

ONslow COUNTY PARKS AND RECREATION DEPARTMENT

POLICIES AND PROCEDURES GOVERNING YOUTH BASEBALL/SOFTBALL PROGRAM

ARTICLE I GENERAL

Section 1.1 Purpose. The purpose of this policies and procedures manual shall be to establish a unified set of guidelines and standard operation procedures for the Onslow County parks and Recreation Department's co-sponsored youth baseball/softball program.

Section 1.2 Goals and Objectives. The goals and objectives of the Onslow County Parks and Recreation Department are based on its philosophy, which is stated by the Recreation Advisory Committee as, "recreation is for all people, regardless of age, sex, creed or economic status in life." The Onslow County Parks and Recreation Department has a responsibility to offer a wide variety of programs which involve the total community. Finally, it is the Onslow County Parks and Recreation Department's belief that the community, through recreation, will be a better place to live from having a richer, fuller, happier and more invigorating experience

Goals and objectives for the Onslow County Parks and Recreation Department's baseball/softball programs are as a follows:

- 1.2a Provide an adequate recreation program to address the needs and moral welfare of the citizens of Onslow County.
- 1.2b To create a sense of belonging, a feeling of pride, a sense of value, an atmosphere of worthiness, and the satisfaction of accomplishment in every citizen as a direct result of our recreation program.
- 1.2c Develop in the citizenry the concept of fair play.
- 1.2d Provide activities and encourage family participation.
- 1.2e Develop maximum participation throughout the county.
- 1.2f Enhance community involvement through community-oriented activities.

Section 1.3 Administration. This policies and Procedures manual shall be administered by the Director of the Parks and Recreation Department, and/or his appointed representative, subject to the review and approval by the Onslow County Parks and Recreation Advisory Committee.

Section 1.4 Persons Subject to Ordinance. For the Onslow County Parks and Recreation Department to provide its services in a fair and equitable manner, the provisions of this manual will apply in each district co-sponsored by the County. It is imperative for the Districts and the County Parks and Recreation Department to follow these guidelines.

ARTICLE II REGISTRATION AND REGISTRATION FEES

Section 2.1 Registration. Participants may ONLY register with District Officers at designated registration. ALL participants must submit a copy (not the original) of a legal document which clearly indicates the date of birth to the district at registration. NO EXCEPTIONS. Acceptable Legal Documents: Birth Certificates, Military ID Cards, Current Passports, Immunization Records, Learners Permit, Drivers License, School Records, Adoption Papers, etc. Parents, District Officers and Coaches are responsible for ensuring that participants are properly registered.

Section 2.2 Registration Fees. Each individual of each district being co-sponsored by the Onslow County Parks and Recreation Department shall be responsible for paying a registration fee to their respective district. This fee will be based on a standard fee/charge as established by the Onslow County Parks and Recreation and the

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Advisory Committee. Maximum registration of **\$30.00** may be assessed to each participant to include a County Participation fee of **\$15.00**.

Section 2.3 Fee Utilization. Fees will be used in such manner as to ensure that no one team has an advantage over any other team. Fees will help cover the cost officials, scorekeepers, necessary equipment and supplies, and optional awards.

Section 2.4 Completion of Registration. Registration for all districts must be completed by the third Friday following the start of each district's scheduled games. Late registration after the above date will not be held.

2.4a EXCEPTION: If, after the completion of registration, a team is at risk of folding and/or forfeiting games due to not having the number of players needed to legally start a game, that team will be allowed to add up to 3 players from the waiting list (first three individuals from the waiting list) to their roster on one occasion. All late addition players (up to 3) must be added at the same time.

ARTICLE III

DUTIES AND RESPONSIBILITIES

Section 3.1 Onslow County Parks and Recreation Department's Duties and Responsibilities.
The Onslow County Parks and Recreation shall provide the following functions:

- 3.1a Act in an advisory capacity to coaches and all volunteers. Included with this is the responsibility of reviewing and removing any district officials or coaches as the need arises. This does not include initial approval of all the many coaches and volunteers in each district.
- 3.1b Secure all community school site facilities that do not involve a financial arrangement
- 3.1c Provide scheduling for all districts and schedule all traveling schedules.
- 3.1d Obtain official rosters, registration forms, coach/manager agreements, insurance forms and all fees (participant and insurance fees) from each district. This information will be kept on file at the Onslow County Parks and Recreation Department.
- 3.1e Assist in an advisory capacity in the solicitation of team sponsors.
- 3.1f Employ a full-time staff member who will not become directly involved with any district team, but will work in an advisory capacity with all districts and program officials.
- 3.1g Employ a district coordinator for each district (duties and responsibilities are outlined in section 3.3.)
- 3.1h Provide the district: lime, lime machine, bases, and other items within budgetary constraints.
- 3.1i Secure a company to offer an insurance program for participants (optional).
- 3.1j Arrange a meeting involving the Onslow County Parks and Recreation Department representative, District Coordinators, and District Presidents, prior to the season, to discuss pertinent information.
- 3.1k Conduct an evaluation of the program involving input from each district via the Presidents and District Coordinators.

Section 3.2 Co-Sponsoring District's Duties and Responsibilities. The co-sponsoring district or individual teams shall be responsible for the following functions:

- 3.2a Conduct registration and collect fees (provide receipts for all monies collected), and properly record all registrants prior to the first game. Ensure all participants are properly registered in the correct age division.

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- 3.2b Ensure that all registration and insurance fees are collected and submitted to the Department after the completion of late registration.
- 3.2c Submit registration forms, coach/manager agreements, rosters, and insurance forms to the Department as required.
- 3.2d Conduct draft in accordance with the By-Laws to properly place all who register.
- 3.2e Solicit all coaches, program volunteers, and sponsors. By a majority vote at a public meeting, the District Executive Board can dismiss any coach or volunteer due to misconduct or inappropriate behavior.
- 3.2f Provide supervision for all practices and scrimmages.
- 3.2g The Onslow County Parks and Recreation Department will schedule all games for the districts (traveling and non-traveling games).
- 3.2h Maintain all uniforms and equipment.
- 3.2i Assist the District Coordinator with supervision of games and ensure that all facilities are cleaned before vacating the premises.
- 3.2j Provide quality officials for all regular season games. The district may pay officials if desired (or if officials require). The district must provide official scorekeeper, and may pay individual if desired or required.
- 3.2k Operate concession stand (optional) and collection admissions (optional) with approval from the Department. Resulting revenues will be utilized to aid the district in funding their program. The district is responsible for following all Federal, State and Local guidelines concerning operating a concession stand (Health permits, taxes, etc.)
- 3.2l Any district wishing to expand or add on to the County owned or leased facilities being used, must present and get approval from the Parks & Recreation Advisory Committee and from the Onslow County Board of Education.

Section 3.3

District Coordinator's Duties and Responsibilities. District Coordinators for the Onslow County Parks and Recreation Department shall adhere to all County Policies and Procedures and shall be responsible for, but not limited to, the following functions:

- 3.3a Act as a liaison between the Onslow County Parks and Recreation Department Administration and district.
- 3.3b Enforce all Onslow County Parks and Recreation Departments policies, by-laws and rules.
- 3.3c Attend all required meetings and registration, and assist the district in ensuring that all participants are properly registered (age division, etc.)
- 3.3d Act as an ex-officio member in an advisory capacity only to the district. Exception: Serve as a voting member of the Protest Committee
- 3.3e Ensure that all registration forms, coach/manager agreements, rosters, insurance forms, and all fees are submitted to the Department as required.
- 3.3f Supervise all regular season games.
- 3.3g Arrive a minimum of 45 minutes prior to the first game if site has one field; 1 hour if 2 fields; 1 hour & 15 min. if 3 fields; 1 hour & 30 min. if 4 fields; and 2 hours if site has 5 fields to perform all pre-game preparations. The District Coordinator is not responsible for dragging the field(s). Inclement weather could increase preparation time. Approval of increased time must be granted by the department.
- 3.3h Report and properly record ALL accidents, regardless of degree of injury. Accidents must be reported to the Onslow County Parks and Recreation Department within 24 hours of the accident.

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- 3.3i Obtain game results and submit to the Department on the following work day by 8:30 a.m. (message may be left on recorder, emailed, faxed to 347-4492, or the drop slot in the office front door.
- 3.3j Submit appropriate paperwork (scores, accident reports, etc.) for each game. Attendance reports and daily checklists must be turned in to the Department by the third day of each month.
- 3.3k Maintain control of district officers, coaches, players, spectators, and officials, when necessary, in order to avoid conflict. The District Coordinator is granted authority over such matters and may take disciplinary action in order to maintain such control. Disciplinary action may include suspension from a game or playing area.

Section 3.4

District President's Duties and Responsibilities. The position of District President is strictly voluntary and should be treated as such. The president will:

- 3.4a Ensure that co-sponsoring district fulfills its duties and responsibilities. Ensure that all participants are properly registered in the correct age division and team.
- 3.4b Ensure that district officers and coaches fulfill their duties and responsibilities.
- 3.4c Recruit adequate number of coaches for each team.
- 3.4d Assist coaches in securing a team sponsor, this should be accomplished by the first game, if intended.
- 3.4e Call a meeting of the District's Executive Council to review adopted by-laws and rules prior to season.

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- 3.4f Organize appropriate committees (i.e., Concessions, Equipment, Maintenance, Finance, Protest, etc.) for coming season.
- 3.4g Attend required meetings with Department concerning district schedules, rosters, equipment maintenance, facilities, and other relative matters.
- 3.4h Organize necessary fund raising projects.
- 3.4i Assist District Coordinator with enforcement of all policies & procedures, by-laws, and rules.
- 3.4j Submit recommendations to District Coordinator of suspensions of players and coaches as decided by the Executive Council. The District Coordinator has authority to take disciplinary action. Documentation of disciplinary action take should be submitted to the Onslow County Parks and Recreation Department.
- 3.4k Notify the coach, player, and parents within 24 hours of suspension ruling.
- 3.4l Ensure that all fields are properly dragged and prepared on game days.
- 3.4m Utilize only NYSCA Certified Coaches in the position of a team's HEAD COACH.

Section 3.5

Coach's Duties and Responsibilities. The coach will perform the following functions:

- 3.5a Complete a coach/manager agreement and submit it to the district officers PRIOR to being eligible to perform coaching duties. All coaches must pass a background check.
- 3.5b Allow only 1 head coach, 2 assistant coaches, 1 scorekeeper or trainer, and eligible players from roster on bench during game. Violation may lead to forfeiture of game.
- 3.5c Provide a fun and educational experience which accents participation, fair play, and sportsmanship.
- 3.5d Accept responsibility for team conduct at all times when gathered as a team.

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- 3.5e Lead by setting a positive example for all players. If, at any time, the district coordinator or district officers determine that a coach is not setting a positive example, they will submit written documentation of such to the Department. Recommended disciplinary action should also be submitted to the Department which will then determine disciplinary action.
- 3.5f Not consume alcohol or illegal drugs prior to games or practices or anytime while at the site. Do not utilize tobacco products while acting in the capacity of coach or around your players while they are gathered as a team. Use of profane language is not allowed.
- 3.5g Properly maintain all equipment issued and return it promptly at the close of the season.
- 3.5h Ensure that team roster has been properly completed prior to the first game. Ensure that all participants on team are in the correct age division, and team prior to the first game. Notify the District President of any incorrect information.
- 3.5i Present line-ups for each game to official scorer at least five (5) minutes prior to the game.
- 3.5j Minimum Age Requirements
 - 1. Head Coach – 18 years of age
 - 2. First Asst. Coach – 18 years of age
 - 3. Second Asst Coach – 16 years of age
- 3.5k During a season, a person can be a head coach for no more than two (2) teams.

Section 3.6

Sponsor's Duties and Responsibilities.

- 3.6a Sponsors will not have a voice in the operation of the district or team.
- 3.6b Sponsors will not promote activities or products that are detrimental to the welfare of the community.
- 3.6c The name of the business/sponsor may be printed on the back or front of the team's uniforms while following the current High School rules regarding uniforms. No profane or obscene language or gestures may appear on uniforms. Team names are subject to final approval by the Parks and Recreation Department.
- 3.6d All donations become district property.
- 3.6e Note that helping to pay for some of the cost of the team's expense not only benefits the sponsor with advertising, but more importantly, provides the sponsor the satisfaction of helping his community by supporting recreational sports for youth.

ARTICLE IV

AGE DIVISIONS AND DISTRICTS

Section 4.1

T-Ball. To be eligible, a child must be five (5) years of age before August 1st of the current season and cannot be seven (7) years of age on or before April 30th of the current season (male) and January 1 of the current season (female).

8&U. To be eligible a participant cannot be nine (9) years of age on or before April 30th of the current season. **NOTE: Softball date is January 1st.**

10&U. To be eligible a participant cannot be eleven (11) years of age on or before April 30th of the current season. **NOTE: Softball date is January 1st.**

12&U. To be eligible a participant cannot be thirteen (13) years of age on or before April 30th of the current season. **NOTE: Softball date is January 1st.**

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14&U. To be eligible a participant cannot be fifteen (15) years of age on or before April 30th of the current season. **NOTE: Softball date is January 1st.**

16&U. To be eligible a participant cannot be seventeen (17) years of age on or before April 30th of the current season. **NOTE: Softball date is January 1st.**

18&U. To be eligible a participant cannot be nineteen (19) years of age on or before April 30th of the current season. **NOTE: Softball date is January 1st.**

- 4.1a Participants are eligible to advance one (1) age division when within one year of advancing to the division. Example: 8 year old can play 10&U; 12 year old can play 14&U

ARTICLE V

REQUIRED MEETINGS

Section 5.1 Organizational Meeting. The District Presidents and District Coordinators will meet with a departmental representative prior to the season (early February) to discuss matters relevant to the upcoming season including, by-laws, policies and procedures, playing rules, and numerous other concerns.

Section 5.2 County Tournament Meeting. The District Presidents and District Coordinators will meet with a departmental representative prior to the County All-Star Tournament (early July) to submit all required paperwork, including team rosters and birth certificates, draw Tournament seeds, and discuss matters relevant to the Tournament.

Section 5.3 Officer Election Meeting. All districts must conduct an election meeting not later than the last Saturday of regular season games, to elect a President, Vice-President, Secretary, and Treasurer for the upcoming season. Nominations and voting (must be 18 or over) are open to the public of the district, and to other parents/guardians whose children are eligible to participate in the district. Public notice (newspaper) of the election meeting must be given at least 1 week prior to the meeting. If a district does not hold an election meeting, then the then the department will schedule a meeting within 30 days of the conclusion of post-season play. The District Coordinator will attend this meeting.

Section 5.4 Evaluation Meeting. The District Presidents and District Coordinators will meet with a departmental representative after the season (mid August) to discuss and evaluate the recently completed season. Suggested rule changes should be submitted for discussion at this meeting.

Section 5.5 Additional meetings may be scheduled as required.

ARTICLE VI

BASEBALL/SOFTBALL TIMETABLE

Section 6.1 Registration: March/April
 Draft: April
 Practice: April
 Season: Last wk. in April/May/June
 County Tournament: July
 SWAC Tournament: July