

WRYSA

Wisconsin Rapids Youth Sports Association

Policies – 2016

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I. Extension of the By-Laws and General Policies:

- 1.** WRYSA policies are set to establish consistent philosophies and operations on the WRYSA board, committees, and leagues. Policies provide guidance and ensure consistent handling of routine, occasional, and difficult situations. These policies are developed and approved by the Board of Directors and describe board actions which must therefore be followed. Policies are developed with considerable deliberation to avoid or eliminate a problem.
- 2.** WRYSA policies can be amended by a majority vote of the WRYSA Board at a WRYSA Board meeting.
- 3.** WRYSA will operate with a central treasury and all funds will pass through the central treasury. Fundraising activities not specifically approved by the WRYSA Board or the retention of generated funds by an individual group, team, or league is strictly prohibited.
- 4.** WRYSA will work to achieve and maintain renewable extended use agreements for key facilities. The presence of these guaranteed renewals will be a key consideration when WRYSA projects are planned and WRYSA moneys are expended.
- 5.** WRYSA members are to report thefts, moral violations, public law violations, failure to pay fees, and any other serious conduct issues to the Board for actions.
- 6.** In order to achieve **UNITY** within WRYSA the Articles of Incorporation, By-Laws, and Policies must be adhered to by every member. Once the Board votes and a direction is set, WRYSA must become a team with singular direction.
- 7.** By constitution, WRYSA is organized to operate educational and recreational programs for youth. The WRYSA Board maintains equal programs of girls softball and boys baseball. Any girl or boy may seek WRYSA board approval to play in the opposite program by writing a letter to the WRYSA Board requesting permission. The letter is to include reasons for the request and any extenuating circumstances. The WRYSA Board will consider these requests.
- 8.** WRYSA recognizes and respects neighboring associations and programs as having youth oriented goals, and as being reliant on donations and volunteer help, the same as WRYSA. WRYSA members will not recruit players or coaches from neighboring associations other than in obvious and cooperative fashions.
- 9.** Instances of severe illness, injury, or loss of a loved one within the WRYSA membership are to be called to the attention of the WRYSA Board and referred to the Executive Committee. Cards, gifts, or bouquets can be authorized for timely delivery.
- 10.** League Coordinators and team staff are to understand and abide by the Articles of Incorporation, By-Laws, and Policies as a primary responsibility. League Coordinators

and team staff are the connecting link for each player and family, and therefore they are responsible for achieving and maintaining compliance with WRYSA Board directions.

- 11.** WRYSA Division and League Coordinators have the authority and responsibility to manage, coordinate, and control league activities within the Articles of Incorporation, By-Laws, and Policies.
- 12.** Each League Coordinator is responsible for revising rules at the end of each season for review by the Division Coordinator. Rule changes require WRYSA Board approval. Rule changes during the season are to be made only when necessary to resolve significant problems. League Coordinators are responsible for distribution of rules to team staff and head umpire.
- 13.** League rules for baseball and softball will exist to enhance these policies for the specific sport.

II. Safety, Insurance, and Security Policies:

- 1.** As an umbrella organization, and to protect WRYSA members, WRYSA will provide directors liability, general liability, and play accident insurance, or equivalents, when available and economically feasible.
- 2.** For insurance and safety reasons, guardians must have signed and submitted a completed registration form, including the permission, waiver and authorization for treatment form, before being allowed to try out, practice, or participate in any fashion.
- 3.** Managers are to carry parental authorization for emergency treatment forms for each player on their roster at all WRYSA events. This form also has information on persons to contact in case of an emergency.
- 4.** Injuries serious enough to cause loss of consciousness or that require transport to emergency facilities, are to be handled by calling 911 and use of emergency vehicles and services. Avoid the transport of seriously injured parties in private vehicles. Instances of injury or property damage are to be reported to proper Board members for action at the earliest appropriate time. It is good practice to write a note in your scorebook when an incident happens. When parents or guardians are present their requests will prevail.
- 5.** Practice areas during regular season and tournament play must be away from areas traveled by fans. Overthrows must not go toward stands, fans, or playing areas. All WRYSA officials and volunteers are to watch for and correct unsafe conditions.
- 6.** Use of damaged or outdated equipment is unsafe. Remove damaged equipment from service and have it replaced through Equipment Coordinator.
- 7.** Ice is a key first aid item. Real ice is preferred over ice bags. At concession stand, ice will be kept in the freezers. Managers or team coordinators are encouraged to carry igloo coolers with ice for use at remote fields.

8. Communication to the family and follow up with the injured person is mandatory.
9. Drivers to WRYSA events must be 21 years of age or older and hold a valid license. Parents or guardians are preferred. Managers are to see that adequate drivers meeting these criteria are provided in instances where transportation is necessary.
10. Parking in city parks is prohibited. Private vehicles may enter parks to deliver or pick up equipment or supplies, after which vehicles are to be removed to parking areas. Robinson North parking is especially difficult. Do not park on the north side of Robinson Street and park well off of the street on the south side to avoid blocking traffic flow. Park in the west lot at the entrance to the warming house whenever reasonable.

III. Conduct and Disciplinary Action:

1. Sportsmanship and conduct are of primary concern at every WRYSA event. Proper sportsmanship attitudes must be maintained at all times. This includes WRYSA officers, volunteers, parents, guardians, players, fans, etc...
2. Long term supervision or expulsion powers reside solely with the WRYSA Board of Directors, as described in the By-Laws, Article IV, and what's further defined in these policies. Extended suspension or expulsion requires a direct action of the WRYSA Board or Executive Committee.
3. All WRYSA members have the authority to deal with and disarm situations inconsistent with WRYSA policies before they become serious. WRYSA members have the authority to impose discipline in a responsible fashion. It may be appropriate to bench a player, deal with an irate coach or fan, or even ask someone to leave the premises. When situations become serious and disciplines are imposed, the President is to be notified as soon as possible for follow up.
4. WRYSA disciplinary procedures will begin at the team level, move to the League Coordinator level, then to the Executive Committee, and finally the WRYSA Board. League Coordinators and special event coordinators have full authority to impose discipline including suspension until matters can be reviewed and acted upon by the WRYSA Board.
5. Failure to pay fees or fundraiser minimums will be reported by team staff to the Tournament Coordinator and then to the WRYSA Board. Non-flagrant violations of this type will require restitution before allowing sign up for the next season. Repeat offenders will be fined. Hardship cases involving failure to pay will be considered by the Board on a case-by-case basis.
6. Alcoholic beverages or tobacco will not be served by WRYSA or any supporting organization at any regular or special WRYSA event involving players.

7. Smoking or drinking on the playing field or in the dugout is prohibited during any practice, game, or event. Team staff will set an example by not smoking or drinking anywhere near the dugout or playing field at a WRYSA event. Team staff is expected to enforce this policy at all times.
8. Fighting, obscene gestures, swearing, disorderliness, damaging, or defacing WRYSA facilities or property is to be reported to appropriate Coordinator for follow up and can lead to expulsion from WRYSA programs.
9. As a volunteer organization, WRYSA is not equipped to handle serious or repetitive disciplinary cases. The WRYSA Board will strongly consider expulsion when serious or repeating cases are referred for action.

IV. Participation Policies:

1. Beware the goal of winning! Many well played and long remembered games are lost and many poorly played games are won. Learning good sportsmanship, developing skills, and enjoying the competition are WRYSA stated goals. Learn how to win, how to lose, and how to come back for the next game.
2. WRYSA will provide play for all that apply for existing WRYSA programs within the proper guidelines and time frames. All applicants will be placed on a team if properly qualified for WRYSA programs.
3. Players unable to pay will not be turned away.
4. To foster participation, each team will be made of a Team Staff with 3 positions: Coach, Assistant Coach, and Team Coordinator. Added assistants are encouraged for participation, training, and spreading the workload. Team Staff will hold meetings to encourage parent involvement.
5. Late sign up will be provided until a shortage of facilities, equipment, or other event begins to deplete the services promised to those who signed up on time. Late sign up players will be placed on waiting lists in order of application. All fees and penalties must be paid before consideration for placement. Families moving into the area late will be placed at the top of the waiting list with late fees waived. Placing late sign up players will be at the League Coordinators discretion based on these procedures.
6. Player participation in a second baseball or softball program simultaneous with WRYSA programs is prohibited. Dropping from the alternate program or agreement to fully participate in WRYSA programs with no interference from second program will be sufficient. Continued interference from the second program will be referred to the WRYSA Board for action, which may include expulsion and forfeiture of fees.

7. To ensure consistent participation within team units, the bat around rule is to be used when consistent with league or tournament rules. "The entire roster will bat with late players being added to the end of the batting order upon arrival".
8. Team staff will play all players an equal amount of time in the field. Players must play a minimum of 3 innings per game and never be on the bench for consecutive innings.
9. Players will be assigned to teams based on WRYSA league ages offered, and will not be placed on older league rosters for regular or tournament season play, unless approved by appropriate coordinator and President.
10. Player pools during the regular season will be used to encourage smaller rosters, therefore increasing playing time for players in the league. If a league team is short of players for a game, they may pull up a younger player (from same uniform team) from age group directly below. This must be approved by the coach and the parent of the younger player. It is encouraged that a coach promotes a younger player that they feel is ready or able to play at older age division. The younger player cannot displace or play in front of a rostered player on that team. The younger player cannot miss their team's regular season game for their rostered team in order to go up and play in older division.
11. Any player that plays or any coach that coaches in WRYSA but opts to play for a non-affiliated WRYSA team/program during the regular WRYSA season that competes against WRYSA (April 1st – September 1st), is susceptible to being excluded from playing or coaching in WRYSA for two year. This policy is player and sport specific and will be handled on a case-by-case basis.

V. Sign Up Policies:

1. Players in arrears in any WRYSA program must be brought up to date before signing up for the upcoming season. This includes previous fees, fundraisers, equipment returns, etc... Players transferring from neighboring associations must be up to date in those programs as well.
2. The registration fee will be \$50 per player (8U & up) plus participation in the league fundraiser (\$60 for candy bars – sell at \$1 apiece). For those who wish to bypass the league fundraiser, the buyout will be \$40. The registration fee for 5-6 year old division (t-ball) will be \$25 per player and the league fundraiser is not available. A late fee of \$25 applies to all players signing up after March 15th. The late fee will be waived for new players moving into the area.
3. As soon as teams are assigned or a player participates in any WRYSA function, the charter and insurance fees are invoked and become non-refundable. Late fees are never refundable since they are a fine for missing the registration deadline. The

fundraiser buyout fee is refundable until the fundraiser has started. This applies to players trying out for and making a Legion team.

VI. Drafting Guidelines:

1. League draft guidelines are established to achieve team parity to achieve a fair and competitive league. These principles are to be reviewed before each draft and are designed to limit the ability of individuals to build powerhouse teams.
2. A full redraft will be conducted each season.
3. The League Coordinator has the power to set and modify draft rules within policy guidelines and national rules. Plan and clearly communicate the draft procedure before the draft begins.
4. Procedure for selection of regular season staff:
 - *At registration, volunteers sign up and check box with interest in head or assistant coach*
 - *Division Coordinators responsible for assigning coaches for their respective leagues based on experience and knowledge*
 - *Division Coordinators need approval from Overall League Coordinator on coach selection*
 - *If conflict, President to get involved to solve any coaching issues*
5. Team selection sessions will be attended by team staff (head and assistant coaches) and Division Coordinators. Attendees must not exceed two coaches per team or be under the age of 19, no exceptions. Information regarding when or why a player was selected must not leave the selection room. Explain and announce this clearly at every draft session. Division Coordinators will run the draft for their respective league.
6. Review draft policies and their effect on the selection process before starting the draft. Set the number of teams, the frozen players on each team, list brother/sister/household exceptions, etc...
7. Key definitions of the only methods to freeze or lock players to a team:
 - **Team Staff** – *Head and Assistant Coach's sons or daughters will be placed on team they have volunteered to coach.*
 - **Brother/Sister/Household** – *Brothers, Sisters, Step-brothers, & step-sisters will be placed on same team for convenience if they qualify for same league. Guardians may request different teams.*

VII. Youth Umpire Program Policies:

1. The WRYSA umpire program is designed to provide learning opportunities for youth yet maintain quality officiating within the leagues. The youth umpire program is a training program, and to be successful it is necessary to develop cooperation and respect between parents, team staff, WRYSA members, players, and fans.
2. The WRYSA umpire program will be administered by the Umpire Coordinator within WRYSA guidelines. The Umpire Coordinator has the responsibility and authority to administer umpire programs including training, certification, reimbursement, discipline, scheduling, qualification, etc...
3. Certification is annual within these requirements:
 - *Minimum age of 13*
 - *Attend the training meetings*
 - *Follow all umpire regulations and schedules*
 - *Maintain full working relationship with Umpire Coordinator*
4. WRYSA certification and the age of 13 is required to qualify for reimbursement at a rate of \$15 per game behind the plate.
5. The Umpire Coordinator will provide a card to be completed and signed by both head coaches after each game. This card will verify proper completion of the game for payment.
6. Umpires will wear proper safety equipment as determined by Umpire Coordinator. Umpires will display proper dress, conduct, language, and respect. Rules and training materials should be distributed to qualified umpires.
7. Conduct and sportsmanship of fans, coaches, and players is a concern of the umpires. Umpires will work through coaches whenever possible to disarm and work through volatile situations. Umpires need to find a WRYSA Board member if a difficult situation cannot be resolved.
8. Umpires will report any misconduct to Umpire Coordinator immediately following the game. The Umpire Coordinator will follow up with League Coordinator and other WRYSA officers as appropriate.
9. The Umpire Coordinator will schedule a home plate umpire for each league game that requires one.
10. Advanced League and Tournament games will require higher proven umpires and higher pay scales. The Umpire Coordinator, Tournament Coordinator, and League Coordinator will jointly design these programs using appropriate umpires for level of play.

VIII. Fundraiser Policies:

1. All fundraisers will be approved by the WRYSA Board policy I-3. League and team projects such as brat fries are encouraged within this guideline. Policy III-5 requires team managers to report failure to pay fees or meet minimums. Policy XII-1 prohibits tournament team participation if fundraiser minimums have not been met for the current season.
2. WRYSA fundraiser programs will be designed to give WRYSA patrons the best possible product and best available values in return for their support.
3. Donations of prizes, materials, or money for WRYSA use are encouraged, but should be referred to the WRYSA Board for proper recognition and handling. Be careful not to double solicit WRYSA sponsors.
4. Collections for umpires, equipment, lights, and other furnished materials at WRYSA games are strictly prohibited.

IX. Sponsorship Board Policies:

1. Sponsorship advertising boards will be professionally painted, maintained, and updated by WRYSA. Boards will be placed on outfield fences.
2. Sponsorship boards cannot advertise alcoholic or tobacco products, or an alcoholic or tobacco vendor that sponsors either. Sponsors such as eateries that serve liquor are permitted as long as the board design and wording is within the no alcohol or tobacco guideline.
3. The fee for a 4'x4' board will be \$150 for the first year and \$100 per year per board in following years. A 4'x8' board will be \$250 for the first year and \$200 for each following year.
4. The annual fee includes maintenance of the boards by WRYSA. Sponsor requested changes before maintenance is due will cost \$50 per board. Extra color cost and complex art charges (based on estimated extra charges) will apply when boards are initially purchased or changed at the sponsor's request. Letters to solicit board renewals are to be sent each year in January to ensure annual contact and budgeting in advance of field set up day.
5. Free boards can be prepared for sponsors who are not board sponsors but contribute services for WRYSA. A free board will be continued until repair is needed, at which time the sponsor's current support level will be assessed and action taken to replace or discontinue the board.
6. Sponsors will be mailed information each year designed to promote continued sponsorship. The letter should contain information from some of the following categories: (a) A thank you for the sponsorship (b) Pictures of the sponsors board to check content and condition (c) League program or participation information (d) Project

information and project plans (e) Special events or date lists (f) Requests for future funding.

7. A file or record of each board history listing the contact address and person, funding history, special donations, changes in name or address, special requests from the sponsor such as specific sign placement, will be maintained on each board including the free boards.

X. Concession Stand Policies:

1. The primary purpose of the WRYSA concession stands is to improve the enjoyment, completeness, and quality of events. We are our own customers and must reflect this fact in our pricing, product selection, and service. Special events such as tournaments will frequently require different products and higher pricing to support the event.
2. The concession stands will be managed by the Concession Stand Coordinator, who will head a committee to oversee operation of the stands. Operating, opening, closing, and cleaning procedures will be posted by the committee.
3. Contracts for concession materials are to be investigated by the committee and brought to the Board for approval. Once in place contracts must be honored unless the Board intervenes (Soda, candy, and similar agreements).
4. Orders for major pieces of equipment over \$400, which represent a significant change in stand products requires Board approval. Repairs and purchases under \$400, ordering supplies for special events, and replenishing operating supplies are examples of normal committee functions, and do not require special approval, even when the cost exceeds \$400.
5. The concession stand committee will provide the WRYSA Treasurer with bills and receipts for purchases and sales so a close audit can easily be maintained. The concession stand committee will collect and record cash daily in each stand to minimize the opportunity for theft and shrinkage. Records of daily cash collections and deposits will be audited by a second committee person to ensure security and protect volunteer integrity.
6. During games, each WRYSA home team will provide two adult operators for the concession stand. Loitering will not be allowed inside the concession stand.
7. The concession stands will open 30 minutes before the early game. Operators will follow opening, closing, and cleaning procedures, which will be posted by the committee.
8. Free concessions are strictly prohibited.

XI. Tournament Program Policies:

- 1.** A Tournament Director for each program (baseball and softball) will be elected each season to set up consistent work groups, prepare and carry out the tournament budget, and procure profitable tournaments for WRYSA.
- 2.** Within the tournament program resolution of conflicts and enforcement of policies, action will start at the team level, move to Tournament Director, then to Executive Committee, and then to full WRYSA Board. Responsibility to ensure all concerns are quickly and properly resolved within policies and rules is the responsibility of this entire chain of command.
- 3.** WRYSA hosted tournaments will generate revenue to fund WRYSA projects. The entire WRYSA organization will support tournament events for all divisions and age groups on both the baseball and softball side without exception.
- 4.** The Tournament Director will approve selection of tournaments for each tournament team. Tournament registration fees are paid entirely from monies raised by the tournament team raffle. A single team's registration fees will not exceed monies raised by ticket sales from that team. Teams traveling to overnight tournaments will pay their own expense and rely on volunteers to transport, house, etc...
- 5.** A tournament team raffle will be held at the beginning of the tournament season. Raffle prizes will be determined by Board prior to each tournament season. All tournament teams must participate in the raffle and individuals that do not will be removed from the team.
- 6.** Tournament teams must present a plan and request WRYSA Board approval if they plan to solicit businesses, run separate raffles, hold brat fries, car washes, bake sales, or other fundraisers to offset tournament expenses. Teams successful at the district, state, or regional level of a National event are examples of teams who would make this type of request. Teams must avoid uncontrolled or inconsistent solicitation of funds from WRYSA sponsors/supporters.
- 7.** Funds raised by individual tournament teams can be used to offset only player and coach expenses. Eligible expenses include transportation, lodging, food, and special uniforms. All funds must pass through the Treasury with excess funds remaining in the Treasury. A detailed accounting of the funds raised and their use must be provided by the team to the Treasurer.
- 8.** For WRYSA invitational tournaments, good quality trophies will be covered in the entry fee and provided to encourage the return of entering teams. Trophy values will be determined by Executive Committee.

9. WRYSA will select "Tournament Teams" rather than All Stars. Tournament teams will be formed to participate in events and not solely for recognition. Selection of players and tournament team staff for tournament team play is necessary but difficult task.
10. The Tournament Director is responsible to ensure tournament team selection and participation policies are followed from sign up to completion of play.

XII. Tournament Team Policies:

1. Players selected must have participated in 50% or more of the regular season games, have fees up to date, have completed the fundraiser, and be in good standing in every respect. Players will furnish required proof of birth and ensure availability for the projected tournament team schedule as requested by the tournament team staff.
2. WRYSA tournament player participants must reside within the Wisconsin Rapids community. Players from other communities and/or programs will not be selected in front of Wisconsin Rapids community participants in any circumstance. The use of outside community players can be utilized to fill a tournament team with approval from the WRYSA Board of Directors.
3. Tournament team players and parents will recognize that participation in tournament events makes them part of the tournament program extending across all WRYSA divisions and ages in order to meet the extra volunteer needs and costs incurred by tournament teams.
4. Tournament team staff is required to play all attending eligible players during a tournament game. Players should not sit more than 2 consecutive innings for play in the field and it's encouraged to bat entire line up.
5. WRYSA does not guarantee tournament team placement. Tournament participation is in addition to regular season play. WRYSA does make a commitment to form as many tournament teams as reasonable, attempting to accommodate interested players and increase tournament involvement. Availability of tournament team staff is a key consideration.
6. Once tournament teams are formed, the tournament team staff has the responsibility and authority to field and discipline the team. Team staff will fill teams with players that participated in the tournament team tryouts first, and then with other qualified WRYSA players of their choice.

XIII. Tournament Team Tryouts and Selection:

1. League coaches should be given a standard invite that will be presented to each and every member of their league team. The invite will have the date and time for tryouts

as well as the tournament schedule for that year. Tryout date and times should be posted on WRYSA website prior to tryouts.

- 2.** All candidates must tryout to express their desire and commitment. If a player cannot attend tryouts for good cause (determined by Tournament Director and President), the Tournament Director must be notified so an alternate tryout can be arranged prior to the scheduled tryout. Last minute emergencies must be called to the Tournament Director's attention at the earliest possible time or the slots may be filled. An injured player who cannot tryout can qualify as a player who can be used as an additional pick by the Team Manager if they attend the tryout. There will be no additional tryouts, games, or practices scheduled by tournament team staff to finalize selections.
- 3.** Players must be available to play in 75% of the schedule tournaments.
- 4.** Judging of all candidates will be done by at least 4 "impartial" judges. Judges must rate all candidates (where applicable) for the sessions. No partial judging or "substitute" judging is allowed once the process begins. Exceptions can be made for alternate sessions. Team staff and immediate relatives of the candidate will not be allowed to judge the candidate.
- 5.** The President, Vice President, and Tournament Director ("The Officials") must be in attendance to monitor the judging process. The Overall League Coordinator can be used as a substitute. "The Officials" will certify the process by submitting the "appropriate paperwork" to the WRYSA Board.
- 6.** Each candidate will receive a score from 1 (low) to 5 (high) in the areas of infield, outfield, throwing, batting/bunting, intangible (work ethic, speed, attitude, etc...).
- 7.** Each judge will submit their scores, in private, to "The Officials", who will tabulate the scores and rank the candidates. Judges score sheets will remain "private" throughout the process.
- 8.** "The Officials" will discuss the rankings with all of the judges. The result of the discussion will be the selection of the top 9 candidates for the Tournament team.
 - a.** Candidate must meet all policy requirements.
 - b.** Candidate availability for scheduled events will be considered.
 - c.** Candidate tryout rating from evaluators as defined above.
- 9.** Selection of the Team Manager will follow. Team Manager will be selected by "The Officials". If the Team Manager is the Father or Mother of a participating candidate, their son or daughter must have finished in the top 9 to qualify (if applicable).
- 10.** Upon selection of Team Manager, the team staff is selected by the Team Manager. After that, the team staff can select up to 6 additional tournament team players from participating candidates.

- 11.** “The Officials” have the final word for all decisions for the tournament team selection process including the number of candidates selected.
- 12.** Tournament team staff is responsible for the notification of all tryout candidates whether they qualified for tournament teams. Tournament team staff will explain the selection process to players and parents.

XIV. Uniform and Logo Policies:

- 1.** Equipment and Uniforms will be worn properly during League and Tournament play. Shirts will be tucked in and be clean.
- 2.** Regular season and Tournament season uniforms will be issued before play begins.
- 3.** WRYSA shirts and hats will be provided for all leagues for regular season play.
- 4.** Purchase of personalized tournament uniforms requires unanimous agreement of the Executive Board. Ordering, delivery, and expenses are the team’s responsibility. Personalized uniforms must conform with all standards and principals of WRYSA during play and they become personal souvenirs.

XVI. WRYSA Meeting Schedule:

- 1.** Per the By-Laws, WRYSA’s annual meeting is to be held during the first two weeks of October.
- 2.** WRYSA sign up is to be held between February 1st and March 1st.
- 3.** The boys tournament is the first weekend of June and the girls tournament is the third weekend of June.
- 4.** The following list of annual licenses, permissions, etc... is to be reviewed and completed by the Executive Committee. A review of the policies is included:
 - a.** Reserve locations for board meetings, sign up, coaches meetings, clinics.
 - b.** Reserve tournament dates with P&R before Dec. 31st for next season.
 - c.** WI State Corporation Form 17 must be filed every first quarter.
 - d.** Raffle activity must be reported and new license applied for by Feb 1st, annually.
 - e.** Federal Income tax must be filed each year.
 - f.** Equipment insurance to be renewed annually.
 - g.** WRPS field use needs to be confirmed each year.
 - h.** National liability insurance (by Feb 1st), charters, accident needs to be filed annually.
 - i.** Review City field use agreement annually.

- j. Update internet homepage regularly.
 - k. Reserve portable toilets as needed.
- 5. During the summer, informal operating meetings will be held on Sunday evenings at a primary field facility where time and location to be announced prior to.

XVII. Miscellaneous Policies:

1. League and team picnics will be left to the discretion of Team Managers and parents. Team picnics are encouraged and many successful formats have been used, such as parent vs. siblings games. WRYSA fields and facilities can be requested and will be made available for picnics and special events if there are no conflicts. It is recognized certain non-uniformity will occur.
2. Maintenance and Equipment Coordinators are responsible for the collection of keys and equipment from the league and tournament teams. Hand out and pick up dates for equipment will be scheduled.

XVIII. Volunteer Program:

1. Each family will be expected to provide 15 hours of documented service during the regular season. Tournament service is in addition to the regular season. Families with multiple players will only be expected to provide 15 hours of documented service, but any additional contributions of time will be welcomed. Volunteer help is the key ingredient used to keep the program costs down and fields/facilities in top shape.
2. Although parents will be expected to complete the volunteer registration form at player sign up, children in the family and fulfill a family's volunteer hours as long as they are of appropriate age and an adult supervises their work. Examples would be helping younger players at clinics, or helping with spring or fall cleanup projects.
3. The league will have a Volunteer Coordinator whose job it will be to identify each family's volunteer interests by category, tally each family's volunteer hours, post periodic public reports, and work with other League Coordinators and team staff in assigning duties and issuing schedules.
4. Each family will be presented with a volunteer guideline brochure at player registration. Volunteer responsibilities are outlined in the brochure. The registering parent will be asked to fill out a volunteer registration form indicating areas of interest, and submit the form at check out.
5. The Volunteer Coordinator will take the forms and tabulate a master list of families and their preferred service categories.

- 6.** In making assignments, a family's volunteer effort should be restricted to only one category, unless a father and mother are splitting their 15 hours of service. The second preference designation on the volunteer form should be used only when there are too many people already signed up for the first preference.
- 7.** Every effort will be made by WRYSA to place volunteers in their preferred areas of interest. However, in the event that a family's first and second preferences are full, the Volunteer Coordinator will need to make other assignments.
- 8.** From the pool list, smaller lists will be compiled by category. These lists will be grouped by league tasks and team tasks. Team tasks will be concessions, base umpiring, and scoreboard. The team group of names will be presented to the respective team coordinators. If a family has multiple players in the league and has signed up for team tasks, the family's name should be given to the team coordinator for the older player's team. If that team has sufficient help, the family's name can be given to a younger player's team. Each league group of names will be presented to the respective league coordinator (i.e. field maintenance coordinator).
- 9.** From these lists, league and team coordinators will be able to start establishing work schedules and making family assignments. Copies of the work schedules need to be issued by the league and team coordinators at least two weeks before the start of the season. Coordinators are responsible for getting copies to their people.
- 10.** Work schedules also should be posted by league and team coordinators at the various concession stands. Volunteers who show up to work their assigned shift will need to sign the schedule indicating their presence. Any trades will need to be clearly marked by the parents. It is their responsibility to cover the assigned shift and record their service time.
- 11.** At three week intervals during the season, league and team coordinators will need to supply copies of their signed work schedules to the Volunteer Coordinator, who will tally each family's hours and publicly post the report.
- 12.** Those families that do not fulfill their 15 hours of service during the season will have to pay WRYSA a penalty of \$10 for each hour that has not been served. Those families refusing to pay the penalty will not be allowed to register their children for the next season.
- 13.** The board's Executive Committee will serve as the appeals body in the event that a family wishes to dispute the league's volunteer tabulation.

