

## Western Howard County Youth Baseball Softball League

# Policy Guide

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## Mission Statement

Western Howard County Youth Baseball Softball League (WHCYBSL) aspires to provide children with the opportunity to have positive baseball and softball experiences. Our goal is to partner with the parent-volunteers to ensure that all of our players have positive experiences while playing in WHCYBSL. Core values such as self-esteem, teamwork, fairness, fun and sportsmanship will be emphasized to all our players while learning the rules of the game.

## League Operations

The operation of WHCYBSL will be overseen by the Board of Directors (BOD). At the end of the season, coaches will vote to elect a new BOD for the upcoming season. The election will be governed by the League By-Laws. BOD meetings will be held on a monthly basis. Current BOD positions and duties are:

President – Prepare for and preside over meetings, sign contracts and oversee administrative functions.

Vice President – Preside over meetings in President’s absence, assist in Board matters as needed.

Secretary – Record and publish notes taken during monthly board meetings

Treasurer – Provide financial reports for monthly meeting and publication on the web site, handle all accounting and payroll responsibilities for the rec and travel programs, reconcile accounts with Park and Rec at the end of the fiscal year and meet with accounting firm for tax filings.

Director of Baseball – Ensure that all aspects of the rec and travel baseball programs operate properly including registration, training and overseeing age group and travel baseball coordinators, selection of coaches, purchasing of equipment, uniform and trophies, preparation for Coach meeting, Opening Day and All Star Games, updating of all written material regarding baseball, support for coach and/or player clinics, coordinate field usage needs and chairing the Baseball Committee.

Travel Baseball Coordinator - Oversee the operation of the travel program. This includes setting up and publishing tryout dates and times, selection of coaching candidates for approval, meeting with coaches to plan season and cover rules, financial matters and field usage needs.

T-Ball Coordinator – Create teams and find coaches according to baseball guidelines. Prepare practice and game schedules for age group. Prepare equipment bags and uniforms for disbursement at Coaches meeting and restock when they are returned at the end of the season.

Baseball 7-8 Coordinator - Create teams and find coaches according to baseball guidelines. Prepare practice and game schedules for age group. Prepare equipment bags and uniforms for disbursement at Coaches meeting and restock when they are returned at the end of the season. Prepare for Opening Day and All Star Games activities. Collect player evaluations at the end of the season.

Baseball 9-10 Coordinator - Create teams and find coaches according to baseball guidelines. Prepare practice and game schedules for age group. Prepare equipment bags and uniforms for disbursement at Coaches

meeting and restock when they are returned at the end of the season. Prepare for Opening Day and All Star Games activities. Collect player evaluations at the end of the season.

Baseball 11-12 Coordinator - Create teams and find coaches according to baseball guidelines. Prepare practice and game schedules for age group. Prepare equipment bags and uniforms for disbursement at Coaches meeting and restock when they are returned at the end of the season. Prepare for Opening Day and All Star Games activities. Collect player evaluations at the end of the season.

Baseball 13-14 Coordinator - Create teams and find coaches according to baseball guidelines. Prepare practice and game schedules for age group. Prepare equipment bags and uniforms for disbursement at Coaches meeting and restock when they are returned at the end of the season. Prepare for Opening Day and All Star Games activities. Collect player evaluations at the end of the season.

Baseball 15-18 Coordinator - Create teams and find coaches according to baseball guidelines. Prepare practice and game schedules for age group. Prepare equipment bags and uniforms for disbursement at Coaches meeting and restock when they are returned at the end of the season. Prepare for Opening Day and All Star Games activities. Collect player evaluations at the end of the season.

Softball Director - Ensure that all aspects of the rec and travel softball programs operate properly including registration, training and overseeing age group and travel softball coordinators, selection of coaches, purchasing of equipment, uniform and trophies, preparation for Coach meeting, Opening Day and All Star Games, updating of all written material regarding softball, support for coach and/or player clinics, coordinate field usage needs and chairing the Softball Committee.

Softball Coordinator – Assist Softball Director in all softball matters.

Softball Travel Coordinator - Oversee the operation of the travel program. This includes setting up and publishing tryout dates and times, selection of coaching candidates for approval, meeting with coaches to plan season and cover rules, financial matters and field usage needs.

Umpire Coordinator – Provides umpires for all games for ages 9 and up. Includes finding umpires, providing training sessions for umpires, scheduling umpires, reviewing rules for all age groups and insures equipment and shirts are available for umpires.

Equipment Coordinator (2 members) – Maintain inventory of player equipment, uniforms, coach shirts and field equipment. Order equipment and uniforms and make repairs of equipment if possible.

Fields and Facilities Coordinator – Identify fields to be used for the upcoming season and apply for field usage permits. Prepare master field schedule for all age groups and travel teams. Identify fields that need repairs and work with Board of Education and Park and Rec to get work done. Find and oversee contractor to perform field maintenance (grass mowing and dragging) during the season.

Event Coordinator – Solicit vendors for food, drinks, equipment and children's activities as needed. Handle all aspects of any fund raising promotions.

# General Information – Recreation Teams

## Registration and Waiting List

Registrations will be accepted for each age group until that age group is determined to be closed by the Age Group Coordinator. WHCYBSL returning players will be mailed registration forms for the spring and fall seasons. Forms will also be made available through local schools, newsprint advertising, the WHCYBSL web site and other outlets. Age determination for Baseball is April 30 of the applicable baseball year and the prior December 31<sup>st</sup> for Softball.

Players register through the Howard County Department of Recreation and Parks by mail, by website or by phone. Players registering after the registration period has been closed will be placed on a waiting list for that age group. Registration forms and checks received after the waiting list has been filled will be returned.

## Refunds and Credits

A \$20 administrative fee will be deducted from all refunds. Requests received by March 1 will be refunded the full paid registration fee **minus the administrative fee**. WHCYBSL will not honor any requests received after March 1.

## WHCYBSL Seasons of Play

WHCYBSL conducts organized recreational league play for baseball and softball in the spring, with fall play limited only to baseball. Spring is our primary season (April – June). Fall baseball (September – November) is subject to the number of registrants in each age group.

## How Teams Are Formed

**Baseball:** Teams are formed using a player rating system. Players' skills are rated 1-5 and added to total an overall ratings score. At the time of team selection, the Age Group Coordinator may work with coaches to form balanced teams and assure parity within all teams for the respective age group. Returning players are rated at the end of the spring season by their coaches for the following year team placement. New players, excluding T-ball players, are given a rating of "average" and added to a team in the appropriate age group to assure parity. Players will be selected for teams according to the geographic area in which they live and attend school, to the fullest extent possible. During the team selection process, players may be traded to honor parent's requests without jeopardizing competitive parity.

Late registration and waiting list players are added to the teams with the fewest players, by geographic area, until the teams are full. Players are not to be traded after teams are formed unless approved by the Age Group Coordinator. Fall season team selection is conducted using the same format as the spring season

**Softball:** Teams are formed using a combination of the player's school district, geographic area and parental requests. Pitchers, rated by their previous spring coach, are evenly distributed amongst the teams.

*Coaches are responsible for completing player evaluations at the end of the season (spring and fall) and for returning same to the Age Group Coordinator.*

## Playing in a Higher or Lower Age Group

Players must play in the age group corresponding to their date of birth, unless they have been approved by the older or younger age group coordinator to play in the older or younger age group. Players may play up or play down in the next older or younger age group if they are within a year of that age group and it is determined by the age group coordinator that this would be beneficial to the players' development. The Age Group Coordinator will take the evaluation scores into account when making this decision. Players wishing to play up must achieve ratings similar to those in the higher age division. Players wishing to play down must have a rating in the bottom ten percent of the age group that he/she would normally be assigned. Playing up or down in the Fall season will be permitted. Players that were permitted to play up or down during the Spring season will be allowed to play in that same age group during the Fall season. A player wishing to play up or down may be required to attend a mandatory evaluation session prior to the start of the season at the discretion of the Age Group Coordinator or Director of Baseball.

## Playing With Friends

Requests to play with one particular friend will be considered during the team selection process if: (1) both players are playing in the same age group, and (2) the Director of the Age Group determines that the pairing will not jeopardize the competitive parity within the age group.

## Selecting Recreation Coaches

Age Group Coordinators (AGC) in both baseball and softball are responsible for confirming the returning coaches, and for recruiting new coaches if necessary. The AGCs will submit a list of the names for approval by the Baseball/Softball Committee prior to notifying coaches of their selection. ASEP certification will be mandatory for all coaches. Waivers for this certification may be granted for up to one year, subject to approval from the Director of Baseball/Softball. Other training programs are reviewed annually by the WHCYBSL Board of Directors to provide coaches with additional skills and techniques.

## WHCYBSL Age Group Descriptions

**Baseball: Age determination date is April 30 of the current season**

**T-Ball:** Boys and girls, ages 5-6 (must be 5 by April 30): Introduction to the game and key skills.

**7-8:** Skill development and league games with coach or machine pitching. Introduction to kid pitch begins towards the end of the season. 40' pitching / 60' bases

**9-10 and 11-12:** Kid pitch with an emphasis on skills development. 9-10: 46' pitching / 60' bases 11-12: 52' pitching / 75' bases

**13-14 and 15-18:** May play league games outside the Western Howard County area. 13-14: 60'6" pitching / 90' bases 15-18: 60'6" pitching / 90' bases

**Softball: Age determination date is December 31 *prior* to the season.**

**7-8:** Skill development and league games with coach and machine pitching. 25' pitching / 60' bases

**9-10:** Fast Pitch. Machine and kid pitch. Teams may play league games outside the Western Howard County area. 35' pitching / 60' bases

**11-12:** Fast Pitch. Teams may play league games outside the Western Howard County area. 40' pitching / 60' bases

**13-14 and 15-18:** Fast Pitch. Teams may play league games outside the Western Howard County area. Age groups may be combined depending on the number of participants. 40' pitching / 60' bases

Baseball/Softball Tournament, Alliance League and All Star teams may be formed.

***\*\* NOTE: Baseball and Softball players who are 18 years of age must still be attending high school when the season begins to be eligible.\*\****

## Umpires

Umpires are paid employees of the WHCYBSL. The Umpire Coordinator is responsible for recruiting and training umpires as needed for the Fall/Spring seasons. In the event that supplemental umpires are required, the Umpire Coordinator in concert with the Director of Baseball/Softball will arrange for contract umpires. The Umpire Coordinator is responsible for scheduling umpires for each game for age groups 9-10 and older. In the event that umpires don't show for a game, a parent/coach will be asked to volunteer and will receive compensation for their effort. Umpires are often placed in a controversial position while making calls during a game. The Umpire Coordinator will decide, in consultation with the Director of Baseball/Softball, on actions required due to coach complaints.

## Code of Conduct

The actions of parents, players, coaches, and league officials **must at all times** be above reproach.

*Safe Kids Program: It is the policy of the WHCYBSL to provide a safe environment and to prevent child abuse and sexual misconduct. The league will make every reasonable effort to exclude any adult with a legally documented history of child abuse/molestation, or any other record that would bring unnecessary risk to the health and safety of the participants of the organization. Therefore, every person seeking a position as a coach must complete an Employee Disclosure Statement (see Appendix B). WHCYBSL will take appropriate action on all allegations of child abuse and/or sexual misconduct. All allegations will be reported immediately by the Director of the Age Group to the proper authorities for investigation, and coaches will cooperate fully with any such investigation. The following list of preventive measures that should be taken:*

- *Physical, mental and verbal abuses are forbidden*
- *Inappropriate touching is forbidden*
- *Coaches should not socialize with the participants outside of the sponsored activities of the organization*
- *Coaches should not be alone with a child*
- *Parents are encouraged to attend sponsored activities*
- *If a child needs special attention, i.e. one-to-one, it should be done with the assistance of another adult.*

Players, Coaches, and Umpires only shall be permitted within the confines of the playing field just prior to and during games. All players and coaches shall be on their benches or in the bull pen when their team is at bat, except for the batter, base-runners, the player on-deck, and coaches at first and third bases (except as indicated in the Coach's Guide). When the team is on defense, the coaches and reserve players shall be on their benches or in the bullpen.

Adult coaches (at least 18 years of age) of the team batting are permitted to be in the coaching boxes.

Coaches will be responsible for controlling themselves, parents, fans and their players. Any display of unsportsmanlike conduct may result in banishment from the game and leaving the field and suspension from the League.

Swearing and the use of foul language shall be considered unsportsmanlike conduct.

The umpire is responsible for ensuring no one stands behind the back stop.

Under no circumstances shall the use of alcoholic beverages be permitted on the playing field, dugouts, or benches during playing of any game (including spectators).

The use of tobacco in any form is prohibited on the playing field, dugouts, or benches.

Pets are not allowed at the fields.

The intentional throwing of bats or helmets, or other abuse of any equipment by any player or coach will not be tolerated. The Coach is responsible for the action of his players at all times. If any abuse is observed, the umpire shall initially warn the Coach of the offending individual. Any subsequent incident by any member of that team shall be grounds for the umpire to eject the player involved.

Any player who unintentionally throws the bat while swinging at a pitch will be given a warning by the umpire for the first offense. Any additional occurrence of unintentionally throwing the bat while swinging at a pitch by that same player will result in the batter being called out and play will be immediately halted. No action occurs, nor will a runner be thrown out on a hit ball or a steal attempt when this action occurs. The calling of an unintentionally thrown bat is at the discretion of the umpire. If the umpire does not call it, play continues as usual. Any unintentional throwing of a bat by any other player will be treated as a first offense and a warning will be issued by the umpire.

Any fighting from players or coaches will result in banishment from the game and disciplinary action from the League.

No vehicles shall be driven on fields (off of roads/parking lots). Parking by coaches, players and parents must be in designated parking areas.

Parents, players and coaches are required to sign a "Code of Conduct" agreement. (see Appendix C).

## Inclement Weather

Fields will be open or closed as designated by the Howard County Board of Education and Recreation and Parks Inclement Weather Hot Lines. No exceptions to these designations are to occur. It is the umpire's discretion which will determine suspension/cancellation of a game due to inclement weather (lightning) as prescribed in the Lightning / Inclement Weather Guidelines (see Appendix A).

## Reporting Incidents to the Director of Baseball/Softball

Each head coach shall report to the Age Group Coordinator within forty-eight hours all serious injuries, incidents, violations of WHCYBSL Code of Conduct, or actions that are inconsistent with the philosophy of the WHCYBSL Program. Although coaches will have to exercise judgment in this regard, the following must be reported in writing and delivered to the Age Group Coordinator within the above time frame:

- Any injury should be documented on the WHCYBSL Accident Report (see Appendix D). Copies of this report must be sent to the Director of Baseball/Softball and to the league Secretary for filing.
- Any incident should be documented on the WHC Incident Report (see Appendix F). Copies of this should be sent to the Director of Baseball/Softball. Examples of incidents are:
  - Any ejection of any player, coach, or spectator from any game.
  - Any incident of fighting regardless of the perpetrator of the fight.
  - Any incident of foul language and unsportsmanship that results in a warning from an umpire.

The Age Group Coordinator will inform the Director of Baseball/Softball what actions he/she has taken in regards to the incident. The Director of Baseball/Softball will then decide whether or not to meet with the Baseball/Softball committee if further disciplinary actions are deemed necessary.

## Disciplining Recreation Coaches

If disciplinary action is recommended for a coach, the Director of Baseball/Softball will convene a meeting of the Baseball/Softball Committee to investigate pertinent facts and recommend appropriate disciplinary action. If the incident is serious enough to warrant immediate action, the Director of Baseball/Softball will suspend the coach pending the outcome of the investigation. The Director of Baseball/Softball will deliver recommended disciplinary action to the affected coach. The coach may accept the action or request an appeal to the full WHCYBSL Board of Directors in writing. The WHCYBSL Board of Directors will review appeals at its next scheduled meeting and determine final course of action for the affected coach. Coaches with a history of disciplinary actions will not be allowed to coach.

## Governing Rules

The WHCYBSL Baseball & Softball Committee will establish league rules “Coach’s Guide” for all AGE GROUPS. These rules will be reviewed annually and modified to meet the needs of the children playing in the league. The WHCYBSL Baseball & Softball Committee will provide a written copy of all changes being made to the WHCYBSL Board for final approval. Once approved the “Coach’s Guide” will be published on the WHCYBSL website and provided to all coaches prior to the start of the next season. As a standard for baseball teams ages up to 12 years old will play Official Little League Rules, except as amended by the WHCYBSL Baseball Committee in the Coach’s Guide. Baseball teams for ages 13 years old and up will play National Federation High School rules, except as amended by the WHCYBSL Baseball Committee and/or the Alliance League. All softball teams will play ASA rules, except as amended by the WHCYBSL Softball Committee in the Coach’s Guide or Alliance League rules.

## Bat Dimensions

Bats must conform to specifications set forth in the “Coach’s Guide” rules established above.

## Uniforms

All players shall wear official team uniforms, consisting of team jersey, socks, pants and hat. Shoes may have rubber cleats (no metal cleats).

## WHCYBSL Web Site

[www.whcsports.com](http://www.whcsports.com)

## General Calendar

January	Request Spring field use permits for school and park fields Request for school use permit for Coach Meeting Secure caterer for Coach Meeting Update Baseball/Softball Rules Update Coach's Guide – Including Welcome letter, rules and directions Fund Raising planning Plan Opening Day and secure activity, photographer and concession vendors Plan All Star Game and secure concession vendors
February	Draft Assignment of Fields Hold ASEP Courses for coaches Print Forms for Coach Packet: Coach's Guide Volunteer Statement Code of Ethics – Coach, Player and Parent Accident Report (2) Incident Form (2) Player Evaluation Form Get Job box keys made Purchase coach packet folders Equipment bags and 1 <sup>st</sup> Aid Kits stocked
March	Select Teams Set Master Team Rosters Conduct Coaches meeting Submit Travel Team Budgets to Director of Travel Baseball/Softball and Treasurer
April	Team practices begin Opening Day Order Participation Trophies Order All Star Shirts
May	Distribute Participation Trophies to coaches All Star Games Set Fall Ball registration forms Publish slate of candidates for next season
June	Distribute Fall Ball registration forms Conduct League Playoffs Hold Coaches Picnic “End of Season” Meeting Coaches/Improvements/Elections Request Fall Field permits for schools and parks

	Request field permits for travel tryouts Collect Equipment Collect Player Evaluation Forms
July	Participate in Post Season Tournaments Plan Fall field maintenance Hold Travel Team Head Coach Selection Committee Inventory Equipment
August:	Receive Registration for Fall Ball Draft Fall Ball teams Travel Team Coach Approvals Travel Team Tryouts Reconcile accounts with Park and Rec Reconcile travel team reimbursement for past year Set travel team reimbursement for current year Set Spring Season Dates Set Spring Registration Forms
September	Plan Budget Plan Fund Raising Begin Fall ball season
October	Distribute Spring registration form Finalize Budget Plan for Winter Clinics
November	End Fall Baseball season Travel Coaches Meeting
December	Plan Spring Field preparation and maintenance Receive Sponsorships Order Uniforms Order Coaches Shirts Order Equipment

# Travel Teams

## Mission Statement

The WHCYBSL wishes to meet the needs of all youth. Accordingly, in addition to its recreation leagues, WHCYBSL provides opportunities for select talented players to participate in a travel team program. The league recognizes the unique contributions made by these teams to the overall quality and image of the Western Howard County Youth Baseball Softball League. The primary goal of travel baseball/softball is to develop the knowledge and abilities of its players within a higher skilled environment which enables them to compete at the highest possible level. However, while striving for this goal, coaches must never place the desire to win a game above the development of self-esteem, ethical behavior, and sportsmanship. In addition, coaches, players, and parents must understand that travel team participation is a major commitment of time, energy, and personal expense.

## Number of Travel Teams

There will be only one full time travel team per single age. An exception to this rule can be made on a year-to-year bases to be determined by the Travel Baseball/Softball Coordinators, the Director's of Baseball/Softball and the Baseball/Softball Committees. The WHCYBSL Board can and will weight in on the determination of additional travel teams above the standard based on the availability of league resources and fields.

Part time travel teams (commonly referred to as Sunday Only Travel) can be formed on a year-to-year bases to be determined by the Travel Baseball/Softball Coordinators, the Director's of Baseball/Softball and the Baseball/Softball Committees. The WHCYBSL Board can and will weight in on the determination of the need for additional travel teams above the standard, based on the availability of league resources and fields.

## Travel Leagues / Tournaments

Travel teams are the representative of the WHCYBSL in the leagues and tournaments in which they play. The travel team head coach should make the Baseball/Softball Travel Coordinator aware of the leagues and tournaments in which they would like to participate. The Baseball/Softball Travel Coordinator will approve involvement in those leagues and tournaments and inform the Director of Baseball/Softball of such participation.

## Selection of Travel Coaches

The Baseball/Softball Travel Coordinator is responsible for convening each year a Travel Team Head Coach Selection Committee to confirm returning head coaches and to select head coaches for each new or vacant age groups. The Travel Team Head Coach Selection Committee will be chaired by the Baseball/Softball Travel Coordinator and should include the Director of Baseball/ Softball, a returning

travel head coach (with seniority) and the Age Group Coordinators where vacancies exist. A concerted effort should be made to find a Travel Coach from within our organization, but are not limited.

Coaches must be certified by WHCYBSL. Applying coaches may be asked to submit a resume to the Travel Team Head Coach Selection Committee. The list of coaches selected will be submitted to the WHCYBSL Board of Directors no later than October 1 for approval.

No recreation coach may in name or fact put together a travel or all-star team to play in any tournament or league outside of the WHCYBSL without prior written permission of WHYBSL. This request will be processed by the Director of Baseball/Softball, The Baseball/Softball Travel Coordinator and consultation with the Baseball/Softball Committees.

## Selection of Travel Players

The selection of travel team players will be by open tryouts. Tryouts will not be advertised by any coach without the prior permission of the Baseball/Softball Travel Coordinator. Whenever possible, tryouts for all age groups will be advertised together.

A minimum of two tryout sessions at each age group will be held each year, and there will be no automatic carry over of players from one year to the next. Each participant in tryouts will be notified whether he was selected for the team within one week of the last date for tryouts.

Players selected will be placed on teams at the discretion of the travel team head coach in accordance with the overall objectives of WHCYBSL and the best interests of the child.

Players selected for a travel team cannot play in both the rec program and travel program during the same season, unless approved by the Director of Baseball/Softball and the Baseball/Softball Travel Coordinator.

Sunday Only Travel team players must play in the regular rec league.

During the regular season, a travel team head coach cannot recruit players from the recreation leagues or other travel teams.

Travel coaches may not choose players or add players to their roster who have not participated in the tryouts without prior approval of the Baseball/Softball Travel Coordinator.

Recreational players may be “borrowed” for a travel game as long as the borrowed player’s recreational team is not playing at the same time. “Borrowed” players must be approved by both the Baseball/Softball Travel Coordinator and Director of Baseball/Softball.

## Playing Time of Travel Players

It is the general philosophy of the WHCYBSL that each player selected for travel teams should participate in all games in which that player is in uniform, unless he/she is being disciplined by the coach for a specific team infraction. Because of the competitive nature of travel baseball/softball, it is extremely difficult,

however, to assure a minimum amount of playing time in each and every game that would satisfy all coaches, players, and parents. Frequently, time and circumstance are the determining factors for coaches' decisions in any given game. Recognizing this difficulty, however, WHCYBSL expects that all players selected for travel teams will, over the course of a season, play a reasonable number of innings to warrant their selection and commitment to the team.

## Travel Financial Issues

It is the general philosophy of the WHCYBSL that the recreation program shall not subsidize the travel program and the travel program shall not subsidize the recreation program. In this "revenue neutral" approach, the travel team head coach will receive a portion of each selected player's registration fee based upon the reconciling of the past year's expenses. The remaining portion of each selected player's registration fee will be used by the league to offset travel team related expenses (e.g. fields, insurance, and administration). This apportionment is reviewed each year by the WHCYBSL Board of Directors to decide its affect on "revenue neutrality". Each travel team is expected to be self-supporting. The team will be responsible for the cost of uniforms, umpires, equipment, baseballs/softballs and outside league fees. In addition to each player's league registration fee, parents will be expected to pay an amount necessary to properly conduct the affairs of the team. Each travel team head coach is required to provide to the Baseball/Softball Travel Coordinator a detailed budget of projected revenue and expenses prior to the season and an accurate accounting of all revenues and expenses at the end of each season. These statements should be signed and dated. The Baseball/Softball Travel Coordinator will submit these records to the WHCYBSL Treasurer and President so as to provide a financial statement for the travel teams in accordance with the WHCYBSL Bylaws.

Travel team monies (player supplemental fees, sponsor donations and fundraising) should be processed directly through the league Treasurer for deposit in the WHCYBSL accounts for tax reasons. These funds shall be earmarked for the specific team which deposited them and will be allocated to that travel team head coach as requested after submittal of the team's budget and roster has been made by the Baseball/Softball Travel Coordinator to the league Treasurer.

## Travel Uniforms

In being consistent with the philosophy of WHCYBSL and providing a uniform look to the Western Howard County Renegade and Fever Travel Programs, each travel teams uniforms must meet or exceed the standard chosen by the league and include the WHC Renegade or Fever logos and be black, red and white in color. Starting in the 2009 season, all travel teams will wear a standard league uniform developed and approved by the Baseball/Softball Travel Coordinators respectively and used for all teams.

## Travel Code of Conduct

The actions of travel coaches, players, parents and fans must follow the same rules of conduct as listed above in the [General Information Code of Conduct](#) section.

## Reporting Incidents to the Baseball/Softball Travel Coordinator

Each head coach shall report to the Baseball/Softball Travel Coordinator within forty-eight hours all serious injuries, incidents, violations of WHCYBSL Code of Conduct, or actions that are inconsistent with the philosophy of the WHCYBSL Program. Although coaches will have to exercise judgment in this regard, the following must be reported in writing and delivered to the Baseball/Softball travel Coordinator within the above time frame:

- Any injury should be documented on the WHCYBSL Accident Report (see Appendix D). Copies of this report must be sent to the Director of Baseball/Softball and to the league Secretary for filing.
- Any incident should be documented on the WHC Incident Report (see Appendix F). Copies of this should be sent to the Director of Baseball/Softball. Examples of incidents are:
  - Any ejection of any player, coach, or spectator from any game.
  - Any incident of fighting regardless of the perpetrator of the fight.
  - Any incident of foul language and unsportsmanship that results in a warning from an umpire.

The Baseball/Softball Travel Coordinator will inform the Director of Baseball/Softball what actions he/she has taken in regards to the incident. The Director of Baseball/Softball will then decide whether or not to meet with the Baseball/Softball committee if further disciplinary actions are deemed necessary.

## Disciplining Travel Coaches

If disciplinary action is recommended for a coach, the Baseball/Softball Travel Coordinator will convene a special meeting of the Travel Team Head Coach Selection Committee (see organization above in **Selection of Coaches**) to investigate pertinent facts and recommend appropriate disciplinary action. If the incident is serious enough to warrant immediate action, the Baseball/Softball Travel Coordinator will suspend the coach pending the outcome of the investigation. The Baseball/Softball Travel Coordinator will deliver recommended disciplinary action to the affected coach. The coach may accept the action or request an appeal to the full WHCYBSL Board of Directors in writing. The WHCYBSL Board of Directors will review appeals at its next scheduled meeting and determine final course of action for the affected coach. **Coaches with a history of disciplinary actions will not be allowed to coach.**

## **APPENDIX A**

### Lightning / Inclement Weather Guidelines

#### **WHCYBSL Thunder and Lightning Statement**

**\*\* If thunder and/or lightning can be heard and/or seen, stop activity and seek protective shelter immediately. \*\***

**\*\* In situations where thunder and /or lightning may or may not be present yet you feel your hair stand on end and skin tingle, immediately assume the following crouched position: Drop to your knees, place your hands/arms on your legs and lower your head. Do not lie flat. \*\***

**\*\* In the event that either situation should occur, allow 30 minutes to pass after the last sound of thunder and/or lightning strike prior to resuming play.\*\***

The National Weather Service has stated that lightning can strike up to a distance of 10 miles, with storms traveling at a speed exceeding 50 miles per hour. However, thunder can be heard only within a distance of 8 miles. Therefore, if you hear thunder and/or see lightning, you are in immediate danger and should seek protective shelter in an indoor facility at once! An indoor facility is recommended as the safest protective shelter. However, if an indoor facility is not available, an automobile or school bus is a relatively safe alternative. If neither of these is available, the following guidelines are recommended. Avoid standing under large trees and telephone poles. If the only alternative is a tree, choose a small tree in a wooded area that is not on a hill. As a last alternative, find a ravine or valley. In all instances outdoors, assume the aforementioned crouched position. Avoid standing water and metal objects at all times (i.e., steering wheel, metal bleachers, metal cleats, umbrellas, etc.)

The most dangerous storms give little or no warning: thunder and lightning are not heard or seen. Up to 40% of all lightning is not accompanied by thunder and 20-40% of thunder cannot be heard because of atmospheric disturbances, thus the term "silent killer." At times, the only natural forewarning that might precede a strike is feeling your hair standing on end and skin tingle. At this point, you are in imminent danger of being struck by lightning and should drop to the ground and assume the aforementioned crouched position immediately. Do not lie flat. Should a ground strike occur near you, lying flat increases the body's surface area that is exposed to the current traveling through the ground.

The National Weather Service recommends that 30 minutes should pass after the last sound of thunder is heard and/or lightning strike is seen before resuming play. This is sufficient time to allow the storm to pass and move out of lightning strike range.

A perilous misconception that it is possible to see lightning coming and have time to act before it strikes could prove to be fatal. In reality, the lightning that we see flashing is actually the return stroke flashing upward from the ground to the cloud, not downward. When you see the lightning strike, it already has hit. It is a fact that you will never see the bolt that hits you. If used immediately, the information provided can be used to minimize the risk of injury or death from lightning.



**APPENDIX C**

Code of Conduct Agreement  
Forms

## WHCYBSL Player Code of Ethics

I hereby pledge to provide a positive attitude and be responsible for my participation in Youth Sports by following this code of ethics.

I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice.

I will attend every practice and game that is reasonably possible and will notify my coach if I cannot.

I will expect to receive a fair and equal amount of playing time.

I will do my best to listen and learn from my coaches.

I will treat my coaches with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.

I will help my coach in setting up the field and gathering equipment.

I will take care of our equipment so that others might enjoy it.

I will help in cleaning up the bench area after a game or practice.

I will make sure no trash is left behind.

I will always try to do my best.

I deserve to have fun during my sports experience and will alert my parents or coaches if it stops being FUN!

I deserve to play in an alcohol, tobacco, and drug free environment and expect adults to respect that wish.

I will encourage my parents to be involved with my team in some capacity because it's important to me.

I will do my very best in school.

I will remember that sports are an opportunity to learn and have fun.

Players signature \_\_\_\_\_ Date

## WHCYBSL Coach Code of Ethics

I hereby pledge to provide positive support, care and encouragement for the children I am coaching in youth sports by following this code of ethics.

I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.

I will place the emotional and physical well-being of a child ahead of any personal desire to win.

I will insist that we play in a safe and healthy environment.

I will demand a drug, alcohol, and tobacco-free sports environment for the children, and agree to assist by refraining from their use at all youth sports events.

I will remember that the game is for children and not adults.

I will do my very best to make youth sports fun for the children.

I will expect the children to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.

I will always be available to discuss any issues with parents concerning their child in a private environment.

I will encourage teamwork and camaraderie.

I will continue to be a student of the game.

I will always be fair and treat everyone equally when discipline is required.

I will have organized and structured practices.

Coaches' signature \_\_\_\_\_ Date

## WHCYBSL Parents Code of Ethics

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this code of ethics.

I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports events.

I will place the emotional and physical well-being of my child ahead of any personal desire to win.

I will insist that my child play in a safe and healthy environment.

I will provide support for coaches and officials working with my child to provide a positive, enjoyable experience for all.

I will demand a drug, alcohol, and tobacco-free sports environment for my child and agree to assist by refraining from their use at all youth sports events.

I will remember that the game is for children and not for adults.

I will do my very best to make youth sports fun for my child.

I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

I will always address any issues with my child's coach in private.

I will promise to help my child enjoy the youth sports experience within my personal constraints by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.

Parents signature \_\_\_\_\_ Date

Parents signature \_\_\_\_\_ Date

**APPENDIX D**

WHCYBSL Accident Report Form

Age Group / Team \_\_\_\_\_

Name of Injured Person \_\_\_\_\_ Approx. Age \_\_\_\_\_

Name of Parent / Legal Guardian (If Applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Home Phone \_\_\_\_\_ Date/ Time \_\_\_\_\_ Site \_\_\_\_\_

Nature of accident / injury (in detail; facts only) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<input type="checkbox"/>	Abdomen	<input type="checkbox"/>	Ear	<input type="checkbox"/>	Foot	<input type="checkbox"/>	Mouth	<input type="checkbox"/>	Stomach
<input type="checkbox"/>	Ankle	<input type="checkbox"/>	Elbow	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Neck / Throat	<input type="checkbox"/>	Teeth
<input type="checkbox"/>	Arm	<input type="checkbox"/>	Eye	<input type="checkbox"/>	Head	<input type="checkbox"/>	Nose	<input type="checkbox"/>	Toes
<input type="checkbox"/>	Back	<input type="checkbox"/>	Face	<input type="checkbox"/>	Knee	<input type="checkbox"/>	Scalp	<input type="checkbox"/>	Wrist
<input type="checkbox"/>	Chest / Ribs	<input type="checkbox"/>	Finger/Thumb	<input type="checkbox"/>	Leg	<input type="checkbox"/>	Shoulder	<input type="checkbox"/>	Collar Bone
<input type="checkbox"/>	Other _____								

Name of Person Taking Action \_\_\_\_\_ Action Taken \_\_\_\_\_

Ambulance Called \_\_\_\_\_  Dr. Care \_\_\_\_\_  EMT Response \_\_\_\_\_  Other \_\_\_\_\_

Parent Notified: Date / Time \_\_\_\_\_

Hospital / Medical Contact \_\_\_\_\_

Witness Identification : Name \_\_\_\_\_

Witness Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signatures: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Injured Person \_\_\_\_\_

Person filing Report \_\_\_\_\_

Witness 1 \_\_\_\_\_

Witness 2 \_\_\_\_\_

Witness 3 \_\_\_\_\_

Supervisor on Duty \_\_\_\_\_





