



Hamlin Park Baseball Association (HPBA)

COACH POLICY AGREEMENT

BASEBALL & SOFTBALL 2022 VERSION

1. Overview

- 1.1. The goal of the Hamlin Park Baseball Association (HPBA) is to teach players how to play the games of baseball and softball in a safe, structured, fun and competitive environment, and to prepare our older players for high school baseball. In an effort to create this environment, and in the understanding that this will only be possible if the adults involved have a clear understanding and common pursuit of this goal, HPBA has created this Coach Policy Agreement for adults, 18 and over, wishing to participate as coaches.
- 1.2. This Agreement will be enforced within the HPBA league as of October 2022, and can only be changed by the Board of the HPBA. Any disputes or questions regarding interpretation of this contract should be directed to the President of the HPBA or a designated alternate member of the Board.
- 1.3. These rules will be enforced every season (from the start of HPBA Coach Registration to the end of the last team organized event), and can only be changed by the Board of the HPBA.
- 1.4. Any disputes regarding this Coach Policy Agreement or questions regarding interpretation thereof, should be directed to the President of the HPBA or a designated alternate member of the Board.
- 1.5. By virtue of participation and/or through the HPBA Coach Registration program, every HPBA Coach agrees to be held to this ***Coach Policy Agreement*** and agrees to uphold all policies within.
- 1.6. This ***HPBA Coach Policy Agreement*** is upheld in conjunction with the ***HPBA Conduct, Discipline & Enforcement Policy Agreement***, the ***HPBA Parent/Player Policy Agreement***, and the ***HPBA Travel Teams Policy Agreement*** (where applicable).
- 1.7. All HPBA Coaches (Head and Assistant, as well as Baseball and Softball) are obligated to familiarize-themselves-with and uphold ***the HPBA General Policy, Zero Tolerance Rule and Good Sportsmanship Rule*** as outlined in the ***HPBA Conduct, Discipline and Enforcement Policy Agreement*** provided on the HPBA website and during the Player and Coach Registration programs.

2. Coaching Eligibility

- 2.1 All coaches awarded and accepting HPBA coaching slots as Head Coach or Assistant Coach and in Baseball or Softball (or both) must read and agree to the terms of the ***Coach Policy Agreement***.
- 2.2 All Registered coaches must be at least 18 years of age.
- 2.3 All coaches must apply for coaching positions every season. Applications are made available by the league through the Vice President and are made via the Coach Registration program on the Registration page of the Hamlin Park Baseball Association website (www.hamlinparkbaseball.org).
- 2.4 Coaches must be willing to dedicate approximately ten (10) hours per week to the coaching of their team.



HPBA Baseball & Softball / Coach Policy Agreement

- 2.5 Coaches can only Head Coach two teams per season; one House team and one Part Time Travel team.
- 2.6 Head Coaches must have at least two, Registered Assistant Coaches which they are responsible for recruiting and getting Registered. A Head Coach who has failed to obtain at least two Registered Assistant Coaches by the end of the second team game may be removed and replaced by the Vice President with majority vote of the HPBA Executive Board.
- 2.7 All coaches must have internet access, and a valid (and regularly checked) email address which must be up to date with the HPBA Registration system of record
- 2.8 ALL coaches must pass a criminal background check as required by the HPBA. Coaches will be responsible for incurring any cost associated with the completion of a background check. Background checks must be submitted prior to start of the current season.
- 2.9 An applicant who is awarded a coaching position (whether Head or Assistant, whether Baseball or Softball or both) will be known as a “Registered” coach in the HPBA and is bound by this ***Coach Policy Agreement***, the ***HPBA Rules of the Game Policy***, and the ***Conduct, Discipline & Enforcement Policy Agreement, Parent/Player Policies Agreement*** in addition to other Agreements presented at time of Registration and on the HPBA Coach’s Corner of the HPBA website (www.hamlinparkbaseball.org).

3. Contacts and Team Communication

- 3.1 Coaches must provide all required contact means as stipulated on the Coach Application Registration program and are fully responsible for their contact information being up-to-date, accurate and truthful with the HPBA Vice President and Webmaster at all times. Should this required contact information change during the course of the season, it is that coaches’ responsibility to update their HPBA system profile, and pass that information along to the Vice President and Webmaster within 48 hours.
- 3.2 Every HPBA Coach will apply for a position as a Head Coach or an Assistant Coach using the HPBA Coach Registration program on the HPBA website; in accordance with HPBA By-Laws, all applicants will be reviewed by the HPBA Vice President prior to awarding coaching positions.
- 3.3 All coaches will make available to their Players’ Parents/Guardians their contact information such as cell phone numbers and email address.
- 3.4 All Parents/Guardians and Players are entitled to have feedback regarding their Player’s development. Your volunteer HPBA coaching staff should be approachable and reasonably responsive. If the coach cannot be contacted using the available information, or if that coach is not responding in a timely manner to the Parents and/or BOD, a coach may be suspended until all updated contact information is communicated to the Vice President and Webmaster, and adequate communication is restored.
- 3.5 Any penalties that arise from the communication breakdown shall fall entirely on the coach.
- 3.6 Coaches shall maintain an up-to-date contact sheet of all players on their official roster.
- 3.7 The Head Coach must distribute personal contact information including cell and email address for themselves and all Assistant Coaches to all players and their families.
- 3.8 Season Schedules are maintained on the HPBA website.
- 3.9 Coaches are strongly encouraged to establish and maintain use of a FREE (i.e. no cost) team communication platform such as GameChanger, TeamSnap, and other such web-app-based programs for practices, games, and team updates.



HPBA Baseball & Softball / Coach Policy Agreement

4. Meetings and Seminars

- 4.1 HPBA in-season monthly House Coach Meetings are held on the second Thursday of each month beginning with the November Coach meeting and ending with the October Coach meeting. AUGUST is the only month without an HPBA Coach Meeting. All meetings are held at the Hamlin Park field house. Meeting times and exact dates will be posted on the website and communicated to each coach via email. Each Division team draft will count towards meeting attendance requirements.
- 4.2 League Seminars are required attendance for ALL HEAD COACHES in House and at least one Registered Assistant Coach per team. The seminars may include but are not limited to:
 - First Aid Seminar
 - Coaching technique seminar(s) to cover instruction on how to teach pitching, hitting and fielding.
- 4.3 All Registered Head Coaches are required to attend a minimum of six meetings per season.
- 4.4 All Registered Assistant Coaches are required to attend a minimum of three meetings per season.
- 4.5 All teams must have at least one Registered Head or Assistant Coach at every meeting and seminar.
- 4.6 Registered Head and Assistant Coaches must sign-in prior to each meeting/seminar to document their attendance. Sign-in sheets will be provided by the HPBA Secretary.
- 4.7 The HPBA Secretary will maintain all meeting/seminar attendance records and keep on file the sign-in sheets for at least one year from date of meeting. Any questions regarding attendance shall be directed to the Secretary, and the Secretary will have final say on all attendance disputes.
- 4.8 In an election year, only Registered coaches who have met the attendance requirements of this contract will be eligible to vote in the election.
- 4.9 Failure of a Registered Head or Assistant Coach to attend the required minimum number of meetings per season may result in that coach's loss of a coaching slot for the following season.
- 4.10 The HPBA Board reserves the right to schedule additional meetings as required by the program with advanced notice of no less than 96 hours.

5. Practices & Player Attendance Records (Applies to House and Travel League)

Practice Policies

- 5.1. House league Rookie and Peewee divisions must have one regularly scheduled practice per week of at least one hour in length. (Travel must adhere to the Travel Teams Policy Agreement).
 - 5.2. House league Bantam and Midget Division must have one regularly scheduled practice per week of at least 90 minutes in length. (Travel must adhere to the Travel Teams Policy Agreement).
 - 5.3. Liberty and Senior teams are exempt from the minimum practice requirement.
 - 5.4. The required practice cannot be on the same day as a game unless that game is a make-up game.
 - 5.5. A regularly scheduled practice is one where at least a 72 hours' notice is given to the player and the players, parents and/or guardians.
- 5.1. Team Practice times and location are up to the Head Coach.
 - 5.2. Coaches should expect to secure locations other than Hamlin Park to host practice; securing practice field space is the job of the HPBA coach.
 - 5.3. A regularly scheduled Team Practice can be held at any of the parks, open fields or batting cages located within seven (7) miles from Hamlin Park. Tennis courts are not adequate practice space.
 - 5.4. Team Practices at Hamlin Park are PROHIBITED; the Chicago Park District and Hamlin Park management are very generous to HPBA as it is, and we do not want to overreach.



HPBA Baseball & Softball / Coach Policy Agreement

Practice Attendance Policies

- 5.5. It is mandatory that all Head Coaches maintain a Player Attendance record either in writing or digitally. This record must be maintained regularly must be made available to any league official upon request.
- 5.6. If a coach is having difficulty fielding a team because of excessive absences: The House league Head Coach must notify the HPBA Treasurer or Registration Director after two practice absences, while the Travel league Head Coach must notify the Travel Director and Vice President after two practice absences.
- 5.7. Steps will be taken to ensure that all official player contact information is current and the Player(s) in question will be contacted by the HPBA so as to ensure what is required for the Player's continued participation in the league.
- 5.8. A coach is NEVER to implement punishments to ANY player for missed practices. The Coach's job is to notify the HPBA BOD; consequences of missed practices are HPBA BOD directives ONLY.

6. Schedules and Changes

- 6.1. The HPBA House League has regularly-scheduled games on Sunday, Monday, Wednesday, Friday and Saturday. However, make-up games can be held on any day of the week, and at any time of the day, depending on field availability. Games might not be held exclusively at Hamlin Park. Travel games may be scheduled as they are available any day of the week excluding School hours during regular calendar School days.
- 6.2. All scheduled games against other, local baseball programs, whether played at Hamlin or away (including tournaments), are required to be, and are considered to be, part of the baseball and softball season. Coaches should remember that they are representing HPBA and should be on time and ready to play.
- 6.3. Failure for a Head or Assistant Coach to be present for a rescheduled HPBA House league game can be a forfeit. If a coach cannot attend a game, the coach must follow the HPBA Temporary Coach Policy for the team to be coached in their absence.
- 6.4. All HPBA House league games are scheduled through the President or whomever has been assigned the task of scheduling.
- 6.5. HPBA House league games can take place on any day of the season with the following exceptions: the Saturday, Sunday and Monday of Memorial Day Weekend and the Fourth of July weekend. Senior and Liberty make-up games may be scheduled for Fourth of July holiday week, including the weekend.
- 6.6. House league practices and games will not be scheduled during the approved Travel Team weekends.
- 6.7. HPBA Travel league games can be scheduled in accordance with the ***Travel Team Policy Agreement*** as noted in the table on the HPBA Travel Teams webpage or available through your request to Travelteams@hamlinparkbaseball.org.
- 6.8. For House and Travel: Changes in the schedules (the day for a game) will be made with no less than 96 hours (four days) notice. Games on the same day but the start time has changed from the original scheduled time will be no less than 24 hours' notice.
- 6.9. For House and Travel: Coaches will notify all players of schedule changes within 72 hours of the newly-rescheduled games and within 24 hours for a game with a new start time but still scheduled on the on the same day. HPBA reserves the right to contact absent players to verify they were contacted about the rescheduled game. If it is found the coach did not contact the



HPBA Baseball & Softball / Coach Policy Agreement

player and that was the determining factor for the player not attending, the rescheduled game will be forfeited and the Head Coach may be suspended.

6.10. For Travel: All HPBA Travel league games are scheduled by their team's Head Coach.

7. Forfeits

- 7.1 Forfeited games are bad for the program and its players; any forfeit will be heavily scrutinized by the HPBA Executive BOD.
- 7.2 In the event a team must forfeit a game, the Head Coach can be called before the Executive Board to explain the forfeit.
- 7.3 Actions will be taken to ensure or minimize the team having to forfeit again.
- 7.4 Should the coach in question fail or refuse to attend the hearing, he/she shall be removed as a Registered coach and prohibited from participating as a coach in HPBA for at least two years. His/her/Their child may lose **Returning Player** status.

8. Team Names

- 8.1 Returning Head Coaches who are remaining in the same division as the previous season can opt to keep their team name. This is always an option. In the event that the Returning Head Coach declines, that team name goes into the "team name pool". Note: Registered Assistant Coaches who have become Registered Head Coaches do not retain any rights to a team name from the previous year (when they were not a Head Coach in that division).
- 8.2. In the event that a Returning Head Coach(s) who is remaining in the same division as the previous year has had their team name eliminated, the affected Returning Head Coach(s) may select first from the list of teams available. In the event there is more than one Returning Head Coach affected by team name elimination, these coaches will cut from the deck of cards and the coach with the highest drawn card will have first choice of the remaining team names.
- 8.3. All remaining Head Coaches will proceed next. Head Coaches will select in order of the most consecutive years of Head Coach service in that division – therefore returning Head Coaches in a division will select ahead of new Head Coaches in a division. For this purpose, a Head Coach returning to a division after at least one season away does not retain his prior years of service in a division and is considered new.
- 8.4. In the event there is a tie among Head Coaches for consecutive years of service in that division, the Head Coach with the most overall consecutive years as an Assistant Coach and Head Coach in that same division shall select first. (In other words, additional consecutive years of service as an Assistant Coach in that same division shall serve as the primary tie-breaker.)
- 8.5. As the final tie-breaker, any Head Coaches with equal seniority in the division will cut from the deck of cards and the coach with the highest drawn card will have first choice of the remaining team names the high card picks first from the "team name pool", next highest second, and so on.
- 8.6. Trading of team names is allowed although all names must be finalized by the conclusion of the meeting at which they are picked. All final team names will be reported to the President.
- 8.7. **EXAMPLE:** A Head Coach returning for a third consecutive year in a division would select ahead of two Head Coaches who are returning for a second year. The two Head Coaches returning for a second year would consider any consecutive years as an Assistant in the division, and if still tied, would draw cards. Any Head Coaches who are brand new to a division would draw cards and select last.



HPBA Baseball & Softball / Coach Policy Agreement

9. Core Picks

- 9.1. Core Picks are players a Head Coach may pick from the list of players who requested or *preferred* that coach during registration.
- 9.2. The number of Core Picks and Team Selection is governed by the **Core Pick & Team Selection Policy**.
- 9.3. The number of Core Picks varies by division and can be adjusted annually by the HPBA Board of Directors.
- 9.4. Core Pick players are governed by the **Core Pick Player Protection Policy**.

10. Player Ratings

- 10.1. All House league Head Coaches are required to rate their players once each season.
- 10.2. Rating forms, instructions and guidelines are provided by the Ratings and Draft Director.
- 10.3. The integrity of the draft system lies squarely with the accurate ratings of all players. Therefore, all Head Coaches who rate their players must rate their players as fairly as possible in accordance with the HPBA standards.
- 10.4. The Ratings of all players will be made available to all coaches before the draft.
- 10.5. Questions or concerns regarding other coaches' player ratings will be handled by the Ratings and Draft Director utilizing whatever means necessary with the approval and under the direction of Board of Directors of the HPBA.
- 10.6. The Ratings and Draft Director shall have the authority to adjust any players rating with Board approval. Any adjustment to a player's rating will be done only after the Head Coach has had the opportunity to adjust the player's originally submitted rating.

11. Player Draft

- 11.1 HPBA will conduct a team draft in late February and or early March for Rookie through Liberty divisions.
- 11.2 HPBA will conduct a draft for the Senior division in late May.
- 11.3 All rules governing the draft will be explained prior to each draft at a regular Coach Meeting, or at a special meeting if deemed necessary by the HPBA.

12. Team Rosters and Player Drops

- 12.1 After the House draft has concluded, House team rosters will be set and become official.
- 12.2 Travel team rosters become official after Travel Team tryouts in accordance with the ***Travel Teams Policy Agreement***.
- 12.3 Coaches are not permitted to add players to their own rosters. All new registrations for House league or Travel are processed through the Treasurer, Registration Director, and, if applicable, the Travel Team Director. Replacement players are assigned by the Treasurer or Registration Director.
- 12.4 Official team size can vary by division and are determined annually by the Board of Directors. The following team numbers are currently recommended for House Leagues as a guideline:
 - Baseball Rookie: 15 players
 - Baseball Peewee: 14 players
 - Baseball Bantam: 13 players
 - Baseball Midget: 13 players



HPBA Baseball & Softball / Coach Policy Agreement

- Baseball Liberty: 14 players
- Baseball Senior: 14 players
- Girls' Softball: Pee wee: 14 Players
- Girls' Softball Bantam/Midget: 13 players

- 12.5 If the House or Travel team roster falls below the official team size for that division due to a player quitting/injured or any other reason, which is to be known herein as a “player drop”, the Head Coach will immediately contact the Treasurer or Registration Director no matter the date of the drop during the season. This must be done by email and phone. For Travel, the Head Coach will contact the Travel Team Director and Vice President.
- 12.6 The email from the parent/guardian notifying the Head Coach of the player drop must be sent on to the Registration Director and Treasurer.
- 12.7 In the event the parent/guardian notifies the Head Coach of the player drop by phone or in person, the Head Coach is required to instruct the parent/guardian to notify the HPBA directly of the player drop immediately.
- 12.8 Under no circumstance will a Head Coach be singularly responsible for notifying the HPBA of a player drop. All player drops must be verified by the parent/guardian as described above.
- 12.9 Should the Head Coach fail to notify the HPBA of his dropped player, all games played with an intentionally short roster will be forfeited if the drop occurs during the season.
- 12.10 Failure to notify the HPBA of player drops as soon as it is made known to the Head Coach is a serious offense. A Head Coach who intentionally fails to notify the HPBA of a dropped player may be removed from the HPBA coaching ranks AND may have their own player removed from the HPBA for the remainder of the season following a disciplinary hearing as set forth in the HPBA by-Laws.
- 12.11 House league Player Drops will be replaced with the first eligible Waiting List (WL) player by the Treasurer or Registration Director. Travel League Player Drops will be replaced in accordance with the Travel Team Director. The Head Coach is to contact the new player as soon as contact information is made available.
- 12.12 No new House player will be added to a roster after the mid-point of the applicable division's season. The mid-point is defined as one half of the regularly scheduled games played. However, the obligation to notify the HPBA as described above is not absolved.
- 12.13 The HPBA can add a Waiting List player after the mid-point of the applicable teams season in the event the roster becomes depleted of eligible players due to player drops after the mid-point has been reached. This will be determined by the HPBA President with consultation of the Executive Board and Registration Director.

13. Player in Good Standing Determination, Minimum Playing Time, and Waiting List (WL) Players

- 13.1 A ***Player in Good Standing*** is a player who meets the requirements set forth in the Parent / Player Contract.
- 13.2 A ***Player in Good Standing*** must be played in accordance with all *Minimum Playing Requirements* and *Playing Time* policies as described in the ***Parent/Player Policy Agreement*** and ***Travel Teams Policy Agreement***.
- 13.3 A Head or Assistant Coach who fails to meet the *Minimum Playing Time* requirements for a ***Player in Good Standing*** will be subject to a conduct review and the game in question may be forfeited.



HPBA Baseball & Softball / Coach Policy Agreement

- 13.4 Any failure to provide the *Minimum Playing Time* for any player due to a weather-shortened, time limit-shortened or slaughter rule-shortened game will not subject the Head Coach to a conduct review.
- 13.5 In the event an official HPBA game appears that it will be completed in less than the full complement of innings for a normally played HPBA game, the Head Coach is encouraged, but not required, to ensure all players receive the *Minimum Playing Time* requirements.
- 13.6 Only the HPBA President, with the consultation of the Executive Board of Directors, may designate a “***Player NOT in Good Standing***”.
- 13.7 If a Head Coach feels that a player on their team falls into the category of “***Player NOT in Good Standing***”, the Head Coach must notify an HPBA Board member in writing of this opinion and provide all supporting documents, i.e. practice attendance sheets, records of contact with the parents or any other documentation that supports the opinion of a ***Player NOT in Good Standing*** determination of the player in question.
- 13.8 A determination will then be made by the President of the player’s status. Until that determination is made, the player in question must continue to receive the minimum playing time as guaranteed by the HPBA. This determination will be made as swiftly as possible.
- 13.9 A Waiting List (WL) player added to any roster must attend at least one practice before they participate in an official HPBA game. In the Liberty and Senior Division, a newly-added WL Player is immediately eligible to play in the first, official HPBA Game they attend without any practice attendance requirement.
- 13.10 If a WL player attends his/her first game before attending his/her first practices, the *Minimum Playing Time* rule shall be waived for that player.
- 13.11 The Head Coach must notify the parents of the new WL player before the game begins so the parents understand the rule and that this Head Coach prerogative is for the safety of the player as the player’s ability is unknown to the Head Coach and coaching staff.

14. Head & Assistant Coach Attire

- 14.1 In an effort to monitor who is on the field of play and in the dugouts during games, the HPBA has a mandatory coach attire policy. The HPBA will strive to provide coaches with the highest quality and comfortable shirts within a reasonable price.
- 14.2 HPBA Coach Shirts are issued by the Vice President or his/her designee.
- 14.3 HPBA will provide each Registered Head and Assistant Coach one official HPBA Coach Shirt and team hat.
- 14.4 All Head and Registered Assistant Coaches are REQUIRED to wear (during any HPBA regular season, playoff or tournament game) the HPBA-issued Coach Shirt and HPBA-issued team hat (if a hat is worn).
- 14.5 Coach Shirts must be worn properly and not thrown over a shoulder. HPBA-issued team hats must be worn in a forward-facing manner, as is expected of all players.
- 14.6 No Head or Assistant Coach will be allowed to coach their game if they do not have their HPBA Coach Shirt on. A purple shirt from some other source does not qualify. A coach without an HPBA Coach Shirt on may coach the game only if they have received permission from a HPBA League Official to coach without a Coach Shirt on. This is an exception and will only be issued in extenuating and rare circumstances.
- 14.7 In the event of inclement weather, a jacket may be worn over the official HPBA Coach Shirt. Otherwise, no other clothing should be worn over the Coach Shirt.
- 14.8 If, through the fault of the HPBA, a coach does not have a Coach Shirt available, the coach may wear an alternate shirt.



HPBA Baseball & Softball / Coach Policy Agreement

15. Dugouts, Base Coaches, and Garbage

- 15.1 DUGOUTS ARE FOR PLAYERS AND COACHES ONLY.
- 15.2 Only Registered HPBA Head and Assistant Coaches are allowed in the dugout, or on the field, during any HPBA regular season, playoff and or tournament game.
- 15.3 No more than four Registered coaches (five in the Rookie division baseball and Pee wee division softball) may occupy any dugout during any HPBA game. The coaches who may occupy the dugout are: One Registered Head Coach & Three to four Registered Assistant Coaches
- 15.4 Only Registered coaches are allowed to coach the base paths.
- 15.5 In the Midget through Senior divisions, a player may coach first base, as long as the player wears a batting helmet.
- 15.6 It is the responsibility of every Registered coach to ensure their dugout remains free of parents of the players, fans of the team, or children who are not on the team of the game being played.
- 15.7 In the event that a team does not have enough Registered coaches to coach a game and occupy the base coaching slots, the Head Coach must adhere with the Temporary Coach Policy which is available on the HPBA Website. This should not be a reoccurring situation for any team.
- 15.8 Dugouts and the area of fan occupancy are the responsibility of every Registered coach.
- 15.9 Registered coaches must ensure that their respective dugouts are free of garbage after each.
- 15.10 Registered coaches must ensure the fan areas of their respective team are free of garbage after each game.

16. Coaches and Umpire Interaction

- 16.1 All Coaches (Head, Assistant and Temporary) are obligated to familiarize themselves with and uphold the **HPBA General Policy, Zero Tolerance Rule and Good Sportsmanship Rule** as outlined in the *HPBA Conduct, Discipline and Enforcement Policy Agreement* provided on the HPBA website and during the Player and Coach Registration programs.
- 16.2 As further defined in the documents considered in 16.1, only the Head Coach of ANY HPBA team may speak to an umpire during the course of the game. At no time will ANY Assistant Coach address the umpire during the course of a game for any reason at all.
- 16.3 As further defined in the documents considered in 16.1, under no circumstances will ANY intimidating or condescending behavior be tolerated towards an umpire by ANY coach.
- 16.4 Some HPBA games are umpired by teenagers. As further defined in the documents considered in 16.1, it is the duty and responsibility of every HPBA coach to support and encourage these umpires at all times no matter the perceived quality of the call on the field.
- 16.5 Any questions or concerns that a Head Coach may have regarding the quality of the umpiring during the game can be addressed by locating the Official in charge of the program and requesting that the official observe the umpire in question.
- 16.6 The penalty of not adhering to the proper Coach / Umpire interaction policy regarding conduct and communication with the umpires will result in an immediate suspension of at least two games following a conduct review.



HPBA Baseball & Softball / Coach Policy Agreement

17. HPBA Conduct, Discipline & Enforcement

- 17.1 All HPBA Coaches (Head and Assistant, as well as Baseball and Softball) are obligated to familiarize-themselves-with and uphold the **HPBA General Policy, Zero Tolerance Rule** and **Good Sportsmanship Rule** as outlined in the *HPBA Conduct, Discipline and Enforcement Policy Agreement* provided on the HPBA website and during the Player and Coach Registration programs.
- 17.2 As further defined in the documents referenced in 17.1, all Registered coaches must conduct themselves in a professional and positive manner at all times while coaching.
- 17.3 As further defined in the documents referenced in 17.1, all Registered coaches must use positive coaching techniques that include appropriate language, instruction and encouragement at all times with every HPBA player and all fellow coaches.
- 17.4 As further defined in the documents referenced in 17.1, in the event a Registered coach does not exhibit conduct in a manner that is consistent with positive coaching, that coach will face a conduct review of his/her conduct with the HPBA Executive Board.
- 17.5 As further defined in the documents referenced in 17.1, any Registered coach who uses abusive language, or who uses negative or condescending yelling or screaming at any HPBA player at any time, will be considered in violation of the **HPBA General Policy, Zero Tolerance Rule** and **Good Sportsmanship Rule** and will be subject to a mandatory review.
- 17.6 As further defined in the documents referenced in 17.1, failure of a Registered Head Coach to assure that their Assistant Coaches (including Temporary Coaches) conduct themselves as described above will result in the Head Coach being held accountable as if they were at fault and may face the same disciplinary action as the offending coach.
- 17.7 As further defined in the documents referenced in 17.1, alcohol and tobacco use of any kind while serving in any capacity and at any HPBA practice or game is strictly prohibited.

18. Use of Photographs / Videos and Release

- 18.1 Parents and players (the "Participants") participating in Hamlin Park Baseball Association (HPBA) functions may be included in photographs and/or videos (the "Photos") taken by spectators, parents, coaches, staff members, and/or by professional photographers.
- 18.2 Participants grant HPBA the right to use the Photos as well as name, child's name (first names only), and likeness in any manner, and waive any right to royalties or other compensation arising or related to the use of the Photos.
- 18.3 With participation in HPBA, a parent waives any right to review, inspect, or approve the final version of the Photos and/or any accompanying written materials, such as a description of the applicable Photos.
- 18.4 Photos can be used in a variety of ways, including but not limited to on social media, in marketing materials (printed or electronic), on the HPBA website, on signage, and on other materials used to promote HPBA.
- 18.5 There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be used or distributed.
- 18.6 HPBA does not provide player or volunteer photos to sponsors or third-parties for commercial use.

19. Social Media and Electronic Communications Usage

- 19.1 For the purposes of this policy, social media and electronic communications refer to any facility for online publication and commentary including, without limitation, all communications (including email, text messages and postings) from HPBA website team pages; non-HPBA-administered team pages (such as Team Snap, GameChanger and



HPBA Baseball & Softball / Coach Policy Agreement

- Shutterfly); public blogs, wiki's, social networking sites (such as Facebook, LinkedIn, Twitter, Flickr, Instagram); and YouTube.
- 19.2 HPBA members are subject to this policy to the extent they identify themselves as an HPBA member (other than as an incidental mention in a personal blog or communication on topics unrelated to HPBA). Before establishing and engaging in league-related social media, members must obtain the permission of the HPBA Webmaster.
 - 19.3 Any use of the HPBA website, email or other HPBA-provided communication medium is subject to unrestricted review by HPBA.
 - 19.4 Any member communication to an organized HPBA team or division, from any source or via any medium, is subject to unrestricted review by HPBA.
 - 19.5 All social media postings and communications must demonstrate appropriate respect for all HPBA members (including Board members, coaches, umpires, players and families). Dissent regarding HPBA must be presented in an appropriate manner and format, and not as part of a posting or communication for mass consumption.
 - 19.6 All social media postings and communications must respect the privacy of other HPBA members. It is unacceptable to publish confidential information of any kind.
 - 19.7 Members should not blog anonymously; using pseudonyms or false screen names. Postings and communications should not be dishonest, untrue, or misleading.
 - 19.8 Members must show proper respect for the laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including HPBA owned copyrights and brands.
 - 19.9 The public, in general, and HPBA's members, reflect a diverse set of customs, values and points of view. Members are expected to be respectful of others at all times. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also the proper consideration of privacy and that some topics may be considered objectionable or inflammatory - such as politics and religion.
 - 19.10 Using social media or electronic communications for the coordination of team outings is acceptable, but discussion on alcohol, the use of alcohol, and the alcohol to be purchased for use at or around games is strictly prohibited in team communications.
 - 19.11 Sponsors, partners or suppliers should not be cited or obviously referenced without their approval. Never identify a sponsor, partner or supplier by name without permission and never discuss confidential details of a sponsor engagement.
 - 19.12 Any misrepresentations made about HPBA in social media may be addressed by its members. Responses must always be handled with respect. Response statements must also be factual and not disparaging in any way. Arguments are to be avoided and members shall not seek to settle scores or goad others into inflammatory debates.
 - 19.13 Errors posted or communicated in any form must be acknowledged and corrected quickly. Notifications of errors or inappropriate communications (such as copyrighted material or defamatory comments) must be addressed and/or removed immediately.
 - 19.14 Wherever practical, members must use a disclaimer advising that anything published in social media is the member's personal opinion, and does not necessarily represent the opinions or official view of HPBA.
 - 19.15 Any improper, unethical, slanderous, malicious or morally inappropriate usage of the HPBA provided social media tools, as deemed by the HPBA, will be punished to the fullest extent allowed by law.
 - 19.16 Policy violations will be subject to disciplinary action, up to and including termination as a member of HPBA.



HPBA Baseball & Softball / Coach Policy Agreement

END OF DOCUMENT