Zimmerman Youth Baseball

Policies and Procedures

Updated 05/01/2017
Revised 07/28/2026

Policies and Procedures

Table of Contents

	Section Number
Board of Director Policies & Procedures	1
Mission Statement	1A
Board Member Expectations	1B
Board Member Attendance	1C
Board Credit	1D
Budget	1E
Credit/Debit Card Use Policy	1F
Financial Reimbursement	1G
Fundraising	1H
Player Policies and Procedures	2
Geographic Eligibility	2A
Registration	2B
Levels of Play	2C
Travel League	2E
Travel Age Classification	2F
Playing-Up in Travel League	2G
Travel Tryout Process	2H
Travel Tryout Judges	2I
Travel Team Selection	2J
Player Code of Conduct	2K
Player Social Media Policy	2L
Player Attendance Policy	2M
Coach Policies and Procedures	3
Selection of Coaches	3A
Coaches' Responsibilities	3B
Filing Complaint Against a Coach	3C
Coach & Player Code of Conduct	3D
Coach Social Media Policy	3E
Sanctioned Games/Events	3F

Board of Director Policies and Procedures
Table of Contents

Page 2

	Section Number
Parent Policies and Procedures	4
Parent Expectations	4A
Parent's Code of Conduct	4B
Inappropriate Conduct	4C
Parent Social Media Policy	4D
Sanctioned Games/Events	4E
Background Check Policies and Procedures	5
Introduction	5A
Scope of Background Check	5B
Disclosure and Confidentiality	5C
Appeal Process	5D
Appendix	6
Board Positions	6A
Board Job Descriptions	6B
Players Code of Conduct Form	6C
Coaches Code of Conduct Form	6D
Parents Code of Conduct Form	6E
Formal Coach Complaint Form	6F

Board of Director Policies and Procedures
(Section 1)

1A. Mission Statement

Zimmerman Youth Baseball Board of Directors will lead and facilitate a baseball program which serves the youth of the community by:

1. Coaching the fundamentals of baseball at each child's playing ability.
2. Encouraging competitive fun.
3. Teaching the value of good sportsmanship.
4. Emphasizing high character.
5. Encourage, aid and support the acquisition of facilities and means for the playing of baseball.

1B. Board Member Expectations

All Board Members are expected to attend regularly scheduled Board of Directors meetings.

Each Board Member is expected to carry out the responsibilities of the position they have agreed to fill. The responsibilities are summarized in the job descriptions.

Each Board Member is expected to have a clear Background Check on file with Trusted Coaches.

Each Board Member is expected to sign-up to assist in official Board sponsored activities, including but not limited to try-outs, fundraising events, Annual Zimmerman Classic Tournament, Majors Bash, Minors Jamboree and All-Star game. These events require a significant amount of time and effort and Board participation is required.

All Zimmerman Youth Baseball communication, whether at Board meetings, via e-mail or on the phone should be treated as corporation business and should not be shared with the general public unless the Board has agreed to such communication. Blunt and passionate debate is healthy and will lead to sound decisions. Members need to know that their feedback, opinions and ideas will not be used against them and that they can feel at liberty to speak their mind without repercussions. The means, method and tone of official communication to the public will be determined by the Board and should not be assumed by any single Board Member.

1C. Board Meeting Attendance

Regular Board Meetings will be held monthly. The meetings will typically be held the second Sunday of each month at 5:00 pm. Adjustments to the meeting schedule will be made to accommodate holidays, prepare for association events, and avoid conflicts with various team tournaments.

Special Board Meetings may be called as needed. The time and date of these meetings, if they occur, will be communicated as far in advance as possible. As required in the Bylaws of the corporation, a minimum of two business days notice will be provided.

> *If a Board member misses three meetings in a row, or a total of four in the year, the member will automatically be terminated from office. A Board Member who knows in advance that they will not meet the attendance requirement may seek approval from the Board for an exception to this rule. The exception will be granted by a majority vote.*

In order for a terminated Board Member to be reinstated, the individual will need to re-apply to the Board and be voted back on the Board in the same manner as any new candidate for Board membership.

1D Board Credit

It has been determined that a Board Credit will be granted to the member after one year of service. After that one year, the member's player's registration fees will be credited. Board members will receive a credit for the current year's registration as determined by the Board annually. A credit will continue to be granted as long as the member's duties are fulfilled. Upon completion of your term, you can continue to receive your credit for one year; provided you fulfill mentoring obligations for your incoming replacement. If any member fails to fulfill duties at required association events, that member will lose their credit.

1E Budget

A budget will be created and approved by the officers of the Board no later than the regular December Board Meeting. At this meeting the budget will be presented to the entire Board for comments and approval.

Final approval will be sought at the December meeting. If questions or concerns remain open, the final approval of the budget will be moved to the January meeting.

Reporting which compares actual spending to budget spending will be presented to the Board at the regularly scheduled Board Meeting or sent to the Board via email.

1F Credit/Debit Card Use Policy

Issuance. Credit and/or debit card(s) ("cards") may be issued to Zimmerman Youth Baseball Board of Directors ("Board") members for official use during their term of office. Only the President, Vice-President and Treasurer may be issued cards, unless granted an exception by unanimous vote of the Board voting members.

Official Use. Cards may be used by cardholders in their official capacity. Examples of official capacity include, but are not limited to: purchasing supplies, equipment, materials, uniforms, and media, registering for team tournaments and registering for team training. Purchases up to and including $500 can be made without Board approval except for team tournament registrations, which can be made up to and including $1,000, with prior approval of the President, Vice President and Treasurer. Purchases totaling $1,500.00, including single-transaction and cumulative transactions, and above in a single month, must be approved by the Board. If a

pre-approved purchase or purchases exceeds the pre-approved amount, it shall be reported to the President and Treasurer within five (5) calendar days.

Personal Use. Personal use of cards is strictly prohibited. In the event a card is accidentally used for a personal purchase, the purchase shall be reported to the President and Treasurer within five (5) calendar days and the purchase shall be refunded, or the Board shall be reimbursed, within fourteen (14) calendar days. If the Board is not reimbursed within fourteen (14) calendar days, the member's card will be deactivated until the Board is reimbursed or the charge is refunded. If the Board is not reimbursed or refunded within 60 calendar days, the member shall be automatically terminated from office. The Board reserves the right to pursue legal remedies to retrieve funds. In the event two (2) or more accidental personal purchases are made within one calendar year (i.e., 2026, 2027), the member forfeits their ability to carry a card.

Combined Use. Combined purchases of "Official" use and "Personal" use items in single transaction(s) are prohibited. Accidental combined purchases shall be subject to the Personal Use section of this policy.

Personal Use Disputes. Disputes related to whether a purchase is for "Official" use or "Personal" shall be heard by the Board. Should the Board determine that a purchase is "Personal," the Personal Use section of this policy shall apply.

Receipts. Any member making purchase(s) with cards shall obtain a receipt for such transaction(s). Receipts shall be submitted to the Treasurer within fourteen (14) calendar days of purchase. Failure to provide a receipt for an "Official Use" within thirty (30) calendar days will result in the purchase being deemed "Personal" and subject to the Personal Use section of this policy.

Member Liability. Members are responsible for the use of the card issued to them. Purchases made using cards, regardless of who makes the purchase, shall be the responsibility of the holding member and subject to the section(s) above. This includes online purchases using saved card data.

Departure. All cardholders shall return their cards to the President or Treasurer upon leaving office. The member's card shall be deactivated immediately with the bank upon their departure.

1G Financial Reimbursement

Purchases Using Personal Funds. Members of the Zimmerman Youth Baseball Association ("Members"), including but not limited to, Zimmerman Youth Baseball Board of Directors ("Board") members, coaches, and managers, are permitted to make purchases for the Zimmerman Youth Baseball Organization ("Organization") or individual team(s) using personal funds. Purchases made for the Organization shall be pre-approved by the Board.

Receipts. Any member making purchase(s) with personal funds shall obtain receipt(s) for such transactions. Receipts shall be submitted to the Treasurer within thirty (30) calendar days of purchase. Failure to provide a receipt within thirty (30) calendar days will result in the purchase not being reimbursed without Board approval.

Requests for Reimbursement. Members requesting reimbursement shall make said request within thirty (30) calendar days of purchase. Requests shall be submitted in writing to the Treasurer, text

and email are acceptable, and shall include a receipt, a brief description of the purchase and notation of the team(s) or organization the purchase shall be allocated to. Failure to provide a written reimbursement request within thirty (30) calendar days will result in the purchase not being reimbursed without Board approval.

Team Account Balance. Requests for reimbursement for team expenditures using personal funds will be honored up to, but not more than, the balance available in the team's account. At no point will team accounts be allowed to have a negative balance as a result of financial reimbursement.

Property of Zimmerman Youth Baseball. All items purchased and reimbursed by the Organization's general fund shall remain property of the Organization during and after their use. Such items shall only be disposed of or gifted with the approval of the Board. Purchases reimbursed using team accounts shall remain property of the team.

1H Fundraising

Organization Fundraising:

Board-Sponsored Fundraising. The Zimmerman Youth Baseball Board ("Board") shall reserve the right to conduct fundraising events throughout the year. Board-sponsored fundraising shall be conducted organization-wide and available as an opportunity to all members. All proceeds from Board-sponsored fundraising events will be deposited in the Zimmerman Youth Baseball Organization ("Organization") general fund. All Board-sponsored fundraising events shall be approved by the Board and reauthorized on an annual basis.

Team Fundraising:

Objective. The Board supports and encourages individual team(s) to conduct their own fundraising activities subject to the terms of this policy. Fundraising partnerships with local businesses and community members encourages involvement and interaction between the Organization and the community at large. Individual fundraising activities allow teams to customize their baseball experience to allow for events, experiences, training, equipment and supplies that may not be desired by all teams and/or members.

Notification. Teams conducting a fundraising activity shall notify the Fundraising Coordinator prior to beginning the activity.

Deposit of Funds Raised. All proceeds from team fundraising activities shall be submitted to the President, Vice-President, Treasurer or Fundraising Coordinator within five (5) calendar days of the completion of the activity or within five (5) calendar days of receiving the funds. If the proceeds are to be paid to the team at a future date, they should be paid directly to the Organization if possible. If this is not possible, the President, Vice-President, Treasurer or Fundraising Coordinator shall be notified and funds shall be submitted within five (5) calendar days of receipt. The Treasurer will deposit all proceeds in the team account for future use. Funds can be withdrawn by following the *Zimmerman Youth Baseball Financial Reimbursement Policy* or by contacting a Board cardholder.

Immediate Use of Funds. In the event a team needs to use the funds raised by a

fundraising activity immediately following such activity, the team representative shall contact the President, Vice-President, Treasurer or Fundraising Coordinator prior to funds being used. The team representative shall provide the total amount raised from the fundraising activity and the amount of the planned purchase. Any remaining proceeds shall be deposited within five (5) calendar days as required by this policy. For the purposes of this policy, "Immediate Use" is defined as within four (4) calendar days of the completion of the fundraising event.

Gambling and Raffles. Raffles and other "gambling" fundraising events are prohibited from using the Zimmerman Youth Baseball's 501c(3) status or promoting gambling events at any Zimmerman Youth Baseball sponsored event.

Monopolization. Teams are encouraged to conduct as many fundraising activities as possible. Many local and area businesses offer fundraising opportunities throughout the year for different teams and causes. Teams are encouraged to work with local and area businesses in these opportunities. However, monopolization of opportunities by one or several teams is discouraged to allow all teams the opportunity. Should a team feel that they are being prohibited from participating due to a real or perceived monopoly, that team may petition the Board for review with the two teams.

Player Policies and Procedures
(Section 2)

2A. Geographic Eligibility

Participants of Zimmerman Youth Baseball must follow residency requirements as approved by League Guidelines, as found on their website:

2B. Registration

1. **Scholarships**: If a family is experiencing financial hardship, Zimmerman Youth Baseball will make efforts to provide a scholarship for any player(s) impacted. A request for a scholarship must be made in writing and emailed to Zimmerman Youth Baseball: *zimmermanbaseballreg@gmail.com*. Scholarship requests must be made prior to March 31st of each year. Scholarship requests will be prioritized and allocated based upon circumstances, need and scholarship availability. No player is guaranteed or owed a scholarship, but the Board of Directors will attempt to make the resources available to ensure that any child who desires to play baseball is granted that opportunity.

   In return for a scholarship, the family of the player will be asked to donate additional volunteer time to partially offset the cost of the scholarship. The volunteer hours required for a scholarship are per Board recommendation.

2. **Registration Refunds and Family Discounts**:

a. Refund Policy for children participating in the Majors/Minors/ZBall Program:
- Zimmerman Youth Baseball will provide a full refund of registration fees if we receive notification prior to your child being assigned to a team by the house league coordinator.
- No refund will be provided if notification is received after your child is assigned to a team.

b. Refund Policy for children participating in the Travel Program:
- Zimmerman Youth Baseball will provide a full refund of registration fees if we receive notification by January 15th.
- If a family has 3 or more players participating in the Travel Program, the third and above registration will be reduced by 50%.

c. Injury related refunds will be made on a case-by-case basis.

2C. Levels of Play

1. **Zimmerman Z-Ball:** Z-ball (t-ball) will teach boys and girls, ages 3-5, the beginning fundamentals of baseball/softball. Kids will be practicing hitting, fielding, and base running through practices and games. Safety is our top priority, so a safety ball will be placed on an adjustable tee for every child to get an at bat. Helmets will also be worn for hitting and baserunning. Games/practices will last for one hour. We will be providing Thunder z-shirts in a variety of team colors.

2. **Zimmerman Minors:** For Current Kindergarten and First grades, ages 5 thru 7. Minors is a non-competitive league focusing on baseball fundamentals. This is a coach over hand pitch league. There are no player evaluations and the league commissioner randomly selects teams. At this age carpool sibling requests are considered so comment if needed in registration. Games are 3 innings long with no more than 2 or 3 events per week. Safety baseballs are used to protect the players and the Coaches. Practice time will be included in the game time. Major League Baseball team hats and jerseys are supplied. The season ends with a Minors Jamboree.

3. **Zimmerman Majors:** This league is formatted for 8 and 9 year olds (Currently in 2nd-4th grade) and introduces competitive play. Players pitch to each other in this league for the entire season from a 42-foot mound using official league balls (hard balls). Scores/standings are kept. Teams are formed by the Majors/Minors/Zball Director. Games are 4 innings long or an hour and 15 minutes. Practices will occur one-half hour prior to game time. Major League Baseball team hats and jerseys are supplied. The season ends with a Majors Bash.

4. **Zimmerman Travel League:** Traveling baseball is a competitive league offered to kids ages 9-15. 9U and 10U teams are more developmental as players get familiar with travel baseball with a focus on fundamentals and skill development. Equal playing time is encouraged as well as opportunities to learn to play multiple positions. At 11U and up, they tend to be more competitive as playing time and positions are more tied to skill levels. Teams will be traveling to surrounding towns and cities for games. The regular season is made up of 12-16 games depending on the age of your player. They will be playing in a minimum of two weekend tournaments paid for by ZYBA. Your team may attend more tournaments at the team's expense. The typical season runs from May through the end of July. Travel leagues typically consist of 16 regular season games played during the week with playoffs at the end of the year. You can expect 1-2 practices per week. Those players on 14U teams are required to assist in helping with the annual Zimmerman Classic Tournament.

2E. Travel League

The Travel League is a competitive league in which players continue to receive instruction designed to further develop their skills and abilities performing the fundamentals of baseball. Players must participate in all segments of the try-outs each year in order to make a Travel Team. Depending upon the number of participants and skill level of the teams, the Travel Director will determine if Zimmerman will field an AAA-Team, AA-Team, or A-Team.

Zimmerman Youth Baseball Travel League teams compete in the Gopher State Baseball League (GSBL), which is a summer traveling baseball league designed for players 9-19 years old. The league consists of a 16-game regular season for 9-15 year olds with an all inclusive playoff at the end of the season.

2F. Travel Age Classification

We allow players to try-out for teams solely based upon MYAS age guidelines. This means that sometimes a player might be able to "play-down" from their grade level.

1. Any player that wants to Play-Down, and their birthdate allows it (following MYAS guidelines) will be allowed to petition the Zimmerman Youth Baseball Board for an exemption. The Board decision will be considered final.

2G. Playing-Up in Travel League

1. Players wishing to Play-Up must have prior approval from the Travel Director. The result of the try-outs will be final.

2H. Travel Tryout Process

The Travel League Try-Out process is designed to create a fair and equitable means to evaluate the skill level of each player trying out for a Zimmerman Baseball travel team. A system has been designed that gives everyone an equal chance to compete for a spot on these teams.

There will be at least one team formed at each age level. Depending upon participant numbers, and/or ability levels, there may be an AAA, AA or A team.

Effective in 2027, once a player registers and tries out for a particular age level, that is the only registration they are allowed for tryouts.

Due to the amount of room, and for the overall benefit of the participants, no spectators will be allowed in the facility during try-outs. This rule will be strictly enforced.All tryout forms, as well as the overall rating of all participants in each group, will be kept on file for up to twelve months.

If a parent has a question regarding their child's performance at the try-outs they can write to the Board and request a review of the child's try-out and may receive a copy of their score.

2I. Travel Tryout Evaluators

The primary evaluators for Travel Tryouts are independent of Zimmerman Youth Baseball. Resumes for all evaluators will be available upon request.

2J. Travel Team Selection

The registered head coach is required to select the "locked-in" players and include them on the roster. The coach can fill the roster from the remaining players in the top 15. If there is enough for a second team, the remaining players are reordered. The number of locked players and number of coach options vary with the age group as follows:

Age	*Locked*	*Coach Choice*
9	*8*	*4*
10	*8*	*4*
11	*8*	*4*
12	*7*	*5*
13	*7*	*Up to 6*
14	*6*	*Up to 7*
15	*6*	*Up to 7*

Please note there will be no coaches picks at the A level unless there is an excess of 15 players, in which case they will be reordered and the "locked-in" players are in effect.

If there are no head coaches at try-outs, then the top 12 players will automatically be selected for that team.

2K. Player Code of Conduct

1. I will not berate the officials or tease, bait, or "trash talk" my opponent.
2. I will not use profanity
3. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
4. I will place the emotional and physical well being of my teammates and opponents ahead of my personal desire to win.
5. I will treat other administrators, players, coaches, fans and officials with respect regardless of race, gender, creed or ability.
6. I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at sporting events.
7. I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone's experience.
8. I will express my concerns through the proper channels in a dignified manner.
9. I will respect the volunteers that are assisting with the conduct of these events.
10. I will respect and adhere to the rules governing eligibility and competition.

If any infraction occurs, it is up to the coach to decide enforcement including but not limited to, suspension or removal from the team. Any appeal can be submitted with the Board for review.

2L. Player Social Media Policy:

No Player shall post or share statements or photos on Social Media regarding Zimmerman Youth Baseball Board of Directors, Coaches, Referees, Parents or other Players that is, or could be perceived as, negative or derogatory. Should any post be brought to the attention of Zimmerman Youth Baseball Board of Directors, the offending player will be warned and the post must be removed immediately. If it is not removed, the Board of Directors reserves the right to remove the associated player from the Zimmerman Youth Baseball Program and ban them from any Zimmerman Youth Baseball activity or event. If an offending player has received a warning and repeats the offense a second time, the Board of Directors shall remove the associated player from the Zimmerman Youth Baseball program and ban them from any Zimmerman Youth Baseball activity or event.

In the event a player is removed from the program, registration fees will not be refunded.

2M. Player Attendance Guidelines

We realize players probably will not be able to attend every practice and game; therefore, we have developed some guidelines on attendance and absences. The following examples of excused and unexcused absences are only meant to be a guide, not a comprehensive list. It will ultimately be the coaches' discretion to determine on a case-by-case basis whether the absence is excused or unexcused.

Excused Absences	**Unexcused Absences**
Death in the family	Forgot
illness or Injury	Other Sport Activities
Family Vacation *(if communicated 2 wks in advance)*	Could not get a ride
Community Service	2 or more Family Vacations
School/Religious Activities	

The consequences for an unexcused absence is that the player will see reduced playing time in a subsequent game. Each coach has the discretion to determine the timing of this consequence (i.e. during the next game vs two games later), but players must play a minimum of two innings in that subsequent complete game. As an organization we are recommending that each coach document both excused and unexcused absences.

Parents and players should show common courtesy and communicate to the coach if players will be late or cannot attend a game or practice. Written communication given to the coach helps support verbal communication and would be appreciated.

Coach Policies and Procedures
(Section 3)

3A. Selection of Coaches

The President, Vice-President and Travel Director will be responsible for the selection of coaches in the Travel Leagues. Coach selections will be made based upon previous experience, in-person interview, and knowledge of baseball and youth sports, etc. Parent and Board of Directors input will be considered. Year-end evaluations of the previous years' coaching will also be considered. If a conflict arises wherein the President, Vice-President or Travel Director (herein also known as "Executive Board Member") are also up for coach selection for a particular team, that Executive Board Member will remove themselves from the coach selection discussion, and the remaining Voting Members (*see* Appendix A) will be required to participate in the selection process. Travel coaches will be selected post-tryouts.

Minors and Majors coaches will be selected by the Majors/Minors/Zball Director. The selection will be made based upon previous experience, knowledge of baseball and youth sports, etc. and the willingness and capability to perform the responsibilities of coach. Parent and Board of Directors input will be considered. Year-end evaluations of the previous year's coaching will also be considered.

Once applied, each head coach and their assistant coaches will be required to complete a background check through Trusted Coaches. The detailed results of the background check will be kept strictly confidential. The background check results for the coach candidate must meet criteria pre-determined by Trusted Coaches. If the candidate does not meet the background requirements, the individual will not be eligible to act as a coach of Zimmerman Youth Baseball in any capacity or at any level.

3B. Coaches' Responsibilities

A coach is responsible for the development and conduct of all players on his/her team. A coach's primary function is to teach skills and develop the players both socially and physically. Coaches are accountable to the Zimmerman Youth Baseball Board of Directors and will follow the guidelines listed below:

1. Hold a parent/coach meeting prior to the first season game to explain the rules, goals, and objectives to the team.
2. Clearly state the expectations of the players and parents for the season.
3. Communicate regularly with individual players and parents.
4. Be positive and use constructive criticism.
5. Be enthusiastic and make baseball fun.
6. Encourage team play and values over individual accomplishments.
7. Expect team members to show up on time and ready to learn.
8. Develop players to play a variety of positions within the player's physical and mental abilities.
9. Use proper control at all times. This includes proper conduct with all umpires and officials.
10. Teach proper sportsmanship by requiring all players line up and shake hands after every game.

11. Enforce all rules without prejudice toward any one player.
12. Coaches will refrain from the use of alcoholic beverages and tobacco prior to and during games and practice situations.
13. Maintain team discipline. Matters of discipline should be discussed privately between the player and the coach (and parent if appropriate).
14. Support Zimmerman Youth Baseball and the Board of Directors.
15. Conduct yourself as a role model for the players and the parents.

3C. Coaches' Playing Time Policy

As a baseball organization supporting the local area youth, it is our mission to support, develop and make each player's baseball experience a positive one. Coaches will strive to accomplish this and to pass on his/her knowledge to develop each player. One area that is particularly difficult to manage is equal playing time.

Zimmerman Youth Baseball has communicated to each coach the need to be as fair as possible when determining playing time.

Majors/Minors Coaches are expected to ensure playing time is equal, unless the player has unexcused absences as described in the Player Attendance Policy (Section 2M)

Traveling Coaches for 13 and Under are expected to ensure each player plays 50% of the innings played by the team throughout the season.

Traveling Coaches for 14 and Older should endeavor to get players into 50% of the innings.

Parents and players should keep in mind that scheduling equal playing time is a very difficult task, especially when factors outside the coach's control come into play, such as rain-outs, 10-run rule, etc… If a parent or player feels that playing time is not evenly distributed and/or fair, please communicate to the coach off the field and preferably at a place and time where both parties can have a constructive conversation.

3D. Filing Complaint Against a Coach

It is the desire of Zimmerman Youth Baseball to have conflicts and complaints regarding a Zimmerman coach handled and resolved directly between the parents (or legal guardian), player and the coach involved. Our volunteer coaches have a difficult responsibility and often his/her decisions, actions, coaching style, coaching methods, etc. will not make everyone happy. Parents should consider this fact before making a complaint against a coach. Unless the complaint is of a serious nature (see note below), the first step in resolving a complaint should be to have a direct discussion with the coach.

If the direct discussion with the coach regarding his/her behavior and/or coaching philosophy does not yield satisfactory results, and the parent or legal guardian wishes to elevate the complaint, they should then contact the appropriate League Director. A 24-hour waiting period after an incident occurs is required before issuing a complaint to the League Director. This

24-hour waiting period is a cooling down period so one does not act out in anger. The complaint against the coach will be reviewed by the League Director. The League Director will determine what action, if any, is to be taken. If the League Director desires advice from other Board Members, such advice can be sought either formally or informally. The League Director will communicate back to the parent what actions, if any, will be taken.

Should a parent or legal guardian be unsatisfied with the results or actions of the complaint issued to the League Director, a "Formal Coach Complaint" form can be submitted to the Zimmerman Youth Baseball Board. A 24-hour waiting period after an incident occurs is required before filing a "Formal Coach Complaint". This 24-hour waiting period is a cooling down period so one does not act out in anger. The Board will take up the issue at its next regularly scheduled meeting. The coach will be immediately notified of the complaint filed. The Board will conduct an investigation into the complaint. Upon investigation, the Board will make a final ruling. The actions, if any, to be taken will be communicated to both the coach and to the parent or legal guardian who filed the complaint. A parent will have no further recourse once the decision of the Board has been made.

A coach's recourse to any disciplinary action will be to notify the appropriate League Director or other Board Member and request to appear before the Board at the next regularly scheduled meeting. Once the appeal is heard, a vote of the Board of Directors will be taken and the decision will be final. If the coach is suspended he/she will not be allowed to coach at games or practices until the appeal is heard. If the suspended coach is present at a game, practice or team activity he/she is not permitted to make contact with players or assistant coaches during the activity. He/she shall at no time provide direction or guidance regarding the team at any time during the suspension. Any attempt while on suspension to coach or direct team play or activities will result in permanent suspension and the individual will be banned from attending any official activity of Zimmerman Youth Baseball.

Please note: Complaints regarding a coach's behavior that are of a serious nature such as substance use, weapons, physical abuse, physical assault, sexual harassment or other grievous conduct should immediately be reported to the President of Zimmerman Youth Baseball or other Board Member. The 24-hour wait period does not apply to such issues. An immediate investigation will be ordered. If upon investigation the incident warrants, the appropriate law enforcement agencies will be notified. Grievous issues will be treated seriously and will be handled in an expedient manner.

3D. Coach Code of Conduct

1. I will not berate the officials or tease, bait, or "trash talk" my opponent.
2. I will not use profanity.
3. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
4. I will place the emotional and physical well being of my teammates and opponents ahead of my personal desire to win.
5. I will treat other administrators, players, coaches, fans and officials with respect regardless of race, gender, creed or ability.

6. I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at sporting events.
7. I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone's experience.
8. I will express my concerns through the proper channels in a dignified manner.
9. I will respect the volunteers that are assisting with the conduct of these events.
10. I will respect and adhere to the rules governing eligibility and competition.

Any serious infractions of the above need to be brought to the Board via a Formal Complaint. Any appeal needs to be submitted to the Board.

3E. Coach Social Media Policy:

No coach shall post or share statements or photos on Social Media regarding Zimmerman Youth Baseball Board of Directors, Coaches, Referees, Parents or other Players that is, or could be perceived as, negative or derogatory. Should any post be brought to the attention of Zimmerman Youth Baseball Board of Directors, the offending coach will be warned and the post must be removed immediately. If it is not removed, the Board of Directors reserves the right to remove the associated player from the Zimmerman Youth Baseball Program and ban them from any Zimmerman Youth Baseball activity or event. If an offending coach has received a warning and repeats the offense a second time, the Board of Directors shall remove the associated coach from the Zimmerman Youth Baseball program and ban them from any Zimmerman Youth Baseball activity or event.

3F. Sanctioned Games/Events

League rules, policies and guidelines will take precedent over Zimmerman Youth Baseball guidelines when teams are participating in sanctioned games or events.

Parent Policies and Procedures
(Section 4)

4A. Parent Expectations

Being involved in Zimmerman Youth Baseball demands time and effort on the part of the parent. Parents, in no small measure, contribute to the success of the baseball program by understanding the requirements of team participation. Some of the things that parents can do to help their child and the team are:

1. Put the welfare of the team ahead of personal interest.
2. Make sure your player knows that win or lose, you appreciate the effort made. Praise, don't criticize.
3. Accept disappointment gracefully; don't pass it along to the player or team members.
4. Learn to know the coach. Discuss your problems or the progress of your player with him/her at the proper time. The proper time is RARELY right after a difficult defeat or in the company of players and/or other parents.
5. Appreciate the fact that the coach has the responsibility of an entire team.
6. Don't be a chronic complainer. If you are convinced something is wrong on your player's team, contact the League Director and discuss the issue.
7. Parents are asked to conduct themselves in a sportsmanship like manner and instill in their players the desire to reflect such sportsmanship.
8. Parents are responsible for providing or arranging transportation for their players.
9. Parents are to support the Zimmerman Youth Baseball philosophy of encouraging players to enjoy baseball as a sport and to have fun. Parents that place undue expectations on their players minimize the player's enjoyment and development in the game of baseball.
10. Parents are expected to assist the team where needed. This includes field help, or help in the dugout and other requests made by the coach.
11. The safety of the player is ultimately the responsibility of the parents. If a parent fears injury or is a witness to poor sportsmanship, he/she has the right and responsibility to remove their child from playing under those conditions.
12. Parents whose conduct reflects negatively on Zimmerman Youth Baseball should be referred to the League Commissioner for discussion and appropriate consequences.

4B. Parents' Code of Conduct

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
2. I will place the emotional and physical well being of the athletes ahead of my personal desire to win.
3. I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all MYAS sporting events.
4. I will remember that the game is for the kids - not the adults.

5. I will do my best to make sure that youth sports are a FUN and POSITIVE experience.
6. I will treat other players, coaches, fans, volunteers and officials with respect regardless of race, sex, creed or ability.
7. I will not berate the officials!
8. I will not undermine the coaches' instructions or directions.
9. I will not use profanity!
10. I will communicate my concerns through the proper channels in a dignified manner.

4C. Inappropriate Conduct

Anyone who feels that a parent is acting in a manner contrary to the Parent's Code of Conduct should report such conduct to the Team Coach or the League Director. The Coach and/or Director will determine if action needs to be taken.

The Team Coach or League Director may require a parent who fails to abide by the code of conduct to leave the game or practice. The parent will not be permitted to attend the next game or practice. If a second infraction occurs, the parent will be banned from all Zimmerman Youth Baseball events for the remainder of the season.

If the parent wishes to contest the decision of the Team Coach or League Director, the parent must meet with the Zimmerman Board. The Board will consider the circumstances and make a final determination if the parent's suspension stands for the remainder of the season. The parent may not be present at any practices or games until the Board has made a final decision on the suspension.

No form of violence, abusive language or intimidation will be tolerated. Any physical violence will result in immediate suspension. Reinstatement can only be made by the Board.

4D. Parent Social Media Policy:

Parents, Guardians or associated individuals shall not post or share statements or photos on Social Media regarding Zimmerman Youth Baseball Board of Directors, Coaches, Referees, Parents or other Players that is, or could be perceived as, negative or derogatory. Should any post be brought to the attention of Zimmerman Youth Baseball Board of Directors, the offending coach will be warned and the post must be removed immediately. If it is not removed, the Board of Directors reserves the right to remove the associated player from the Zimmerman Youth Baseball Program and ban the offending individual(s) from any Zimmerman Youth Baseball activity or event. If an offending individual has received a warning and repeats the offense a second time, the Board of Directors shall remove the associated coach from the Zimmerman Youth Baseball program and ban the offending individual from any Zimmerman Youth Baseball activity or event.

4E. Sanctioned Games/Events

League rules, policies and guidelines will take precedence over Zimmerman guidelines when teams are participating in sanctioned games or events.

Background Check Policies and Procedures
(Section 5)

5A. Introduction

Background checks are conducted to ensure the continuing safety of our children, constituencies and community members, and security of our resources. Although this is no guarantee against criminal acts, it does reduce the likelihood.

A check of a final candidate's background is intended to serve as an important part of the selection process when selecting volunteers into critical positions. A background check is the last act in the selection process for "critical" positions. The background check is valid for 3 years.

The background check is also an important part of the classification process when assigning new duties to an individual that would designate their new assignment as a critical position. A background check must be completed **prior** to the assignment of duties. Exceptions must be discussed and approved by each of the appropriate officers: President, Vice President, Treasurer and League Director.

The background check policy covers volunteers where the nature of the work meets critical factors.

"Critical positions" are defined as:

1. Head Coaches and Assistants of any team, at any level.
2. Zimmerman Youth Baseball Board of Directors.

5B. Scope of Background Check

The background check will seek felony and felony-reduced-to-misdemeanor convictions, and verification of identity. Zimmerman Youth Baseball will use Trusted Coaches to approve or deny all volunteers.

An **individual subject to a background check** shall not be required to disclose, nor shall any Trusted Coaches background check investigate an arrest, detention or report of abuse that did not result in a felony conviction as part of a background check unless such information is permitted or required by law.

5C. Restrictions on Disclosure and Confidentiality of Information

All Zimmerman Youth Baseball volunteers or employees who receive access to background check information obtained from Trusted Coaches are required to maintain confidentiality and only share information with authorized individuals in accordance with Zimmerman Youth Baseball regulations. Penalties for improper and unauthorized disclosure of background check information may include criminal prosecution as authorized by law.

Trusted Coaches will retain the background check results.

Appendix
(Section 6)

Board of Directors Positions	----------	A
Board of Directors Job Descriptions	----------	B
Players Code of Conduct Form	----------	C
Coaches Code of Conduct Form	----------	D
Parents Code of Conduct Form	----------	E
Formal Coach Complaint Form	----------	F

Appendix A

Board of Director Positions

Officers:

President*
Vice President*
Treasurer*
Secretary/Webmaster*

Program Directors:

Travel Director*
Majors/Minors/Z-Ball Director*
Tournament Director*

Other:

Registration Coordinator
Field Coordinator
Fundraiser Coordinator
Uniform Coordinator
Equipment Manager
Sponsorship Coordinator
Social Media Manager
Volunteer Coordinator; and
High School Baseball Coach

***Indicates "Voting Member" Positions - If additional votes are required, voting positions will include:**
Registration Coordinator

If additional votes are still needed, the remaining board members will vote by most senior and so forth

Appendix B

Board of Director Job Descriptions

President - 2 year term

- Responsible for overall operation of the program
- Oversees finances of the association
- Sets up and conducts monthly board meetings
- Approves payments over $1000.00
- Delegates responsibilities
- Reviews monthly bank statements

Vice President - 2 year term

- Fills in for President when absent
- Retrieves the mail from the P.O. Box and sorts accordingly.
- Similar duties as President

Secretary/Webmaster - 2 year term

- Responsible for keeping meeting minutes and circulating prior to next meeting
- Gets meeting minutes approved by board to post to Website
- Prints meeting agendas
- Keeps board members contact list up to date
- Keeps tracks of members start dates and terms
- Sends out monthly meeting notices
- Writes resolutions
- Special request or projects needed for the association
- Posts association events and reminders on the Website and Facebook
- Posts pictures of team events throughout the season
- Updates contact info for board members on Website
- Updates content on the Website, including but not limited to: weather delays/cancellations, board member updates, and sponsor logos

Registration Coordinator - 2 year term

- Manages the league's online registration process.
- Ensures that league rosters are maintained on the site.
- Assigns administrative rights to the league volunteers and teams.
- Ensures that league tryout and evaluation dates are communicated to the community.
- Serves as primary contact person for registration issues.
- Participates in activities and events held by the association; ex. Tryouts, evaluations, tournaments, etc.

Treasurer - 3 year term

- Responsible for funds coming in and going out of the association.
- All deposits, including Tournament, Registration, Fundraising and miscellaneous monies and keeping accurate records in QuickBooks and in hard copy.
- Track Online NGIN deposits in QuickBooks and in hard copy.
- Paying all bills in a timely manner after the appropriate board member has approved the invoice and recording the payments in QB.
- Assists outside auditor/accountant of ZAYAA in tax preparation every May.
- File form 990 annually and file forms 1099 if there are umps that are paid more than $600 per calendar year.
- Obtain and pay for permits and licenses that are needed for special events.
- Keeps all past financial records and maintains current financial records and reports this information to the board.
- Maintain monthly bank statements and reconcile all accounts with copies going to the president. Complete general bank account maintenance. President and treasurer can sign checks.
- Produce financial reports upon request and have a current income statement or balance statement for each meeting.
- Monitor Insurance needs and maintain a relationship with the insurance broker. Shop for the best pricing annually.
- Keep the board regularly informed of key financial events and concerns.
- The treasurer must have financial literacy, attention to detail and neat and accurate record keeping.
- Develop an annual budget (work in progress) and compare the actual revenue and expenses incurred against the budget.
- Overall financial responsibility for the organization.

Tournament Director - 2 year term

- Organize home Travel Tournament(s) for each age group
- Help Directors organize home tournaments for their respective age groups
- Post Travel tournament on MYAS tournament site
- Develop tournament flyer
- Develop tournament webpage, rules and brackets
- Coordinate Tournament Umpires with outside service
- Work closely with Volunteer Coordinator for Tournament help
- Coordinate, reserve or order trophies, equipment, toilets, trailers, tents, etc…
- Order and pickup all necessary food, beverages and ice
- Handle all team registrations and field all disputes at tournament
- Create tournament sub-committee's as necessary

Fundraising Director - 2 year term

- Coordinates fundraising events
- Assists with volunteer coordinator/special events

Social Media and Website Manager - 2 year term

- Post association updates and events on the Facebook page
- Respond to DMs as necessary through Facebook Messenger
- Set up email contact system and forward messages to board members that duties are assigned to
- Keep website up to date and handle requests from board members for various posts to be added

Volunteer Coordinator - 2 year term

- Coordinates volunteers for baseball events
- Posts volunteer opportunities on DIBS
- Assists with coordinating special events
- Gets all volunteer and special events posting to Web Master

Field Coordinator - 2 year term

- Schedule all fields for practice and games
- Manage master schedule for fields
- Schedule all games and practices for every night of the week for all available fields
- Coordinates schedule with Area 728, Community Education and, the MBA
- Works in conjunction with the Park Board and the city of Zimmerman and attends meetings as to field issues that impact the association
- Reserve all field and building locations with the City and 728 school District

Equipment Manager - 2 year term

- Inventories equipment and orders additional gear, inspects and repairs/ replaces any damaged gear
- Gives copy of inventory to Treasurer
- Coordinates with Registration coordinator, Sponsorship coordinator and President to determine the need for amount of travel and house shirts, hats and sponsors names to be used
- Gets equipment to travel teams to distribute at tryouts
- Distributes equipment to house teams and Majors/Minors teams
- Distributes any additional equipment needed throughout the season
- Sets up equipment turn in dates and gets them posted on the website

Minors/Majors/ZBall Director - 2 year term

- Set up games and practice schedules for Minors/Majors/ZBall leagues
- Answer all registration questions
- Work with the Uniform Coordinator to order uniforms.
- Coordinate and assign umpires for Majors games
- Work with Princeton Youth Baseball to schedule Majors games, Majors Tournament and/or Minors Jamboree

Travel Director - 2 year term

- Coordinate volunteers, equipment, and oversee clinic(make sure it stays on time)
- Schedule tryout times, dates, and reserve the facility.
- Make sure equipment is at tryouts (work with equipment coordinator)
- Schedule Evaluators for tryouts
- Set up drills for tryouts
- Determine rankings from the evaluators results
- Determines Travel coaching staff (with President)
- Delivers evaluation scores to coaching staff and makes sure coaches understand rankings
- Determine which class teams are supposed to be in; A, AA, or AAA
- Petition teams to Gopher State Baseball if they are in the wrong class
- Determine number of travel teams in all levels(A, AA, and AAA)
- Discuss problems and answer all questions regarding travel baseball

Sponsorship Coordinator - 2 year term

- Contacts all past sponsors via correspondence in early January
- Makes personal contact with potential new sponsors and past sponsors that didn't respond to mailings
- Gets sponsor info to the board ASAP
- Keeps potential sponsor list updated with current address and contact person Coordinates pictures and picture distribution
- Coordinates with vendors to order photo plaques for each sponsor

Uniform Coordinator - 2 year term

- Select Uniform Designs
- Scheduled Uniform Fittings
- Work with Vendor for Uniform Orders and Issues
- Order Youth Clinic Shirts
- Order Coach Shirts and Hats
- Sell Excess Shirts and Hats
- Set up online store for website

At Large - 2 year term

- Assist in Planning and Implementing Baseball Activities and Events

Appendix C

Zimmerman Youth Baseball

CODE OF CONDUCT
For Players

1. I will not berate the officials or "trash talk" to my opponent.

2. I will not use profanity.

3. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.

4. I will place the emotional and physical well being of my teammates and opponents ahead of my personal desire to win.

5. I will treat other players, coaches, fans and officials with respect regardless of race, gender, creed or ability.

6. I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all sporting events.

7. I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone's experience.

8. I will express my concerns through the proper channels in a dignified manner.

9. I will respect the volunteers that are assisting with the conduct of these events.

10. I will respect and adhere to the rules governing eligibility and competition.

Signed: _____

Dated: _____

Appendix D
Zimmerman Youth Baseball

CODE OF CONDUCT
For Coaches

1. I will not berate the officials or "trash talk" to my opponent.

2. I will not use profanity.

3. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.

4. I will place the emotional and physical well being of my teammates and opponents ahead of my personal desire to win.

5. I will treat other players, coaches, fans and officials with respect regardless of race, gender, creed or ability.

6. I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all sporting events.

7. I will do my best to remember that youth sports are supposed to be FUN and that winning and losing are part of everyone's experience.

8. I will express my concerns through the proper channels in a dignified manner.

9. I will respect the volunteers that are assisting with the conduct of these events.

10. I will respect and adhere to the rules governing eligibility and competition.

I certify that I will abide by the stipulations listed above and understand that I can be removed from the appointed position if I falter in any of these responsibilities. I will also make sure that my assistant coaches are informed of these responsibilities.

Signed: _____

Date: _____

Appendix E

Zimmerman Youth Baseball

CODE OF CONDUCT
For Parents and Spectators

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches, contest administrators and officials at every game.
2. I will place the emotional and physical well being of the athletes ahead of my personal desire to win.
3. I will demand a sports environment that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sporting events.
4. I will remember that the game is for the kids - not the adults.
5. I will do my best to make sure that youth sports are a FUN and POSITIVE experience.
6. I will treat other players, coaches, fans, volunteers and officials with respect regardless of race, sex, creed or ability.
7. I will not berate the officials!
8. I will not undermine the coaches' instructions or directions.
9. I will not use profanity!
10. I will communicate my concerns through the proper channels in a dignified manner.
11. I will respect the volunteers that are assisting with the conduct of these events.
12. I will let the coaches coach. I will not interfere or offer instructions or directions to my child or any other player or coach.

I hereby pledge to provide positive support, care and encouragement for my child participating in youth sports by following this Code of Conduct.

Signed: _____

Date: _____

Signed: _____

Date: _____

Appendix F

Zimmerman Youth Baseball
Formal Coach Complaint

Note: This form is intended to be used to file a formal complaint or grievance against a Zimmerman youth baseball coach. It should only be used if the complaint is 1) of a serious nature or 2) after all other attempts to solve the issue have been extinguished. By completing this form, the issue regarding the coach will be evaluated by the Board. Please see the Zimmerman Youth Baseball Policy and Procedures for the full process on resolving issues with a coach.

Coach Name: _____ **Check One:** ⬜ **Travel**

⬜ **Majors/Minors/Z-Ball**

Team Name: _____ **Age Level: _____**

Please describe the complaint in detail. List names, dates, witnesses and specific actions.

_____

_____

_____

_____

_____

_____

_____

_____ (Use back for additional comments)

Complaint Submitted By:

_____	_____	_____
Print Name	**Signature**	**Date**
_____	_____	_____
Phone #1	**Phone #2**	**E-Mail Address**

Note: Only signed complaints will be considered.