



## **Princeton Youth Softball and Baseball Association Policies and Procedures**

<b>Version</b>	<b>Date</b>	<b>Change Description</b>
1.0	1/24/17	Policy Handbook Creation
2.0	12/21/17	Play Up Policy Revision
3.0	1/2/25	Policy Handbook Updates

The policies and procedures in this handbook are designed to serve as guidelines for action by the PYSBA Board and are not intended to create any contract or binding agreement between the PYSBA and any member. All policies and procedures in this handbook are subject to change, deletion, or suspension at the discretion of the PYSBA Board of Directors at any time that particular circumstances warrant.



## **I. Introduction**

This document is the policies and procedures used by the Princeton Youth Softball and Baseball Association (PYSBA) for in-house and travel softball and baseball. This is a “living” document and the PYSBA Board of Directors welcomes any comments or suggestions for improvement on this set of policies.

The PYSBA Board of Directors will strive to keep the contents of this document current. The PYSBA Board of Directors reserves the right to modify, suspend, or terminate any of the policies and/or procedures if the PYSBA Board of Directors determines it is in the best interest of the program to do so.

## **II. Traveling Team Formation**

Traveling softball consists of 10U and older. Traveling Baseball consists of 9U and older.

Teams are formed using the following guidelines:

1. Team selection from eligible players at each age group- the number of players on each team is ideally 10-12 players however this will be determined at the PYSBA Board of Directors’ discretion based on the number of eligible players at each age group.
2. Tryout scores- Hired Evaluators composed of non-PYSBA Board of Directors will conduct the tryouts and present the PYSBA Board of Directors with the scores. Teams are then formed based on tryout score and number of eligible players at each age group.
3. Players desiring to “try up” if a position is available- See “try-up” policy.
4. Players from outside the eligibility area will be considered if needed to fill a team.

Player selection is the decision of the PYSBA Board of Directors based on the player’s score at evaluations. Only the PYSBA Board of Directors will be allowed to review the tryout results. If a board member has a player who is part of a borderline decision, they must leave the meeting until the final decision is made by the other members. The entire PYSBA Board of Directors must approve any movement of players amongst teams.

Tryout scores will not be made public. If a parent would like to see their child’s evaluation score, they can make a request to a PYSBA Board of Directors.

Team rosters are final unless a parent or player requests to be moved from the team they are placed on- players will not be moved up in these instances. Parents wishing to dispute the team placement of their child may contact the President or the Vice President of the Board to discuss.

If a player is placed on a team and chooses not to play, registration fees will not be refunded.

## **III. Travel Player Evaluations**



1. **Participation-** Players must participate in all scheduled tryout session(s) for their particular age group and sport unless an excused absence is granted by the PYSBA Board of Directors prior to tryouts. An excused absence will include, but not limited to, illness or injury, school functions, games for in-season sports, etc. must be sent to the PYSBA Board of Directors before tryouts begin. Attendance will be taken at each tryout session. Players who are absent from all tryout(s) without an approved excusal may not be eligible for top-tier teams.
2. **Player Evaluation-** Players are evaluated on the skills of fielding, throwing, and hitting. In addition, game situations may be created and players may be evaluated on their sense of the game. Parents and coaches are not allowed to participate in or watch the evaluation process.
3. **Evaluators-** The evaluators will be comprised of individuals who possess the knowledge necessary to evaluate a player's skill at a particular level. The evaluators will not include PYSBA coaches or Board members. Tryouts will be facilitated by the PYSBA Board of Directors. The evaluation scores and prior playing history (only if needed) will be the basis used by the PYSBA Board of Directors for the team selection process.
4. **Philosophy-** The PYSBA Board of Directors is aware that there is no perfect method of selecting teams. The selection process that the PYSBA Board of Directors has in place offers all players a chance to make a team of their caliber and a chance to be fairly evaluated. The team selection process attempts to evaluate players based on their current skill level demonstrated in an impartial tryout process and on the skills shown.

#### IV. Coach Selection Process

1. **Coaching Application-** An online application must be completed by all coaches; Head and Assistant, to be considered for a coaching position. Coaching applications will be reviewed by the PYSBA Board of Directors and selection is at the discretion of the PYSBA Board of Directors. Please visit <https://www.pysba.org/coach> for a link to the coaching application.
2. **Coach Selection-** A pool of potential coaches is generated during the registration process. Coaches are selected by the PYSBA Board of Directors based on the team their child was placed on and discussion by the Board. Parent coaches are not paid by the PYSBA however the association's volunteer requirements will be waived for head coaches and up to two assistant coaches.
3. **Background checks-** Each coach will undergo a background check. No one is allowed in the dugout or on the field unless they have had a background check and have been selected as a coach by the PYSBA Board of Directors.
4. **Training-** The head coach and an assistant coach for each team are required to have concussion training and additional coach training per league rules. This training is offered online at no cost to the coach. More information can be found at [www.pysba.org](http://www.pysba.org) or contact the Coach Coordinator for your sport.



## V. Trying Up

The PYSBA Board of Directors recognizes there may be athletes who may be best served by playing at a more competitive level. A player may be placed on a higher level team by 1) try-up or 2) play-up request by the PYSBA Board of Directors.

### 1. Try-Up

- a. If a player is requesting to try-up, the PYSBA Board of Directors must be notified prior to tryouts and the player will be evaluated at their age level and the older age level.
- b. To be eligible to try up, the player must achieve a tryout score ~~in the top 3 of their age group and~~ in the top 5 of the older age group.
- c. Players requesting to try up from an age level that does not have evaluations will be evaluated at the older age level and must place in the top 5 to be eligible.
- d. The PYSBA reserves the right to decline any request to play up prior to tryouts.

### 2. Play-Up Request by Board:

- a. A player must rank in the top 5 players at their age group in order for the board to offer a play up opportunity.
- b. Offer to play up will be given to the highest evaluation score first. If the offer is declined, the 2nd highest and so on.
- c. Playing up will take place when more players are needed to field a team at a particular age level. (i.e. 19 12U softball players could use one 10U player to field 2 teams of 10).
- d. The parent or guardian must agree to their child playing on an older team.
- e. If a player accepts an offer to play up, they will not be allowed to go back to their actual age group for that season.
- f. A player is not guaranteed equal playing time or to make the top team of any group.

## VI. Code of Conduct

### Player

1. I will treat my parents, coaches, teammates, opponents, property of others and game officials with the same respect that I would like to be treated.
2. I will practice and play to the best of my ability.
3. I will be on time (as assigned by my coach) to team events.



4. I will recognize softball/baseball as a team sport and will put the interest of the team over my own individual interest.
5. I will not criticize another teammate's play.
6. I will not criticize officials, coaches, or opposing players.
7. I will conduct myself in a respectful manner. (Destructive or inappropriate behavior, during or after a game/practice, will not be tolerated).
8. I will not attempt to deliberately injure another player(s).
9. I will wear my team uniform with pride and treat it with respect.

If a player does not or will not comply with this code of conduct or any team rules specified by the head coach, the head coach may reduce playing time or bench the player.

If this code of conduct is consistently ignored, the PYSBA Board of Directors may remove the player from the team for the remainder of the season and/or review the player's status for the following season.

### **Parent/Guardian and Spectator**

1. I will enforce and support the code of conduct for players.
2. I will refrain from publicly ridiculing or verbally abusing any player from either team. I will not embarrass my child(ren) or others by yelling negative comments at players, coaches, or officials.
3. I will set a positive example and encourage good sportsmanship at all games.
4. I will place the emotional and physical wellbeing of my child and the team ahead of any personal desire to win.
5. I will help my child(ren) to be on time for team events.
6. I will demand a drug, alcohol, and tobacco-free sports environment for my child and agree to assist by refraining from their use at all sports events.
7. I will do my very best to make youth sports fun for my child.
8. I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
9. I will remember that the game is for kids, not the adults.
10. I will not undermine the coaches' instructions or directions.
11. I will let the coaches' coach. I will not interfere or offer instructions or directions to my child or any other player or coach.

In the event a parent/guardian or spectator is deemed to be not in compliance with this code of conduct, the following will occur:

- 1st time: Verbal Warning
- 2nd time: Written Warning
- 3rd time: Dismissal from the program

### **Coach**

1. I will enforce and support the code of conduct for players.
2. I will teach character and sportsmanship to the players.



3. I will not intimidate, ridicule, or verbally or physically abuse any of the players.
4. I will teach and demonstrate respect for teammates, opposing players, coaches, and officials.
5. I will never instruct a player to deliberately injure another player.
6. I will play all players at least as equally as the policy of the Board stipulates.
7. I will supervise the arrival and departure of all the team members or make sure a qualified person does so.
8. I will remember that I am a youth coach and that the game is for the children not the adults.
9. I will follow and abide by the PYSBA Policies and Procedures.
10. I will realize that sometimes things are not always accurate and correct and will accept decisions made on the field while respecting the officials on field authority during game time situations. I will not use profanity.
11. I will place the emotional and physical well-being of my players and opponents ahead of my personal desire to win.
12. I will demand a sports environment that is free from drugs, tobacco, and alcohol and will refrain from their use at all sporting events.
13. I will do my best to remember that a youth sport is supposed to be FUN and that winning and losing are part of everyone's experience.
14. I will express my concerns through the proper channels in a dignified manner.
15. I will respect and adhere to the rules governing eligibility and competition.

In the even a coach is deemed to be not in compliance with this code of conduct, the following will occur:

1st Time: Verbal Warning

2nd Time: Written Warning

3rd Time: Dismissal from the program

In extreme cases of misconduct (E.g. harm of child(ren), legal action, etc), players and/or coaches may be dismissed from the program by the PYSBA Board of Directors without warning.

## VII. Individual Offense

Cases will be reviewed on a case-by-case basis with the following guidelines used a review criteria:

- **Type of a offense** - drug/alcohol related, burglary, assault, child involvement, etc
- **Severity of offense** - level of offense; misdemeanor, levels 1-3, felony and/or child involvement
- **Date(s) of offense** - when did the offense occur in relation to the individuals age AND in proximity to current date (was the individual 18 vs 30, etc)
- **Legal ruling/Legal ramifications** - did the individual receive punishment e.g. loss or privilege, jail time, community service, etc.

Any felony offenses will prohibit an individual from holding a position with PYSBA; board member, head coach, assistant coach, team manager.

Any offense involving a minor will prohibit an individual from holding a position with PYSBA; board member, head coach, assistant coach, team manager.



Any misdemeanor, level 1-3 offense which occurred more than 10 years of current date may be dismissed by PYSBA as a disqualifying offense and an individual may hold a position with PYSBA; board member, head coach, assistant coach, team manager.

## **VIII. Conflict Resolution**

A 24-hour cool-down period after the incident is mandatory before any discussion can take place. The best manner to resolve differences of opinion is for all parties involved to meet with one another after the 24-hour cool down period. This is true for any involved parties. Players and parents should first discuss the incident with the team's coaching staff. If the issue cannot be resolved, the matter should be presented to the PYSBA Board of Directors for final resolution. In this case, the following guidelines will be utilized:

1. A written description of the incidents must be emailed to the current President of the PYSBA Board of Directors. Emails can be found on [www.pysba.org](http://www.pysba.org). The written grievance must include a list of all parties involved and any eyewitnesses.
2. PYSBA will review all incidents during the monthly Board Meeting. Monthly meetings are held on the second week of each month at a location designated by the Board and publicized on the website.
  - a. PYSBA will contact the individuals involved in the incident and notify them of the meeting date/time/location. Those involved in the incident will have the option to appear at the meeting, but attendance is not mandatory. All parties involved in the incident and eyewitnesses can provide a statement of the incident to the PYSBA Board of Directors.
  - b. PYSBA will review the incident and provide statements and vote on a course of action during the monthly meeting.
  - c. In severe cases, penalties can include termination from the PYSBA association with no refund.
  - d. In cases where incidents may involve a crime, law enforcement will supersede the PYSBA.
3. If a particular incident requires more immediate action, the Board may call a special meeting to resolve it. The meeting must include all involved parties/eyewitnesses who wish to attend.
4. A written course of action will be emailed to those involved in the incident within 7 days of the PYSBA decision. If termination is deemed necessary, it will be immediate and those involved will be notified within 24-hours.