



SEVERN ATHLETIC CLUB BASEBALL



Policies and Procedures Manual



SEVERN ATHLETIC CLUB BASEBALL

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SEVERN ATHLETIC CLUB BASEBALL

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SEVERN ATHLETIC CLUB BASEBALL

POLICIES AND PROCEDURES

The purpose of this manual is to make available the guiding principles that decisions are made, regarding the daily operations of the Severn Athletic Club Baseball league. This document does not pretend to cover all situations that can arise but is to be a starting point.

Mission Statement

We are a Community based volunteer organization that strives to teach the fundamentals and joy of baseball in a family atmosphere.

Affiliations

- We operate under the umbrella of the Severn Athletic Club, a volunteer organization which offers eight team sports for the youth of Severn, Odenton, Ft. Meade, Severna Park, Gambrills, Hanover, Glen Burnie as well as other surrounding communities.
- Affiliated with Babe Ruth/Cal Ripken Baseball

What We Offer

Severn Athletic Club Baseball is committed to teaching the youth of the area the skills necessary to not only play baseball now but throughout their life. We offer a very strong **in-house program** that combines both learning and fun. The games are played at our home fields at Severn Danza Park. The minor and major divisions also offer the chance to play neighboring organizations.

Along with our in-house program we offer a very competitive **tournament team program** for those youth that are looking for even more baseball on a higher level. The tournament team players are required to play a full in-house schedule.

SEVERN ATHLETIC CLUB BASEBALL

ANNE ARUNDEL COUNTY DEPARTMENT OF RECREATION AND PARKS

Severn Athletic Club Baseball utilizes fields owned by the citizens of Anne Arundel County and overseen by the Anne Arundel County Department of Recreation and Parks (hereinafter Department). Severn Athletic Club is a Level One accredited organization and Maintenance Grant Holder with the Department. As such we are required to follow the Guidelines and Reference Manual published by the Department. The following are excerpts from the Manual:

Background Check Program: “As a prerequisite for any personal involvement with the children, all adults who have care, custody or control of youth participants in any program or activity are required to successfully complete a criminal history records check. This condition applies to programs or activities sponsored by:

- Department of Recreation and Parks; or
- Any group permitted the use of a County park or Board of Education field or facility”.

TOBACCO, DRUG AND ALCOHOL PROHIBITION: “No tobacco products, drugs or alcohol of any kind are permitted in or on any Board of Education owned or leased buildings or grounds at any time. No drugs or alcohol of any kind are permitted in or on any Department of Recreation and Parks buildings or grounds at any time. No tobacco product of any kind is permitted in restrooms, spectator and concession areas, dog parks, aquatic facilities or playgrounds in any County recreational facility or park. Tobacco use of any kind is prohibited within 100 yards of an organized activity at a County recreational facility or park. An organized activity is defined as an event with a defined start and end time that is held in a designated or permitted area. Examples of organized activities include athletic events, concerts, etc.” (‘Anne Arundel County Department of Recreation and Parks’)

‘The Severn Athletic Club Board of Directors along with each Sport Commissioner strictly enforces the above regulations. The interests of the children come first. Any Severn Athletic Club Baseball adult volunteer ‘who has care, custody or control of youth participants’ is required to have a criminal history records check administered by the Department. All Managers and coaches, in addition, are required to participate in and obtain the Departments Youth Coaches Certification Clinic. They are also required to obtain their coaches certification approved by the Babe Ruth League/Ripken Baseball Coaching Certification Program’.

SEVERN ATHLETIC CLUB BASEBALL

BOARD OF DIRECTORS

Severn Athletic Club Baseball falls under the jurisdiction of the Severn Athletic Club Board of Directors and as such no Policy or Procedure shall override those Policies and Procedures established by the Severn Athletic Club Board of Directors.

BASEBALL COMMISSIONER

The Baseball Commissioner (hereinafter Commissioner) shall be approved by the Severn Athletic Club Board of Directors. The Commissioner in addition to preparing the yearly budget and presenting it to the Board of Directors will have the overall responsibility for the daily operations of the league. These responsibilities include but are not limited to appointment of Division Coordinators and Team Managers, acquisition of supplies necessary, i.e. uniforms, baseballs, field lime, paint etc. The responsibilities also include timely updating of the web site, assigning of fields, overseeing the baseball fields and immediate surrounding areas maintenance. The commissioner shall also coordinate for umpire crews. In addition the Commissioner shall also coordinate with fellow commissioners on the use of fields at such times there are overlaps on the seasons.

The Commissioner may delegate these responsibilities as needed.

ASSISTANT BASEBALL COMMISSIONER

The Baseball Commissioner shall appoint an Assistant Baseball Commissioner, who shall assist the Baseball Commissioner where needed. The Assistant Commissioner will oversee registration for the spring and fall seasons.

CONCESSION STAND MANAGER

The Concession Stand Manager shall be responsible for the operations of the main concession stand and when needed the auxiliary concession stand in the two story building. Among the duties will be the upkeep, stocking and manning of the stand(s). The concession stand manager will coordinate with both the Division Coordinators and the Team Parent(s) to assure proper staffing.

SEVERN ATHLETIC CLUB BASEBALL

DIVISION COORDINATOR

The Baseball Commissioner shall appoint a separate Coordinator for each division. The Coordinator responsibilities include running of the draft, ensuring that each team is equipped properly, setting both the practice and game schedule and addressing any conflicts that may arise in their division. The Coordinator will also work with the Concession Stand Manager so as to assure that proper coverage is taken care of for the Concession Stand.

MANAGER

The Manager shall be responsible for providing a safe environment for the players. This includes checking the practice and/or game field for any hazards and removing them prior to use. The Manager will also ensure that the proper equipment is being worn such as batting helmets, catchers gear and personal safety equipment. No metal cleats are to be worn in the Cal Ripken Division of Babe Ruth Baseball.

The manager will also be responsible to communicate in a positive way with the players, parents, umpires, other coaches, etc. The manager is to show respect to the umpire(s) at all times thereby being a good role model for the players and fans. The manager will also communicate the practice and game schedules. In addition they will collect any required paper work and/or outstanding fees owed the organization from any players on their team.

The manager will also teach the skills, strategies and rules of baseball appropriate to the age group. The manager will set the roster and batting lineup for each game. The manager will be mindful of the play requirements to their division.

ASSISTANT COACH

The Assistant Coach shall assist the Manager in the running of the team, teaching of the game and the skills necessary to enjoy the game.

SEVERN ATHLETIC CLUB BASEBALL

TEAM PARENT(S)

The team parent(s) will assist the manager in communicating with the team players and their parent(s) and/or guardians. The team parent(s) will coordinate with the Concession Stand Manager to have 'volunteers' cover the concession stand on their teams assigned day(s).

FIELD MAINTENANCE COORDINATOR

A critical part of the enjoyment for the boys and girls are well maintained fields and a clean park. As such the Commissioner shall appoint a Field Maintenance Coordinator to oversee the weekly and game day tasks. The Field Maintenance Coordinator will oversee the Field Maintenance Crew. Some of the responsibilities of this group include mowing in season, game day preparations such as dragging and liming of the fields, picking up the trash, emptying the trash barrels into the dumpsters, grading fields as necessary, edging, upkeep of the mechanical equipment, procurement of fuel for the equipment, apply lime, overseeding and fertilizing of the fields

BACKGROUND CHECKS

'All adults who have care, custody or control of youth participants in any program or activity are required to successfully complete a criminal history records check'.

In addition to the background check all managers and coaches must obtain and keep in good standing while coaching both the Anne Arundel County Coaches certification and Babe Ruth Coaches certification.

Although it is understood that adults not having a background check want to help out it is incumbent upon all coaches to explain the County and Severn Athletic Club's position that any adult not having successfully passed a background check can be on the field.

SEVERN ATHLETIC CLUB BASEBALL

CAL RIPKEN DIVISION

CLINIC LEAGUE – AGES 4–1/2 TO 6

The Clinic League is the initial division for both boys and girls. Those girls wishing to play softball will play in this division until the age of seven. This is the initial league to introduce the young ones the fun of baseball and to start learning the basic skills and knowledge necessary to play the game. Game scores and standings are not kept at this level. At the completion of their time in Clinic League they should know the location of the bases, the positions in the field and have the basic skills for hitting off a tee and throwing. This division plays on fields #6, 7 & 8. *(See Page 15 for specific league rules)*

ROOKIE LEAGUE – AGES 7 AND 8

Rookie League introduces more of the rules of baseball while continuing to work on the child's fielding and hitting skills. The coach will start introducing drills to teach proper throwing, fielding and hitting techniques. A pitching machine will be used at this level. Although a pitching machine is used at this point the coaches will start to introduce the concept of pitching to those players who express interest. The basic concept of this leagues rules are to make the game safer, more fun and interesting. This division plays on field #9. *(See page 16 for specific league rules)*

MINOR LEAGUE – AGES 9 AND 10

The Minor League begins the transition to playing baseball with major league rules. The competitive side of sports with the introduction of delayed stealing. This is the league in which those players wishing to pitch will start to develop. Umpires will be used at this level, with balls and strikes being called. The coaches will continue to work with the players teaching the various aspects of the game with the use of drills. It is possible that games may be played against other area Cal-Ripken Organizations as part of the schedule. The field size is 46' for the pitcher's mound and the base paths are at 60'. This division primarily plays on field #3 and shares field #2 with the majors as needed.

SEVERN ATHLETIC CLUB BASEBALL

DIVISION CAL RIPKEN

MAJOR LEAGUE - AGES 11 AND 12

This is the league that incorporates all baseball rules, leading off, stealing, pickoffs, dropped third strike etc. The only difference is the infield size. The pitcher's mound is at 50' and the bases at 70'. This division plays primarily on field #4 and will share field #2 with the minor league as needed.

BABE RUTH DIVISION

BABE RUTH 13-15

Along with all the major league baseball rules the field is now at major league dimensions. The pitcher's mound is at 60' 6" and the base paths at 90'. This division uses fields #1 and #5 for its games.

SEVERN ATHLETIC CLUB BASEBALL

GAME DAY PROCEDURES

Concession Stand

As the concession stand is not only an important in-house fund raiser but also serves as an important function in providing convenience for the Severn families.

- ❖ Each team will have assigned times to work the concession stand(s). These times will coincide with the teams' games. Failure to adequately staff the concession stand(s) by the assigned team will result in the game not starting. If upon asking for volunteers to work the stand(s) adequate staffing does not come forward, the team whose date it was to work shall forfeit the game.
- ❖ The duties will include keeping the men and women facilities clean and stocked.
- ❖ Arrival time for setup will be determined by the concession stand manager.

Field Preparations

- ❖ The home team will be responsible for the lining of the field. Both the lime and the machine will be made available.
- ❖ The field will have been already prepared.
- ❖ The visiting team will be responsible to police the area for trash immediately upon completion of the game. Trash bags and barrels will be provided.

SEVERN ATHLETIC CLUB BASEBALL

IN-HOUSE TEAM SELECTION

All players and coaches within the Severn Athletic Club intramural league will be selected by the following procedures:

COACHING STAFF ASSIGNMENT

- Coaching staffs will consist of one head coach and a maximum of two assistant coaches.
- Coaching staffs will be approved by the baseball commissioner prior to their initial assignment of a team and will have completed all of the required training/certifications as documented in pages 6 & 9.
- It is not the intention of this section to limit the manager in receiving additional help from certified volunteers, but the manager must declare the two assistant coaches prior to the draft.

PLAYER ASSIGNMENT

SEE WHITE SHEET RULES FOR EACH DIVISION

SEVERN ATHLETIC CLUB BASEBALL

TOURNAMENT TEAM SELECTION

There will be a separate fee for tournament play.

All players and coaches within the Severn Athletic Club tournament teams will be selected by the following procedures:

COACHING STAFF ASSIGNMENT

- Coaching staffs will consist of one coach and a maximum of two assistant coaches.
- Coaching staffs will be approved by the baseball commissioner prior to their assignment and will have completed all of the required training/ certifications as documented in pages 6 & 9.

PLAYER ASSIGNMENT

- Teams will consist of a minimum of ten (10) players.
- Open tryouts for the team will occur each year in the fall (October) and the spring (March).
- Players may be added to the roster at a later date at the discretion of the coaching staff.
- As this is tournament play there is no minimum amount of play time required per game. Every effort will be made to insert each player into the game but game situations will dictate.
- A separate fee from the in-house registration fee will be collected to cover the costs of the tournaments, uniforms, baseballs, etc.

SEVERN ATHLETIC CLUB BASEBALL

Clinic League White Sheet Rules

SCORES WILL NOT BE KEPT AT THIS AGE GROUP

BATTING

1. All hitters will hit from a batting tee. The tee should be adjusted so that the batter will swing level.
2. All players present shall bat in order whether playing defensively or not.
3. There is no bunting.
4. Pitcher should be in contact with the pitching rubber.
5. An inning is over when nine (9) batters have batted or there are three (3) outs. The ninth batter once reaching first base safely must continue around the bases until scoring or being tagged out, either of which will end the inning.
6. Batting helmets must be worn while batting and as a base runner.
7. When hit the ball must go past the 15' arc to be a hit
8. Three misses of the ball will be an out. If the batter hits all rubber or the ball does not go past the 15' arc it is a foul ball.

FIELDING

1. Each player present must play two innings. Any player not playing two innings in a game will start the next scheduled game.

DRAFT PROCEDURE

1. As the emphasis is on having fun at this level the draft will concentrate only on creating equal or near equal sized teams.
2. Special request for particular coaches and/or players on the same team will be considered for the Clinic League.

SEVERN ATHLETIC CLUB BASEBALL

ROOKIE LEAGUE (7/8) WHITE SHEET RULES

Batting

1. A pitching machine will be used at this level. Each batter receives a maximum of five pitches. If the ball has not been hit into fair territory then the batter is out.
2. All players present shall bat in order whether playing defensively or not.
3. There is no bunting.
4. Batting helmets must be worn while batting and as a base runner.

Fielding

1. Each player present must play three innings and have one full at bat. *(This rule subject to change due to size of team(s) and/or adopting Cal Ripken rule)*

Draft Procedure

- All players will be re-drafted every year with the exception of the team's core roster, which will consist of the coaching staff's children (maximum three players). In the event that a team's core roster contains less than three players, that team will be allowed to draft players from the pool of available players.
- Once the team's core rosters have been filled, the coaching staffs will then attempt to create teams of seven (7) or more players of equal talent. Once the teams have been created, the coaching staff will randomly draw one of these teams to complete their roster.
- Special request for particular coaches and/or players on the same team will be considered for the Clinic League. All other requests will only be addressed on a case-by-case basis by the baseball commissioner.
- It is the intention that each team will have a minimum of twelve (12) players if the registration numbers allow. As late registrations come in every effort will be made to ensure all teams have the same number of players. A drawing will be made at the draft to determine the order of placement of late signups.

SEVERN ATHLETIC CLUB BASEBALL

MINOR LEAGUE (9 / 10) WHITE SHEET RULES

Eight Player Start

A team may start a game with eight (8) players. The 9th slot in the batting order is an out. If a Player shows up for the team that started with eight players, he/she can bat in the 9th slot.

2. Must Play Rule

All players must play at least three innings defensively and bat once in each game.

3. Continuous Batting Order

All teams will use a continuous batting order. If a player is injured and can't bat, the lineup reverts to the next batter without any penalty. If a team has less than nine (9) batters, the 9th slot is an out.

4. Pitching Rules

A player can pitch 6 innings per week. A week is defined as Monday through Sunday.

A player can pitch 4 innings in a game. When a player has pitched more than three innings in a game, he/she must have 48 hours rest before pitching again.

One pitch constitutes an inning.

A pitcher must be removed if he/she hits 2 batters in a game.

Once a player is removed as a pitcher, he/she cannot return to the game as a pitcher.

TRIPS TO THE MOUND(All Divisions)--- The second trip in the same inning to the same pitcher shall automatically result in the removal of that pitcher from the game AS A PITCHER ONLY.

5. Balk Rule

The umpire will issue one warning per pitcher. All other occurrences will result in a balk being called and the runners will advance one base.

6. Game Completion

Games will end in six (6) innings.

A new inning shall not begin after 2 hours have passed from the start of the game (first pitch). Games will end in 2 hours and 15 minutes or six innings.

In case of inclement weather or other situation (darkness), a game is declared complete if four (4) innings (or 3-1/2 innings if the home team is ahead) are completed. Otherwise, a makeup game will continue under the same situation/conditions when the original game was stopped.

7. Mercy Rule

If after 4 innings, 3½ innings if the home team is ahead, the victory is conceded to a team with a lead of ten (10) runs or more. It is intended that the game will continue to be played until a complete game. No score will be kept after the fourth inning.

8. Score Books

All games must be recorded in the official Babe Ruth books provided by SAC. Coaches must hand in the score books to the Majors Coordinator IMMEDIATELY at the end of the regular season. The purpose of this rule is to facilitate the requirements of the tournament teams to prove that all players on that team played in-house for at least one half of the season

9. Reporting Scores

The coach of the winning team must report the final score to the Majors Coordinator.

10. Courtesy Runners

A courtesy runner may be used for the catcher with two outs. There is no courtesy runner for the pitcher.

SEVERN ATHLETIC CLUB BASEBALL

MAJOR LEAGUE (11 / 12) WHITE SHEET RULES

1. **Eight Player Start**

A team may start a game with eight (8) players. The 9th slot in the batting order is an out. If a Player shows up for the team that started with eight players, he/she can bat in the 9th slot.

2. **Must Play Rule**

All players must play at least three innings defensively and bat once in each game.

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9. **Reporting Scores**

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10. **Courtesy Runners**

A courtesy runner may be used for the catcher with two outs. There is no courtesy runner for the pitcher.

SEVERN ATHLETIC CLUB BASEBALL

GRIEVANCE PROCEDURE

It is understood that no matter how hard all parties strive, misunderstandings and/or disagreements occur. Confronting coaches or officials during a game or practice will not be permitted. Game officials are not to be approached before, during or after an event. To do so may result in an automatic suspension or expulsion from the Severn Athletic Club.

The following are the steps to take when there is a grievance:

STEP 1 Concerns will be addressed with the manager. The discussion will be done in a respectable manner and will be done away from children.

STEP 2 If STEP 1 does not resolve the concerns the next step is to discuss the concern, again in a respectable manner, with the division coordinator.

STEP 3 If STEP 3 does not resolve the concern the next step is to discuss the concern with the Commissioner of Baseball. As always, all discussions will be in a respectable manner.

STEP 4 If STEP 4 does not resolve the issue then the Board of Directors Representative for Baseball will hear the concern.

STEP 5 The final step in the grievance procedure is a hearing with the full board and may be requested thru the board representative.