



Community Services Department

2016 Youth Baseball Season Parent Manual



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City of Bell
Community Services Department
6250 Pine Avenue
Bell 90201

Dear Parent and/or Coach;

I thank you for enrolling your child in the City of Bell's Youth Sports Program. It is our mission to create a positive, safe and fun environment during each season. The purpose of our Youth Sports program is to build self-esteem, character, team spirit, friendship, loyalty, physical fitness, confidence and competitive greatness*. It begins during our registration period and ends during the awards ceremony. Where we recognize every child for their commitment and dedication throughout the season. Every staff member is dedicated to supervising every practice and game to ensure our Code of Ethics are followed by each coach, parent, and player.

This handbook is written to serve as a reference for you, as a parent or coach, so you may understand the philosophies of this department regarding the City of Bell's Youth Sports program and do your part in making this program a success. I firmly believe that if we all work together and do our very best as league personnel, volunteer coaches, parents and players we will be able to call each season a success.

Community Services Department

The City of Bell has embraced the philosophies set forth in "National Standards for Youth Sports" a publication compiled by the National Alliance for Youth Sports. The following Standards were established:

Standard #1 – Quality Sports Environment

Standard #2 – Sports Participation should be fun and a portion of a child's life

Standard #3 – Training and Accountability

Standard #4 – Screening Process

Standard #5 - Parent's Commitment

Standard #6 – Sportsmanship

Standard #7 – Safe Playing Environment

Standard #8 – Equal Play Opportunity

Standard #9 – Drug, Tobacco, Alcohol and Performance Enhancer-Free Environment

* Reference: John Wooden's Pyramid of Success.

General Policies

Registration –

Each participant needs to have one registration form completed for each sport they participate in by a parent or legal guardian. All participants must present a birth certificate to verify the child's age along with the parents ID. Residents of the city of Bell need to present a current utility bill (water, electricity, gas, house phone) to receive the resident fee. All other bills will not be accepted as a valid form to verify residency status.

Payments and Refunds –

Payment must be received at the time of registration. Registrations without payment will not be accepted. *Refunds are only given when a program is cancelled by the Community Services Department.*

Medical Emergencies –

Please notify the league if your child has a pre-existing medical condition (i.e. allergies, medications, physical impairments, etc.) on the registration form. The league will then inform the coach of the situation. This is essential in order to determine the severity of an accident and to assist the medical personnel who respond to the scene.

Weather –

In the case of inclement weather the safety of our participants, officials, and spectators is the primary concern. Once a game has started, the game officials will have the responsibility to cancel or postpone the game if they believe the weather warrants such action.

- Weather Inclement Hotline - Debs Park - (323) 583-2885

General Policies

Game Cancellations and Rescheduling –

If a game is canceled due to weather or other unforeseeable circumstances, the game will be rescheduled by the Recreation Coordinator. However, due to time restraints it will be the decision of the Recreation Coordinator when the game is played. Special circumstances may be taken into consideration when rescheduling any games.

Any request made by coaches to reschedule games due to any reasons will not be honored. If a coach is unable to coach a game, the Assistant coach will take the Head Coach responsibility. If an assistant coach is unavailable to coach, a staff personnel will coach the game.

Uniforms

1. City sponsored Jerseys will be the official uniform and no other will be allowed. No commercial or private advertising will be permitted on jerseys. Lettering, if desired, will consist of player's name only.
2. Uniforms must be worn as manufactured intended.
3. Players who lose or alter their uniforms will NOT be allowed to play. He/she will have to purchase a new jersey from the Community Services Department. Team jerseys may not be altered. Any jersey with torn or ragged edges is NOT legal and will have to be replaced.
4. Jewelry may NOT be worn on the field.
5. Hair devices made of soft material and no more than 2 inches wide may be worn to control hair.

Trophies – Regular season standings will be kept for the sole purpose of seeding the teams for the playoffs. Therefore, trophies will be given based on the results of the playoffs and not the regular season.

1. Participant Trophies will be given to 3rd place teams and below.
2. 1st and 2nd place trophies will be given to the last two standing teams who play in the championship game.

Team Selection Procedures

All players will be required to attend the player evaluation. With the exception of "Pee Wee Sports". Since everybody who registered and wants to play will be placed on a team, player evaluations are intended to help preserve parity and to ensure a competitive league with no one dominant team.

Part 1: All players will be assigned a number and will line up into groups to perform drills to test their abilities and skills development. All players will have a chance to do each drill. After every player has completed all drills, their segment of the evaluation will be complete, and they will be dismissed.

- No show players who previously played in the prior season will begin the mark from that year. If no grade can be determined that player will be placed in the blind draft pick.

Part 2: Coaches will have a list of all players. The sports staff will evaluate the players and assigned them a rating number in the following categories.

(A rating # system of 1-5 will be used with 1 begin the lowest per category)

Fielding Throwing Batting Running

Part 3: Draft Meeting:

-Numbers will be drawn to determine the order of the draft.

Note:

1. Each head coach and assistant coach may freeze only his own child(ren) for placement on his/her team. Each coach's child will have his/her playing ability rated. That child will then be the coach's first pick as it relates to the child's ability in his related round.

2. Siblings in the same age division must be drafted on the same team unless the parent requests otherwise. No other "coupling" will be permitted.

3. Coaches may make trades upon completion of the draft for the following 15 minutes from the time the draft concludes. Once the allotted time has finished no other trades will be allowed. Unless authorized by the Recreation Coordinator or Recreation Supervisor.

Team Selection Procedures

Part 4: Coaches will pick in sequence for the odd number round picks. They will select in reverse order for the even number round picks. In what is also known as a snake system.

All youth will be given a number score from the totals that they received during the player evaluation. The score measurement will be between 0 to 20 with 20 begin an experienced player.

Only the head coach and one assistant coach may be present during the drafting. No parents, children or players permitted. Coaches will pick until the player pool is exhausted. No coach may pass in any round.

Players who did not show up to the player evaluations may not be drafted. All absentee player's names will be saved until the end, where we will then place them into a box. Coaches will then pick the names out of the box until all have been picked.

Immediately following the completion of the draft, coaches will decide on the following:

- 1) Team Name
- 2) Practice day's and time

Volunteering Procedure

Our Youth Sports Program is composed of volunteer coaches. Any coach or team mom applying for a coaching position must complete the following steps:

- 1.) Complete a Coaches Application and submit to Debs Park.
- 2.) If selected to coach, you must complete a Live Scan appointment* with Debs Park. There is no fee for the Live Scan appointment.

** You must provide a valid CA Drivers License when you attend your appointment.*

3.) Once we receive the results from the DOJ (Department of Justice). You will be notified by the sports staff if you were approved to coach. If your Live Scan results come back negative, you will be notified by the Recreation Supervisor. If you are disqualified from coaching, there is no appeal process.

**You will not be allowed to coach or receive the team roster into your live scan results have been received back and a decision is made.*

**Coaches must be 18 years old to apply.*

Factors That Influence Who Coaches:

Submitting a coaches volunteer application does not guarantee any potential coach a team. The recreation staff will evaluate each coaches application to determine which coaches will coach. The following factors will be used when evaluating each applicant;

- 1.) Prior coaching history with our Youth Sports program.
- 2.) Coaching Experience and sports background.
- 3.) Emphasis on sportsmanship.
- 4.) Schedule availability.

Coaches Code of Ethics Pledge

The following pledge must be followed by any coach in the Youth Sport Program:

- 1.) I will place the emotional and physical well-being of my players ahead of a personal desire to win.
- 2.) I will treat each player as an individual remembering the large range of emotional and physical development for the same age group.
- 3.) I will do my best to provide a safe playing situation for my players.
- 4.) I will promise to review and practice the basic first aid principles needed to treat injuries of my players.
- 5.) I will do my best to organize practices that are fun and challenging for all my players.
- 6.) I will lead by example in demonstrating fair play and sportsmanship to all my players.
- 7.) I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol, and I will refrain from their use at all youth sports events.
- 8.) I will be knowledgeable in the rules of each sport that I coach, and I will teach these rules to my players.
- 9.) I will use those coaching techniques appropriate for each of the skills that I teach.
- 10.) I will remember that I am a youth sports coach, and that the game is for children and not adults.

Complaint Against a Coach Procedures

When the City of Bell receives a complaint about a volunteer coach, the City will:

- 1.) Gather information and eyewitness accounts of the event(s) that took place from everyone involved to determine if a violation took place. This may include the Recreation Coordinator, Recreation Leaders, game officials, coaches, parents and children.
- 2.) Require the member coach to attend a meeting to address the complaint and to offer his/her side of the incident.
- 3.) The Recreation Coordinator/Supervisor has the authority to determine the severity of the situation and whether or not the affected coach has violated the expected behaviors outlined under the Coaches Code of Ethics Pledge that comprise the Code of Conduct.
- 4.) The Recreation Coordinator/Supervisor has the authority to enforce the appropriate range of disciplinary actions outlined in this Youth Sports Manual. The Recreation Supervisor will meet with the coach and inform him of the decision which may include disciplinary action. This information will be logged in the coaches file.

Note: There is no appeal process to the decision made by the Recreation Supervisor as an investigation will be thoroughly completed to determine such action.

Players Code of Ethics Pledge

The following pledge must be followed by every player in the Youth Sports Program.

- 1.) I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
- 2.) I will attend every practice and game that I can, and will notify my coach if I cannot.
- 3.) I will expect to receive a fair and equal amount of playing time.
- 4.) I will do my very best to listen and learn from my coaches.
- 5.) I will treat my coaches, other players, officials and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.
- 6.) I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!
- 7.) I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.
- 8.) I will encourage my parents to be involved with my team in some capacity because it's important to me.
- 9.) I will do my very best in school.
- 10.) I will remember that sports is an opportunity to learn and have fun.

Players Corrective Action Policy

Players who fail to adhere to the Players Code of Ethics or do not live up to their responsibilities or expectations will be subject to disciplinary action. The City of Bell does not want a player to jeopardize the program experience of any other player.

The Corrective Action Policy is a guide to assist coaches and the City run a quality program. The Corrective Action Policy is a 4-step system designed to forgive a mistake, but to firmly address chronic misbehavior.

For violations of the Code of Conduct or Expectations, the following steps will be followed:

- | | |
|----------------------------|---|
| Step 1 – Verbal Warning – | Sports staff and coaches will discuss undesirable conduct with player and parents and stress that this behavior will not be tolerated. |
| Step 2 – Game Suspension - | The Recreation Coordinator will suspend the player for an entire game. Coach will be notified, who will then notify the player and his parents. |
| Step 3 – Game Suspension - | After the 3 rd offense, at which time the player and the parent(s) must attend a meeting with the Recreation Coordinator/Supervisor before the player is allowed to resume playing. The player will be warned that the next offense will result in his/her expulsion from the league. |
| Step 4 – League Expulsion | The participant on the 4 th offense will be expelled from the league. The parent will then have to make a formal request to be re-instated into this league. The child and parent(s) will then have to meet with the Recreation Supervisor prior to the start of the season to determine if the child is capable of playing within the program guidelines. |

Parents Code of Ethics

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents' Code of Ethics Pledge:

- 1.) I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports event.
- 2.) I will place the emotional and physical well being of my child ahead of a personal desire to win.
- 3.) I will insist that my child plays in a safe and healthy environment.
- 4.) I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.
- 5.) I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol and will refrain from their use at all youth sports events.
- 6.) I will remember that the game is for youth – not adults.
- 7.) I will do my very best to make youth sports fun for my child.
- 8.) I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- 9.) I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches Code of Ethics.

Parents Corrective Action Policy

Parents who do not follow the Code of Ethics will be subject to a Corrective Action Policy. The City of Bell believes strongly that parents should not spoil the experience of participation in youth sports for children. Furthermore, the City will never punish a child for the actions of his or her parent(s). The guidelines listed below have been established for addressing problematic parents.

For violations of the Code of Conduct or Expectations, the following steps will be followed:

- Step 1 – Verbal Warning Sports staff and coach will discuss undesirable conduct with player and parents and stress that this behavior will not be tolerated.

- Step 2 – Game Suspension The parent will be suspended from attending 1 game.

- Step 3 – Multiple Game Suspension After the 3rd offense, at which time the parent(s) must attend a meeting with the Recreation Coordinator/Supervisor before the parent is allowed to resume attending games. The parent will be warned that the next offense will result in his/her expulsion from the league.

- Step 4 – League Expulsion The parent on the 4th offense will be expelled from the league. The parent will then have to make a formal request to be re-instated into the league. Parent(s) will then have to meet with the Recreation Supervisor prior to the start of the season to determine if the parent is capable of participating within the program guidelines.

SUSPENSION & DISCIPLINE POLICY

The following guidelines will be used when disciplining any coach, parent or spectator:

Action	Discipline
<u>Inappropriate language and/or behavior towards the umpire, coach(es), parent(s), player(s), spectators and sports staff: (does not include foul language or profanity).</u>	
1st Offense:	1 Game suspension; Individual is not allowed on the park premises from the start to the end of the game.
2nd Offense:	2 Game Suspension; Individual is not allowed on the park premises from the start to the end of the game.
3rd Offense:	Season Suspension: From the City of Bell’s Youth Baseball Program for the remainder of the season.
<u>Foul language and profanity and/or behavior towards the umpire, coach(es), parent(s), player(s), spectators and sports staff:</u>	
1st Offense:	2 Game Suspension; Individual is not allowed on the park premises from the start to the end of the game.
2nd Offense:	Season Suspension: From the City of Bell’s Youth Baseball Program for the remainder of the season.
<u>Any Coach, parent, or spectator involved in any violence, includes threatens violence:</u>	
1st Offense:	Suspended immediately from the league. The Recreation Supervisor will decide the penalty after an investigation is completed. Which may vary from a week suspension to a season suspension.
2nd Offense:	Program Expulsion: From the City of Bell’s Youth Sports Program for 3 years.

Action	Discipline
<u>Any player who ejected by the umpire during a game will automatically be suspended for his next game.</u>	
<u>Any Coach, parent, or spectator who is ejected from the game by the umpire or the sports staff.</u>	
1st Offense:	1 Game Suspension: Individual is not allowed on the park premises from the start to the end of the game.
2nd Offense:	3 Game Suspension: Individual is not allowed on the park premises from the start to the end of the game.
3rd Offense:	Season Suspension: From the City of Bell's Youth Baseball Program for the remainder of the season.

Important Dates to Remember

Coach's Meeting.....Tuesday, March 1st
 • Veterans Park 7:00 p.m.

Player Evaluations at Veterans Park Baseball Field.....

- ROOKIE DIVISION (8 & 9 years)
 - Saturday, March 5th @ 11:00 a.m.
- MINOR DIVISION (10 & 11 years)
 - Saturday, March 5th @ 10:00 a.m.
- MAJOR DIVISION (12 & 13 years)
 - Saturday, March 5th @ 9:00 p.m.

Practice Start Date.....Tuesday, March 15th

Last day to Change Uniform Size.....Friday, March 18th

Season Projected Start Date.....Saturday, April 9th

Picture Day.....Saturday, April 23rd

Picture Day Schedule will be given to players one week prior, but pictures will be taken between 9:00 a.m. and 3:00 p.m. at Veterans Memorial Park Clubhouse.

**The City of Bell
Community Services Department
& the
Bell Youth Baseball Program**

**Thanks you for participating in the
2016 Youth Baseball Parent Orientation**

**Good luck to all
players, coaches, and volunteers
on a great season.**

