



## **Player/Coach Request Policy**

### **Purpose:**

The Monticello Baseball Association(MBA) has adopted the following Player/Coach Request policy. The MBA has to consider the combination of league rules, age of participants, evaluation scores, number of registered players and other registrants requests/wishes when determining a Player/Coach Request policy. The intent of this policy is to provide an option for registrants who seek to be placed on a specific team while ensuring the MBA is abiding by all league rules as it relates to rosters and team formation. It's because of these factors the MBA has selected the Player/Coach Policy detailed below.

### **Policy:**

The MBA will accept Player/Coach Requests for registrants that submit a Player/Coach Request, as detailed in the procedure detailed below. All Player/Coach Requests must be submitted by email to [montibaseballassoc@gmail.com](mailto:montibaseballassoc@gmail.com). Player/Coach Request will be reviewed by the MBA Executive Board(President, Vice President, Treasurer and Secretary) for approval.

**A PLAYER/COACH REQUEST MUST BE RECEIVED, VIA EMAIL, BY ALL REGISTRANTS RELATED TO THE REQUEST.** (Example: If a request is received from one registrant(Player A) to be placed on the same team as another registrant(Player B), a request from the other registrant(Player B) is required for approval)

**A PLAYER/COACH REQUEST FOR REGISTRANTS PARTICIPATING ON COMPETITIVE(TRAVELING) LEVEL TEAMS WILL NOT BE APPROVED.**

The MBA Executive Board will make every effort to follow through on all Player/Coach Requests within 7-10 days of receiving all required requests.

The MBA will not follow up on any Player/Coach Requests submitted in which a Player/Coach Request has not been received by all registrants related to the request. It is the responsibility of the requesting parties to coordinate the submission of all required Player/Coach Requests.

Submitting a Player/Coach Request after teams for that specific age group have been formed and published may result in denial of the request.

Player/Coach Requests will not be accepted or approved after Registration closes.

Acting only in the best interests of the Association, the MBA reserves the right to deny any Player/Coach Requests received.

## Procedure:

Please be sure to read these steps carefully, as an incomplete request may result in a delay in reviewing requests.

Submit an email to [montibaseballassoc@gmail.com](mailto:montibaseballassoc@gmail.com) with the subject line: TEAM REQUEST [Last Name of Registrant Initiating Request]

*NOTE: The subject line should be the same for all requests related to a specific Player/Coach Request. (Example if the Smith's initiate a request to be on the same team as the Johnson's the subject line for all related emails should read: TEAM REQUEST Smith)*

Copy and Paste the template below, items 1 – 10, into the body of the email and provide the information requested for each item.

1. Players Name(s):
2. Parents Name(s):
3. Street Address:
4. City, State, Zip Code:
5. Age Level(s) Registered for: 6U 8U 9U 10U 11U 12U 13U 14U(delete those not applicable)
6. Name of Player/Coach Requested to be placed with:
7. Is this Player/Coach aware this request is being submitted?
8. Email/Phone of Player/Coach Requested to be placed with:
9. Reason why Player/Coach Request is being made:
10. Additional Information:(if applicable)

Once related requests have been submitted please allow up to 10 Days for the MBA to follow up with an email.

Once the Player/Coach request is approved the information will be forwarded to the MBA League Coordinators for that specific age group. The MBA will send an email to all parties related to a specific request with the contact information, including contact information of League Coordinators.

All follow up after this is complete will be with the League Coordinators.

Please email the MBA at [montibaseballassoc@gmail.com](mailto:montibaseballassoc@gmail.com) with any questions or concerns about this policy.