

Travel Program Operating Procedures

1.0 Traveling (full time) Teams Overview and Principles

- 1.1 Through its Travel Program, Batavia Youth Baseball (BYB) provides the framework for the development of players desiring increased competition with similarly skilled players from other communities. BYB generally establishes full-time traveling teams (ages 8U through 14U). In some cases teams may choose to stay together after 14U and still play under BYB on the approved Batavia Baseball Club team. In this case the board of directors will determine how to handle teams on a case-by-case basis.
- 1.2 **The Travel Program is guided by three basic principles: 1) Develop & prepare players for the next level of baseball; 2) Field as many competitive Traveling (full-time) teams as reasonable and 3) Provide an environment allowing for a greater level of skill development & game competition.**
- 1.3 In any given year, the number of Traveling (full-time) teams will be determined by: a) BYB's ability to identify a sufficient number of head coaches capable of teaching the game and exhibiting the behavioral & sportsmanship qualities desired by the Travel Program; b) BYB's ability to form a team (or teams) of travel ready players at each age group from players meeting BYB's eligibility requirements and competing in the open tryout process described below and c) adequate field availability to accommodate the Travel Program teams' practice and game needs.

2.0 Selection of Coaches

- 2.1 The Travel League President is responsible for identifying Traveling (full-time) team head coaches and presenting them for approval by the Board of Directors. Coaching selection guidelines are set forth below:
 - 2.1.1 Travel league coaching application filled out by volunteer.
 - 2.1.2 Successfully pass a criminal background check.
 - 2.1.3 In-person interviews.
- 2.2 Before the end of the current travel season, current head coaches will complete an exit interview with the Travel President/coordinators. During the interview, coaches will be asked their intention to return as a head coach or resign their position. Returning coaches will not need to resubmit a coaching application, but BYB may resubmit their background check.
- 2.3 Please note that just because a coach wants to return doesn't mean they will. The Travel President/coordinators will provide a recommendation to the BYB Board based on current team performance, exit interview, feedback compiled from the end of year survey completed by travel families, logged incidents during the year (e.g., ejections), cooperation and communication with the Travel President / Coordinators, and adherence to BYB policies and procedures (including but not limited to field prep and maintenance, hosting a tournament, sportsmanship).
- 2.4 Prior to tryouts each year, BYB will also solicit applications from prospective coaches and volunteers for the following travel season who expressed an interest verbally or when registering for the season. The application will contain previous experience, coaching philosophy, an agreement to submit to a background check and agreement with BYB's coach/volunteer Code of Conduct.
- 2.5 In some cases, we may need more than one perspective head coach in the event that the coaches player does not qualify for the team that they were coaching.
- 2.6 Every effort will be made to identify head coaches prior to the announcement of teams. The head coach of each Traveling team identifies their assistant coach(s) after the team is formed. All head coaches and designated assistant coaches are required to submit to BYB's Criminal background check as well as sign & abide by BYB's Coaches Code of Conduct (COC). The Travel President and Executive

Committee may discipline and/or disqualify any coach according to the terms set forth in the COC at any point throughout the year.

3.0 Player Tryouts

- 3.1 Mandatory player tryouts will generally be held near the conclusion of the season, but prior to players starting school in the Fall. BYB generally tries to schedule tryouts for a time period when prospective players are still in playing shape and active in the game. Where possible, the mandatory tryout dates, times and locations will be announced publicly at least one month prior to the first tryout date. Prospective players must attend a mandatory tryout session. At the discretion of the Board of Directors, additional alternative tryouts dates or invitation-only tryout(s) may be planned. If deemed necessary, the additional tryout(s) will consist only of players specifically invited back for further evaluation or those players pre-approved to attend an alternate tryout date. The number of players invited to the invitation-only tryout will vary depending on age group turnout and competition for available travel team roster slots. Unless specifically excused due to illness or injury prior to tryouts, players must participate in one of the mandatory tryout sessions to be eligible for selection to a travel team. Exceptions to this rule are made at the sole discretion of the Travel League President.
- 3.2 The target number of players on a team is 12, but must fall between 10 and 13. Evaluation of players will be performed by one or more evaluators independent from BYB. The evaluators will have no direct current affiliation with BYB, the travel program's players or prospective coaches.
- 3.3 Players will be evaluated on their throwing, catching, fielding, hitting and speed skills. All players will be given the opportunity to pitch. Players will rotate through a consistent set of drills with each player receiving the same opportunity to display their skills. If further evaluation of a player is necessary, it will be performed during an invitation only tryout. Player evaluations will be performed by following the player evaluation form in Appendix D.

4.0 Player Selection

- 4.1 Players will be selected based on a combination of the following criteria: a) Tryout Evaluations; b) Previous Year BYB Travel Team Coach evaluation; c) Team Continuity. Each of the four criteria carries a varied weighting/importance depending on the age group.
- 4.2 The goal of player selection is to identify, on an annual basis, those players who have earned - either through previous year performance and/or through tryout performance - an opportunity to participate in a higher level of baseball.
- 4.3 The matrix below outlines the weighting by age group.

	School Grade	Tryout Evaluation Score	Coaches Evaluation Score	Coach's Input	Travel Team Continuity
8U	2 nd	100%	0%	N/A	N/A
9U	3 rd	80%	20%	Low	N/A
10U	4 th	60%	40%	Low	Low
11U	5 th	50%	50%	Med	Low
12U	6 th	40%	60%	Med	Med
13U	7 th	30%	70%	High	High
14U	8 th	20%	80%	High	High

- 4.4 **Tryout Evaluation:** For the 9U through 14U age groups, players who were not members of a BYB Travel Team in the previous year will be evaluated only on their tryout score. In these cases, a player's tryout evaluation weight will be 100% and the BYB Coach's Evaluation weight will be 0%.
- 4.5 **BYB Coach's Evaluation from the Most Recent Season:** For the 9U through 14U age groups, BYB travel team coach evaluations will be collected from head coaches and two assistant coaches. Statistics from the previous travel season are collected and used in a general way to validate the player evaluations by coaches. Coaches are not only required to rank their players for all teams, they are also required to provide a general recommendation as to the player's appropriateness for playing at the Black (A), Red (B), Gold (C) or House levels. The Travel Coordinator does provide the coaches with a

worksheet that can be used for ranking players based on an assessment of individual skills (see Appendix E). The coach evaluation sheet will be completed by 3 coaches from each team. The coaches should NOT collaborate while evaluating players and completing the form. Coaches are asked to take into consideration all statistics collected throughout the prior season.

5.0 Team Formation

- 5.1 Team formation occurs from the pool of travel ready players identified through player selection process above. In general, at age groups where two or more teams – Black (A) and Red (B) - can be formed, the 'Black (A)' team will be formed from the first 10-13 players (ideally 12) while the 'Red (B)' team will be formed from the next 10-13 players. As necessary, a 'Gold (C)' team will be formed from the next 10-13 players. Team formation may include collaboration with the Travel Head coaches at each group.
- 5.2 **Travel Team Continuity:** The travel program believes one component of travel team success and continued player development is to maintain roster continuity as much as possible. This DOES NOT mean returning travel players are exempt from having to maintain a travel team roster spot through on-field performance. It DOES mean, at the older age groups, some preference may be given to a returning travel player over a non-travel player assuming equal skill levels and attributes.
- 5.3 **Minimum Scoring:** Every effort will be made to place the players on the correct teams via their overall scores & team continuity. Each team – Black (A), Red (B) and Gold (C) will have a minimum scoring threshold per age group. Returning players will have to maintain an overall score that meets the minimum scoring requirements to qualify to return to a team.

6.0 Scheduling of Games/Traveling (full-time) Teams:

- 6.1 BYB Travel (full-time) Teams will play outside of the in-house league. The Travel League Coordinators and Travel Team coaches are responsible for scheduling games and tournaments within approved budget parameters. Further, the Travel Program will work collaboratively with the in-house League Presidents to coordinate field availability for both practices and games.
- 6.2 To defray the cost to each participating BYB family, all BYB Travel (full-time) Teams are required to host one tournament on BYB fields each year or to meet the minimum fundraising threshold approved annually by the Board of Directors.
- 6.3 **Fill In Players:** If a BYB travel team does not have enough players for a game or tournament, they are able to call up a fill in player under the following criteria:
 - 6.3.1 The player **MUST** be registered and rostered in BYB
 - 6.3.2 The player *SHOULD* be a BYB travel player
 - 6.3.3 The player *SHOULD* come from a lower level or younger age group
 - 6.3.4 The player *SHOULD* bat last in the line up
 - 6.3.5 The player *SHOULD* sit the first inning and no other player should sit more
 - 6.3.6 The head coach *SHOULD* notify their travel coordinator
- 6.4 **Pitching:** In order to continuously maintain player health and longevity, BYB requires that all players comply with the Pitch Smart guidelines set forth by Major League Baseball.
<https://www.mlb.com/pitch-smart>

7.0 Uniform/League/Tournament Fees

- 7.1 All BYB Travel (full-time) Teams will be self-supporting with fees charged to cover all budgeted, BYB Board-approved Travel Program costs - including basic uniforms, equipment and budgeted tournaments. Costs associated with operating Travel (full-time) Teams that are above and beyond BYB's Travel Program budget are to be funded by the Travel Program's players' families.

7.2 If team-coordinated fundraising is sought, it will be done so without contacting the local businesses and individuals supporting BYB. All fundraising efforts must be specifically approved by the Travel Coordinator and all dollars collected must pass through BYB's accounting structure. BYB will track and maintain a separate, internal accounting for each Travel team raising funds in the general community.

Appendixes

Appendix A: Surveys and survey questions

Appendix B: Volunteer Questionnaire during enrollment

Appendix C: Coach Application

Appendix D: Tryout Player Evaluation

Appendix E: Coach Player Evaluation

Appendix F: Player Scoring example

Appendix G: End of Season coach interviews

Appendix H: Code of Conduct

Winter Training Survey

1. What team are you a part of? (Multiple choice)
2. Is this your first season in BYB Travel? (Yes/No)
3. How would you rate the Winter Training Program overall? (1-5)
4. How would you rate the instruction provided by each instructor? (1-5)
5. Do you find the information provided in the BULLDOG TIMES newsletter to be useful? (Y/N/IDK)
6. How well do you understand the training activities that occur during the winter training program? (1-5)
7. How well would you rate the experience in Strength and Conditioning? (1-5)
8. How well would you rate the experience in Catcher's clinic? (1-5)
9. What improvements or changes would you make to the Winter Training Program? (text)
10. Would you recommend BYB to others? (Y/N)
11. Responses to this survey are completely anonymous, however, if you would like someone from the travel board to contact you please provide your information below. (contact information)

Mid-Season Incident Report

1. What team are you a part of? (Multiple Choice)
2. Please describe the Incident in Detail. (Text)

End of season

1. What team are you a part of? (Multiple Choice)
2. How satisfied were you with the overall organization and communication from the youth baseball travel organization? (1-5)
3. How effective did you find the volunteer coaches in developing the players' skills? (1-5)
4. How effective were the volunteer coaches in communicating? (1-5)
5. How effective were the volunteer coaches in creating a culture of positive sportsmanship, including interaction with umpires and opposing coaches. (1-5)
6. Did you feel the coach was fair in balancing playing time, lineup construction and fielding assignments? (1-5)
7. How would you rate the quality of training provided by the trainers? (1-5)
8. Select all that apply: What aspects of the organization do you think need improvement? (multiple choice)
 - a. Communication
 - b. Quality of Coaching
 - c. Quality of trainers
 - d. Training Facility/Fields
 - e. Equipment
 - f. Cost
 - g. Scheduling
 - h. Other
9. What was your favorite aspect of the season? (text)
10. What specific feedback do you have for volunteer coaches? (text)

11. What specific feedback do you have for the travel organization? (Text)
12. Do you have any suggestions for the trainers to better support the players development?
(Text)
13. Does your ballplayer plan to tryout next season? (text)
14. How likely is it that you would recommend Batavia Youth Baseball Travel to a friend or colleague?
15. Please share any additional feedback regarding the travel season and training that you feel would be valuable for the organization as we continue to grow.
16. If you would like to speak directly to the Travel Board regarding specific feedback, concerns or information you think we may find valuable, please enter your email address and someone will connect with you within 24 hours.

Volunteer Questionnaire

The following list of questions should be added to the travel player enrollment process to identify parent volunteers and ensure they are properly vetted to represent BYB.

1. Would you like to volunteer to assist the team?
2. What would you like to volunteer for?
 - a. Head Coach (please complete coach application)
 - b. Assistant Coach (please complete coach application)
 - c. Supporting Coach (offer support on field when needed)
 - d. Team Administrator (plan tournaments and other events)
 - e. Scorekeeper (Game Changer, live stream, team dj)
3. I have reviewed and agreed to the volunteer and coaches code of conduct (Link) – Yes/No
4. I agree to submit to a background check – Yes/No



BATAVIA YOUTH BASEBALL TRAVEL COACHING APPLICATION

Name: _____ Applicant's Signature: _____

Address: _____ Home Telephone: _____
 _____ Business Telephone: _____

1. List name and date of birth of any children you have participating in Batavia Youth Baseball. Name - D.O.B: _____ - _____
 _____ - _____
 _____ - _____

2. Have you *played* baseball before? Yes ___ No ___ If Yes, how many years? ___

3. Have you *coached* baseball before? Yes ___ No ___ If Yes, how many years? ___

4. List most recent or most relevant *baseball coaching* experience:

Organization / League	Age Level	Years Coached
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Have you *coached other sports* before? Yes ___ No ___ If Yes, how many years? ___

6. List most recent *other coaching* experience:

Sport	Organization / League	Age Level	Years Coached
_____	_____	_____	_____
_____	_____	_____	_____

7. Do you have any *formal or informal training* as a coach? Yes ___ No ___ If Yes, please describe:
 (for example physical education degree, coaches clinic, officiating clinics, etc.)

8. Please list anything that would *restrict your availability* to coach:
 (for example prior commitments for specific days of the week, etc.)

9. Please rate *your knowledge of the following subjects* with regard to baseball by circling the appropriate number.
 (1 = know very little, 2 = know some, 3 = know a great deal)

- | | | |
|-----------------------------|--------------------------------|-----------------------------------|
| 1 2 3 Rules of Baseball | 1 2 3 Developing Sportsmanship | 1 2 3 Communication Skills |
| 1 2 3 Strategy of Baseball | 1 2 3 Teaching Sports Skills | 1 2 3 Working with Parents |
| 1 2 3 Organizing a Practice | 1 2 3 Motivating Youngsters | 1 2 3 Injury Prevention/First Aid |

10. Please list the names, address, and telephone number (if available) of two people who know you sufficiently well to comment on your past coaching and/or your potential as a coach.

Name	Address	Telephone
_____	_____	_____
_____	_____	_____

11. On a separate page, please describe your coaching philosophy and any other pertinent information.





**CONSENT TO CRIMINAL BACKGROUND CHECK
AND
WAIVER AND RELEASE OF ALL CLAIMS FORM**

Please read this form carefully and be aware that by agreeing to allow Batavia Youth Baseball and/or the Batavia Park District to conduct a criminal background check you will be waiving and releasing any and all claims to damages you may sustain as a result of the criminal background check, its review or its results.

I understand that completion of a criminal background check is a condition of my employment by or volunteering for any and all positions within Batavia Youth Baseball.

I hereby agree to waive and relinquish all claims or possible claims I may have against Batavia Youth Baseball and/or the Batavia Park District, its officers, agents, servants, employees or volunteers which may result from any criminal background check.

I hereby fully release and discharge Batavia Youth Baseball and the Batavia Park District, its officers, agents, servants, employees and volunteers from any and all claims for damages which may accrue to me or any agent, assign, heir or relative of mine on account of the review or results of the criminal background check.

By my signature below, I hereby authorize Batavia Youth Baseball and/or the Batavia Park District to conduct a criminal background check.

I have read and fully understand this Consent to Criminal Background Check and Waiver and Release of All Claims Form.

Signature

Date

Printed Name

Email by end of day June 28:
Travel@BataviaBaseball.com

Or mail (postmarked June 28):
Batavia Youth Baseball
Travel Coach Applications
PO Box 575
Batavia, IL 60510



Tryout Evaluation

Each player will be provided with a player number that is unique to player tryouts. All tryout stations will contain one or more evaluators that will be evaluating kids on a scale of 1-5 for each dimension of play. If a player elects not to be evaluated on their pitching ability they will not be penalized, but they will be recorded in tryouts as not being a pitcher. Below are the areas that each player will be evaluated.

Area	Competency	Score
Pitching	Accuracy	1-5
	Velocity	1-5
	Mechanics	1-5
Infield	Glove	1-5
	Arm	1-5
	Form	1-5
Outfield	Glove	1-5
	Arm	1-5
	Form	1-5
Hitting	Contact	1-5
	Power	1-5
	Mechanics	1-5
Speed	40m	1-5 *calculated using times
	Total Possible Points	
	Total Points	

*Speed will be calculated by taking all of the times for each age level and giving a score of 1-5 based on a curve of those times. (simple example of 15 kids, the slowest three are a 1 and the fastest 3 are a 5)

Player Scoring Example

The following is an example of the combined player scoring that will be used to rank players ability and fitness for travel baseball.

Tryout score

Player	Pitching	Infield	Outfield	Hitting	Speed	Total	Normalized
Player A	8/15	6/15	9/15	11/15	8/15	42/75	.560
Player B	12/15	8/15	9/15	10/15	12/15	51/75	.680

Coach Evaluation

Player	Pitching	Catching	Throwing	Fielding	Hitting	Baserunning
Player A	NA	4/5	3.5/5	4/5	5/5	4/5
Player B	3/5	1/5	2/5	3/5	1/5	4/5

Player	Baseball IQ	Coachability	Attitude	Total	Normalized
Player A	2/5	5/5	3/5	30.5/40	.763
Player B	5/5	2/5	3/5	24/45	.533

Weighting Matrix

Age	Tryout	Coach	A Team	B Team	C Team
9U	80%	20%	1	.9	.8
14U	20%	80%	1	.9	.8

The team multiplier only applies to the coaches evaluation. Coaches are asked to evaluate the players based on the level of competition of their team, so the team multiplier is used to level the evaluations out so a player being compared to all A team players can be compared equally to a player being compared to all C team players.

Final Scoring

Example 1

Player	Age	Team	Tryout	Coach	Final Score
Player A	9U	1	.560(.448)	.763(.153)	.601
Player B	9U	.8	.680(.544)	.533 (.085)	.629

Example 2

Player	Age	Team	Tryout	Coach	Final Score
Player A	14U	1	.560(.112)	.763(.610)	.722
Player B	14U	.8	.680(.136)	.533 (.341)	.477

The two examples provided illustrate how Player A would score far higher than player B for a 14U team, but would score lower for a 9U team.

Team Formation

In an ideal state, teams are formed by the top 12 players making the A team followed by the next 12 players making the B team and so on. Unfortunately there are usually accommodations that need to occur such as coaching staff, and keeping twins on the same team. These accommodations can only occur if a player is considered travel ready, and meets the minimum requirement for that team. As an example:

A Team minimum score = .700

B Team minimum score = .500

C Team minimum score = .300

If 14U Player B is the coaches son that coach would only be able to coach the C team. If 14U Player A is the coaches son, that coach would likely coach the A team. If player A and Player B were twins, they could either both play on the C team, or split up. If a player does not meet the minimum score standard, they should not be offered a spot on that team.

Head Coach Exit Interview Questions

- Overall how did the season go?
- What were the highlights of the season?
- What were the low points of the season?
- Any issues with the assistant coaches?
- Any issues with the parents?
- Any issues with the players?
- Any players that should be considered for moving up a level?
- Any players that should be considered for moving down a level?

BYB Head / Assistant Coach Code of Conduct

Coaches are expected to respect the umpire, opposing coaches / parents and all players. Please keep in mind that not only do you represent BYB, the kids also watch and learn from your actions.

Coaches who are thrown out of games will be given the following suspension:

- 1st offense - 1 week suspension from games and practices or 2 games, whichever is less
- 2nd offense - 3 week suspension from games and practices and potential loss of coaching position
- 3rd offense - 12 month suspension from coaching

Please keep in mind that the Head Coach is responsible for Assistant Coaches and Parents behavior at games.

Any Head Coach who does not notify the Travel President of a Coach being thrown out of game within 24 hours will be suspended 1 week (or 1 week will be added to suspension in the case of a Head Coach not reporting themselves).

Other punishable occurrences include but are not limited to:

- Swearing
- Under the influence of drugs or alcohol
- Bullying
- Not treating players with respect
- Not treating parents with respect

These will be handled on a case by case basis.

Travel Tryout Scoring

- Pitching
 - Accuracy: 5 (High) - 1 (Low)
 - Velocity: 5 - 1
 - Mechanics: 5 - 1
- Infield
 - Glove: 5 - 1
 - Arm: 5 - 1
 - Form: 5 - 1
- Outfield
 - Glove: 5 - 1
 - Arm: 5 - 1
 - Form: 5 - 1
- Hitting
 - Contact: 5 - 1
 - Power: 5 - 1
 - Mechanics: 5 - 1
- Speed
 - Timed Home - First: 5 (Top 80%) - 1 (Bottom 20%)