



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

Policies and Procedures Manual

(Revised July 2018)

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

I agree that this is our best effort to define our program as of _____,
2018. The following list is based on seniority on the board

_____ Commissioner	_____ Assistant Commissioner
_____ Secretary	_____ Treasurer
_____ Traveling Director	_____ Senior House Director
_____ Junior House Director	_____ Coach/Player Development Director
_____ At-Large Position Director	_____ Tournament Director



Table of Contents

I. Definitions	2	
II. Value.....		3
III. Mission	4	
IV. Programs	5	
V. Program Descriptions		5
House Program		6
Traveling Program		7
VI. Role Descriptions		9
Baseball Commissioner		9
Assistant Commissioner		10
Treasurer		10
Secretary		10
Volunteer Coordinator		10
House Directors (junior = T-ball and machine pitch, senior = 3rd to 9th grades)		11
Travel Director	12	
Communications Director		12
Equipment Coordinator	13	
Coach and Player Development Director		13
Coach and Player Development Coordinator(s)	13	
Field Maintenance and Umpire Scheduling Coordinator	13	
Tournament Director		14
Fundraising Coordinator	14	
Registration Coordinator	15	
Uniform Coordinator		15
Junior House Coordinator	15	
Article VII. Voting/non-voting member and Good Standing Definitions		16
Article VIII. Registration fees.		17
Article IX. Traveling Program Procedures		18
Player Selection – Tryouts - Traveling		18
Team Selection - Traveling		18
Playing Up - Traveling		18
Selection of Coaches - Traveling		19
Article X. Prohibited Behavior and Discipline		20
Article XI. Playing Time Policy		21
Article XII. AR Baseball Volunteer Policy.		22
Anoka-Ramsey Baseball Policies and Procedures, May 2018 revision		page 1



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

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

I. Definitions

1) Values

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

2) Mission

- The purpose of the Organization.

3) Programs, Roles, and Organization

- How the Organization is organized.

4) Goals

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

5) Policies

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

6) Procedures

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



II. Values

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

1. FUN

- It's a game, enjoy it!

2. TRUSTWORTHINESS

- Honesty, integrity, promise-keeping, loyalty

3. RESPECT

- Autonomy, privacy, dignity, courtesy, tolerance, acceptance

4. RESPONSIBILITY

- Accountability, obligation, pursuit of excellence, dependability

5. CARING

- Compassion, consideration, giving, sharing, kindness

6. FAIRNESS

- Impartiality, consistency, equity, equality, due process

7. CITIZENSHIP

- Law abiding, community service, protection of the environment
- Obeying the rules of the ARAA and MYAS

8. SPORTSMANSHIP

- Fair play and respect for others
- Wanting to win is acceptable, as long as it is not confused with winning at any cost.

9. SAFETY

- Assuring the health and safety of all participants



III. Mission

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

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

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

IV. Programs

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



(a) Organization Programs (see program descriptions below)

1. House Baseball Program
 - T-ball for age 5, on May 1st of the season, through kindergarten.
 - Machine Pitch for 1st and 2nd grade players.
 - Player pitch for 3rd, 4th 5th, 6th , 7th, 8th and 9th grade players
2. Traveling Baseball Program
 - U10-U14 has A, AA and AAA levels depending on skill level and number of participants (A U9 Tournament Team has also participated in the past.)

(b) Organization Roles

1. Baseball Commissioner
2. Assistant Commissioner
3. Treasurer
4. Secretary
5. Communications Coordinator
6. Equipment Coordinator
7. Traveling Director
8. Senior House Director
9. Junior House Coordinator
10. Field Maintenance Director
11. Volunteer Coordinator
12. Coach and Player Development Director
13. Coach and Player Development Coordinator(s)
14. Fundraising Director
15. Tournament Director
16. Registration Coordinator
17. Uniform Coordinator
18. House extended season coordinator
19. House age group coordinators (up to 5 people)
20. Up to 3 At Large Directors

(c) Special Committees

1. Traveling Committee
2. Tournament Committee
3. Tryout Committee



V. Program Descriptions

House Program

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

(a) House Programs – Common

1. The program has three main goals: Participation, Education and Social Skills
2. Head coaches can select up to 2 assistant coaches.
3. All games are played within the Anoka, Ramsey and Andover city limits
4. Emphasis is on skill development and sportsmanship
5. Players receive equal playing time and play a variety of positions throughout the season
6. Games are played for the “love of the game”
7. Every effort is made to form teams with an equal distribution of ability.
8. All players must provide their own glove and batting helmet.

(b) T-Ball (Age 5-Kindergarten), Machine Pitch (1st-2nd grade) & Player Pitch (3rd grade+)

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

1. The season runs from early April to the end of June with at least one practice per week.
2. The Age Group Coordinator determines teams. Teams will be picked based on the age group coordinator's preference either by neighborhood or by age/skill level/years of experience. The director must specify, via a newsletter or mass email, the method used to choose teams before the teams are announced.
 - o Player A can request Player B and Player B can request player A but no other special requests will be granted
3. Player fees are used for miscellaneous costs such as insurance and coaches training, uniforms, field maintenance, awards and equipment
4. Teams will be small, as few as 10 players, resulting in 100% playing time for all players.



5. Records are not kept and coaches are required to rotate players through all positions.
 - a. Parents and coaches must agree when players cannot play specific positions and this information should be submitted to the age group director who will distribute the information to other coaches.

(c) 3rd through 9th grade house leagues

1. The season runs from April to mid-July (up to 6th grade), mid-July for 7th-9th graders.
2. The age group coordinator determines how the teams will be formed. The preferred method is for the age group coordinator to organize an evaluation that is followed by a draft.
3. Teams will always have 11 to 13 players so that each team has at least 8 players in the field for games.
4. Anoka-Ramsey will partner with neighboring associations to create competitive leagues based on numbers of participants. There are times where grades levels need to be merged. For example one year doing 3rd / 4th combined and 5th / 6th Combined. Next year doing 3rd on its own, 4th on its own and 5th / 6th on its own.
5. Players will be grouped by grade and grades can be merged based on participation levels to obtain guidelines for number of teams and players per team.
6. All teams will play on the same size fields as the traveling teams for their age.
7. Rules are per the Minnesota Youth Athletic Services (MYAS) Gopher State Baseball League rules unless the age group director has provided an Anoka-Ramsey specific set of rules.
 - a. 3rd to 4th graders will play on fields with 60' base and 41-42' (3rd grade) and 46' (4th grade) pitching distances, per MYAS 9/10/11U rules
 - b. 5th & 6th graders will play on fields with 65' base and 52' pitcher mounds
 - c. 7th graders play on fields with 75' base and 52.5' pitching distances, per MYAS U12/U13 rules.
 - d. 8th & 9th graders with 90' bases and 60.5' pitching distances, per MYAS U14/U15 rules.
8. Player fees are used for miscellaneous costs such as insurance and coaches training, uniforms, umpires, field maintenance, capital improvements, and equipment.

Traveling Program

Anoka Ramsey traveling baseball program is affiliated with the Minnesota Youth Athletic Services (MYAS) that in turn is affiliated with the United States Specialty Sports Association (USSSA). Through this affiliation, Anoka Ramsey Baseball can participate in baseball leagues and tournaments sanctioned by MYAS (USSSA). In general, these leagues and tournaments



reside in the Twin Cities metro area, but may also include outlying communities in Minnesota, Iowa, Wisconsin, and other out-of-state tournaments.

1. The Competitive Program is the Traveling Baseball Program.

A. When compared to the house program, the traveling program provides a higher level of play for the more serious or advanced baseball player.

B. Baseball leagues are organized by age and level of skill. The ages range from 10U through 19U. All age levels are considered competitive.

C. Player Tryouts and evaluation forms from the previous year's coach will be used to place players on teams consistent with their abilities. See the Player Tryout Policies.

D. If a volunteer parent /coach is not identified for a team, parents may be required to pay an additional fee to hire a paid coach.

2. League games are played generally Monday through Friday, with a variety of tournament opportunities available on weekends. There are typically one or two games per week as determined by MYAS.

A. It is recommended teams attend a minimum of two for AA and four for AAA tournaments during the season. Teams may also qualify for district and state tournaments at the end of the season.

B. A team may qualify for up to three tournaments (GSTC, MBT, MSF) based on their play in regular season tournaments. The state tournaments are usually held during weekends in July. The fee for each state tournament is usually around \$550 per team; and will be collected /paid for in June.

C. There are a minimum of four baseball events (practices + games) per week, although this can vary at the discretion of the team's coach. Indoor practices can start anytime after teams are published with respect to the sport "in season", outdoor practices begin as soon as the city gives permission to be on the field.

D. End of season tournaments dates are provided at the beginning of the season (usually at player/parent meeting). Families should try to make family vacations and other plans after these dates are known. Typically, the MYAS season runs until the end of July.



VI. Role Descriptions

Baseball Commissioner

1. Provides overall direction of programs in accordance with Organization mission statement for the baseball board of directors.
2. Administers Organization policies consistently and fairly as needed per Organization goals
3. Actively involved in recruitment of Director positions
4. Reviews and approves newsletter articles
5. Presides over monthly meeting in an organized fashion
6. Works with Communications Coordinator to promote the sport of baseball in Anoka high school attendance boundary.
7. To act as a liaison between the Anoka Ramsey Athletic Association (ARAA) Board of Directors and the baseball program.
8. To be dedicated to the purposes of ARAA and Anoka Ramsey baseball.
9. To personify the best public image in reflection to the community at large and take an active role in gaining support for their program
10. To ensure that all policies of ARAA are adhered to and enforced
11. To prepare and submit a Commissioner's Report at each monthly ARAA board meeting that includes the activities of their respective sport from the previous month such as events, membership, participation, capital improvements, and financial status, and shall be included in the Secretary's minutes
12. To submit their preliminary seasonal budget to the ARAA Treasurer, at least 60-days prior to the first day of registration, for review by the Treasurer for errors and omissions
13. To submit to the ARAA Board for their approval, at least 30-days prior to the first day of registration a seasonal budget and current "Policies and Procedures" manual for their respective sport and, upon approval of the budget, shall be responsible for the proper execution thereof.
14. To present to the ARAA Board before the beginning of the playing season the following:
 - a) Code of Conduct, signed by the Commissioner and all Directors.
 - b) A roster of all coaches and players.
 - c) A copy of each baseball league's "Rules and Regulations".
15. To mediate disputes that cannot be resolved by the baseball board Directors and, if necessary, elevate to the ARAA Board for issues that cannot be resolved within the program
16. To provide required information to the Communications Coordinator for publication on the website or newsletter, such as, but not limited to: team standing, games, activities, and registration information.
17. To assist the respective baseball Directors as needed.



18. To perform such other duties as are specifically provided in the Articles and By-Laws and as shall be imposed upon him or her by resolution of the Board

Assistant Commissioner

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

Treasurer

1. 3rd in command, if the commissioner and assistant commissioner are not available
2. Works on budget development in coordination with Baseball Commissioner
3. Reports monthly statement of financial activity
4. Tracks cash flow and controls financial activities
5. Tracks actual versus budgeted expenses
6. Provides reimbursement to committee members and others as directed.
7. Works on budget development in coordination with Baseball Directors
8. Makes all payments for the association.

Secretary

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

Volunteer Coordinator

The volunteer policy requires each family to volunteer a specific number of hours doing jobs agreed upon by the board.

The volunteer coordinator (VC) must have an enormous amount of patience to answer all of the questions regarding the volunteer policy. An ideal volunteer coordinator will be friendly since the VC must work with almost all members of the board and will interact with many of the AR baseball families during the season. The volunteer director must be able to provide a phone number and email address that AR baseball families can use to contact the VC.

1. Inputs all volunteer positions to the DIBS software in a timely fashion so that people can "DIBS" specific jobs.
2. Notifies directors what volunteer positions are open at least 1 week before events.
3. Updates volunteer completed tasks with DIBS bi-weekly.



House Directors (Junior = T-ball and Machine Pitch, senior = 3rd to 9th grades)

1. Promotes and develops recreational teams for girls and boys from T-Ball through 9th grade as outlined in the MYAS birth year guidelines
2. Informs age group coordinators of Board decisions that may affect their teams
3. Ensures that all policies of ARAA are adhered to and enforced
4. Recruits all age group coordinator positions
5. Assists the age group coordinators as needed
6. Works with the tournament director and age group coordinators to organize the opening weekend games and end of season tournaments
7. Establish equipment needs and submits a list to the Equipment Coordinator by the October meeting. Equipment requirements must be established before the budget can be approved in November. The Board must approve items not included in the yearly budget separately.
8. Works with the Equipment Coordinator to establish equipment required for their sport.
9. Assists the Equipment Coordinator in distributing and collecting all ARAA equipment
10. Assist in establishing uniform requirements. Such as: color of shirts, size of shirts, number of shirts per team, and team sponsorship logo. Once this information is compiled, it must be given to the uniform coordinator so he/she can place the order. This must be completed per the schedule specified by the uniform vendor to insure that they will be ready by the first game.
11. Registers and coordinates all participants as stated in ARAA's By-laws.
12. Obtain from each age group coordinator, a copy of each team's roster and a coaches list, listing name, phone number, team number, team name and sport coaching. Team rosters and coaches lists must be submitted to the Treasurer prior to the start of the season.
13. Obtain from each age group coordinator, a copy of each team's signed Code of Conduct.
14. Submits House program information to Communications Coordinator to support the program.
15. Submits final numbers for year-end trophy orders.
16. To work with each Director to update and maintain the "Rules and Regulations" for House Baseball within the guidelines of ARAA's By-laws. Submit "Rules" to ARAA Board for approval prior to the start of league games.
17. Distributes "Rules and Regulations" to all age group coordinators.
18. Coordinate with neighboring communities to set up a set of rules and game schedules for each age group.
19. Work with the registration, communication and age group coordinators to notify players of the extended season.
20. Organize and run any evaluation effort and draft with the house director.
21. Answer parent and coach questions via email or phone within 48 hours.



22. Organize/Lead Open House for parents and players
23. Schedule all practices for Sr. House teams.
24. Work with Jr. House Coordinator to ensure all Junior House practices have been scheduled.
25. Ensure all games for Jr./Sr. House are scheduled for the season by no later than April 30.
26. Schedule annual pictures for all House baseball players by early May.
27. Recruit for all age level house coaches.
28. Oversee annual House Player Draft to assign players for age groups 2nd - 6th.
29. Complete background checks on all coaches prior to first scheduled practice.
30. Work with local umpire association to ensure that all games are scheduled well in advance.

Traveling Director

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



Communications Coordinator

1. Manages all bulletins and flyers for the baseball program registrations including school flyers, newspaper/social media announcements and city publications.
2. Publishes a list of publication dates and deadlines for community newsletters such as the Ramsey Resident and Anoka Union.
3. Contacts media for news releases and photo opportunities to publicize program highlights.
4. Helps conduct a baseball program survey with parents / players / coaches to determine areas of success, and areas needing improvement.
5. Actively manages baseball website, Facebook and communicates to parents and players through this site.
6. Participates in communicating registration, tryout, clinics, or any other events times and locations.
7. Posts monthly baseball minutes to the website once approved by the Board.

Equipment Coordinator

1. Coordinates with Directors to identify equipment needs. Orders equipment as needed.
2. Estimates equipment needs and provides requirements to program Directors for upcoming year's budget development.
3. The Equipment Director has the authority to order and/or purchase equipment, as directed by the Commissioners, within the yearly budget approved by the ARAA board. The Commissioners and/or the ARAA Board before its purchase must approve any purchases not included in the yearly budget.
4. Coordinates with House and Traveling Directors to install bases and L-screens at beginning of season, maintain during season, remove and store at end of season.
5. Coordinates the distribution of equipment at the beginning of the season.
6. Coordinates the receipt of equipment after the season.
7. Coordinates the maintenance of equipment and replacement of equipment as necessary.

Coach and Player Development Director

1. Set up coaching clinic before practices start in the spring.
2. Set up training opportunities for players during the off-season
3. Develop and maintain coaching manual
4. Set up and implement coaches evaluation during the season
5. Work with the high school coaching staff to coordinate development efforts
6. Work with the communication director to keep the Arsports.org website current with the latest coach and player development opportunities.



Coach and Player Development Coordinator(s)

1. Assist the Director of coach and player development.

Field Maintenance and Umpire Scheduling Coordinator

1. Manages field scheduling/availability with coaches for games and practices.
2. Monitors field conditions and negotiates maintenance schedules
3. Coordinates with city for field permits, base pegs, and mound distances, etc.
4. Maintains accurate records, including the field scheduling information.
5. Coordinates with House Director and Traveling Director for field needs and provides the city with a final field usage schedule through ARAA communication links.
6. Broadcast game cancellation notices to Anoka Ramsey baseball commissioner when appropriate due to weather or field conditions.
7. Negotiate scale of pay with participating umpire organizations
8. Communicates schedules to participating umpire organization for both Traveling and House programs.
9. Work with Traveling and House Director to determine umpire requirements for each season
10. Work with the Scheduling director and MYAS to get schedules of upcoming season
11. Schedules umpires per game requirements
12. As applicable, schedules umpires per playoff requirements
13. Work with the board to prioritize field maintenance and field improvement projects.
14. Work with the City of Ramsey, City of Anoka and School District #11 to complete field maintenance and improvements.
15. Raise money for field improvements via active pursuit of funding from sources outside of Anoka/Ramsey Baseball.

Tournament Director

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

1. Work with the Volunteer Director in determining jobs and assigning volunteers required for the tournament.
2. Contact the Concessions Director (ARAA board position) when preparing for tournaments. Acquire the necessary permits for concessions if needed.
3. Work with the House Director and appropriate Age Group Coordinators to establish tournament brackets/scheduling
4. Plan and reserve fields for tournaments with Field and Umpire scheduling Director.



5. Work with the Communications Director to establish the appropriate amount of communication of the event.
6. Work with the MYAS to promote AR baseball hosted tournaments.
7. Determine the necessary equipment needed to run the tournament and works closely with the Equipment Director.
8. Communicate results of the tournament to the participating teams and community.
9. Supervise concession coordinator.

Fundraising Director

1. Identifies and organizes fundraising projects in accordance with Baseball and ARAA goals and direction
2. Advises interested teams on fundraising opportunities
3. Coordinates certain fundraising events throughout the season
4. Budgets certain fundraising expenses for upcoming season

Registration Coordinator

1. Update the NGIN information as necessary for registration of regular and extended season.
2. Distribute rosters for traveling and house teams.
3. Field calls and emails regarding registration questions from all Anoka Ramsey House baseball program's parents.
4. Work with the communications director to keep the website information up to date.

Uniform Coordinator

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

Junior House Director

1. Organize players into teams using the guidelines in this document
2. Recruit coaches as necessary for each team
3. Distribute necessary information during pre-season meeting
4. Participate in coaches training before the season



5. Schedule and run a mid-season meeting before May 15 to dispense information and discuss suggested improvements for the league.
6. Coordinate coaches evaluations during the season
7. Coordinate equipment return at the end of the season
8. Respond to coach and parent questions via email or phone within 48 hours

At-Large Position

1. Assist with decision making on policies and procedures of the organization.
2. Work with Tournament Director to prepare for tournaments.
3. Support Equipment Coordinator with purchasing and vendor information.
4. Work with Coach and Player Development to aid in providing resources and information to our coaches in support of practice preparation and effectiveness.

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

Voting members are in good standing if

- They attend 9 of 12 baseball board meetings each year
 - o Coordinators can attend meetings called by their governing Director instead of baseball board meetings
- All accounts past due are paid in full

Member terms are 2 years, but they may switch positions within the board

Members elected in even years:

1. Commissioner*
2. Secretary*
3. Tournament Coordinator
4. Coach/Player Development Director*
5. Field Maintenance and Scheduling Director
6. Traveling Director*
7. Communications Coordinator
8. Equipment Coordinator
9. Machine Pitch Coordinator
10. 3rd/4th grade coordinator
11. 5th/6th grade coordinator



Members elected in odd years:

1. Assistant Commissioner*
2. Treasurer*
3. Registration Coordinator
4. Volunteer Coordinator
5. Senior House Director*
6. Junior House Coordinator
7. Field Maintenance Director*
8. Fundraising Director
9. Tball coordinator
10. 7th/8th/9th grade coordinator
11. Uniform Coordinator

*Voting Members

- a. A majority of the voting members must be present to form a quorum necessary for a vote.
- b. Voting members may choose 3 additional voting board members who have served for a substantial amount of time on the board and are in good standings with the Organization.
- c. Members can hold more than one director position but are only allowed to cast one vote.
- d. Members not returning to the board are not allowed to vote to elect new members.
- e. The traveling director will submit applications on or before the February board meeting with an election in March. This is required to prepare to tryouts in July/August and team/coach selection in September/October. The traveling director's term will continue through the second full season after tryouts and team/coach selection that they supervise.

Article VIII. Registration fees

1. Registration occurs for House during January-March. Registration for Traveling is in the Fall.
2. All late registrations will be assessed a late fee as set by the Board of Directors. Families new to the area may be an exception.
3. Families can apply for ARAA Grant In Aid.
4. All players not wishing to participate in Anoka Ramsey Baseball after registration will be assessed a \$25.00 processing fee plus the cost of any purchased uniform.
5. No registration fees will be refunded after April 15.
6. Full waiver of registration fees, for up to 3 players, are made to the voting board members who are in good standing (Directors).



7. Waiver of ½ of registration fees (up to 3 players) for the non-voting board member (Coordinators).
8. Refunds can be issued due to long term injury, a move before or early in the season, or other exceptional circumstances. Refund requests for these reasons MUST be made in writing to the Commissioner of Baseball, Director or House Director giving reason for the requested refund. All expenses incurred will not be refunded.
9. If a volunteer parent / coach are not found for a team, families may be required to pay an additional fee to hire a paid coach. Teams are notified if a paid coach is needed.
10. Fees for players with active military duty parents will be waived.

Article IX. Traveling Program Procedures

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

Player Selection – Tryouts - Traveling

1. Tryouts are one time per year in the as organized by the Traveling Team Selection Committee (TTSC.) Schedules are determined by the TTSC in accordance with the rules and regulations of the MYAS and the Minnesota State High School rules.
2. Player ratings determined by the TTSC and other appropriate, qualified individuals.
3. Parent / volunteers / coaches associated directly with the age group being evaluated, and any other person(s) identified by the TTSC are to be considered ineligible evaluators.
4. Format of the tryout at the discretion of the TTSC and independent assessors and is subject to the approval of the Traveling Director.
5. During tryouts, in addition to the skills scoring, evaluators at each station or skills assessment, will give one of four scores for each player. These will be AAA player, AA player, A player and not a traveling caliber player. These scores will be factored into overall score along with all other skills scores.
6. Upon the conclusion of tryouts, all players will be placed into one of three tiers (top, middle & bottom) that will be separated based on there tryout scores. Tiers will be determined by natural breaks in tryout scores as determined by the traveling director. All players in the top tier will be locked. For selecting players for the top teams (typically AAA team) in each age group, players will only be selected from the top tier. For selecting players for the next team (typically AA team) in each age group, players will only be selected from the players remaining in the top tier and all players in the middle tier.



If there is a third team in any age group, the players remaining from the middle age group will be placed on this third team, along with players from the bottom tier.

7. For all 10U traveling players, after tryouts are completed and tiers are established, “call backs” for the top and middle tiers will take place for further evaluation in game like scenarios. All 10U teams will be selected once tryouts and the “call back” have been completed.

8. Tryout evaluators to complete tryout scores and give to traveling director.

9. All tryout scores will only be viewed by Traveling Director and Commissioner.

10. Injury Waiver – A player who cannot attend tryouts due to an injury can petition the TTSC for placement on a specific team.

Team Selection Committee

The final team selection committee will be presented to board for discussion. The Goals of the Traveling Team Selection Committee are to:

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

Playing Up - Traveling

Players who desire to “play up” must petition to the Traveling Director before tryouts. The Traveling Director will review with TTSC and Baseball Commissioner on a case by case basis. In general, it is preferred that players play with their grade/age level. However, we recognize there are some special circumstances that would need to be considered in some cases. Nine year olds can tryout to play for U10. A 9 year old needs to make the top tier.

Selection of Coaches - Traveling

The selection of coaches is made by the Traveling Coach Selection Committee. The final Traveling Coach selection committee will be presented to board for discussion. The committee will consider several factors when selecting coaches:



1. Interview and application with Travel Coach Selection Committee.
2. Coaching experience and education.
3. A coaching application must be completed.
4. Whenever possible, coaches should be selected for teams prior to team formation.
5. All coaches and assistant coaches will have a criminal background check. The background check is handled by the ARAA Player Safety Director and mandatory by ARAA.
6. Each position will be considered on a case-by-case basis. Coaching a particular team or level one year does not guarantee that a coach will be asked to coach the team in following years. It also does not guarantee that the coach's child will automatically make the team.
7. All traveling team coaches will be selected after tryouts have been completed and tiers have been identified.
8. For all coaches, any coach being considered for the top team must have a son/player in the top tier and any coach being considered for the next team must have a son/player in the middle tier. If a third team is being created, any coach with a son/player in the middle or bottom tier will be eligible.

Article X. Prohibited Behavior and Discipline

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

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

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

1. Inappropriate or disrespectful behavior by or towards players, coaches, parents, umpires or spectators will not be tolerated. Inappropriate or disrespectful behavior includes but is not limited to Assault, Harassment, Racial & Religious Violence, Sexual Harassment, Sexual Violence, Taunting, Showboating, Vandalism, Inappropriate Language as well as Tobacco, Alcohol or Drug Use. Further definition of these terms can be found in the MYAS Rules Manual.
2. Prior to the beginning of each season of play, the parent(s) or legal guardian of each participating child will be required to sign a Code of Conduct and Player Parent Conflict Resolution forms.



Players will be considered ineligible to participate until completed forms have been turned into the age level director or to the House or Traveling Director.

3. Violations of these policies may result in the imposition of any of the following sanctions: verbal or written warning; game(s) suspension; partial or full season suspension; suspension for a defined period of time; temporary or permanent banishment.

4. Any individual that has received a sanction from ARAA/Anoka Ramsey Baseball shall be considered ineligible to participate in any baseball related event until he/she has met with the Anoka Ramsey Baseball board of directors and/or the ARAA board of directors.

5. Violation of these policies may also result in sanctions by the MYAS league.

6. Hearings and appeals will be handled by the Anoka Ramsey Baseball board of Directors.

7. Board members cannot obtain a contract from the Association without a competitive bidding process conducted by a neutral board member, preferably the treasurer. Board members will never be given any information that can help them win a bid that is not provided to all bidders.

Article XI. Playing Time Policy

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

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

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

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

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



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

Excused Absences

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

Unexcused Absences

Forgot
Other sport activities
Could not get a ride
Two or more family vacations

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

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

Article XII. AR Baseball Volunteer Policy

Volunteer Policy

We require a \$250 volunteer bond per family, in the form of an electronic draft of \$1.00 (this is non-refundable) through this registration. If your volunteer hours have not been completed by the end of the baseball season the remaining \$249.00 will automatically be withdrawn at that time.

BUYOUT

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



TRAVELING PROGRAM REQUIREMENT

All participants including coaches and managers are required to register in DIBS and complete 8 hours per family. Traveling families are required to work at one of our hosted tournaments. Each traveling team will be assigned a specific tournament to work. Parents will be required to complete 8 hours (field maintenance, grilling, concessions, etc.) and players will need to groom fields and remove trash/recycling during that time. The additional hours for the traveling program will help offset one of their selected tournament fees.

HOUSE PROGRAM REQUIREMENT

All participants are required to register in DIBS and complete 4 volunteer hours per family.

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

1. Head coach
2. Assistant coaches
3. Manager/Bookkeeper

Additional positions may qualify at the boards discretion

Fundraising Policy

Each family is required to provide a fundraising bond for \$50.00 per family, in the form of an electronic draft of \$1.00 (this is non-refundable) through this registration. After your ARAA fundraising commitment has been completed your remaining \$49.00 bond will be cancelled.

If your fundraising commitment has not been completed in the time that has been given the remaining \$49.00 will automatically be withdrawn at that time.

****More details to come on the 2018 Baseball Fundraiser****

BUYOUT

With this registration, you also have a ONE-TIME option to "buy out" of the fundraising requirement for \$50.00. If you choose this option, this will be added to your registration fee at checkout. You will NOT have this option once registration is complete.

ANOKA RAMSEY BASEBALL VOLUNTEER REGISTRATION SIGN-UP

Once registration is complete, an email blast will go out to all families with further instructions on how to access the software to sign up for volunteer positions. Any questions regarding the volunteer policy should be directed to Volunteer Coordinator, preferably through the DIBS login. (<https://araa.secure-ngin.com/register/form/389358987>).

