

HUTCHINSON JUNIOR LEAGUE BASEBALL ASSOCIATION

TRAVEL TEAM POLICIES AND PROCEDURES

Any issues or concerns that should arise and are not covered by these policies and procedures shall be addressed by the HJLBA Board of Directors.

1. General Coaching Guidelines

- a) All travel team coaches will sign the HJLBA Code of Ethics form.
- b) All travel team coaches will be identified to the HJLBA Board of Directors for approval after the teams are selected.
- c) All travel coaches will attend any coaches training as required by the HJLBA Board of Directors.
- d) All coaches and named asst. coaches must complete online concussion training.
- e) All travel team coaches will instruct the players within the guidelines set forth by the HJLBA Board of Directors.
- f) All head coaches will have on hand at all times Consent to Treat form signed by every player.
- g) All players will submit to the head coach an approved birth certificate prior to the first game.
- h) All coaches will maintain an accurate scorebook for the season.
- i) All players must submit the Players Code of Conduct form prior to first practice.

2. Head Coach Selection

- a) All efforts will be made to select qualified non parent coaches at all travel team levels
- b) All applicants will be interviewed
- c) All applicants will be asked to answer the same questions to insure fairness.
- d) Coaches will also be evaluated on qualifications, experience, and references.
- e) The head coach will be selected by a majority vote of the HJLBA Board of Directors.
- f) All head coaches are selected for a 1-year term.
- g) Prior selection as head coach does not insure subsequent selection the following year.
- h) Assistant Coach selection: Assistant coaches cannot be selected until after teams are selected. Assistant coaches will be selected by the head coach and subject to HJLBA Board of Directors approval.
- i) Board members who are applying for a head coach position are excluded from Head Coach voting process for teams they are applying for.
- j) All coaches are required to complete a confidential screening and consent form.

3. Team Name/Colors

- a) All travel teams will be named the Hutchinson Tigers.
- b) All teams will wear the HHS school colors (yellow, black, white and grey are acceptable).

4. Coaches Expenses

- a) 10-14 travel Team Coaches will be paid \$300
- b) Semi-travel coaches will be reimbursed child's registration fee
- c) All VFW coaches will be paid \$750
- d) Coaches will not receive their reimbursement until **ALL** equipment is turned in.

5. Tryouts

- a) Each travel team will have a minimum of 12 players and a maximum of 14 players VFW will have a minimum of 12 players and a maximum of 15 players.
- b) Only players attending a Hutchinson school or residing in the Hutchinson School District (public or parochial) may try out for the travel teams.
- c) The head coach will use tryout results directly to determine player selection with approval from the HJLBA board. .
- d) There will be 2 specified dates for tryouts. All players need to try out on both of the dates. If for some reason a player is unable to attend one or both days with a prior valid reason, other arrangements will be made by the HJLBA Board of Directors.
- e) The Head Coach will have their child automatically placed on the roster and numbered among the final roster limit.
- f) If registration does not require a tryout, all players will be placed on the roster and tryouts will not be necessary.
- g) In the event that enough players try out to create two teams, the HJLBA Board will determine if a second team will be made. If two teams are created for a specific age, the teams will be separated by ability (A & B) beginning at age 13.

6. Player Fees

- a) All players' fees will be collected at registration; if fees are not paid at registration that player is ineligible to tryout and/or practice for a travel team.
- b) Payment options including scholarships are available with HJLBA Board of Directors approval.
A check will be collected for volunteer obligation prior to players receiving their jerseys. Check will be cashed if volunteer obligations aren't met or destroyed if volunteer obligation has been fulfilled. For details refer to the Volunteer Policy.

7. League

- a) All travel teams will play in the league designated by the HJLBA Board of Directors.
- b) Minimum playing time will be followed per league or tournament rules.

8. Tournaments

- a) All travel teams will participate in tournaments.
- b) All HJLBA Travel Teams will play in all scheduled tournament games they are entered in.
- c) Ages 10-11 will be allowed to attend up to 3 tournaments plus league tournament
- d) Ages 11-12 will be allowed to attend up to 3 tournaments plus league tournament
- e) Ages 13-14 will be allowed to attend up to 4 tournaments plus league tournament
- f) Ages 15-16 VFW will be allowed to attend up to 4 tournaments.
- g) All travel team head coaches will be allowed to select their own tournaments and have responsibility to set up payment with the HJLBA Treasurer who will mail the entry fee.
- h) State, Regional or National tournaments do not count in the number of tournaments attended.
- i) HJLBA will pay for 1 post season tournament (i.e. AABC,MSF,AAU,MBT,etc.) for each travel team.
- j) All travel team parents will be expected to provide equal payment in regards to covering "gate fees" incurred at tournaments.

9. Scheduling

- a) Practices and tryouts are not to start prior to April 1 unless approved by the HJLBA Board of Directors.
- b) Travel teams will play a maximum schedule of 45 games (league and all tournament games combined). Teams approaching this number will notify the HJLBA Board of Directors regarding their situation and seek approval to complete their schedule (ie.Regional and National tournaments).
- c) All scheduling of fields for games or practices will be done through a cooperative effort with PRCE (587-2975). Head coaches will submit their league schedule as soon as possible to the HJLBA scheduler (PRCE).
- d) All practices and “home” games will be scheduled on Hutchinson fields when available.

10. Equipment and uniform

- a) All travel team players will wear the uniform (pants, black socks, jersey/undershirts and hat with the option of the uniform number in yellow on the back) approved by the HJLBA Board of Directors.
- b) Equipment will be provided by the HJLBA. The head coach will insure the equipment remains safe and usable. Any damaged equipment will be repaired or replaced by the HJLBA Equipment Director.
- c) The purchase of HJLBA approved pants, black socks, and belts are the player’s responsibility.

11. Practice Program

- a) There will be an effort to have a coaches clinic at the beginning of each year with all travel and volunteer coaches encouraged to attend.

12. Media Coverage

- a) It is recommended that updates (i.e. Game results, highlights, scores, etc.) be published via appropriate media and given to the Hutch Leader Sports Director on a regular basis to insure proper community coverage of all teams.

13. Player/Parent Meetings

- a) All head coaches will hold a meeting with all parents/guardians and players prior to the start of the season and anytime thereafter as necessary.
- b) Topics to be covered but not limited to are:
 1. Coaching philosophy
 2. Playing time
 3. Attendance
 4. Attitude
 5. Discipline
 6. Sportsmanship
 7. Respect for teammates, opponents, official, coaches and parents.
 8. Honoring the flag (national Anthem)
 9. Parents requirements (volunteer policy)
 10. Travel arrangements and distribution of tournament information
 11. Complaint procedures
 12. Board members list

14. Fundraising

- a) No fundraising will be allowed by individual teams without approval of the HJLBA Board of Directors.
- b) Any money or donations of any kind (such as gifts) received by travel teams must be brought to the attention of the HJLBA Board of Directors.

15. Post-Season Drafting of Players

- a) Teams qualifying for post season play beyond the State Tournament level may, at the coaches' discretion, draft players up to the roster limit allowed by the rules.

16. End of the Season

- a) All head coaches will return all birth certificates to each player and destroy the Consent to Treat forms.
- b) All HJLBA equipment is to be returned in good/usable condition to the HJLBA Equipment Director.
- c) All head coaches are responsible to collect HJLBA jerseys and return them with their equipment. Players not returning a jersey will be billed \$40.

17. Non-Compliance

Failure to comply with these policies and procedures or any decision rendered by the HJLBA Board of Directors regarding issues or concerns not covered within this document may result in temporary or permanent suspension from the HJLBA.