



**BOZEMAN BUCKS & SPIKES  
AMERICAN LEGION BASEBALL  
POLICY MANUAL**

**2009**

## I. Introduction

- A. Mission Statement. It is the position of the Bozeman American Legion Baseball Board that participation in the program is a privilege extended to the players who are willing to make the commitment to adhere to the rules that govern American Legion Baseball and Bozeman Baseball. It is the Board's belief that participation in organized activities such as Legion Baseball contributes to the all-around development of young men.
- B. Bozeman American Legion Board. The Bozeman American Legion Baseball program is sponsored by American Legion Post 14 located at 225 East Main Street, Bozeman MT 59715. American Legion Post 14 appoints a 5 member Board of Directors to oversee Bucks and Spikes baseball programs. To be eligible for appointment on the Legion Board candidates must not have players in the program for that season and they must have some experience with American Legion baseball. Appointments are made by the standing Legion Board to fill vacancies as they are needed. The standing American Legion Board of Directors are Ron Edwards, acting President; Dick Harte, Treasurer; Dude Wheeler & Tim Murphy. The Board is responsible for hiring the head coach who is then responsible for hiring the rest of the coaching staff. Coaching staff hires are then approved by the Legion Board.
- C. Board Appointments. Each season the Legion Board shall appoint a parent to serve the Legion Board as the Team Representative for each respective team, Bucks and Spikes. The duties of each Team Representative include:
  - 1) Assist with parent meetings
  - 2) Coordinate and scheduling volunteer help for all home and tournament games.
  - 3) Serve as the Tournament Director for all hosted tournaments
  - 4) Communicate information to player's parents as needed throughout the season.
  - 5) Serve as the primary point of contact for parent feedback and complaints during the season.
- D. Mandatory Meetings
  - 1) Legion Board Meetings. The Legion Board shall meet with the Team Representatives at least twice, once before the season and once during the season. More meetings may be called if needed, or if situation(s) warrant additional meetings.
  - 2) Coach Meetings. Team Representatives shall meet with the coaches at least twice, once before the season and once during the season. More meetings may be called if needed, or if situation(s) warrant additional meetings.

## II. Player Eligibility

- A. To be eligible for Bozeman American Legion Baseball, a player must:
  - 1) Live within the Gallatin Valley area

American Legion national rules for baseball allows players up to 18 years old to play. The cut-off date for determining a player age and eligibility for American Legion Baseball is their age as of January 1<sup>st</sup> of each year. Although American Legion rules allow younger players to play, they are encouraged to stay in the Bozeman Babe Ruth League to maintain a competitive Babe Ruth program.

- 2) If a player has played for another local legion team, the player must have a release from that team to allow playing for another team.
- 3) Abide by all of the rules and regulations set forth herein.
- B. Suspensions. If a player has been suspended from the program during a prior season for any reason, the player may petition the Legion Board in writing for reinstatement. The Legion Board may then reinstate the player for good cause shown.

**III. Player Fees**

- A. Each player will be required to:
- B. Player Fees. Each player is required to pay the following by May 1st of each season
  - 1) Bucks (AA)           \$1,250
  - 2) Spikes (A)           \$1,000
- C. Uniform Fees. Each player is responsible for their uniform during the season. If a player loses or ruins uniform pants, shirt or hat, a replacement will be charged to the player. The player will be required to pay the cost of replacing the uniform before the player will be allowed to play in another American Legion sanctioned game.

**IV. Fund Raising**

- A. To help defray the player and uniform fees from Section III, players may participate in a variety of fund raising means to earn money to help pay their program fees. These fund raising efforts include the sale of coupon books; season passes, booster club memberships program ads and field signs as follows:
- B. **Coupon Books.** Players may sell the coupon books that are offered to players each season. Players are not restricted to the number of coupon books that they sell, nor is there any obligation on players to sell any coupon books. All proceeds collected from coupon books must be submitted to Bozeman Baseball. Bozeman Baseball will credit players for the books that are sold in the amount of \$10.00 per coupon book. If a player sells coupons books and then does not make the Bucks and/or Spikes team, the player will receive \$2.00 for each book sold.
- C. **Season Passes.** At the beginning of the season, players will each receive 15 season passes to sell (6 Family, 4 Adult, and 5 Student/Senior). Players that sell season passes will receive credit as follows:
  - 1) Family Passes           \$ 50           (Player credit \$50)
  - 2) Adult Passes           \$ 30           (Player credit \$30)
  - 3) Student/Senior Passes   \$ 15           (Player credit \$15)All unsold season passes must be turned in to the coaches by **May 1st** along with any unpaid players fees.
- D. **Booster Club Memberships.** Players may sell Bozeman Baseball Booster Club memberships. Players that sell memberships will receive a credit in the amount of 50% percent of the value of each booster membership sold. The fees and credits for booster memberships are as follows:



3) Single Media Package                      \$500                      (Player credit \$150))

K. **Donations In Kind.** Players may receive credit toward their player fees for donations in kind made to the program. Donations for field equipment, baseball equipment or other material needs that would otherwise need to be purchased for the legion program may be counted as credit towards a player fee as long as the following conditions are met:

- 1) The purchase is approved by the team representative or a member of the legion board;
- 2) A receipt for the cost of the material or equipment is presented with the request for player credit.

*No credit will be made for labor of any kind.*

L. **Player Assistance.** If a player cannot afford to pay their player fee by May 1st, the player may petition the Legion Board of Directors for special consideration and additional time to pay the required fees. Each petition for assistance will be handled by the Board on a case-by-case basis and awarded based on the merits of each petition.

M. **Carry-overs.** If a player sells or raises more than the required player fee, the legion program will not credit those fees collected for a future season.

N. **Deadline.** The deadline for having all player fees into the coach is **June 1<sup>st</sup>** of each season. Players that do not have all applicable fees in by **June 1<sup>st</sup>** will be allowed to practice, but will not be allowed to play in conference or non-conference games until the fee has been paid in full.

## V. Player Responsibilities & Conduct

Upon selection as a member of either the Bozeman Bucks (AA) or the Spikes (A) teams, the following rules and regulations apply and are to be strictly adhered to:

- A. Vulgar or abusive language will not be tolerated.
- B. Throwing of bats, helmets, or other equipment by the player will result in removal of the player from the game.
- C. All players are responsible for being on time for all scheduled practices and games. They are also responsible to communicate with their coaches any foreseen schedule conflicts.
- D. Any players who are involved in altercations with teammates, game officials, or opposing players will be subject to suspension as deemed appropriate by the head coach or manager.
- E. Any player who damages equipment or property while under the auspices of Bozeman American Legion Baseball will be liable for the damages. The player will be required to pay for the cost of the damages before the player will be allowed to play in another American Legion sanctioned game.
- F. Any player who misses a team bus departure without prior approval of the head coach, the designee of the head coach, or the manager, will not play in the next regularly scheduled game and may be subject to an additional one game suspension.
- G. All players must be in proper uniform appearance as mandated by the coach, manager or board and will stand at attention for the playing of the National Anthem(s).
- H. All players, while under the auspices of American Legion Baseball, will dress and wear proper attire as specified by the head coach or manager.

- I. Any player caught stealing property belonging to the American Legion Baseball program or any participant, or while participating in an out-of-town trip will be immediately dismissed from the American Legion Baseball program.
- J. All players are responsible for keeping their individual space and team area clean and neat at all times (*i.e.* Locker Rooms, dugouts, motel rooms, and the team bus).
- K. Players are not allowed to have any female(s) in their motel room without prior knowledge and consent of the head coach, the designee of the head coach, or the manager. Any player who willfully violates this section will be subject to suspension as deemed appropriate by the head coach or manager.
- L. Coaches will designate a "lights-out" time for all road games when staying at motel lodging. Players are expected to remain in their rooms after the lights-out time. Players who violate this rule will be subject to suspension as deemed appropriate by the head coach or manager.
- M. Players recognize the American Legion "Drug and Alcohol Policy." That policy states that each player agrees to remain alcohol and drug free through all of the baseball season. The enforcement provisions and grievance procedure are identified in the policy. The policy applies only to violations physically observed by the American Legion coaches and managers, or law enforcement officials.
- N. Any continued violation of the aforementioned rules and regulations or any other conduct deemed to bring discredit to fellow teammates and American Legion Baseball will result in suspension or removal of the player from the program.

## **VI. Parents Responsibilities & Conduct**

- A. Parents of all players are expected to be courteous and polite at all home and away games. We are a reflection of the entire Bozeman Baseball program. Please refrain from all forms of negative and combative cheering.
- B. Parent Work Schedules. All parents are expected to work on a volunteer basis during the Bucks and Spikes seasons. At the beginning of each season, parent work schedules will be put together and given to the parents. If during the course of the season, parent(s) have unforeseen conflicts in their schedules and are unable to work their scheduled duties, the parent(s) is responsible to find a suitable replacement to work their schedule.
- C. Penalty for Missed Work Session(s). A parent that misses their scheduled work session and has not found a suitable replacement will be charged a \$25 fee for each scheduled game that is missed. The parent must pay this fee before the next scheduled home game. If the fee has not been paid by the next home game, the player of that parent may not play until the fee has been paid in full.
- D. Complaints and Grievances. If parents have complaints with any aspect of the American Legion program, their complaints can be made to the Bucks or Spikes Team Representative. Acceptable forms of expressing complaints include verbal, letters or emails. If a parent has a complaint that he/she wishes to make to a coach, the coach may agree to meet with the parent as long as the player is in attendance. If a parent breaks this procedure, and makes a complaint directly a coach without the player in attendance, coaches are to report it to the Team Representative or to a Legion Board member. For violations of this complaint procedure, the coach is authorized to bench the player for the

next scheduled game. Team Representatives will bring valid complaints to the attention of Coaches and/or the Legion Board as each case warrants.

## **VII. Coaches Responsibilities & Conduct**

- A. Rule and Regulation Compliance. Coaches are be responsible for reporting the player and parent rule infractions described in this manual to their Team Representative.
- B. Player Selection. The coaches are responsible for scheduling and conducting team tryouts. After tryouts, coaches are responsible for player selections for each respective team. All team selections should be made by April 1st of each year, weather permitting.
- C. Team Photo and Player Bios. The coaches are responsible for scheduling their team photos for press packets and the season program. They are also responsible for submitting all player bios to the Team Representative. The photo and player bios must be completed by May 1<sup>st</sup> of each year.
- D. Conduct. The coaches shall conduct themselves in a professional manner at all practices and all games. This conduct extends to all on and off field situations while traveling.
- E. Timeliness. Just as the players, all coaches are responsible for being on-time for all scheduled practices and games and communicating foreseen schedule conflicts to their players.
- F. Scheduling. Coaches are responsible for scheduling all games and practice schedules. All practice schedules must be made at least 2 weeks in advance and must be posted on the team website. This will allow players that have jobs and work schedules to plan around team practices and their game schedules.
- G. Work Duties. Coaches shall designate player work teams to do assigned duties around the field. Each work team shall consist of at least 1 Buck player and 2 Spike players. The Buck player, or team captain will be responsible for the duties assigned to each work team. Coaches will be responsible for overseeing the assignments of all work teams and are ultimately responsible for the completion of all assigned duties. Work team assignments include:
  - 1) Field prep work
  - 2) Infield & dugout maintenance
  - 3) Warning track maintenance
  - 4) Painting
  - 5) Bus clean-up
  - 6) Locker room & shower clean-up
  - 7) Bathroom clean-up
  - 8) Grounds clean-up
  - 9) Inventory and inspect all baseball gear and uniforms
  - 10) Miscellaneous

In addition to these specific work team duties, the coaches and players will be responsible for placing and removing the infield tarp on an as needed basis as determined by the Coaches.

- H. **Mandatory Meetings.** Coaches are required to attend the pre-season player sign-up meeting, parent meeting immediately after team selection, and at least one mid-season meeting.
- I. **Facilities Shut Down.** At the end of the baseball season, the coaches will be responsible for shutting down the Heroes Park facilities including but not limited to: cleaning the bathrooms, locker rooms, Bucks bus, coaches office, and grounds clean-up. The year-end shut down will be inspected and signed off by the Bucks Team Representative and/or Legion Board President. The final paycheck will be issued to the head coach after the facility has been inspected.

### **VIII. Team Absences & Permission Requirements**

- A. Any player intending to enroll in athletic camps or participate in All-Star games during the baseball season must obtain prior permission from the head coach before baseball tryouts. Failure to get prior approval may result in denial of permission. Participation in athletic camps or All-Star games is discouraged but not prohibited. If the player can provide assurance that participation will not unduly impact on practice or scheduled games and the head coach concurs, approval will be given. Each request will be dealt with on a case-by-case basis.
- B. All players are required to notify the head coach or his designee prior to any absences(s) from team practice(s) or game(s). Unexcused absences from scheduled practice sessions or games will result in a one (1) game suspension. Additional unexcused absences may be grounds for dismissal from the Bozeman American Legion Baseball team.
- C. For games that are outside of the Gallatin Valley area, before any player is allowed to ride home from a scheduled road trip game, other than on the bus, they must receive prior approval from the head coach, the designee of the head coach, or the manager. The head coach, the designee of the head coach, or the manager will not grant approval without a signed note of consent form from the player's parent or guardian that specifies and requests the alternate mode of transportation. For example, to be allowed to ride home with a relative or another player's parent, the note from the player's parent or guardian must specifically indicate who will be providing the transportation and acknowledge their consent. At no time will the player be allowed to use their own transportation to go to or from an out-of-town game unless they are accompanied by one of their parents or guardians.

### **IX. Team Travel**

- A. **Transportation**
- B. **Team Bus.** The team bus is available to our coaches for travel to scheduled baseball games or tournaments for the Spikes and Bucks. If there is a conflict where both teams are scheduled to be on the road on the same date(s), the Bucks AA team will have first priority to use the team bus.
- C. **Alternate Team Travel.** If a team has to travel to a scheduled game or tournament using an alternate form of transportation the following shall apply: Alternate Team Travel. If a team has to travel to a scheduled game or tournament using an alternate form of transportation the following shall apply:

- 1) Alternate Team Travel. If a team has to travel to a scheduled game or tournament using an alternate form of transportation the following shall apply:
  - (1) Day Games. For games that require no overnight stay, parents transporting team members to the game will receive no compensation from the legion program.
  - (2) Road Games. For games or tournaments that require overnight stay, if parent(s) travel for the sole purpose of transporting team members, the legion program will compensate the parent(s) .40 cents per mile for miles to and from the event if parent(s) request reimbursement. Parent(s) will not be compensated for any other expenses.

#### D. Player Meals

- 1) Day Games. For games that require no overnight stay , the legion program will not be responsible for providing players with meals.
- 2) Road Games. For games or tournaments that require overnight stay, the legion program will provide breakfast and one other meal during the day. Coaches are expected to eat with their teams. The restaurant and food will be up to the coach's discretion.

### X. Alcohol And Drug Policy

- A. Purpose. Each Bozeman American Legion baseball player by participating in the baseball season agrees to remain alcohol and drug free through the completion of the baseball season. Implementation of the drug and alcohol policy will serve the following purposes:
  - 1) To emphasize concern for the health and well-being of our players;
  - 2) To provide a chemical-free environment that will encourage healthy development;
  - 3) To promote a sense of self-discipline among players;
  - 4) To confirm and support existing state laws relative to controlled substances;
  - 5) To emphasize standards of conduct for those athletes who, through their participation, become leaders and role models for their peers and younger players.
- B. Policy Coverage. This policy requires that players shall **not**:
  - 1) Use, have in their possession, distribute or sell alcohol or illegal drugs (Possession is defined as the use of a prohibited substance, or having a prohibited substance in personal possession.);
  - 2) Use tobacco in any form; or
  - 3) Abuse prescription or non-prescription drugs. This policy is not intended to apply to the use of prescribed drugs under a doctor's direction, when those drugs are used in the prescribed manner.

The Bozeman American Legion Baseball Board is responsible for player and parent awareness and the implementation of this policy. Players who elect to participate in the program, as well as their parents and/or guardians, are responsible for understanding this policy and recognizing it in written form. Both signatures on this form are required as a condition of participation in the Bozeman American Legion Baseball program.

- C. Policy Duration. This policy is in effect each year from the date of the first practice (including any indoor pre-season practices in which the player participates) until the final game of the season and/or the player's return home from the final road trip.
- D. Player & Parent Notification of Policy Violation & Proposed Action. If a determination is made that a player has violated this policy, the player and parent(s) or legal guardian shall be notified of the violation and proposed disciplinary action either in person or by telephone contact from the manager or coach, and in writing by the Board. Multiple violations by an individual will be cumulative throughout the current season.
- E. Violations.
  - 1) If the violation occurs on a road trip, the player will be released to parent/guardian if present, or parent/guardian will be called and requested to arrange transport home; and
  - 2) A meeting of the player and parent/guardian with the manager, coach and/or member of the Board to discuss the violation; and
  - 3) **Mandatory suspension** for the remainder of the season.
- F. Appeals. A player may appeal a violation of the alcohol and drug policy to the Bozeman American Legion Baseball Board of Directors. The Board shall appoint a 3 member grievance committee to hear the appeal. However, until the grievance committee makes a decision on the violation appeal, the penalty will be enforced.

**XI. Term of Suspensions.**

The manager and/or coach will determine the duration of suspensions from competition for violations of this policy with concurrence from the Board.



## Player & Parent Acknowledgement Form

We have read, understand, and agree to abide by the above policy for the Bozeman American Legion baseball program:

\_\_\_\_\_  
Player Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**FORMS MUST BE SIGNED AND RETURNED TO THE COACHING STAFF**

