



QUAKER VALLEY SOFTBALL AND BASEBALL (QVSB)

A DIVISION OF QUAKER VALLEY RECREATIONAL ASSOCIATION
(QVRA)

POLICY MANUAL

2018

Sports Parents' Pledge

All parents of participants in any Quaker Valley Softball and Baseball program agree to the following Pledge by the National Alliance for Youth Sports:

"I pledge to promote positivity in youth sports and act as a role model to my child, as well as other participants and sports parents I meet. I will serve as an advocate for good sportsmanship and to keep fun and learning at the center of the youth sports experience. I will try to improve upon my youth sports knowledge so that I can be an informative leader in the youth sports community."

TABLE OF CONTENTS

GENERAL ADMINISTRATION	001
NAME AND CLASSIFICATION	001.01
OPERATING COMMITTEE	001.02
GOALS AND OBJECTIVES	001.03
LEAGUE RULES	001.04
PROGRAMS OFFERED	100
YOUTH SOFTBALL	100.01
YOUTH BASEBALL	100.02
YOUTH PARTICIPANTS	200
AGE REQUIREMENTS	200.01
PLAYING UP	200.02
RESIDENCY REQUIREMENTS	200.03
PARTICIPANTS CODE OF CONDUCT	200.04
DRUG AND ALCOHOL POLICIES	200.05
ASSOCIATION PERSONNEL AND VOLUNTEERS	300
VOLUNTEER CLEARANCES	300.01
VOLUNTEER EXPECTATIONS	300.02
CODE OF CONDUCT FOR COACHES	

AND OFFICIALS	300.03
COMPLAINTS AGAINST A	
VOLUNTEER COACH	300.04
COMPLAINTS AGAINST A COMMITTEE	
MEMBER OR COMMISSIONER	300.05
FIELD RESPONSIBILITIES	300.06
COMMUNICATIONS AND COMMUNITY RELATIONS	400
BROADCASTS	400.01
COMMUNITY ENGAGEMENT	400.02
SPONSORSHIPS	400.03
INTER-ORGANIZATIONAL RELATIONS	500
QVSB PRESIDENT – QVRA DUTIES	500.01
FINANCIAL MANAGEMENT	600
REGISTRATIONS FEES	600.01
FUNDRAISING, GATE RECEIPTS &	
TICKET SALES	600.02
RESERVED	700
ASSOCIATION AND LEAGUE OPERATIONS	800
REGISTRATION PROCESS	800.01
MEDICAL PROTOCOL AND	
EMERGENCY PROCEDURES	800.02

UNIFORMS AND EQUIPMENT	800.03
TEAM SELECTIONS AND DRAFT PROCEDURES	800.04
TOURNAMENT SELECTION AND DRAFT	800.05
COMMUNITY AND PARENT INVOLVEMENT	900
PARENT RESPONSIBILITY AND EXPECTATIONS	900.01
PARENT ORIENTATION MEETING	900.02
SPORTS PARENTS PLEDGE	900.03

APPENDIX OF FORMS:

1. 2018 VOLUNTEER APPLICATION FORM
2. DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
3. CONSENT FOR MEDICAL-SURGICAL CARE & TREATMENT
4. SPONSORSHIP REQUEST FORM

QUAKER VALLEY SOFTBALL
AND BASEBALL (QVSB)

GENERAL ADMINISTRATION

001

001.01 Name and Classification

Quaker Valley Softball and Baseball (QVSB)

No.: 001.01

Section: General Administration

Title: Name and Classification

Date Adopted: _____

Name

Quaker Valley Softball and Baseball shall be known officially as Quaker Valley Softball and Baseball, a Division of Quaker Valley Recreational Association, hereinafter sometimes referred to as "QVSB."

Composition

QVSB is comprised of boys and girls, generally ages five (5) through seventeen (17) ¹, who attend any one of the schools within the Quaker Valley municipality and/or reside in lands that lie within the municipal boundaries of Aleppo Township, Bell Acres Borough, Edgeworth Borough, Glenfield Borough, Haysville Borough, Leet Township, Leetsdale Borough, Glen Osborne Borough, Sewickley Borough, Sewickley Heights Borough and Sewickley Hills Borough.

Purpose

The purpose of QVSB is to provide parentally managed, safe and healthy sports and recreational programs tailored to the needs of the community. These services shall be offered to enrich the quality of life and to encourage long-term lifestyle pursuits for all participants.

Address

For the official address of QVSB, please refer to the By-Laws of the Quaker Valley Recreation Association, last updated December 2006, which are attached hereto and may also be found online at <http://www.qvra.org/ra/operationalandnbsp-documents/by-laws/>.

¹ QVSB may, at its discretion, choose to offer a Super Colt (19 and Under) league. The Super Colt league will only be offered if it is determined by the Operating Committee that there is sufficient interest in the program.

001.02 Operating Committee

Quaker Valley Softball and Baseball

No.: 001.02

Section: General Administration

Title: Operating Committee

Date Adopted: _____

Authority

The authority to establish, equip, furnish, operate and maintain the youth softball and baseball programs of the eleven (11) municipalities comprising the Quaker Valley School District is vested in the QVSB Operating Committee, hereinafter referred to as the “Committee.”

Powers

The Committee shall establish such youth softball and baseball programs as it may deem appropriate for every person residing in the Quaker Valley School District between the ages of five (5) and seventeen (17) years who may attend such public or private schools within the eleven (11) municipalities comprising the Quaker Valley School District and/or reside in lands that lie within the municipal boundaries of lands outlined in Section 001.01.² The Committee shall equip, furnish, operate and maintain such programs, shall adopt and enforce rules and regulations for the management of program affairs and the conduct and deportment of participants, parents, and volunteers, and shall levy and collect such fees and duties as may be deemed necessary.

The powers of the Committee are not vested in any individual, program, association director, or Committee member. No such individual is authorized to act on behalf of the Committee to carry out any of the Committee's authorized powers, except for those acts stated in law. Actions or commitment by individual members of the Committee are not legally binding until such action or commitment has been formally adopted by a required vote of the Committee at a properly scheduled meeting.

Structure

The Committee shall include a president, a vice president of softball, a vice president of baseball, treasurer, secretary, and may include any other officers as the Committee shall direct. Each officer shall hold his or her position for a period of one (1) year, or until a successor is approved by the Committee; the new officers will be seated in November.

² Except where otherwise provided in this Policy Manual.

Responsibilities and Expectations

Members of the Committee must pledge to staff youth sports programs with professionalism and in the best interests of the children involved.

QVSB mandates that all Committee members follow the Code of Conduct, as follows:

1. I will coordinate and administer youth sports programs for the children involved, not the adults.
2. I will ensure that I am knowledgeable in the area of youth sports.
3. I will do my best to provide a safe playing situation for all participants.
4. I will provide support for coaches, officials, and parents to provide a positive, enjoyable experience for all.
5. I will require all coaches and officials to be appropriately familiarized with the QVSB Safety Manual and that they uphold the entire Code of Conduct.
6. I promise to keep informed about current issues involving youth sports programs.

001.03 Goals and Objectives

Quaker Valley Softball and Baseball

No.: 001.03

Section: General Administration

Title: Goals and Objectives

Date Adopted: _____

QVSB offers athletic programs that are designed to provide healthy activities and develop athletic, social, and life skills under good leadership. This policy is aimed at meeting the spirit and intent of this goal. The goals and objectives of QVSB are as follows:

1. To ensure the safety of our participants.
 - a. Complete routine and preventative maintenance of facilities and equipment
 - b. Provide quality equipment
 - c. Provide proper training and direction to coaches and parents through the various Codes of Conduct
2. To offer participation opportunities regardless of race, gender, religion or socio-economic status.
 - a. Provide reasonable opportunities for scholarships to families in need of financial assistance.
3. To teach basic fundamentals, skills and rules.
 - a. Provide qualified volunteer coaching
 - b. Provide accessible rulebooks, training manuals, and support upon request
4. To demand professionalism from staff and volunteers.
 - a. Attend and participate in the annual coaches meeting.
5. To expect that sportsmanship and fair play is the standard.
 - a. Recognize and enforce the various Rules, Expectations, and Codes of Conduct of QVSB/QVRA.

001.04 League Rules

Quaker Valley Softball and Baseball

No.: 001.04

Section: General Administration

Title: League Rules

Date Adopted: _____

QVSB adopts Rules and Policies for all of its softball and baseball programs.

In the event that any part of this Policy Manual should conflict with any part of the specific rules, this Policy Manual shall control.

Various league rules shall be distributed to coaches, officials, participants and parents at the beginning of each season, as provided by the various leagues.

QUAKER VALLEY SOFTBALL
AND BASEBALL (QVSB)

PROGRAMS OFFERED

100

100.01 Youth Softball

Quaker Valley Softball and Baseball

No.: 100.01

Section: Programs Offered

Title: Youth Softball

Date Adopted: _____

QVSB offers the following softball programs on a yearly basis. Only one co-ed Tee Ball league is offered through QVSB.

Co-Ed Programs

Program	Age Range	Registration Begins	Program Detail
Tee Ball	6 and Under		

Girls Softball Programs

Program	Age Range	Registration Begins	Program Detail
Coach Pitch	8 and Under		
Modified Fast Pitch	10 and Under		
Fast Pitch	12 and Under		
Fast Pitch	15 and Under		

100.02 Youth Baseball

Quaker Valley Softball and Baseball

No.: 100.02

Section: Programs Offered

Title: Youth Baseball

Date Adopted: _____

QVSB offers the following baseball programs on a yearly basis. Only one co-ed Tee Ball league is offered through QVSB.

Co-Ed Programs

Program	Age Range	Registration Begins	Program Detail
Tee Ball	6 and Under		

Boys Baseball Programs

Program	Age Range	Registration Begins	Program Detail
Coach Pitch	8 and Under		
Minor League	10 and Under		
Major League	12 and Under		
Pony League	14 and Under		
Colt League	17 and Under		
Super Colt League ³	19 and Under		

³ QVSB may, at its discretion, choose to offer a Super Colt (19 and Under) league. QVSB will only offer the Super Colt league if it is determined by the Operating Committee that there is sufficient interest in the program.

QUAKER VALLEY SOFTBALL
AND BASEBALL (QVSB)

YOUTH PARTICIPANTS

200

200.01 Age Requirements

Quaker Valley Softball and Baseball

No.: 200.01

Section: Youth Participants

Title: Age Requirements

Date Adopted: _____

Age Requirements

QVSB is comprised of boys and girls ages five (5) through seventeen (17) years of age.⁴

The age cut-off for each participant will be determined as follows:

Program	Age Range	DOB Beginning	DOB Cut Off
6U Tee Ball	5-6	September 1, 2011	August 31, 2013
8U Coach Pitch Baseball	7-8	September 1, 2009	August 31, 2011
10U Minor League Baseball	9-10	May 1, 2007	August 31, 2009
12U Major League Baseball	11-12	May 1, 2005	April 30, 2007
14U Pony League Baseball	13-14	May 1, 2003	April 30, 2005
17U Colt League Baseball	15-17	September 1, 2000	April 30, 2003
8U Coach Pitch Softball	6-8	January 1, 2009	December 31, 2011
10U Modified Fast Pitch Softball	9-10	January 1, 2007	December 31, 2008
12U Fast Pitch Softball	11-12	January 1, 2005	December 31, 2006
15U Fast Pitch Softball	13-15	January 1, 2002	December 31, 2004

Any participant who is under five (5) years of age or over seventeen (17) years of age at the time of the DOB Cut Off listed above will be ineligible to participate in any program administered by QVSB.

DOB Cut Off may vary from year to year and these ranges shall be modified as appropriate.

⁴ QVSB may also choose to offer a Super Colt (19 and Under) league, if it is determined by the Operating Committee that there is sufficient interest in the program. If a Super Colt league is offered, age-cut offs will be calculated under this Rule.

200.02 Playing Up

Quaker Valley Softball and Baseball

No.: 200.02

Section: Youth Participants

Title: Playing Up

Date Adopted: _____

Play Up Policy

In general, the Quaker Valley Softball & Baseball Operating Committee (QVSB) does not allow baseball players to play up to the next age group. We recommend all children play within their defined age groups. However, there are circumstances, principally involving issues of player safety, where QVSB will grant exceptions. These exceptions typically are granted at the 8U Coach Pitch Level. There is a wide spectrum of talent, ability and experience within the 8U age group. Some children have mastered age appropriate hitting and fielding while other children in this age group are playing baseball for the first time. Matching skills to the appropriate league (8U Coach Pitch vs. 10U Minor League) advances the development of all players. This policy of matching skills also incorporates safety concerns. For example, a strong, experienced player throwing a baseball to a player learning how to catch might result in injury.

Decisions by QVSB regarding play up requests from parents are made after registration has closed and enrollment numbers are known within each age group.

The following is the process to request playing up from 8U Coach Pitch to 10U Minor League:

- A request to play up from 8U to 10U will be considered if each of the following four part criteria is met:
 - (1) The child must have played at least 1 full year of 8U Coach Pitch.
 - (2) The child must be less than 1 year younger than youngest eligible age for 10U division.
 - (3) There is room on the 10U rosters to accommodate another player. If rosters are full then the 8U player will not be allowed to play up.
 - (4) If playing up to 10U depletes 8U rosters and thus 8U will be unable to field full rosters then the 8U player will not be allowed to play up.
- If all of the above criteria is met, the parent may request having their child play up and will need to do the following:
 - (1) E-mail the QVSB Operating Committee member listed in the registration e-mail.
 - (2) Register your child for 8U Coach Pitch. If approved to play up, the registrar will move your child from 8U to 10U.
 - (3) 8U players selected to play up will be required to pay the difference between the 10U fee and 8U fee.
- Once a parent commits their child to play up to 10U, the child will participate in 10U for the next three seasons.
- The 8-year-old playing up might be eligible to play for the 9-year-old Sunday Spring Travel team. The decision for eligibility is made by the 10U Commissioner in consultation with the QVSB Operating Committee.

- The 8-year-old playing up might be eligible to play for the 9-year-old Summer Tournament team. Prior to the Summer Tournament team selection process, the 10U Commissioner in consultation with the QVSB Operating Committee will determine if any 8-year-old players should be considered for summer baseball.
- The following year, the child now age 9, will be eligible to play on the 9-year-old Sunday Spring Travel Team and the 9-year-old Summer Tournament team if selected. Therefore, the child

playing up is deemed age 9 for two consecutive years.

- The 8-year-old playing up to 10U forgoes their eligibility to play on the 8U Coach Pitch Summer Tournament team.
- All decisions of the QVSB Operating Committee are final.

6U T-ball & 6U Modified Coach Pitch request to play up to 8U Coach Pitch:

- If a child has played at least 1 year with 6U Modified Coach Pitch and their participation at 6U Modified Coach Pitch would be a safety concern due to their advanced ability, an exception may be granted by the QVSB Operating Committee to play up to 8U Coach Pitch.

10U Minor League request to play up to 12U Major League:

- A request to play up from 10U to 12U will be considered if each of the following five part criteria is met:
 - (1) The 10 year olds birthday falls within the alternative modified age range.
 - (2) Would like to play baseball with his classmates (the child of the parents requesting to play up is currently in 5th grade).
 - (3) The 10-year-old would be considered a top 10 player amongst the 11 year olds as judged by the 10U Commissioner, 12U Commissioner and QVSB Operating Committee.
 - (4) There is room on the 12U rosters to accommodate another player. If rosters are full then the 10U player will not be allowed to play up.
 - (5) If playing up to 12U depletes 10U rosters and thus 10U will be unable to field full rosters then the 10U player will not be allowed to play up.
- If all the criteria are met, QVSB will consider allowing a player to play up from 10U to 12U.
- The 10-year-old playing up might be eligible to play for the 11-year-old Sunday Spring Travel team. The decision for eligibility is made by the 12U Commissioner in consultation with the QVSB Operating Committee.
- The 10-year-old playing up might be eligible to play for the 11-year-old Summer Tournament team. Prior to the Summer Tournament team selection process, the 12U Commissioner in consultation with the QVSB Operating Committee will determine if any 10-year-old players should be considered for summer baseball.
- The following year, the child now age 11, will be eligible to play on the 11-year-old Sunday Spring Travel Team and the 11-year-old Summer Tournament team if selected. Therefore, the child playing up is deemed age 11 for two consecutive years.
- The 10-year-old playing up to 12U forgoes their eligibility to play on the 10U Kid Pitch Summer Tournament team.
- All decisions of the QVSB Operating Committee are final.

12U Major League request to play up to 14U Pony League (5/1/2003 – 4/30/2005):

- With rare exception, 12U Major League players are not permitted to play up a season early to 14U Pony League.
- Parents may request an exception to have their child play up from 12U to 14U by contacting the QVSB Operating Committee member listed in the registration e-mail.

- All decisions of the QVSB Operating Committee are final.

Playing “Down”

QVSB will consider allowing a child to play down to a younger age group if deemed in the best interest of the child and their development. For example, a 9-year-old child is registered to play baseball for the first time and has no baseball experience. QVSB will consider having the child play their first season at 8U Coach Pitch rather than 10U Minor League to learn the fundamentals of the game. Parents should reach out to the QVSB Operating Committee person listed in this e-mail to discuss specifics with their child’s unique situation.

Call-Ups

Call-ups are used to fill in when a team is short a player and therefore must recruit from a younger division in order to avoid a forfeit. The use of call ups is separate from playing up. Call-ups are used in isolation for an occasional game whereas the play up policy is for a full season.

200.03 Residency Requirements

Quaker Valley Softball and Baseball

No.: 200.03

Section: Youth Participants

Title: Residency Requirements

Date Adopted: _____

Residency Requirements

A participant in any program administered by QVSB must attend any one of the private or public schools within the Quaker Valley municipality and/or must reside in one of the following municipalities: Aleppo Township, Bell Acres Borough, Edgeworth Borough, Glenfield Borough, Haysville Borough, Leet Township, Leetsdale Borough, Glen Osborne Borough, Sewickley Borough, Sewickley Heights Borough, or Sewickley Hills Borough.

A participant who attends any web-or-home based school, but who also resides within one of the above-referenced municipalities in the Quaker Valley School District will also be eligible for participation in QVSB programs.

A participant who attends any private or parochial school outside of the Quaker Valley School District, but who also resides within one of the above-referenced municipalities in the Quaker Valley School District will be eligible for participation in QVSB programs.

A participant, unless a resident of the district, who attends any other public school outside of the Quaker Valley School District will be ineligible for participation in any program administered by QVSB.

200.04 Participants Code of Conduct

Quaker Valley Softball and Baseball

No.: 200.04

Section: Youth Participants

Title: Rules and Expectations

Date Adopted: _____

Rules and Expectations

It is the goal of QVSB to provide the highest quality of youth athletic programs to ensure that every child's experience with sports is a positive one. It takes the cooperation of every person involved, including the participant, to make this happen. QVSB has established the following rules and responsibilities for participants to adhere to when participating in programs administered by QVSB:

1. Participants will listen to their coaches and be respectful of their elders, their teammates, their opponents, officials, and volunteers at all times.
2. Participants will take care of the uniforms which they are given, as well as the facilities and equipment which they participate in.
3. Participants will avoid all types of taunting, harassing, belittling, and/or bullying remarks or actions directed to their teammates or opponents.
4. Participants will show good sportsmanship at all times, win or lose.

All participants are expected to conduct themselves in a positive, responsible, and respectful manner during their youth sports experience. Players agree to accept responsibility for their participation in QVSB by following the code:

1. I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship.
2. I will attend every practice and game that I can, and will notify my coach in advance if I cannot.
3. I will do my very best to listen and learn from my coaches and teammates.
4. I will treat my coaches, other players, officials and fans with respect regardless of race, gender, creed or abilities, and I will expect to be treated accordingly.
5. I will encourage my parents to be involved with my team in some capacity because it is important to me.
6. I will not use drugs, tobacco and alcohol.

200.05 Drug and Alcohol Policies

Quaker Valley Softball and Baseball

No.: 200.05

Section: Student Participants

Title: Drug and Alcohol Policies

Date Adopted: _____

Drug and Alcohol Dependency

QVSB is concerned about the use of illegal drugs and alcohol by its participants.

QVSB recognizes that chemical (drug and alcohol) dependency is a treatable health problem which doesn't respect any group or age. Health problems are primarily the responsibility of the parent and/or guardian, but the Committee will notify the parents or guardians when deemed appropriate.

Policy

1. Any participant who attends any practice, game, or sponsored activity and who is, or is reasonably suspected to be, under the influence of alcohol, drugs, or mood altering substances, or any substance purported to be a restricted substance, shall be immediately removed from the field his or her own safety and the participant's parents or guardians shall be notified as soon as possible.
2. The participant will remain on indefinite suspension pending further investigation into the incident.
3. The participant will be required to remain at the facility under the supervision of a Coach, Official, Committee Member or volunteer until such time that a parent or legal guardian arrives to pick up the participant and remove him or her from the facility.
4. In the event that a parent or guardian is unavailable or unwilling to pick up the participant in person at the facility, the participant will remain under the supervision of the Coach, Official, Committee Member or volunteer for the duration of the activity.
5. Law Enforcement may be called in any case where a participant who is under the influence, or suspected to be under the influence, poses a danger to himself, other persons, Association or league personnel, or where civil or criminal laws are being broken.
6. Any participant suspended as a result of suspected drug or alcohol use must follow the following procedure in order to be reinstated to his or her team:

- a. Within twenty-four (24) hours of the incident, a written report of the incident will be delivered by the Coach to the Committee;
 - b. QVSB will be responsible for providing the participant or his/her parent or legal guardian with a copy of the report;
 - c. The participant will have forty-eight (48) hours to deliver his/her response to the Operating Committee of QVSB, at which time the QVSB Operating Committee will promptly advance to review the report and response with the Board of Directors of the Quaker Valley Recreational Association (QVRA);
 - d. QVSB and/or QVRA may, at their discretion, schedule a disciplinary meeting at which the Coach, the participant, and any other team or league personnel may provide a statement relative to the incident;
 - e. The participant may also request a disciplinary meeting, which the QVRA Board shall schedule within seven (7) days. The meeting must be attended by all available members of the QVRA Board, the Committee, the Coach, and the suspended participant. Attendance is required by the participant's parent and/or legal guardian. Other interested officials and coaches may attend if approved and/or requested by the Committee. All disciplinary meetings are **closed** to all other youth participants not directly involved in the incident, as well as the general public;
 - f. If no disciplinary meeting is scheduled or requested, the Board must make its final determination within three (3) days of receipt of the participant's written response;
7. The Board may assess any discipline that it believes to be reasonable and necessary, including, but not limited to: temporary suspension, permanent suspension, community service, or permanent expulsion.

A full copy of the Alcohol and Drug Abuse Policy of the Quaker Valley School Board can be found at Section 204.00 of the Board Policies of the Quaker Valley Board of School Directors; that policy helps inform the Committee.

Prescribed Medications

These provisions do not apply to essential, prescribed medications issued to participants by a licensed physician. Students who need to take any medication while participating in any QVSB activities will be required to have a physician's or dentist's written order and signed parental permission form.

Any medication **must** be kept by the parent/guardian of the participant, or by the participant him or herself, if the participant is over the age of ten (10) years old. Only essential prescribed medicines will be permitted at any practices, games, or league-sponsored activity or program. A parent or guardian will assume full responsibility for any medication which any participant may be required to take. Coaches, officials, Committee members, and other QVSB/QVRA personnel or volunteers are prohibited from taking any responsibility for a participant's prescribed medication.

A parent or guardian will be notified if the student is discovered taking medication without a parental permission form for medications. If the parent or guardian indicates that there is no reason for the student to be taking medication, he or she will be considered as possessing and/or using drugs, and will be subject to the discipline outlined above.

QUAKER VALLEY SOFTBALL
AND BASEBALL (QVSB)

**ASSOCIATION PERSONNEL AND
VOLUNTEERS**

300

300.01 Volunteer Clearances

Quaker Valley Softball and Baseball

No.: 300.01

Section: Association Personnel and Volunteers

Title: Volunteer Clearances

Date Adopted: _____

Background and Definitions

The Board of Directors of the Quaker Valley Recreational Association and the Committee recognize the valuable talent and skills of members of the community which may serve to enrich the athletic experiences of the participants. Accordingly, the Committee encourages involvement by parents, other family members, guardians and community volunteers, subject to certain requirements and procedures as set forth below.

The Committee may adopt and enforce reasonable rules and regulations regarding volunteer participation in the activities of QVSB.

“Direct contact with children” is defined by law as “the care, supervision, guidance or control of children or routine interaction with children.”

The QVRA Board of Directors shall maintain supervisory control over all programs, and may provide for administrative guidelines and the implementation of volunteer services and procedures in each program or league activity.

A “volunteer” for purposes of this policy is a person who applies for and is approved by the Committee for purposes of having an ongoing presence with the QVSB programs and/or participants, whose role would encompass routine interaction with children in a directly supervised, or occasionally not directly supervised.

Clearance Requirements for Volunteers

All volunteers as above defined must submit all mandatory background check materials and clearances before commencing any service to QVSB or any interaction with participants, whether directly supervised or not. Clearances for volunteers shall be submitted to the Committee prior to the first day of practice or prior to the volunteer beginning to participate.

No volunteer shall perform any service with regard to the relevant program or activity until after he or she has been approved by the Committee. However, in the event that approval is required in a more timely fashion, the Committee authorizes the President of the Committee, or any other designee, to grant approval of the volunteer coach on an interim basis, subject to ratification by

the Committee at the next meeting.

Currently the required background checks for volunteers include those commonly referred to:

1. Act 34 - State Criminal History Record Check
2. Act 151 - Child Abuse History Record Check - Child Protective Services Law
3. Act 114 - Federal Criminal History Record Check - Public School Code.

In addition to compliance with mandatory background checks prior to beginning volunteer service, all volunteers are required to comply with periodic recertification requirements of the school code, child protective services law, or such other laws as may be applicable (i.e., every three (3) years).

The costs of obtaining required reports and clearances shall be the responsibility of the respective volunteers. QVSB/QVRA may elect to cover such costs, at their discretion.

Background Screenings: Every coach or on-field assistant will be subject to a background screening before being allowed to act as a coach for any program administered by QVSB.

Any person interested in serving as a head coach, assistant coach, or other on-field assistant will be required to obtain the following clearances and provide proof thereof to the Operating Committee of QVSB prior to any direct contact with children: (1) a criminal history report from the Pennsylvania State Police; (2) a Child Abuse History Clearance from the Pennsylvania Department of Human Services; and, (3) an FBI Fingerprint Clearance.

If such volunteer (1) has been convicted of, (2) has a charge pending against him or her in which it is alleged that he or she has committed any of the following crimes, or (3) has a record of a conviction of an equivalent offense in another state, that person will be disqualified from volunteering with any athletic team in any athletic program approved by QVSB: All Sex Offenses, All Felony Violence Offenses, Felony Offenses within the previous ten (10) years, Misdemeanor Violence Offenses within the previous seven (7) years, Two (2) or more Misdemeanor Alcohol Offenses within the previous five (5) years, Misdemeanor Drug Offenses within the past five (5) years, or any other Misdemeanor Offense within the previous five (5) years which could reasonably be considered to be a potential danger to children.

Confidentiality

Each volunteer shall keep strictly confidential all information he/she may learn during the course of performing services with regard to the students enrolled in the QVSB programs.

Information obtained about volunteers through the background check process will be maintained in a confidential manner by QVSB, subject to applicable provisions of law.

300.02 Volunteer Expectations

Quaker Valley Softball and Baseball

No.: 300.02

Section: Association Personnel and Volunteers

Title: Volunteer Expectations

Date Adopted: _____

Expectations:

1. No coach shall leave practice until all players have been picked-up by a parent or guardian.
2. A volunteer should be enthusiastic without being intimidating. He or she should be sensitive to the children's feelings and genuinely enjoy spending time with them. He or she should be dedicated to serving children and understand that youth sports provide physical and emotional growth for participants. Remember, youth sports are for the children.
3. A coach needs to realize that he or she is a teacher, not a drill sergeant. He or she should help children learn and work to improve their skills. Personal gains are never a consideration. The job does not depend on winning. The best interest of the child transforms into the best interests of the game.
4. The safety and welfare of the children never can be compromised. A volunteer will consider these factors above all others.
5. A coach needs a tremendous amount of patience. He or she should not push children beyond limits in regards to practice. Children have many daily pressures and the youth sports experience should not be one of them. Playing sports is meant to be fun.
6. A coach should care more about the players as people than as athletes. The youth sports program is a means to an end, not an end to itself.
7. A coach should encourage his players.
8. A coach needs to remember that the rules of the game are designed to protect the participants, as well as to set a standard for competition. He or she never should circumvent or take advantage of the rules by teaching deliberate misconduct. A coach who puts his or her opponents' team at risk should not be involved with children.
9. A coach should be the first person to demonstrate good sportsmanship. He or she should take a low profile during the game and allow the kids to be the center of attention.

10. Parents and players place a lot of trust and confidence in the coach. The coach has an important role in molding the athletic experience of the child.
11. A coach can measure success by the respect he or she gets from the players, regardless of victories or defeats. Children who mature socially and physically while participating in sports are the best indication of good coaching.
12. A coach must always Be Early, Be Prepared and Make It Fun! It is your leadership as a coach that children will remember over the games themselves.
13. Coaches are required to keep emergency phone numbers and medical information on their players at all times.
14. All head and primary assistant coaches are expected to receive training in CPR and in the safe and proper use of portable automated external defibrillators (AEDs) and will be expected to provide proof of such training within fourteen (14) days of their appointment as coach.
15. Coaches must never address participants, officials, parents, or opponents in a demeaning, offensive or insulting manor.
16. Coaches must keep and maintain QVSB issued equipment in good condition, and return it immediately at the end of each season.

300.03 Code of Conduct for Coaches and Officials

Quaker Valley Softball and Baseball

No.: 300.03

Section: Association Personnel and Volunteers

Title: Code of Conduct for Coaches and Officials

Date Adopted: _____

Responsibilities and Expectations

QVSB is dedicated to providing quality officials for youth sports. In order to do so, we must hold ourselves accountable by staying abreast on current topics and trends in the recreation industry. Training officials is essential in maintaining a level of professionalism and credibility in youth sports. Officials attend regular meetings and training sessions and are certified in the following sports:

Girls Softball Certified by: _____

Boys Baseball Certified by: _____

Code of Conduct

It is the goal of QVSB to provide the highest quality of youth athletic programs to ensure that every child's experience with sports is a positive one. It takes the cooperation of every person involved, including the participant, to make this happen. QVSB has implemented the following Code of Conduct for the important message it holds about the proper role of coaches, officials, and other volunteers in supporting children in sports. Everyone involved with QVSB should read, understand, and commit to abide by this form prior to participation in any QVSB program.

Anyone guilty of improper conduct at any QVSB event will be asked to leave the sports facility and may be suspended from the following team event. Repeat violations may cause a multiple event suspension, or forfeiture of the privilege of participation for the remainder of the season.

Preamble

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- Trustworthiness;
- Respect;

- Responsibility;
- Fairness;
- Caring; and,
- Good Citizenship

The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree:

1. I will not force a child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will learn the rules of the game and the policies of the league.
4. I (and my guests) will be a positive role model for the players and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other QVSB event.
5. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
6. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
7. I will demand respectful treatment of other players, coaches, officials and spectators regardless of race, creed, color, sex or ability.
8. I will teach players that doing one's best is more important than winning, so that they will not feel defeated by the outcome of a game or his/her performance.
9. I will praise players for competing fairly and trying hard, and make them feel like winners every time.
10. I will never ridicule or yell at a child or other participants for making a mistake or losing a competition.

11. I acknowledge that athletic development requires a thousand attempts before mastery becomes approachable. Therefore, I will emphasize skill development and repetitive practice.
12. I will promote the emotional and physical wellbeing of the athletes ahead of any personal desire to win.
13. I will respect all other coaches and officials and their authority during games and will never question, discuss, or confront other coaches or officials at the game field. I will take time to speak with coaches or other QVSB officials about any concerns at an agreed upon future time and place.
14. I will demand a sports environment that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
15. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
16. As a coach or official, I will teach players to follow the rules and to resolve conflicts without resorting to hostility or violence.
17. As a coach or official, I will offer parents observations about their child or children only.

300.04 Complaints Against a Volunteer Coach

Quaker Valley Softball and Baseball

No.: 300.04

Section: Association Personnel

Title: Complaints Against a Volunteer Coach

Date Adopted: _____

Complaint Against a Volunteer Coach

It is the duty of QVSB and/or QVRA to respond to all complaints/concerns lodged against a coach that has allegedly violated the Coaches Code of Conduct. This is not an assumption of guilt, but merely an investigation of alleged actions. When QVSB receive a complaint or concern about a coach that is deemed worthy of investigation, QVSB will:

1. Gather information and/or eye-witness accounts of the events that took place from all involved. This may include the coach in question, other coaches, game officials, and parents.
2. If warranted, the coach will be contacted by phone or will be required to attend a meeting to address the complaint/concern.
3. The Committee has the authority to determine the severity of the situation and to enforce the appropriate range of disciplinary actions. The President or Vice President(s) will report in brief, the nature of the complaint, the findings of the investigation and the sanction applied to the coach. This information will be logged in your permanent record.

Possible Disciplinary Actions – Volunteer

In order to provide with the flexibility to take appropriate action when a coach is found to have violated the Coaches Code of Conduct, a range of possible actions has been developed. These actions may be implemented above and beyond what is called for in any sport specific bylaws.

Possible disciplinary actions for coaches include (in no particular order):

1. Suspension
2. Written or verbal warning
3. Probation
4. One game suspension
5. Multiple game suspensions
6. Season suspension
7. Indefinite suspension

*Multiple offenses will be viewed cumulatively.

300.05 Complaints Against a Committee Member/Commissioner

Quaker Valley Softball and Baseball

No.: 300.05

Section: Association Personnel

Title: Complaints Against a Committee Member/Commissioner

Date Adopted: _____

Complaints Against a Committee Member/Commissioner

It is the duty of QVSB to respond to all complaints/concerns lodged against a Committee Member/Commissioner. This is not an assumption of guilt but merely an investigation of alleged actions.

When QVSB receives a complaint or concern about a Committee Member that is deemed worthy of investigation, QVSB will:

1. Gather information and/or eye witness accounts of the events that took place from all involved and report all information to the QVRA Board of Directors. This information may include the committee member or commissioner in question, other coaches, game officials and parents.
2. If warranted, the committee member or commissioner will be contacted by phone or will be required to attend a meeting to address the complaint/concern.
3. The QVRA Board of Directors has the authority to determine the severity of the situation and to enforce the appropriate range of disciplinary actions. The most senior Board Member will report in brief on the nature of the complaint, the findings of the investigation and the sanction applied to the committee member or commissioner. This information will be logged in the board member's permanent file.

Possible Disciplinary Actions

If a coach in violation is also a Committee Member, additional disciplinary actions may be taken as identified below (in no particular order):

1. Written or verbal warning
2. Probation
3. One or more game suspensions
4. Season suspension of commissioner duties and responsibilities
5. Indefinite suspension of commissioner duties and responsibilities
6. Removal from the Committee

300.06 Field Responsibilities

Quaker Valley Softball and Baseball

No.: 300.06

Section: Association Personnel

Title: Field Responsibilities

Date Adopted: _____

Field Maintenance

Home Team, Field Responsibilities

AED at each field:

There are AED's at each field that will need to be unlocked before each practice or game and locked up after each. The head coach will be held accountable for this.

Pregame:

- If weather is an issue, coordinate with the visiting coach on playing.
- If game is canceled and you use umpires, call to cancel your umpire.
- Drag field. (Tractors available at Bell Acres and Chadwick, instructional help is available)
- Create batters box using trace template and line chalk.
- Put down baselines. Base line is pulled from back of HP, past outside edge of 1st and 3rd
- On softball fields, installation of mound may be required for baseball use. There are carts available to assist in moving. (46' from the front of the rubber on pitching mound to back of HP for 10U Minor League and 50' from the front of the rubber on pitching mound to back of HP for 12U Major League.) (43' for softball.)

Post Game:

- Fill in holes at bases and home plate and tamp. Use back of rake to push dirt into holes and tamp. (Prevents ponding from future rain.)
- Drag infield after games. This makes it easy for game preparation for the next game.
- Put away all equipment. Rakes, shovels, chalk carts, etc.
- Lock all storage boxes, sheds and gates.
- Chadwick shed lock must be locked with the key, turn the handle to ensure it is locked.

Practices:

- Field dry and lime are for games only. (If the infield is too wet for practices. Stay off.)

QUAKER VALLEY SOFTBALL
AND BASEBALL (QVSB)

**COMMUNICATIONS AND COMMUNITY
RELATIONS**

400

400.01 Broadcasts

Quaker Valley Softball and Baseball

No.: 400.01

Section: Association Personnel

Title: Communications and Community Relations

Date Adopted: _____

Television/Radio

Some or all athletic contests, games, or league-related activities may be broadcast over television of radio, with the permission of the Committee. This permission is granted with the understanding that the broadcasts will in no way interfere with the performance of the event. The broadcasts will be made without cost or liability to QVSB.

Where such broadcasts are sponsored, the following types of advertising shall not be included: alcoholic beverages, tobacco products, political or religious.

Newspapers and Other Media

If approached by any newspaper and/or other media (i.e., Internet blog), all coaches and Committee members should understand that they have a responsibility to all players and parents, and should at all times ensure that their comments are supportive and represent the best interests of all involved.

400.02 Community Engagement

Quaker Valley Softball and Baseball

No.: 400.02

Section: Communications and Community Relations

Title: Community Engagement

Date Adopted: _____

Background

The purpose of community engagement is to create a collaborative environment in which participants, parents/guardians, families, residents, businesses and other community organizations are encouraged and invited to be involved stakeholders in the youth athletic community. Such engagement strengthens broad-based community support for the young athletes and for the goals, operations and athletic programs of QVSB and QVRA.

Policy

QVRA/QVSB endorses the concept that community engagement is essential for QVRA, QVSB, the participants, and the community to maintain mutual understanding, respect and trust, and to work together to improve the quality of QVRA, QVSB and their programs. QVSB intends, through this two-way communication, to identify the community's concerns, needs and suggestions, and to be responsive to the community through the actions of the Operating Committee of QVSB.

Guidelines

The Committee directs QVSB personnel, volunteers, parents, and participants to develop and implement a planned program of community engagement that regularly provides opportunities for players, parents/guardians, families, residents, business and community organizations to participate in dialogue and decision-making related to Association or league-based programs, activities, fundraisers, charities, etc.

QVSB itself shall develop and use varied, effective two-way communication methods to ensure that all community members receive information about QVSB and its programs, as well as the available opportunities to become actively involved.

400.03 Sponsorships

Quaker Valley Softball and Baseball

No.: 400.03

Section: Communications and Community Relations

Title: Sponsorships

Date Adopted: _____

Team Sponsors

Quaker Valley Softball & Baseball (QVSB) is a community organization which depends on contributions from businesses and individuals to support the operation of the baseball and softball fields our teams use. All contributions are used to pay for things such as landscaping equipment, safety equipment, water, field supplies, maintenance, and repairs. Those who contribute become sponsors of QVSB's programs and receive name recognition and exposure to our community as well as visiting communities.

Contributors can elect to sponsor a team, have their business logo/artwork displayed on a sign at the Bell Acres field, or both. Those who contribute may also elect to be a sponsor for the spring or fall seasons, or both.

The sponsorship chairperson on the Committee is responsible for soliciting and securing sponsorships for each season. The sponsorship program and contribution levels are more fully described in the Sponsorship Request Form in the Appendix of Forms attached hereto, that shall be reviewed and revised from time to time by the Committee.

QUAKER VALLEY SOFTBALL
AND BASEBALL (QVSB)

INTER-ORGANIZATIONAL RELATIONS

500

500.01 QVSB President - QVRA Duties

**THE PRESIDENT OF THE QVSB
COMMITTEE MUST ALSO AGREE TO SERVE
AS A MEMBER OF THE QVRA BOARD OF
DIRECTORS.**

QUAKER VALLEY SOFTBALL
AND BASEBALL (QVSB)

FINANCIAL MANAGEMENT

600

600.01 Registration Fees

Quaker Valley Softball and Baseball

No.: 600.01

Section: Financial Management

Title: Registration Fees

Date Adopted: _____

Assessment of Fees

The Committee will set appropriate registration fees for each program and age group as necessary.

The Operating Committee will publicize and promote involvement.

Fees for Registration shall be published by the Committee.

Allocation of Fees

No funds may be allocated without a majority vote of the Committee.

600.02 Fundraising, Gate Receipts & Ticket Sales

Quaker Valley Softball and Baseball

No.: 600.02

Section: Financial Management

Title: Fundraising, Gate Receipts & Ticket Sales

Date Adopted: _____

All moneys raised through fund raising, gate receipts, ticket sales, or other efforts involving participants, parents, volunteers, employees, and/or QVSB are subject to the policies and practices of the QVRA.

The proceeds of any gate receipts, ticket sales, or concessions shall be deposited into the proper general fund or activity account as a means of supplementing QVSB's various administrative and/or program costs (i.e., equipment, tournament fees, banquets, trophies, etc.). Under no circumstances should these funds be used to pay a salary or commission to any Committee Member, Coach, participant or other volunteer.

QUAKER VALLEY SOFTBALL
AND BASEBALL (QVSB)

ASSOCIATION AND LEAGUE
OPERATIONS

800

800.01 Registration Process

Quaker Valley Softball and Baseball

No.: 800.01

Section: Association and League Operations

Title: Registration Process

Date Adopted: _____

For the Registration Process, please refer to the QVSB website

800.02 Medical Protocol and Emergency Procedures

Quaker Valley Softball and Baseball

No.: 800.02

Section: Association and League Operations

Title: Medical Protocol and Emergency Procedures

Date Adopted: _____

Medical Information

Parents or guardians must disclose at registration and should notify the coach of any pre-existing medical conditions that might affect the player during the course of the year (i.e. allergies, medications, physical impairments, etc.).

Coaches should note these conditions and keep with him/her at all times in order to determine the severity of an accident and to assist medical personnel who respond to the scene.

Medical Procedures

1. The coach or volunteer may treat minor injuries, such as general cuts and contusions, and may also as utilize CPR methods and/or AEDs, as trained.
2. Any major or life-threatening injury or accident that may occur on the playing field or at any facility, during scheduled game/practice times will be handled as follows:
 - a. 911 will be called immediately.
 - b. Parent/Guardian will be contacted.
 - c. Based on the professional decision of the EMT unit, the participant may be transported to the closest medical facility for immediate care.

Concussions/Head Injuries

It is QVSB's policy that any participant, suspected of a head injury is required to be removed from the activity, must seek medical attention and then follow the proper procedures for return to play.

A concussion is a type of traumatic brain injury that is caused by a blow to the head or body that jars or shakes the brain inside the skull. It is important to note that an athlete does not have to lose consciousness to have suffered a concussion.

Signs Observed by Others	Symptoms Reported by Athlete
Visually appears to be dazed or stunned Is confused about assignments or instructions Forgets plays Is unsure of rules, score, or opponent Moves clumsily Answers questions or responds slowly Loses consciousness Exhibits personality/behavior changes Cannot recall events prior to being hit Cannot recall events after being hit	Confusion Headache Nausea Balance problems Dizziness Double vision or blurred vision Light sensitivity Noise sensitivity Feeling sluggish, foggy, or groggy Lack of concentration/focus, memory problems

Please refer to the attached current Concussion Protocol of the Quaker Valley Recreational Association for further information.

800.03 Uniforms and Equipment

Quaker Valley Softball and Baseball

No.: 800.03

Section: Association and League Operations

Title: Uniforms and Equipment

Date Adopted: _____

Uniforms and Equipment

Unless otherwise indicated, equipment is the property of QVSB. Participant registration fees for specific programs are used by QVSB to supply each player with a game shirt and hat. Certain team equipment will be provided by QVSB in the necessary quantities for game and practice situations (i.e., catcher's equipment, batting helmets, balls).

Game shirts and hats **must** be worn at all times during games.

Parents and participants will be responsible for supplying all other equipment which is not specifically provided by QVSB (i.e., batting gloves, fielding gloves, cleats, pants, etc.) Certain equipment may be required or optional, depending on the participant's league and experience level. Please check with your coach for a list of required equipment prior to the first game.

QVSB will maintain adequate control of equipment and ensure that all items issued to participants and coaches are returned at the conclusion of each season.

800.04 Team Selection and Draft Procedures

Quaker Valley Softball and Baseball

No.: 800.04

Section: Association and League Operations

Title: Team Selection and Draft Procedures

Date Adopted: _____

Draft Procedure

QVSB has developed a Draft Procedure which outlines the current procedure for team selection and drafts.

1. The purpose of the draft is to select teams in an equitable manner, giving every head coach a fair chance to select a competitive team. These rules will be reviewed with the head coaches before the draft. The League Commissioner will decide on any situations not specifically covered by these rules. Issues raised before or during the draft will be decided upon in a manner specified by the Commissioner. The Commissioner's decisions will be final and there will be no appeals.
2. Players will be eligible to "play-up" and be drafted onto a team if their league age is within one (1) year of the specified league age group and their skill level had been reviewed as appropriate for the league by the Commissioner and Head Coaches. For example, a player with a league age of eight (8) would be eligible for 9-10 Minor League (kid pitch) if his skill level is reviewed and approved prior to the draft.
3. There will actually be two (2) drafts held for each league, one for the older players within the age-group league and a second for all younger players in the age-group league.
4. All participants shall be evaluated against appropriate skill level at respective age group evaluations.
 - a) Any players not evaluated must be evaluated by coach feedback and discussion before the draft begins.
 - b) All assistant coaches shall be declared and the league commissioner must receive Operating Committee approval from the named assistant(s) before the draft begins. A head coach may not name a parent or guardian an assistant without permission in order to secure a player in the draft.
 - c) Players who are coaches' children are assigned to coaches' teams and the draft order for those individuals will be pre-assigned (1st round, 2nd round, etc.) in the appropriate player group (see section 2). This is for both head coach and one designated assistant

coach and will require a majority vote approval by the head coaches and commissioner if needed to break a tie.

- i) If 2 coaches' players are designated as 1st round picks and both are within the same player group, those players will comprise that team's 1st and 2nd round selections. They will automatically be assigned a draft selection order (see section 4) of First in Round 1 of that age group, the last pick in Round 3 of the same age group and the last pick in Round 1 of the other age group. If such designation occurs for more than one team, those teams will draw for selection order and the team with the highest draw will pick last in round 3, the next highest draw will pick second to last in round 3, and so on for all teams with two 1st round picks.
- ii) If 2 coaches' players are both designated as 2nd or later rounds within a player group, the head coach's child will be that team's 2nd (or later) round pick and the assistant coach's child will be that team's 3rd (or later subsequent) round pick. The order from the random draw (see section 4) will not be modified in any later rounds.

d) All siblings will be listed before the draft and assigned a draft round for their respective group, as described for coaches' children in 3c above. If a team selects a player who has a sibling(s) in the league, any other siblings will also be assigned as draft picks to that team. The selection round of the other siblings will have been determined by the ratings agreed upon under this provision. If two or more siblings are in the same draft player group, and are rated as being in the same round of the draft, the team selecting the first sibling will be assigned the second in the next round of that player group. If there are siblings remaining undrafted within a player group before the last pick of the next-to-last round, the Commissioner will assign one of the siblings to the team with the last pick in the next-to-last round and the other will be that team's first pick of the last round. This is to assure that a team doesn't have too many players. If a player is drafted in a position that would place their sibling in a round later than which they were rated, the sibling will be assigned as that team's next round draft pick. Players who have siblings will be placed on a team together unless specifically requested otherwise by parents/guardians.

e) A record of the draft will be recorded by the commissioner or a designee and retained by the commissioner of the age group.

f) The league Commissioner will assign any players registering after the draft to the teams based upon space availability and using their discretion to keep talent levels and player counts as equal as possible

5. Draft selection order is determined by random drawing (1 through "X," where "X" is the total number of teams). The teams will be assigned an order of low to high for round 1 of the draft. After round 1 the order reverses for round two, then continues to reverse again for each subsequent round. A template will be made available at the draft to monitor order and record selections.

6. Example for a 5 Team League:

- a) Round 1 is picks 1 through 5
- b) Round 2 is picks 5 through 1
- c) Round 3 is picks 1 through 5
- d) Round 4 is picks 5 through 1
- e) Round 5 is picks 1 through 5

7. The draft will begin with the older age group. All players will be taken until there are not enough players to complete a round.

- a) Example No. 1: There are 25 players in a group and there are 5 teams. After five rounds, all players are assigned to a team.
- b) Example No. 2: There are 28 players in a group and there are 5 teams. Players will be drafted until the 5th round is completed. The remaining players (3 in this example) are placed into the Rookie group and a new cycle of draft selections will commence until all players are taken, even if this results in uneven numbers for teams.

8. When the older age group is complete the draft order is reversed from round 1 of the older age group for the start of the younger age group. The team that got to pick 1st in the older age group will pick last in the younger age group.

9. Only a team's board-appointed approved head coach and/or designated assistant coach may be present for the draft, no prospective assistant coaches will be permitted to attend the actual draft.

10. If a head coach and assistant coach are unable to attend the draft, the head coach may send one substitute to draft in his place or he may have the League Commissioner make his selections. If the substitute has any children in the draft, they will not be treated as a coaches' child, and they are eligible to be drafted by any team in any round. The substitute will be considered the acting head coach and may participate in any votes held before, during, or after the draft.

11. There will be no trading of players or draft positions before, during, or after the draft.

12. To correct any errors in drafting or registration, the Commissioner will be solely responsible for making roster changes.

13. Head coaches should contact their players' parents within three days of the draft.

Age Cutoffs

The age cutoff is a date used to define the age ranges of participants within each age division. Age cutoffs may vary by age group and league. Please see 200.01 for further information.

800.05 Tournament Team Selection and Draft

Quaker Valley Softball and Baseball

No.: 800.05

Section: Association and League Operations

Title: Tournament Team Selection and Draft

Date Adopted: _____

Draft Procedure

Quaker Valley Baseball enters teams in summer tournaments usually within driving range of Pittsburgh. One team per age level is assembled toward the end of each spring regular season. Therefore, in a typical summer, there will be a travel team with the following age levels: 7U, 8U, 9U, 10U, 11U, 12U, 13U & 14U. The following sets forth the process to be followed with each age level in managing and selecting teams, coaches, players and tournaments.

Player Selection

Each head coach (HC) and their named primary assistant coach (PAC) from the regular season will participate in a summer tournament selection meeting with their respective age level that will be held no earlier than Monday, May 22nd, 2017 and no later than Monday, June 5th (exceptions or modifications to these dates may be made by the QVSB Operating Committee in response to requests or unusual circumstances). The tournament selection meetings will be organized and chaired by the respective league Commissioners.

8U Commissioner	Oversees selection of 7U summer team & 8U summer team
10U Commissioner	Oversees selection of 9U summer team & 10U summer team
12U Commissioner	Oversees selection of 11U summer team & 12U summer team
14U Commissioner	Oversees selection of 13U summer team & 14U summer team

Approximately one week prior to the meeting, the Commissioners will request “tournament player recommendations” from each of the head coaches. These are players from the respective HC’s spring season in-house team which the HC believes should be considered for the summer tournament team. The Commissioner will compile a list of all HC “tournament player recommendations” and provide to all the HC’s and named PAC’s approximately 24 hours before the start of the meeting.

Tournament Selection Meeting

At the beginning of the meeting, the coaches and Commissioner will review the list of “tournament player recommendations” as compiled by the Commissioner to consider if any

player not on the list should be included on the list. If any additional players are recommended, the Commissioner will include these players on the “recommendations list.”

Each team will present the background and statistics for each of their players on the “recommendations list.” Qualitative factors should include, but is not limited to, baseball skill level, positions played, baseball knowledge and positive sportsmanship behavior. Quantitative factors should be compiled from the statistics maintained by each team’s scorekeeper. Statistics are intended to provide additional support for or against a player. QVSB urges the HC’s and PAC’s to provide statistics which are “black and white” rather than rely on statistics which require varied interpretations. For example, On Base Percentage (OBP) measures the most important thing a batter can do at the plate – not make an out. Suggest a modified OBP calculation to reduce ambiguity with scorekeeping and calculate OBP as: $(\text{Hits} + \text{Walks} + \text{Hit by Pitch} + \text{Reached Base on Error}) \div \text{At-Bats}$. Whereas a batting average calculation is subject to multiple ambiguities such as the skill level and experience of the scorekeeper and his or her judgment (is an infield hit a single or did the batter reach base because of an error?) Therefore, we suggest coaches present On Base Percentage instead of Batting Average. Likewise, with pitchers, categories such as strikeouts, walks and innings pitched are “black and white” whereas the calculation of a pitchers ERA involves subjective judgment.

The goal with each roster for all age levels is to create a well-rounded summer tournament team. Achieving roster balance is critical and will likely lead to focusing on specific attributes. If a team lacks depth with a position (1st base, shortstop, catcher, etc.) and two players are on the bubble, consideration should be provided to the player with an aptitude at the position with less depth. Beginning with 9U, additional consideration should be provided to those players with the ability to pitch and catch (since depth at these positions is needed to reduce the average work load for pitchers and catchers in tournament scenarios.)

To be eligible to participate on a summer tournament team, a player must have participated in at least 60% of their regular season games. The 60% figure is set by the national Little League organization and QVSB. Spring regular season games are defined as participation in the QV/Avonworth in-house League, the Moon Pony League, of another similar League, if Quaker Valley teams participate in that league during any particular season. Participation on a spring Sunday travel team is not applicable with this calculation. The participation calculation with each player (provided as needed by the HC’s) is reviewed at the end of the regular season (typically the first week of June) by the Commissioners. The tournament selection process occurs shortly before the end of the regular season. Therefore, a player may be selected for the tournament selection team and have a participation rate at the time of selection below 60%. As long as the player’s participation rate finishes at 60% or greater at the conclusion of the regular season, the player will be permitted to play on the summer tournament team.

The tournament head coach (THC) will be responsible for communicating with any parent whose child is under the 60% threshold. These players will be listed temporarily on the tournament roster as “placeholders” until the end of the regular season. The placeholder designation will be removed contingent upon the child participating in enough remaining regular season games to meet the 60% requirement. If a child on placeholder status does not meet the 60% threshold after

the regular season, the child will not be permitted to play on the summer team unless there are unique circumstances (injury, illness, etc.)

Any exceptions to the 60% requirement must be requested by the THC and be approved by the Commissioner and the President and Vice President of QVSB.

Children that received approval to play up in the spring are potentially eligible to participate on the summer travel team corresponding to the age level of actual participation. For example, an 8-year-old received approval to play up from 8U Coach Pitch to 10U Minor League for the spring season. An 8-year-old playing up to 10U Minor League in the spring forgoes their eligibility to play on the 8U Coach Pitch Summer Tournament team (no exception will be granted). The 8-year-old playing up would only be eligible to participate on the 9U Summer Tournament team. This discretion of eligibility is left to the 10U Commissioner and the QVSB Operating Committee.

Tournament Selection Voting Procedures: 7U, 8U, 9U & 10U

The ballot for each age group will have 13 slots. When voting, each Head Coach, named Primary Assistant Coach and League Commissioner will cast ballots listing their top 13 players within each age group. A player receives 2 points per ballot if receiving a vote in the top 11 (note that whether a player is voted first, eleventh or somewhere in-between, the player receives 2 points.) A player receives 1 point per ballot if listed as 12th or 13th. The Commissioner will collect the ballots and tally the total points received for each player in each age group.

The 11 players receiving the highest point totals in each age group are “regulars.” The two players finishing 12th and 13th in point totals are listed as “alternates.” A tie for the 11th spot (last spot for a regular) as well as a tie for the 13th spot (last spot for an alternate) will be broken by a vote of the Head Coaches (the Commissioner will vote as well if there are an even number of Head Coaches).

Tournament Selection Voting Procedures: 11U, 12U, 13U & 14U

The ballot for each age group will have 12 slots. When voting, each Head Coach, named Primary Assistant Coach and League Commissioner will cast ballots listing their top 12 players within each age group. A player receives 2 points per ballot if receiving a vote in the top 10 (note that whether a player is voted first, tenth or somewhere in-between, the player receives 2 points). A player receives 1 point per ballot if listed as 11th or 12th. The Commissioner will collect the ballots and tally the total points received for each player in each age group.

The 10 players receiving the highest point totals in each age group are “regulars.” The two players finishing 11th and 12th in point totals are listed as “alternates.” A tie for the 10th spot (last spot for a regular) as well as a tie for the 12th spot (last spot for an alternate) will be broken by a vote of the Head Coaches (the Commissioner will vote as well if there are an even number of Head Coaches).

Tournament Selection Post Voting Procedures: All Age Groups

The Commissioners will nominate the Tournament Head Coach (THC) from each age group and submit this choice along with the proposed assistant coaches to the QVSB Operating Committee for approval. The Commissioners will also submit the tournament team voting results and the roster of players to the QVSB President and Vice President for their approval along with providing any comments or concerns. The Commissioners will work to obtain these approvals with the final team roster, THC and assistant coaches on or before Friday, June 9th, 2017.

Once approved, the THC will contact the families of the selected regular players and confirm their willingness and availability to play, along with their acknowledgement of financial commitment to the self-funding team. The THC should include a copy of the Tournament Team Commitment Letter in their e-mail to the families.

Roster size is required to be at least one more than the number of players allowed to play in the field for each tournament. With 7U, 8U, 9U and 10U, rosters submitted in advance to each tournament director must have a minimum of 11 players. With 11U, 12U, 13U and 14U, rosters submitted in advance to each tournament director must have a minimum of 10 players. Therefore, alternates will then be contacted by the THC in order of voting results to determine player availability, as needed, to complete rosters for each tournament. Head coaches are strongly encouraged to provide both alternates the opportunity to participate in tournaments when needed. For example, if a team participates in four summer tournaments and one “regular” player is absent from each of the four tournaments, each alternate should participate in two tournaments. In other words, alternate between the alternates.

If additional players (beyond the “regulars” and first two alternates) are needed to ensure minimum roster size for a tournament(s), the THC, in conjunction with the Commissioner, may seek out other players who received votes.

It is recommended that the THC request from each parent detailed availability of their child for each tournament. This is to allow for specific roster planning.

The THC should be the only person informing players of their Tournament Team selection and such notification should not occur until authorized by the QVSB President and Vice-President along with the respective Commissioner in association with the national Little League organization rules.

Coach Selection

Each tournament head coach (THC) will be nominated by their respective Commissioners within 48 hours of the conclusion of the player selection meeting.

Tournament Head Coaches from each age level must have served in the spring season as either a Head Coach or a named Primary Assistant Coach.

Nominated THC's child must be a "regular" tournament team player. If no THC's are available from the pool of "regular" players, the Commissioner may reach out to potential THC's from the pool of alternate players. If a THC is selected and their child is an alternate, it does not change the THC's child designation from alternate to regular.

The THC will submit his choice of up to three assistant coaches as well as a scorekeeper to the Commissioner. The Commissioner will review and submit to the QVSB Operating Committee for approval.

Funding

All tournament teams are self-funded, therefore sufficient fees must be paid by all parents at each age level prior to the start of the summer tournament season.

THC's (and if necessary in consultation with their Commissioner) will review the available tournaments and prepare a budget based on the following: tournament entry fees, Uniforms and Hats, Game balls, TeamSnap Fees and other miscellaneous costs.

THC's will review the budget with their Commissioner, Assistant Coaches and the QVSB Treasurer to reach agreement on total costs and cost per player.

THC's will notify each player's family of the total tournament season cost prior to the start of practices.

QVSB will pay the tournament entry fees up front and will be fully reimbursed from each team.

All-tournament team players from 7U through 14U must make payment through the Blue Sombrero registration platform. Payment must occur prior to the start of the summer tournament season. Any player having an outstanding balance will not be permitted to participate until payment is made in full.

Tournaments

Commissioners (with input from "prospective" THC's) will identify the tournaments available to enter and prepare an initial schedule. THC's will confirm the final tournament schedule as well as coordinate commitment and payment for each tournament fee with the QVSB Treasurer. (If needed due to time constraint and/or limited tournament team slots, the Commissioner will make a final commitment and coordinate payment to any concerned tournament).

Tournaments will generally be within driving range of Pittsburgh. THC's and their assistants will have discretion in selecting tournaments, subject to player availability and funding.

QV teams, to ensure competitiveness, will generally enter "B" tournaments. Tournaments labeled "A" attract teams from communities much larger than Quaker Valley. Tournaments labeled "B" and "C" attract teams from smaller communities.

**QUAKER VALLEY SOFTBALL
AND BASEBALL (QVSB)**

**COMMUNITY AND PARENT
INVOLVEMENT**

900

900.01 Parent Responsibilities and Expectations

Quaker Valley Softball and Baseball

No.: 900.01

Section: Community, Volunteers, and Parent Involvement

Title: Parent Responsibilities and Expectations

Date Adopted: _____

Parents' Code of Conduct

The QVRA has established a Code of Conduct outlining the behavior and responsibilities it expects of all parents involved with its programs. Please refer to the Code of Conduct for further information.

Parent Responsibilities and Expectations

In order for any program to be truly successful, it takes the cooperation of everyone involved: players, coaches, officials, staff, spectators and especially parents. Parents have the following responsibilities and expectations when participating in any Quaker Valley Softball and Baseball athletic program:

1. Parents have a responsibility to their children.

To make sure that your child gets the most out of his or her playing experience, parents should show their unwavering support, including positive reinforcement of your child's performance and effort. This is absolutely essential, especially at an early age, to ensure their healthy development. Parents should also be positive role models, including, but not limited to, showing proper sportsmanship at all times and refraining from negativity of any kind.

2. Parents have a responsibility to the coaches.

Coaches volunteer their personal time to spend it with your child. They need you to be supportive of their decisions and not undermine their efforts. If you don't agree with a coach, you are expected to tell that coach, but make certain it is done at the right time and place, in a non-argumentative manner and not in front of the children. Parents are also expected to drop off and pick up their children on time for games and practice, and it is highly encouraged for parents who have obtained the necessary clearances to stay and participate and to assist the coach as needed.

3. Parents have a responsibility to the league.

In order to maintain the positive nature of these programs, it is essential for parents/spectators to report any abusive behavior or any other situation that needs to be addressed to the coaches and commissioners.

4. Parents/Spectators have a responsibility to other parents.

Personal gain and satisfaction should not be derived from a child's performance. Competition and taunting between parents is never acceptable, and no parent/spectator should ever feel embarrassed or disappointed by their team or child's performance. Good plays should always be cheered, and disappointments should always be consoled, no matter whose team it affects.

5. Parents have a responsibility to themselves.

It is your responsibility to watch your child and other children participate and learn. The joy and pride associated with watching children participate in sports should be experienced to the fullest, because a lifetime of memories is being created before your very eyes.

900.02 Parent Orientation Meeting

Quaker Valley Softball and Baseball

No.: 900.02

Section: Community, Volunteers, and Parent Involvement

Title: Parent Orientation Meeting

Date Adopted: _____

Parent Orientation Meeting

QVSB requires that all volunteer head coaches and/or assistant coaches conduct a “parent meeting” during the first weeks of practice.

In order for your child to participate in the league, it is required that one or both of the parents/guardians attend. Important information such as policy and procedures, safety and first aid, medical alerts, expectations, responsibilities and team rules will be discussed in detail. These meetings will be held in order to lay the foundation for open communication among coaches, parents and participants. Parents are also required to complete the Parents Code of Ethics/Conduct form, as well as to read the Player Code of Conduct with the child to ensure that the child understands the Player Code of Conduct and signs the Player Code of Conduct Form.

900.03 Sports Parents' Pledge

Quaker Valley Softball and Baseball

No.: 900.04

Section: Community, Volunteers, and Parent Involvement

Title: Sports Parents' Pledge

Date Adopted: _____

Sports Parents' Pledge

All parents of participants in any Quaker Valley Softball and Baseball program agree to the following Pledge by the National Alliance for Youth Sports:

"I pledge to promote positivity in youth sports and act as a role model to my child, as well as other participants and sports parents I meet. I will serve as an advocate for good sportsmanship and to keep fun and learning at the center of the youth sports experience. I will try to improve upon my youth sports knowledge so that I can be an informative leader in the youth sports community."