

# Ellsworth Baseball & Softball Association Operating Guidelines

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# Ellsworth Baseball & Softball Association Operating Guidelines

## **Article I. Physical Mailing Address**

The mailing address of the Ellsworth Baseball Softball Association is PO Box 442, Ellsworth, WI 54011. The mail box is located in the Ellsworth Post Office in Ellsworth, WI.

## **Article II. Bank Accounts**

- (a) The Primary/General deposit account of the Ellsworth Baseball Softball Association is held at CCF Bank.
- (b) There are additional accounts designated for Ellsworth Baseball and Ellsworth Softball respectively at CCF Bank.
- (c) Additional accounts can be opened at Board discretion.
- (d) Return Check Fee: If a check needs to be reissued for payment the cost of the “stop payment” fee will be deducted from the newly issued check.

## **Article III. Email Account and Electronic Document Storage**

The email account of the Ellsworth Baseball and Softball Association is hosted through Google Gmail: [ebsa00@gmail.com](mailto:ebsa00@gmail.com). This account includes document storage provided through Google Drive.

## **Article IV. Insurance**

Insurance policies are held at The Service Agency.

## **Article V. Website and Social Media**

- (a) Website hosted with NBC SportsEngine, Inc. through the Ellsworth Community Youth Rec Association. Payment made to them annually for our portion of the site. (<http://www.ellsworthpanthers.com>).
- (b) Facebook page titled “Ellsworth Baseball Softball Association” and located at <https://www.facebook.com/EllsworthBaseballSoftball/>.

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## **Article VI. Meetings**

- (a) Links to all meeting minutes, agendas, finance reports and supporting documents shall be posted on the EBSA website and a master copy kept in the email account Google Drive storage.

## **Article VII. Standing Committees**

- (a) Fundraising Committee

## **Article VIII. Complaint Protocol**

- (a) Coaches and parents must wait 24 hours before confronting an issue.
- (b) Structure for making a complaint: NO step should be skipped. Skipping a step in the protocol makes it more difficult for everyone involved.

Step 1: Bring the issue to the coach's attention using the Complaint Form. If the issue is not handled professionally or to satisfaction move on to step 2.

Step 2: Bring the issue to the VP of Baseball or Softball or In-town Director's attention by sharing the completed Complaint Form. If the issue is not handled professionally or to satisfaction move on to step 3.

Step 3: Bring the issue to the President of the Association and the Board Members, sharing Complaint Form.

Step 4: Disciplinary meeting will be held with the Board of Directors and the parties involved. The issue at hand will be discussed with each party given time to speak. The Board will rule on any action needed, up to and including suspension or removal from a position.

## **Article IX. EBSA traveling baseball and softball program**

### ***Section 9.01 Mission***

- (a) Provide organized baseball & softball programs in the Ellsworth area within program limitations, this program: (1) Maintains recreation and competitive programs for the community, and (2) is open to all without regard to their financial status.
- (b) The EBSA believes that a healthy, cooperative attitude between the recreational in-town baseball and softball programs and the competitive traveling baseball and softball programs will provide the

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maximum benefit to both players and the community. The association promotes and supports sportsmanship and the development of softball and baseball fundamentals for boys and girls living in or attending school in the Ellsworth Community School District. The association strives for all who participate to have a positive and rewarding experience that will maximize person and team growth.

## **Section 9.02 Eligibility**

- (a) Eligible participants must reside or be open enrolled within the Ellsworth School District
- (b) Additional players may be added if the teams need players beyond those in the Ellsworth School District:
  - i. If the community where the additional player lives has a league at the player's level: 1) Softball players need the program to sign a "permission to allow play" form 2) Baseball cannot add players to EBSA teams if the player has a program in their hometown.
- (c) Age Qualifications - EBSA traveling programs are open to kids entering 3rd through 12th grade, within the age structure of the leagues we are enrolled in. Players younger than 3rd grade may be allowed if there is a need for additional players or if teams are formed at 8U or 9 A/AA/AAA levels of baseball or softball.

## **Section 9.03 Registration**

All players registered by pre-determined registration date will be guaranteed a roster spot. Players registered after that date will be assigned a team, if numbers allow, in the order registrations are received.

- (a) Fees
  - i. Fee will be set by the Board and will be reviewed each year.
    - Late Fees:** All players registering after the registration window has closed will be subject to a late fee that is **25% of the total registration fee**. The only exceptions will be for players not enrolled in the Ellsworth School District at the time registration was open or if registration is reopened for additional players needed at a specific level. Late Fees will be deposited in the General Budget.
  - ii. Registration fees will be split between General Budget and Individual team budget based on the annual operating expenses projected.
  - iii. Baseball and Softball budgets will be used to cover league fees, umps, gate fees, training and tournament fees. Baseball and Softball specific equipment needs will come out of each respective budget. Any remaining funds will remain within the softball or baseball general accounts.
  - iv. EBSA will work with any parents if financial assistance is needed.
  - v. Additional funds may be gathered from individual team parents for special team needs; this will be done at parent and coaches discretion and is not mandatory.
  - vi. Teams may fundraise specifically for their team within the State licensing laws and as approved by the EBSA Board of Directors. The Fundraising Committee should be notified of fundraising activities, the amount raised and how the funds were used for record keeping

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purposes. Any funds turned over to the Treasurer will go directly into that team's budget for that season. Funds can then be used by that particular team during that season. Any funds raised that still remain at the end of the season will revert to the baseball or softball general accounts.

## (b) Volunteer Hours

- i. Each family is required to provide 10 hours of EBSA service time per player with a maximum of 15 hours total if you have more than one child playing travel baseball or softball. Service time includes: coaching, being a board member, fundraiser work, field work days, field prep, concessions (if we have them), field maintenance, etc. This does not include carpooling, team snacks/food, or donations of food/goods to be used in Team concessions. A \$100 service time check will be collected for each player prior to the start of the season. Players will not play a game until this check has been received. There will be a cap of 2 checks collected per family.
- ii. Services needed/requested and provided to the EBSA with a monetary value that exceeds \$100 (with one player) or \$200 (with more than one player) may be used to fulfill the volunteer hour requirements at the Board's discretion. Examples of this would be construction services, concrete services, concrete, garbage services, gravel, building materials, and monetary donations.
- iii. This check will be destroyed once your service time obligation is met. If you do not meet the service time obligation, your check will be cashed at the end of the season. You will be notified if you have not met the service hour requirement prior to the check being cashed.
- iv. Parents are responsible for reporting their hours worked in the matter designated by EBSA. If you have questions you can contact a Board member.
- v. Families are required to work any of their team's home tournaments. The required number of shifts will be determined before the tournament and will vary depending on each individual tournament. (If one is held)

## (c) Refunds

- i. Refunds will be given if there is a season ending illness or condition, PRIOR to the start of the season or if there is no a team at a particular age level.
- ii. Any other request for a refund must be brought before the board for discussion and will be at the board's discretion.
- iii. Refunds will NOT be given based on team placement.

## **Section 9.04 Team Placement**

All travel players must participate in a skills assessment prior to being placed on a team. Assessments will be held in the fall of each year to determine placement for Spring teams the following year. **Any player unable to attend an assessment, will be placed on a team based on coaches feedback, previous team placements, previous performance and will be determined by the VP of Baseball or VP of Softball.**

- (a) Teams will be made up of players within their respective age groups.
  - (i) If needed, players may be moved up in age groups to balance numbers. These moves will be decided based on skill evaluation results and input from previous coaches.
- (b) Player evaluations will be judged by an independent 3rd party.
  - (ii) If multiple teams are to be created at the same age level, skills evaluation results along with input from a player's previous coach or coaches will be used to determine placement. Teams may need to be adjusted due to position specific needs on each team.

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## ***Section 9.05 Uniforms and Equipment***

Travel Softball and Baseball players are responsible for providing their own personal equipment (jersey, glove, cleats, approved personal helmets, bat, pants, socks, belt & fielding softball mask for softball).

### Travel Baseball Uniform

- (a) The team uniform is set by the board and ordering information is shared with parents prior to the start of the season.
- (b) Teams may not deviate from the predetermined uniform without the consent of the board. Any request to deviate must come before the board for approval.
- (c) Standard Baseball uniform will be as follows:
  - (i) All batting helmets shall be a neutral color: Purple, Gray, Black or White (no bright colors)
  - (ii) Baseball pants must be Dark Grey
  - (iii) Baseball socks - Purple
  - (iv) Belt - if worn must be purple
  - (v) Ellsworth baseball hat -determined and ordered through the EBSA Apparel Coordinator
  - (vi) Jersey design is determined and ordered through the EBSA Apparel Coordinator

### Travel Softball Uniform

- (a) The team uniform is set by the board and ordering information is shared with parents prior to the start of the season.
- (b) Teams may not deviate from the predetermined uniform without the consent of the board. Any request to deviate from the following must come before the board for approval.
- (c) Standard Softball uniform will be as follows:
  - (i) All batting helmets shall be a neutral color: Purple, Gray, Black, or White (no bright colors).
  - (ii) Softball pants must be black
  - (iii) Softball socks must be dark purple at 10U and 12U and black at 14U. No exceptions!
  - (iv) Any belt worn must be black
  - (v) Jersey design is determined and ordered through the EBSA Apparel Coordinator

### In Town Baseball and Softball Equipment Needed

- (a) Glove
- (b) Batting helmet - any color
- (c) Tennis shoes
- (d) Comfortable clothes - a team shirt will be provided during the season
- (e) Optional items: Bat, batting gloves, cleats, catching gear, fielding mask, hat, sunglasses, etc.

## ***Section 9.06 Participation***

- (a) All coaches, players, and parents will sign and follow the codes of conduct of the EBSA.

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(b) Players, Coaches, Managers, Team Parents or parents may be removed from the program for any reason deemed detrimental to the program by a majority vote of the Board of Directors following the complaint protocol/disciplinary process outlined in these operating guidelines.

(c) Players, coaches and parents are to be respectful of each other, be responsible, play fair and always do their best to exhibit good sportsmanship. Failure to abide by these general guidelines could result in disciplinary action being taken by the EBSA as outlined in the discipline process in Section 9.07.

## **Section 9.07 Discipline Process for Coaches, Players, and Parents**

(a) During the online registration process, parents, players and parent coaches acknowledge and agree to follow the player and parent codes of conduct put in place by the Ellsworth Baseball and Softball Association. Non-Parent coaches need to sign the coaches code of conduct form.

(b) Coaches, players, and parents that fail to abide by our codes of conduct will be subject to disciplinary action by the EBSA that could include but is not limited to the following:

- i. Written warning from Coach, VP or In-Town Director (second offense)
- ii. Player, parent or coach suspended for one game (third offense)
- iii. Player, parent or coach suspended for season (fourth offense) - Board determination
- iv. Player, parent or coach expelled from the EBSA (fifth offense) - Board determination

(c) If the discipline process reaches step (ii and beyond) a complaint form must be written up by the Coach, VP or In-Town Director for each offense and discussed with the parent and player. (d) If the discipline process reaches step (iv) the complaint forms will need to be brought before the board as outlined in Article VIII. Complaint Protocol, step 3.

## **Section 9.08 Coaches**

(a) Selection

- i. Traveling coaches are volunteers; any person interested in coaching must fill out a coach's application with the EBSA. Available on the EBSA's website or contact the Secretary.
- ii. When multiple coaches apply for the same team, the decision will be made by the VP of Baseball, Softball or In-Town Director unless coaches work it out on their own.
- iii. If you have been suspended or removed from a past position, you may not be eligible to hold a coaching position. See EBSA Bylaws Article IX, Section 9.02 Suspensions.
- iv. Head coach may choose their assistant coaches, team parent, and helpers.
- v. All Coaches must abide by the Coaches Code of Conduct.

(b) Responsibilities

- i. Coach and assistant coach responsibilities include: collecting hold player birth certificates, collect concussion awareness forms, schedule and coach games and scrimmages, schedule and run practices, schedule and coach tournaments, and may run a home tournament with concessions.

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## (c) Team Parent

- i. Head coach may choose a team parent/volunteer to assist the team as needed. These duties can be used to satisfy volunteer hour requirements.
- ii. Duties can include but are not limited to:
  - Collect and hold birth certificate copies for tournaments
  - Assisting in the arrangement of carpools to games if needed
  - Assist with updating Sports engine or team scores online
  - Scheduling team events (if applicable) or sending team e-mails
  - Leading home tournament/game concessions (if applicable)

## (d) Training Requirements

- i. Coaches and all assistants are required to have training per baseball/softball league requirements. This applies to any non-player on the bench. Softball coaches and assistants must also be ACE certified. Minnesota Softball requires a background check be completed for every coach on the bench or in the dugout.

## (e) Removal

- i. A Coach or Assistant Coaches, may be removed from the program for any reason deemed detrimental to the program by a majority vote of the Board of Directors following the complaint protocol/disciplinary process outlined in these operating guidelines.

## **Article X. Revision Process**

These guidelines may be amended at any regular meeting of the Ellsworth Baseball and Softball Association by a majority vote of the Board Members present and voting.