



**A division of the  
Anoka / Ramsey Athletic Association**

## **By-laws of Anoka Ramsey Baseball**

(Revised October 2024)

Please Note: Anoka Ramsey Baseball continues to grow and face challenges in keeping up with other organizations in our league. We have implemented this process because we feel it is in the best interest of all players in Anoka Ramsey Baseball. Anoka Ramsey Baseball reserves the right to change this document at any time, without notice, as this document is a work in progress. The latest revision of the bylaws can be obtained via request to the Anoka-Ramsey baseball secretary.

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## **Article I. Definitions**

### **Values**

- Values are the governing basis for the existence of the Baseball organization and for any decisions related to formulating or executing the Baseball organization's Mission, Roles, Goals, Policies and Procedures.
- Values identify and clarify how the Organization will behave.

### **Mission**

- The purpose of the Organization.

### **Programs, Roles, and Organization**

- How the Organization is organized.

### **Goals**

- Goals, strategies and tactics - the specific and inspirational accomplishments to be achieved in a specific timeframe.

### **Policies**

- Rules related to various subject areas and circumstances applicable to various Organization constituents such as players, parents, coaches, and board members. Includes "Positive Behavior" checklists.

### **Procedures**

- A set of established methods for conducting the affairs of the organization.

## **Article II. Mission**

Anoka-Ramsey Baseball is a division of Anoka Ramsey Athletic Association. ARAA and Anoka-Ramsey Baseball are nonprofit organizations whose mission is to foster the physical, mental and emotional growth, and development of youth through baseball at all levels of age and competition. The Organization believes that participation in youth baseball nurtures personal qualities including self-esteem, commitment, sportsmanship and perseverance. These qualities help young people become responsible adults and productive citizens. Our job is also to make baseball fun and instill in young players a lifelong passion for the sport.

The main purpose for the existence of the Organization, and a guide for all strategies and activities planned and carried out by the Organization, is:

- To provide guidance and equipment for youth to allow them to gain a better understanding of, improve their skills in, and satisfy their desire to compete in the field of amateur sports.
- To provide training in all areas of the sport, including playing, and coaching, as well as increasing the general knowledge of the sport by all participants, including parents.
- To provide a level of competition for players commensurate with their skill level, while challenging players to develop their abilities to a higher level.
- To promote sportsmanship, health and competitive attitudes in youth, regardless of sex, race, religion, athletic ability or financial status, and in so doing, promote improved social welfare through character development resulting from these efforts.
- To assist governmental bodies and their agents in planning, developing and maintaining parks and recreational facilities to serve in the development of youth sports.

## Article III. Values

This is a list of positive attributes describing the Organization's values. These values should be interpreted in the positive spirit intended, not as a comprehensive or exclusive list of regulations. These values are the governing basis for the practices and behaviors of this Organization, and will be applied to any decisions related to formulating or executing the Organization's Mission, Roles, Goals, Policies and Procedures.

1. FUN
  - It's a game, enjoy it!
2. TRUSTWORTHINESS
  - Honesty, integrity, promise-keeping, loyalty
3. RESPECT
  - Autonomy, privacy, dignity, courtesy, tolerance, acceptance
4. RESPONSIBILITY
  - Accountability, obligation, pursuit of excellence, dependability
5. CARING
  - Compassion, consideration, giving, sharing, kindness
6. FAIRNESS
  - Impartiality, consistency, equity, equality, due process
7. CITIZENSHIP
  - Law abiding, community service, protection of the environment
  - Obeying the rules of the ARAA and MYAS
8. SPORTSMANSHIP
  - Fair play and respect for others
  - Wanting to win is acceptable, as long as it is not confused with winning at any cost.
9. SAFETY
  - Assuring the health and safety of all participants

## Article IV. Programs

The Anoka Ramsey Baseball Organization is an organization of volunteers providing a baseball program for youth in Anoka, Ramsey, and the surrounding communities. There are two Organization programs and multiple organizational roles as described below.

### **Organization Programs (see program descriptions below)**

#### **(a) House Baseball Program**

1. T-ball for age 5, on May 1st of the season, through kindergarten.
2. Machine Pitch for Kindergarten and 1st grade players.
3. 2nd grade players transition from coach pitch to player pitch
4. Player pitch for 3rd, 4th 5th, 6th, 7th, 8th and 9th grade players

#### **(b) Traveling Baseball Program**

1. U9 - U15 have A, AA and AAA levels depending on skill level, number of participants and available options through MYAS.

## Article V. Program Descriptions

### **House Program**

The House baseball program is for beginning and developing baseball players and is organized by grade.

### **House Programs – Common**

The program has three main goals: Participation, Education and Social Skills

- Head coaches can select up to 2 assistant coaches.
- All games are played within the Anoka, Ramsey, Andover or Soderville city limits
- Emphasis is on skill development and sportsmanship
- Players receive equal playing time and play a variety of positions throughout the season
- Games are played for the “love of the game”
- Every effort is made to form teams with an equal distribution of ability.
- All players must provide their own glove, batting helmet, and bat.

### **Junior House: T-Ball (Age 5-Kindergarten), and Coach Pitch (1st Grade Program)**

There will always be a T-ball league and Machine Pitch league for the youngest players.

- The season runs from early April to the end of June with at least one practice per week.
- The Jr. House Director and Coordinator determine teams. Teams will be picked based on the Jr. House Director and Coordinator preference either by neighborhood or by age/skill level/years of experience.
- Player fees are used for miscellaneous costs such insurance and coaches training, uniforms, field maintenance, awards and equipment
- Teams will be small, as few as 10 players, resulting in 100% playing time for all players.

- Win/Loss Records are not kept and coaches are required to rotate players through all positions.
  - a. Parents and coaches must agree when players cannot play specific positions and this information should be submitted to the Junior House Director who will distribute the information to other coaches.

### **Senior House: 2nd through 9th grade house leagues**

- The season runs from April to mid-July (up to 6th grade), May - July for 7th-9th graders.
- The Sr. House Director/Coordinator determines how the teams will be formed. The preferred method is for the Senior House Director to organize an evaluation that is followed by a draft.
- Teams will typically have 11 to 13 players so that each team has at least 8 players in the field for games dependent on registration numbers.
- Anoka-Ramsey will partner with neighboring associations to create competitive leagues based on numbers of participants. 2nd Grade is its own league, 3rd & 4th Grade are combined as are 5th & 6th Grade.
- All teams will play on the same size fields as the traveling teams for their age.
  - a. Rules are per the Minnesota Youth Athletic Services (MYAS) Gopher State Baseball League rules unless the Senior House Director has provided an Anoka-Ramsey specific set of rules.
    - i. 2nd Grade will play on fields with 60' bases and 41' pitching distances
    - ii. 3rd and 4th graders will play on fields with 60' bases and 46' pitching distances, per MYAS 9/10/11U rules
    - iii. 5th & 6th graders will play on fields with 65' base and 52' pitcher mounds, per MYAS 12U rules.
    - iv. 7th grade plays on fields with 75' base and 52.5' pitching distances, per MYAS U12/U13 rules.
    - v. 8th & 9th graders with 90' bases and 60.5' pitching distances, per MYAS U14/U15 rules.
- Player fees are used for miscellaneous costs such as insurance and coaches training, uniforms, umpires, field maintenance, capital improvements, and equipment.

## **Traveling Program**

Anoka Ramsey traveling baseball program is affiliated with the Minnesota Youth Athletic Services (MYAS) that in turn is affiliated with the United States Specialty Sports Association (USSSA). Through this affiliation, Anoka Ramsey Baseball can participate in baseball leagues and tournaments sanctioned by MYAS (USSSA). In general, these leagues and tournaments reside in the Twin Cities metro area, but may also include outlying communities in Minnesota, Iowa, Wisconsin, and other out-of-state tournaments.

### **The Competitive Program is the Traveling Baseball Program.**

- When compared to the house program, the traveling program provides a higher level of play for the more serious or advanced baseball player.
- Baseball leagues are organized by age and level of skill. The ages range from 9U through 19U. All age levels are considered competitive.
- Player Tryouts and evaluation forms from the previous year's coach will be used to place players on teams consistent with their abilities. See the Player Tryout Policies.
- If a volunteer parent /coach is not identified for a team, parents may be required to pay an additional fee to hire a paid coach.
- League games are played generally Monday through Friday, with a variety of tournament opportunities available on weekends. There are typically one or two games per week as determined by MYAS.
- It is recommended teams attend a minimum of two for AA and four for AAA tournaments during the season. Teams may also qualify for district and state tournaments at the end of the season.
- A team may qualify for up to three tournaments (GSTC, MBT, MSF) based on their play in regular season tournaments. The state tournaments are all held during weekends in July. The fee for each state tournament is usually around \$550 per team; and will be collected /paid for in June.
- There are a minimum of four baseball events (practices + games) per week, although this can vary at the discretion of the team's coach. Indoor practices can start anytime after teams are published with respect to the sport "in season", outdoor practices begin as soon as the city gives permission to be on the field.
- End of season tournament dates are provided at the beginning of the season (usually at player/parent meeting). Families should try to make family vacations and other plans after these dates are known. Typically, the MYAS season runs until the end of July.

## **Residency Requirements**

To be eligible to play within the ARAA Travel Baseball Program, players must either reside within the Anoka/Ramsey city boundaries or be enrolled in any public, private, charter or magnet school within the Anoka/Ramsey School boundaries (to include Saint Stephens, PACT, Spectrum, etc.) as of January 1st of the current playing year. There are no boundary requirements to participate in the ARAA Baseball House Leagues. The Board will not provide waivers for players in or out of the program that do not meet these requirements.

## **Article VI. ROLE DESCRIPTIONS**

### **Organization Roles**

- Baseball Commissioner
- Assistant Commissioner
- Secretary
- Treasurer
- Director of Marketing and Communications
- Equipment Coordinator
- Volunteer Coordinator
- Coach and Player Development Director
- Coach and Player Development Coordinator
- Tournament Director
- Fundraising Director
- Registration Coordinator
- Uniform Coordinator
- Concessions Coordinator
- Field Maintenance Coordinator
- Traveling Director
- 7th-9th Grade Coordinator
- Senior House Director
- Senior House Coordinator
- Junior House Director
- Junior House Coordinator
- Up to 3 At Large Directors

### **Special Committees**

- Coach Selection Committee
- Traveling Team Selection Committee
- Tournament Committee
- Tryout Committee
- Marketing Committee

### **Baseball Commissioner**

- Provides overall direction of programs in accordance with Organizations mission statement for the baseball board of directors.
- Administers Organization policies consistently and fairly as needed per Organization goals.
- Actively involved in recruitment of Director positions.
- Presides over monthly meeting in an organized fashion.
- Works with Communications Coordinator to promote the sport of baseball in Anoka high school attendance boundary.
- To act as a liaison between the Anoka Ramsey Athletic Association (ARAA) Board of Directors and the baseball program.
- To be dedicated to the purposes of ARAA and Anoka Ramsey baseball.
- To personify the best public image in reflection to the community at large and take an active role in gaining support for their program.
- To ensure that all policies of ARAA are adhered to and enforced.
- To prepare and submit a Commissioner's Report at each monthly ARAA board meeting that includes the activities of their respective sport from the previous month such as events, membership, participation, capital improvements, and financial status, and shall be included in the Secretary's minutes.
- To submit to the ARAA Board for their approval, at least 30-days prior to the first day of registration a seasonal budget and current "Policies and Procedures" manual for their respective sport and, upon approval of the budget, shall be responsible for the proper execution thereof.
- To present to the ARAA Board before the beginning of the playing season the following:
  - Code of Conduct, signed by the Commissioner and all Directors.
  - A roster of all coaches and players.
  - A copy of each baseball league's "Rules and Regulations".
- To mediate disputes that cannot be resolved by the baseball board Directors and, if necessary, elevate to the ARAA Board for issues that cannot be resolved within the program.
- To provide required information to the Communications Coordinator for publication on the website or newsletter, such as, but not limited to: team standing, games, activities, and registration information.
- To assist the respective baseball Directors as needed.
- To perform such other duties as are specifically provided in the Articles and By-Laws and as shall be imposed upon him or her by resolution of the Board.

### **Assistant Commissioner**

- Assist the commissioner while maintaining another position on the board.
- Assume the commissioner's responsibilities if the commissioner is not able to perform as the commissioner.

### **Secretary**

- Records meeting minutes, including action items at the board meetings.
- Maintains and updates the policy and procedures manual.
- Keeps attendance records for meetings to determine good standing for board members.

### **Treasurer**

- 3rd in command, if the commissioner and assistant commissioner are not available.
- Works on budget development in coordination with Baseball Commissioner/Directors.
- Reports monthly statement of financial activity.
- Tracks cash flow and controls financial activities.
- Tracks actual versus budgeted expenses.
- Provides reimbursement to committee members and others as directed.
- Makes all payments for the association.

### **Director of Marketing and Communications**

- Manages all bulletins and flyers for the baseball program registrations including school flyers, newspaper/social media announcements and city publications.
- Distribute signs and posters throughout the community promoting baseball registrations and events.
- Contact media for news releases and photo opportunities to publicize program highlights.
- Help conduct a baseball program survey with parents / players / coaches to determine areas of success, and areas needing improvement.
- Respond to monthly request for big board newsletter updates.
- Actively manages baseball website, social media and communicates to parents and players.
- Establish a social media calendar to ensure consistent communications throughout the entire year.
- Participates in communicating registration, tryout, clinics, or any other events times and locations.
- Posts monthly baseball minutes to the website once approved by the Board.
- Work with other board members to establish a season timeline.
- Leads the Marketing Subcommittee to ensure widespread knowledge of the baseball program.
- Promote equity and inclusion within the entire Anoka Ramsey Baseball program.
  - Review all policies and regulations to ensure equal opportunity for all youth;
  - Ensure Anoka Ramsey Baseball registration and events are promoted to households least likely to participate.

### **Equipment Coordinator**

- Coordinates with Directors to identify equipment needs. Orders equipment as needed.
- Estimates equipment needs and provides requirements to program Directors.
- The Equipment Coordinator has the authority to order and/or purchase equipment, as directed by the Commissioners, within the yearly budget approved by the ARAA board. The Commissioners and/or the ARAA Board before its purchase must approve any purchases not included in the yearly budget.
- Coordinates the distribution of equipment at the beginning of the season.
- Coordinates the receipt of equipment after the season.
- Coordinates the maintenance of player equipment and replacement of player equipment as necessary.
- Coordinates with Field Maintenance to order any field specific equipment as needed.

### **Volunteer Coordinator**

- The volunteer policy requires each family to volunteer a specific number of hours doing jobs agreed upon by the board.
- The volunteer coordinator (VC) must have an enormous amount of patience to answer all of the questions regarding the volunteer policy. An ideal volunteer coordinator will be friendly since the VC must work with almost all members of the board and will interact with many of the AR baseball families during the season. The volunteer coordinator must be able to provide a phone number and email address that AR baseball families can use to contact the VC.
- Inputs all volunteer positions to the DIBS software in a timely fashion so that people can call "DIBS" on specific assignments.
- Notifies directors what volunteer positions are open at least 1 week before events.
- Updates volunteer completed tasks with DIBS bi-weekly.

### **Coach and Player Development Director/Coordinator**

- Develop season budget for anticipated Coach and Player Development expenses, including coaches' clinics, educational materials, etc.
- Develop and maintain coaching manual and review rules before the start of the season.
- Set up training opportunities for players during the off-season.
- Assist in the coaching committee selections for Traveling.
- Set up coaching clinic(s) before practices start in the spring.
- Help set up teams with Jr./Sr. House including draft selections.
- Conduct preseason and middle season check ins to coaches within ARAA.
- Set up and implement coaches' evaluation for post season surveys.
- Go over coaching feedback with coaches from parent surveys on all ARAA teams.
- Work with the high school coaching staff to coordinate development efforts.
- Work with the communication director to keep the Arsports.org website current with the latest coach and player development opportunities.
- Seek out and distribute educational materials to coaches for implementation.
- Work with surrounding Associations to promote more opportunities for inter-association games at house level.
- Coordinate and execute Skills Competition night at House Tournament.
- Support Jr. House Director in execution of T-Ball End of Year Tournament.

### **Tournament Director**

Overall responsibility for organizing all House and Traveling tournaments that AR baseball hosts.

- Work with the Volunteer Director in determining jobs and assigning volunteers required for the tournament.
- Contact the Concessions Director (ARAA board position) when preparing for tournaments. Acquire the necessary permits for concessions if needed.
- Work with the House Director and appropriate Age Group Coordinators to establish tournament brackets/scheduling.
- Plan and reserve fields for tournaments that we host.
- Work with the communications director to keep the website information up to date.

### **Fundraising Director**

- Identifies and organizes fundraising projects in accordance with Baseball and ARAA goals and direction.
- Advises teams on fundraising opportunities and/or buyout options.
- Coordinates and reconciles list of players/families that have met fundraising requirements throughout the season.
- Budgets certain fundraising expenses for upcoming season.
- Evaluates current and future fundraising projects to ensure they meet the needs of the families and program.
- Communicates with teams/families to ensure they have materials needed to meet fundraising requirements of the respective season.
- Communicates proceeds of fundraising projects to board and assists board in determining how proceeds will be allocated to improve and grow the program.

### **Registration Coordinator**

- Works with the Registration Coordinator from the ARAA Big Board to create and manage all baseball registration specific needs.
- Update the Sports Engine information as necessary for registrations of all levels of ARAA Baseball by working with other board members to supply age and group appropriate details.
- Field all calls and emails regarding registration questions for all levels of ARAA Baseball.
- Work with the communications director to keep the website information up to date.
- Works with Treasurer and Commissioner to field any registration issues.

### **Uniform Coordinator**

- Prepare request for quote and identify the uniform vendor(s) for house and traveling uniforms for both the regular and extended seasons.
- Provide RFQ to the treasurer who will handle all bids and receive bids from vendors.
- Set up uniform fitting opportunities for traveling players during registration.
- Lead uniform distribution effort.
- Handle all uniform change requests and uniform replacement requests.

### **Concessions Coordinator**

- Is responsible for the ARAA Baseball Concessions trailer contents.
- Ensures that the Square POS systems and IPADs are ready and configured for all tournaments.
- Works directly with the big board concessions team to ensure that the concessions stand at Central Park is staffed for all baseball tournaments.
- Ensures product is purchased and stocked for the ARAA Baseball Concessions Trailer for all tournaments.
- Works with the Baseball Treasurer to ensure the cash drawers are stocked as necessary for all tournaments and performs cash audits as needed.

### **Field Maintenance Coordinator**

- Monitors field conditions and negotiates maintenance schedules.
- Coordinates with the cities for field permits, base pegs, and mound distances, etc.
- Coordinates with House Director and Traveling Director for field needs and provides the city with a final field usage schedule through ARAA communication links.
- Broadcast game cancellation notices to Anoka Ramsey baseball commissioner when appropriate due to weather or field conditions.
- Work with the board to prioritize field maintenance and field improvement projects.
- Work with the City of Ramsey and City of Anoka to complete field maintenance and improvements.
- Coordinates with House and Traveling Directors to install bases and L-screens at beginning of season, maintain during season, remove and store at end of season.

### **Traveling Director**

- Promotes and develops traveling teams for girls and boys from age 9 through 15.
- Inform the traveling coaches of Board decisions that may affect their team.
- Ensure that all policies of Anoka Ramsey Baseball are adhered to and enforced.
- Administers the competitive programs in accordance with defined policies.
- Organizes team registration with Minnesota Youth Athletic Services.
- Builds Traveling Team and Coach Selection Committee to interview/select coaches and advise on team selection with the option of having identical people on both committees.
- Refer to MYAS rules manual for all league related rules questions.
- To attend meetings of MYAS when an Anoka-Ramsey representative is required.
- To report at monthly meetings of any new developments within MYAS.
- Collect end-of-year player evaluations from traveling coaches.
- Organizes and conducts tryouts for upcoming season.
- Conduct pre-season coaches meeting, pre-season parent/player meeting.
- Work with the Uniform Coordinator to select uniforms and hats.
- Organize Picture Day.
- Assigns fields for each team and coordinates with game and practice scheduler.
- Communicates schedules to participating umpire organization.

### **7th-9th House Coordinator**

- Is responsible for helping with:
  - Coach Selections
  - Team Formations
  - Team registration with MYAS
  - Schedule Guidance for the coaches at these age levels
- The 7<sup>th</sup>-9<sup>th</sup> House Coordinator will also work with the Travel Director to help with 15U Travel Teams including:
  - Coach Selection
  - Assist Travel Director w/registration and team selection
  - Appropriate tournament identifications and registrations
  - Communications regarding these teams
- Help develop and deliver the Traveling Coaches Pre-Season Meeting
- Perennial member of the Traveling Coach Interview Panel
- Generally, look for gaps to fill

### **Senior House Director/Coordinator (2nd to 6th grades)**

- Promotes and develops recreational teams for girls and boys from 2nd through 6th grade as outlined in the MYAS birth year guidelines.
- Informs age group coordinators of Board decisions that may affect their teams.
- Ensures that all policies of ARAA are adhered to and enforced.
- Recruits all age group coordinator positions.
- Assists the age group coordinators as needed.
- Works with the tournament director and age group coordinators to organize the end of season tournament.
- Works with the Equipment Coordinator to establish equipment required for their sport.
- Works with the Equipment Coordinator to identify equipment replacement/purchase needs and submit a list of those needs by the October meeting. Equipment requirements must be established before the budget can be approved in November. The Board must approve items not included in the yearly budget separately.
- Assists the Equipment Coordinator in distributing and collecting all ARAA equipment.
- Assist the Uniform Coordinator in establishing uniform requirements. Such as: color of shirts, size of shirts, number of shirts per team, and team sponsorship logo. Once this information is compiled, the uniform coordinator will place the order. This must be completed per the schedule specified by the uniform vendor to ensure that they will be ready by the first game.
- Registers and coordinates all participants as stated in ARAA's By-laws.
- Obtain from each age group coordinator, a copy of each team's roster and a coaches list, listing name, phone number, team number, team name and sport coaching. Team rosters and coach's lists must be submitted to the Treasurer prior to the start of the season.
- Submits House program information to Communications Coordinator to support the program.
- Submits final numbers for year-end trophies and places orders as needed upon approval of the board.
- To work with each Director to update and maintain the "Rules and Regulations" for House Baseball within the guidelines of ARAA's By-laws. Submit "Rules" to ARAA Board for approval prior to the start of league games.
- Distributes "Rules and Regulations" to all age group coordinators and coaches.
- Coordinate with neighboring communities to set up a set of rules and game schedules for each age group.
- Work with the registration, communication and age group coordinators to notify players of the extended season.
- Organize and run any evaluation effort and draft with the house coordinators (Sr. House Only).
- Answer parent and coach questions via email or phone within 48 hours.
- Organize/Lead Open House for parents and players.
- Schedule all practices for Sr. House teams.
- Ensure all games for Sr. House are scheduled for the season by no later than April 3rd.
- Schedule annual pictures for all House baseball players by early May.
- Recruit for all age level house coaches.
- Complete background checks on all coaches prior to first scheduled practice.
- Work with local umpire association to ensure that all games are scheduled well in advance, as well as confirming payments (both pre-season estimates, and end of season final payments).
- Communicates schedules to participating umpire organization.

### **Junior House Director/Coordinator (Little Ballers through 1st Grade)**

- Organize players into teams using the guidelines in this document.
- Recruit coaches as necessary for each team.
- Distribute necessary information during pre-season meeting.
- Participate in coaches training before the season.
- Schedule and run a mid-season meeting before May 15 to dispense information and discuss suggested improvements for the league.
- Coordinate coach's evaluations during the season.
- Coordinate equipment return at the end of the season.
- Respond to coach and parent questions via email or phone within 48 hours.

### **High School Liaison**

- Works with the coaching staff at Anoka High School to coordinate Youth Night.
- Attends Booster Club meetings at the high school as necessary.
- Works to improve and strengthen the relationship and communication between ARAA and AHS baseball.
- Works to recruit high school players for youth events as necessary.
- Communicates with the Booster Club for any programming or volunteer needs that ARAA is involved in.
- Helps facilitate field and gym space rentals as necessary regarding ARAA events at Anoka High School.
- Communicates with coaches and Athletic Direction at Anoka as necessary.

### **At-Large Position**

- Assist with decision making on policies and procedures of the organization.
- Work with Tournament Director to prepare for tournaments.
- Support Equipment Coordinator with purchasing and vendor information.
- Work with Coach and Player Development to aid in providing resources and information to our coaches in support of practice preparation.
- Work with Uniform Coordinator to assist with ordering, preparing and distribution of uniform

## **Article VII. Voting/non-voting member and Good Standing Definitions**

Voting members are in good standing if

- a. They attend 9 of 12 baseball board meetings each year
- b. All accounts past due are paid in full

Member terms are 2 years, but they may switch positions within the board. Votes will be held during the September/October Board Meetings in their respective years.

### **Members elected in even years:**

- Commissioner\* - This position is voted on at the ARAA Big Board level
- Secretary\*
- Tournament Director\*
- Coach/Player Development Director\*
- Traveling Director\*
- Equipment Coordinator\*
- Junior House Director\*
- Senior House Coordinator\*
- Concessions Coordinator\*
- High School Liaison\*
- At-Large Board Members\*

### **Members elected in odd years:**

- Assistant Commissioner\*
- Treasurer\*
- Registration Coordinator\*
- Volunteer Coordinator\*
- Marketing and Communications Director\*
- Senior House Director\*
- Junior House Coordinator\*
- Field Maintenance Coordinator\*
- Fundraising Director\*
- 7<sup>th</sup> – 9<sup>th</sup> Grade Coordinator\*
- Uniform Coordinator\*

### **\*Voting Members**

- A majority of the voting members must be present to form a quorum necessary for a vote.
- All members of the baseball board will have a vote, if in good standing with the board.
- Members can hold more than one director position but are only allowed to cast one vote.
- Members not returning to the board are not allowed to vote to elect new members.
- The traveling director will submit applications on or before the February board meeting with an election in March. This is required to prepare for tryouts in July/August and team/coach selection in September/October. The traveling director's term will continue through the second full season after tryouts and team/coach selection that they supervise.

## **Article VIII. Registration fees**

- Registration occurs for House during January-March. Registration for Traveling is in the Fall.
- All late registrations will be assessed a late fee as set by the Board of Directors. Families new to the area may be an exception.
- Families can apply for ARAA Grant In Aid.
- All players not wishing to participate in Anoka Ramsey Baseball after registration will be assessed a \$25.00 processing fee plus the cost of any purchased uniform.
- No registration fees will be refunded after April 15.
- Full waiver of registration fees, for up to 3 players, are made to all board members who are in good standing (Directors & Coordinators).
- Refunds can be issued due to long term injury, a move before or early in the season, or other exceptional circumstances. Refund requests for these reasons **MUST** be made in writing to the Commissioner of Baseball, Traveling Director or House Director giving reason for the requested refund. All expenses incurred will not be refunded.
- If a volunteer parent coach is not found for a team, families may be required to pay an additional fee to hire a paid coach. Teams are notified if a paid coach is needed.
- Fees for players with active military duty parents will be waived.
- See Article XII. AR Baseball Volunteer Policy for additional fees assessed at time of registration

## **Article IX. Traveling Program Procedures**

The Traveling Director will coordinate tryout policies, committees and team formation.

### **Player Selection – Tryouts - Traveling**

- Tryouts are one time per year in the as organized by the Traveling Team Selection Committee (TTSC.) Schedules are determined by the TTSC in accordance with the rules and regulations of the MYAS and the Minnesota State High School rules.
- Player ratings determined by the TTSC and other appropriate, qualified individuals.
- Parent / volunteers / coaches associated directly with the age group being evaluated, and any other person(s) identified by the TTSC are to be considered ineligible evaluators.
- Format of the tryout at the discretion of the TTSC and independent assessors and is subject to the approval of the Traveling Director.
- Tryout evaluators will complete tryout scores and give them to the traveling director.
- All tryout scores will only be viewed by the Traveling Director and Commissioner.
- Injury Waiver – A player who cannot attend tryouts due to an injury can petition the TTSC for placement on a specific team.

### **Team Selection Committee**

The Goals of the Traveling Team Selection Committee are to:

- Put players in the best situation to succeed.
- Make team decisions based on what is best for Anoka-Ramsey Baseball.
- The following factors may be considered when selecting traveling player
  - Player's performance at tryouts
  - Coaching evaluations from previous season
  - Player's attitude and commitment
  - Player's performance as observed by the coach in other playing situations.
- The teams will generally have 12 players unless there are special circumstances and any variance must be approved by the Traveling Committee and Director.

### **Playing Level Guidelines**

Players must try out with their grade level. Grade has been a key factor particularly for summer birthday kids where the age requirements get tricky. A chart detailing the guidelines can be found at [arsports.org/baseball](https://arsports.org/baseball).

If a player would like to be considered for a team above their grade level, the following conditions must be met:

- Players must contact the Traveling Director with their intention to try out for an alternative group.
- They must be evaluated twice. Once at the level they wish to play at and once at their appropriate grade level.
- They must be registered for both tryouts and registration fees need to be paid for both tryouts. This covers the cost of our outside evaluation group fees and also indicates the desire to play at a different level.

- The player must be in the top 3 of the level they wish to play at in order to be eligible to play at an alternative level. If they do not make the top 3, they will be required to play with their appropriate grade level.
- If a player who is wanting to play at a level above their grade level, does not register for both the level they wish to play at and their appropriate grade level and fails to evaluate in the top 3 of the level above their grade level, the player risks not being placed on a travel team. It is important that scores are received for both levels to be able to properly evaluate the players level against their peers at each level.
- Playing up will be capped at one year above their grade level. Any more than this is a player safety risk and will not be considered.
- Eight year olds can still try out for 9U without the need to register twice or have their registration reviewed.

The Traveling Director will review all eligible “Play-up” requests with the TTSC and Baseball Commissioner on a case-by-case basis. Players will be placed on teams based on what is in the best interest of the ARAA Travel Baseball Program and the players who are eligible.

### **Selection of Coaches - Traveling**

The selection of coaches is made by the Traveling Coach Selection Committee. The committee will consider several factors when selecting coaches:

- Complete an application and Interview with the Travel Coach Selection Committee.
- Coaching experience and education.
- A coaching application must be completed.
- Whenever possible, coaches should be selected for teams prior to team formation.
- All coaches and assistant coaches will have a criminal background check. The background check is handled by the ARAA Player Safety Director and mandatory by ARAA.
- Each position will be considered on a case-by-case basis. Coaching a particular team or level one year does not guarantee that a coach will be asked to coach the team in following years. It also does not guarantee that the coach’s child will automatically make the team.
- All traveling team coaches will be selected after tryouts have been completed and tiers have been identified.
- For all coaches, any coach being considered for the top team must have a son/player in the top tier and any coach being considered for the next team must have a son/player in the middle tier. If a third team is being created, any coach with a son/player in the middle or bottom tier will be eligible.
- If unable to find candidates for traveling teams and paid coaches are needed, same guidelines apply when selecting a paid coach. The pay breakdown is as follows:
  - New to being a head coach: \$1200
  - 3-5 years of head coaching experience: \$1500
  - 6+ years of head coaching experience: \$1800

## Article X. Prohibited Behavior and Discipline

The privilege of participating in Anoka Ramsey Baseball includes the responsibility of adhering to the Policies and Procedures established by the Organization. It is the intent of Anoka Ramsey Baseball to ensure satisfaction and benefit to its members. The conduct of players, coaches, parents, umpires and spectators is a direct reflection on Anoka Ramsey Baseball, ARAA and our community.

Any player, parent, coach, umpire or spectator involved in disruptive, abusive or otherwise “bad” behavior will be disciplined by the appropriate person, be it the coach, Traveling or In-House Directors, or the ARAA Board of Directors, if necessary.

The following are the expectations and disciplinary actions Anoka Ramsey Baseball will take:

- Inappropriate or disrespectful behavior by or towards players, coaches, parents, umpires or spectators will not be tolerated. Inappropriate or disrespectful behavior includes but is not limited to Assault, Harassment, Racial & Religious Violence, Sexual Harassment, Sexual Violence, Taunting, Showboating, Vandalism, Inappropriate Language as well as Tobacco, Alcohol or Drug Use. Further definition of these terms can be found in the MYAS Rules Manual.
- Prior to the beginning of each season of play, the parent(s) or legal guardian of each participating child will be required to sign a Code of Conduct and Player Parent Conflict Resolution forms. Players will be considered ineligible to participate until completed forms have been turned into the age level director or to the House or Traveling Director.
- Violations of these policies may result in the imposition of any of the following sanctions: verbal or written warning; game(s) suspension; partial or full season suspension; suspension for a defined period of time; temporary or permanent banishment.
- Any individual that has received a sanction from ARAA/Anoka Ramsey Baseball shall be considered ineligible to participate in any baseball related event until he/she has met with the Anoka Ramsey Baseball board of directors and/or the ARAA board of directors.
- Violation of these policies may also result in sanctions by the MYAS league.
- Hearings and appeals will be handled by the Anoka Ramsey Baseball board of Directors.
- Board members cannot obtain a contract from the Association without a competitive bidding process conducted by a neutral board member, preferably the treasurer. Board members will never be given any information that can help them win a bid that is not provided to all bidders.

## Article XI. Playing Time Policy

As a baseball organization supporting the local area youth, it is our mission to support, develop, and make each player's baseball experience a positive one. Each coach will strive to accomplish this and to pass on his/her knowledge to develop each player. One area that is particularly difficult for a coach to manage is equal playing time.

This organization has communicated to each coach the need to be as fair as possible when determining playing time.

**House coaches** are expected to ensure playing time is equal, unless the player has unexcused absences as described below and will be enforced for all games.

**Traveling coaches for 13 and under** are expected to ensure each player plays in at least 50% of the innings played by the team during the season.

**14 and older traveling coaches** should endeavor to get players into 50% of the innings. Parents and players should keep in mind that scheduling equal playing time is a very difficult task, especially when factors outside the coach's control come into play, such as rain outs, 10 run rule, etc. If a parent or player feels that playing time is not evenly distributed and/or fair, please communicate to the coach off the field and preferably at a place and time where both parties can have a constructive conversation.

We realize players probably will not be able to attend every practice and game; therefore, we have developed some guidelines on attendance and absences. The following examples of excused and unexcused absences are only meant to be a guide, not a comprehensive list. Therefore, it will be the coach's discretion to determine on a case-by-case basis whether the absence is excused or unexcused.

### Excused Absences

Death in the family  
Illness or injury  
Family vacation if communicated 2 weeks in advance  
Community service  
School/Religious activities

### Unexcused Absences

Forgot  
Other sport activities  
Could not get a ride

The consequence for an unexcused absence is that the player will see reduced playing time in a subsequent game. Each coach has the discretion to determine the timing of this consequence (i.e. during the next game vs. two games later), but players must play a minimum of two innings in that subsequent complete game. As an organization, we are recommending that each coach document both excused and unexcused absences.

Parents and players should show common courtesy and communicate to the coach if players will be late or cannot attend a game or practice. Written communication given to the coach helps support verbal communication and would be appreciated.

## **Article XII. AR Baseball Volunteer Policy**

### **Volunteer Policy**

We require a \$500 volunteer bond per family, in the form of an electronic draft of \$1.00 (this is non-refundable) through this registration. If your volunteer hours have not been completed by the end of the baseball season the remaining \$500.00 will automatically be withdrawn at that time.

### **Buyout**

With this registration, you also have a ONE-TIME option to "buy out" of the volunteer requirement as outlined in the current year's registration requirements. If you choose this option, this will be added to your registration fees at checkout. You will NOT have this option once registration is complete.

### **Traveling Program Requirement**

All participants are required to register in DIBS and complete 4 hours per registered player with a max of 8 hours per family.

Positions that qualify for volunteer requirement waiver per travel team are the following:

Head coach x 1

Assistant coach x2

### **House Program Requirement**

All participants are required to register in DIBS and complete 4 hours per registered player with a max of 8 hours per family.

Positions that qualify for volunteer requirement waiver per house team are the following:

Head coach x1

Assistant coach x2

## **Article XIII. ANOKA RAMSEY BASEBALL VOLUNTEER REGISTRATION SIGN-UP**


Once registration is complete, an email blast will go out to all families with further instructions on how to access the software to sign up for volunteer positions. Any questions regarding the volunteer policy should be directed to the Volunteer Coordinator.

This manual represents the Mission, Roles, Goals, Policies and Procedures, and guides the Governing Values of the Anoka Ramsey Baseball.

Anoka-Ramsey Baseball implements these Policies and Procedures because we feel it is in the best interest of all participants in our organization. This document is a work in progress. Many policies are MYAS and MBA mandated, as well as trying to establish and fulfill our own mission, goals and values.

Anoka-Ramsey Baseball reserves the right to change this document at any time.


As voting members of the ARAA Baseball Board, we agree that this is our best effort to define our program as of October 2024.

  
Adam Byrd (Nov 3, 2024 17:31 CST)


Commissioner - Adam Byrd

  
Katie Steinbach (Nov 3, 2024 16:01 CST)

Secretary - Katie Steinbach

  
TJ Lyon (Nov 3, 2024 12:13 CST)

Traveling Director - TJ Lyon

  
Kelsie Buchanan (Nov 3, 2024 17:24 CST)


Jr. House Director - Kelsie Buchanan

Jr. House Coordinator - Open

  
Leslie Roering (Nov 3, 2024 16:27 CST)

Marketing and Communications Director -  
Leslie Roering


Equipment Coordinator - Open

  
Eric Roering (Nov 3, 2024 21:05 CST)

Coach and Player Development Director - Eric  
Roering

*Samantha Peterson*

Volunteer Coordinator - Samantha Peterson

  
Brandi Sharp (Nov 3, 2024 15:39 CST)

Concessions Coordinator - Brandi Sharp


7th-9th Coordinator - Kyle Leaf

  
Kyle Leaf (Nov 11, 2024 11:58 CST)

Assistant Commissioner - Kyle Leaf

  
Kris Collins (Nov 3, 2024 15:39 CST)

Treasurer - Kris Collins

  
Niki Olson (Nov 3, 2024 15:39 CST)

Tournament Director - Niki Olson

  
Kyle Meyer (Nov 3, 2024 17:35 CST)

Sr. House Director - Kyle Meyer

  
Mike Kinghorn (Nov 3, 2024 18:35 CST)

Sr. House Coordinator - Mike Kinghorn

  
Julie Williams (Nov 3, 2024 15:58 CST)

Uniform Coordinator - Julie Williams

  
Amy Rusert (Nov 3, 2024 18:35 CST)

Registration Coordinator - Amy Rusert

  
Davis Kreps (Nov 11, 2024 11:53 CST)

Fundraising Director - Davis Kreps



High School Liaison - Katie Hale

  
Travis Grawey (Nov 3, 2024 18:36 CST)

Field Maintenance Coordinator - Travis Grawey

  
Eric Stuber (Nov 3, 2024 15:51 CST)

At-Large Member - Eric Stuber











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Final Audit Report

2024-11-11

















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