

Harris Baseball Softball, Inc. Policies and Procedures Manual

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Severe Weather Policy

Heat Index Policy

Heat Index Policy guidelines have been established to ensure the safety and welfare of all players, coaches, and umpires at Harris Park. The Heat Index Policy will be implemented and enforced by Harris officials who will make announcements of any changes in operating conditions and/or game/practice rescheduling via email communication to all members.

For reference, following are the guidelines followed by Harris Baseball Softball in the event of extreme heat:

*Note: **Heat Index Warning** refers to how hot it feels to the body when the air temperature and relative humidity are combined.*

RED [heat index above 104]:

- cancel all games/activities

ORANGE [heat index 100-104]:

- cancel 4U and 6U games/activities
- machine pitch - catchers not in full gear (mask only... standing at fence behind the batter)
- shorten all games, all divisions time limit to one hour (finish the inning)

YELLOW [heat index 95-99]:

- Provide ample amounts of water. Water should always be available and athletes should take in as much as they desire/require
- Helmets/fielding masks removed when players are in the dugout
- Watch/monitor athletes carefully for necessary action

GREEN [heat index below 95]:

- normal operations

Lightning Policy

During severe weather events (thunderstorms), the following criteria is used for suspension and resumption of activities at Harris Park:

1. When thunder is heard or lightning is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Play is suspended for at least 30 minutes. Officials (umpires, coaches, etc.) should provide direction to vacate to a designated safer location immediately. This would generally mean a fully enclosed (not convertible or soft top) metal vehicle. The Pavilion at Harris Park does NOT constitute a safe location. Patrons should remain in the area to await further communication on resuming activities.
2. 30-minute rule: Once activities have been suspended, wait at 30 minutes after the last thunder is heard or lightning is witnessed* prior to resuming play.
3. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
4. When independently validated lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, hearing thunder or seeing lightning will always take precedence over information from a mobile app or lightning-detection device.

Volunteer Requirements

Assuring the safety of young people and applying the highest level of integrity to sports management practices establishes Harris Baseball Softball as a trusted community institution. Maintaining and continuing to build trust requires daily attention to these standardized practices. Every child deserves to play in a safe and welcoming environment. Creating a safe environment demands a considerable investment of thought, time and resources. Most harmful incidents can be prevented with reasonable awareness and planning. Background screenings are the first line of defense in a sound safety program. Additionally, the United States government established the Safe Sport Act of 2017 that mandates safety requirements that aim to protect youth athletes through abuse prevention training and mandated reporting.

As such, all volunteers (coaches and board members) must complete the following requirements in order to qualify to coach at Harris:

1. Submit and pass a background screening conducted by the National Center for Security Initiatives (NCSI):
 - a. You will be directed to create a SportsEngine account, or sign into an existing account if you already have one.
 - b. Once you submit the NCSI background screening form, you will find the link to take the Abuse Prevention Systems (APS) training in your SportsEngine dashboard under "Registrations."
2. Complete an online safe environment training course facilitated by Abuse Prevention Systems

NCSI is the youth sports industry leader on complete and comprehensive criminal background screening programs. NCSI provides a comprehensive search with the assurance of the highest quality information available and is the trusted provider to the most renowned and reputable youth sports organizations in the country.

Any volunteer who does NOT submit to a background check and APS training, is NOT permitted to coach (head or assistant) until completing those steps as outlined above.

PROCEDURES TO EVALUATE DISCREPANCIES, IRREGULARITIES, MINOR CRIMINAL RECORDS, OR OTHER CONCERNS

1. Each applicant represents a unique situation and selection decisions should be based on a complete review of the person's qualifications, experiences, and organizational fit. If an otherwise acceptable applicant has a criminal record that is

“Flagged” the organization has designated a process to make the final selection decision.

2. The third party screening organization, NCSI, will provide a “Flagged/Clear” determination for each background check. A “Clear” indicates that no reportable criteria-related convictions or pending dispositions were found in the screening process and information needed to complete the background check was received. A “Flagged” determination means one or both of the following:

- a. Information is required to complete the screening process and/or
- b. Criteria-related records or pending records were found and verified in the screening process.

If a question arises concerning a background check, the individual will be contacted directly by NCSI and allowed to correct any potential discrepancies or to provide additional information.

3. A reportable record or disclosure that contains a disposition or resolution of a criminal proceeding, other than an adjudication of not guilty, or the existence of pending charges, for any of the below criminal offenses will be reported as “Flagged” which means it does not meet the Recommended Minimum Screening criteria:
 - a. Any felony
 - b. Any misdemeanor involving all sexual crimes, criminal offenses of a sexual nature to include but not limited to, rape, child molestation, sexual battery, lewd conduct, possession and distribution of child pornography, possession and distribution of obscene material, prostitution, indecent exposure, public indecency and any sex offender registrant
 - c. Any misdemeanor drug-related offenses less than seven years prior
 - d. Harm to a minor or vulnerable person including, but not limited to, offenses such as child abandonment, child endangerment/neglect/abuse, contributing to the delinquency of a minor, and DUI with a minor
 - e. Violence against a person, force or threat of force including crimes involving weapons and domestic violence
 - f. Destruction of property, including arson and vandalism, and
 - g. Animal abuse, cruelty, or neglect

4. Background Check Procedures

- a. The organization will be notified of “Flagged” and “Clear” status. Individuals will receive notification of their criminal check. In the event of a “Flagged,” NCSI will contact Harris to request authorization to send an adverse action

letter on behalf of the organization, and if authorized, will send an adverse action letter to the individual.

- b. An applicant is entitled to obtain a copy of their criminal history information and to challenge the accuracy and completeness of the criminal history information. The criminal history records disseminated for review and subsequent determinations based upon such information are sensitive and will be used solely for purposes of the fitness determination authorized. This information confidential, 1) is not owned or retained by Harris or its representatives in any way, 2) is discussed only with the record subject and those members of the organization involved in applicant screening in the event of a “Flagged” status, and 3) is used only for implementing the criminal history background check for Harris.
5. Abuse Prevention Training: Each volunteer coach at Harris will be considered a “mandated reporter of suspected child abuse” in accordance with Indiana state laws. Mandated abuse prevention training will address:
- a. State law on reporting abuse and your organization’s requirements
 - b. How child sexual abuse occurs and recognizing the signs of abuse
 - c. Recognizing sexual harassment
 - d. Grooming as a prelude to sexual harassment and abuse
 - e. How and to whom to report
 - f. Investigation protocol relating to a report of abuse or inappropriate behavior

Allegations of Abuse – Reporting Procedures

Our goal is to prevent, recognize, and respond to inappropriate and harmful behaviors. Monitoring involves observing interactions and reacting appropriately. As a Babe Ruth League, Babe Ruth reporting requirements and procedures apply to Harris Baseball Softball. Individuals are required to report suspicions of child abuse including, sex abuse, as soon as possible (within a 24-hour period) to the appropriate law enforcement agencies as determined by state or federal law. Babe Ruth League asks that if you make a report of child abuse, to also communicate this report to the Headquarters Office.

A person will not be held liable if they make a report in good faith, including situations where the reported incident is determined not to be child abuse. Please refer to the Babe Ruth League, Inc. Child Protection Risk Management Program and their “Safety Awareness For Everyone (SAFE)” resources at the website link here: <https://safe.baberuthleague.org>.

Travel Team Agreement

2024-2025 Harris Baseball Softball – Travel Team Agreement

In coordination and collaboration, Harris Baseball Softball and its travel programs mutually aim to have thriving and competitive youth travel programs at multiple age levels in the Michiana area.

The following lays out the working agreement between Harris Baseball Softball and travel softball/baseball coach _____, manager for the _____ team for the 2024-2025 season:

- Indoor facility space options will be made available for winter workouts. Baseball and Softball commissioners will work with teams to set the schedule for the indoor facility. Each team will have the option of shared facility time. Full payment is required by October 1st. \$2450 for two practices a week, \$1450 for one practice a week.
- Outdoor Field Use- Baseball and Softball commissioners will work with teams to set the schedule for outdoor field use. Teams may host scrimmages and games at the park at no charge other than to pay for their own umpire. Trash must be removed from cans and seating areas, cleaning up the field(s) used following use. \$150 will be charged per day the field was in use if trash is not handled.
- Travel teams are encouraged to host a tournament when it fits in the schedule and will receive priority over outside hosts. Guidelines and costs will be determined based on current costs as well as the size and length of the tourney. All funds will run through Harris Baseball and Softball Treasurer with a signed contract.
- Harris is home to 4 travel programs (Storm, Pride, Mystique, Bombers). Each group will have a liaison to communicate with the board through. Travel team fees will be paid to Harris on or before September 1 of \$75 per player. All players must register and sign the waiver **before** practices can begin, coaches must make sure subs must sign the miscellaneous waiver prior to play. Team fee is non-refundable. Once a tryout is held at Harris the head coach is personally liable for payment. Teams using the indoor facility will receive a \$150 credit towards their travel team fees.
- A team bank account will be established for each team at the park's local bank partner (1st Source). Team funds must be held in that account and used to manage the teams finances. Coach understands there is no tax exemption for expenses paid using personal accounts nor will funds held in personal accounts be tolerated. Holding funds in personal accounts will result in dissolution of contract.

- Head Coaches must include the following:
 - Travel Fees: A budget must be submitted to the Commissioners prior to collecting fees.
 - Fundraising: Fundraisers are fun and team building. This is a great way to reduce the cost for each player on the team. A report of income will be submitted to Commissioners following the event. Harris Baseball and Softball can NOT be related to chance games such as: Squares, 50/50 raffles, Bingo, etc.
 - Placing personal funds in accounts is illegal and will not be tolerated. Immediate removal of Head Coach and dissolving the team from the Harris Brand will be immediate. Treasurer will then divide funds in account evenly among the roster provided.
- Teams will be assigned areas to clean/organize/help during the park opening/closing by commissioners. This is an expectation for every travel team associated with Harris Baseball and Softball.
 - Park opening in March
 - Park closing in October/November
 - Teams unable to attend on the exact day(s) of the clean-up will find a different day that will work for their team within 2 weeks of the stated clean-up day.
 - Practice time will not be scheduled for teams not completing their assigned area, practice scheduling priority will also be lowered.
- The board requires participation in making Harris Brand successful.
- Teaching life skills every young person needs.

Terms Agreed: _____

2025 Field Lease Agreement for Tournament Play

Harris Baseball Softball Field Lease Agreement for Tournament Play

Harris Park, 52150 Currant Road, Granger, IN 46530

Hosting Team: _____

Tournament Director: _____

Contact Info (phone/email): _____

Proposed Tournament Date: _____

Park Rental Fees and Guidelines

The field rental fee is based on the number of teams registered for the event, as increasing number of teams requires additional grounds crew, trash removal, and restroom costs. The rental fee is due one week before the scheduled start of the tournament. Check is made payable to Harris Baseball Softball, Inc.

- Up to 20 teams - \$ [REDACTED] (contact us for rates)
- 21-35 teams - \$ [REDACTED] (contact us for rates)
- 36+ teams - \$ [REDACTED] (contact us for rates)

Harris will receive a non-refundable deposit in the amount of 10% of the total tournament park rental fee. The deposit will be applied towards the balance of the total fee. If the tournament is moved or canceled due to reasons other than weather-related, the deposit is forfeited.

Tournament play may begin at 5:00 pm on Friday.

Tournament play must conclude by 11:00 pm on Sunday.

Parking is permitted in designated parking lots only. **Parking is not permitted on any playing field or common areas in the park.** Violations of this guideline will result in the Tournament Director being held financially responsible for repairs for any damages.

A pitching machine will be provided for game play in the appropriate tournament age division, if needed. Pitching machines will not be provided for batting cage use.

No alcoholic beverages are permitted.

Grilling or barbecuing in the parking lots is prohibited.

Park visitors must obey the regulations on posted signs.

The Tournament Director will communicate Harris Park rules to attending team managers.

Field and Park Maintenance

Fields will be maintained by Harris or a designated grounds crew. Grounds equipment will only be used by designated grounds crew members.

The grounds crew will be responsible for chalking, dragging, and refitting fields during the event, within reason. The grounds crew will communicate with the tournament director on specific tasks.

Fields will be lined and dragged as needed. Typically, fields are chalked/lined before the first game of the day, between every other game, and dragged 1-2 times per day. This includes lining the infield and batter's boxes, painting the foul lines, and using diamond dry materials, if needed. Lighting on fields 1, 2, and 7 will be permitted in the evening hours or when severe overcast conditions apply, at the park's discretion.

When not doing field work, the tournament director will direct the grounds crew to clean up and collect/change trash and clean restrooms as needed.

Harris will provide additional portable restrooms for tournaments that exceed 20 teams.

Tournament Director/Organization Responsibilities and Financial Rights

The Tournament Director is renting Harris Park and facilities to host an event. The Tournament Director has all rights to parking fees, tournament entry fees, any tournament merchandise, and any non food vender merchandise sold at the event. No vendor/fundraiser (non food/drink vendor) may be set up without the permission of the Tournament Director. The Tournament Director should ensure that any admission/gate fees are held to a minimum and are deemed fair and reasonable by Harris. These fees are subject to Harris approval.

The Tournament Director will hold liability insurance for the event. All participating teams must provide proof of team insurance prior to beginning any game play. Relevant insurance documentation will be emailed to Harris before the start of the event.

The Tournament Director is responsible for food and beverage arrangement with umpires. The Tournament Director is exempt from any rules for outside food as necessary to be able to feed staff.

The Tournament Director is the main point of contact to settle roster disputes, game rules disputes, game protests, angry spectators and/or coaches. The Tournament Director must be on-site throughout the tournament.

The Tournament Director is responsible for the following as related to management of the tournament:

- Collect entry fees from participating teams
- Provide team check-in / team registration / insurance verification
- Provide game scheduling information
- Provide and maintain scoring and bracketing information
- Provide trophies or awards for each age division, if desired

- Provide appropriate game balls for each age group
- Hire umpires, build an umpire game schedule, and pay all umpires
- Other tournament management activities as applicable

Harris Baseball Softball Responsibilities and Financial Rights

Harris is not responsible for any financial obligations related to the tournament. Harris is not liable for refunds, dispute resolution, or any issue that might arise during the tournament.

Harris has the right to maintain the concession stand, and Harris will keep all profits collected from sales at the concession stand and any external food/drink vendors brought in. Note that Harris Park is a cashless facility. No cash transactions will be accepted.

Inclement weather

In the event of inclement weather, Harris and the Tournament Director have the authority to delay or cancel part, or all, of the event. If the event is canceled for the day two hours before the start of play, no fee shall be paid in rent for that day.

If the event is canceled within two hours after the start of play, a \$400 rental fee will apply on a full day, \$250 on a half day.

If games start, a half day fee will apply. If more than three games are played, a full day fee will apply.

In the event of a complete wash-out of the entire tournament before the start of the event, a full refund will be given, except for a \$250 administration fee.

Acceptance

I have read and agree to the terms and conditions outlined above:

Tournament Director

Print Name:_____

Signature:_____

Tournament Organization:_____

Date:_____

Harris Board Member

Print Name:_____

Signature:_____

Title: _____

Date: _____

Social Media Policy

Harris Baseball Softball recognizes the role social media plays in modern communication. As such, we respect the right of members to use social networks for self-publishing and self-expression while adhering to our organizational guidelines. The expectation for the tone and voice of all posts directly from Harris-administered social media accounts must be in keeping with Harris Baseball Softball's mission, vision, and values.

As a Harris Baseball Softball board member, your commentary is not only a direct reflection of you personally but also our brand. Commentary that is considered defamatory, obscene, proprietary or libelous by any offended party could subject you to personal liability and damage Harris's reputation.

Guidelines for sharing social media via Harris-administered accounts:

- Create value in conversations
- Use humor only when appropriate
- Do not share member, volunteer, or donor/sponsor information of any kind without consent
- Honor all differences and do not discriminate
- Ensure copyright "owners" for posted text or images are credited as appropriate

Guidelines for conduct on personal social media accounts:

- Do not speak on behalf of the organization from personal accounts
- Engaging with and sharing content posted by Harris-branded accounts is encouraged and appreciated.
- Engaging personally with Harris stakeholders (donors, volunteers, board members, sponsors, affiliated teams, etc.) is encouraged and appreciated.
- Avoid airing personal grievances on social media.
- Harassing, threatening, discriminating against or disparaging any individuals through social media will not be tolerated.
- Sharing any organization-privileged information, including any organization-issued documents, through social media will not be tolerated.

- Sharing photographs of other Harris stakeholders through social media without their permission is prohibited.
- Contact executive board members immediately if contacted by the media or press about any post that relates to Harris operations.
- Harris board members should keep in mind that they are personally responsible for what they post online and be mindful that what they say will be available publicly for a long time.

Violations of any of the guidelines listed in this policy will be subject to corrective counseling and may result in disciplinary action, up to and including termination/removal from the board of directors and/or removal as an administrator on Harris accounts. Where necessary, appropriate officials will be advised of any violations of law. Violations of this policy should be reported to Harris board of directors.

Google Workspace Usage Policy

About This Policy

Harris Baseball Softball, Inc. has a contractual agreement with Google, Inc. to provide the Google Workspace for Business, including the components of Gmail, Calendar, and Drive with Docs, Sheets, etc., for use by board members for file storage, sharing, and collaboration as well as email capabilities. Harris Baseball Softball google accounts and the information contained therein are the property of Harris Baseball Softball. Upon conclusion of time served on the board, all accounts and information shall be turned back over to the organization.

Usage Policy

Harris Baseball Softball board members must use their organizationally-assigned Google accounts for all business communications and file storage, restrict sharing of sensitive information outside the organization, adhere to appropriate file naming conventions, and regularly review and delete unnecessary data.

- **Access and Account Management:**

- Only use your Harris-assigned Google account for business purposes.
- Do not share your login credentials with others.
- Report any suspicious activity related to your account immediately to the harrisbaseballsoftball.com administrator(s).

- **Data Classification and Sharing:**

- Clearly identify and categorize sensitive data (e.g., financial information, customer details, trade secrets).
- Only share sensitive data with authorized individuals within the company on a need-to-know basis.
- Use appropriate sharing settings on Google Drive to control who can access and modify files.
- Avoid sharing confidential information with external parties without proper authorization.

- **File Organization:**

- Regularly clean up your Google Drive by deleting unnecessary files and archiving older documents.

- **Email Communication:**

- Use professional email etiquette when composing messages.
- Avoid forwarding sensitive information to personal email addresses whenever possible.
- Be mindful of email attachments and their size to avoid exceeding storage limits.
- Report any phishing attempts or spam emails immediately.

- **Compliance and Legal Considerations:**

- Comply with all relevant data privacy regulations when handling sensitive information or personally identifiable information (PII).
- Do not use Harris Baseball Softball Google accounts for personal use that could violate organizational policies or local laws.
- Refrain from sending or storing content that is discriminatory, harassing, or illegal.