hand during a swing and no contact was made. Nor does this apply to players throwing the bat in anger. Any player who throws a bat in anger will be immediately ejected from the game.

MOKENA BASEBALL/SOFTBALL ASSOCIATION

Manager's Manual

Call Ups

Call Up Request

Call-ups can only be made from the next lower level, and must be made through the lower level Division Coordinator at least 24 hours in advance of the game, if possible. In the case of two-year divisions, called up players should be from the older age group. Managers are **not** to contact players directly. If a manager contacts a call-up player directly without going through the Division Coordinator, the game in which that player took part may be subject to forfeit.

Call Up Eligibility and Rosters

Each Division Coordinator shall maintain a roster of players who are eligible to be called up. Only the older players in each Division, who in the opinion of the Division Coordinator, possess the skill and ability to play at the higher level safely, shall be considered eligible. Full time Metro players are not eligible to play in-house games.

Call Up Selection

Selection of the player shall be made in the order in which their name appears on the roster and proceed in continual rotation in descending order. The Division Coordinator shall make the contacts and instruct the players as to the game particulars. Again, managers should NOT contact players directly.

Medical Release

The player's medical release form is on file with the manager from whom the player is being called up. The Parent/Guardian of the player being called up must stay with the player throughout the duration of the game.

WEATHER HOTLINE
708-260-9411

MOKENA BASEBALL/SOFTBALL ASSOCIATION

Manager's Manual

Pitching - Baseball

The pitching week for MBSA is from 12:01am Monday to 12 midnight the following Sunday. (Pony rule 10-e)

MBSA Innings Pitched Restrictions - Maximum Innings Pitched

<i>Division</i>	<i>Per Day</i>	<i>Per Week</i>	<i>Innings Pitched in One Day Invoking 40 Hr. Rest Rule</i>
Pinto	2	6	2
Mustang	3	8	3
Bronco, Pony, Colt, Palomino	7	10	4+

Baseball pitchers shall have a minimum of 40 hours rest after pitching a certain number of innings in one day. Refer to MBSA Innings Pitched Restrictions chart above. The forty (40) hour rest rule is computed from start time of the first game of the day in which the pitching actually occurred. One (1) pitch equals one (1) inning.

Once a baseball pitcher has been removed from the lineup as a pitcher, he may return to play as a substitute for other positions, but may not return as a pitcher in the same game.

A pitcher who hits two batters in a single inning, at the discretion of the umpire, may be prohibited from pitching for the balance of the game.

Pitching - Softball

ASA has no restrictions for innings pitched per game or per day, and does not have a "resting rule". MBSA does have division-specific pitching regulations.

Division	Innings Per Game
Pinto	2
Mustang	3
Bronco, Pony & Colt	4

One (1) pitch equals one (1) inning. There are no restrictions on the number of innings pitched per week.

Once a softball pitcher has been removed from the line-up as a pitcher, she may return to the game to play as a substitute for any other position. She may return to pitch in subsequent innings, provided the maximum number of innings pitched has not been exceeded.

A softball pitcher who hits two batters in a single inning, at the discretion of the umpire, may be prohibited from pitching for the balance of the inning. A softball pitcher who hits three batters in a game, at the discretion of the umpire, may be prohibited from pitching the remainder of the game.

MOKENA BASEBALL/SOFTBALL ASSOCIATION

Manager's Manual

Member Conduct

Code of Conduct

All players, parents, coaches, and umpires are required to sign a Code of Conduct. This is your agreement with MBSA that you will conduct yourself in a manner befitting an organization that is geared to a "Kids are First" Agenda.

Responsibility

All members are responsible to behave in a reasonable, courteous and respectful manner at all MBSA events. The senior umpire at any game shall have the ultimate responsibility for the conduct at a particular game. The manager has the responsibility to assist the umpire with unruly parents. **Managers are the only individuals who have the authority to approach or address an umpire, and should do so in a respectful manner.** Any umpire working a game has the discretionary authority to eject managers, coaches, players, or fans from the field for improper conduct. The senior umpire may suspend play and/or order a forfeit for disobedience of an ejection order. Prior to ordering the suspension of play, the senior umpire shall issue one warning to the offender that such action will be taken if the ejection order is not followed.

As a courtesy, it is expected that an umpire would advise the manager, if the manager, coach, player, or a fan were getting out of hand, prior to reaching a level where ejection becomes necessary. However, dependent on the circumstances, warning may not be given. Throwing equipment in anger, use of profanity, vulgarity directed at another, belittling or berating players, or intentional physical contact with the umpire are all examples of behavior not tolerated by MBSA.

The MBSA Disciplinary Guidelines, which follow, clearly outline the types of behavior that is not tolerated, and the minimum consequences that will follow.

Immediate Ejection Required

Any action that, in the opinion of the umpire, is deemed to be a deliberate attempt to injure another player, coach, manager, fan, or umpire shall be cause for immediate ejection from the game. The ejected individual will be prohibited from participating in any MBSA event until the Executive Committee of the MBSA Board of Directors can review the circumstances. Examples of such incidents are, but not necessarily limited to:

- Fighting
- Deliberately throwing a baseball or softball at a batter with the intent to hit the batter, commonly known as a knockdown pitch. Ordering such a pitch shall also fall into this category.
- Throwing bats or other equipment in anger
- **ANY** deliberate, intentional contact with an umpire.
- Any threats of direct bodily harm to another person.

Sanctions for Ejection

All ejections shall be reported to the MBSA President, through the Umpire Coordinator. An Incident Report should be filled out.

Please note there will be no exceptions to the following:

There is absolutely no justifiable reason for an adult to act in such a manner that would warrant ejection. If an adult is ejected from a game and it is the first offense, they will be suspended from participation in or attendance at the next game, and all subsequent games until the Executive Committee reviews the incident. Subsequent ejections shall warrant increasingly severe disciplinary measures or sanctions. Disciplinary measures are clearly delineated in the Disciplinary Guidelines.

MOKENA BASEBALL/SOFTBALL ASSOCIATION

Manager's Manual

Should a player be ejected from a game, at the end of the game the umpire shall notify the Umpire Coordinator and the Division Coordinator. The player ejected, the managers of both teams, and the umpires involved in the game shall meet with the designated Coordinators and discuss the issues that resulted in the ejection, as soon as practical after the game. The Umpire Coordinator shall forward a recommendation for action to the Executive Committee for final action. The Executive Committee shall make the final determination as to disciplinary action

Mokena Baseball Softball Association Disciplinary Guidelines

The MBSA Disciplinary Committee has established the following *Disciplinary Guidelines* that must be followed by all Association members. These guidelines apply to players, coaches, league officials, and spectators. Players, coaches, game officials, league officials, board members, or any Association members may lodge complaints. The MBSA Disciplinary Committee will formally investigate written and signed complaints. These guidelines are the **minimum** specified by MBSA. The Discipline Committee and the MBSA Board may, if circumstances warrant, impose additional or more stringent sanctions. Any violation of these disciplinary guidelines shall be reported to the Discipline Committee and immediate action will be taken. Action may be delayed and suspensions extended due to logistics of game schedules and the Discipline Committee's investigation process.

Sanctions for Players

Infraction

Foul or abusive language toward another player, coach or spectator

Foul or abusive language toward an umpire or official

Serious foul play to another player (no injury)

Serious foul play to another player (resulting in injury)

Consequences

1st offense: Ejection from the game

2nd offense: Suspension for minimum 2 games, which may carry over to next season. Formal apology required for reinstatement.

3rd offense: suspension for balance of season, minimum of 6 games, which may carry over to next season. Formal apology required before reinstatement.

1st offense: Ejection from game and a minimum 1 game suspension, which may carry over to next season.

2nd offense, same season: Suspension for a minimum of 4 games, which may carry over to next season. Formal apology required before reinstatement.

3rd offense, same season: Suspension for balance of season, minimum of 8 games, which may carry over to next season. Formal apology required before reinstatement.

1st offense: Ejection from the game

2nd offense, same season: Suspension for minimum 2 games

3rd offense, same season: Suspension for balance of season; minimum of 8 games, which can carry over to next season. Formal apology required before reinstatement.

1st offense: Ejection from the game and a minimum 2 game suspension, which may carry over to next season. Formal apology required before reinstatement.

2nd offense: Lifetime suspension from MBSA

MOKENA BASEBALL/SOFTBALL ASSOCIATION

Manager's Manual

Threatening gesture and/or language	<p>1st offense: Ejection from the game and a minimum 2 game suspension, which may carry over to next season. Formal apology required before reinstatement.</p> <p>2nd offense, same season: Suspension for balance of season; minimum of 6 games, which can carry over to next season. Formal apology required before reinstatement.</p> <p>3rd offense, Lifetime suspension from MBSA</p>
Kicking, striking, or bodily assault	<p>Ejection from game and suspension for remainder of season. Player must petition MBSA Board and make formal apology for reinstatement.</p> <p>2nd offense, Lifetime suspension from MBSA. <i>If warranted, proper authorities will be contacted and legal action may be taken.</i></p>

Sanctions for Manager, Coach, Team Representative

Foul or abusive language toward a player, coach, umpire, spectator	<p>1st offense: Ejection from game and a minimum 1 game suspension, that may carry over to next season.</p> <p>2nd offense: suspension for remainder of season; minimum of 6 games, which may carry over to next season. Must petition MBSA Board and make formal apology for reinstatement.</p> <p>3rd offense, Lifetime suspension from MBSA</p>
Threatening gesture and/or	<p>Ejection from game and a minimum 4 game suspension, which may carry language over to next season. Must petition MBSA Board and make formal apology for reinstatement.</p> <p>2nd offense, Lifetime suspension from MBSA.</p>
Striking or bodily assault	<p>Lifetime suspension from MBSA. <i>If warranted, proper authorities will be contacted and legal action may be taken.</i></p>

Sanctions for Spectators

Interference with the Conduct of the Game resulting is stoppage of play	<p>1st offense: Warning</p> <p>2nd offense, same game: Ejection from the field or park.</p> <p>3rd offense, same season: Ejection from the field or park and a minimum 4 game suspension from attendance or participation, which may carry over to next season.</p> <p>4th offense: Ejection from the field or park and suspension from attendance or participation for season; minimum of 8 games, which may carry over to next season.</p>
Foul or abusive language	<p>1st offense: Ejection from the field or park</p> <p>2nd offense, same season: Ejection from the field or park and a minimum 6 game suspension from attendance or participation, which may carry over to next season.</p> <p>3rd offense, Suspension for balance of season, plus 1 season.</p>
Threatening gesture or language	<p>1st offense: Ejection from game and a 2 game suspension, which may carry over to next season. Must petition MBSA Board and make formal apology for reinstatement.</p> <p>2nd offense, Lifetime suspension from MBSA.</p>
Striking in threatening fashion	<p>Lifetime suspension from MBSA. <i>If warranted, proper authorities will be contacted and legal action may be taken.</i></p>

MOKENA BASEBALL/SOFTBALL ASSOCIATION

Manager's Manual

Preparing for Game Day

Checklist for Game Day

Pre-Game Day Coaching

When getting your players ready for games, begin your preparation at the last practice before the game.

- Talk about what to eat before the game.
 - They should know what to wear for the games, such as type and color of jersey.
 - When to show up for the game, at least 20 minutes before game time to get warmed up.
 - Getting input from your players is a good way to help them grow through the sports experience. If they have a say in the game plan, they'll most likely be more enthusiastic and motivated.
 - In determining starting line-up and substitutions, try to give players equal playing time as much as possible. Remember MBSA has minimum playing time rules.
 - Are there any other issues to remember?
 -
-

What to Do at the Game

- If you are the home team, you will be responsible for setting up the field.
 - During the game, coaches can help players who are making performance errors by giving them encouragement.
 - When correcting a player, do so in a quiet and controlled voice during a break or when the player is on the bench.
 - Be supportive and encourage players often.
 - Avoid too many instructions; let your players concentrate on their performance during the game.
 - Try not to place too much emphasis on the outcome of the game, or your players can become anxious and tight during the game.
 - Use humor to lighten the moment if possible.
 - Set realistic performance goals for the team.
 - If you find the officials are not calling the rules that affect the safety of your players, discuss your concerns calmly in an appropriate manner.
 - As a coach you need to show respect for officials even if they miss a call. Remember that only the manager can approach and address an umpire.
 - Are there any other issues to remember?
 -
-

Continue Coaching After the Game

- When the game is over thank the umpires.
 - Acknowledge the performance of the other team and coach.
 - Remember to keep winning in perspective. After a loss, your first concern should be the players' attitudes and mental well being.
 - Remember your team will be modeling your behavior.
 - Remember to put bases and pitching rubber back in the equipment box, and lock it.
 - Are there any other issues to remember?
 -
-

Thank you for volunteering to manage. We hope you will find this experience challenging, rewarding, and exciting. Together we make this a successful program!