



Hamlin Park Baseball Association, Inc.

P.O. Box 577226 Chicago, IL 60657

[www.hamlinparkbaseball.org](http://www.hamlinparkbaseball.org)

## **HAMLIN PARK BASEBALL ASSOCIATION PARENT'S AND PLAYER'S GUIDELINES 2010**

The goal of the Hamlin Park Baseball Association (hereinafter referred to as "HPBA") is to provide a safe, structured, fun and competitive environment for children and teens to learn the enjoyment, strategy and competition of the game of baseball. In an effort to create this environment and in the understanding that this will only be possible if the adults involved have a clear understanding and common pursuit of this goal, HPBA has created this list of rules and guidelines for parents and players wishing to participate. These rules will be enforced as of January 2009, and can only be changed by the Board of the HPBA. Any disputes regarding these rules, or questions regarding interpretation of these rules should be directed to the President of the HPBA or a designated alternate member of the Board.

### **REQUIRED FORMS**

1. All players are required to have the following forms on file (either manual or via Online Registration) with the HPBA:

**REGISTRATION FORM**

**LIABILITY -RELEASE FORM**

**COPY OF BIRTH CERTIFICATE**

**SIGNED PARENT-PLAYER CONTRACT BY PLAYER AND PARENT-GUARDIAN**

**VOLUNTEER INFORMATION FORM**

### **A PLAYER IN GOOD STANDING IS:**

1. A player who attends all scheduled practices and games as described below.
2. A player who contacts their coach when game or practice attendance is not possible due to sickness, family commitments etc.
3. A player who is **PAID IN FULL**. This includes: **REGISTRATION FEE, PARENT RAFFLE MONEY and VOLUNTEER BUY OUT if selected. ALL FEES MUST BE PAID AT TIME OF REGISTRATION.**
4. A player who has all of the above listed documents and records on file with the HPBA.
5. Player(s) not in good standing can be withheld from participating in HPBA practices and/or HPBA games. Furthermore, uniforms can be withheld from the player(s) and the player(s) entire TEAM if the player(s) fees are not paid in full.
6. If a player is failing to meet the minimum guidelines as described above, the Coach of that player's team has an obligation to research the circumstances, and report the situation to the League Treasurer, who is responsible for Player Registration. The Treasurer will then determine as to whether a Board examination of the situation is necessary to declare the player in question not in good standing.
7. The status of the player in question, once determined by the Treasurer and/or the Board, will be reported to the Head Coach of that player in addition to the player's parent/guardian. This notification can be done by phone, in person or email. This can be a Board decision only, not a Coach decision, and all Coaches are required to meet the playing requirements defined by the HPBA Rules of Baseball until and unless a player has been declared to be not in good standing.
8. A player determined to be not in good standing can be dropped from the league at the direction of the Board.

### **ATTENDANCE & GAME PLAYING TIME**

1. It is the responsibility of all parents or guardians to ensure the full participation of their child in the baseball program. This means that every player must attend 3 out of every 4 scheduled practices to be allowed to play in any HPBA game. Failure to attend the required amount of practices to remain a player in good standing will result in the Head Coach having the ability to waive the minimum playing time requirements as described below.
2. A Coach may hold 2 scheduled practices a week which are required before the season begins.
3. A Coach may hold only 1 scheduled practice a week during the regular season which is required.

4. Players are required to arrive at the park 20 minutes prior to the posted game start times. Players should arrive ten (10) minutes before all scheduled practices.
5. Any player arriving to a game at the games scheduled starting time or after it can be withheld from playing in that game. This determination will be left up the Head Coach or the Coach in charge of that game.
6. The minimum playing time for every player is three innings and one at bat. This is required for all Players in Good Standing who are present at the field and ready to play at least 5 minutes before the game begins.
7. If your child drops out of the program for any reason please notify the coach immediately. A player will be taken off the Waiting List (WL) to replace a dropped player.
8. Should a player miss two games or four practices without notifying the coach, the player does risk being removed from the team and being replaced by a player off the WL. Every attempt will be made by HPBA to contact the player before removal.

### **COMMUNICATION**

1. **Hamlin Park Baseball Association is not part of the Chicago Park District.** All inquiries regarding games and schedules must be directed to your coach.
2. The HPBA maintains an up to date web site. The URL is [www.hamlinparkbaseball.org](http://www.hamlinparkbaseball.org). Please frequent the web site for any and all information regarding the league.
3. Ask the coach after every game for information that is needed to be passed on.

### **PLAYER CONTACT INFORMATION AND REGISTRATION**

1. Player contact information should be double checked to assure the coach has the correct information. All changes must be passed along to the coach and the HPBA Secretary and/or Treasurer as soon as possible.
2. HPBA is now offering web-based online registration capabilities for player registration. Parent, on behalf of itself and Child, acknowledges that HPBA utilizes the services of a third-party vendor to host and manage the online player registration process. By registering with HPBA online Parent, on behalf of itself and Child, assumes any and all risk of any kind associated therewith. Parent, on behalf of itself and Child, agrees to hold harmless HPBA, their affiliates and subsidiaries and their respective directors, officers, employees and agents from and against any claims, losses, damages, liabilities, costs and expenses, including reasonable attorneys' fees and costs, as incurred, arising in any manner out of or related to the collection, use or storage of data or information collected as part of the online registration process. In no event shall HPBA, its third party vendor or any third party involved in or related to the offering of this service be liable to Parent or Child or any other third party, for any direct or indirect damages, including, without limitation, any reputation or other incidental or consequential damages arising out of any misuse, dissemination or disclosure (whether intentional or unintentional) of the information submitted through the online registration process regardless of the form of action, even if HPBA, its third-party vendor or any other third party involved or related to the offering of this service has been advised of or otherwise might have anticipated the possibility of such damages."
3. Registration fees will be refunded on a pro-rata basis for any player dropping out of the HPBA program prior to June 1, 2010. Refunds will include registration fees only, and will not include amounts paid for other aspects of the program including the Parents' Raffle, Volunteer Fees, or other amounts. In addition, a uniform charge (\$65) will be deducted from every registration refund of any player who has participated in an HPBA game.

### **VOLUNTEERING**

1. HPBA is committed to providing a quality baseball experience. We ask all parents to help us to that end by giving of their time and effort to the program. 3 hours of service is required from all parents of all participants in HPBA.
2. This service time, (three hours) is the same regardless of how many players you have participating in the program. Please review the guidelines for this program on the accompanying form.
3. You can opt out of this service time by purchasing a \$50 buy out with your registration fee.
4. Only one parent per household needs to fill the service time requirement.
5. Parents and/or Guardians may re-schedule their scheduled volunteer event one time only. Failure to volunteer at the second scheduled event will result in having to pay the \$50.00 buy out option. All payments must be paid in full before September 30th or your child(ren)'s names will be removed from the Returning Player Advance Registration list for the following baseball season. In addition, the volunteer buy out fee is due before your child (ren) will be officially registered.

### **FUNDRAISING**

1. Full participation in all league fundraising activities is required.

2. The Hamlin Park Parents Raffle © will be our major annual fundraising event. Every household that has at least one (1) player in any division EXCEPT THE SENIOR DIVISION is required to sell \$50 worth of raffle tickets at \$5 each (ten tickets per household). This money will go directly into the general league fund.
3. Parents will receive their tickets from the Head Coach of their Child's team. Details on the raffle will be given at that time.
4. Hamlin Park Baseball Parents Raffle drawing will be held in June.
5. Families with players only in the Senior Division are exempt from the raffle. The registration fees for the Senior Division have been adjusted accordingly to accommodate this exemption.

### **RULES OF BASEBALL**

1. Parents must read the HPBA rules of the game. They are available through the website and copies can also be requested from the HPBA Secretary. Familiarity with the division specific rules can avoid many misunderstandings throughout the season.

### **FIELD OF PLAY, DUG OUTS AND NO SIT- NO STAND ZONES**

1. Only HEAD AND ASSISTANT Coaches and players of that team are allowed on the fields during warm ups before a game, during a game and after a game.
2. Dugouts are for the Coaches and players only. All parents, players from other teams and children are to remain out of the dugouts at all times before and during games.
3. The HPBA has created No-Sit/No Stand Zones designated by white chalk lines behind each of the fields' backstops. No parent, child or player from another team may occupy the designated No Sit-No Stand zones at any time during ANY HPBA game.

### **PARENTS, FANS & UMPIRES**

1. At no time is any parent or fan to engage in any conversation with ANY umpire during any HPBA game.
2. At no time is any parent or fan to exhibit intimidating or condescending behavior towards ANY umpire during or after ANY HPBA game.
3. Any parent or fan that engages in this type of behavior will be asked to leave the park immediately and may have their player removed from the program permanently.

### **RULES of BEHAVIOR**

1. Under no circumstances will rude, slanderous, obscene or violent behavior be tolerated from any coach, parent, player or fan at any time. Fights and threats will be prosecuted to the fullest extent of the law.
2. Any coach accused of provoking or participating in an altercation, will be subject to a mandatory conduct review by the board. If the coach is found guilty, he may be suspended for the remainder of the season and could face permanent expulsion from the league.
3. Any parent accused of provoking or participating in an altercation, will be subject to a mandatory conduct review by the board. If the parent is found guilty, he may be ejected from the park during game days for the remainder of the season and could face permanent expulsion from the league.
4. Any player accused of provoking or participating in an altercation, will be subject to a mandatory conduct review by the board. If the player is found guilty, he may be suspended for the remainder of the season and could face permanent expulsion from the league.
5. **Any coach or player who is ejected from a game** will be subject to a mandatory conduct review by the board.
6. In all cases, the board will determine penalties. The board reserves the right to pass a final ruling based on all the evidence, which is fairly presented and substantiated.
7. Any parent or fan who is asked to leave the park by any HPBA Official, Security Member or umpire will face a conduct review by the Board. In the event this situation arises, the participation of the offending parents or fans player in the HPBA will be in jeopardy.
8. In the event a parent or fan observes behavior by someone that is inconsistent with these guidelines or could be considered dangerous to others, a League Official or Security member can be summons to observe the person in question.
9. **All disciplinary rulings by the Board are final.**
10. This is a game played by children **and teenagers**. Rude or negative cheering will not be supported by any member of HPBA. All questionable conduct complaints must be submitted in writing via the Incident Report Form. This form can be obtained at our website or from your coach.
11. Team cheers are permissible as long as they are not directed toward a specific opposing player (e.g. the pitcher or batter). As a rule of thumb, any chant or distraction that is visibly shaking a player must be stopped. This is the coach's responsibility.

12. **Coaches are responsible for the conduct of their players and parents and will be held accountable in all cases.**

### **INCIDENT REPORT**

1. An Incident Report Form (IRF) is the official way to file any behavioral or rule interpretation complaints or concerns that arise during a game or practice. If more forms are needed, ask your coach or they are available on the league website.
2. Forms should be filled out as soon as possible after the incident and submitted to any member of the Hamlin Park Baseball Board. Any report received after 14 days from the date-time of incident/infracton will be discarded and the incident/infracton will not be investigated.
3. After receiving an IRF, the board will seek out verification of the incident and formally present the incident to those named therein who will submit their account or response in writing within 48 hours. After such time a board review of the incident will determine the next course of action.
4. Courses of action can be, though are not limited to, one or more of the following:
  - a. an informal, pre-game conversation with those involved.
  - b. a formal Hearing before the Disciplinary Board with all those involved
  - c. in extreme cases, legal action.

### **COACHING**

1. Every head coach will apply for a position as a head coach and all participants will be reviewed by the HPBA prior to awarding coaching positions.
2. All head coaches will attend a pre-season coach's clinic and a basic first aid clinic provided by the HPBA.
3. All Coaches will make available to their players' parents/guardians their contact information. This includes home and cell phone numbers and email address.

### **PRACTICES**

1. One regularly scheduled practice per week; of at least one hour in length is required for all teams in the Rookie through Midget Divisions. This required practice cannot be on the same day as a game unless that game is a make-up game. Liberty and Senior teams are exempt from the minimum practice requirement.
2. A regularly scheduled practice is one where at least a 72 hours notice is given.
3. Practices can be held at any of the parks, open fields or batting cages located with-in 7 miles from Hamlin Park. These parks include but are not limited to Welles, Horner, Brands, Warren, etc.
4. If a practice is called for a park further than 7 miles from Hamlin Park, the coach must make arrangements to provide transportation for players incapable of making the journey. Players not attending practices outside the 7-mile radius do not sacrifice their Player-in-good-standing ranking.
5. Practice times and location are up to the coach.
6. **Players must have a signed Liability-Release Form on file before they can participate in practice.**
7. Athletic supporters and cups must be worn to all practices.
8. Because of the current Chicago Park District policy of charging for field time, parents might be requested by the coach to give a nominal amount to offset the cost of practice at other parks. Currently, the cost is \$15 per hour of field use for any team practices. Hamlin Park does not charge this fee.

### **SCHEDULES AND CHANGES**

1. Coaches are required to hand out a legible copy of the season game schedule to all players as soon as it is made available by the league. In addition, the entire HPBA game schedule for all teams will be posted on the website as soon as it becomes available.
2. We have regularly scheduled games on Sunday, Monday, Wednesday, Friday and Saturday. However rainout make up games can be held on any day of the week and at any time of the day depending on field availability. Also, games might not be held exclusively at Hamlin Park. The following fields might be used to accommodate Hamlin Park Baseball: Smith Park, Loyola Park, Chase Park, and Warren Park etc.
3. All scheduled games versus other local baseball programs (e.g. Loyola Park) are required and are to be considered part of the baseball season. Please remember you are representing Hamlin Park Baseball. Be on time and ready to play.
4. Games can take place on any day of the season with the following exceptions: the Saturday, Sunday and Monday of Memorial Day weekend and (Rookie through Midget) the 4<sup>th</sup> of July weekend. Senior and Liberty make-up games may be scheduled for 4<sup>th</sup> of July weekend.
5. Coaches will notify all players of schedule changes no later than 72 hours prior to newly scheduled games and no later than 48 hours prior to a regularly scheduled game but a new game start time. This is a

- mandatory requirement of all head coaches even in the event a player has notified the head coach of an absence that would prevent the player from attending the newly scheduled game.
6. All games are scheduled through the President or whoever has been assigned the task of scheduling.

### UNIFORMS

1. A new, complete uniform will be issued to all players who have fully paid. A uniform consists of a hat, jersey, belt, pant, and socks. **All players must wear a cup (not provided).**
2. Players are required to attend all games in full uniform. Players will not be permitted to play without a complete, current uniform unless by fault of the league.
3. If a replacement uniform is needed due to loss or destruction, pre-payment is required.

### EQUIPMENT

1. All equipment issued by the league shall be safe and in undamaged condition. Should equipment be rendered unusable during the course of the season, the head coach must be notified and the equipment will be replaced.
2. Players are to supply their own glove and cup.
3. All bats must be labeled "Little League Approved". Bats for the Liberty Divisions must be -3 or heavier. Bat weights must be clearly visible on the barrels or they will be disallowed.
4. Senior Division bats are limited to wood bats only. The HPBA will supply a limited amount of bats per team.

### FIELDS

1. To the best of the HPBA's ability the fields shall be maintained to be safe and playable.

### PICTURE DAY

1. Full team and individual pictures will be taken during the first week of June. Although individual player pictures are always optional the team picture is not. All players must be in attendance for their team picture.
2. All Picture Day forms will be distributed two weeks before the event.

### REGULAR SEASON CHAMPIONSHIPS

1. Peewee, Bantam, Midget and Liberty Divisions will hold a regular season championship after the completion of all regular season games and before the Thillens and Liberty/Senior Championships. In the Peewee Division, the American and National League teams with the best records in each division will play a one (1) game championship to determine the Peewee Regular Season Champion. In the Bantam, Midget and Liberty Divisions, a round system is used. A round consists of games played against each team once. In divisions with two (2) rounds, the teams with the best records of each round will play a one (1) game championship. If the same team has the best record in both rounds, they will be the Regular Season Champion of that division and no championship game will be played. In divisions with three (3) rounds, the winners of each round will play round robin type championship with the champion having to win at least one (1) game but no more than two (2) games to be played on the same day.
2. Every effort will be made to play these games before Thillens and the Liberty/Senior Championships. Locations of the games are not limited to Hamlin Park and may be played elsewhere within a five (5) mile radius of Hamlin. In the event weather or scheduling prevents the Regular Season Championships from being played, no Regular Season champion will be crowned and the trophies will be given out based on best overall division record.

### THILLENS CHAMPIONSHIP TOURNAMENT

1. After the regular season concludes, the Rookie, Peewee, Bantam and Midget divisions will have their Hamlin Park Championship tournament at Thillens Ballpark on Devon and Kedzie Aves. The tournament is a fundraiser and an admission fee will be charged. Everyone including extended families and friends are encouraged to attend.
2. All players, head coaches and official (registered with the HPBA) assistant coaches will be admitted free.
3. Every effort will be made to schedule and complete the tournament for all divisions. In the event of rain or field un-playability prevents the tournament from being completed as scheduled; the following Monday and Tuesday may be utilized as make-up days.
4. As soon as the HPBA is notified from the Chicago Park District as to when the Thillens tournament will be held, the league will notify all coaches by email and post this information on the web site.

### **LIBERTY-SENIOR ALD. SCOTT WAGUESPACK CHAMPIONSHIPS**

1. At the conclusion of the Liberty and Senior regular seasons, a single elimination tournament, named after 32<sup>nd</sup> Ward Alderman Scott Waguespack, will be held to determine each division's champion.
2. Every effort will be made to hold these games at Hamlin Park. If weather or field availability prevent the timely completion of these tournaments, the champion of each division will be determined by the best overall record in each division.

### **TOURNAMENT RAIN-OUTS**

1. The HPBA will make every effort to hold and complete the above described tournaments. In the event rain causes a tournament to be incomplete or completely rained out, that tournament may be cancelled with no make up dates.

### **TROPHIES AND AWARDS**

1. Peewee through Senior will be awarded 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place trophies determined by their regular season championships or overall standings. NOTE: If fewer than six teams in the division, only 1<sup>st</sup> and 2<sup>nd</sup> place trophies will be awarded.
2. All other players **including the Rookie Division**, will receive a trophy (lower divisions) or a medal (Liberty/Senior Divisions) for their participation in HPBA
3. The Thillens and Ald. Waguespack Tournaments awards will be trophies for 1<sup>st</sup> and 2<sup>nd</sup> place for ALL divisions and participation medals for all other teams.

### **BANQUET OR PICNIC**

1. Following the regular season an awards banquet is held for the lower four divisions. This banquet is free to players and coaches. Parents and family members may be charged a fee to attend. During some years ticket sales per player might be restricted.
2. The Liberty and Senior divisions will have a picnic during the Ald. Waguespack Tournament. This picnic will be free for the players. Parents and attending families might be asked to pay a small fee to offset costs.

### **USE OF PHOTOGRAPHS**

1. I acknowledge that HPBA may compile and use baseball photographs of player. I consent to such uses and hereby waive all rights to compensation.
2. HPBA does not give player or volunteer photos to sponsors for commercial use

END



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**ACKNOWLEDGEMENT & AGREEMENT**

I, the undersigned, acknowledge that I have read the HPBA PARENT'S AND PLAYER'S GUIDELINES. I will abide by these Guidelines and accept any penalties incurred for infractions of these Guidelines. **THIS FORM MUST BE RETURNED FOR PLAYER REGISTRATION.**

Player \_\_\_\_\_  
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**Return this signed form with your registration. Keep pages 1, 2, 3, 4 & 5 for your records.**