Forest Lake Area Fastpitch Association Parent and Player Handbook (Rules and Policies)

www.flafa.org

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Forest Lake Area Athletic Association (FLAAA) Mission Statement:

Working together to support and participate in the positive development of youth.

Forest Lake Area Athletic Association Philosophy:

To support all organized, approved youth activities in a positive environment. The primary activities are athletics that are operating under the umbrella of FLAAA. The primary areas of support are the communities included in the boundaries of Independent School District 831. The goal of FLAAA is to encourage positive learning from coaches and role models; and to develop good citizenship now and in the future for the betterment of the individual and its communities. FLAAA also supports other youth activities, humanitarian needs, community events, schools, and requests on an individual basis as approved by the Board of Directors.

FLAFA Philosophy:

To develop the athletic abilities of the athletes, promote teamwork, sportsmanship, and encourage the players to enjoy their softball experience.

What is FLAFA?

FLAFA is a participating member of the Forest Lake Area Athletic Association (FLAAA). It consists of a Board of Directors, participants, and their parents. Nominations and elections of all officers are held in October of each year at a time and location announced to all members through website announcements and email communications. Membership shall be described as all interested persons over the age of 19 to include all parents, guardians, coaches, and board members as active members herein. FLAFA holds board meetings once a month that are open to all interested parties in good standing. Association decisions are made based on parliamentary procedure when motions are made and seconded, discussed, votes recorded, and minutes taken.

Affiliation:

FLAFA is affiliated with the Tri-County Fastpitch League. Tri-County is a member of MN Softball, USA Softball, The North American Fastpitch Association (NAFA) and the America Softball Association (ASA).

Tri County League Website: www.mnsoftball.com

NAFA Website: https://www.nafasoftball.com/northernnationals

ASA Website: <http://www.minnesotasoftball.com>

MN Softball Website: www.mnsoftball.com

Bylaws:

FLAFA is a 501(c)(3) non-profit organization. The association’s bylaws are available on our website. Board of Directors The current board of directors and contact information are available on our website.

Committees:

A list of current volunteer committees and chairpersons is available on the website. Members are encouraged to become involved and join one or more of these committees. If you are interested in participating as a committee member, contact the FLAFA President or Secretary.

Meetings:

Regular business meetings are held on the third Sunday of each month. The annual meeting and election of officers is held in October. Dates, times, and locations will be posted on the website, as they are subject to change.

Website ( www.flafa.org ):

The FLAFA website provides much information throughout the year including: a calendar of events, current announcements, board meeting minutes, registration and tryout information, forms, and coaching applications. Refer to our website for up- to-date information regarding all FLAFA events and activities.

In addition to our website, we also have a Facebook page with similar posted information. Contact the website coordinator with information you would like to see it posted. All posted materials must have prior board approval.

**Traveling Program**

Parent and Player Responsibility:

The traveling program requires a significant commitment from parents and players. Parents are needed to support their teams by attending games, encouraging the players, showing good sportsmanship, and helping at practice when requested by the coach. It is mandatory that parents participate in volunteer opportunities as specified by the Board (DIBS). Parents are encouraged to come directly to coaches or liaisons at the appropriate time and place with questions or suggestions, but please allow the coaches to do the coaching. The players are required to attend all games and practices unless the coaches excuse them. Unexcused absenteeism will be dealt with at the discretion of the coaches.

Fundraiser Participation:

Fundraising is a crucial part of the FLAFA program. Participation helps raise much needed money for the program to help supplement player fees for things such as equipment, field maintenance, umpires, tournament fees, coaching clinics and other costs needed to maintain our program. At the Parent Information Meeting families are required to provide a fundraising deposit of $150/player or $200/family in the form of a check written to FLAFA. Upon completion of the fundraising commitment, this check will be destroyed. If the fundraising commitment is not fulfilled, the check will then be cashed to serve as the commitment. Detailed fundraising information will be provided at the Parent Information Meeting in the spring and will also be made available on the website.

Volunteer Duties (DIBS):

The mandatory volunteer schedule requires parents and/or family members to volunteer for at least 1 DIBS session per family at any of the following events: Forest Lake Tournaments (early June, late June, or mid-July), Youth Night (late April or early May), Committee Participation, Team Parent Representative, or other events that may arise during the seasons and are posted via DIBS. Families are required to provide a volunteer deposit in the form of a check for $400 written to FLAFA. Upon completion of the volunteer commitment, this check will be destroyed. If the volunteer commitment is not fulfilled, the check will then be cashed to serve as the commitment. Detailed volunteer information, along with specific dates and times available for volunteer opportunities, will be available at the Parent Information Meeting in the spring, and posted under the Account/ Volunteer section of our website.

Additional Commitment Requirements:

As always, players and parents are required to make sure that the fields and batting cages are raked after each practice and game. Occasionally parents may need to help with field prep prior to games. Parents are also encouraged to help at practices – this is a great way to be involved and learn more about Fastpitch.

Age Levels:

FLAFA attempts to field teams in the 18u, 16u, 14u, 12u, 10u, and 8u age brackets each year. Actual numbers of teams at each age bracket will be dependent upon the numbers of players trying out in each age bracket. Multiple teams in each age bracket will be available when numbers of players permits. The age cutoff is August 31st of the current year. The player’s age on or after August 31st of the current year determines the age bracket, they are eligible to participate in. FLAFA will permit a player to “play up” to the next age division if the number of players participating is agreeable to allow the movement of players. Players are not allowed to play in a division lower than their age warrants. FLAFA will require a player who desires to “play up,” to tryout at their age level and the age level that they would like to play up to as well. Team placement will be based on the individual's tryout score from the age level they wish to play up to. See: https://mnsoftball.com/pages/cms/age-calculator for more information.

Level of Play:

FLAFA will attempt field teams at: Elite, A, B & or C competition levels as determined by the tryout process. The number of teams at each skill level and age bracket depends on the number of participating players.

Playing Time:

Traveling Fastpitch is progressively competitive and equal playing time is not guaranteed for all players, particularly in tournament play. The coaches will continue to analyze the development of the players to determine positions and playing time. \*Concerns regarding playing time must first be discussed with the coach during an appropriate time and then the board liaison. A 24 hour “cool off” period must be observed before speaking to a coach about any issues.

Number of Players on a Team:

Nine players are needed to cover all playing positions, and a minimum of eight players are required to start a state tournament game. The board recognizes that FLAFA has an obligation to our players to keep roster sizes to a manageable level, therefore providing maximum playing time for all participants. Rosters will be set to eleven or twelve players, if possible. Expansion, or reduction, of these rosters must be approved by the majority vote of the Board of Directors present at the team formation meeting.

**Policys and Procedures:**

Tryouts :

Tryouts are held each fall for spring/summer teams. Players participate in several stations, testing their skill levels. Detailed information regarding tryouts and registration can be found on the website. Requests for individual tryout score reviews must be submitted in writing to the President by a player’s parent/guardian. Reviews will be conducted by at least two board members and the player’s parent(s)/guardian only. The purpose of the review is for informational purposes only. Parents/guardians will receive information related to their own child’s tryout score only. No tryout ranking, team selection information, or other players’ scores will be discussed. The FLAFA Board is often asked how parents and players can be assured that they will get placed fairly on a team through the tryout process. To help alleviate any concerns, the FLAFA board has now elected to use independent evaluators. All forms and scores remain confidential and are held only by the President and Secretary. Names are not revealed to other Board members until the team selection process is underway.

Registration:

Registration is online only, on the FLAFA website, for summer and fall seasons. Click on the Registration button on the right side of the Home Page. See the website for detailed registration information and deadlines.

Injured Players:

Players unable to participate in a tryout due to injury and not selected for the top team by that coach, will be placed on a team at the discretion of the Board of Directors.

Medical Disclaimer:

Forest Lake Fastpitch Association is not responsible for any injury, claim, loss damage, cost liability or expense related to a player, coach, parent, volunteer or spectator participating in any game, practice, clinic, training camp or fundraising event.

Out of Area Players:

Players residing outside of school district 831 are allowed to register and tryout for a team subject to FLAFA board approval. A Forest Lake player residing in or attending school district 831 will not be denied a spot on a team because of an outside player wanting to play for a FLAFA team. A waiver of release will be required from any out of area players, this must be completed prior to practicing with a Forest Lake team. Contact the president with questions regarding waivers. Players out of area will NOT be allowed to be rostered at the elite level until they reach 14u, due to bylaws surrounding MN Softball.

Special Requests:

Special requests by players to be on a team with a specific coach or specific player(s), will not be honored. The goal of the Board is to form competitive teams and meet the developmental needs of the players and the program. Honoring special requests often hinders these objectives. The following team placement requests are exceptions and will be considered by the board:

• A player may petition the Board to play up an age division but may not play down to a lower age group. A player will be permitted to play “up” to the next age division if the number of players participating is agreeable to allow the movement of players. FLAFA will require a player who desires to play up, to try out at their age level and the age level that they would like to play up to as well. The player will be placed on a team based upon their tryout score at the age level they are playing in.

• A player may petition the Board to move to a different level team, e.g. “A” team to “B” team if they are a pitcher or a catcher and this role is not available on their appointed team. The FLAFA board members will look at 3 issues in this case:

1. Will this move hurt the team that this player was initially placed on?

2. There must be room on the team that the player would like to move to.

3. Confirm that this move will facilitate the development of the petitioning player.

Team Selection:

Age, skills, and/or ability shall determine teams. Tryouts shall be held to help determine team selection. After tryouts are completed, the board members will meet to place the players on teams based on their overall scores.

Pitchers and catchers are asked to state their interest in these positions on the registration form. Pitching and catching ability and interest is very important to team formation. Players who do not try out to pitch or catch are not guaranteed to pitch or catch during the season.

FLAFA will ensure that there is pitching and catching on every 16U,14U, 12U and the top 10U team. At the "B" and “C” level, these positions may need to be developed by the coach throughout the season if there are not experienced pitchers or catchers. The optimal number of players per team is 10-12. The number of players on a team will be based on the age group, number of registered players, and upon the coach’s recommendation and board approval. If there are not enough players from the Forest Lake area residing in district 831, players from other areas may play on a team subject to FLAFA board approval (see Out of Area Players above).

Players at all age levels must petition to play up. If there are not enough players to fill a roster, we will make every effort to find another team to place the player(s). The Board also reserves the right to recruit players from outside of the area to fill a team roster. Cuts may be necessary once all options are exhausted. However, it is the goal of the Board to avoid cutting players at 14U, 12U & 10U as player development changes dramatically at these ages.

Team selections will be posted on the website. Final team selection shall be made no later than the first scheduled league game.

Coaches Application:

Coach applications are available on the website. Anyone interested in coaching a team is encouraged to submit an application to the Coaching Selection Committee. Applications will be accepted at any time and applicants may be contacted when positions are open.

Coach Selection:

The Coach Selection Committee will review all applications for the top team in each age group, conduct interviews with qualified candidates if needed and provide a recommendation to the Board of Directors. The Board of Directors will determine final approval for all coaches.

Background Checks:

Background checks as well as ACE training will be required of every head coach and assistant coach. These checks will be carried out in accordance with the American Softball Association “ASA” requirements. The Board of Directors may remove any coach for cause in response to results discovered following a background check. Links for both the background check as well as ACE training are on the Tri-County website. Any other adult who is on the bench or assisting on the field is also required to have a background check done through FLAAA.

Program Breakdown by Season

Summer:

The summer fastpitch season is typically mid-April to mid-July for 8U, 10U, 12U & 14U. Practices typically begin mid-April. 10U and 12U league play begins the first week of May. 14U league play does not begin until late May. 14U, 16U & 18U league play typically does not start until the high school softball season is complete. All games begin at 6:00 PM. Practice times will be determined by the coach.

• 8U teams will have approximately one practice and one game per week. Games are usually held on Tuesday and Thursday nights. For additional information on 8u please visit the attachment below the handbook located on our website.

• 10U teams will have approximately 2 practices and 2 double headers per week (1 evening per week until school is out). Games will be on Tuesday and Thursday nights.

• 12U teams will have approximately 2 practices and 2 double headers per week. Games will be on Monday and Wednesday nights.

• 14U and 16U teams will have approximately 2 practices and play 2 double headers per week. The games will be on Tuesdays and Thursdays. Tournaments

Each team will play up to five summer tournaments of which FLAFA will pay the registration fee. This includes the Fast & Furious Tournament, State Qualifying Tournament, State Tournament, as well as two tournaments of the coach’s choice. Any additional expenses (e.g., travel expenses) are the responsibility of the team. The goal of all teams is to qualify and play in the Nationals Tournament at the end of the summer season.

Teams should discuss and plan for this at the beginning of the season. If a team should qualify for a National Tournament the costs involved may include registration fee, gate entry, team gift, trading pins, banner, hotel, and parade outfit. These costs are the responsibility of each individual team participating in a National Tournament.

Fall Ball:

FLAFA supports and encourages participation in fall ball by providing equipment and facilities. The fall fastpitch season is typically mid-August to late September. A player’s age bracket for fall ball will be determined by their age on August 31st of the following year. The fall ball season consists of approximately 4 weekend games and one (1) state tournament. All age levels play doubleheaders. The state tournament is a one-day tournament held on Saturday or Sunday, depending on the age bracket. All league games, state qualifiers and the state tournament are paid for by FLAFA. Practices typically are twice a week and will be decided by the coach. Additional costs related to fall tournaments, as determined by the coach, are the responsibility of the team. Tryouts will be held for fall 10U-18U teams at the discretion of the Board of Directors.

Schedules for Fall ball are released by Tri-County and MN Softball weekly. Coaches and the board all find out at the same time, we do not have any control over the scheduled times or locations of the games. Expect to play on Saturdays at the 10u level and Sundays at all other age levels.

Dome Ball :

FLAFA does not officially sponsor teams for off-season dome ball. However, some teams may choose to participate in dome ball at their own expense.

Ranger Elite:

The Ranger Elite program was established with the purpose of allowing Forest Lake area athletes to play together at a high level of competition. Elite teams have the option to compete at the 10U , 12U and 14U and 16U levels, depending upon the numbers of players and overall skill. The number of Elite teams each season will be determined at the discretion of the FLAFA board. 10U, 12U, 14U and 16U teams at the Elite level are referred to as “Ranger Elite.”

Elite Players:

An Elite level player is an athlete who can play one or two positions at a level where she is comparable to the top players in the state at that position, at the level at which she is competing.

Tryouts will be held annually in/around early August. Paid evaluators are on site to score players as they complete different try out stations. Scores are compiled and viewed by board members. A roster of 10 will have 6 locks and 4 coach picks, A roster of 11 or more will have 7 locks and the remaining roster spots will be coach picks. Roster size will be decided based on Board and head coach review. The elite coaches will be allowed into tryouts to make notes to help with player picks, Elite coaches will NOT be allowed in the closed team forming meeting but will be notified of their locks and allowed up to 24 hours to select their remaining players.

Elite teams League Play and Tournaments:

Elite teams may participate in the league with the highest level of competition available. League games will take place on weeknights. In addition, coaches may elect to set up weeknight play dates with other Elite teams who are non-members of Tri County. Elite teams will play tournaments based on the coach’s discretion. The coach will determine the tournaments that best fit the competition level of the team and could include multiple out-of-town/state tournaments. These tournaments may involve additional travel time and costs as described below.

Elite Teams Additional Costs:

Elite level teams will have much higher costs, as the tournaments at this level are much more expensive. There may be additional fundraising opportunities as well. Expect to pay between 800-1400 dollars at the elite level. The team budget for these items should be determined and set before the beginning of the season. Teams may sponsor their own fundraising activities to help cover these additional costs.

Whole Program Expenses

Uniforms and Equipment:

Summer uniforms for ages 10u and above will be provided by FLAFA and will consist of (2) jerseys, (1) pair of pants, (2) pair of socks and (2) belts. 8u players will be provided (1) jersey, (1) pair of socks and (1) belt. 8u players will need to supply their own black softball pants. Players will have the opportunity to try on uniforms for sizing. Any additional items, such as an extra jersey or pants, sliding shorts, compression shirts, and sliding sleeves are at the players expense. The Board will select and choose a conforming uniform style for all teams. All players on a team must compete in matching uniforms. Any additional customizing or embellishments must be approved by the FLAFA board including adding individual player names to jerseys, adding numbers to pants, changing sock style/color, etc.

Fee Payment and Refund Policy:

Players are required to pay a registration/try out fee upon registration. This fee must be paid before a player is permitted to try out. The amount of the fee may be determined and approved annually by the Board of Directors. Try out and registration fees will be published on all registration documents. Once placed on a team, registration fees will not be refunded. Registration fees will only be returned if a player is injured before the start of the season and unable to play or is cut from a team. The Board will consider injured players on an individual basis and may request medical documentation of the injury. Other requests for reasons other than playing for another Fastpitch program will be considered on an individual basis and will require approval by vote of the Board.

Fee Reduction:

Scholarships for free reduction are available upon request for families in financial hardship. No player will be denied participation due to an inability to pay. A request for a reduction of all, or part of the fees, may be made by completing a Request for Fee Reduction form. This form can be found under Resources/ For Parents on our website. Such requests will be reviewed and approved by the Treasurer.

Payment Options:

Payment plans for player fees are available. All registrations will be made online via our website. Parents may pay fees online via bank account information, a credit card, or offline via check. Payments may be in full or in installments. Installment payments made online will automatically be deducted on specified dates. Arrangements must be made with the Treasurer for installments by check.

FLAFA Expenses:

The following operating expenses of the traveling Fastpitch program are paid for through Player Fees and Fundraising.

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| Advertising FLAAA | League Fees | Tournament Fees |
| Admin & Facility Fees | Admin Fees/PO Box | Field Maintenance |
| Coaches Clinics | Donations | Umpires |
| Fundraising Expenses | Tryout Expenses | Banking & Audit Fees |
| Apparel | Appreciation Equipment | Field Rental & Scheduling |
| FLAFA Coaching Services | Background Checks | Uniforms |

The Annual FLAFA Budget, Monthly Income and Expense Reports, and the Annual Financial Report are available to members at regular business meetings and the annual meeting.

FLAFA Events

Parent and Player Information Meeting:

Each spring a parent and player meeting will be held to give everyone valuable information pertaining to the upcoming season. Final payment of all required fees will be collected during this meeting. Bring your checkbook! We will collect fundraising and volunteer checks at this meeting. If special arrangements are needed to fulfil a financial obligation, please contact the FLAFA treasurer prior to this meeting date. Teams will not be allowed to start practices or receive uniforms until all monies are collected and turned into the board. Fundraising options and volunteer time commitments will be discussed at the Parent/Player Meeting. The date, time, and location for the Parent/Player meeting will be announced on our website/ facebook and sent via email, in late February/early March each year.

Parents are required to have a copy of their child’s birth certificate at all games and tournaments. (This can be uploaded directly into your MN Softball account under your players compliance tab) in case of disputes or challenges by officials or opponents.

Youth Night:

FLAFA sponsors Youth Night each year at a Varsity softball game in late April or early May. Food and beverages are provided at no cost to FLAFA players and their families. This event supports the Forest Lake High School softball program and is a wonderful opportunity for younger players to become involved with the excitement of Fastpitch softball. The JJV team will play at 5:00 pm and the Varsity team plays at 7:00 pm, under the lights. Volunteers are needed to help with this event. Monetary donations are gladly accepted to help offset costs. In addition, the committee seeks donations of food and beverages from the high school softball teams and area businesses. If you have items to donate, please contact the Youth Night committee chairperson. Detailed information and the date of this event will be posted on the website.

Fast & Furious Tournament:

The Forest Lake Fast & Furious Tournament is held annually on the weekend directly following Memorial Day. The tournament brings teams from the metro area and surrounding states. FLAFA teams are required to participate. Games will be played at Fenway, Columbus fields, and Forest Lake Area High/Middle School. This is a big weekend for FLAFA and our athletes. We have a reputation of hosting a competitive, efficient, and friendly tournament. It is an important fundraiser for the organization and requires the help of many volunteers.

Sponsorships:

In addition to the individual fundraising options and Forest Lake tournaments, FLAFA seeks support from local businesses to help support the Fastpitch program. Several sponsorship programs are available providing options from sponsorships for individuals, teams, or the whole program. 100% of all donations benefit the program. FLAFA is aware that businesses, family, and friends in our community are consistently besieged with requests for donations/sponsorships and greatly appreciates the willingness of any business to sponsor the fastpitch program.

Code of Conduct:

All players, parents, and coaches are required to review and sign the FLAFA Parent’s Code of Conduct, Player’s Code of Conduct and Coach’s Code of Conduct. The Player and Parent Code of Conduct forms must be signed and returned before an athlete participates in practice or games. The Coach’s form must be returned to the Coaching Selection Committee. The FLAFA Board of Directors will uphold the Code of Conduct and expect all Players, Parents and Coaches to abide by the code. Any violation of the codes may be subject to disciplinary action.

Code of Conduct Violations – These are the minimum requirements set forth by the FLAAA Ethics Committee.

• All FLAAA sports shall have a code of conduct for the athletes, parents, and coaches that they must sign and agree to as part of their registration.

• Failure to sign and submit a code of conduct does not preclude an athlete, parent, or coach from being subject to disciplinary action.

• Members breaking any rules in the code of conduct will be subject to disciplinary action.

• The first violation will result in up to a two-week suspension from the FLAAA sanctioned sport or activity. The second violation will result in up to suspension for the remainder of the FLAAA sport season, from the FLAAA sanctioned sport or activity.

• Further discipline may be levied by FLAAA concerning other FLAAA sanctioned sports or activities.

The FLAFA Code of Conduct forms can be found on our website.

Grievance Procedure:

The FLAFA Board realizes that from time to time an issue may arise within the organization that requires attention. A Grievance Policy has been designed to provide a process by which an individual can present an issue for review and resolution. Complaints will be based on the conduct of members, board members, or coaches of FLAFA during association related activities. Any grievance should be presented on an individual basis; group grievance will not be accepted. It is the intent of the FLAFA Board of Directors to keep these matters confidential, involving only those directly involved with the grievance.

What to do if you have a grievance:

1. 24 Hour Rule-Wait 24 hours before acting. This “time out” period must be observed to allow emotions to cool.

2. Talk to the individual the grievance is with- Find an appropriate time away from the team to discuss the problem.

3. Talk with the coach or team parent representative - Find an appropriate time away from the team to discuss the problem.

4. Talk to the Board Liaison for the team- Discuss the situation with the board liaison for the team.

5. File an Official Grievance-An official grievance form can be found on our website.

The FLAFA Grievance Committee will only review cases that are submitted on the official FLAFA Grievance Form. a. Grievance Committee Review - A grievance committee of the Executive Board will gather information and decide on a course of action to resolve the issue. Please note – The FLAFA Grievance Committee will not hear complaints about the FLAFA Bylaws or Rules and Policies (Parent & Player Handbook). Please remember that the FLAFA Board of Directors is made up of volunteers and that the decision made on grievances will be what the FLAFA Board believes is in the best interest of all participants in the program. All decisions of the FLAFA Board of Directors will be final.

These rules and policies were reviewed and adopted by the Forest Lake Area Fastpitch Board of Directors on March 23, 2012.

Revisions made and approved by the Board of Directors:

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| April 2013 | October 2013 | November 2014 | November 2015 |
| February 2017 | February 2018 | December 2019 | February 2022 |
| February 2023 | February 2024 | February 2025 |  |