

RHAA Travel Baseball Operational Policies

10/30/2014

Overview

In accordance with its Mission Statement, RHAA provides children of all ages the opportunity to play in leagues where advanced levels of baseball are supported. Travel teams are created based upon the level of enrollment within the RHAA system. The document below provides policies on how RHAA will operate its travel program. Changes to the program will be reviewed by the RHAA board annually.

Travel Team Formation

RHAA has an overarching priority to provide a house level program to the youth in the Rush-Henrietta area. At no time may a travel program put a house program at risk. Therefore:

1. At any level, should enrollment within RHAA not be sufficient to operate an adequate house program the following restrictions may be implemented by the Board of Directors:
 - a. Travel players will be required to play in the house program.
 - b. A travel team will not be formed.
2. RHAA will operate teams at the following levels:
 - a. 8U
 - b. 10U
 - c. 12U
 - d. 13 Year Old Prep
 - e. 15U, 17U, 19U

Based on how many age-appropriate kids come to tryouts, additional teams may be approved by the Board of Directors. Guidelines for how many teams will be based on the following:

- 1 team ("A" Team)- fewer than 22 kids
- 2 teams ("B" Team)-Between 23-30 kids
- 3 teams ("C" Team)-Between 31-45 kids

3. In accordance of maintaining the development of our players, all 8 and 9 year olds will be required to play in RHAA House League. In addition, to ensure the sustainability of our house program, any player selected for either the "B" or "C" team in our 8U, 10U, or 12U leagues will be required to play in RHAA House League. In addition, all players will be required to get at least one at bat and play a defensive position for 3 consecutive outs.
4. Because travel teams are formed in the late Summer/early Fall of the year prior to the one in which they will play and because house registration does not occur until after such teams are formed it is possible that a team could be disbanded or that house play could be made mandatory for additional travel players besides the ones mentioned in section 3 above

Travel Team Tryouts & Manager Selection

The following procedure will be established in the formation of travel teams within the RHAA program. No player is guaranteed a spot on a travel team, including players from prior years.

1. 8U, 10U, 12U, 13 Prep, 15U, 17U, and 19U
 - a. Coach Selection
 - i. RHAA will solicit its membership for any candidates interested in being considered for the available manager positions.
 - ii. In the August Board meeting, the RHAA board will select a candidate for each level to be the manager of the top level team at that level.
 - iii. If the Board approves additional teams after the tryouts have been concluded, then RHAA will solicit its memberships for candidates interested in coaching those approved additional teams.
 - b. Tryout Procedure
 - i. Tryouts will be held the second weekend of September. With prior approval from the RHAA Commissioner, the manager may switch the date(s) of the tryout. If approved, a minimum two weeks of notice will need to be provided to the membership.
 - ii. Tryouts procedure will be as follows:
 1. Tryout
 - a. Evaluators
 - i. Minimum 1 board member who do not have relatives trying out at that age level. We do encourage at least 2 board members be present.
 - ii. The manager at that age level.
 - b. Tryouts will occur in two sessions.
 - i. Friday evening
 - ii. Saturday afternoon
 - c. Conflict of Interest
 - i. No person (other than manager) who has a relative in the tryout may be on the field at any time during the tryout process.
 - d. Selection Process
 - i. Once the two sessions are completed the evaluators will create teams based on the following recommendation:
 1. 1 team – 12 players
 2. 2 teams – 24 players
 3. 3 teams – 36 players
 - ii. The manager selected for the top team will have the final cut determination.
 - e. Any person wishing to tryout who will not be available must notify the Commissioner prior to the tryout.
 - f. All tryout decisions are final. Players may be called up from the tryout list should one of the travel teams need a player.
 - g. No called up player may play more than a player who was already selected for the team unless that player has become a permanent replacement player.

Team Uniforms & Names

Team Uniforms will be as designated by the league in which they play or by the RHAA board.

Team Expenses and Finance Regulations

RHAA oversees all expenses and places restrictions on the fund raising, including sponsorships, which any travel team may engage in or receives.

1. Expenses
 - a. Travel players agree to pay the amount required to operate within their assigned league (this is the amount charged by league divided by the number of players on the team).
 - b. Travel players agree to pay RHAA a field usage fee
 - c. Travel players who also play house will be required to pay the field usage fee only once.
 - d. Managers will be responsible for tracking all expenses incurred by a team. It is the expectation that managers will work with the RHAA Treasurer to keep an accurate accounting of team finances. If requested, a detailed account of expenses will be provided.
2. Revenues
 - a. Managers should avoid taking cash if at all possible. If cash is taken it is recommended that the manager generate a receipt clearly marking the amount and purpose for which the cash was given. Managers should then deliver cash to the RHAA Secretary as quickly as possible.
 - b. Managers who receive checks should only accept checks that are made out to "RHAA". Any other name on the check may cause problems for both RHAA and the issuer of the check. Under no circumstances should a manager accept a check made out to the manager.
 - c. If other arrangements are required the manager should consult the RHAA Treasurer.
3. Reimbursement
 - a. Managers may seek reimbursement for personal expenses incurred during the operation of the team. It is advised to seek approval before such expenses are made.
 - b. Managers will contact the RHAA Treasurer and submit the proper paperwork for reimbursement.
 - c. Approved expenses are those related directly to the operation of the travel team (e.g. baseballs, scorebooks, trophies, etc.)

Travel Team Sponsorships

The following are the sponsorship opportunities

1. Uniforms (where allowed by league rules)
 - a. Minimum \$500 sponsorship level
 - b. Sponsor Locations
 - 1 Sponsor across upper back of jersey
 - OR
 - 1 Sponsor across lower back of jersey
 - OR
 - 1 Sponsor on each sleeve of jersey

2. Signs
 - a. RHAA will purchase signs for teams to be displayed at all games and/or practices
 - b. Minimum \$100 sponsorship level for sign placement
 - i. Sponsor must supply high quality graphic to be used on the sign
 - c. Maximum of 5 spots per sign (across the bottom)
3. Fund Raisers
 - d. Teams may operate fund raisers so long as they do not conflict with existing scheduled RHAA fund raisers.
 - e. This should be coordinated with the Board of Directors and the Fundraising Committee.
4. Team Apparel
 - f. Any sponsor who wishes to purchase equipment and/or apparel for a team needs to have Board of Directors approval. (i.e. Sponsored warm-ups, bags, etc.)
 - g. Please contact the Treasurer with any requests.

Travel Team Finances

Any person who wants to collect funds for a travel team needs to have Board of Directors approval before they can begin to solicit funds. Once they are approved it needs to be clearly stated that their money will be given to RHAA to help subsidize the expense of travel team operation. It will not be used to refund any RHAA specific costs (field usage fees, house registrations, etc.). The Board of Directors has the right to refuse any sponsorship money.

No person should collect checks made out to anyone other than RHAA.

Cash collections should be discouraged. If absolutely necessary please contact the Treasurer at once regarding the collection.

Travel teams will each be given an expense account. This may be used for (in the following order):

- League Registration Fees (as set by RHAA)
- Tournament Entry Fees (as set by the tournaments)
- Team Equipment (bags, helmets, etc.) (PRIOR APPROVAL REQUIRED)
- Team Apparel (sweatshirts, warm-ups, etc.) (PRIOR APPROVAL REQUIRED)

Exceptions may be made to items that are being paid for by sponsors.

The RHAA Board of Directors understands the needs to solicit sponsors or hold fundraisers as a way to reduce the overall cost of playing baseball. However, money raised through fund-raisers and sponsorships cannot be used to reimburse individual expenses paid to RHAA by the travel player. At the end of the season if there is additional unused money that will be put into the RHAA operating account and the travel team expense account will be closed.

Travel Reimbursement Examples:

1. Travel Player also playing RHAA house baseball
 - a. \$250 travel registration, tournaments, uniform costs, etc.
 - b. \$105 RHAA house registration
2. Travel Player not playing RHAA house baseball
 - a. \$250 travel registration, tournaments, uniform costs, etc.
 - b. \$60 RHAA field usage fee

In the above scenarios the parents of the player playing travel may be reimbursed for their \$250 in expenses for travel. However, the RHAA costs are separate of any travel expense (whether house is a requirement or not) and the money used may not be applied for an individual's benefit. Therefore, no money may be used to reimburse for the RHAA house registration or the RHAA field usage fee.

At no point will the expense account be authorized for the reimbursement of:

- Team Parties
- Food
- Beverages
- Other non-baseball related items

Team Operating Policies

All teams are expected to participate in RHAA sanctioned events. The support of RHAA does not stop outside of the house leagues.

1. All managers will uphold the RHAA Mission Statement at all times, without exception.
 - a. Managers are responsible for their assistant coaches, players, and players parents and will be held accountable if any of them fail to uphold the mission of RHAA.
2. At all home games played one Fields 1 or 2 the travel team will be expected to operate the Concession Stand. No cooked foods will be offered for food safety compliance. Teams must staff a minimum of two adults (18+) for the duration of the game.
3. Managers will encourage participation in all RHAA sponsored activities (i.e. Field Days (Spring & Fall), Memorial Day Parade, Red Wing Game, Picture Day, 4th of July)
4. All parents will volunteer to assist in working the RHAA tournament (for those teams participating in the tournament).
5. Parents will sign the travel team agreement and return to the Commissioner.
6. Managers may not restrict a player from playing in the RHAA House program.
7. In situations where a player's House and Travel/All-Star team have a game at the same time, the player will be allowed to play in the Travel/All-Star game EXCEPT if the House game is a playoff game.
8. Travel players can play "up" in the RHAA House Leagues without going to evaluations, but they need their coach's recommendation.

Any player who resides outside the Rush-Henrietta School district will not be eligible to try-out for any RHAA Travel Team (i.e. Jr. Rockhounds, Rockhounds, etc.) unless he/she has played in the previous two years in the RHAA Spring/Summer House program. For example, to be eligible for a 2018 travel team, a player would need to have played in the RHAA Spring/Summer House league during the 2016 and 2017 season. All RHAA House players (including those from outside the Rush-Henrietta District in their first year of play in RHAA House Leagues) are eligible to try out for "all-star" teams made up of House players (i.e. Hitmen). Please note that some travel leagues (i.e. MCBR, Little League) may have their own requirements for out-of-district players which would need to be satisfied in addition to the rules put forth in this section. Failure by managers to uphold the operational aspects of an RHAA Travel team may result in disciplinary action up to, and including dismissal. Should a dismissal be required the assistant coaches will be considered for the manager position.