



# President's Handbook

*Published by*

**BABE RUTH LEAGUE, INC.**

International Headquarters

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Phone: 800-880-3142 Fax: 609-695-2505

[www.baberuthleague.org](http://www.baberuthleague.org)



**Contact Headquarters for Information on:**

**•Babe Ruth Softball**

- 12U Division
- 10U Division
- 8U Division
- 6U Division
- 16U Division
- 14U Division
- 18U Division

- National Umpires Association
- Official Birth Identification Cards
- League Accident Insurance
- League Liability Insurance
- Directors' & Officers Liability Insurance
- Equipment & Contents Insurance
- Facility Guide

**•Babe Ruth Baseball**

- Cal Ripken Major/70
- Cal Ripken Major/60
- Cal Ripken Minor
- Cal Ripken Rookie
- Cal Ripken T-Ball
- 13-15 Division
- 13 Prep Division
- 16-18 Division
- 16 Prep Division
- Bambino Buddy Ball

- Sports Illustrated Play
- Official Supplies
- Trophies and Plaques
- Baseball and Softball Equipment and Uniforms
- Fund Raisers
- Coaches Education Program
- Umpire Uniforms and Equipment
- Babe Ruth League Hall of Fame
- Local League & Players Banners

# Babe Ruth League Executive Staff

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**Joseph M. Smiegocki**



*President/CEO*  
**Steven M. Tellefsen**



*Vice President/Commissioner*  
**Robert P. Faherty, Jr.**



*Commissioner*  
**Robert A. Connor**



*Controller*  
**Donna J. Mahoney**

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# NOTATIONS

## CHARTER/FRANCHISE

Babe Ruth League, Inc. has the right to reject any Application for Charter/Franchise or Charter/Insurance Enrollment Form within its sole non-appealable discretion.

## PRONOUNS

Wherever, in the following pages, “he” or “she” or their related pronouns may appear either as words or as part of words, they have been used for literacy purposes and are meant in their generic sense to include all humankind, both male and female sexes.

## RULES

No Babe Ruth League Inc. rule or regulation may be altered or waived WITHOUT written permission of the President, Vice President or Commissioner of Babe Ruth League, Inc. The President of Babe Ruth League, Inc. has the authority to rule on any point or clarification not specifically covered in the rules. Adjustments can be made to these rules and regulations in order to accommodate a participant with a documented disability.

## WAIVER

It is the obligation of local league Cal Ripken Baseball, Babe Ruth Baseball and Babe Ruth Softball League Presidents for all waiver requests to originate with their District Commissioner. All waiver requests must be submitted in writing and must include the approval and signature of the local League President, the District Commissioner, the State Commissioner and the Regional Commissioner *before* it may be considered by Babe Ruth League, Inc. Headquarters.

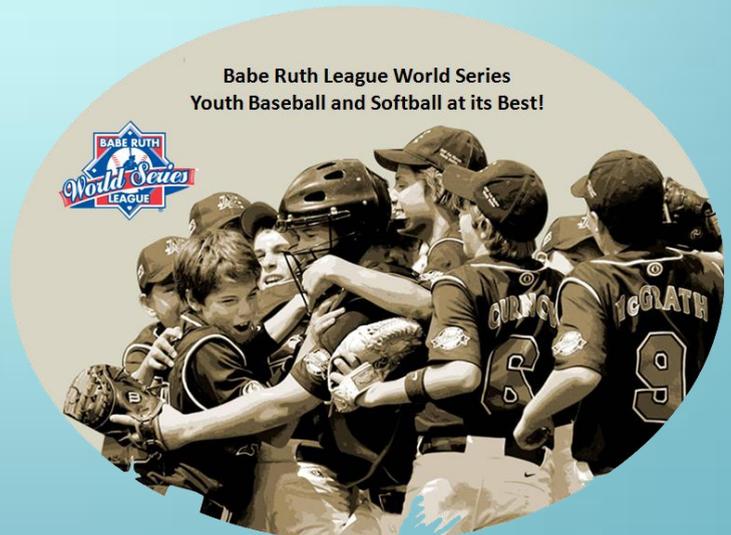
## MISSION STATEMENT OF BABE RUTH LEAGUE, INC.

The Babe Ruth Baseball/Softball program, using regulation competitive baseball and softball rules, teaches skills, mental and physical development, a respect for the rules of the game, and basic ideals of sportsmanship and fair play. In all aspects, Babe Ruth League, Inc. is committed to providing our participants the very best educational, sports experience possible. It is our fundamental belief that every child with a desire to play baseball or softball be afforded that opportunity.

## STATEMENT OF POLICY

Babe Ruth Baseball/Softball is an activity for the youth of America and adjoining countries which was created and exists for the paramount purpose of benefiting youth. It is the stated policy of Babe Ruth League, Inc., anything which is inconsistent with that purpose, or which weakens or detracts from it, is alien to the essence of this program and cannot be supported.

Accordingly, the program must not be used as a source of private gain to any individual or to any organizations on any level, whether national, regional, state, district or local. Any earnings made on any level must be put back into the program.



# Organizing Your League

## I. GETTING KEY PEOPLE INTERESTED

The first step is to convince a few carefully selected key people on the value of your league being affiliated with a national amateur baseball and softball organization such as Babe Ruth League, Inc. These key people will serve as a temporary board until the Babe Ruth league is formed and a regular election of officers can be held.

## II. SECURING SPONSORS

The best way to secure sponsors is to explain to them why your community is striving to organize a Babe Ruth Baseball or Softball program for its youth. Some of the reasons are as follows:

1. To give the young people of your community the opportunity to practice the ideals of sportsmanship, fair play, high morality and democratic spirit.
2. To give the community a sound baseball or softball program to protect the young player's health and amateur eligibility.
3. To play regularly scheduled games under proper local league supervision.
4. To have your community compete for a district, state, regional, or international championship.
5. To help when requesting financial assistance from the people in your community by adding stature to your league.
6. To provide approved Accident Insurance, Liability Insurance and Directors/Officers Insurance programs for the protection of players and adults in the league.
7. To offer quality fund raising promotions for use by the local league, if desired.
8. To garner more publicity.
9. To give adult supervision to players (i.e., managers, coaches, and umpires), to carry out the aims and ideals of Babe Ruth League, Inc.
10. To offer an excellent supply catalogue from which the league can order awards, gifts, emblems, local league banners, player banners, etc.
11. To provide players who participate in the tournament trail the opportunity for a cultural and educational experience.

## III. GARNERING PUBLICITY

After these key people have met and secured sponsorship for the league, a publicity campaign is needed to set up a definite organizational meeting. This meeting should be set sufficiently in advance to insure the attendance of the key people as well as those who have become interested through word of mouth, radio, newspapers, emails, etc.

**REMEMBER:** In starting a new program, word of mouth publicity by your key people is the best kind. These people should now begin to recruit managers, coaches, umpires, scorers, groundskeepers, announcers, people to form a booster club and just good hard workers to cover the many other jobs necessary to have a successful league.

#### IV. PREPARING FOR THE MEETING

An informal meeting with your key people should be called before the organizational meeting to formalize the plans for your league and have the answers ready for questions that will come up at that meeting. Some of the ideas and questions for discussion will be:

1. How many teams will there be in the league?
2. What fields are available?
3. Do we need more sponsors?
4. What approved fund raising plan should we use? Visit [www.baberuthleague.org](http://www.baberuthleague.org) for fund raising suggestions.
5. How shall we secure umpires? Umpires should be Babe Ruth League NUA Certified.
6. What temporary guidelines shall we use for a constitution until a permanent one can be established?
7. How shall we obtain qualified league officers?
8. On what days should the league's scheduled games be played?

These are just a few of many questions that will arise when organizing a league.

#### V. HAVING THE FIRST MEETING

Be sure the majority of your key people are present. The temporary chairperson should then present the general purpose and objectives in organizing your Babe Ruth program.

The chairperson should have reports on the preliminary work for the league organization.

Don't try to work out every detail at a general meeting. Instead, appoint various committees to draft schedules, complete the constitution and bylaws, select umpires, secure fundraisers, procure fields, equipment, etc.

#### VI. STARTING LEAGUE OPERATIONS

This handbook contains a guide/suggestions for Preparation of Constitution and By-Laws, Duties of League Officers, Player Selection System plus other information to aid the League President in the successful operation of the league.

#### VII. FINANCING THE LEAGUE

In order to assist our leagues with obtaining the money necessary to purchase uniforms, insurance, equipment, provide tournament travel funds, etc., we have developed several fund raising aids that have proven successful to use in conjunction with the local sponsors.

For information on the approved fund raising programs available, please contact Babe Ruth Headquarters at (800) 880-3142.

*Shop [BabeRuthLeagueStore.com](http://BabeRuthLeagueStore.com)  
for Apparel to Show your  
Babe Ruth League Pride*



# Guide for Preparation of Constitution & By-Laws

## A -- INTRODUCTION

This guide is prepared to assist you in the preparation of your constitution and by-laws. We strongly recommend and request you consult with a local attorney and discuss with him your constitution and by-laws as well as the advisability of the incorporation of your organization.

We have prepared a guide and not a complete constitution and by-laws as the laws of each state vary to such an extent it will be necessary for you to adjust your local constitution and by-laws to conform to your local, state or provincial laws.

The constitution usually covers the fundamental rules while the by-laws usually explain how these fundamental rules are to be administered. As an example, the constitution would specify the offices to be filled while the bylaws would detail how the offices would be administered. Sometimes all articles are combined into the constitution.

## B -- OUTLINE FOR CONSTITUTION AND BY-LAWS

### 1. Constitution

Article I –	Name
Article II –	Object
Article III –	Statement of Affiliation
Article IV –	Sites of Principal Operations
Article V –	Powers
Article VI –	Membership
Article VII –	Officers
Article VIII –	Directors
Article IX –	Standing Committees
Article X –	Meetings and Quorum
Article XI –	Amendment

### 2. By-Laws

Article I –	Officers
Article II –	Standing Committees
Article III –	Membership
Article IV –	Dues
Article V –	Babe Ruth League, Inc. Rules and Regulations
Article VI –	Parliamentary Authority
Article VII –	Amendment
Article VIII –	Order of Business

## C -- COMMENTS ON CONSTITUTION OUTLINE

**Ref. Article I** - The name of this league (or corporation, or organization, or association) shall be X Y Z Babe Ruth League.

**Ref. Article II** - The purpose for which this league (or corporation, or organization, or association) is organized is to develop and operate a baseball and/or softball program in affiliation with Babe Ruth League, Inc., a New Jersey corporation, in conformity with and pursuant to the principles, rules and regulations enunciated by said Babe Ruth League, Inc. in conjunction with such purposes, the objective of this league (or corporation, or organization, or association) is that, through the medium of a supervised, competitive baseball and/or softball program, guided and governed by said Babe Ruth League, Inc., this league (or corporation, or organization, or association) will seek to implant in the youth of the community ideals of good sportsmanship, honesty, loyalty, courage and reverence, so they may be finer, stronger and happier youth who will grow to be good, clean, healthy adults.

**Ref. Article III** - This league (or corporation, or organization, or association) shall be affiliated with Babe Ruth League, Inc., a New Jersey corporation, and shall be governed by, and shall comply with the principles, rules and regulations enunciated and decreed by Babe Ruth League, Inc.

**Ref. Article IV** - The principal operations of this league (or corporation, or organization, or association) shall be in and about the city of County of, and State of, but may extend into such areas as provided for by the State, Regional, and National Headquarters rules and regulations.

**Ref. Article V** - This league (or corporation, or organization, or association) shall have the following powers in addition to the powers expressly or implicitly conferred on it by law.

A. To make and enforce rules and regulations to govern itself on a local basis, but consistent with and not contrary to any rules and regulations promulgated by Babe Ruth League, Inc., a New Jersey corporation, or by the Regional, or State echelons of said Babe Ruth League, Inc., to which this league (or corporation, or organization, or association) is subject.

B., C., D., etc. [Such other powers as the league (or corporation, or organization, or association) seeks to include in its constitution, such as the power to solicit contributions, enter into contracts, hold and own property, etc.]

**Ref. Article VI** - Requirements for membership in the league and the privileges of membership in the league should be specified.

**Ref. Article VII** - Title of each should be noted such as President, Vice President, Secretary and Treasurer. Generally this Article will include the eligibility requirements, time of election and term of office as well as provisions for filling vacancies. Many leagues also have a Softball Director, Insurance Coordinator, Equipment Manager, and Player Agent.

**Ref. Article VIII** - The number of directors to be elected should be given as well as eligibility requirements, time of election and term of office and provisions for filling vacancies.

**Ref. Article IX** - The name of each standing committee should be listed with number of members, and general duties of the committees. You may wish to consider the establishment of some of these committees, depending upon the requirements of your organization; Audit Committee, Budget or Finance Committee, Equipment Committee, Field Procurement Committee, Booster Club Committee, Managers Committee, Nomination Committee, Records Committee, Sponsors Committee, Umpires Committee, etc. Include a provision for establishment of additional standing committees.

**Ref. Article X** - Four sections are suggested for this article—Sec. 1-regular meetings; Sec. 2-annual meeting; Sec. 3-special meetings; Sec. 4. quorum. A quorum is usually 50% of membership.

**Ref. Article XI** - The method for submission of amendments, notice (if any) desired, and vote required for adoption. The adoption vote requirement should not be less than two-thirds of those voting. Voting requirements for amendments ranges from two-thirds of those present (i.e., the necessary quorum) to a three-fourths vote of not less than two thirds of the total membership.

## **D -- COMMENTS ON BY-LAWS OUTLINE**

**Ref. Article I** - Officers' duties, nomination and election procedures, installation and removal proceedings are detailed in this article. A minimum outline of officers' duties would be: Sec. 1.-President. It shall be the duty of the President to preside at all meetings of this league and perform all duties usually pertaining to his office. Sec. 2.-Vice President. In the absence or disability of the President, the Vice President shall perform all the duties of the President. Sec. 3.-Secretary. The Secretary shall keep the minutes of all proceedings and record same. He shall give notice of all meetings, notify all officers of election, and the names of newly elected members to the Treasurer and perform such other duties as his office may require. Sec. 4.-Treasurer. The Treasurer shall receive and safely keep all funds of the league, and pay out the same only on order of the President. He shall make an annual report of receipts and disbursements. Usually all officers are elected by ballot at the annual meeting and assume office at the close of that meeting. Provide for appointment or election of officers to fill vacancies arising between annual meetings.

**Ref. Article II** - Add required details to supplement general provisions of the Constitution.

**Ref. Article III** - Procedures for admission to membership; what constitutes a member in good standing, rights, privileges and duties of members; resignation provisions, and expulsion provisions should all be included in this Article.

**Ref. Article IV** - Amount of dues, payment, and penalties for non-payment, Delinquencies and reinstatement are among the factors for this Article.

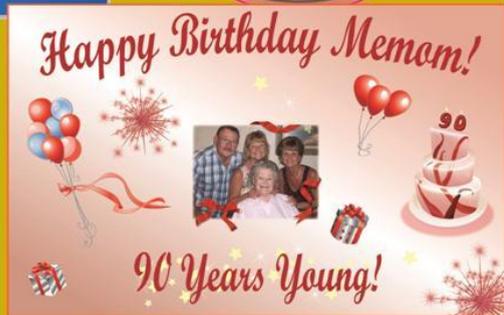
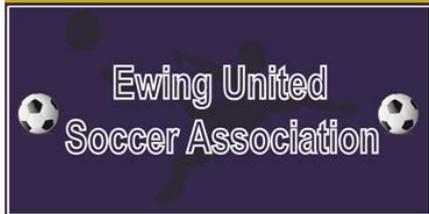
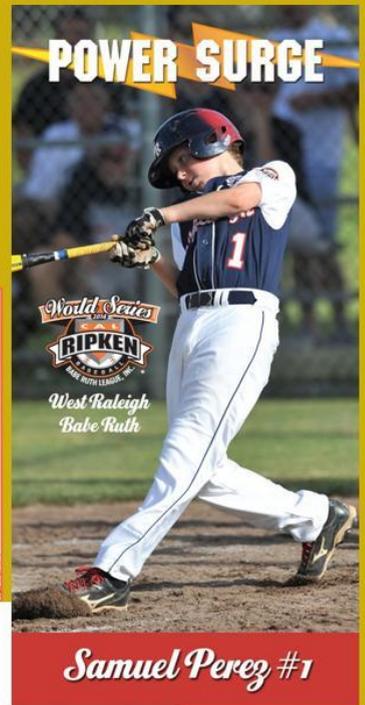
**Ref. Article V** - Babe Ruth Baseball/Softball Rules and Regulations and those Rules and regulations, duly established by the respective state and provincial organizations, are to be considered binding on this league.

**Ref. Article VI** - "Roberts Rules of Order" shall be the parliamentary authority on all matters not covered by the Constitution and By-Laws of this league.

**Ret. Article VII** - Submission procedures, notice (if any) required, and vote required for adoption. Refer to comments on Article VIII of the Constitution.

**Ref. Article VIII** - It may be of assistance to your organization to specify the order of business for all meetings. The usual order of business is as follows: Call to Order - by the presiding Officer

1. Roll Call - by the Secretary
2. Reading of the minutes of the previous meeting, by the Secretary.
3. (Followed by the necessary questions and a vote for acceptance of the Minutes).
4. Treasurer's Report
5. Reports of Committees
6. Unfinished Business
7. New Business
8. Adjournment



## Customized Flags and Banners from Babe Ruth League

For all orders, specifications, and prices call toll-free 1-800-880-3142

Order your customized banners and flags from Babe Ruth League. They are a great resource to express team loyalty, promote upcoming events, use on an outfield fence, have as a keepsake, or decorate a concession stand or a player's room.

Parents will definitely want to take advantage of the special 5-foot action banner or a Wall Graphic on which they can feature their son or daughter.

And you're not just limited to baseball and softball. Babe Ruth League can create customized banners for **all sports, special events, birthdays, holidays and much more.**

Use our designs or submit your own artwork.

All production processes are completed at Babe Ruth Headquarters, which results in great savings. For further details, contact Babe Ruth Headquarters at 1-800-880-3142 or visit [www.baberuthleague.org](http://www.baberuthleague.org).

## Outfield Fence Banners



# Recommended/Suggested Duties of Officers and Appointed Officials

## **I. PRESIDENT**

The League President shall perform the following duties:

1. Preside at all league meetings.
2. Assume full responsibility for the operation of the local league.
3. Appoint all committees and supervise the activity thereof.
4. See that his league adheres to the rules, regulations and policies of Babe Ruth League, Inc.
5. Be sure the charter application or continuation form is submitted to Babe Ruth Headquarters. Need to check if is still called continuation/charter app
6. Be responsible for local league protests and disputes (it is highly recommended a local league president not be connected with any team such as a manager or coach and not be an umpire of his league.)
7. Review finances with Treasurer and be one of the “two signatures” required to sign checks.

## **II. VICE PRESIDENT**

Presides in the absence of the President and carries out such duties and assignments as may be delegated by the President.

## **III. SECRETARY**

Records the minutes of meetings. The secretary is also responsible for sending out notice of regular and special meetings, maintaining an official record of the league’s activities, notifying all officers of election and the names of newly elected members of the Board and performing such other duties as this office may require.

## **IV. TREASURER**

Signs checks, (should be one of the “two signatures” required), dispenses league funds as approved by league officers, reports on the status of league funds, keeps financial records, prepares budget and assumes the responsibility for all local league finances.

## **V. BOARD OF DIRECTORS**

The Board membership shall include the four (4) league officers – President, Vice President, Secretary, Treasurer and elected members. The Board may adopt such rules and regulations for the conduct of its meetings and the management of the league as it may deem proper that are not in conflict with Babe Ruth League Rules and Regulations.

## **VI. SOFTBALL DIRECTOR**

For those leagues chartering both baseball and softball programs, and where the League President is not the individual administering the softball program, the appointment of a Softball Director is advised. Mailings from Headquarters will be addressed to the Softball Director, and Babe Ruth Softball will recognize the Softball Director as the decision-maker for the league in matters pertaining to softball.

## **VII. INSURANCE COORDINATOR**

Responsible for obtaining proper accident and liability insurance coverage for the protection of the league players and volunteers. Completes insurance applications, maintains records of injuries and incidents, and is also responsible for filing claims with the insurance companies.

## **VIII. PLAYER AGENT**

Appointed by League President or Softball Director. Conducts annual league registration and try-outs, presides at player selection meetings, supervises and coordinates the transfer of players, keeps up-to-date records of team rosters, checks players' eligibility. (See pages 19 for complete description of Player Agent's duties and pages 19-20 for Player Selection System). Check to make sure page numbers line-up.

## **IX. UMPIRE-IN-CHIEF**

The Umpire-in-Chief is appointed by the League President or Softball Director to coordinate and supervise the league's umpires and be responsible for the following duties:

1. Assign umpires to all league games.
2. Conduct clinics on rules and field positions.
3. Be responsible for notifying umpires of cancellations.
4. Recruit new umpires.
5. Be responsible for proper dress and conduct of all umpires.
6. Be sure all umpires know proper local league protest procedures.

It is recommended the individual selected for this position be a member of the Babe Ruth League National Umpires Association and be knowledgeable of the rules and have the ability to apply them on the field.

## **X. EQUIPMENT MANAGER**

1. Procure and distribute equipment, uniforms, etc.
2. See an adequate supply of baseballs or softballs is available for all games.
3. Make arrangements for the tournament team to have the proper equipment.

## **XI. CONCESSIONS CHAIRPERSON**

1. Secure enough personnel for operation of stand.
2. Secure necessary supplies for stand.
3. Maintain records of purchases.
4. Make the necessary arrangements for income to be turned over to Treasurer.

## **XII. CHIEF SCOREKEEPER**

1. Secure enough trained scorekeepers for all local league games.
2. Assign scorers to each game.
3. Responsible for all scorebooks needed as part of tournament documents.

## **XIII. FUNDRAISING COORDINATOR**

1. Evaluate league needs and prepare a budget.
2. Select a product or program that will be easy to see to raise the funds needed.

#### **XIV. GROUNDSKEEPER CHAIRPERSON**

1. Secure necessary personnel required for maintaining field.
2. Keep field properly groomed, i.e., grass cut, properly lined for games, dugouts clean, etc.
3. See that field gates are open for all games and practices.

#### **XV. PUBLICITY DIRECTOR**

Promote the Babe Ruth Baseball or Softball program in its best image to the public in order to encourage the community interest needed in carrying out its full goals, benefits and operations. Unless the public, which is supporting your local program, is kept fully informed its efficiency and contribution to the program is impeded and eventually leads to its non-support and lack of interest.

The person assigned as Publicity Director should collect news and prepare it for presentation by news and sports editors of the local newspapers and radio or television programs. One of the first stories which must make the news each year should be the names of all people who are behind the program and date, time and place of the first meeting. An early item of interest to the news would be the league schedule and game times, location of the field, facilities for parking and seating, and team sponsors.

Opening day in your Babe Ruth League can be built up in the news by promoting special opening day events, having a dignitary throw out the first ball, printing team rosters, etc.

After each game, release the box score and highlights of the game to all local newspapers and radio stations. It is your obligation to supply each newspaper with the league standings each week.

Listed are some important guidelines to follow in order to maintain a productive relationship between your league and the local newspapers.

1. Schedule an appointment with each local sports editor.
2. Explain to the editor what your league is doing and that you would like his cooperation.
3. Let him explain to you how he wants the information prepared, i.e., box scores, highlights, etc. and by what means they should be submitted (fax, email).
4. Print or type your box scores and stories. Sports writers will not try to decipher handwritten names and statistics.
5. Reliability is crucial, not only in the accuracy of your information but also your promptness and continuity of reporting.
6. Report the rain-out games and schedule changes.
7. Include all newspapers, radio and television stations.

**NOTE:** Study the news article outline and sample news release (*in the handbook*) as a guide in composing news stories about your league.

## **XVI. SELECTION OF TEAM MANAGERS**

The manager must be a leader who is well respected in his community.

The manager and coaches are the adults designated by the league to interact with the young players. They hold key positions, directly affecting each participant and the degree to which he/she benefits by involvement in the league. Since the manager and coaches are the individuals having direct contact with the players, they become the most important persons in determining the success of your league.

Players are strongly influenced by their managers and coaches in establishing their own ideals and aspirations. It is important the managers and coaches be people who can be respect by their players, not only because they might lead them to the league championship, but because they do their job in providing the players with the inspiration to become better citizens via proper mental and physical development.

As the role of the managers and coaches is vital in determining the success of a league, we strongly recommend a “Managers and Coaches Selection Committee” be appointed. This committee should make a determined effort to recruit the best adults with the proper baseball and softball knowledge as well as the other important qualities mentioned above, including a history of supportive care and safe treatment of youth.

## **XVII. CLINIC COORDINATOR**

Proper instruction of all players within the league should – and must – be of paramount importance. The Clinic Coordinator should arrange with local high school, and/or college coaches or other knowledgeable baseball and softball sources to conduct an instructional clinic(s) for all managers and coaches within the league. How to organize a successful one hour and a half practice session that will keep all players active, interested and enthused, must be stressed in the clinic.

## **XVIII. WEBSITE/COMPUTER CONTACT**

Should be interested in computers and have at least elementary PC proficiency, but does not necessarily need to be skilled in website design or technical computer issues. Responsible for updating league’s informational resources, online rosters and registration and act as the primary contact in conjunction with the official online provider.

## **XIX. TEAM ADMINISTRATOR OR TEAM PARENT**

Each team should be assigned a Team Administrator or Team Parent. Generally speaking, the Team Administrator or Team Parent duties and responsibilities are to do the administrative tasks for the team which will allow the coach to concentrate on coaching the players and team development.

- A. **Team Administrator or Team Parent Meeting** – Attend the Team Mom meeting and receive the information to pass on to the parents. Pick up the fundraiser (if any) for those players electing to participate in the fundraiser. Some local league organizations offer a buyout. In other words, parents can pay additional money and skip selling candy, pop corn or other fundraising activity. You may also receive the team’s uniforms. Be sure to bring them to the practice and pass them out to the team *after* you have written down which jersey number will go to what teammate.

- B. List of players**– Make a list of all players and include their name, parents’ name and telephone number. It is a good idea to put a parent as a contact in your cell phone as well. In case of an unexplained absence, you’ll quickly be able to call the parent. Always carry your cell phone with you. A player might miss a game or practice because they have the wrong time.
- C. Team roster** – Be responsible for making a team roster and snack schedule. Begin by listing the scheduled game date, location and time. Next add the team player that will be responsible for bringing snacks that day (numerical jersey order is a good place to start). It’s easier to combine the roster, game and snack schedule on the same form.
- D. Email parents** – Obtain each parent’s email address and **send out a “Hey I’m Team Mom” email** as soon as you can. You will want to always keep parents informed of what’s going on. If the coach hasn’t done so already, be sure to let them know when practices are expected, how early they need to show up before the game, etc. Always include a signature at the bottom of your emails and always put your cell phone number. This way, parents won’t have to search for a previous email with your number.
- E. Uniforms** – You may have to coordinate uniform pickup and distribution. They should be passed out to all players and their name and uniform number recorded.
- F. Order the team banner/ Player Banner** – For baseball/softball, you typically know the team name already so order the banner right away and let the parents know what their share of the cost will be. Ideally you want to have the banner ordered and received before the first game. After you’ve ordered the banner, let each parent know what the cost per player is and collect for the banner. Most likely you will also be responsible for bringing the banner to each game.
- G. Snack bar duty** – Sometime during the season your team will be assigned a snack bar duty day. It will be your responsibility to politely recruit the parents to volunteer to help in the snack bar. You’ll have to let them know the date, time and the required amount of hours they need to be there. Most duty times require a certain amount of adults over the age of 18 during the set time.
- H. Picture day** – You will need to coordinate picture day with the team. This includes receiving the picture packets to pass out to parents.
- I. Plan team party** – There are tons of places you can have a team party. Some suggestions are:
1. Coach’s home or a team member’s home.
  2. Bowling alley
  3. Park
  4. Pizza parlor
  5. Restaurant
  6. Player Banners make great gifts. Visit [www.baberuthleague.org](http://www.baberuthleague.org) for more details.
- J. Don’t feel you have to go it alone.** You can absolutely delegate some duties to other parents who are willing to help.



# Conducting A Meeting

The primary role of the leader of a meeting is to guide the discussion. In setting up a meeting make sure you:

1. Invite only those who should attend because of responsibility or interest in your meeting.
2. Become familiar with all members of your group and their personalities.
3. Encourage everyone to join in the discussion.
4. Don't criticize those who speak up.
5. Make the most of areas of agreement—prevent antagonism when possible.
6. Be a good listener.

The following is an outline for conducting a meeting.

## **I. PURPOSE**

Be sure those who will attend know what the purpose is.

- a) To conduct routine business
- b) To provide information
- c) To make decisions
- d) To develop ideas
- e) To entertain

## **II. PREPARATION**

- a. Schedule facilities
  1. Select convenient time
  2. Select convenient site
  3. Select convenient date
- b. Promote by notices of upcoming meeting
- c. Notify participants
  1. Invite District or State Commissioners early
- d. Gather materials
- e. Determine agenda

The agenda should be sent to meeting attendees well in advance so each person can be prepared to discuss the topics.

## **III. ARRANGEMENTS**

- a. Meeting Room
  1. Well-lighted
  2. Well-ventilated
  3. Free from noise and interruptions
  4. Handicapped accessible
- b. Materials
  1. Pencils
  2. Paper
- c. Adequate Seating

- d. Audio/Visual Equipment (if needed)
  - 1. Projector
  - 2. Laptop Computer
  - 3. Screen
  - 4. Other
- e. Greet guests

#### IV. FOLLOW-UP

- a) Prepare minutes and distribute
- b) Implement decisions
- c) Assign duties as needed
- d) Communicate results to those not in attendance

# Making Decisions

- A. Identify the problem and define it.
- B. Analyze the problem.
- C. Develop feasible alternate solutions.
- D. Select the best solution.
- E. Implement the chosen solution.
- F. Make the decision work by motivation, proper committees, communication, and authority.



## MUSCO LIGHTING

**Musco is proud to be a partner of Babe Ruth League Inc. as the organization's Official Lighting Company. As part of the partnership, Musco Lighting annually awards four (4) Babe Ruth leagues with a \$15,000 grant that can be used for the installation of a new lighting system or to refurbish an existing lighting system. Qualifying your league for consideration of a lighting grant is easy. First, fill out the Lighting Grant Application found on the Babe Ruth League website at [www.baberuthleague.org](http://www.baberuthleague.org). Along with the grant application, you must submit a lighting estimate sheet provided by your local Musco Lighting representative. For additional information, visit [www.baberuthleague.org](http://www.baberuthleague.org) or [www.musco.com/baberuth](http://www.musco.com/baberuth).**

# Parent and Guardian Meeting Agenda

Before your season starts, it is a good idea to have your coaches meet with the parents and guardians of the players on their team. When parents and guardians are involved from the get-go, channels of communication and expectations are established before any issues arise. This way, parents and guardians know what the coach's expectations are of their child as a player, and what kinds of policies will be in place. When people know what the expectations are, they are more likely to reach them. This document serves as a guideline for such meetings.

## 1. Introductions

- a) Tell parents/ guardians about yourself as an athlete, coach, or parent.
- b) Have parents/guardians introduce themselves to the group.
- c) Also have them include who their player is.
- d) Once everyone is introduced, explain what type of coach you are. What is your coaching philosophy?

## 2. Rules and Expectations

- a) Team Values
  1. Explain the core values for your team
- b) Expectations of athletes
  1. Explain the expectations you hold, as a coach, for your players
  2. Provide parents/guardians with a handout of the athlete expectations
- c) Expectations of coaches
  1. Explain the expectations you want your players and parents/guardians to hold of you and your coaching staff
- d) Policies
  1. Explain the policies for your team
    - a. Examples of policies include late policies, unsportsmanlike conduct policies, and practice/game policies.

## 3. Goals for the Season

- a) Your goals as a coach for your team and players
- b) Parents goals for their players

# Parent and Guardian Meeting Agenda

## 4. Logistics

### a) Schedules

1. Hand out schedule documents to each parent/guardian if they are already determined
2. If schedules are not determined, discuss with parents what practice days and times work well with them

### b) Contact List

1. Hand out contact information document to each parent/guardian if the document has been completed before this meeting
2. If the contact information document has not been finalized before the meeting, pass around a blank copy of the contact information template for parents to fill out.
3. After the meeting, update the digital form of the contact information template and distribute to parents/guardians via email or in person

### c) Equipment

1. Provide parents/guardians with a list of the equipment a player will need on your team. For example: Cleats, glove, baseball pants, socks, helmet, bat, mouth piece, batting gloves, and catcher's gear.

## 5. Volunteers

### a). Ask parents/guardians if anyone would like to volunteer to:

1. Provide snacks after games
2. Be the scorekeeper for games
3. Be the "Team Mom/Dad" to promote open communication between the coach, parents/guardians, and players
4. Be the "Team Pitch Counter" and track each pitcher's pitch count to stay within the Pitch Smart guidelines

## 6. End of Meeting

- a) Ask parents if they have any questions
- b) Thank them for their time
- c) Let them know you're excited for the season to start!



**PARENT  
MEETING**

# Charter/Insurance Enrollment Procedure

Chartering your league has never been easier!

1. Go to [www.baberuthleague.org](http://www.baberuthleague.org) and log into your account. **(New leagues will need to call Babe Ruth League Headquarters at 1-800-880-3142 before getting started.)**
2. Board Members must complete all of the contact information that is required, including: First and Last Name, Street Address (Do not use a P.O. Box for the League President's address because UPS does not deliver to P.O. Boxes.) City, State and Zip Email along with Mobile, Work and Home Phone Numbers.
3. Babe Ruth League Approved Accident, General Liability, Directors' & Officers' Liability (Insurance is solicited and administered by K&K Insurance Group). ALL CHARTERED TEAMS IN THE LEAGUE MUST PURCHASE ACCIDENT INSURANCE and COMMERCIAL GENERAL LIABILITY INSURANCE. **Note: Commercial General Liability Insurance must provide coverage for all participants and all league volunteers and have a minimum limit of \$1,000,000 coverage.**
4. Coverage will begin the day following the postmark date of a league's payment to Babe Ruth League for mailing or available the next day if paying online by eCheck. The postmark will be kept on file for verification of payment mailing date. Coverage is subject to approval by K&K Insurance Group, Inc.
5. No coverage will be provided prior to February 1st, and coverage will end on January 31 of the following year regardless of when you enroll. **Exception: New or first-time league enrollees may request accident and general liability coverage to begin as early as January 1st.**
6. Evidence of Coverage - Each insured league will receive a Certificate of Insurance with a summary description of the benefits online through the Data Center at [www.baberuthleague.org](http://www.baberuthleague.org). For a complete description, please refer to the actual policy on file with the policyholder. In the event of any conflict between this brochure, the summary and the policy, the policy provisions govern. You must refer to the policy on file with the policy holder for specific limits, conditions and exclusions.
7. **Very Important!** Because of recent changes made to insurance regulations, leagues that enroll with K&K Insurance must issue 2 separate checks: 1st Check: Payable to "Babe Ruth League, Inc." for the Babe Ruth League Charter Fee. 2nd Check: Payable to "K&K Insurance" for your Insurance Fee. In order to make sure there is no delay in the charter approval, submit both checks and both invoices together in the same envelope and mail to Babe Ruth League, Inc., 1670 Whitehorse-Mercerville Road, Hamilton New Jersey, 08619. Upon receipt, Babe Ruth League Headquarters will process your charter, and approve and forward your insurance funds to K&K Insurance.
8. If a league has their own insurance by a company other than K&K Insurance, the local league will need to submit their insurance certificate along with naming Babe Ruth League, Inc. as "additional insured" **for liability coverage** at the time of chartering. You will be able to submit an electronic copy of the certificate.

# Charter/Insurance Enrollment Procedure

9. Once you have completed all the required information and submitted your application online, Headquarters will review the application and will send an email to all league officers that league is approved to move forward and make payment for the charter/insurance. (It will usually take up to 3 business days from the time that you submit to the time Headquarters will complete the review.)
10. Once we have received your payments for charter and insurance and both are posted to the local league account, the local league will be cleared to print their insurance certificates as well as create and print additional insured certificates.
11. Once the league is officially chartered, the local league can go back and add and insurance teams later in the year, simply log in and click on “Edit Team Counts.”
12. Savings! Leagues can order their regular season shoulder emblems and tournament supplies while completing their Charter/Insurance information and save. The local league can order additional Rule Books and Shoulder Emblems at the same time of original charter and save on shipping! Emblems, additional Rule Books, etc., will be ship via UPS to the league president along with the league kit supplies, rule books & scorebooks.



# Local League Regulations Requirements for Charter

## 0.00 BABE RUTH LEAGUE, INC. – LOCAL LEAGUE REGULATIONS

### 0.01 REQUIREMENTS FOR CHARTER

1. Application for Charter must be submitted to Babe Ruth League, Inc. Headquarters and approved. Applications must include the annual registration fee per team as follows:

Cal Ripken – Major -	\$20.00	13-15 Division -	\$20.00
Cal Ripken – Minor -	\$15.00	13-Prep -	\$20.00
Cal Ripken – Rookie -	\$15.00	16-18 Division -	\$25.00
Cal Ripken – T-Ball -	\$15.00	16 Prep -	\$25.00
Softball 12U, 14U, 16U, 18U -	\$20.00	Softball 6U, 8U, 10U -	\$15.00

2. All leagues must apply for charter on or before May 15, 2017.
3. All chartered leagues may add teams after registration merely by filing team registration fees with Babe Ruth League, Inc. Headquarters. Players, managers and coaches on teams added after June 30th are not eligible for tournament play.
4. Leagues chartered by Babe Ruth League, Inc. shall thereby become subject to the powers and jurisdiction of District, State and Regional Commissioners within whose limits such leagues operate. Babe Ruth League, Inc. has the right to refuse any charter with or without cause. All Babe Ruth leagues are subject to and must adhere to the laws of the state in which they operate.
5. State Commissioners shall approve geographical boundaries established by each league in conjunction with the District Commissioner in whose district that league exists and operates. Appropriate written descriptions, maps or specifications of boundary limitations must be certified by and filed with the State Commissioner and submitted to Babe Ruth League, Inc. for final approval. A player must play within the league's geographical boundaries in which the player resides. This is determined according to the legal residence of the player's parents or legal guardian. **Waivers permitting a player to play outside of his geographical boundaries are not permitted in Babe Ruth League. (Each age division shall be a separate entity and shall have its own geographical boundaries). Such geographical boundaries shall be subject to review and adjustment by State and Regional Commissioners and Babe Ruth League, Inc. whenever it is deemed advisable.** Geographical boundaries are established to eliminate competition of an undesirable nature but shall not be established to prevent healthy expansion of teams and leagues within any given area.

# Local League Regulations Requirements for Charter

The only exception to the above rule are as follows:

- a. If a player rostered on a Cal Ripken team, Babe Ruth team or Babe Ruth Softball team moved outside of that league's geographical boundaries. In this case, the player may finish his/her playing career in the respective division of that league. League geographical boundaries shall be subject to review and adjustment by the State or Regional Commissioner and Babe Ruth League, Inc. whenever it is deemed advisable. Geographical boundaries are established to eliminate competition of an undesirable nature but shall not be established to prevent healthy expansion of teams and leagues within any given area.
- b. **NEW** – If the physical location of the school where a player attends classes during the traditional academic year is within the boundaries of an established league, the player is permitted to participate in the established league. (Note: This excludes home schools, cyber schools, sports-related schools, sports academies, or an after school situation where a student participates outside of the primary school in which he is enrolled.) Under the school boundary rule, once a player selects to participate in a league where the player is eligible, the player must finish the current season in the same league.

Players and their parents/guardians are advised that any false statements regarding residency or school attendance may result in the player being declared ineligible to participate in a Cal Ripken Baseball or Babe Ruth Baseball league. This action may also result in the disqualification of a player, team or league from regular season and/or tournament play.

6. All leagues and teams must be covered by **group accident insurance** before they will be permitted to try out, practice or start local league play. All leagues and teams must be covered by **commercial general liability insurance** before they will be permitted to try out, practice or start local league play.

**NOTE:** Commercial General Liability Insurance must provide coverage for all participants and all league volunteers and have a minimum limit of \$1,000,000 coverage. **Information regarding both types of insurance plans is available from Babe Ruth League, Inc.**

# Local League Options

## **DUAL PARTICIPATION**

Any registered Babe Ruth Baseball League or Babe Ruth Softball League may adopt a local league rule, to allow or prohibit any player or team playing in that league from also participating on a team or in a league of any other baseball program, this includes but not limited to pick up games, travel teams and invitational tournaments. This option, however, cannot be adopted by any other Babe Ruth Baseball organization higher than the league level.

## **PREP LEAGUES**

Babe Ruth League, Inc. sanctions, approves and charters 13-Year-Old Prep and 16-Year-Old Prep Leagues provided the local parent organization is an affiliated Babe Ruth Baseball program. Complete details on the formulation, chartering and team composition of sanctioned Prep Leagues are available from Babe Ruth League, Inc.

## **10 RUN RULE**

Any Cal Ripken, 13-15, 16-18 Baseball OR Babe Ruth Softball local league game may be terminated immediately once becoming regulation if one team is ahead by 10 or more runs and have had equal times at bat or the home team is leading.

## **LEAGUE PLAYOFFS**

Any Cal Ripken and 13-15 local league, in order to determine a league champion, may use tournament pitching rules if a playoff is necessary.

## **RE-ENTRY OF USED PLAYER**

Babe Ruth League, Inc. will allow re-entry of already used players if all substitutes have been used and injury occurs or a player is ejected. Selection of this substitute must be made by the opposing manager. This type of re-entry can only take place when an injury prevents a player from continuing in the game or a player is ejected. The injured or ejected player, once removed from the game, cannot re-enter.

## **TIME LIMIT**

Any chartered Cal Ripken, 13-15, 16-18 or Babe Ruth Softball league prior to the beginning of the regular season may adopt the following time limit rule. No new inning may start after two hours (baseball) or an hour and a half (softball). Games called because of the time limit will be considered regulation games regardless of the number of innings played.

## **PITCH COUNT**

Any Cal Ripken Baseball or Babe Ruth Baseball may elect to use a pitch count during local league games. For more information on Pitch Count, please visit [www.baberuthleague.org](http://www.baberuthleague.org) and click on the "Pitch Smart" link.

# Local League Options

## **EXTRA PLAYER**

Any registered Cal Ripken or Babe Ruth league, prior to the beginning of regular season play, may elect to add a tenth player to the batting order during league games. This player will be indicated in the line-up as the “EP”. The “EP” will be treated as any other starter. The re-entry rule including the re-entry of used player is in effect with the “EP”. The EP may appear in any position in the batting order.

## **15-YEAR-OLD SWING PLAYER OPTION**

The 13-15 League President may elect to permit a 15-year-old player to play in a 13-15 and/or a 16-18 league. For the tournament season, the 13-15 League President will decide on which tournament team the 15-year-old player participates. The player must meet all Babe Ruth League, Inc. eligibility requirements for the respective division in which he participates. A player can only participate on one tournament team in any given year.

*Note: All swing players must play in 50% of their local league’s games to qualify for tournament play, i.e., a 15-year-old swing player who does not participate in 50% of his Babe Ruth 13-15 local league’s games is not eligible for a Babe Ruth 13-15 tournament team.*

## **12-YEAR-OLD SWING PLAYER OPTION**

The Cal Ripken League President may elect to permit a 12-year-old player to play in a Cal Ripken and/or 13-15 league. For the tournament season, the Cal Ripken League President will decide on which tournament team the 12-year-old player participates. The player must meet all Babe Ruth League, Inc. eligibility requirements for the respective division in which he participates. A player can only participate on one tournament team in any given year.

*Note: All swing players must play in 50% of their local league’s games to qualify for tournament play, i.e., a 12-year-old swing player who does not participate in 50% of his Cal Ripken local league’s games is not eligible for a Cal Ripken tournament team.*

## **MUST PLAY RULE**

Any chartered Cal Ripken, 13-15, or 16-18 league may adopt a must play rule which clearly defines the participation of the players in local league games.

## **CONTINUOUS BATTING ORDER**

Any chartered Cal Ripken, 13-15, or 16-18 league may allow the use of a continuous batting order which allows every player to bat in a local league game.

## **SOFTBALL 16U PITCHING LIMITATIONS**

Any registered Babe Ruth Softball league prior to the beginning of the regular season, may adopt pitching limitations for the 16U division in accordance with the league’s needs depending upon its size, structure, schedule, and level of experience. If a league does adopt 16U pitching limitations, and interlocks with other Babe Ruth Softball leagues, pitching limitations will need to be coordinated with the leagues involved in the interlocking schedule.

# Local League Options

## SOFTBALL 12U PITCHING DISTANCE

Exception to Rule 1.07: In the 12U division, a league may elect to pitch from 35 feet. If a league uses this option, it is recommended that the pitching distance be gradually increased through the season as pitchers develop. Pitching distance for 12U tournament competition is 40 feet.

## SOFTBALL 10U-12U BASE RUNNING

Exception to Rule 7.13 – For the regular season, a league may elect to adopt the following rule: In the 12U division, base runners shall not leave their bases until the pitched ball has reached the batter. For violation, base runner will be called out. For tournament competition, rule 7.13 will apply and the base runner may leave the base upon the pitcher's release of the ball. If a league adopts the 10U-12U base running option for the local season and interlocks with other Babe Ruth Softball leagues, coordination with the interlocking league will be necessary.



**On-Demand and Online Streaming,  
Videos, Playlists, Webinars, Tutorials,  
Tournament Recaps, and More!**

# Tournament Team Administration Fees

Babe Ruth League, Inc. implemented a Tournament Team Administration Fee to help offset the cost of the Official Tournament Trail leading the Cal Ripken Baseball World Series, Babe Ruth Baseball World Series, and Babe Ruth Softball World Series. Babe Ruth League continues to offer a first-class, positive and memorable experience for all players, coaches, families and local league officials. Please note the following fees:

## **TOURNAMENT ADMINISTRATION FEES**

### **a. Cal Ripken Baseball Division**

- 10-Year-Old Tournament Team - \$25
- 12-Year-Old Tournament Team Major 60 - \$25
- 12-Year-Old Tournament Team Major 70 - \$25

### **b. Babe Ruth Baseball Division**

- 13-Year-Old Tournament Team - \$25
- 14-Year-Old Tournament Team - \$25
- 13-15-Year-Old Tournament Team - \$25
- 16-18-Year-Old Tournament Team - \$75

### **c. Babe Ruth Softball Division**

- 8U Tournament Team - \$25
- 10U Tournament Team - \$25
- 12U Tournament Team - \$25
- 14U Tournament Team - \$25
- 16U Tournament Team - \$25



## **Enhance your Young Athlete's Experience with Customized Batting Gloves from Franklin Sports**

Franklin has served as the Official Batting Glove of Major League Baseball for many years. They are proud to provide all members of Babe Ruth League with special offers and discounts to purchase a variety of customized and in-stock batting gloves, including their most popular batting gloves – the CFX Pro and Pro Classic. Visit [www.FranklinSports.com/custom](http://www.FranklinSports.com/custom) to customize your young athlete's own Franklin batting gloves for the perfect fit, feel and style!

# Babe Ruth League Proposed Calendar of Events

## **SEPTEMBER**

- Annual Banquet or Picnic
- Thanks to Sponsors
- Election of league officers
- Election of District Commissioners
- Attend District Fall Meeting

## **OCTOBER**

- Appointment of Committees

## **NOVEMBER**

- Attend District Meeting
- To be informed of all changes for the coming season

## **JANUARY**

- Submit Charter/Insurance Enrollment Form Secure Accident & Liability Insurance
- Preliminary league meeting to review Rules & Regulations, local league policies, team registration, etc. Invite District Commissioner

## **FEBRUARY**

- Prepare budget
- Organize league fundraising program

## **MARCH**

- Attend District Spring Meeting to discuss tournament site; set tournament fee, etc.
- Order official shoulder emblems
- League tryouts
- Players must be properly insured

## **APRIL**

- Charter DEADLINE – May 15
- Order I.D. Cards
- Submit rosters and schedule (prior to first league game)

## **MAY**

- Playing season
- Submit rosters and schedules (prior to first game)

## **JUNE**

- Order awards for end of season presentation

## **June/JULY**

- District Tournament
- State Tournament
- Regional Tournament

## **AUGUST**

- Regional Tournament
- World Series

# WHY DO YOU PLAY?

Whether you win, lose, or are just having fun, we believe in the power of PLAY. And as parents of players, we know what it takes to make it all happen.

SI Play is smart technology designed to simplify the hectic sports lives of families like yours.

We keep you connected to your schedule, your coaches, your team and your league. We'll even get you geared up and to the game on time.

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# Helpful Suggestions

## INCORPORATION

This is especially important to the officers of a local league since, in most instances, it would relieve them of personal liability for damages as a result of injuries, etc. Babe Ruth League, Inc. **strongly recommends** each league discuss the advantages of incorporation with its local league counsel.

## FUNDRAISING

Your league may add funds to its treasury by using Babe Ruth League's official fund raising plans or by purchasing proven fundraisers from the official supply catalog or by using one of the Babe Ruth League officially endorsed fundraising companies. Make the public aware of your fund drive through your local newspaper.

## OFFICIAL SUPPLIES

Take advantage of Babe Ruth League, Inc.'s official supply catalog which offers awards, gifts, mementos, managers' supplies and aids, team supplies and emblems. This catalog is included in your President's kit.

## PLAYER I.D. CARDS

As an aid to our leagues in fulfilling birth document requirements, Babe Ruth League, Inc. **strongly recommends** taking advantage of the official player I.D. card program. Once the League President examines the original birth document (as indicated in Babe Ruth Rule 0.04, paragraph 1) or certified copy for each player, s/he can sign and place an order for Babe Ruth player I.D. cards. The League President's signature affirms that s/he has examined the prescribed legal birth document and the birthdates on the Player I.D. card matches that on the birth document. Once officially laminated, the Player I.D. card is valid for the participant's entire career in Babe Ruth and serves as the player's official birth document.

**NOTE:** *To be validated, the official Babe Ruth I.D. card form must be completely filled out, signed by the League President, and be laminated and recorded by Babe Ruth League, Inc. Headquarters. The reverse side of the laminated card contains a special logo and the wording "Babe Ruth League". Without the official lamination by Babe Ruth League, Inc., no Player I.D. Card will be valid. A permanent record of all Player I.D. cards is kept by Babe Ruth Headquarters. In the event card is lost, a replacement card will be issued at no cost to the league. Call, write, or e-mail Babe Ruth League, Inc. for any further information on obtaining official Player I.D. cards.*



# OxiClean

OxiClean® is the Official Stain Remover of Babe Ruth League, Inc. An incredible oxygen-based stain fighter that's chlorine free and color safe, OxiClean® is designed for maximum strength stain removal, in your laundry and around your home. The unique formula is activated by water, unleashing bubbling oxygen power for safe, effective cleaning. It boosts your laundry water pH to improve your detergent's cleaning ability, and its special ingredients are designed to help rinse soils away.

Babe Ruth League Headquarters realizes how frustrating it can be to remove grass and dirt stains from baseball and softball pants. Polyester pants are simply unforgiving when it comes to stain removal. And over the years we have heard many terrible stories from parents about turning those pristine white pants yellow because they used the wrong stain remover or simply couldn't get the stains out. How embarrassing that can be! Well, we've found the solution. You no longer have to cringe during a game watching that uniform get dirty. By using OxiClean® and following these tips, you can keep that uniform looking like new for longer:

**Fit presoaking into the game plan.** Get in the habit of immediately soaking soiled uniforms. Presoaking is just as important as washing when it comes to preserving the quality of uniforms beyond one season. Babe Ruth League recommends soaking baseball uniforms in OxiClean® Versatile Stain Remover to remove dirt, grass, perspiration and even caked in red clay stains.

Activated by water, the unique OxiClean ingredients go to work unleashing bubbling oxygen power for effective stain removal that is safe to use on whites AND colors.

**MIX:** 1 scoop (fill to line 4) per 1 gallon of water.

Submerge stained items in solution after dissolved.

**SOAK:** 1-6 hours.

Depending on severity of stain, some stains may require more time to soak.

**WASH:** as normal.

**Bench Chlorine Bleach.** If misused, bleach can damage uniforms by weakening fabrics and eating holes in the fabric. Instead, add a scoop of OxiClean, along with your detergent, to every load of laundry to keep white baseball pants whiter and colored uniform tops brighter. This works great on jeans and school clothes too!

**Strike Out the Dryer.** Making sure uniforms are ready for every game can sometimes be a challenge, but no matter how much of a rush you're in, do not put polyester uniforms in the dryer. The high heat can shrink the uniform and make letters and numbers crack, peel and bubble. The best option is to air dry clothes outside.

OxiClean® is the best solution to fight stains and to whiten and brighten your Babe Ruth leaguer's uniform. For more OxiClean® tips and further information, visit <http://www.oxiclean.com>.

# Insurance

All leagues and teams must be covered by both **group accident insurance** and **commercial general liability insurance** before the team will be permitted to try out, practice or start any Babe Ruth local league play. Babe Ruth League, Inc. feels each league owes this protection to those individuals who give their time and effort voluntarily. Information regarding Babe Ruth League, Inc. approved league accident insurance and league liability plans is available from Headquarters. See rule 0.01 paragraph 6 and NOTE for requirements.

**Directors & Officers Liability Insurance** is also available and is issued on a board basis rather than a league basis. Only chartered leagues that purchase both the group accident and league liability insurance plans are eligible to purchase Directors & Officers Insurance.

**Equipment & Contents Coverage** - This coverage is for direct loss or damage to equipment due to fire, theft, vandalism or other covered causes excluding earthquake and food (subject to the actual policy terms and conditions).

Items eligible for coverage include:

- Sports equipment (such as balls, uniforms, pads, helmets, netting, pitching machines)
- Field maintenance equipment (such as lawn mowers, grooming equipment)
- Concession stand equipment excluding food & beverage inventory
- Portable storage units and portable bleachers (not permanent structures)
- Should you need coverage for permanent structures, light poles, scoreboards, tents, etc., please contact K&K Insurance at 800-736-7358.
- Only Babe Ruth/Cal Ripken Leagues who purchase the Babe Ruth Endorsed General Liability and Participant Accident plans are eligible for this coverage.
- Coverage cannot be extended to cover glass or permanent structures such as concession stands, bathrooms, storage units that are permanent or press boxes.
- You must insure the full replacement cost\* of all your equipment and contents to avoid a co-insurance penalty at the time of loss. Should you add additional equipment or contents to your inventory, please contact K&K to have your insured value amended to avoid a co-insurance penalty.

## **Fraud Warning:**

K&K Insurance Group, Inc., for the insuring company, shall be permitted but not obligated to inspect a proposed insured's, or an insured's, property and operations for underwriting purposes at any time. Any person who knowingly and with intent to defraud any insurance company or another person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto.





# THE FUN STARTS WITH K&K

From the first practice of the season to the World Series, K&K Insurance has you covered. We understand your insurance needs and have been the official insurance provider of the Babe Ruth League since 1988.

Total commitment encompasses everything we do—from competitive coverage to prompt claims resolution, K&K Insurance is here to help when you need us most.

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- General Liability
- Directors' and Officers' Liability
- Equipment & Contents Insurance



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# Field and Equipment Checklist

1. Check equipment – bats, helmets, and catcher's gear for broken or frayed conditions.
2. Be alert for broken glass and other foreign objects on or near the playing field.
3. Check playing field for depressions, holes, detached bases, pitching plates, protruding home plates, etc.
4. Check backstop and fencing for dangerous conditions, i.e., protruding wires, loose fabric, broken posts, holes in backstop fabric, etc.
5. Check protective nettings and screens, including, pitcher and infield units for broken or frayed conditions.
6. Check pitching machine for loose or broken connections, frayed wiring, controls or settings.
7. Check first aid supplies.
8. Check for list of emergency telephone numbers.
9. Have a continuous awareness of the whereabouts of all of the players, so the non-line up, as well as starting, players are accounted for.
10. Be concerned for players during unusual conditions: hot and sunny, storms (lightning and high winds), prolonged game delays, cold and rainy, and any other similar conditions.



# PLAYING SCHEDULE INSTRUCTIONS

In this simple but efficient method, each team plays every other team once with the final standing determined on a percentage basis.

The following formula will apply to any number of teams, whether the total is odd or even. With an odd number of teams there is the same number of rounds; with an even number of teams there is one less number of games than teams.

## FOR ODD NUMBER OF TEAMS

Assign to each team a number and then use only the figures in drawing the schedule. For example, in a league with 7 teams start with 1, placing figures in the following order:

Teams in League:

7      6      5      4      3      2      1

Team vs. Team:

6-1	5-7	4-6	3-5	2-4	1-3	7-2
5-2	4-1	3-7	2-6	1-5	7-4	6-3
4-3	3-2	2-1	1-7	7-6	6-5	5-4

Note that the figures go down on the right side and up on the left. No. 7 draws a bye in the first round and the others play as indicated. With an odd number of teams, all numbers revolve and the last number each time draws a bye.

## EVEN NUMBER OF TEAMS

With an even number of teams the plan is the same except the position of No. 1 remains stationary and the other numbers revolve about it until the original combination is reached. For example, with 8 teams:

Team vs. Team:

1-2	1-8	1-7	1-6	1-5	1-4	1-3
8-3	7-2	6-8	5-7	4-6	3-5	2-4
7-4	6-3	5-2	4-8	3-7	2-6	8-5
6-5	5-4	4-3	3-2	2-8	8-7	7-6

Two things must be remembered:

1. With an even number of teams, Team #1 remains stationary and the other numbers revolve.
2. With an odd number of teams, all numbers revolve and the last number each time draws a bye.

# Player Agent

Whatever player selection plan is used must be under the direction of the “Player Agent”. This person should be chosen with much care after thorough consideration of her ability to do the job, for her impartiality and her reputation for fairness. He/She must act without favor in dealing both with adult leaders and players.

It is the responsibility of the Player Agent, insofar as it is legal and possible, to maintain a balance of strength among the teams of the league. The Player Agent must constantly remind everyone connected with the program that the welfare of the players and the league as a community project are paramount. Protecting a single manager or team whose designs are only upon winning is not acceptable.

With the cooperation of other league officers, or assistants, it is the duty of the player agent to conduct registration of player candidates and to arrange for and supervise the tryout sessions. He/She shall supervise the distribution of players among teams, under whichever system the league uses, and shall maintain the “player pool”. The player pool is a list of eligible player candidates who have not been selected for teams but who are available to replace players who may move, be injured or otherwise leave the program during the season.



# Suggested Guidelines for Tryouts

1. Every player within the boundaries of the league shall have the opportunity to participate in the tryouts. Public notice of tryout times and locations should be listed in local news media, school system and local league website in order that all candidates will have knowledge of the tryouts.
2. Tryout sessions shall be conducted in the presence of league managers, at which time every candidate should have the opportunity to run, throw, catch the ball, and bat.
3. Each player should be given a number, written on heavy paper or similar material which can be pinned to his back during tryout sessions in order that observing managers may identify her.
4. As soon as is practical, preferably before the end of the tryout sessions. The player agent shall have a list prepared of all candidates, their birthdates, addresses, telephone numbers, email addresses, and tryout numbers. These shall be distributed to the managers and coaches to aid them in making selections.
5. Any player failing to attend at least one half of the scheduled tryout sessions shall lose his status as a player candidate unless he presents an acceptable excuse to the Player Agent.
6. Teams may trade players within the league. All exchanges of players shall be made with the approval of the Player Agent who must be notified by the managers involved in the transaction.
7. Any player who was a member of a team in the league the previous year and who is still of eligible age and residence may be released from the roster before the first scheduled tryout session. Managers must notify the Player Agent and the player concerned before such release shall become effective in order that the player may enter the tryouts and have the opportunity to be selected to another team.
8. Once players have been selected for the current season they may be released only for disciplinary reasons with the approval of the Player Agent and not for lack of playing ability.
9. Managers are expected to maintain a full roster of players as long as replacements are available from the player pool. Injured players expected to resume playing before conclusion of the current season or who have another year of eligibility remaining in the program, may be retained on the team roster.
10. Players whose families move into a residence within the league boundaries after the selection of players may be added to the player pool at the discretion of the Player Agent and in consideration of the number of available player candidates in the player pool.
11. Managers have the responsibility of notifying the player and parents concerned and the Player Agent when any player is released from the team roster for disciplinary reasons. Such releases must have the approval of the Player Agent.

# Official Baseballs and Softballs

**BASEBALL (ALL DIVISIONS)** – Refer to Official Baseball Rule 1.09. The local league must use a baseball stamped as an Official Babe Ruth League baseball. The leagues may select from the following baseballs to be used in their local league games: a cushioned cork rubber pill center or a rubber pill center. A softer baseball may be used for the Cal Ripken Baseball Rookie and T-Ball local league play. The official baseballs include deBeer, Diamond, J.P. Sports, MacGregor, Pro-Nine, Rawlings, , Trump, Wilson and Worth.

**TOURNAMENT BASEBALL** – Rawlings is the only official Tournament Baseball to be used for all District, State, Regional and World Series competition. The Rawlings tournament baseball has a cushioned cork rubber pill center. The Rawlings baseball marked RBRO is to be used for all 13-18 tournament competition. The Rawlings baseball marked CAL or RCAL is to be used for all Cal Ripken Baseball tournament competition.

**SOFTBALL (ALL DIVISIONS)** – Refer to Babe Ruth Softball Rule 1.09 for the official softball specifications. The Babe Ruth League licensed softballs are Diamond, Rawlings and Trump and are stamped either “Official Babe Ruth League” and/or imprinted with the Babe Ruth Softball logo. These softballs are approved for local league play.

**TOURNAMENT SOFTBALLS** - Rawlings is the only official Tournament Softball to be used for all District, State, Regional, National Invitational and World Series competition. The Rawlings softball marked BRO11Y47L is to be used for all 10U Softball tournament competition and the Rawlings softball marked BRO12Y47L is to be used for all 12U, 16U and 18U softball tournament competition.



# Player Selection System

## Player Draft

It is the intent of Babe Ruth Baseball/Softball that all persons be given equal opportunity to participate in the program. Therefore, all leagues must advertise their registration and conduct an open tryout and draft of players. It is not the policy of this program that teams within a league recruit only who they perceive to be the more talented players in order to strengthen their local league and/or tournament teams. The following is a suggested Player Draft Selection System that may assist in formation and balance of teams within a league.

### **Section I – “Tryouts” – “Clinics”**

The first step in the player draft will be the Spring tryout or clinic session. Candidates of the appropriate age for the Babe Ruth League divisions residing in the geographic boundaries covered by your Babe Ruth Baseball/Softball Charter shall be eligible to try out for a position on one of the teams. They must, however, file their applications within the time as specified by the Player Agent of the respective league. Notices for player candidates and tryout dates should be publicly announced through local papers, radio and schools. It is very important for all managers be present at all tryout and clinic periods. Each applicant should report to the Player Agent immediately upon arrival at the tryout site. The Player Agent should list each candidate in respect to age and number for future identification. During these tryouts and clinics, applicants should be given the opportunity to both bat and field in the position of their choice in competition with players in their own particular age group. Careful observation, instruction, checking and evaluating all candidates will prove invaluable to all managers at the player draft. Any candidates failing to attend at least one-half of the tryouts or clinics must present an excuse acceptable to all managers or lose their status as a candidate for the present season.

### **Section II -- “Player Agent’s List”**

- a) At least 30 days before the first scheduled game, the Player Agent shall prepare a list to be known as the “Player Agent’s List” of all eligible candidates. This list will include the candidate’s name, tryout number, and league age and shall indicate whether or not a birth certificate or eligibility document is already on file. (It should be noted each division should hold identical drafts in the case of multi-division leagues with each following the recommended system for eligible players. Each division’s draft should be independent of drafts of other divisions.)
- b) The Player Agent’s List, when prepared, shall constitute the available candidates for the current year, and may not be added to during the season, unless it becomes exhausted. Once exhausted, the Player Pool will be activated.
- c) Player Agent shall note on her list any optioned candidates (see Section IV) and shall announce such options prior to start of player draft.
- d) Any players selected by the managers shall be taken from the Player Agent’s list insofar as it is possible and consistent with Babe Ruth League, Inc. Rules.
- e) In those leagues with more than one division, after all candidates have been selected in regard to a particular age group, any candidate remaining should be placed on combined Player Agent’s List to become available to other divisions. This will allow adjustment where necessary.

# Player Selection System

## Player Draft

### Section III – “Player Draft”

- a) Prior to Player Draft, Player Agent shall announce any options held by managers. See Section IV for procedure regarding such optioned candidates.
- b) Each manager shall be numbered in reverse order to the position which his team held in the final standing at the close of the preceding season; i.e., last place team shall be first, next to last position shall be second, and so on until first place team shall hold last draft number. It is recommended when first formulating that team managers draw for draft position.
- c) Each manager shall then proceed to select in order of his number from the Player Agent’s List. He may choose any eligible candidate of any age group, within the limitations of Babe Ruth League, Inc. Rules governing composition of teams. After each manager has had an opportunity to draft one player, the selection shall be repeated in the same order until all teams are filled or until all candidates are selected.
- d) In case of ties in the final standing, the number for the first draft selection shall be decided by draw, and thereafter shall alternate in each round. Example: Assume Teams A and B should tie for third place; for the first draft round, they would draw for second and third choice (based on a five team league), with the winner selecting second, loser selecting third in that round. On alternating rounds the manager selecting second in the second round will select third in the third round, second in the fourth round, third in the fifth, etc.
- e) If any manager does not wish to make a selection during his turn, he may pass, but by doing so will forfeit that particular choice, and may not choose again until his next regular turn.
- f) Any player chosen in the Player Draft shall remain as property of that team during his remaining Babe Ruth career, unless subsequently traded or released.
- g) During the season, should a vacancy occur on one or more teams, such vacancy may be filled for the remainder of the season. In the event there are vacancies on more than one team, managers shall draw lots for order of choice from the pool. Players chosen are not permanent members of that team, and must be returned to the pool at the close of the season. Such players remain under option, however, for the next season to the team with which they played in that season.
- h) Selections as outlined in Paragraph g, Section III, may not be made at random, but will be made at intervals of approximately two weeks on dates and at places announced by the Player Agent, in order that all managers have an equal opportunity to fill their teams.



# Player Selection System

## Player Draft

### Section IV -- "Optioned Players"

- a) Prior to start of Player Draft, any manager holding an option on any candidate must notify the Player Agent, who in turn will notify the other managers.
- b) There are three kinds of optioned players: (1) Children of managers; (2) Siblings of players already selected; and (3) Players selected from the pool during the season who must be returned to the pool at the close of the season under Paragraph g, Section III.
- c) Children of managers are automatically optioned to their father's or mother's team as follows: If only one player is involved on a particular team, the manager shall surrender his second round draft choice in exchange for such player. If more than one player is involved on one team, the manager shall surrender his first and second round draft choices, and if necessary, as many successive choices as are necessary to option an equal number of the manager's children.
- d) Siblings of players already selected are optioned to their sibling's team by the following procedure: Whenever any manager not holding an option on a sibling shall select such sibling as his draft choice, the manager holding such option must, within that round, surrender his draft choice in exchange for such sibling, OR forfeit his option. In the event the manager holding the option has made another selection in the round during which he is called upon to exercise his option, he must surrender such choice and return the original selection to the pool. The draft will then be backed up to that point, and all subsequent choices, if any, revoked. The draft will then resume.
- e) Options on players selected from the pool during the season and returned to the pool at the close of the season under Paragraph g, Section III, will be known as "Pool Options" and will be handled as outlined in Paragraph d, Section IV.
- f) In the event a manager holds options on more than one player and is called upon to exercise an option on a player in a round in which he has already exercised his option on another player, such manager shall surrender his next succeeding draft choice in exchange for such player. This rule applies only to sibling options and pool options and does not apply to options on Manager's children which are outlined in Paragraph c, Section IV. (Thus, if a manager has an option in the second round when he has already taken his child, then he will take the other optioned player in the next succeeding round.)
- g) A manager may exercise options only to the extent such options will fill his team in accordance with the team composition requirements as to ages. Should a manager hold more options than he may exercise, he shall choose which options to exercise in advance of the draft and other possible options shall be removed from Optioned Player List announced before start of draft.
- h) There shall be no requirement that options be exercised. Any option may be denied, but such denial and/or designation of possible option player must be made at the start of the draft.

# Birth Document Waivers

When a player enters Babe Ruth Baseball/Softball, an acceptable birth document must be presented to establish proof of age as outlined in Babe Ruth League, Inc. Rule 0.04.

However, this ruling is not designed to prevent any player in the proper age bracket from participating in Babe Ruth League Inc.

Where difficulty in complying with this birth document regulation exists, any league, state organization, parent or guardian may contact Babe Ruth League, Inc. regarding a Letter of Waiver. This application for a Letter of Waiver **must** be filed prior to the player's first regularly scheduled game and must be accompanied by as much documentation as possible establishing the player's date of birth.

The Letter of Waiver will certify the player's date of birth and eligibility to participate in Babe Ruth League, Inc. both during the regular season play and tournament competition.

The Letter of Waiver will serve in lieu of birth documents as required by Babe Ruth League Inc. rules and regulations.

There are many cases when birth documentation has been lost or destroyed, thus making it impossible for the player to give sufficient proof of actual date of birth.

When this situation arises, any and all information which can be collected should be forwarded to Babe Ruth League, Inc. with the application for Letter of Waiver. The application alone is not sufficient.

Statements from clergymen, doctors, hospital officials and parents are considered to be satisfactory documentation in establishing true date of birth. In filing application for Letter of Waiver remember:

1. File **before** the player's first regularly scheduled game.
2. The application must be accompanied by as much documentation as possible.

# Protest Procedure

## Cancellation of Games

1. Notice that the game is being played under protest must be filed with the Umpire-in-Chief by the manager immediately at the time of the disputed decision and before the next pitched ball to the batter or next play.
2. Written report setting forth all the facts of the protest must be filed with the League President or Softball Director within forty-eight (48) hours of the date of the protest.
3. League President or Softball Director shall appoint three (3) members of the league not connected with any of the teams to serve on the Protest Committee.
4. Before a decision is made by the Protest Committee, League President, or Softball Director, a clarification and interpretation of rules may be secured in writing (letter, fax or email) from Babe Ruth League, Inc.
5. Final decision of protest shall be decided by the League President or Softball Director (as applicable) and his appointed committee.
6. The above procedures apply to local season games.

### CANCELLATION OF GAMES

A definite agreement prior to the start of the season should be made by the League President or Softball Director in regard to cancellation and rescheduling of league games.



# Publicity Guidelines

“We can’t get any publicity in the paper.” That’s a common cry heard in the PTA, the women’s club, many civic groups, the sports league...and, in most cases, the result of everybody talking and complaining but no one doing anything about it.

The following has been designed as a guide for Babe Ruth volunteers in their approach to the news media - newspapers, radio and TV stations. Any Babe Ruth organization can benefit from giving serious thought and consideration when approaching your “publicity problem”.

## LEAGUE PUBLICITY DIRECTOR

Just as important as your officers and other officials, the Publicity Director’s post should be given long consideration by the League President. This appointment **cannot** be made with little or no thought, since this person will be your league “spokesperson”, your representative to the news media. Certainly the Publicity Director should be a person who is friendly and easygoing. The ideal, of course, is a professional newsperson BUT this is not vital. The Publicity Director’s personality should build favorable relationships with members of the press corps.

Don’t make the common mistake during a league meeting of looking around the room and assigning a “face in the crowd” and then telling them to “go out and get us coverage in the paper”. **CAREFULLY SELECT YOUR SPOKESPERSON.** Have this person study the following suggestions and news article outline.

## PERSONAL CONTACT

It does not matter whether or not the Publicity Director has had prior personal contact with the sports writers and commentators. **But the approach is vital!**

There is no quicker way to have your articles wind up in the wastebasket than to open your initial appointment with the sports editor by telling him how important your league is and why s/he **MUST** print everything you give him/her. Instead, try the “soft sell”. It always brings greater results and is much more favorable.

Don’t “pop in” unannounced. Call and make an appointment with your sports editor at a time most convenient to him. Remember, s/he has deadlines which make some portions of his day definitely the wrong time to ask for a favor.

Sit down and chat with each of the sports persons whom you contact. Tell them what your league is doing and that you will appreciate any help they can give. Then **ASK HOW YOU CAN BEST HELP HIM** in supplying news of your league. The one thing you can provide is **SERVICE**.

Don’t, because a story does not appear the next day, go storming into the news office screaming about coverage. The sports editor has troubles too. Today sports news personnel are under much more pressure from the ever-increasing flow of sports news, every item clamoring for space. You must fight for your league’s share by providing **better service** and **helping** the sports editor to receive your news.

# Publicity Guidelines

**DON'T**, ever go over the sports editor's head to someone else on the paper to complain about publicity. Instead, talk **with** him and discuss any problems facing you. Most people are fair and willing to help if and when they can.

## SERVICE

Find out what types of stories your newspapers, radio and TV stations want. Every news outlet is different. Make sure you are aware of, and respect, the **deadlines**. There is no surer way to lose copy space than to fail to have the story on the editor's desk until **after** the deadline. You can't stop the presses.

Give **full** names and, with radio and TV people, the exact pronunciation. Remember, they have to say it. Make sure all names in your newspaper stories are spelled correctly. The newspaper will be blamed for misspellings and your stories will not be as acceptable the next time. Nicknames do not look good in print either. Take the time to determine and provide the whole name.

**Print or type** your box scores and stories. Sports writers do not have time to try to decipher names and numbers scribbled on a piece of paper.

**Deliver** all copy in person whenever possible but see it is delivered. Reliability can be a big factor to the sports editor not only in the accuracy of your information but also your promptness and continuity of reporting. If a game is rained out, report the rain-out and keep everyone up-to-date on schedule changes. An **advance** notice of meetings or other activities followed by an article on what took place will give your league **double** coverage. **Always** keep your news people informed both **before** and **after** an event.

**Don't neglect** any newspaper, radio or TV station. Give everyone equal opportunity at coverage even though they may not all give you equal space or time.

## TIME

"It takes a lot of time, you say" — You bet it does. This is the same in any project. Anything worth doing is worth doing well! There is no magic button to press that turns out columns of newspaper publicity or hours of radio or TV coverage. You will get back only what you put into it. The **right** person in the position will do the job and do it well!

Study the News Article Outline provided as a guide to you in composing news stories about your league.



# News Article Outline

Name of Organization

## FURTHER INFORMATION

Name of Publicity Director  
Title  
Street  
City, State, Zip  
Business Phone:  
Home Phone:

RELEASE: AT WILL (date of release)

FOR: (NAME OF STATE) DISTRIBUTION

or

SPECIAL TO (NAME OF PUBLICATION

Fax:

Email address:

SHORT SUBJECT HEADLINE (no more than 2 lines)  
(5-7 words/line)

(NAME OF CITY, STATE... start paragraph)

1. First paragraph of news release always answer 5 questions: Who, What, When, Where, Why?
2. All articles should be double spaced
3. Paragraphs should be no longer than 2-3 sentences.
4. Sentences should not exceed 18-25 words.
5. Double-check all spellings of names.
6. Use quotations where appropriate for emphasis.
7. Do not editorialize; report only fact, no assumptions or opinions.
8. Include pictures where appropriate; limit number in photo to 2, 3 or 4 people; plan action pictures; MAKE SURE OF IDENTIFICATIONS AND SPELLINGS; use different plays or personnel in each photo release.

# Sample News Release

BABE RUTH BASEBALL  
CAL RIPKEN BASEBALL  
BABE RUTH SOFTBALL

## FURTHER INFORMATION

Name of Publicity Director  
Title  
Street  
City, State, Zip

RELEASE: AT WILL

SUBJECT:

Business Phone:  
Home Phone:  
Fax:  
Email:

(*Name of League*) Babe Ruth Baseball League (or) Cal Ripken Baseball League (or) Babe Ruth Softball League announced today that \_\_\_\_\_ has been elected as the 20\_\_ (year) League President (or Softball Director). Serving with him (or her) will be \_\_\_\_\_, Vice President; \_\_\_\_\_, Secretary and \_\_\_\_\_, as Treasurer.

The \_\_\_\_\_ Babe Ruth League was organized in \_\_\_\_\_ (year) and has operated successfully over the years providing wholesome amateur baseball (or) softball for \_\_\_\_\_ (age group) year-old players. The local organization is affiliated with the international Babe Ruth League, Inc. program, the premier baseball (or) softball program for youth, whose Headquarters are located in Trenton, New Jersey.

The league is expanding to include the \_\_\_\_\_ (age group) year-old players by forming a \_\_\_\_\_ Babe Ruth Baseball (or) Cal Ripken Baseball (or) Babe Ruth Softball division. A meeting will be held during the early part of (month) for the purpose of making plans for the coming season.

# MODIFIED TO YOUR PERSONAL EXPECTATIONS OF AWESOME



## BeBack Gum

# Tournament Information

## **SELECTING A TOURNAMENT TEAM**

Two suggested ways for selecting a tournament team are:

1. Have each league manager send 5 players to a tournament tryout, conducted by the manager and coaches of the tournament team. The manager of the tournament team, along with his coaches, will select the team he wants to take into tournament play from among these players.
2. Have each manager submit a list who, in his opinion, are the best 15 players in the league. Let each manager vote on every player submitted. If, after voting, there is still an excessive number of players, give the manager and coaches of the tournament team the opportunity of making the final cut after conducting several practices.

REMEMBER! The managers work all year with the players, therefore, give them the full responsibility for selecting the best players in your league for tournament competition.

## **SELECTING A TOURNAMENT TEAM MANAGER**

Suggested methods of selecting a tournament team manager:

1. The winning team manager of the previous year be given the opportunity first.
2. Board of Directors or Executive Committee selects the manager.
3. League managers vote on a tournament manager.
4. Whichever manager's team is in first place by a designated date be given first opportunity to become tournament manager.

The manager, once selected, should be allowed to choose his own coaches for the tournament team. A manager or coach, before accepting the position with the tournament team, must be sure he has the time to fulfill the obligations of the position.

## **CHECKLIST FOR AVOIDING TOURNAMENT PROBLEMS**

1. Secure dates and instructions as to where the games will be played.
2. Apply for league charter before deadline in order to be eligible for tournament play.
3. Acquire league accident insurance and league liability insurance as per Babe Ruth League, Inc. rules and regulations.
4. File team rosters with Headquarters and appropriate Babe Ruth officials before first scheduled league game.
5. File league schedule with Headquarters.
6. Keep official scorebook or scorebooks covering all league games.
7. Have proper team composition as per Babe Ruth League, Inc. rules and regulations.
8. Secure official Babe Ruth Baseball-Softball-Cal Ripken shoulder emblems for all tournament uniforms.
9. Ensure proper selection of registered players and coaches.
10. Maintain proper birth documents.
11. Confirm that players competing in tournament play are listed on tournament and league rosters.
12. Make sure that tournament players have played in at least one-half (1/2) of their team's regularly scheduled games played prior to the start of tournament play. (A waiver must be secured if a player was unable to fulfill this requirement due to injury or extended school schedule).
13. Certify tournament team roster. (League President).
14. Have Letter of League Eligibility issued by Babe Ruth League, Inc. and signed by State Commissioner.
15. All documents must accompany the team as they advance in tournament play.

# Tournament Eligibility Procedure

1. Babe Ruth League, Inc. Rules and Regulations state leagues must meet the following requirements in order to be eligible for tournament competition.
  - a. **Charter/Insurance Enrollment Form** used for chartering, must be filed with International Headquarters on or before **May 15** of any given year.
  - b. **League schedules** must be filed with Headquarters, State and District Commissioners **on or before the first regularly scheduled league game but not later than June 30th**, of any given year. (See Rules and Regulations). Each league will maintain an official scorebook or scorebooks of all Babe Ruth league games.
  - c. **All Teams** must be covered by **League Accident Insurance and League Liability Insurance** in accordance with Babe Ruth League, Inc. before the team will be permitted to compete in ANY Babe Ruth competition.
  - d. A **team roster** for each team must be filed with Headquarters through the Data Center and with State and District Commissioners via paper copy or through the Data Center independent of each other **on or before the team's first regularly scheduled game but no later than June 30th**, of any given year. (See sport specific Rules and Regulations).
  - e. **Coaching Education Program** – Managers and coaches on a tournament roster must have completed a Coaching Education program prior to the start of the first level of tournament competition
  - f. **Must** comply with any Regional and State rules and regulations as established by said Regional and State Commissioners and are not in conflict with Babe Ruth Rules and Regulations. These must be in writing and approved by Babe Ruth League, Inc. Headquarters.
2. Authority and responsibility is delegated to State Commissioners to determine tournament eligibility of each individual league based on Rule 11.01, paragraph 1. Letters of League Eligibility or Non-eligibility will be forwarded to each registered league and/or division(s) by the State Commissioner. The letter of eligibility can **only** be signed by the State Commissioner. League eligibility is subject to review by Babe Ruth League, Inc. Ruth League, Inc.



Lifetouch Sports, a division of Lifetouch, Inc., has been capturing precious memories of individuals, families and organizations for almost 80 years. Their newly expanded sports division is changing the landscape of team photography. Already working with many Babe Ruth leagues, Lifetouch Sports is delivering PRO quality portraits and products at the highest level of service in the industry. For further information, please visit [www.lifetouch.com/sports](http://www.lifetouch.com/sports), email them at [sportsales@lifetouch.com](mailto:sportsales@lifetouch.com), or to speak with a National League Sport Representative, call 855-485-5173.

# Regional Structure



# Volunteer Background Checks

The safety, protection and the well-being of our young players is always our top priority. This is why Babe Ruth League, Inc. emphasizes the importance of your league recruiting the most qualified adults to serve as managers, coaches, board members, and in any other volunteer position, to ensure our participants are able to enjoy a fun and educational experience in a safe environment. As a reminder, all leagues are required to conduct nationwide background checks on all managers, coaches, board members, as well as any other persons and volunteers, who provide regular service to the league, and/or have repetitive access to, or contact with, players or teams. This nationwide search must contain the applicable government sex offender registry data. A check conducted only in one state will not meet the minimum requirements of these regulations.

To meet the minimum standard, the local league can access the free site of the U.S. Department of Justice at [www.nsopr.gov](http://www.nsopr.gov). Keep in mind that searches done on the Department of Justice National Sex Offender Public Registry do not use a birth date or Social Security Number as one of its search criteria. Therefore, any person with the same first and last name who is on the 50 states' individual state sex offender registry will show up in the search. When positive results are returned in these states with name-only searches through the sex offender registry search, the local league would be required to perform more in-depth research to determine whether the results belong to the volunteer.

Babe Ruth League, Inc. strongly recommends that you team up with First Advantage. First Advantage is an online volunteer screening service designed for the nonprofit industry. It offers affordable access to criminal records, identity verifications and other credentialing information with the results of these searches available within minutes. First Advantage provides innovative, cost effective, background check solutions that help provide a safe environment for the youth we serve.

**A background check will be valid for a three-year period for any volunteer who successfully passes a nationwide background check.** For example, a volunteer who already successfully passed a background check in 2016 will not be due for another background check until the 2018 season as their background check is valid through the 2018 season.

For further information, please visit <http://www.baberuthleague.org/background-checks.aspx>.

Advancements in technology and the accessibility of information have made screening and background checks the norm and a much-needed resource to determine the competency and safety of prospective volunteers. Babe Ruth League is an organization serious about protecting children. Together, we can make Babe Ruth League, Inc. one of the safest programs in which our youth can enjoy the games of baseball and softball.

# Coaching Education



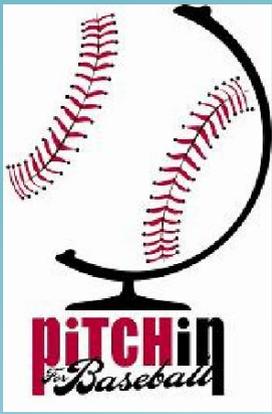
Rooted in the philosophy of “Athletes First, Winning Second,” Human Kinetics is one of the premiere coaching education programs in the market today.

Every manager and coaches has an obligation to his/her players to provide them with the best possible instruction and leadership of which he/she is capable. Coaches need to be equipped with the necessary information and tools to ensure the participant’s experience is fun, educational and competitive.

In order to improve the quality of coaching, Babe Ruth League, Inc. teamed up with Ripken Baseball and Human Kinetics to design and offer on-line coaching education courses. Babe Ruth League requires all of our coaches and managers to complete coaching education.

The Babe Ruth League Coaching Education Center, located at [www.BabeRuthCoaching.org](http://www.BabeRuthCoaching.org), offers several baseball and softball training courses, both FOR beginners and advanced, as well as has many other robust product offerings. The website also directs coaches and administrators to commonly used tools, including accessing courses and printing certificates.





# Pitch In For Baseball

Babe Ruth League, Inc. is proud to support Pitch In For Baseball (PIFB). A registered 501(c)(3) non-profit organization, their **Game Plan** is to spread America's pastime to kids all over the United States and around the world by collecting and delivering new and gently-used youth baseball and softball equipment to underserved communities around the globe. Over the past 10 years, Pitch In For Baseball has donated more than \$5 million worth of equipment to 500,000 under-resourced kids in nearly every state in the U.S. and 80 different countries internationally.

Once equipment is collected and is dropped off or shipped to PIFB, they inspect the items for safety, sort, and store them in their 3400 square foot warehouse. They distribute equipment grants to leagues, teams, schools, and organizations through 3 key programs:

**Domestic and International Equipment Grants** – designed to help leagues, teams, and community organizations around the globe get the equipment needed to play baseball or softball. Grantees complete required annual reporting detailing the impact of their donation. PIFB averages about 200 projects each year.

**School Based Program** – baseball/softball is a powerful youth development tool, contributing to academic success and improve attendance. PIFB has been partnering with schools and districts since 2008, helping to start, continue or expand baseball and/or softball programs amidst growing budget deficits.

**Disaster Relief Program** – In times of tragedy, children are the most affected. Baseball can help to restore a sense of normalcy amidst the chaos. Over the years, PIFB has helped dozens of communities around the globe including NY/NJ shoreline following Hurricane Sandy; Joplin, MO; the Gulf Coast region; and Japan.

For further information and/or to support Pitch In For Baseball, visit <http://pifb.org/>.





# Babe Ruth League Alumni Association

Thousands of dreams are born on Babe Ruth League fields each year where the true spirit of the game is seen through the eyes of a child. The Babe Ruth League Alumni Association is a group of individuals who value the importance of Babe Ruth League programs in communities across the nation and who are committed to the continuous development and improvement of its services to ALL youth.

Babe Ruth League and the Alumni Association are about empowering youth to be the best they can be in a fun, competitive and educational environment. Our aim is to provide youth with valuable life lessons to encourage their drive for excellence.

Growing up involved in Babe Ruth League and high school ball was always the right path to take to provide kids with the best opportunities to succeed in life. Babe Ruth League set the foundation and high school set the stage. And we believe this is still the path to take!

Babe Ruth graduates succeed in every corner of the country...in fact, the world! While some alumni have achieved particular distinction in the sports field, many have achieved success by getting an education, pursuing a career, raising a family, or supporting the community. It is vital we *stay in the game* through the Alumni Association to build a community that extends beyond the diamond. Together we will be able to give an even greater number of young athletes the opportunity to become Babe Ruth League success stories.

## Important Facts about the Alumni Association

- The Babe Ruth League Alumni Association is a **separate group** dedicated to supporting the welfare of the Babe Ruth League program.
- **Contributions are never used to pay salaries.** The Babe Ruth League Alumni Association is strictly a volunteer-driven, non-profit 501 (3) (c) Organization.
- All charitable donations go to where the **need is greatest** – for example, to support players, teams and leagues that would otherwise be unable to participate because of lack of funding or due to catastrophic loss, and to support special initiatives, programs and projects that advance the general wellbeing of youth, and to **donor-designated causes**, such as scholarships, endowments, to honor or remember an individual, to support a special individual, team or league.

If you believe the Babe Ruth League program offers life-changing moments for youth and adults and you would be proud to carry on the tradition of Babe Ruth League to make sure the program is available for generations to come, please consider joining and/or making a contribution to the Alumni Association. For further information, please visit [www.baberuthalumni.org](http://www.baberuthalumni.org).

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# When Thunder Roars, Go Indoors!



Each year in the United States, more than 400 people are struck by lightning. On average, between 55 and 60 people are killed; hundreds of others suffer permanent neurological disabilities. Most of these tragedies can be avoided with a few simple precautions. When thunderstorms threaten, get to a safe place. Lightning safety is an inconvenience that can save your life.

The safety of the players, parents, coaches, officials and spectators is of great importance to Babe Ruth League, Inc. When **Mother Nature** calls, knowing what to do is an important step in enforcing safety. All leagues should have a plan in place for such emergencies.



Babe Ruth's partnership with WeatherBug® helps leagues obtain early warnings to lightning and severe weather, pinpoint forecasts, highlight heat index information, and show current conditions to help alleviate some of the concerns caused by severe weather.

WeatherBug® provides coaches, managers, parents, commissioners and volunteers with mobile apps with real-time weather, extended 10-day forecasts, weather cams, severe weather alerts and personalized lightning detection to help you stay safer during practice and ballgames during the season.

WeatherBug's Spark Tool delivers personalized minute-by-minute, mile-by-mile lightning strike information so players can stay safer. Spark uses real-time lightning strike information from WeatherBug® and your device's GPS location to provide color-coded warnings for lightning danger near you at that moment and in other places.

You may also follow the suggested safety guidelines below:

- **If you do not have a lightning detector:**

1. **Be aware of weather patterns.** Most thunder/lightning storms occur between May and September and between the hours of 10 a.m. and 7 p.m.

2. **Hearing Thunder and Seeing Lightning.** Thunder can usually be heard for a distance of about 10 miles provided there is no background noise. The ability to see lightning varies depending on the time of day, weather conditions and obstructions such as trees and hills. In clear air, and especially with dark skies, lightning can be seen from storms more than 10 miles away provided there are no obstructions. If thunder can be heard or lightning seen, carefully monitor the progress of the storm, as it must be close.

3. **Flash to Bang Theory.** Count the number of seconds between seeing lightning and hearing thunder. Divide the number of seconds by five to estimate the distance of the storm in miles. A "flash-to-bang" of 30 seconds or less is an indication to postpone the activity and to move athletes and spectators to a safe area. Or, heed the warnings of your lightning detection device as regards to when it is time to evacuate. A pre-assigned individual should be responsible for the decision to evacuate.

4. **Keep An Eye on the Sky.** Other warning signs of impending weather include darkening skies, sudden change in temperature and/or humidity, and increase in air movement. Not all people struck by lightning are in the rain.

- **Evacuation – Seek Safe Shelter. No place OUTSIDE is safe in or near severe weather.**

1. Evacuation should be pre-planned, having means of communication to notify individuals of the danger and to provide directions to safe shelters. Have signs available that will provide direction to the nearest safe area.

2. Be sure to know the approximate number of players and spectators and the size of the available shelters so that the proper number of individuals can be directed to a given location.

3. Safe shelters are optimally an enclosed building with telephone, and/or electrical wiring and/or plumbing that will aid in grounding and dispersing the electrical impact. Enclosed automobiles with a metal roof and school buses are sources of shelter but no contact should be made with metal. Showers, plumbing facilities, utilities, telephones with cords and headsets should not be used. Cordless and cellular phones can be used for communication.

4. If no safe shelter is available, avoid sheds, picnic shelters, dugouts, bleachers, open fields, antennas, towers, poles, metal fencing, golf carts, standing water, hilltops, and high areas such as hill or ridge tops. Avoid single or tall trees, tall objects and standing in a group. It is better to find a thick grove of small trees. Never lie flat on the ground during a lightning storm.

5. As a last resort and/or if you feel your hair stand on end (indicating lightning is about to strike), assume the lightning-safe position Crouch on the ground with your weight on the balls of your feet, your feet together, your head lowered and ears covered. Some experts recommend placing your hands on your forehead and your elbows on your knees to create a path for lightning to travel to the ground through your extremities rather than through your core (heart).



**LIGHTNING SAFE CROUCH**

**RESUMING ACTIVITIES** – The designated responsible individual must determine when activity can be resumed and safe areas should not be left unless direct instruction is provided. As electrical charges can linger in the clouds after a thunderstorm has passed, experts agree that you should wait at least 30 minutes after the storm before resuming activities. If a game cannot resume because of weather, don't even try. Safety is always your first priority and erring on the side of caution is never an error.

# Act Fast If Someone is Struck By Lightning!

- Lightning victims do not carry an electrical charge, are safe to touch, and need urgent medical attention. Cardiac arrest is the immediate cause of death for those who die. Some deaths can be prevented if the victim receives the proper first aid immediately.
- Call for help. Call 9-1-1 or your local ambulance service.
- Give first aid. Do not delay CPR if the person is unresponsive or not breathing. Use an Automatic External Defibrillator if one is available. Continue to monitor the victim until medical help arrives.
- If possible, move the victim to a safer place. Lightning can strike twice.

## Safety First!

- Most tragedies from extreme weather conditions can be avoided if you plan ahead. Don't become a victim. Babe Ruth League, Inc. urges all leagues to have a safety plan in place. Plan and practice evacuation procedures. Establish specific guidelines where people will go for safety and how much time it will take for them to reach shelter. Establish guidelines for postponing or canceling an event so everyone is safe and/or has time to reach safety. Post these guidelines around your facility and provide handouts of the guidelines to umpires, coaches, volunteers, participants and parents. **Follow the plan without exception. Prompt appropriate action can prevent injuries and death.**

**When minutes matter (and they do when severe weather strikes), get more time, and Know Before™. Download WeatherBug® today!**

## Sources:

- [weatherbug.com](http://weatherbug.com)
- SafeSport (U.S. Olympic Committee)
- NOAA National Weather Service

# Play It Safe!

The safety and well-being of young players is a primary concern of the International Babe Ruth League, Inc. organization and of local league officials, team managers and coaches. This is the primary reason Babe Ruth International Headquarters stresses the following essential components of effective Accident Prevention:

1. Sound conditioning.
2. Immediate attention to injuries, however small.
3. Development of sportsmanship
4. Proper execution of fundamentals
5. Selection and care of equipment.
6. Proper field maintenance.
7. Thorough physical examinations.