



Eagan Softball

Operating Handbook

Last Updated and Approved on 11/10/2023

Part 1: Eagan Athletic Association

Article I – Name

The name of this organization shall be Eagan Athletic Association, hereinafter referred to as “EAA”.

Article II – Purpose

The purpose of EAA shall be to promote and operate athletic programs for youth either residing within the City of Eagan, MN or attending a school located within the City of Eagan. Deviation from the eligibility requirements will require prior approval by the appropriate Sport Director(s). EAA is organized exclusively for charitable purposes with the meaning of section 501(c)(3) of the Internal Revenue Code.

Article III – Fiscal Year

The fiscal year of EAA shall commence on January 1st and conclude on December 31st of each year.

Article IV – Membership

The membership of EAA shall consist solely and exclusively of (1) the active participants of EAA and (2) the parents of active participants of EAA. Such members shall not have voting rights as members.

Article V - Board Of Directors

The Board of Directors will be responsible for “high-level” issues affecting EAA. It is not the responsibility of the Board of Directors to run the day-to-day operations of any sport; the responsibility for overseeing each sport shall be the responsibility of the Directors of each specific sport and the program boards that they in turn oversee.

The Board of Directors shall:

- create, approve and publish official written policies of EAA. All written policies of EAA may
- be approved, amended, or, from time to time, waived at the sole discretion of the Board;
- review the content being offered in each sport and create a broad structure for all activities;
- conduct an in-depth review of EAA’s monthly financials, budgeting process, and fiscal management;
- develop and provide leadership for future strategic planning opportunities;
- review current property, liability, officer and participant insurance;
- interview and approve all Sport Directors within each program; and
- perform other such duties as may be necessary to manage the property, affairs, and business of EAA.

The EAA Board of Directors oversees twelve individual sport programs, their assets and funds all of which are owned by EAA but are budgeted and operated by the sport programs.

EAA bylaws: <https://www.easports.org/page/show/192826-amended-and-restated-bylaws>

Part 2: Eagan Softball

Eagan Softball is a sub-board affiliated with the Eagan Athletic Association (EAA) and is subject to all guidelines and policies of EAA.

Mission

Our organization is dedicated to supporting and developing the physical, mental and emotional growth of youth players through the sport of softball. We are committed to instilling integrity, teamwork, leadership and trust in all our players while promoting a fun and inclusive environment.

Affiliations

Eagan Athletic Association (EAA)

www.eaasports.org

USA Softball (formerly ASA)

www.teamusa.org/usa-softball

North American Fastpitch Association (NAFA)

www.nafasoftball.com

United States Specialty Sports Association (USSSA)

www.usssa.com

Minnesota Softball

www.mnsoftball.com

Tri County Fastpitch League

www.tricountyfastpitch.com

Programs

In-House – a developmental league where Eagan teams play other Eagan teams. Maintains a focus on the basics of softball.

Fastpitch – a travel league where Eagan teams play surrounding community teams. Provides a higher level of competition for the more avid players.

Slowpitch – a travel league where Eagan teams play surrounding community teams. Allows friends to sign up together, improve upon their skills, and have a great time playing softball.

MN Stars – a club program offering teams at 14U through 18U. Provides the highest level of competition for the player looking to take their skills to the next level.

Part 3: Eagan Softball Board

Composition

The Eagan Softball Board consists of the following roles plus two to four at-large members.

Odd Year (elections in even years)	Even Year (elections in odd years)
Director/President	Vice President
Treasurer	Secretary
Fastpitch Coordinator	MN Stars/Club Coordinator
In-House Coordinator	Slowpitch Coordinator
Tournament Coordinator	Tournament Operations Coordinator
Player & Coach Development Coordinator	Equipment Manager
Communication & Marketing Coordinator	Field & Umpire Coordinator

Membership Terms

- A. Each position shall serve a term of two years and runs from January 1st to December 31st. Eagan Softball board members will be elected during the November board meeting each year.
- B. The at-large positions carry a one-year term, expiring on December 31st of the year after they join the board. At the end of the one-year term, the board member either applies for an open permanent role or leaves the board.
- C. It is the intent that one-half of the board positions come up for renewal each year, alternating thereafter.

Duties

Refer to Appendix A “Board Member Roles and Responsibilities”

Eligibility

Persons serving on the board shall have attained the age of eighteen (18), and must reside within the City of Eagan and/or have a child attending a school within the City of Eagan. The Eagan Softball board may waive, at its discretion and with majority vote, the residence requirement for otherwise eligible candidates residing in neighboring communities. Candidates should demonstrate an interest in promoting and carrying out the mission of Eagan Softball.

Elections

Candidates for the Eagan Softball board positions are nominated prior to the November board meeting, and elected by a majority vote of the incumbent Eagan Softball board during the regular November meeting.

Background Checks

Board members, age group coordinators, coaches as well as others will be required to complete a background check. It is the intent of the Eagan Softball board to deny any person who has been convicted of a crime of violence, a crime against a person, or crimes involving the possession or sale of illegal substances from serving on the board or volunteering within our program.

Vacancies

- A. In the case of vacancy of one of the Eagan Softball board positions, the remaining board members shall elect, by majority, a person to fill the position for the remainder of that term.
- B. All persons interested in filling a vacant board position will meet with the Eagan Softball board during a regular board meeting prior to selection. The board will discuss the candidate, vote, and the Director/President will issue a letter informing the candidate of the decision.

Resignation

Any board member may resign at any time by giving written notice to the Eagan Softball Director/President. The resignation of any board member shall take effect at the time specified therein; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Removal

- A. Any Eagan Softball board member whose continued service is deemed detrimental to the welfare of the association may be removed upon a two-thirds vote of the board.
- B. Any Eagan Softball board member who fails to comply with the following expectations, shall be provided a written warning for the first offense and be subject to board removal (by two-thirds vote) for the second offense:
 - a. Attendance at two-thirds (2/3) of all board meetings (unless excused by the Eagan Softball Director/President or Vice President).
 - b. Active participation during each Eagan Softball hosted softball tournament at one of the locations for a minimum number of shifts as agreed to by the board, and providing support as requested of either the Tournament Operations or Tournament Coordinators. Coaches are not exempt from tournament responsibilities.
 - c. Maintain confidential board-related matters, including player tryout evaluation results, coach selection results, or other matters not yet made public.

Meetings

- A. The board will meet every two months (Jan, Mar, May, Jul, Sep, Nov). Meetings require a majority of the Eagan Softball board to officially conduct business.
- B. An agenda will be established for each meeting. All items to be included on the agenda are to be submitted to the Secretary at least five (5) days prior to the meeting and distributed to board members at least two (2) days prior to the meeting. The agenda should include a review of the minutes from the previous meeting, presentation of a current financial report, reports from Eagan Softball board members, and any old and new business.
- C. All actions carried out by the Eagan Softball board will be agreed upon by a majority vote of those present. The Director/President will vote in the event of a tie.
- D. Special meetings may be called as needed. The purpose of the meeting shall be stated in the call. A notice of the meeting will be given to each member at least three (3) days before such meetings. A majority of Eagan Softball board members is required to conduct (official business at) the meeting.
- E. The majority of agenda items are open to the public. If there are any topics that are sensitive in nature, these will be noted on the agenda as closed to the public. However, the outcome of any closed items will be reflected in the minutes.
- F. Board minutes will be posted on the Eagan Softball website following board review and approval.

Appointment of Committees

The Board will appoint committees, as it deems necessary. Appointment to committees will not be limited to Board members, but at least one member of the Board will serve on each committee and a member of the Board will chair each committee. The committee size can vary from one to six members.

Part 4: Fiduciary Responsibility

- A. The Eagan Softball budget is presented in November to the EAA finance committee.
- B. Board members are volunteers and cannot be compensated.
- C. Coaches will not receive gifts or pay in recognition of their contributions. Eagan Softball reserves the right to arrange a paid coach when a suitable volunteer cannot be found. The compensation must be approved by a majority vote.
- D. The MN Stars club program is a self-funded program. Each team pays its own coaches. No other program funds are used to compensate these coaches.
- E. No costs associated with meetings, meals, parking, or mileage are reimbursable for board members or coaches. Coaches may be reimbursed for attending approved coaching clinics. Board approval is required prior to attending the clinic.
- F. The costs for Eagan Softball hosted tournament copying/printing for Eagan Softball business with receipts from Office Max may be submitted by Eagan Softball with the credit card.
- G. Tournament Fees – Each summer fastpitch team (with the exception of 10U League Only) submits their two (2) tournament choices to the Fastpitch Coordinator with the completed registration form. The Fastpitch Coordinator registers all teams and submits forms for payment. Fees may range from \$250-\$400 on average.
- H. Scholarship process – Eagan Softball links to the EAA scholarship site.
- I. Late Fees – \$30 late fee placed on last 7 days of registration participants.
- J. EAA processing fee – Effective May 2018, registration for all Eagan Athletic Association programs will include a nominal processing fee (2.95% + \$0.95) to keep our operating costs low.

Part 5: Athletes

Eligibility

- A. Any player residing in or attending a public or private school located within the city limits of Eagan is eligible to play softball for Eagan Softball.
- B. Players who do not meet the eligibility criteria are considered ineligible.
- C. Teams shall be formed with eligible players first. If additional players are needed to complete a team's roster, ineligible players may be placed on teams based on tryouts and coach selection. The ineligible player will be placed on the B (or lower) team for the first summer season. If there is not a B (or lower) team, the player would be eligible to play on the A team after all eligible players have been placed on a team. Once an ineligible player has played one summer season with Eagan Softball, the player will be considered eligible if the player continues to play exclusively for Eagan Softball in consecutive summer seasons.
- D. The issue of eligibility shall only apply to 8U, 10U and 12U teams. The 14U and older Eagan Softball fastpitch and MN Stars teams are considered "open" and are not bound by these eligibility requirements.

Registration

- A. Participants must register prior to the start of each season during the published dates as established by the Eagan Softball board.
- B. No late registrations will be accepted after tryouts with exception given to new residents moving into the area or as approved by the Eagan Softball board. If player cuts are necessary, late registrants will be cut first.
- C. Applicable EAA late fees will be assessed to all late registrations.
- D. Any person who registers under an assumed name or gives an incorrect age will become ineligible and will be suspended for the remainder of the current playing season.

Fees

- A. Fees will be established annually for each participant and are required to be paid at registration.
- B. Fees cover the costs of participation including but not limited to league fees, tournament and/or entry fees, tryouts, tournaments, umpires, uniforms, equipment, and field maintenance. Fees will not be used to cover/subsidize travel expenses incurred by teams during regular or post season play.
- C. No refunds are allowed once the teams have been established. Refunds will be made ONLY to players not placed on a team.
- D. All players in the program are required to purchase their own batting helmet with approved face guard.
- E. Additional team fees – Teams may collect money for a team fund to cover miscellaneous team expenses. This fund can range from \$30-\$100/player depending on the age and level of the team. Miscellaneous team expenses should be discussed at the first team meeting and may include things like a team banner, additional indoor gym time, hair ribbons, pins for trading at Nationals, or gift bag exchanges (required if team attends Nationals).

Age Qualifications

- A. Fastpitch teams will be established in each of six (6) age classifications: 8U, 10U, 12U, 14U, 16U, and 18U.
- B. The age classifications are based on a season that starts on 9/1 of the current year and ends on 8/31 of the following year. *Example: The 2024 season goes from 9/1/2023 - 8/31/2024.*
 - a. Fall age brackets are determined by the player's age as of 8/31 of the current year.
 - b. Summer age brackets are determined by the player's age as of 8/31 of the previous year.
 - c. **Example:**

The 2024 season includes a fall season (8/2023-9/2023) and a summer season (5/2024-7/2024). The age level for a player in the 2024 season would be calculated using the player's age on 8/31/2023.

 - i. A player with a birth date of 8/31/2010 is 13 years old on 8/31/2023, and would play 14U.
 - ii. A player with a birth date of 9/1/2010 is 12 years old on 8/31/2023, and would play 12U.

A player of a younger age classification may play in an older fastpitch team classification, but the player of an older classification may not play in a younger classification, as per league, state and national rules.

Tryout Process

- A. Tryouts are mandatory for 10U and 12U fastpitch players. There will be no tryouts for 8U and 10U league only players.
- B. Fastpitch players must try out on the published date for their age classification. There are no makeup sessions for players unable to attend.
- C. Details including dates and times will be provided on the Eagan Softball website each year.
- D. See Appendix E for more information regarding the fastpitch tryout process.

Placement on Team (Team Selection)

- A. An effort is made to place every registrant on a team.
- B. There will be no more than 14 players placed on a fastpitch team unless approved by the Eagan Softball board prior to team selection. A and B level teams require at least 11 players per team unless there is a shortage of players. In that case, the Fastpitch Coordinator will use their discretion in forming teams.
- C. Participants will be placed on a team by ability and experience in accordance with Appendix E.
- D. If a player wishes to play in an older classification, the following criteria must be met:
 - a. Participants must apply in writing to the Fastpitch Coordinator prior to the published tryout dates with intent to move up.
 - b. There must be a community need. (i.e. shortage of players at a certain level; pitching and catching need). The Fastpitch Coordinator and Director/President will determine if there is a community need. If there is not a need, players must play at respective age levels.
- E. Fall Ball Tryouts/Select Team – If there are enough players to form two or more teams for a 12U and up age group, an optional tryout process will be initiated. Any girls interested in participating

in a Select team for fall ball will need to participate in a tryout coordinated by the Fastpitch Coordinator and/or Player & Coach Development Coordinator. If a tryout is not possible, the Select team will be formed based upon the rankings given by summer coaches. The goal of the Select team is to offer an option for girls of advanced skill to play with girls of similar abilities. Once the Select team is formed, the remaining girls are placed on equal teams.

- F. Any player whose continued participation is deemed detrimental to the welfare of the association may be removed from the team upon a majority vote of the Eagan Softball board.
- G. All potential players must participate in the tryout process to be selected for a position on a fastpitch A or B level teams. Approved exceptions (illness/injury) will ONLY be granted if notification is made to the Director/President **PRIOR** to the scheduled tryout date.
- H. See appendix E for more information regarding the fastpitch team selection process.

Part 6: Volunteers

Volunteering provides a better experience for everyone, and is the reason Eagan Softball programs continue to be successful. EAA requires background checks every year for its board members, coaches and other volunteers. In other words, anyone who has direct dealings with children or access to financial information in order to ensure the safety and well-being of EAA athletes and volunteers.

Volunteer needs include: head coach, assistant coach, team manager, age group coordinator, team parent, board member, and special projects.

Part 7: Tournaments Hosted by Eagan Softball

- Down N' Dirty (Father's Day Weekend Tournament) – Hosts 86 teams, Age 8U-18U
- 12U Northern Nationals – 3rd or 4th weekend in July – Hosts 100+ teams, Age 12U only

Part 8: Policies – Refer to EAA website for policies

- Player Code of Conduct/Anti-Bullying Policy
 - <https://www.easports.org/page/show/5199490-player-code-of-conduct-policy>
- Coach Code of Conduct
 - <https://www.easports.org/page/show/5199435-coaches-code-of-conduct-policy>
- Parent Code of Conduct
 - <https://www.easports.org/page/show/193354-parent-code-of-conduct-policy>
- Youth Safety Policy
 - <https://www.easports.org/page/show/5242731-eaa-youth-safety-policy>
- Conflict of Interest Policy
 - <https://www.easports.org/page/show/793499-conflict-of-interest-policy>
- Record Retention Policy
 - <https://www.easports.org/page/show/5348388-record-retention-policy>

Part 9: Communication & Social Media Accounts

EAA has assigned an email account to the Softball Director and Treasurer.

Eagan Softball maintains a Slack Workspace for enabling communications outside regular board meetings. Coaches are also invited to this Workspace to increase knowledge sharing across the various programs.

Eagan Softball is maintaining the following social media accounts to reach their young fans: Twitter, Snapchat, Instagram and Facebook. These accounts are updated by board members and coaches. They actively post and follow other EAA programs.

Part 10: Operating Handbook

The Vice President has the task of updating the operating handbook with any necessary updates per the written duties on an annual basis. Many daily or routine events handled by Eagan Softball are simply posted to the website or communicated to the registered participants and not considered to be part of the operating handbook as dates, times, locations, and venues may all change from year to year.

Amendments

The operating handbook may be amended at any regular meeting of the board by a simple majority vote. Proposed amendments must be submitted in writing and presented at an Eagan Softball board meeting prior to a vote.

Appendix A

Board Member Roles and Responsibilities

Director of Softball/President

- The Director of Softball is appointed by the EAA board of directors
- Attends EAA board meetings and serves as the Eagan Softball liaison
- Oversees the entire Eagan Softball program and is responsible for its management
- Organizes program registrations for summer and fall programs in coordination with program coordinators
- Coordinate yearly budget with the Eagan Softball Treasurer
- Primary liaison between Eagan Softball and all participants for conflict resolution
- Responsible for reviewing and bidding on state and national tournaments

Vice President

- Calls and conducts regular Eagan Softball board meetings
- Liaison between fastpitch leagues and Eagan Softball
- Liaison between Eagan Softball and MN Softball, ASA, USSSA and NAFA
- Assists Director/President in fulfillment of duties
- Updates operating handbook annually
- Coordinates selection committee for coaches and conducts selection based on committee recommendations
- Liaison between Eagan Softball and coaches for conflict resolution
- Conducts end of season coach evaluations

Secretary

- Prepare, distribute, and maintain meeting agenda, minutes, and other necessary publications
- Maintains current board member roster with phone numbers and contact information

Treasurer

- Oversees all financial matters of the board working with EAA Treasurer
- Prepares a yearly budget for Eagan Softball President for all programs for presentation and approval in November to EAA Finance committee
- Summarizes a monthly financial report for the Eagan Softball board
- Audit all spending to ensure proper authorization and reporting

Fastpitch Coordinator

- Oversees all recruitment for program teams
- Coordinate coach selection process for program teams with Vice President
- Coordinate tryout scheduling with Player and Coach Development Coordinator
- Oversees all team selections for program teams
- Organizes program teams as requested for dome leagues
- Schedules all tournament participation for program teams
- Coordinate uniform fitting and ordering for program teams
- Directs any conflict issues up to the Director/President as needed

MN Stars/Club Coordinator

- Oversees all recruitment for club teams
- Manages head coach selection for club teams
- Coordinates all tryouts for club teams with head coaches
- Organizes club teams as requested for fall and dome leagues
- Coordinates all practice and game field schedules for program teams in collaboration with Field & Umpire Coordinator
- Orders jerseys, helmets, and prepares spirit-wear site
- Coordinate with Treasurer to review program budget

In-House Coordinator

- Oversees all recruitment for program teams
- Manages coach selection for program teams
- Manages team selections with age group coordinators
- Manage team communication through the age group coordinators
- Coordinates all practice and game field schedules for program teams in collaboration with Field & Umpire Coordinator
- Coordinate ordering of awards and apparel for program teams
- Coordinate with Treasurer to review program budget
- Directs any conflict issues up to the Director/President as needed

Slowpitch Coordinator

- Oversees all recruitment for program teams
- Manages coach and team selection for program
- Coordinates all practice and game field schedules for program teams in collaboration with Field & Umpire Coordinator
- Coordinate ordering of awards and apparel for program teams
- Coordinate with Treasurer to review program budget
- Directs any conflict issues up to the Director/President as needed

Equipment Manager

- Purchases, issues, and collects equipment and supplies
- Responsible for repair, maintenance, and storage of equipment
- Tracking of equipment across all programs
- Liaison with Player and Coach Development Coordinator for equipment needs at clinics and tryouts
- Coordinate with Treasurer to review equipment budget

Field & Umpire Coordinator

- Responsible for scheduling fields for games, practices and scrimmages
- Liaison with external Umpire Coordinator in the event of weather-related cancellations
- Responsible for scheduling umpires for all summer league games
- Liaison with City of Eagan Parks and Recreation Department

Player & Coach Development Coordinator

- Responsible to conduct a pre-season coaches' clinic
- Plans, organizes and conducts player clinics throughout the year
- Coordinates all tryouts for fastpitch teams
- Coordinates end of season player evaluations through coaches
- Assists with coach and player recruitment

Tournament Coordinator

- Handles all Eagan tournament registrations
- Publishes Eagan Softball tournament information and results
- Organize volunteers for tournaments as required
- Jointly serves as tournament host

Tournament Operations Coordinator

- Provides volunteer resource requirements
- Organizes committees to conduct all tournaments
- Coordinate tournament t-shirts, awards, medals, and trophies
- Responsible for management of all tournament operation components
- Jointly serves as tournament host

Communication & Marketing Coordinator

- Responsible for implementing fundraising and sponsorship opportunities
- Responsible for marketing all Eagan Softball tournaments and events
- Coordinate with spirit-wear and other outside vendors
- Coordinate and publish a periodic newsletter for all Eagan Softball programs
- Monitor, create content, and manage social media accounts
- Conducts end of season parent evaluations for all Eagan Softball programs

At Large Members

- Assist the board with assigned tasks, including but not limited to promotion of the Eagan Softball programs, tryouts, clinics, and tournament administration
- Shadow one or more current board members to ensure smooth transition of responsibilities near the end of a current member's term

Appendix B

Coaches Information & Guidelines

Welcome to the world of volunteer coaching! This is a wonderful part-time job that can be very rewarding as well as very difficult. Know that you will never make everyone happy. Just do your best to be fair and up-front with players and parents. The following is a list of guidelines that all coaches are expected to follow. Eagan Softball has developed a reputation for producing teams that are competitive and have a high level of sportsmanship. We would ask that you work to continue this reputation throughout the season.

1. Eagan Softball is dedicated to supporting and developing the physical, mental and emotional growth of youth players through the sport of softball. We are committed to instilling integrity, teamwork, leadership and trust in all our players while promoting a fun and inclusive environment.
2. The best way to produce a quality team is with a positive attitude, positive talk, and positive feedback to players. Please avoid negative criticism of players, parents and officials. Constructive criticism is always necessary for players to improve while negative feedback makes for negative players. Avoid yelling at players in public. Save it for private team or individual meetings. **THE PLAYERS WILL COPY YOUR WORDS AND ACTIONS – STAY CALM AND BE POSITIVE.**
3. Players need and enjoy discipline. Do not allow them to criticize teammates, coaches, or officials. Do not allow profanity, arguments, or negative behaviors. Expect your Eagan Softball players to be the best disciplined team. Demand that they dress, walk, and talk with class both on and off the field. The most important thing a player will learn is how to be a good person. This lesson is far more important than wins or losses.
4. An excellent coach is...
 - a responsible teacher, leader, and organizer. Take the time to plan how you approach each interaction with your players.
 - teaches more than winning. They teach sportsmanship, self-control, self-discipline, game preparation, strategy, and respect for self and others.
 - a student of the game. Often, opposing coaches are your best teachers.
 - communicates with players and parents. A team manager can help communicate information to other parents.
 - a good role model. It is the responsibility of the coach to make sure everyone follows the EAA code of conduct.
 - cares for equipment. Each coach is responsible for caring for and returning equipment as soon as possible after the season.
 - makes each player feel special regardless of their role on the team. Let them know their role and how it fits into the overall team picture.
5. It is legal to pick up players for state, region, and national play. Make sure to explain this decision clearly to players and parents. Have players help you decide who to pick up. If the players can't agree on whom to pick up, it is suggested that no one be picked up. Players should not be picked up for regular season weekend tournaments unless all teammates agree.

Appendix C

Parent Information & Guidelines

Welcome to Eagan Softball! We hope your experience is filled with learning and enjoyment. The following is information you may find helpful as you participate in our programs. Each player is expected to have a glove (to catch a 10" or 12" ball) and game shoes with some type of plastic cleat. Please check that both fit properly. If you have any questions, contact your team's coach.

1. Eagan Softball is dedicated to supporting and developing the physical, mental and emotional growth of youth players through the sport of softball. We are committed to instilling integrity, teamwork, leadership and trust in all our players while promoting a fun and inclusive environment.
2. The cost of participation may go beyond the registration fee which pays for field use, umpires, league and state tournament participation. Additional expenses may include traveling, hotel lodging, meals, and tournament entry fees.
3. We encourage parents to attend as many games and practices as possible. We ask that parents be respectful of schedules for games, practices and tournament attendance. Coaches will inform you as early as possible of any schedule changes.
4. We ask parents to be prompt in dropping off and picking up from games and practices. Inform your player's coach directly if they will not attend a game or practice.
5. It is important that players practice individually away from the team. Each player should throw, field, and hit whenever possible. In addition, try to watch other teams whenever possible.
6. Depending on level, playing time and position will not always be equal for every player. The coach will make the final decisions regarding playing time for each player. Coaches will strive to play everyone in all league games. If a player is dissatisfied with their playing time, they should speak privately to their coach. Players should then attempt to make improvements in the areas suggested by the coach.
7. No Eagan Softball player or coach is permitted to roster on two concurrent fastpitch teams in the same season. Punishment may include a one year-suspension from Eagan Softball and forfeit of volunteer deposit, subject to board vote.
8. During state tournaments, teams may "pick up" two additional players from other teams. This may impact the playing time of regular team members. Be aware that other teams may pick up Eagan Softball players as well.
9. Eagan Softball policy prohibits the use of tobacco, alcohol or illegal drugs at/on the field at any time.
10. Parents are expected to follow the EAA Code of Conduct that was designed for players and participants. Avoid negative comments about players, coaches, and officials. Take any concerns directly to the coach involved after the game is completed.
11. Each family is expected to participate in Eagan Softball fundraising. Parents will also be asked to help with organization matters. Please don't wait to get a call. Volunteer your help whenever possible.

Appendix D

Player Information & Guidelines

Welcome to Eagan Softball! This will be an exciting experience. Eagan Softball is recognized as one of the best programs in Minnesota. We are glad to have you with us. Please read and follow each of the guidelines below. This will help you to have a successful and fun season.

1. Each player is expected to prepare mentally and physically for each game and practice. Players are asked to eat a balanced meal about two hours prior to the game. Swimming and other aerobic activities should also be avoided after 2 p.m. on game days. If possible, players should spend some time out of the sun, resting and preparing mentally for the game.
2. Players are always expected to remain on the team bench. Conversations with non-players and parents should be avoided during the game. The job of all players is to watch the game and learn from other players.
3. All players are asked to show respect for other players, including opponents, coaches, parents, and officials. Make sure all comments are positive.
4. Players are encouraged to ask questions of coaches whenever they do not understand a play, rule, or strategy. This will help them develop an understanding for the game. (Be sure to ask questions between innings or after the game.)
5. Players are expected to be on time for all practices and games. Usually teams practice prior to the game, therefore players must plan to be at the field early on game days.
6. Players are encouraged to practice on their own. Each player should throw, catch, run, and hit as often as possible. Have someone help you or call a teammate to work out with you.
7. Team commitment is very important. Softball is a team sport, and no one player is more important than the rest. Each player has a role and must work to do their job to the best of their ability. Coaches' decisions are based on what's best for the whole team. On the field, always be a team player. Support your teammates through both words and actions.
8. A classy team is a hustling team. Players should always run on and off the field.
9. Players should dress for success. No jewelry can be worn when in uniform. Jerseys must always stay tucked in. Full uniforms are always expected to be worn, even between games at tournaments.
10. Each player is always expected to play the position assigned to them to the best of their ability.
11. No Eagan Softball player or coach is permitted to participate (roster) on two fastpitch teams concurrently in the same season.
12. Any player whose continued participation is deemed detrimental to the welfare of the association may be removed from the team upon a majority vote of the Eagan Softball board.

All players and parents need to sign below in order to acknowledge that they have read and understood the guidelines of EAA and Eagan Softball as defined in Appendix C-D.

Player Signature

Date

Parent/Guardian Signature

Date

Coaches will get this signed by all parents/players, and return to Fastpitch Coordinator
(A) Leave player/parent a copy. (B) Provide copies of the EAA Code of Conduct.

Appendix E

Fastpitch Tryout & Team Selection Criteria

The Eagan Softball Board, using independent evaluators and volunteers, will conduct tryouts for the 10U and 12U fastpitch teams. The Eagan Softball board will determine evaluation criteria for tryouts. Players' skills will be rated and ranked. Pitchers (10U and 12U) and catchers (12U) will have additional skill sets evaluated. A scrimmage may be held on an alternate date to assist in the evaluation process. Tryouts will be held during the spring or fall and at facilities determined by the Eagan Softball board.

We hope to promote competitive teams at all levels. The number of players on each team will be driven by overall registration numbers and can range from 10-14 players. The team selection process attempts to ensure that we have adequate pitching for the first and second teams, and will be led by the team selection committee consisting of the Fastpitch Coordinator, Player & Coach Development Coordinator, and Vice President.

Prior to tryouts, pitchers (10U and 12U) and catchers (12U) will complete a tryout selection form that indicates their preference for team placement. They have two options for placement:

1. Highest team according to specialty scores – may result in lower team placement.
2. Highest team according to overall scores – may result in fewer innings at the specialty position.

Following tryouts, the top pitcher (10U and 12U), top catcher (12U), and the top three ranked players will lock to the first team. The next pitcher (10U and 12U) and catcher (12U) who have chosen to be placed by their specialty scores will lock to the second team. The remaining players will be placed on teams based on their overall ranking. A coach, with approval of the team selection committee, may choose to slide a player up or down in rankings as long as the overall scores of surrounding players are similar. Once the first team has been selected, the second team is formed. If a pitcher (10U and 12U) and catcher (12U) have not already locked, they are locked from the remaining players along with the top three remaining players. The team is filled using the same process as the first team. After the top two teams have been selected, players will be divided up with the goal of creating equally balanced teams.

Players who do not try out with their established age group on their designated tryout date, or register after their tryout date, cannot be considered a lock. Players who do not complete tryouts due to illness, injury or late registration cannot be selected to the first team unless otherwise approved by a majority vote of the board. Players who elect not to go through the tryout process will not be allowed to participate on a first or second team unless otherwise approved by a majority vote of the board. The board vote will take place prior to the team selection process, so that the list of available players may be provided to coaches during the team selection process.

Pitchers at 12U+: If a pitcher candidate that plays for a high school team is selected to a team, the coach of that team can select a total of three (3) pitchers on the team. This would serve to prevent a situation where a team has only one pitcher for a large part of their season.

For Select teams (16U and 18U only), the players will be chosen by the coach.