



SCHAUMBURG ATHLETIC ASSOCIATION

SAA Baseball

2026 Season



HANDBOOK AND POLICIES MANUAL

SCHAUMBURG ATHLETIC ASSOCIATION



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WELCOME TO THE SCHAUMBURG ATHLETIC ASSOCIATION
IN-HOUSE AND N60 BASEBALL PROGRAM

It is the goal of all SAA volunteers to make our not-for-profit program the most fun and rewarding experience possible for our players and their fans. We are dedicated to making baseball an event everyone looks forward to each year, with the hope you will have positive memories for a lifetime.

The following is an informational handbook that is designed to guide you through the basic philosophy and operations of the program. It should not be considered a “set in stone” rule book, as the Board of Baseball Commissioners will revise it as situations mandate.

Much of the information provided in the handbook is also available on our website at <https://www.saa-online.com/baseballhandbook>.

Our rule of thumb will always be to adapt, as quickly as possible, to all situations to benefit the members of the program. I ask you to become very familiar with what is written here. If it does not answer all of your questions, it will at least direct you to where to find your answers.

We thank you for supporting the SAA Rec Baseball program, as we continue to do our best to make sure that your youth baseball experience is even more fun than your expectations.

Sincerely,

Mike Booker
Head Commissioner
SAA Rec Baseball

1 INTRODUCTION

This handbook is written for the Schaumburg Athletic Association (SAA) In-House Baseball (“Baseball”) Program, a part of the Schaumburg Athletic Association. This organization and the Schaumburg Athletic Association are not-for-profit volunteer organizations. The purpose of this handbook is to define how the Baseball program will be governed and spell out specific policies and guidelines the board will use to manage the program.

2 MISSION

It is the mission of the SAA Baseball program to provide the opportunity for SAA members within the Schaumburg community and the surrounding areas to participate in the sport of baseball. The minimum age of four (4) must be reached on or before May 1 of the current season for 6U (Tee-Ball) and the minimum age of the league to be played in starting in 8U and older must be reach on or before September 1st of the current season’s year to the maximum age of nineteen (19) which cannot be reached on or before September 1st. The current season is defined by the spring season. Fall season may require a new evaluation and draft to occur to place players accordingly. Participants in grades beyond the 12th Grade cannot participate in the program.

3 THE BASEBALL PROGRAM

Baseball is the founding sport in SAA and one of the oldest sports in the nation. SAA Baseball is structured as a recreational, In-House program with the additional element of the Tournament program.

3.1 GOALS

The SAA Baseball program strives to create a baseball environment that encompasses education (skills, teamwork, love of the game) along with entertainment and recreation, not only for the players but for their families.

3.2 OBJECTIVES

SAA Baseball will provide an exceptional environment:

- for youth in our community to learn the sport of Baseball,
- for players to learn about and practice sportsmanship and teamwork,
- for families of participants the chance to bond with their players in a supportive manner,
- to grow the game of Baseball

3.3 EXPECTED OUTCOMES

The SAA Baseball program will continue to be a leader in the community and the SAA organization so that our local neighbors and the surrounding areas recognize SAA Baseball as one of the premier sporting programs for youth and their families.

Sport Board Organization

Commissioner	Positions	Email
Mike Booker	Head Commissioner	Michael.Booker@saa-online.com
Anthony Butera	Assistant Head Commissioner 14U Colt	Anthony.Butera@saa-online.com
Bianca Haracz	Treasurer Events	Bianca.Haracz@saa-online.com
Celeste Render	Secretary Social Media Uniforms	Celeste.Render@saa-online.com
Brianna Allbritten	Social Media Website	Brianna.Allbritten@saa-online.com
JP Carey	Clinics Evaluations	Jay.Carey@saa-online.com
Mark Deady	Equipment	Mark.Deady@saa-online.com
Marisol Espinoza	Volunteers Uniforms	Marisol.Espinoza@saa-online.com
John Faklaris	12U	John.Faklaris@saa-online.com
Andy Flaxman	10U	Andy.Flaxman@saa-online.com
Dan Kumler	8U	Daniel.Kumler@saa-online.com
Bryan Odle	N60 Tournaments	Bryan.Odle@saa-online.com

Please refer to our [website](#) for an updated list of commissioners

4 SPORT BOARD STRUCTURE

4.1 ORGANIZATION CHART

The Baseball Board will consist of a maximum of 25 active voting members, including the Head Commissioner, Assistant Head Commissioner, Secretary, and Treasurer. The Head Commissioner shall add and/or remove both voting and non-voting positions, as needed, to best serve the Baseball program. The Head Commissioner shall have the authority to designate multiple voting and/or non-voting members to each of the above positions. All additions and/or deletions shall be approved by a simple majority of the sitting Baseball Board of Directors. To be an active voting member of the Baseball Board, a member must have been officially voted in by the current baseball board of directors. Board members may be assigned multiple positions as deemed necessary by the Head Commissioner or Board

Each League (age level) shall have a League Commissioner that is responsible for the operation of the individual levels. Additional at-large positions shall be created as needed by the Head Commissioner.

4.2 DEFINITION OF HEAD COMMISSIONER

Any individual nominated for the Head Commissioner must have served a minimum two (2) years in a voting member position on the Baseball Board. A Head Commissioner can serve a maximum of 2 two-year terms.

4.3 HEAD COMMISSIONER DUTIES

The Head Baseball Commissioner will represent the program on the SAA Executive Board of Directors.

4.3.1 Coaching Responsibility of a Head Commissioner

The Head Commissioner may simultaneously hold the positions of head coach and Head Commissioner of Baseball subject to the Baseball Board approval.

4.3.2 Financial Accountability

The Head Commissioner has the responsibility for the budgeting of the Baseball program. Inherent in this responsibility is the active participation of the Baseball Board of Directors in this highly important task. The Commissioner cannot submit a fiscal budget to the Executive Board of Directors until the Baseball Board has approved the fiscal budget. The Commissioner has the responsibility to ensure financial accountability within the program and must adhere to SAA policies regarding money management.

4.3.3 Welfare of the Participants

The Head Commissioner has the responsibility for the well-being of every participant in the program. As such the Head Commissioner must be certain that no coach or volunteer compromises the welfare and safety of any participant of the program. Therefore, the Head Commissioner has the final decision power on all coaching appointments every season for all teams and programs. All injuries must be reported to the office and to the Head Commissioner as soon as reasonable but no later than seven calendar days.

4.3.4 Purchasing Authority

The Head Commissioner is responsible for the procurement of equipment, uniforms and other

supplies for the program. In this pursuit, the Head Commissioner has the responsibility to seek vendors who will provide the best quality at the least cost and provide the best possible service. While not restricted to purchase from specific vendors, the Commissioner must make objective decisions and strive to do business with current vendors that have provided satisfactory services to the program. In no way shall the Head Commissioner accept gratuities, forms of payment or other such gifts or rewards in repayment for this business. The Head Commissioner may seek assistance of other Baseball Directors in the procurement of products and services.

4.3.5 Public Relations

It is the responsibility of the Head Commissioner to act as the liaison between the coaches and the parents of the participants. The Head Commissioner must always perform this task with the utmost respect and diplomacy. Situations arising in this capacity that require additional actions will fall under the guidance of the SAA Disciplinary Policies.

4.4 DESCRIPTION OF MANAGERS/COACHES

Baseball teams will be managed by Managers and an Assistant Coach. The main responsibility of the Managers/Coaches is to provide for the welfare of the players on his/her team. The Manager and Coach will adhere to the guidelines set forth for governing practices, games and fair playing time for all players, as described in the individual league handbooks. Managers and Coaches will be subject to a background check.

4.4.1 Suspension of a Coach/Manager

If the Manager or Coach violates one of the guidelines or any of the points in the Parent Code of Conduct, the League Commissioner may suspend a coach for up to two games. This form of suspension will not require approval from the Baseball Board. If a suspension of more than two games is deemed appropriate, the SAA Baseball Board reserves the right to convene a disciplinary panel which may enforce additional actions including banning from the Baseball program. Any coach caught in violation of the suspension will be immediately dismissed from the program. A suspension shall include all practice and game time.

4.5 DESCRIPTION OF COMMISSIONERS

Commissioners will have duties as directed by the Head Commissioner and the members of the Baseball Board.

4.5.1 League Commissioner Responsibilities

A League Commissioner will be responsible for the general day-to-day management of their assigned league. Duties will include (but are not limited to) the following:

1. Select coaches and subsequently evaluate coaches (subject to review by the entire Board).
2. Determine size of your league – approximately 10-12 players per team (depending on age)
3. Supervise your league's evaluations (if appropriate).
4. Supervise your league's selection process.
5. Formulate league schedules with the field commissioner and update them as needed.
6. Enforce league rules and park district regulations.
7. Assist Equipment Commissioner with the distribution of equipment and uniforms to the coaches at the beginning of the season. In addition, the Commissioner is responsible for collecting it at the end of the season if assistance is needed.
8. Coordinate with your coaches the date and time for picture day.
9. Set up league playoffs (consistent playoff format decided by Board) for those leagues that

has them

10. Attend monthly Baseball board meetings.
11. Supervise games and practices during the season as needed.
12. Commissioners have the right to remove a coach from a game who is not following the rules or is in violation of the coaches' conduct below or SAA rules. Any further suspension and or disciplinary action must be approved by the Head Commissioner or Disciplinary committee.

4.5.2 Treasurer

The Treasurer will be responsible for the financial standing of the SAA Baseball Program. The treasurer will create and update the budget and report on the financial status at each board meeting. The treasurer will keep record and file all invoices and receipts.

4.5.3 Secretary

The Secretary will be responsible for the official meeting notes and other record keeping of the SAA Baseball Program.

4.6 BOARD MEETINGS

The SAA Baseball Board shall meet once per month, typically on the first Tuesday of the month at the SAA Main Office **217 S. Civic Drive, Schaumburg, 60193**. Times may vary. A majority of the voting members of the Board must be present to constitute a quorum. If a majority of the board is not present, the decisions of the board will not be considered official unless written approval from absent commissioners is provided to represent a quorum. Minutes defining the decisions of the board will be kept on file at the SAA Office. The Head Commissioner may change, re-schedule or cancel the meeting, as required, to best serve the interests of the Baseball program. Meetings are open to members.

At its discretion, the Board has the authority to call a special closed-door meeting of the Board of Directors and conduct business.

5 COACH/MANAGER RESPONSIBILITIES & OBLIGATIONS

The Manager and Coach are expected to conduct themselves in a manner that displays leadership, sportsmanship and act as a positive role model for the participants on his/her team.

5.1 CERTIFICATIONS, SEMINARS, AND CLINICS

The SAA baseball program strives to provide the best possible environment to allow kids to have success in a sporting environment. To this end, coaches and managers will be expected to participate in annual clinics and other supportive programs. A minimum of one clinic and / or educational opportunities will be made available to coaches and managers to improve their understanding of both the game and the skills of coaching youths.

5.2 ACTIVE PARTICIPATION IN FUNCTIONS, EVENTS, AND ACTIVITIES

The Manager and Coach, or representatives from their team, are expected to actively participate in, but not limited to, the following general volunteer activities; equipment handout, concession stand, practice and game field set up and preparation, and special events such as All Star Weekend.

5.3 COACH/MANAGER EVALUATIONS

The competency and quality of all coaches and managers will be evaluated throughout the season. Conduct and competency will be considered when determining managers before the season. Managing and coaching opportunities are to be considered a privilege and not a right of those who have performed the roles in the past. League Commissioners have the responsibility of selecting Managers and Coaches who will best perform the duties of the league in accordance with SAA Baseball expectations and policies. Managers must have approval of the SAA Baseball Board before officially being given the responsibility.

5.4 ADMINISTRATIVE DUTIES

All SAA Baseball Managers and Coaches are responsible for various administrative duties assigned to them by the Baseball Board. The scope of these responsibilities will be specific to the management of the coach's team and/or league. Included in this will be a year-end evaluation of players to be completed and submitted back to the league commissioner.

5.5 COACH/MANAGER COMPETENCIES/QUALITIES

Managers and Coaches will be selected based on a number of criteria such as ability to teach and relate to players, knowledge of the game and past experience.

5.6 SPECIFIC RESPONSIBILITIES OF COACHES/MANAGERS

Baseball teams will be managed by Managers and an Assistant Coach. The main responsibility of the Managers/Coaches is to provide for the welfare of the players on his/her team. The Manager and Coach will adhere to the guidelines set forth for governing practices, games and fair playing time for all players, as described in the individual league handbooks. Managers and Coaches will be subject to a background check.

6 PLAYER EXPECTATIONS

6.1 ELIGIBILITY

SAA Baseball will be open to both boys and girls. Players must be a minimum of 4 years of age as of May 1 of the current season year for 6U (Tee-Ball) and a minimum of the age league to be played in as of September 1 of the current season year up to 19 yrs. old to participate.

6.2 PLAYERS CODE OF CONDUCT

SAA will demand that its youth baseball players exhibit the highest standard in sportsmanship and behavior on and off the field. As such, SAA will require that youth baseball players agree to the following code of conduct. A player that violates any one of the following rules shall be immediately removed from the practice/game with the risk of suspension or dismissal from the program. Suspension and/or dismissal are not limited to the sport the violation occurs in and will cross all sports within SAA.

- Smoking, e-cigarettes, or Vaping – any participant registered in the SAA that is seen smoking by a coach or commissioner
- Drinking alcohol or under the influence of alcohol – any participant registered in the SAA that is seen by a coach or commissioner drinking an alcoholic beverage or non-alcoholic beer or is suspected of being under the influence of alcohol.

- Non-prescription drugs or illegal substance – any participant registered in the SAA that is seen using or under the influence of illegal drugs

7 PARENT EXPECTATIONS

7.1 VOLUNTEER POLICY

Since it is impossible for a small collection of dedicated volunteers to possibly organize and run an operation the size of SAA Baseball, it is expected that parents of players will give some time to assist the Board and Commissioners. Outside of coaching responsibilities, volunteer opportunities include but are not limited to the following working Concessions and assisting in events such as Evaluations, Picture Day, and All-Star Weekend.

It is understood that due to other commitments it is not always possible for all parents to fulfill their volunteer expectation; at registration a family may buy out their expectation for a fee determined by the board.

7.1.1 Team Assistants

The Manager and Coach are responsible for the selection of additional help for the management of the team including but not limited to Assistant Coaches, Team Mom, base coaches and scorebook keepers. These roles will be subject to the requirements of the disciplinary processes in accordance with SAA policies and may be subject to background checks.

7.2 PARENT CODE OF CONDUCT

Parents are expected to follow general rules of conduct as provided by the SAA Code of Conduct.

8 TEAM ORGANIZATION AND STRUCTURE

8.1 TEAM NAME

SAA Baseball teams will be assigned by commissioners for each league.

8.2 LOGOS





8.3 EVALUATION/TRYOUTS POLICY

SAA Baseball will conduct evaluations for leagues 8u through 14U. The results of these evaluations will be used in the team selection process.

8.4 DRAFT POLICY

With the exception of 6u and 8u, all teams will be equally drafted based upon age level evaluations for both the Spring and Fall Seasons. The League Commissioner will utilize the results of these evaluations to organize players into draft rounds based upon the player's skill level. A serpentine draft selection process will be used until all the players have been placed on teams. Every attempt will be made to create teams of equal ability. Any new player registering after the teams have been selected will only be available to teams that have fallen short of players during the draft. Coaches from the qualifying teams will draw straws to determine which team the new player will be assigned to. Trades will be allowed as the league commissioner allows. Players electing to not play as a result of the selection process will not be refunded their registration fees. League Commissioners reserve the right to assign players to teams, as necessary.

Any coach or coaches tampering with the player tryouts and/or draft process in any manner will be immediately dismissed from the program by the Head Baseball Commissioner and/or the Baseball Board.

As a rule, we cannot guarantee special considerations for car rides and other circumstances. Exceptions for siblings in the same league will be allowed.

6u and 8u teams will be formed through a selection process conducted by the league commissioner, largely based on school boundaries and age, in order to provide a balanced league of teams.

Age levels which participate in cooperative leagues may or may not be equally drafted across their respected league.

8.5 LOANER PLAYER/CALL UPS

All loaner player / call ups must be a current SAA In-House Player.

For leagues 10u and up, situations may arise where players are needed to be 'called up'. During the course of a season, a team may find that it is unable to field a complete team (i.e., 9 players).

Loaner players from opposing teams are permitted during the regular season.

In such cases, the manager of that team may elect to request that a player from the league immediately below be called up in order to complete the roster. This Player Call-Up Process shall proceed as follows:

- 1) Each League Commissioner shall maintain a list consisting of the highest rank player on each team.
- 2) The MANAGER of the team requiring a player call-up shall contact the Commissioner of the league immediately below his league to initiate the call-up process. Under no circumstances shall the manager of the team requesting the player contact a player directly to initiate the call-up. The League Commissioner must approve every call-up.
- 3) The parents of the highest ranked players are to be contacted to check availability and for their approval of their child's participation.
- 4) During the Player Call-Up Process, the following restrictions will apply:
 - a) A team may call up only a sufficient number of players so as to field a complete team (e.g., a team able to field 8 players can call up 1 player).
 - b) A called-up player's own league's games shall take precedence over the team requesting a call-up; all conflicts shall be resolved by the player's league Commissioner, not the manager requesting the call-up.
 - c) A player shall not be called up to the same team more than three (3) times during the season.
 - d) The called-up player will not be able to pitch.
 - e) All players, regular as well as called-up players, will meet the minimum playing requirements for that league.
- 5) Because it is the intent of the Player Call-Up Process to afford skilled players opportunities to play in more advanced situations, it is important that all managers adhere to the above process and restrictions.

8.6 TOURNAMENT TEAM

Tournament/N60 Part-Time Travel League (not an official travel baseball league): This program was created to offer players the opportunity to play against neighboring towns at a higher competition level while still playing in-house baseball. This league will coincide with the Spring In-house season and all players must try out for the teams, which will be selected by the team managers, and start at the 8U level. All players MUST play on an in-house SAA team during the same season and the tournament teams rosters are not to remain together in their entirety. The players must be divided up among in-house teams per the Draft rules stated in 9.4.

8.6.1 Managers/Coaches

Applicants for the positions of Tournament/N60 Team Manager or Coach are required to pass a Background Check and be Safe Sport certified

All applicants must provide a letter of intent to the Tournament League Commissioner detailing their qualifications to manage the team before their selection and based on a timeline set by the N60 Commissioner or Head Commissioner. If necessary, the Head Commissioner will appoint a panel of three Commissioners to interview all applicants for all teams who comply

with the rules, and by majority vote they will have complete authority to appoint applicants to open positions. If, by majority decision, this panel feels that the applicants have not presented adequate documentation as to their abilities, dedication, and other qualities required for a Tournament Team Manager, the position and team will be waived until the following year. As a tournament team requires an accelerated level of player talent, it is the duty of the Commissioner Interview panel to make sure the coaching staff is at the same level.

8.7 PLAYER RETENTION

No carryover between seasons

9 IN-HOUSE LEAGUES AND TEAMS

9.1 SEASON

For the regular spring season, practices will begin in April. Games will begin the last weekend of April or first weekend of May and finish by mid-July. The Fall season runs from mid-August through mid-October.

The Colt league is typically affiliated with a cooperative baseball league and typically starts in late May finishing up in early August.

The Tournament teams will be formed via tryouts no later than the in-house league Evaluation Day. Practices may begin as early as February and with games / tournaments may be played into July. Tournament team members will also participate in the In-House season.

9.2 LEAGUE PARTICIPATION REQUIREMENTS/RULES

SAA In-House Baseball will organize leagues by age in the current calendar year and will consider physical, cognitive and emotional maturity when grouping players. Teams will be organized by single age groups but if a league needs to group two ages together, it will limit the maximum age difference between players to no more than twenty-four months.

For the spring season the player must have turned the age of the league by Sep 1st of that participation year. For the fall season, the player will be placed on the league they will play in the following spring year. For example, a child that played in 6U in spring that will play in 8U the next spring will be placed in the 8U league in fall of the current year to prepare them for the transition. The only exception to this will be an evaluation score that warrants moving the player down or up a league for Fall. Fall teams will be placed via a draft or by the League Commissioner, like Spring teams.

9.3 PLAYING UP

Starting with the 2018 Fall season, the age cutoff was moved from May 1st to September 1st, to align with school grades..

All other requests for playing up will be determined through the annual evaluation process that takes place prior to the season. Consideration will only be given to those players that participate in the evaluation process. Requests for playing up will be granted upon passing the following criteria:

Current league	Requested league	Criteria
6U	8U	<ul style="list-style-type: none"> • Player must be 6 years old as of May 1 of the calendar year during the spring season of play • The players will participate in an evaluation process similar to the 8u league, and eligibility to play up will be determined by a small panel of Baseball Commissioners
		•
8u	10u	<ul style="list-style-type: none"> • Players will participate in the evaluation process for their current league and be rated in the top four rounds; AND • Players will participate in the evaluation process for the requested league and be rated in the top half of participants
10u	12u	<ul style="list-style-type: none"> • Players will participate in the evaluation process for their current league and be rated in the top two rounds; AND
12u	14u	<ul style="list-style-type: none"> • Players will participate in the evaluation process for the requested league and be rated in the top half of participants

Players wishing to play up should register for the league assigned to them based on their date of birth and select “Yes” to the question related to playing up a league.

9.4 PLAY TIME/PARTICIPATION POLICY

In an effort to provide for fair and equal playing time on the field each In-House league has defined their own play time standards. These rules are subject to annual Board review and approval. The number of innings played will vary from league to league but are defined to provide fair playing time for all participants on the team. Colt League play is governed by IHSA rules which have no equal play rules so that league does not comply with this rule.

9.5 TEAM MEETINGS

Once teams have been drafted, managers are required to schedule and conduct a team parent meeting before games begin. The team meeting should provide parents and players with basic information about the season including but not limited to:

- Player and parent conduct expectations
- Practice and game schedules and locations
- Required equipment
- Rules of the game
- Medical forms

9.6 PRACTICE

Practices will be held in accordance with league defined rules and expectations. Each league commissioner will schedule adequate practice time at fields in the month prior to games beginning. Additional practices may be requested but must be scheduled through the league commissioner.

9.7 GAMES

SAA In-House Baseball teams will play approximately 14 touch points during the Spring season and approximately 10 touch points during the fall season. This can vary due to weather and playoff schedules. Leagues 10u and above will have playoffs/tournaments to follow the regular Spring season and may or may not choose to hold end of season playoffs in the fall. The 12U (PCBS), 14U (Pony), and Colt Leagues play in accordance with the Palatine league and therefore games decided upon through that organization.

9.7.1 Expectations

Players are expected to follow the code of conduct described in section 7: [Players Code of Conduct](#). Parents and spectators are expected to follow the code of conduct described in the appendix for [Parent Code of Conduct](#). Failure to obey these codes will result in disciplinary action as stated in the SAA Disciplinary Policy.

9.7.2 Tournaments, Competitions, Special Events

With the exception of Tournament Team play, SAA Baseball will not participate in outside leagues unless it is necessary due to limited players available to play in-house

9.7.3 Game Officials

SAA Baseball contracts with an outside vendor to schedule umpires for games. The vendor provides youth and IHSA-patched umpires, as deemed appropriate by individual leagues.

9.7.4 Spectators

It is the responsibility of the Team Manager to control the conduct of the players, parents and spectators. Parents and spectators are expected to follow the code of conduct described in Section 7. Failure to obey these codes will result in disciplinary action as described in the SAA Disciplinary Policy.

10 REGISTRATION

10.1 SIGNUP DATES

Online registration for the spring season opens mid-December and closes at time of evaluations, except for T-Ball and Colt Leagues which close later. Fall registration opens in June and closes when practices begin.

Online registration for tournament/local travel tryouts will open as soon as August, with paid registration opened after the teams are formed.

10.2 EARLY REGISTRATION FEES

SAA Baseball does not charge a discounted registration fee for early registration.

10.3 REGISTRATION FEE

As of 2026, registration fees for the Spring Season are as follows:

T-Ball (6u)	\$180
8u	\$205

10u	\$205
12u	\$205
14u	\$210
Colt	\$240
N60 Tournament/Part Time Travel League	\$325

To encourage early registration, a \$25 Late Fee will be assessed for Spring In-House registration submitted after walk-in registration is held.

An additional fundraiser fee may also be included at the time of registration. This fundraising fee should be able to be recouped by the participant.

As of 2026, registration fees for the Fall Season are as follows:

T-Ball (6u)	\$145
8u	\$160
10u	\$160
12u	\$160
14u	\$170
Colt	\$185

To encourage early registration, a \$25 Late Fee will be assessed.

Waitlist Registration

SAA Baseball will go on a waitlist after evaluations or close of the league for T-Ball and Colt.

10.4 ATHLETIC GRANT FOR FAMILY HARDSHIP

On a case-by-case basis, the Head Commissioner will review any hardship requests.

10.5 VOLUNTEER CREDIT OR COMMISSIONER SCHOLARSHIP

The SAA Baseball Board may allow commissioner scholarships to be used for payment in the spring and in the fall season for one child per Season for commissioners that have been voting members of the baseball recreational board for less than 2 years, the board may allow commissioner scholarships to be use for the payment in the spring and fall season for up to 2 children per season for commissioners that have been voting members of the baseball recreational board for 2 or more years.

10.6 REFUND POLICY

In accordance with SAA Policy all refunds must be submitted in writing and submitted to the SAA Office for processing. There will be an automatic \$15 deduction and any other merchant fees per player per refund. No refunds will be given after player evaluations are held for Spring or July 31 for Fall. Deposits for Tournament teams are non-refundable.

11 TEAM FUNDS

Other than sponsorships detailed below, no further financial requirements are expected of any player or their family.

11.1 FUNDRAISING

11.2 THE BOARD WILL OCCASIONALLY CREATE FUNDRAISING OPPORTUNITIES SUCH AS "BASEBALL NIGHT" AT LOCAL ESTABLISHMENTS. PARTICIPATION BY ANY PLAYER OR FAMILY IS REQUIRED FOR EVERY SPRING SEASON, STARTING IN 2019-2020 THE REGISTRATION PROCESS WILL REQUIRE EACH REGISTERING ACCOUNT TO PURCHASE REQUIRED FUNDRAISING ACTIVITY ITEMS FOR THAT GIVEN SPRING, WITH THE OPPORTUNITY FOR THE REGISTERING FAMILY TO SELL THE FUNDRAISING ITEM TO RECOUP THEIR INITIAL \$20 FUND RAISING FEE. DISTRIBUTION OF FUNDS

No funds are distributed or handled by any team.

12 FINANCIAL RESPONSIBILITIES

The SAA Baseball Board has responsibility for the fiscal well-being of the Baseball Program. The Head Commissioner and/or Treasurer will have the responsibility for the receipt of income and the disbursement of invoices. The Head Commissioner and/or Treasurer must submit to the Baseball Board a monthly financial report generated by the treasurer of the SAA indicating current month, year-to-date and total expenses and revenue. If in the view of the Baseball Board the financial condition of the program is suspect, or if the Board becomes uncomfortable with the status of the financial position of the Baseball Program, it is the responsibility of the Baseball Board of Directors to voice their concerns to the SAA Executive Board of Directors and specifically to the President.

Under no circumstances will the SAA Baseball program open or possess an independent checking account. No team shall possess or open a checking account. All income and expenses will be processed through the master checking account of the Schaumburg Athletic Association.

13 OPERATING BUDGET AND FEES

A budget for the fiscal year will be produced and approved by the Board of Directors each year.

14 EQUIPMENT

The following equipment will be made available to each player/team.

- Field equipment including bases
- Catcher's gear
- Baseballs
- First Aid Kit and Ice Packs

14.1 UNIFORMS

Uniforms will be provided to each player on every team. Spring and Fall seasons will include jersey, hat, socks and pants. Players will be responsible for protective gear such as cups and sliding shorts, helmets, as well as cleats. Only plastic cleats are allowed; metal spikes are strictly prohibited in all leagues except the Colt High School League.

14.2 EQUIPMENT ISSUE

Managers and Coaches are responsible for picking up equipment and uniforms on the designated equipment pickup day roughly one week before the start of practices.

14.3 EQUIPMENT RETURN

Managers and Coaches are responsible for cleaning and return of their equipment bag after the season on the designated equipment return day.

15 FACILITIES

SAA Baseball uses fields provided and maintained by the Schaumburg Park District. A Board designated Park District Liaison will be responsible for maintaining a good working relationship with the Park District. All communication with the SPD must go through this liaison.

15.1 GAME/PRACTICE FIELD LOCATIONS

Fields used by each league are detailed in the individual League Handbooks.

15.2 GAME FIELDS

Dimensions of game fields are detailed in the individual league handbooks.

15.3 CONCESSION STAND

The Concession stand at Hauserman Field is under the control of a designated Board Member. Operation of the stand will be decided by that Commissioner and the policies created by the Board.

Field Conditions

Touch Points are under the control of the individual League Commissioners; whose determination is final.

16 WEBSITE MANAGEMENT

The Head Commissioner will designate a Board Member as the "Web Master". That person is responsible for updating the website as necessary.

17 WEATHER POLICY

SAA Baseball teams are required to comply with the SAA weather policy.

17.1 RAIN OUT POLICY

SAA Baseball schedules a higher number of games with the expectation that some will be rained out. Rainouts may be rescheduled depending on team field availability, but it is not mandatory. Playoff games will be rescheduled to the best of the League Commissioner's ability. Individual league rules will outline each league's specific rain out policy.

17.2 WEATHER POLICY

All SAA commissioners and coaches will use www.weather.com for Schaumburg to check the "Feels Like" temperature for the start time of the practice or game.

If the Feels Like Temperature is:

- Above 45 degrees at start time: No Restrictions
- Below 45 degrees at start time: Cancel all practices and games

If the Feels Like Temperature is:

<90 degrees at start time: No restrictions

90-99 degrees at start time: Increase number of water breaks; monitor athletes closely for any signs of heat distress; shorten practice time; more practice/games times to avoid avoid, if possible

100+ degrees at start time: Cancel all practices and games, until such time as the Feels Like temperature falls below 100 degrees.

APPENDIX A –Parent Code of Conduct

- I will encourage good sportsmanship by demonstrating positive support for all athletes, managers, coaches, and officials at all practices and competitions
- I will put the emotional and physical well-being of my child ahead of my personal desire to win.
- As a parent, I will not interfere with managers and coaches in the instruction of the participants during practices or competitions. I will approach only managers with any problems. Any constructive criticism/complaints will be discussed in person privately with the manager and Commissioner, if necessary.
- I will demand a sports environment for my child that is free from drugs and alcohol and will refrain from using drugs or alcohol at all Baseball events.
- I will ask my child to treat other athletes, managers, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- I will ensure my child arrives on time and is picked up on time at the end of practices, games, and competitions. I understand that I am not to leave my child alone at practices or games until an adult coach is present.
- I will ensure my child returns to practices, after missing more than one week due to an injury, with a doctor's note stating my child is able to participate again in Baseball
- I will notify my child's team coach at least two hours before practice or a game if my child will be absent.
- I will notify my child's team manger one month in advance if my child will not be attending a competition.
- I will abide by the rules and regulations of all organizations at games, competitions and practices.
- I will help my child enjoy the Baseball experience by doing whatever I can, such as being a respectful fan, volunteer as needed, and provide transportation.
- I will inform my friends and family that are present at my child's Baseball event about this Code of Ethics that we abide by.
- Any violation in the above list of rules can and will lead to removal from the SAA program. Please make sure that you are completely familiar with the above bylaws and expectations.

APPENDIX B - SAA DISCIPLINARY POLICY

Refer to SAA Policy.