

RHAA Travel Baseball Operational Policies

05/07/2018

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. RHAA also provides players of all ages and abilities the opportunity to participate in advanced levels of tournament play. 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.

Definition

RHAA supports the creation of a variety of Travel Teams. These teams may range from teams playing in MCBR or Little League, to All-Star and Tournament Travel Teams. The term 'Travel Team' will be used in this document to refer to those teams that participate in leagues (MCBR, Little League, etc.) in addition to RHAA House Baseball. References to All-Star or Tournament Travel Teams will be delineated in the Travel Policy.

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. Based on how many age-appropriate players come to tryouts, travel teams may be approved by the Board of Directors at any level from 8u to 19u .The Board will have the final discretion as it relates to the formation of teams at any age level-
2. In accordance of maintaining the development of our players, players at ages 12U and below involved in the travel program will be required to play in RHAA House League. Exceptions may be made for members of a school's baseball/softball team.
 - a. All players will be required to get at least one (1) at bat and play a defensive position for three (3) consecutive outs.
 - b. 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.

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. The teams in the RHAA Travel Program will be separated into three (3) categories: Travel Teams, Tournament Travel Teams, and All-Star and Hitmen Teams.

1. TRAVEL TEAMS – These teams will participate in league play in addition to RHAA House play.
 - a. Coach Selection
 - i. RHAA will solicit its membership for any candidates interested in being considered for the available manager positions in May.
 - ii. Board members will take every opportunity to observe the candidate coaching throughout the Spring Season.
 - iii. At the July Board meeting, the RHAA board will select a candidate for each level to be the manager of the approved teams at each level.
 - iv. 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 in August. The dates for these tryouts will be established at the July Board Meeting. With prior approval from the RHAA Commissioner, and the Travel Coordinator, 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 2 board members who do not have relatives trying out at that age level. We do encourage at least 2 board members with no direct connection to the team to be present as evaluators.
 - ii. The manager at that age level.
 - iii. The Board may choose to utilize independent outside evaluators in addition to those listed above.
 - b. Tryouts will occur in two sessions. Times and dates will be established at the July Board Meeting
 - 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 guidelines:
 - 1. 1 Team – 12 players
 - 2. 2 Teams – 24 players
 - 3. 3 Teams – 36 players
 - ii. The manager selected for the first team will have the final cut determination.
- e. Any person wishing to tryout who will not be available must notify the Commissioner, and Travel Coordinator, 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. If a player is not available from the tryout list, and league rules allow it, the manager will contact the Travel Coordinator to select an additional player.
- h. 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.

2. TOURNAMENT TRAVEL TEAM

-If there is interest and available players the RHAA will field Tournament Travel Teams. These teams will NOT participate in league play in addition to RHAA House Baseball. They will participate in tournaments prior to, during, and after the RHAA House Baseball Season that DO NOT interfere with RHAA League play.

a. Coach Selection

- i. RHAA will solicit its membership for any candidates interested in being considered for the available manager positions in May.
- ii. Board members will take every opportunity to observe the candidate coaching throughout the Spring Season.
- iii. At the July Board meeting, the RHAA board will select a candidate for each level to be the manager of the approved teams at each level.
- iv. 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 in August. The dates for these tryouts will be established at the July Board Meeting. With prior approval from the RHAA Commissioner, and the Travel Coordinator, 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.

If there is interest in the formation of these teams following the established tryout dates the Board will establish a tryout schedule.

- ii. Tryouts procedure will be as follows:

1. Tryout

a. Evaluators

- i. Minimum 2 board members who do not have relatives trying out at that age level. We do encourage at least 2 board members with no direct connection to the team to be present as evaluators.
- ii. The manager at that age level.
- iii. The Board may choose to utilize independent outside evaluators in addition to those listed above.

- b. Tryouts will occur in two sessions. Times and dates will be established at the July Board Meeting.

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 guidelines:
 - 1. 1 Team – 12 players
 - 2. 2 Teams – 24 players
 - 3. 3 Teams – 36 players
 - ii. The manager selected for the first team will have the final cut determination.
- e. Any person wishing to tryout who will not be available must notify the Commissioner, and Travel Coordinator, 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. If a player is not available from the tryout list the manager may choose from players registered to play RHAA House Baseball.
- h. 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.

3. ALL-STAR TEAMS

-These teams will include Little League All-Star Teams as well as the RHAA Hitmen Teams. These teams will be formed after the beginning of the RHAA House Season. The Little League All-Star Teams will be formed in accordance with the rules set forth By Little League.

a. Coach Selection

- i. RHAA will solicit its membership for any candidates interested in being considered for the available manager positions in May. Coach selection for the Little League All-Star Teams will be governed by the guidelines set forth by Little League.
- ii. Board members will take every opportunity to observe the candidate coaching throughout the Spring Season.
- iii. At the June Board meeting, or earlier via an e-mail voting process, the RHAA board will select a candidate for each level to be the manager of the approved teams at each level. For the Little League All-Star teams the Board will approve one (1) Manager and two (2) coaches in accordance with the rules set forth by Little League.
- iv. 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 on a date set by the Commissioner and Travel Coordinator. There will be a minimum of two (2) weeks notice given. The Little League All-Star team may be formed with the use of coaches

Individual evaluations without the use of a tryout. If a tryout is used for the Little League All-Star team it will be considered along with individual coaches Evaluations. The guidelines provided by Little League will provide guidance for The selection of the Little League Teams.

ii. Tryouts procedure will be as follows:

1. Tryout

- i. Evaluators
 - i. Minimum 2 board members who do not have relatives trying out at that age level. We do encourage at least 2 board members with no direct connection to the team to be present as evaluators.
 - ii. The manager at that age level.
 - iii. The Board may choose to utilize independent outside evaluators in addition to those listed above.
- j. Tryouts will occur in one session. Times and dates will be established by the Commissioner and Travel Coordinator.
- k. 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.
- l. Selection Process
 - i. Once the two sessions are completed the evaluators will create teams based on the following guidelines for the RHAA Hitmen Teams.
 1. 1 Team – 12 players
 2. 2 Teams – 24 players
 3. 3 Teams – 36 players
 - ii. The manager selected for the first team will have the final cut determination.
 - iii. The Little League All-Star Teams will be governed by the rules set forth by Little League.
- m. Any person wishing to tryout who will not be available must notify the Commissioner, and Travel Coordinator, prior to the tryout.
- n. All tryout decisions are final. Players may be called up from the tryout list should one of the travel teams need a player.
- o. If a player is not available from the tryout list the manager may choose from players registered to play RHAA House Baseball.
- p. 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. All team uniforms will display the RHAA designation.

- 1 – 13U and above Travel Teams will be The Royal Comets
- 2 – Intermediate, 12U and below Travel Teams will be The Rockhounds
- 3 – 12U and Below Tournament Travel Teams will be The Royal Comets
- 4 – Little League All-Star Teams will be RHAA
- 5 – The Hitmen teams will be RHAA Hitmen

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 .
Once a player accepts an invitation to play on an RHAA Travel Team or RHAA Tournament Travel Team they will submit a non-refundable fee of \$100 payable to RHAA. This fee will be due prior to September 1st.
 1. Players selected to play on the Little League All-Star Team and RHAA Hitmen agree to submit a non-refundable fee of \$75 payable to RHAA within one week of accepting an invitation to play. This fee will include the cost of a team uniform.
- c. All remaining Travel and Tournament Travel registration fees will be due by December 1st – when the player completes the registration process.
- d. All Travel, Tournament Travel, All-Star, and Hitmen players will be responsible for additional fees related to Tournament and Equipment costs.
- e. 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 Travel Coordinator, 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
AND/OR
 - 1 Sponsor across lower back of jersey
AND/OR
 - 1 Sponsor on each sleeve of jersey
2. Fund Raisers
 - c. Teams may operate fund raisers so long as they do not conflict with existing scheduled RHAA fund raisers. All Fundraisers will be age appropriate.
 - d. This should be coordinated with the Board of Directors and the Fundraising Committee.
3. Team Apparel
 - e. 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.)
 - f. Please contact the Travel Coordinator 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 and Travel Coordinator 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)

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, House and Field Usage Fees 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.

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

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

The RHAA will pay the cost of each of its Travel Program Teams to participate in the RHAA Summer Classic and Little League All-Star Tournaments. The RHAA will not pay the cost of a teams entry into any other tournaments.

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. Travel players must attend evaluations in order to play “up” a division.

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” or “Tournament Travel” 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.