

# THE OFFICIAL HOME OF THE BIG LAKE YOUTH BASEBALL ASSOCIATION



## Big Lake Baseball Association Handbook

Creation Date: 9/01/2025

Last Updated: 4/15/2026

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## 1. DOCUMENT CONTROL

### 1.1 CHANGE RECORD

Date	Version	Change Reference
09/01/2025	1.0	Original Document
4/15/2026		Update to include Discretion Statement

### 1.2 DOCUMENT REVIEW AND APPROVAL

Position	Name
President	Dan Grove
Vice President	Mike Horn
Treasurer	Nikki Possehl
Secretary	Tessa Miller
Webmaster / Communications Director	Tay Kaeppe
Travel Director	Lawrence Luoma
In House Director	Henry Bochenski
Player and Coach Development	Andrew Gosewich
Equipment Coordinator	Joe Bruns
Majors and Minors Director	Jason Reimringer
Uniform Coordinator	Alyssa Johnson
Volunteer Coordinator	Stephanie Mericle
Facilities Director	Jeff Marier

## 2. MISSION STATEMENT

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The Big Lake Baseball Association's mission is to provide an educational, safe, and enjoyable environment for the youth in Big Lake to play baseball. To support this mission, BLBA aims to:

- Welcome and include players of all race, creed, nationalities, and abilities.
- Ensure a safe and healthy environment where players can experience the pure joy of the game.
- Help players develop and enhance their baseball skills to reach their highest potential.
- Foster a culture of respect for oneself, teammates, opponents, officials, and coaches.
- Teach players that effort and attitude are more important than winning games.
- Equip our coaches with all the necessary tools for success.

## 3. CORE VALUES

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The goals of Big Lake Baseball Association also include:

- To support and be committed to all Big Lake Area youth baseball programs, both community and school
- To encourage, aid, and support acquisition of facilities, equipment and other resources for the playing of baseball

## 4. EQUAL OPPORTUNITY

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BLBA offers equal competitive opportunities to amateur athletes, coaches, administrators, and officials based on ability, size, and athletic criteria, without discrimination by race, color, religion, sex, age, or national origin.

## 5. INTRODUCTION

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We believe that organized baseball is more than bats, balls, gloves, and uniforms. As captured by our mission statement and goals, the association seeks to provide children with the opportunity to learn the aspects of teamwork, good sportsmanship, the virtues of character, courage, loyalty, and respect for authority. In addition, we strive to promote self discipline that enables our youth to lead our nation tomorrow. Our organization is made up entirely of volunteers, many of whom work year round to execute the necessary tasks in the interest of our players. We thank all parents/ guardians and players for their support. In an effort to help players, coaches, parents, and fans participate safely in BLBA activities, and to ensure that BLBA can meet its legal and financial obligations,

Big Lake Baseball Association has established a number of policies and procedures which are spelled out in greater detail in the following handbook.

The Board of Directors reserves the right to exercise its discretion in the application of policy and to make exceptions on a case-by-case basis as it deems necessary to serve the best interests of the organization while maintaining alignment with our stated goals, values and mission.

Please reach out to any board member from the below section if you have any questions or concerns.

## 6. BOARD OF DIRECTORS

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The BLBA Board of Directors, via their election by the general BLBA membership, has the responsibility for implementing and enforcing the policies, procedures, and guidelines that are contained in this manual. The current list of BLBA Board Members can be found on our website at [Our Board](#).

Elections are held annually for all open positions. Officers of the board cannot be voted into the position unless they have served one year on the board. Please visit our website to learn more about our Bylaws [BLBA Bylaws 7\\_23\\_2025.pdf](#)

Board Role	Contact Email Address
<b>President</b>	<a href="mailto:president@biglakebaseball.com">president@biglakebaseball.com</a>
<b>Vice President</b>	<a href="mailto:vicepresident@biglakebaseball.com">vicepresident@biglakebaseball.com</a>
<b>Secretary</b>	<a href="mailto:secretary@biglakebaseball.com">secretary@biglakebaseball.com</a>
<b>Treasurer</b>	<a href="mailto:treasurer@biglakebaseball.com">treasurer@biglakebaseball.com</a>
<b>Travel Director</b>	<a href="mailto:traveldirector@biglakebaseball.com">traveldirector@biglakebaseball.com</a>
<b>In House Director</b>	<a href="mailto:inhousecoordinator@biglakebaseball.com">inhousecoordinator@biglakebaseball.com</a>
<b>Majors and Minors Director</b>	<a href="mailto:majors_minors@biglakebaseball.com">majors_minors@biglakebaseball.com</a>
<b>Player and Coach Development</b>	<a href="mailto:player_coach_development@biglakebaseball.com">player_coach_development@biglakebaseball.com</a>
<b>Webmaster / Communication Director</b>	<a href="mailto:webmaster@biglakebaseball.com">webmaster@biglakebaseball.com</a>
<b>Communications Director</b>	<a href="mailto:communications@biglakebaseball.com">communications@biglakebaseball.com</a>
<b>Equipment Coordinator</b>	<a href="mailto:equipment@biglakebaseball.com">equipment@biglakebaseball.com</a>
<b>Volunteer Coordinator</b>	<a href="mailto:volunteercoordinator@biglakebaseball.com">volunteercoordinator@biglakebaseball.com</a>
<b>Uniform and Photo Coordinator</b>	<a href="mailto:apparel@biglakebaseball.com">apparel@biglakebaseball.com</a>
<b>Facilities Director</b>	<a href="mailto:facilities_director@biglakebaseball.com">facilities_director@biglakebaseball.com</a>

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### 6.1 BOARD ROLES – OFFICER POSITIONS

#### 6.1.1 **President**

The President provides leadership, direction, and vision for the Association. This role ensures that all league operations, programs, and events align with the mission of offering a positive and developmental baseball experience for players and families in the Big Lake community.

The President oversees the board, coordinates league functions, and acts as the primary point of contact between the association, city, schools, and regional baseball organizations.

- 6.1.1.1 Provide overall leadership and guidance for Big Lake Baseball Association.
- 6.1.1.2 Preside over board meetings and set agendas in collaboration with the Vice President and Secretary.
- 6.1.1.3 Ensure board members and committees are fulfilling their responsibilities.
- 6.1.1.4 Maintain alignment with the organization's bylaws, policies, and values.
- 6.1.1.5 Serve as the official spokesperson for BLBA in the community.
- 6.1.1.6 Oversee day-to-day operations and ensure smooth execution of the baseball season.
- 6.1.1.7 Work with board members to manage registration, tryouts, scheduling, and league formation.
- 6.1.1.8 Ensure all teams, coaches, and volunteers adhere to league policies and code of conduct.
- 6.1.1.9 Oversee coordination of field maintenance, equipment, and safety requirements.
- 6.1.1.10 Serve as the primary liaison between BLYB and external partners such as the City of Big Lake, schools, and regional baseball associations.
- 6.1.1.11 Communicate clearly and consistently with families, coaches, and the community.
- 6.1.1.12 Promote BLYB events, programs, and volunteer opportunities.
- 6.1.1.13 Lead efforts to grow and strengthen the program through player development, facility improvements, and community partnerships.
- 6.1.1.14 Support fundraising, sponsorship, and grant initiatives in collaboration with board members.
- 6.1.1.15 Encourage new ideas and innovation that improve the baseball experience for players of all levels.
- 6.1.1.16 Mentor and support the Vice President and other board members to ensure strong leadership succession.
- 6.1.1.17 Promote volunteer involvement and long-term sustainability of the program.

#### **6.1.2 Vice President**

The Vice President serves as the second in command of the organization and supports the President in leading the board, ensuring smooth operation of all baseball activities, and maintaining compliance with league policies. The VP often oversees day to day operations, assists with special projects, and steps in when the President is unavailable.

- 6.1.2.1 Work alongside the President to oversee the direction and operation of BLBA.
- 6.1.2.2 Preside over meetings and represent the organization in the President's absence.
- 6.1.2.3 Support and collaborate with board members to ensure all responsibilities are fulfilled.
- 6.1.2.4 Help guide planning for each season, including clinics, tryouts, and tournaments.
- 6.1.2.5 Oversee league logistics such as registration, scheduling, team formation, and field usage.
- 6.1.2.6 Help coordinate winter clinics, tryouts, and travel team formation meetings.
- 6.1.2.7 Work closely with division directors and coaches to ensure consistent communication and alignment with league goals.
- 6.1.2.8 Support the organization in maintaining positive relationships with the City of Big Lake, schools, and partner organizations.
- 6.1.2.9 Assist with planning and running coaches' meetings, training sessions, and player development opportunities.
- 6.1.2.10 Ensure coaches follow BLBA policies, safety guidelines, and uphold the league's values of teamwork and sportsmanship.
- 6.1.2.11 Serve as a point of contact for coaches and parents to help resolve concerns respectfully and efficiently.
- 6.1.2.12 Promote clear communication between the board, coaches, and families.

- 6.1.2.13 Support community engagement, including tournaments, fundraisers, and sponsor relations.
- 6.1.2.14 Be prepared to assume the duties of the President if needed.
- 6.1.2.15 Help recruit, mentor, and encourage future volunteers and board members to stay involved.

### **6.1.3 Secretary**

The Secretary plays a vital role in ensuring smooth communication and organization within Big Lake Youth Baseball. This position supports the board by maintaining accurate records, preparing meeting materials, and keeping the league informed and connected. The Secretary helps ensure transparency, efficiency, and accountability across all aspects of the organization.

- 6.1.3.1 Record and maintain minutes of all board meetings.
- 6.1.3.2 Distribute meeting agendas, minutes, and relevant documents to board members.
- 6.1.3.3 Maintain official league records, including bylaws, policies, and historical documentation.
- 6.1.3.4 Assist with scheduling meetings and communicating updates to the board.
- 6.1.3.5 Ensure proper documentation of votes, motions, and decisions.
- 6.1.3.6 Work closely with the President and Vice President to keep board operations organized and on schedule.
- 6.1.3.7 Support communication between the board, coaches, and families when needed.
- 6.1.3.8 Maintain accurate records of board terms, contact information, and elections.
- 6.1.3.9 Help ensure that BLBA complies with organizational bylaws and reporting requirements.
- 6.1.3.10 Support the registration process and recordkeeping for players and volunteers as needed.
- 6.1.3.11 Assist in organizing key events such as registration day, tryouts, coach meetings, and Opening Day.
- 6.1.3.12 Provide administrative support for fundraising and community events.

### **6.1.4 Treasurer**

The Treasurer is responsible for managing the financial operations of Big Lake Youth Baseball and ensuring transparency, accuracy, and accountability in all financial matters. This role is vital to the organization's success, from budgeting and recordkeeping to processing payments and supporting fundraising efforts.

The Treasurer works closely with the board to maintain financial health, provide clear reporting, and support the continued growth of our community baseball program.

- 6.1.4.1 Maintain accurate and up to date financial records for all league accounts.
- 6.1.4.2 Manage incoming and outgoing payments, including registration fees, sponsorships, equipment purchases, and event expenses.
- 6.1.4.3 Reconcile bank statements and track all financial transactions.
- 6.1.4.4 Ensure all expenses are properly approved in accordance with BLBA policies.
- 6.1.4.5 Prepare an annual budget in coordination with the President and Vice President.
- 6.1.4.6 Present financial updates and reports at board meetings.
- 6.1.4.7 Provide clear, organized summaries of league finances for board review and decision-making.
- 6.1.4.8 Monitor spending to ensure the organization remains within budget.
- 6.1.4.9 Maintain proper documentation for all transactions, reimbursements, and receipts.
- 6.1.4.10 Ensure compliance with all tax filing and reporting requirements for the organization's nonprofit status.
- 6.1.4.11 Work with any external accountants, bookkeepers, or auditors as needed.

- 6.1.4.12 Support the board in financial planning and policy development.
- 6.1.4.13 Track income and expenses related to fundraising events, sponsorships, and grants.
- 6.1.4.14 Provide financial reporting for special projects or capital improvements.
- 6.1.4.15 Help ensure transparency and accountability in the use of donated funds.
- 6.1.4.16 Work closely with the board to plan for long term financial stability and program growth.
- 6.1.4.17 Assist with financial logistics for tryouts, clinics, tournaments, and special events.
- 6.1.4.18 Provide guidance to other board members regarding budget questions or reimbursement processes.

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## 6.2 BOARD ROLES – AT LARGE POSITIONS

### 6.2.1 Travel Director

The Travel Director is responsible for overseeing all aspects of Big Lake Baseball’s travel baseball program. This role ensures that our travel teams operate smoothly, fairly, and in alignment with the league’s values. The Travel Director works closely with coaches, parents, and the board to manage team formation, scheduling, tournaments, and player development.

The Travel Director is key in providing a positive competitive experience while maintaining organization, communication, and adherence to league policies.

- 6.2.1.1 Organize and oversee travel team tryouts, ensuring fairness and transparency.
- 6.2.1.2 Work with coaches and the Player Agent to form balanced teams based on skill and development goals.
- 6.2.1.3 Communicate team selections and player placement to families in a timely and professional manner.
- 6.2.1.4 Coordinate travel team schedules, including practices, games, and tournament participation.
- 6.2.1.5 Ensure compliance with league, city, and tournament rules.
- 6.2.1.6 Collaborate with coaches to plan and manage team logistics, including transportation and field use.
- 6.2.1.7 Assist with recruitment, evaluation, and support of travel team coaches.
- 6.2.1.8 Help organize coaches’ meetings and training opportunities.
- 6.2.1.9 Provide guidance to ensure coaches maintain positive, professional interactions with players and families.
- 6.2.1.10 Serve as a primary contact for travel team families regarding schedules, policies, and concerns.
- 6.2.1.11 Communicate regularly with the board about travel program operations and needs.
- 6.2.1.12 Promote a positive, community-oriented experience for players and families.
- 6.2.1.13 Work with the Treasurer and Board to manage travel team fees and budgets.
- 6.2.1.14 Assist with fundraising, sponsorship, or grant opportunities
- 6.2.1.15 Maintain records of rosters, schedules, and team-related correspondence.
- 6.2.1.16 Recommend improvements to the travel program, including player development initiatives, clinic opportunities, and competitive strategies.
- 6.2.1.17 Help ensure the travel program aligns with BLBA’s mission and values for player growth, safety, and sportsmanship.

### 6.2.2 In House Director

The In-House Director oversees Big Lake Baseball’s in-house (recreational) program, ensuring that all players have a fun, safe, and developmental baseball experience. This role focuses on organizing teams, schedules, and clinics, supporting coaches, and fostering a positive environment for players of all skill levels.

The In-House Director is key to maintaining the heart of the league, where youth first learn teamwork, sportsmanship, and the fundamentals of baseball.

- 6.2.2.1 Organize in-house team formation by age group and skill level.
- 6.2.2.2 Coordinate game schedules, practices, and field usage.
- 6.2.2.3 Ensure games and practices run smoothly and efficiently.
- 6.2.2.4 Recruit, assign, and support in-house coaches.
- 6.2.2.5 Organize coaches' meetings and training sessions.
- 6.2.2.6 Provide guidance on teaching fundamentals, safety, and sportsmanship.
- 6.2.2.7 Support programs, clinics, and skill-building activities for in-house players.
- 6.2.2.8 Promote fair play, teamwork, and personal growth on and off the field.
- 6.2.2.9 Communicate with parents about schedules, player progress, and league policies.
- 6.2.2.10 Serve as the main point of contact for in-house program questions from families and coaches.
- 6.2.2.11 Collaborate with the board to address issues or improvements in the in-house program.
- 6.2.2.12 Keep records of rosters, schedules, and player participation.
- 6.2.2.13 Assist in organizing in-house events such as opening day, skills clinics, and end-of-season celebrations.
- 6.2.2.14 Support fundraising or community initiatives

### **6.2.3 Majors and Minors Director**

The Majors and Minors Director for Pre-K through 2nd grade oversees Big Lake Baseball's youngest players, providing a safe, fun, and educational introduction to baseball. This role emphasizes teaching fundamentals, fostering teamwork, and ensuring a positive experience for children, parents, and coaches.

The Program Director is the face of BLBA's early youth program, helping to build excitement and a love for baseball in the community's youngest athletes.

- 6.2.3.1 Develop and organize age appropriate practices, drills, and activities for Pre-K to 2nd grade.
- 6.2.3.2 Ensure the program runs smoothly and aligns with BLBA's standards for safety and fun.
- 6.2.3.3 Coordinate practice and game schedules
- 6.2.3.4 Recruit, train, and mentor volunteer coaches for Pre-K to 2nd grade teams.
- 6.2.3.5 Provide guidance on teaching fundamentals, safety, and sportsmanship.
- 6.2.3.6 Serve as a resource for coaches with questions or concerns during practices and games.
- 6.2.3.7 Focus on introducing baseball basics: throwing, catching, hitting, running, and teamwork.
- 6.2.3.8 Promote confidence, sportsmanship, and enjoyment of the game.
- 6.2.3.9 Track player participation and provide feedback to coaches and parents as appropriate.
- 6.2.3.10 Serve as a point of contact for parents regarding schedules, program details, and questions.
- 6.2.3.11 Communicate regularly with the board about program needs and updates.
- 6.2.3.12 Encourage family involvement in games, events, and volunteer opportunities.
- 6.2.3.13 Assist with season kick-off events, skills clinics, and end-of-season celebrations.
- 6.2.3.14 Support fundraising or community events

#### **6.2.4 Player and Coach Development Director**

The Player & Coach Development Director is responsible for supporting and enhancing the skills, knowledge, and performance of players and coaches across all Big Lake Baseball programs. This role focuses on creating training opportunities, organizing clinics, and promoting best practices to ensure players receive high-quality instruction and coaches have the tools they need to succeed.

The Director plays a key role in fostering a positive, safe, and educational baseball environment at every level of the league

- 6.2.4.1 Design, organize, and oversee player clinics, skills sessions, and development programs for all age groups.
- 6.2.4.2 Collaborate with division directors to identify skill gaps and development opportunities.
- 6.2.4.3 Promote a focus on fundamentals, sportsmanship, teamwork, and player confidence.
- 6.2.4.4 Monitor program effectiveness and make recommendations for improvement.
- 6.2.4.5 Provide training, resources, and mentorship to volunteer coaches across all programs.
- 6.2.4.6 Organize coaches' meetings, clinics, and certification sessions.
- 6.2.4.7 Ensure coaches are up to date on safety, teaching techniques, and league policies.
- 6.2.4.8 Foster a culture of positive coaching, communication, and player-first instruction.
- 6.2.4.9 Work closely with the President, Vice President, and Program Directors to align development programs with league goals.
- 6.2.4.10 Serve as a point of contact for coaches with questions regarding training or player development.
- 6.2.4.11 Communicate development opportunities and program updates to board members, coaches, and families.
- 6.2.4.12 Evaluate and recommend new development initiatives, tools, or training methodologies.
- 6.2.4.13 Support travel and in-house programs in implementing skill development strategies.
- 6.2.4.14 Track participation and progress of development programs to ensure measurable outcomes.
- 6.2.4.15 Help plan and run league wide clinics, workshops, or special events.
- 6.2.4.16 Support fundraising initiatives that tie to development programs or skills training.

#### **6.2.5 Webmaster and Communications Director**

The Webmaster manages and maintains Big Lake Baseball's online presence, ensuring that the website and digital communications are accurate, current, and user-friendly. This role is key to keeping players, parents, coaches, and the community informed about schedules, events, registration, and league news.

The Webmaster supports the board by providing reliable technology solutions and maintaining professional, accessible, and engaging online content.

- 6.2.5.1 Maintain and update the BLBA website, including schedules, news, registration info, and contact pages.
- 6.2.5.2 Ensure the website is user friendly, mobile accessible, and visually appealing.
- 6.2.5.3 Implement updates, improvements, or new features as needed.
- 6.2.5.4 Monitor website performance, uptime, and security.
- 6.2.5.5 Post timely updates regarding league events, clinics, games, and announcements.
- 6.2.5.6 Ensure accuracy and clarity of content for families, coaches, and the community.
- 6.2.5.7 Collaborate with other board members to gather content and keep communications consistent.

- 6.2.5.8 Serve as the point of contact for website related questions or issues from board members and users.
- 6.2.5.9 Troubleshoot technical problems and coordinate with hosting providers or vendors when necessary.
- 6.2.5.10 Support integration of online registration, payment processing, and other digital tools.
- 6.2.5.11 Recommend improvements or enhancements to the website to better serve players, parents, and coaches.
- 6.2.5.12 Assist the board in implementing social media links, online newsletters, or digital announcements.
- 6.2.5.13 Stay up to date on best practices for website usability, accessibility, and security.
- 6.2.5.14 Help coordinate league wide communication, including announcements, forms, and important dates
- 6.2.5.15 Serve as a point of contact for general inquiries and help direct questions to the appropriate board member.
- 6.2.5.16 Help create and distribute event communications and materials

The Communications Director manages and oversees all internal and external communications for Big Lake Baseball. This role ensures that players, families, coaches, volunteers, and the community stay informed, engaged, and connected. The Communications Director supports the board by promoting league news, events, and initiatives through various channels.

- 6.2.5.17 Develop and distribute league wide announcements, newsletters, and email updates.
- 6.2.5.18 Manage social media accounts, including posts, engagement, and messaging.
- 6.2.5.19 Serve as a point of contact for inquiries from parents, coaches, and community members.
- 6.2.5.20 Coordinate communication between board members, coaches, and families to ensure consistency.
- 6.2.5.21 Create and maintain promotional materials for registration, clinics, tournaments, and special events.
- 6.2.5.22 Highlight league achievements, player recognition, and volunteer contributions on social media and the website.
- 6.2.5.23 Collaborate with the Webmaster to ensure online content is accurate and engaging.
- 6.2.5.24 Assist with promotion of fundraising events, sponsorship opportunities, and community partnerships.
- 6.2.5.25 Support board initiatives to increase volunteer involvement and community awareness.
- 6.2.5.26 Recommend strategies to improve league communications and outreach.
- 6.2.5.27 Ensure messaging reflects BLYB's mission, values, and standards of professionalism.
- 6.2.5.28 Track engagement metrics and adjust communications strategies as needed.

#### **6.2.6 Equipment Coordinator**

The Equipment Coordinator manages the acquisition, distribution, and maintenance of all Big Lake Baseball's equipment. This role ensures that players and coaches have the necessary gear for practices, games, and tournaments. The Equipment Coordinator helps the league run smoothly by keeping inventory organized, tracking equipment needs, and coordinating with volunteers and board members.

- 6.2.6.1 Maintain an organized inventory of all BLBA equipment, including bats, balls, helmets, catcher's gear, uniforms, and training aids.
- 6.2.6.2 Track equipment usage, wear, and replacement needs.
- 6.2.6.3 Ensure all equipment meets safety standards and league regulations.
- 6.2.6.4 Coordinate distribution of equipment to teams and coaches at the start of the season.
- 6.2.6.5 Collect, inspect, and store equipment at the end of the season.
- 6.2.6.6 Assist coaches and players in obtaining the proper equipment when needed.
- 6.2.6.7 Work with the Treasurer and Board to purchase necessary equipment within budget guidelines.
- 6.2.6.8 Research vendors, obtain quotes, and track expenses related to equipment.

- 6.2.6.9 Recommend upgrades or new equipment based on player needs and safety standards.
- 6.2.6.10 Coordinate with division directors, travel/in-house directors, and coaches to meet equipment needs.
- 6.2.6.11 Support special events, clinics, and tournaments with equipment setup or management.
- 6.2.6.12 Serve as a resource for volunteers assisting with equipment distribution or maintenance.

### **6.2.7 Volunteer Coordinator**

The Volunteer Coordinator recruits, organizes, and supports volunteers for all Big Lake Baseball programs and events. This role ensures that coaches, parents, and community members have meaningful opportunities to contribute to the league while helping BLBA operate smoothly and successfully.

The Volunteer Coordinator is key to building a strong community of engaged supporters who help create a positive experience for players and families.

- 6.2.7.1 Recruit volunteers for coaching, board positions, special events, and other league needs.
- 6.2.7.2 Maintain a database of active volunteers and their roles/availability.
- 6.2.7.3 Communicate volunteer opportunities clearly and consistently to parents and community members.
- 6.2.7.4 Coordinate onboarding and training for new volunteers, including coaches and event helpers.
- 6.2.7.5 Serve as a resource for volunteers, answering questions and addressing concerns.
- 6.2.7.6 Recognize and thank volunteers for their contributions to the league.
- 6.2.7.7 Work with board members to ensure volunteers are scheduled and assigned for games, clinics, tournaments, and special events.
- 6.2.7.8 Help manage volunteer check-in, assignments, and logistics at events.
- 6.2.7.9 Assist with community outreach to encourage participation in league activities.
- 6.2.7.10 Collaborate with all directors, especially Program, In-House, and Travel Directors, to anticipate volunteer needs.
- 6.2.7.11 Provide updates to the board regarding volunteer recruitment, retention, and engagement.
- 6.2.7.12 Help foster a positive, community-oriented culture among volunteers.

### **6.2.8 Uniform and Photo Coordinator**

The Uniform Coordinator manages the ordering, distribution, and collection of all Big Lake Baseball uniforms. This role ensures that every player has the proper uniform in the correct size and that uniforms are maintained and accounted for throughout the season.

The Uniform Coordinator helps create a professional, organized, and consistent experience for players and coaches while supporting the league's operational needs.

- 6.2.8.1 Coordinate the ordering of uniforms for all age groups, travel, and in-house teams.
- 6.2.8.2 Maintain accurate records of uniform sizes, player numbers
- 6.2.8.3 Organize distribution of uniforms to players and coaches at the start of the season.
- 6.2.8.4 Assist players and families with sizing questions or uniform issues.
- 6.2.8.5 Coordinate with the Travel and In-House Directors to meet uniform needs for each team.
- 6.2.8.6 Support fundraising or sponsorship efforts related to uniforms (e.g., logos, patches, sponsors).
- 6.2.8.7 Ensure uniforms meet league standards and maintain a professional appearance for all teams.

The Photo Coordinator is responsible for organizing, coordinating, and managing all photography-related activities for Big Lake Youth Baseball (BLYB). This includes team and individual player photos, action shots during games and events, and distributing images to families and the league.

The Photo Coordinator plays a key role in capturing memories, highlighting players, and promoting the league to the community.

- 6.2.8.8 Coordinate with photographers for team and individual player photos.
- 6.2.8.9 Schedule photo sessions for travel, in-house, and special event teams.
- 6.2.8.10 Communicate photo schedules and instructions to coaches, players, and families.
- 6.2.8.11 Collect, organize, and distribute photos to families and the league in a timely manner.
- 6.2.8.12 Maintain digital archives of photos for league records, website, and social media.
- 6.2.8.13 Assist with any photo-related requests from families or board members.
- 6.2.8.14 Capture or coordinate action photos during games, clinics, tournaments, and special events.
- 6.2.8.15 Support marketing or communications efforts by providing photos for social media, newsletters, and the website to the webmaster.
- 6.2.8.16 Ensure photographers are aware of league policies and safety guidelines when taking pictures.
- 6.2.8.17 Collaborate with board members to document special events, fundraisers, and celebrations.

#### **6.2.9 Facilities Director**

The Facilities Director is responsible for overseeing the maintenance, safety, scheduling coordination, and overall readiness of all baseball facilities used by the organization to ensure a safe, high-quality experience for players, families, and coaches.

- 6.2.9.1 Coordinate field availability with city, school district, or facility owners.
- 6.2.9.2 Work with the Scheduler/Operations Director to ensure appropriate field assignments.
- 6.2.9.3 Communicate field closures or changes due to weather or maintenance.

## **7. CRIMINAL BACKGROUND CHECKS**

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BLBA engages Trusted Coaches to conduct criminal background checks on all adults associated with BLBA, including coaches, team officials, and members of the Board of Directors. The results of these background checks are reviewed by the BLBA President and/or Vice President.

## **8. GRIEVANCE PROCEDURES**

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If a BLBA member whether player, coach, or parent has a grievance concerning an incident at a BLBA activity or believes that BLBA policies or procedures have been violated, the complainant is advised to wait 24 hours before addressing the issue, except in cases involving substance abuse, physical assault, or sexual harassment or abuse.

After this waiting period, the complainant should seek to resolve the matter through direct discussion with the involved parties. All concerns must remain internal and should not be shared with individuals outside the

organization. Should the matter remain unresolved, a written Grievance Form may be submitted to the BLBA President within 48 hours of the incident, accompanied by a request for appropriate action.

Prior to implementation of any disciplinary measures, the BLBA Board, consisting of at least two officers, will meet with the individual concerned. This meeting will take place within five business days of receiving the grievance form. The Board will then review the situation and determine the next steps.

[BLBA GRIEVANCE FORM.docx - Google Docs](#)

## 9. HEALTH AND SAFETY POLICIES

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The health and safety of our players, coaches, and fans remain our top priority. The following policies have been established to reduce the risk of incidents and specify the procedures to be followed should any issues arise. Please be advised that these policies may not address every possible circumstance.

### 9.1 INJURIES

Baseball is a physically demanding sport, and injuries may happen from time to time. BLBA is responsible for supplying each team with first aid kits. If a serious injury occurs, defined as one requiring urgent medical care, the BLBA President must be contacted right away, and an injury report should be completed. Additionally, any player who loses consciousness during a game or practice cannot rejoin team activities until they provide a doctor's note.

[BLBA Injury Report](#)

#### **Concussion / Return to Play Protocol**

The Return to play (RTP) protocol is to protect the health and safety of our players recovering from a concussion or head injury. After such an injury, the brain needs time to heal properly, and returning to activity too soon can lead to serious complications, including prolonged symptoms, delayed recovery, or even a more severe injury if another impact occurs.

The RTP process ensures that:

- Recovery is gradual and monitored. Each level allows the player's body and brain to adjust to increasing physical and cognitive demands without rushing the healing process.
- Symptoms are identified early. If any concussion related symptoms return, activity stops immediately, preventing further damage.
- Medical professionals and coaches can make informed decisions. The structured progression provides a clear framework for tracking progress and obtaining medical clearance before full participation.
- Player safety comes first. The ultimate goal is a full, safe return to play, protecting both short term well being and long term brain health.

Day 1 starts after player has had a full day of no symptoms (light sensitivity, nausea, dizziness, headache, confusion) If symptoms return during RTP protocol, a full day of rest is required then resume at previous level.

- **LEVEL 1** - Light aerobic exercise (increase heart rate); begin running, < 70% effort. Begin with 5-10 minutes, 10 min of rest, then another 5-10 minutes. Include upper and lower body stretching.
- **LEVEL 2** - Sport specific exercise (add movement); Advance to full speed running. Begin skills practice (running, throwing, catching, outfield fielding). No in-field, pitcher, or catcher position practice.
- **LEVEL 3** - Progress to Non-contact training drills (exertion, coordination, cognitive load); Advanced drills; batting cage or coach pitch, throwing from the mound (pitchers), base running, In-field practice & catcher practice. Multiple player (2 or more) drills. May begin resistance exercise (push-ups, sit-ups, weights).
- **LEVEL 4** - Full contact training after medical clearance; live drills, full team scrimmage, hitting live pitches. If you are able to train at Level 4 without symptoms, you may proceed to Level 5.
- **LEVEL 5** - Game play (may return to full participation)

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## 9.2 INFECTIOUS DISEASES

BLBA subscribes to the policy put forth by the Minnesota State High School League that reads:

*By its nature, participation in interscholastic athletics includes risk of injury and the transmission of infectious diseases such as HIV, Hepatitis B, herpes and others. Although serious injuries are not common, and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. A player who is bleeding or has an open wound or who has any blood on his uniform shall be considered an injured player and must immediately leave the game for appropriate treatment. After bleeding is under control (clean and steri-stripped as appropriate) and after all blood on the uniform is treated appropriately with alcohol, the player may return. If the uniform is saturated with blood, the athlete may not return to the game without a clean uniform.*

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## 9.3 WEAPONS

The possession, use, and/or transmission of a weapon or any object that can reasonably be considered a weapon by a player, coach, or parent while participating in BLBA sponsored activities will result in that person's immediate suspension from all BLBA activities.

Under this policy, "weapon" means a knife, a firearm (or any item which looks like a firearm, whether loaded or unloaded, in working or nonworking condition), explosives or any incendiary device, or any other instrument or object which is utilized in such a manner as to threaten.

The suspension must be immediately reported to the BLBA Board of Directors. The Board of Directors will review the incident at the next (or special) Board meeting and has the option to lift the suspension or to disqualify the player, coach, or parent from participation in the BLBA program.

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#### 9.4 ALCOHOL, TOBACCO, AND CONTROLLED SUBSTANCES POLICY

BLBA is committed to maintaining a safe and healthy environment for all participants. To support this commitment, the following rules apply regardless of quantity and at all times during any portion of the baseball season:

- Not use a beverage containing alcohol;
- Not use tobacco (smokeless or otherwise);
- Not use or consume, have in possession, buy, sell, or give away any other controlled substance (including steroids.)

The rule applies to any portion of the baseball season. It is not a violation for a player to be in possession of a controlled substance specifically prescribed for the player's own use by his/her doctor.

If a player (or if a coach is found to be using alcohol the day of a game or tobacco around kids in a baseball setting) is found breaking this policy, the following penalties will be assessed:

- First Violation: After confirmation of the first violation, the player/coach shall lose eligibility for the next two (2) consecutive games or two (2) weeks of a season, whichever is greater. No exception is permitted for a player who becomes a participant in a treatment program.
- Subsequent Violations: After confirmation of a subsequent violation, the player/coach shall lose eligibility for the next four (4) consecutive games in which the player is a participant. If after the subsequent violation, the player/coach on his/her own volition becomes a participant in chemical dependency or treatment program, the player may be certified for reinstatement in BLBA activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certification.

Penalties shall be cumulative throughout the player's/coach's participation on BLBA teams. At his/her sole discretion, the player's coach may implement stricter penalties than those outlined above.

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#### 9.5 SEXUAL HARASSMENT AND ABUSE

BLBA is committed to maintaining a safe environment that is free from sexual harassment and sexual abuse, where all members can enjoy playing, coaching, and watching baseball together comfortably. BLBA prohibits any form of sexual harassment or sexual abuse.

Sexual harassment/abuse consists of:

- Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.
- Written contact that contains sexually suggestive or obscene notes, drawings or letters.
- Verbal contact that includes sexually suggestive or obscene comments, jokes or comments about a member's body or sexual characteristics.
- Sexual blackmail constitutes sexual behavior to control another member's placement on a team or to a coaching position.
- Any sexual physical contact with a minor.
- Physical contact could include any intentional pats, squeezes, touches, and pinches, repeatedly brushing up against another's body, assault, blocking movement or coercing sexual acts.

It shall be a violation of this policy for any player, coach, or other BLBA member to sexually harass, through conduct or communication of sexual nature, any player, coach, or other BLBA member. It shall be a violation of this policy for any player, coach, or other BLBA member to sexually abuse any player, coach, or other BLBA member. In situations involving minors, ANY sexual advances or sexual conduct constitutes a violation of this policy.

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## 9.6 PHYSICAL ASSAULT

Assault is the physical contact with another player, coach, umpire, or fan involved in the game that intentionally causes the other person to sustain bodily harm or personal injury. This definition also includes physical actions or verbal statements made to a player, coach, umpire, or fan that intentionally creates a fear of imminent harm or personal injury. Assault does not include physical contact that is reasonably designed to coach, teach or demonstrate a baseball skill. Permitted physical conduct may include, but is not necessarily limited to, teaching hitting stance, demonstrating on field body positions, and communicating with or directing players, during the course of a game or practice, by touching them in a non-threatening manner.

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## 9.7 REPORTING PROCEDURES FOR VICTIMS OF ABUSE OR ASSAULT

Any person who believes that he or she has been the victim of verbal abuse, physical assault, or sexual harassment or abuse by a BLBA member, or any person with the knowledge or belief of such conduct should report the alleged act(s) immediately to the BLBA President or any other member of the BLBA Board of Directors. Upon receipt of a report of an alleged verbal abuse, physical assault, or sexual harassment or abuse, the BLBA President shall immediately authorize an internal investigation of the incident. The BLBA Board of Directors will take steps (at its discretion) to protect the identity or the complainant, children, or BLBA members involved pending the completion of the investigation. BLBA Board of Director members or a third party designated by the BLBA Board of Directors may conduct the investigation. The investigating party shall provide a written report on the status of the investigation within ten (10) days to the BLBA President. Upon proof of violation of this policy, the violator will be permanently banned from all BLBA programs. The BLBA board of directors may determine that the incident should be referred to appropriate law enforcement authorities. Please note that the BLBA Board of Directors may, at its discretion, also discipline any BLBA member who fails to immediately report any act(s) of verbal abuse, physical assault, or sexual harassment or abuse by a BLBA member brought to their attention.

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## 10. CODE OF CONDUCT

Good sportsmanship is a fundamental element of competition. As a member of the BLBA, the expectations are that everyone represents the BLBA in a positive way, whether at home or away. This is true for Coaches, Players, and Parents / Fans.

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### 10.1 COACHES CODE OF CONDUCT

- I will not berate the umpires or trash talk to my opponents.
- I will not use profanity.
- I will encourage good sportsmanship by demonstrating positive support for players, coaches, administrators, and umpires at every game.
- I will treat other players, coaches, fans, and umpires with respect.

- I will do my best to remember that youth sports are supposed to be fun and that winning and losing are part of everyone's experience.
- I will express my concerns through the proper channels in a dignified manner.
- I will respect the volunteers who are assisting with the conduct of these events.
- I will respect and adhere to the rules governing eligibility and competition.
- I, as a coach, will not intimidate, ridicule or verbally/physically abuse any player.
- I will be on time to games and practices.
- I will teach playing by the rules.
- I will set a good example at all times.
- I will never instruct a player to deliberately injure another player(s).
- I, as a coach, will speak privately with a player wherever a problem arises.
- I, as a coach, will play all players at least as equal as the policy of the board stipulates.
- I will place the emotional and physical well-being of my players ahead of any personal desire to win.
- I, as a coach, will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
- I, as a coach, will supervise the arrival and departure of all team members or make sure a qualified person does so.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will ensure that I am knowledgeable in the rules of each sport that I coach and that I will teach these rules to my players.
- As head coach, if I can't be at a game, I will rely on my assistant coaches to coach the games, and will not reschedule it because I cannot be there

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## 10.2 PLAYER CODE OF CONDUCT

- I will be on time to practices and games
- I will respect my coaches
- I will respect the equipment and treat it as if it were my own
- I will show respect towards teammates and coaches, opposing coaches and players, the game, and the umpires at all times.
- I will understand the spirit of discipline and adhere to it.
- I will not use profanity and/or gestures toward umpires, players, spectators or coaches
- I will follow the directions of my coach and be willing to accept instruction towards improvement.
- I will exhibit good sportsmanship at all times.
- I will attend all scheduled team activities except when properly excused.
- I will be a competitor and give my best at all times. I will play hard but fairly.
- I will line up and shake hands with the opposing team and umpires after all games.
- I will maintain good citizenship (i.e., grades, attendance, and conduct).

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## 10.3 PARENTS AND FAN CODE OF CONDUCT

- I will enforce and support the code of conduct for players.
- I will do my very best to make youth sports fun for my child.
- I will help her/him be on time for team events.
- I will refrain from publicly ridiculing or verbally abusing any player, coach, official or fan from either team.
- I will not embarrass my child(ren) or others by yelling negative comments at players, coaches, or officials.

- I will set a positive example and encourage good sportsmanship at all games.
- I will place the emotional and physical well being of my child and the team ahead of any personal desire to win.
- I will insist that my child play in a safe and healthy environment.
- I will demand a drug, alcohol, and tobacco free sports environment for my child and agree to assist by refraining from their use at all sports events.
- I will require my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed, or ability.
- I will read the BLBA policies and do everything in my power to assist the BLBA organization to implement and enforce them.
- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
- I will not undermine the coach's instructions or directions.
- I will not use profanity.
- I will communicate my concern through the proper channels in a dignified manner.

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#### 10.4 PARENT RESPONSIBILITIES

Parents contribute to the success of the baseball program by understanding the requirements of team participation. Some of the things that parents can do to help their child and the team are:

- Put the welfare of the team ahead of personal reflected glory
- Make sure your player knows that win or lose, you appreciate the effort made. Praise. Don't criticize.
- Accept disappointment gracefully; don't pass it along to the player or team members.
- Get to know the coaches and team managers. Discuss your problems or the progress of your player with him at the proper time. The proper time is RARELY right after a difficult defeat or in the company of players and/or other parents.
- Appreciate the fact that the coach has the responsibility of an entire team.
- Don't be a chronic complainer. If you are convinced something is wrong on your player's team, follow the grievance procedure
- Parents are asked to conduct themselves in a sportsmanship like manner and instill in their players the desire to reflect such sportsmanship.
- Parents are responsible for providing or arranging transportation for their players.
- Parents are to support the BLBA philosophy of encouraging players to enjoy baseball as a sport and to have fun. Parents that place undue expectations on their players minimize the player's enjoyment and development in the game of baseball.
- Parents are expected to assist the team where needed. This includes field help, or help in the dugout and other requests made by the coach.
- The safety of the player is ultimately the responsibility of the parents. If a parent fears injury or observes examples of poor sportsmanship, he/she has the right and responsibility to remove their child from playing under those conditions.
- Parents whose conduct reflects negatively on BLBA may be referred to the League Director for discussion and appropriate consequences.
- Work your mandatory volunteer hours

BLBA expects players, coaches, parents, and fans to “self-police” unsportsmanlike conduct. In a game setting, the umpire has final authority regarding expulsions of players, coaches, and fans. Any expulsion from a Parent or Coach will lead to removal from the game and/or forfeit of the game. If you observe consistent displays of unsportsmanlike conduct, please bring it to the attention of a member of the BLBA Board of Directors.

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## 10.5 DISCIPLINE

Any player, coach, or parent who during the season engages in fighting, violence or abusive language (including swearing or any verbal altercation with fans/coaches/umpire/players/etc.) could be subject to the following:

- If the offender is ejected, they are automatically suspended for two games (if the ejection happened DURING that specific game, the suspension would be for the game the offender was ejected from and the very next game; if the ejection happened AFTER the specific game, the suspension would be for the very two next games. Based on the circumstances of the incident, the player, coach or parent may receive further suspensions.
- Unless it’s an ejection, the incident must be written and documented by the complainant (Grievance Form) and given to the BLBA President within two business days. If necessary, the BLBA Board may meet to discuss repercussions and discipline. Before any repercussions or discipline is handed out, the BLBA Board must meet with the offender (quorum not required). The meeting must occur within five business days of the submitted grievance form. Based upon the seriousness of the offense, the offender could receive suspensions.
- The coach and level director are the individuals responsible for informing the player of the violation and penalty. The level director or board member is responsible for informing the coach of the violation or penalty. All BLBA players and coaches, traveling or in-house, will be governed by BLBA rules. If the use of alcohol, tobacco products or drugs is found to be a contributing factor in the misconduct of the players or coaches, the penalties can be compounded. If an incident is determined at the meeting to be especially severe, it will be brought directly to the Executive Board and more severe penalties may be administered up to and possibly including removal from BLBA.
- All parties should wait 24 hours after a problem occurs to contact the coach. Any person who confronts a coach before, during, or after a game regarding playing time or tactical strategies will be subject to a one-game suspension. After the incident, the coach must report the activity in writing (Grievance Form) within 24 hours to the President. The President, in turn, will notify the rest of the board about the issue and a decision will be made about the incident within two business days. In the event that the offender is suspended from attending the next game and decides to attend, then the offender’s child will also be suspended for one game (and the offender is subject to expulsion from attending any future games of any team during the current season/playoffs). Except in cases of substance abuse, physical assault, and/or sexual harassment or abuse, all parties should wait 24 hours after a problem occurs. This is a cooling off period so one doesn’t act out of anger.

## 11. BASEBALL PROGRAMS

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Big Lake Baseball is intended for youth that live and/or attend school in Big Lake. Our In House teams are open to any child, regardless of residency or school attendance. This allows youth that spend summers with a parent, grandparent, or guardian that lives in Big Lake the opportunity to play baseball while in Big Lake. Participation on a BLBA (traveling) team requires either actual residence and/or school attendance in Big Lake, or a waiver from their association releasing them to play for Big Lake. Player eligibility questions can be brought to a BLBA Board of Directors meeting at any time, but should be resolved before annual registration if possible.



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### 11.1 AGE REQUIREMENTS

- **Minors** - Players in Pre-K and Kindergarten are blended to form teams that will play other Big Lake Minor teams.
- **Majors** - Players in grades 1st and 2nd are blended to form teams that will play other Big Lake Major teams.
- **In-House and Travel Programs**

- 9U – 3rd Grade - Must be 9 years old or younger as of May 1st
- 10U - 4th Grade - Must be 10 years old or younger as of May 1st
- 11U - 5th Grade - Must be 11 years old or younger as of May 1st
- 12U - 6th Grade - Must be 12 years old or younger as of May 1st
- 13U - 7th Grade - Must be 13 years old or younger as of May 1st
- 14U - 8th Grade - Must be 14 years old or younger as of May 1st
- 15U –9th Grade - Must be 15 years old or younger as of May 1st

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## 11.2 MAJORS AND MINORS

- **Minors** - Players in Pre-K and Kindergarten are blended to form teams that will play other Big Lake Minor teams. **Goal:** Introduce baseball in a fun, playful way while developing basic motor skills and social interaction.
- **Majors** - Players in grades 1st and 2nd are blended to form teams that will play other Big Lake Major teams. **Goal:** Build on basic skills, start teaching baseball fundamentals, and introduce structured play in a positive environment.

### 11.2.1 Majors and Minors Communication

- Big Lake Baseball will use Email, Facebook, and Sports Engine for program updates and key information.
- Your coach/team may choose to use another platform specific to your team if desired, but BLBA communication will come from these main platforms referenced above.

### 11.2.2 Majors and Minors Schedules / Games

- Practices are typically held one day a week until the end of the Big Lake school year, then they will increase to two days per week with a slightly extended time.
- If coaches from both teams are agreeable to the idea of holding a game vs. practice on a practice only night, this is allowed. In this case, the players would warm up first and then have a game.
- Weather related calls will be made by the BLBA and communicated via Email and SportsEngine or communicated to coaches/team managers to communicate to their respective teams. We do not typically make-up any missed games due to weather, except the final game of the year.

### 11.2.3 Majors and Minors Uniforms

- BLBA provides a shirt and a hat.
- We may have additional shirts/hats for purchase.
- Team uniforms will not be passed out until all volunteer checks for the team are received.

### 11.2.4 Majors and Minors Equipment

- BLBA supplies the following equipment: balls, some bats, tees, bases, and catcher's gear.
- Players are responsible to supply their own glove, batting helmet, tennis shoes, bat if desired, and a water bottle.
- Other optional gear would be rubber cleats, baseball pants, batting gloves, and baseball backpack however, these are not required.

#### **11.2.5 Majors and Minors Snacks and Beverages (Optional)**

- Team Managers will typically arrange a “Snack Schedule” for each player to bring a snack and/or a beverage to share for each game. Any player allergies must be communicated to the Team Manager who will communicate to parents.

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#### **11.3 IN HOUSE**

In-House baseball is a recreational program, competing with local schools in the Quad City League. The cities that make up the league can be found on the Quad City website and are subject to change per season. Some examples include: Big Lake, Monticello, St. Michael, Clear Lake, Rogers, Buffalo, and Hanover. Families often elect to play in this league due to less traveling commitments and weekend tournaments. Teams in this league will typically have one to two practices, and/or one to two games per week. In House will also have one end of the season tournament typically over a weekend.

[Quad City League - \(Big Lake, MN\) - powered by LeagueLineup.com](#)

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#### **11.4 TRAVEL PROGRAM**

Travel Baseball is a more competitive league run by MYAS (Minnesota Youth Athletic Services). Travel commitments in this league may include outside area communities such as Monticello, Buffalo, Princeton, Zimmerman, Sauk Rapids, and others. Travel teams often practice two times and play two games per week. Most travel teams will often play in 2-3 tournaments throughout the season that take place on weekends.

[Gopher State Baseball League](#)

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#### **11.5 OFF SEASON OPTIONS - BLBA WINTER CLINICS**

During the off season, the Association strives to provide kids the ability to continue to work on baseball fundamentals. BLBA will collaborate with coaches to conduct Winter Clinic sessions designed to prepare participants for the upcoming season and evaluations. These clinics are organized by age group and generally take place in December and January, with sessions scheduled on Friday and Sunday evenings. Sessions are held either in the gym at one of the schools based on gym availability.

## 12. TRYOUTS / EVALUATIONS

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### 12.1 TRYOUT PROCESS (9U-15U)

Attendance at evaluations is mandatory if a player wants to be considered for a traveling team. If you do not attend an evaluation, you will not be considered for a travel team. For players only wanting to play on an in-house team, evaluations are not mandatory but encouraged.

A player must register and attend try-outs for the highest level / division they wish to play. For example: If a player is in 12U and wishes to “play up” to 13U, they will indicate on their registration form 13U. If the player does not make the 13U team based on tryout score, the same tryout and score will be assessed for the 12U team. Note: the player must finish in the top 6 for the age group they wish to play up for.

NO SPECTATORS are allowed during the tryout evaluation which includes board members. BLBA uses an outside evaluator, and only the evaluators will score the players who are identified by a random number placed on their shirt.

## 13. TEAM FORMATIONS

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### How Teams are selected for Top-Tiered Traveling Teams (9U-15U)

To be considered for a Travel Team, a player must attend Try-outs and indicate Travel on their registration form.

Players are evaluated during tryouts to assess hitting, fielding, and throwing skills. Based upon the results of the tryouts, at least one Traveling team is selected per age group based on the number of players registered. 11 players will be assigned to a team, however depending on registration numbers a team may be adjusted.

The player’s score from their tryout will be used and the top 9 scores for an age group will make the travel roster and the remaining 2 players will be determined based on coach picks. If a player indicated on their registration form that they want to play travel baseball, and make a team, **they must play for that team.** No refunds will be given for any player that chooses not to play after they have been assigned to a team.

Once the top-tiered team for a particular age level has been selected, the BLBA board will review remaining participant numbers. If, in the opinion of the BLBA Board, there is sufficient interest and skill level to also field a

2nd-tiered traveling team, BLBA will review the list of players and additional Travel teams can be formed combining multiple age groups or players are invited to play on an In-House Team.

### **How Teams are selected for In-House Teams (9U-15U)**

All players that did not make a travel team OR indicated In House on their registration form will be rostered to a team. The players are drafted by coaches using a process that attempts to equitably distribute the level of skill across all In-House teams.

## **14. REGISTRATION AND FEES**

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### **14.1 TRYOUT FEES**

Tryout fees are collected to cover costs associated with reserving field time and/or facility fees, covering costs to hire outside evaluators etc. These fees are collected during registration for tryouts and are non-refundable once a player has completed evaluations.

### **14.2 SEASON REGISTRATION FEES**

During registration, BLBA will collect registration fees per season. Our registration fee is determined after reviewing our operating costs, uniform fees, equipment costs, umpire fees, field maintenance and rental fees, insurance and league fees. Big Lake Community Ed charges the association a fee per player to use the school fields and a separate fee related to field preparation. The BLBA Board does evaluate surrounding communities to ensure that our pricing is in line with local communities, with the goal of keeping this fee as low as possible.

### **14.3 TRAVEL FEES**

For any player that has made a travel team, a separate fee is collected to cover travel expenses. This fee covers the cost for team entry into the tournament each level is registered for. Typically 3 tournaments are scheduled per each team.

### **14.4 WINTER CLINIC FEES**

During the offseason, BLBA will host Winter Clinics to allow players to work on baseball fundamentals and prepare for tryouts. BLBA will post a registration form for players to attend. The fees related to Winter Clinics are a one time fee that covers all sessions. Typically 10 sessions are scheduled but subject to change.

### **14.5 PAYMENTS**

All outstanding fees and fines must be paid before the player/family registers for a new baseball season. This includes, but is not limited to, the annual Volunteer Fee or fines for non-return of equipment.

NSF Fees: Once a person has a check returned to BLBA unpaid, they will need to offer cash, credit, or money order to pay fees. The child is not able to play until the fees are paid or arrangements are made with the president. If two or more checks are returned the person must pay with cash, credit, or money order from then on. A \$25 processing fee will be added.

The BLBA does offer fee waivers to cover registration fees for some circumstances. Please contact the BLBA with requests for fee waivers. Fee waivers will be discussed and voted on as a case-by-case basis.

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#### 14.6 REFUND POLICY

Although it is the desire of BLBA that every player that begins a baseball season with BLBA finish that season, we recognize that there are sometimes circumstances that prevent that outcome. Therefore, a full or partial refund may be given for the following reasons:

- The player sustains a physical injury that results in a doctor's determination (in writing) that the player should not participate in baseball that season (before uniforms are ordered).
- The player moves out of the community and can no longer attend practices and games without extraordinary effort (before uniforms are ordered).

The amount of a refund depends on when during the season the situation arises. The refund amount may be prorated, and is determined solely by the BLBA Board of Directors.

**NO refund will be given for the following reasons:**

- A player decides not to play baseball at all because they tried out for the Traveling team, did not make the Traveling team, and now they don't want to play for any in-house team.
- A player decides not to play because of the team they are assigned to or because of the coach assigned to their designated team.
- Grades PreK-2 will be denied a refund immediately after the "Last chance registration."

To request a refund, please contact the BLBA President. Your request may be brought before the BLBA Board of Directors and a decision will be made on your request.

## 15. SEASON ROADMAPS

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Below is a high level overview of what a baseball season consists of.

### **15.1.1 December**

- **Winter Clinics:** *Skill development sessions for all age groups. Focus: hitting, pitching, fielding, and fundamentals. These clinics typically go thru January*

### **15.1.2 January**

- **Tryouts:** *Open to all players; mandatory for travel team consideration.*

### **15.1.3 February**

- **Travel Team Formation:** *Teams selected based on tryout performance.*
- **Travel Team Coaches Meeting:** *Discuss rosters, coaching plans, and season strategy.*

- **Travel and In House Registration Open:** *Open for all players for in-house and travel programs.*
- **Uniform Fittings:** *BLBA will host a night for in-house and travel players to try on uniforms for correct sizing*

#### 15.1.4 March

- **Quad City Team Formation:** *Teams created for the Quad City League.*
- **Quad City Coach Meeting:** *Finalize rosters, schedule, and practice plans.*
- **Travel and In House Registration Closes**
- **Majors / Minors Registration Open:** *Open for all players for Majors/Minors*

#### 15.1.5 April

- **Travel and In House Practices and Season Begins:** *Start of official season for both travel and in-house teams. The official date depends on weather and field conditions*
- **Majors /Minors Registration Closes**

#### 15.1.6 May

- **Majors/Minor Season Begins:** *Start of official season for Majors/Minors teams*

#### 15.1.7 June

- **Spudfest Parade:** *Players represent BLBA during the Big Lake Spudfest Parade*
- **Big Lake Classic Tournaments:** *Big Lake Association hosted tournament. Typically 2 weekends based on age groups. This is the largest fundraising event for the association*

#### 15.1.8 July

- **Quad City Tournament** - *Tournament location TBD based on hosting location*
- **End of Season** – *depending on teams record, the season may extend due to playoffs and how well the teams are doing.*
- **Majors/Minors Under the Lights:** *Each team will have an opportunity to play their last season game “under the lights” at the 4-plex.*
- **State Tournaments:** *Open to teams that punched a ticket to State Tournaments (Gopher St and/or MSF)*
- **Accepting Board Member Applications** – *Application window to apply for a board position.*

#### 15.1.9 August

- **Board Member Elections** – *Voting and Election of new board members*
- **Fall Ball Registration** – *This is NOT managed by BLBA; however coaches may form teams or players may register as a Free Agent directly with MYAS.*

#### 15.1.10 September

- **Fall Ball** – *Fall Ball games begin thru MYAS*

## 16. COACHING AND TEAM MANAGERS

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A head coach is responsible for the operation and conduct of his/her team. He/she is the teacher of skills and a developer of players, both socially and physically. The head coach is responsible to the BLBA Board of Directors. Coaches are Mandated Reporters--if you suspect abuse, neglect, etc., you are mandated by the State of Minnesota

to report this to the Sherburne County Social Services, who will then refer to a county agency. This must also be reported to the President of the BLBA.

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## 16.1 BECOMING A BLBA COACH

To become a coach for BLBA, you must either sign up to coach at the Registration or contact the BLBA President. You MUST then fill out a background check authorization form and fill out an application. Following registration, the BLBA Board of Directors will review the list of interested coaches as needed to determine how the number of potential head/assistant coaches compares to the number of teams expected for each level of competition. While it is most common for parents of players to serve as coaches, please note that the BLBA board reserves the right to assign a non-parent coach to any traveling or in-house team at its discretion. Also note that a person may only sign up to be a head coach for ONE team.

The men and women that volunteer to coach a BLBA team are the front line volunteers that make our association work. For many players and parents, their interaction with a coach frames their entire experience with BLBA. Because of that, BLBA seeks to select, train, and support its coaches in a manner that will help make the baseball season enjoyable for everyone involved. Our goal is to have a head coach and up to three assistant coaches for each team, regardless of age level. The requirements to be a coach for BLBA are relatively simple.

1. You must complete a [Coaching Application](#)
2. You must pass a background check

To be selected for a head coaching position, a parent must:

3. You must complete Concussion Training
4. Have a child who scored in the top 9 after evaluations (For Travel Coaches)
5. Perhaps just as importantly, you must be committed to working with your players and parents in an instructive, respectful manner.

A person may only sign up to be a head coach for ONE team. The level of competition that the person desires to coach must be declared at Registration. It is up to the head coach to pick his assistant coaches and parent rep. It is also up to the head coach to report these names to the board prior to the start of the baseball season. If no names for assistant coach and parent rep are submitted by the start of the season, no volunteer hours may be allotted. Once names are submitted by the coach, NO CHANGES may occur.

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## 16.2 COACHES RESPONSIBILITIES

- Respect, encourage and compliment players. Use constructive criticism only.
- Be enthusiastic and make baseball fun
- Develop each player as much as possible within the limits of their physical and mental abilities.
- Enforce rules fairly, without prejudice toward any one player
- Hold a parent/coach meeting no later than two (2) weeks after the team has been formed.
- Have written team rules and discuss them with the parents at the meeting.
- Communicate regularly with individual players and parents.

- If a player has a serious discipline problem, the head coach should meet with the player, their parents or guardians and at least one assistant and/or the team manager. Full game suspensions cannot be given without the coach discussing it with the appropriate director of their age group.
- Use proper control at all times because the coach is the steward for the program. This includes restrained conduct with all umpires and officials.
- Maintain team discipline. When a player is disciplined, the coach should fairly inform the player of the reasons for the punishment before leaving the field. Matters of discipline should be discussed privately between the player and the coach.
- Support the BLBA philosophy.
- Serious problems between coaches and players/parents should be handled as follows: a) Parent and Player, Coach and Assistant and/or Team Manager meeting; b) all of the above plus meet with the appropriate Director of their age group; c) all of the above plus meet with the BLBA President; 4) all of the above plus meet with the BLBA Board.
- Coaches have the authority to bypass playing time guidelines if they see a need to discipline. In these cases, the coach is expected to meet with the parent and the player and explain the cause of the discipline as soon as possible. If the coach needs to take extensive action (suspension beyond one game), he/she should review their recommendation with the BLBA Board.
- Any player who is injured, or appears to be injured, must sit out at least one inning for observation.
- Assure that all players line up and shake hands after every game.
- Each team will maintain a minimal medical supplies inventory (supplied by BLBA). If no emergency medical personnel are available, the coach or his/her assistant should follow recommended medical procedures. However in any and all situations, the parent has the ultimate responsibility.
- Coaches will refrain from the use of alcoholic beverages and tobacco prior to and during games and practice situations.

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### 16.3 COACHING AND TEAM MANAGERS

We allow volunteer hours for 4 total team staff members: a head coach and either 2 assistant coaches and a team manager or 3 assistance coaches. The head coach is responsible for communicating their staff members to the BLBA board to ensure they are identified to receive their volunteer credit.

The team manager will be responsible for:

- To be a liaison between your parents and coaches. If your parents are not able to go to the coaches with a problem, they should be able to come to you. Also, help the coaches call and distribute information to your parents, such as game or practice changes, etc.
- Use SportsEngine to organize team activities, games, snacks, events, etc.

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### 16.4 PARENTAL CHOICE OF COACH

A family who does not want a certain coach for their child must provide the request in writing to the BLBA President. The request must be dated the same calendar year as the upcoming season and before the teams are picked. To aid families in making transportation arrangements, BLBA has a limited ability to assign Majors and Minors players to specific teams (e.g. group siblings, neighbors, etc on the same team). For all other leagues players that want to be on the same team MUST be considered immediate family only.

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## 16.5 PLAYING RULES

BLBA follows the playing rules based on what is defined for each organization in which the team is assigned to. Coaches are expected to understand the league rules based on the team they are coaching. All Travel Teams will use the MYAS (GSBL) rules and In-House Teams will follow the Quad City Leagues rules. These rules can be found on the league's website:

16.5.1 [GSBL Coaches Corner](#)

16.5.2 [Quad City League - \(Big Lake, MN\) - powered by LeagueLineup.com](#)

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## 16.6 DRILLS AND PRACTICE PLANS

Coaches are expected to define a practice plan and drills which can be used during the season. Below is a link to USA Baseball which will outline drills and practice plans that a coach can utilize.

16.6.1 [Mobile Coach | USAB Develops](#)

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## 17. FIELD LOCATIONS AND USE OF FIELDS

Baseball fields are at a premium in Big Lake. BLBA teams play 4 or 5 nights a week on fields owned by the Big Lake School District, the City of Big Lake, Big Lake Township, and several private landowners (including two churches). Although we pay to use school district fields, the use of all fields is a privilege. Please encourage your players and parents to treat all fields accordingly. Pick up trash and report problems with fields, benches, porta-potties, etc. to a BLBA Board of Directors member immediately.

Common sense should prevail. Games take priority over practices. For example, if a travel/in-house team is practicing on field "1" and an MYAS/Gopher State game is also scheduled for field "1," the scheduled league game has priority for the day. Once a field has been dragged and chalked, practice can not occur on the field. All coaches will have access to the "Master Field Schedule" which will show any games taking place on a particular day. The schedule is updated daily by the School District as well as by the BLBA Field Scheduler (BLBA President). Coaches are asked to check the scheduleS daily to ensure a game has not been moved to a specific field during a scheduled practice time. If a head coach cannot be at a game, he/she MUST rely on his/her assistant coaches to coach the scheduled game. Games will NOT BE RESCHEDULED simply because the head coach is unable to attend. If a coach is ejected from a baseball game for any reason, he/she will be ineligible for the remainder of that game and the next game. An appeal can be made in writing to the BLBA Board of Directors.

General Items

- There are bathrooms (port-o-potties) available by the fields. Children/adults should be using them and only them as designated bathrooms.

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## 17.1 HIGH SCHOOL FIELDS

### 17.1.1 **4 Plex (Field 1, Field 2, Field 3, Field 4)**

20243 County Road 43, Big Lake, MN 55309



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## 17.2 LIBERTY ELEMENTARY

17901 205th Ave NW, Big Lake, MN 55309



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17.3 CITY AND PRIVATE FIELDS

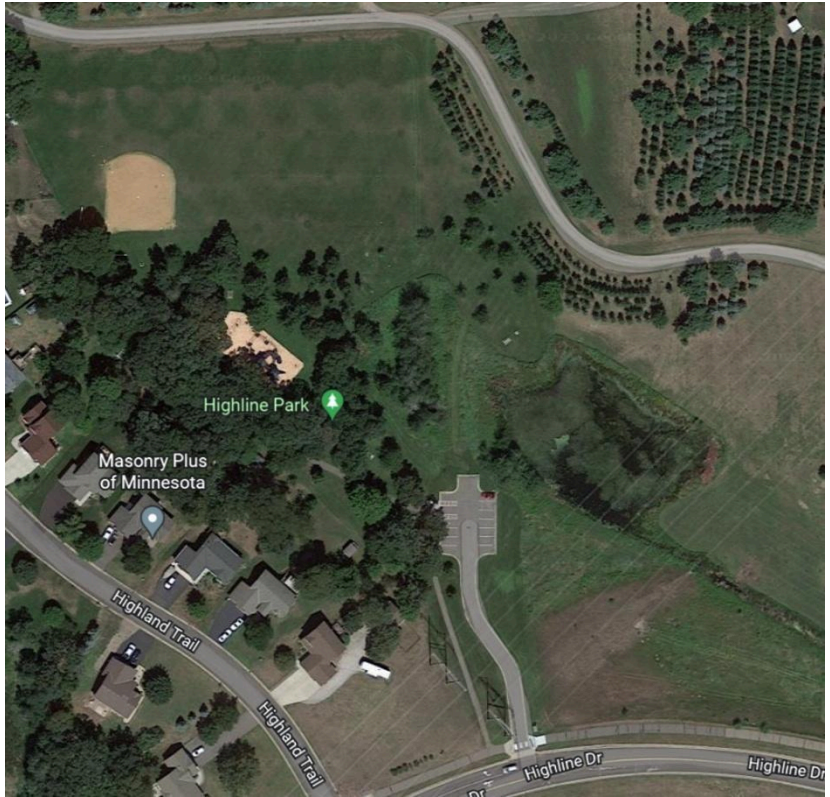
**17.3.1 Lions Park Baseball Fields - 21960 Co Rd 5, Big Lake, MN 55309**



**17.3.2 City Hall / Church Baseball Field - 440 Lake St N, Big Lake, MN 55309**



**17.3.3 Highline Park Baseball Field - 19200 Highline Dr, Big Lake, MN 55309**



### 17.3.4 Lake Ridge Park Baseball Field - 4430 Pintail St, Big Lake, MN 55309



## 18. EQUIPMENT

The list of required or approved equipment is outlined by the governing authorities for the respective level of competition. Requirements include, but are not limited to, the following:

- Athletic supporters and personal protection devices (cups)
- Cleats are recommended but not required. Metal cleats are permissible beginning with the 13-year-old age group however not allowed during tournaments or on portable mounds.
- Catchers must, at a minimum, always wear all supplied catcher's protective gear (helmet/mask, chest protector, shin guards). The "warm-up" catcher must at least wear a protective mask.
- Batters must always wear protective helmets.

### 18.1.1 Bat Requirements

Bat length and weight (e.g. the "differential") that is allowed for each level of competition varies. Having a bat of the appropriate length and weight is important to the development of good hitting skills for young players. Rather than simply allow a younger player to use a bat passed down from an older sibling, please contact your player's coach or a BLBA Board of Director member for advice on selecting a properly sized bat. Below is a general bat sizing chart to assist in the process. You may also view MYAS guidelines here: [GSBL Bat Standards](#)

# BAT SIZING CHART

		BATTER'S HEIGHT										
		3'-3'4"	3'5"-3'8"	3'9"-4'	4'1"-4'4"	4'5"-4'8"	4'9"-5'	5'1"-5'4"	5'5"-5'8"	5'9"-6'	6'1"+	
BATTER'S WEIGHT	Under 60	26"	27"	28"	28"	29"						
	61-70	27"	27"	28"	28"	30"	30"					
	71-80		28"	28"	28"	30"	30"	31"				
	81-90		28"	29"	29"	30"	30"	31"	32"			
	91-100		28"	29"	30"	30"	31"	31"	32"			
	101-110		29"	29"	30"	30"	31"	31"	32"			
	111-120		29"	29"	30"	30"	31"	31"	32"			
	121-130		29"	30"	30"	30"	31"	32"	33"	33"		
	131-140		29"	30"	30"	31"	31"	32"	33"	33"		
	141-150			30"	30"	31"	31"	32"	33"	33"		
	151-160			30"	31"	31"	32"	32"	33"	33"	33"	
	161-170				31"	31"	32"	32"	33"	33"	34"	
	171-180						32"	33"	33"	34"	34"	
	Over 180							33"	33"	34"	34"	
AGE		5-7		8-9		10		11-12		13-14		15-16
LENGTH		24" - 27"		27" - 29"		28" - 30"		30" - 31"		31" - 32"		32" - 34"

## 19. UNIFORMS

### Travel and In-House Uniforms:

As part of registration, BLBA will provide two jerseys (one home, and one away) and a hat. Players are responsible to supply their own solid-white pants, royal blue belt, and blue socks. BLBA will post a link for players to purchase items not provided, however, it is not required to purchase thru that site.

### Majors and Minors:

As part of registration, BLBA will provide a Shirt and Hat for all players.

Please Note: Team uniforms will not be passed out until all volunteer checks are received.

## 20. PICTURE DAY

BLBA will coordinate a Photo Day for Individual and Team Pictures. These dates will be communicated once we have coordinated with our Photography partner and after all uniforms have been received. Coaches and/or team managers will ensure the exact times, location, and instructions are communicated to all families once the details have been finalized. Note: Major/Minors are typically held on a different day as their season starts later. This date is also an option for teams who may miss the original date due to tournament schedules.

## 21. VOLUNTEER REQUIREMENTS (DIBS)

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A primary objective of the Big Lake Baseball Association is to require full participation from all members, which helps ensure that registration fees remain affordable. To maintain low costs, all participants must volunteer during the season. These volunteer hours are managed via your Sports Engine account using DIBS. Once volunteer opportunities are identified, the BLBA will communicate via email, Facebook Page, or our website and are on a first come first serve basis.

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### 21.1 VOLUNTEER FEE

In addition to your registration fee, Every family is required to submit a volunteer fee of \$400.00 including potential coaches and team managers. If you are selected to coach or a team manager, that will fulfill your volunteer fees and your check will be shredded. After completion of your 6 hour shift, Your volunteer check will be shredded at the end of the season (we will not return the check to you). The Volunteer fee check will be cashed if you do not perform 6 hours of volunteer work during the season (and cashed immediately if you neglect to show up for an assigned shift).

If you do not intend to volunteer and wish to waive your volunteer fee at the time of registration please write "CASH MY CHECK" on the memo line on your check. This will allow us to hire any additional help required.

Six (6) hours of volunteer time is required for each family. If you have multiple players in BLBA, only one check and six (6) hours are required. Volunteer fees are \$400 and checks can be made out to BLBA and the player's name should be in the memo line. They will be cashed immediately after a shift if it is not fulfilled for a Tournament shift. If your shift is fulfilled, your check will be shredded. If you have any issues with signing up for a shift, please reach out to the Volunteer Coordinator.

Please note – Our program is not successful without the help of volunteers. **WE DO NOT WANT TO CASH YOUR CHECK!**

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### 21.2 VOLUNTEER REQUIREMENTS

- Volunteer requirements (DIBS) are 6 hours PER FAMILY (not per child) during the season. Shifts are typically in 3 hour increments, and shall not exceed 6 hours. Players Registration will not be valid and uniforms will not be ordered unless accompanied by your volunteer fee.
- Volunteers must sign in and sign out for each shift to ensure that all volunteer hours are tracked by the volunteer coordinator.
- Kids under 16 are NOT allowed to accompany parents in the concession stand (they can be nearby watching, but not IN the concession stand).
- Must be 16 years or older to fulfill volunteer hours
- Although team help is appreciated and encouraged, helping at practices and games will not count for volunteer time unless you are an official Head Coach, Assistant Coach or Team Manager.
- In the event the weather is not cooperating, please show up for your shift. The volunteer coordinator will let you know if anything is canceled. If an event is canceled, you MAY get rescheduled to work another shift.

- Concession times are subject to change based on the needs and will be communicated as soon as possible
- If you are NOT signed up for a shift by the date designated by the board, your volunteer check may be cashed. We need to fill a lot of shifts as early as possible, which is why signing up early is vital.
- Refunds (for those who pay cash or pay online) will be handled by the date designated by the board.

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### 21.3 VOLUNTEER OPPORTUNITIES

BLBA provides multiple volunteer opportunities throughout the year. Our largest need is during our Big Lake Classic tournament which is hosted over multiple weekends here in Big Lake. This tournament is our largest fundraiser for our association which is designed to generate funds to help offset our program, field and umpire expenses.

Example volunteer opportunities may include but not limited to:

#### Board Member / Coaching

- Board Member – Fulfills Volunteer Hours
- Head Coach – Fulfills Volunteer Hours
- Assistant Coach – Fulfills Volunteer Hours
- Parent Rep / Team Manager – Fulfills Volunteer Hours

#### Tournaments

- Setup
- First Aid - Medical Background Required
- Concessions
- Grilling Hamburgers and Hotdogs
- Field Maintenance

#### Season Management

- Uniform Handouts
- Photo Day Helper
- Spudfest Shifts
- Spudfest Parade Planning and Coordination

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## 22. SPONSORSHIPS AND FUNDRAISING

Sponsorships help us fund equipment, field improvements, clinics, and tournaments, ensuring all players have a positive and safe experience. In return, sponsors receive visibility in our community, recognition at events, and promotion through our social media and program materials.

We may also have fundraising opportunities and encourage all of our players and families to help support our programs.

Please visit our website to learn more about Sponsorships [Sponsors](#)

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## 23. REFERENCES

- ✓ Big Lake Baseball Website: [Big Lake Baseball](#)

- ✓ Big Lake Baseball Facebook Page: [Facebook](#)
- ✓ Minnesota Youth Athletic Services (MYAS) [Minnesota Youth Athletic Services \(MYAS\)](#)
- ✓ Quad City – In House League [Quad City League - \(Big Lake, MN\) - powered by LeagueLineup.com](#)
- ✓ Sports Engine: <https://www.sportsengine.com/>