

# 2010

## PRESIDENT'S HANDBOOK



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Contact Headquarters for information on...

**Babe Ruth Softball Program**

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

**Babe Ruth Baseball Program**

Cal Ripken – Major/70  
Cal Ripken – Major/60  
Cal Ripken Minor  
Cal Ripken Rookie  
Cal Ripken T-Ball

13 -15  
13-Prep  
16-18  
16-Prep

Bambino Buddy-Ball Division

**National Umpires Association**

**Official Birth Identification Cards**

**League Accident Insurance**

**League Liability Insurance**

**Directors' & Officers' Liability Insurance**

**Equipment & Contents Insurance**

**Facility Guide**

**Online Registration & League Websites**

**Official Supplies**

**Trophies and Plaques**

**Baseball and Softball Equipment and Uniforms**

**Fund Raisers**

**Booster Club**

**Coaches Certification Program**

**Umpire Uniforms and Equipment**

**Babe Ruth League Hall of Fame**

**Babe Ruth Data Center 2.0**

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

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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 or 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 these 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 Babe Ruth 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 for approval 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.

## **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 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 and liability 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, etc.
11. To provide players who participate in the tournament trail the opportunity for a cultural and educational experience through the Host Family plan.

### **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, 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?
5. How shall we secure umpires?
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 for Preparation of Constitution and By-Laws, Duties of League Officers, Player Selection System plus other information to aid the League President and Softball Director 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.

They are as follows:

1. Hershey's Candy
2. Emblem decals and Press-on emblems
3. Bumper stickers
4. Booster buttons
5. Pennants
6. Baseball-Softball pins
7. Christmas tree ornament
8. Bambino Bears
9. adidas t-shirts
10. Babe Ruth TV

Further information regarding any of the above items and other approved fund raising programs are available by writing or calling Headquarters.

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# GUIDE FOR PREPARATION OF CONSTITUTION AND 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, 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:

1. Call to Order - by the presiding Officer
2. Roll Call - by the Secretary
3. Reading of the minutes of the previous meeting, by the Secretary.  
(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

## **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.
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).

## **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 BRS 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 (*at the end of this section*) 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 respected 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.

## 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. TV and VCR
  3. Flip chart
  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.

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## CHARTER / INSURANCE ENROLLMENT PROCEDURE

1. Babe Ruth League, Inc. sends notification of charter/insurance renewals to the league president on file with Headquarters. This usually will take place in October. Notification will be sent to all active email addresses that were placed in the Data Center from the previous season as well.
2. The local Babe Ruth League organization can charter/insure through the Data Center. Afterwards they should the appropriate charter and insurance fees to Babe Ruth League, Inc. in Trenton, New Jersey.
3. Babe Ruth League, Inc. International Headquarters will acknowledge receipt of the forms and fees via an email notice to the league officers as well as to the District and State Commissioners. The current year's Certificate of Charter will be available for the league to print in the Data Center via the League President's account screen. Insurance certificates will also will be available once approved in the Data Center as well.
4. Babe Ruth International Headquarters forwards a Local League Guide Portfolio of informational material for the League along with socrebooks and rulebooks for each team the league has chartered in their league kit. Most kits will be sent via UPS and the League President will receive an email from Headquarters tell them the kit is complete and the links to the tracking information of the package(s).
5. If for any reason the State Commissioner holds up the Charter of a league, he/she **must** notify Babe Ruth League, Inc. Headquarters and the local league at once.

\*Managers will receive individual mailings of the official supplies catalog, official awards catalog.

# **BABE RUTH LEAGUE INC. 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**

- Submit Charter/Insurance Enrollment Form

## **NOVEMBER**

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

## **DECEMBER**

- Submit application for Booster Club

## **JANUARY**

- Preliminary league meeting to review Rules & Regulations, league policies, team registration, etc.
- Invite District Commissioners

## **FEBRUARY**

- Secure Accident & Liability Insurance
- Prepare budget
- Organize league fundraising program

## **MAY**

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

## **JUNE**

- Order awards for end of season presentation

## **MARCH**

- Attend District Spring Meeting to discuss tournament site; set tournament fee, etc.
- Order official shoulder emblems

## **APRIL**

- League tryouts
- Players must be properly insured
- Charter DEADLINE – May 15
- Order I.D. Cards
- Submit rosters and schedule (prior to first league game)

## **JULY**

- District Tournament
- State Tournament
- Regional Tournament

## **AUGUST**

- Regional Tournament
- World Series

## 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.

### Electronic ID Cards

Save time by using you're the Electronic ID Card Tool as part of the Data Center. This tool will allow you to select a player, players, a team or league for ID Cards. You will simply click players who needs cards, pay for them and they will be electronically sent to Headquarters for printing. You may also the method of return shipping depending on how quickly you need the cards returned. Only players that are on roster in the Data Center can get Electronic ID Cards.

**NOTE:** The electronic cards are special paper with special seal and does not require them to be laminated by Headquarters like the paper cards.

## 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 who 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 flood (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., or if your total values exceed \$200,000, please contact K&K Insurance at 800-736-7358.

Coverage Conditions:

- 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.

\*FULL REPLACEMENT COST EXAMPLE: If you have a 10 year-old tractor worth \$500 that would cost \$3,000 in the stores to replace it, you need to insure it at the \$3,000 limit.

- Any items valued over \$5,000 must be individually listed.

Losses Are Subject to a Deductible according to the following Deductible Schedule:

Total Value Per Location

Applicable Deductible	\$1 - \$10,000	\$ 250
	\$10,001 - \$ 100,000	\$1,000
	\$ 100,001- \$ 200,000	\$2,500

Cost of Coverage:

Total Replacement Cost Value X \$.03 = Calculated premium subject to a \$100 minimum premium

Calculations Examples:

Example #1 - \$50,000 Replacement Cost Value X \$.03 = \$1,500

Example #2 - \$ 2,000 Replacement Cost Value X \$.03 = Less than \$100 so \$100 minimum premium applies.

**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,

## **BABE RUTH LEAGUE BOOSTER CLUB**

The Babe Ruth Booster Club is an assembly of people who work with the local Babe Ruth league to support and promote the aims and ideals of Babe Ruth League, Inc. and provide aid to the local league. The Booster Club is part of the local league and is supervised by the elected officers of the league it represents. The Booster Club works as an auxiliary committee which serves in various capacities when called upon by the local league.

The Booster Club, composed of immediate family members and other interested relatives and friends, acts as a tie between the family, the community and the local Babe Ruth program.

The Booster Club is part of the local Babe Ruth league and is bound by all policies and regulations relating to the local league.

## **HOW TO ORGANIZE A BABE RUTH LEAGUE BOOSTER CLUB**

1. Application for a Babe Ruth Booster Club Charter may be obtained by contacting Babe Ruth League, Inc. The local League President and the acting Booster Club Chairperson should co-sign the application and enclose a \$5.00 registration fee. Only registered Babe Ruth leagues will be issued approved Booster Club charters.
2. After being granted a Babe Ruth Booster Club charter the group should elect officers including a chairperson, a secretary and a treasurer. Since the Booster Club is part of the local league, the chairperson must report to the League President at regular meetings or as the local league rules prescribe. The status of the Booster Club Chairperson should be equal to the other league officials.
3. The Booster Club officers' names should be sent to Babe Ruth Headquarters for placement on the Babe Ruth League's mailing list.
4. The Chairperson presides over all Booster Club meetings.
5. The Secretary keeps the minutes of all Booster Club meetings, serving as correspondent and keeper of records and reports.
6. The Treasurer keeps an accurate account of all money received and expended and reports this information to league officials upon request. The

Treasurer is responsible for all money accumulated by the Booster Club in the name of Babe Ruth League and is responsible for placing and transferring funds to the local Babe Ruth treasury when specified by the league's governing group.

7. All Booster Club activities are formulated and planned by the Booster Club membership and must have the approval of the local Babe Ruth league.
8. To make sure a Booster Club is being utilized properly, remember the following:
  - a. Make certain every member has a job to do.
  - b. Have sub-committees for such things as new membership, special activities, publicity, etc.
  - c. Have regular monthly meetings and/or activities.
  - d. Be knowledgeable about the entire Babe Ruth program.
  - e. Keep active.

### **FIELD AND EQUIPMENT CHECKLIST**

1. Check equipment – bats, helmets, 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.

### **GENERAL 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 and, if possible, announced in the school system 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, MacGregor, Nike, Pro-Nine, Rawlings, Riddell, 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 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.

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# **PLAYER SELECTION SYSTEM PLAYER DRAFT**

## **PURPOSE OF THE PROGRAM**

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 tryout 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.

### **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 teams 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.

### **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.

## **Section V -- League Expansion**

In cases where a Babe Ruth league wishes to expand its number of teams it is important to keep the league balanced. When a league expands, the following player selection systems are recommended:

1. Each existing team is granted the right to protect a certain number of players in each age group, i.e the next year's 15 and 16 or 17 and 18 year old players. In the 16U division two players from each age group should be placed in a player pool and three in the 18U division.

2. The expansion team(s) then has the right to select any of the players in the expansion pool. Any players **not** selected would then return to their original teams.

3. During the regular draft procedure, when all teams select, the expansion team(s) would have the first two round picks in each of the 15 and 16 or 17 and 18 age groups.

4. When drafting new 13-year-old or 17-year-old players **all** teams, including expansion teams, will select in their predetermined order.

## **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.

## **WAIVER PROCEDURE**

No Babe Ruth League Inc. rule or regulation may be waived or altered without the written permission of the President/CEO, Executive Vice President/CFO, Vice President, or Commissioner of Babe Ruth League, Inc.

It is the obligation of local league Babe Ruth 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 for approval by Babe Ruth League, Inc. Headquarters.

If a waiver is approved after going through the above procedure, a Letter of Waiver will be prepared in writing and signed by an officer of Babe Ruth League, Inc. Headquarters.

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## **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.

**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.

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# NEWS ARTICLE OUTLINE

*(Sample Release on Page 33)*

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.

## **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**

(Reference Tournament Regulation 11.00)

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 Certification** – Managers and coaches on a tournament roster must have completed the coaching certification program prior to the start of the first level of tournament competition
  - f. i) **SOFTBALL DIVISIONS**
    - In the **Softball 12U Division**, each team shall include a maximum of eight (8) twelve-year-old players.
    - In the **Softball 16U Division**, each team shall include a maximum of eight (8) sixteen-year-old players.
    - In the **Softball 18U Division**, each team shall include a maximum of eight (8) eighteen-year-old players.
  - ii) **BASEBALL DIVISIONS**
    - In the **Cal Ripken Baseball Major/60 and Major/70 Divisions**, each team shall include a maximum of eight (8) twelve-year-old players.
    - In the **Baseball 13-15 Division**, each team shall include a minimum of three (3) thirteen-year-old players, and no more than five (5) fifteen-year-old players.

In the **Baseball 16-18 Division**, each team shall include a minimum of three (3) sixteen-year-old players, and no more than eight (8) eighteen-year-old players.

**Note:** This applies to local league play only — there are no minimums or maximums which apply to a specific age for tournament teams.

- g. **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.

## **BABE RUTH LEAGUE – HOST HOUSING PLAN**

Why is the Babe Ruth League, Inc. tournament trail experience the best in youth sports? Players love the host housing experience! In the nearly fifty-year history of the host family plan under Babe Ruth League, Inc., we have found the program provides positive experiences and memories that the players carry with them for the rest of their lives.

Host housing is a requirement for World Series play per Babe Ruth League Inc. Rule 11.06, paragraph 9. It was implemented to protect the league, ease the financial burden of tournament competition, and most importantly, to enhance the tournament experience for our participants.

Host families are selected by the World Series host organization. They take pride in selecting caring people who provide supervision in a family atmosphere. For those players whose parents cannot attend the tournament, host parents are there to share the thrills of winning and offer encouraging words after a defeat. For all players, the tournament becomes a cultural and educational experience. The players learn how different or similar are their communities and families. Bonds are formed that very often last well beyond the tournament. When professional athletes are interviewed about their experiences as a participant in Babe Ruth, invariably what comes up most often is not the tournament games, but the great times and cherished memories experienced with their host families.

Two to three players from the same team stay in each home. The manager determines the player pairings. Every effort is made to keep a team together in the same neighborhood. The manager will also notify in advance the Housing Chairperson of any allergies or special needs a player may have so she may be properly accommodated. The host family will provide the player with three square meals a day, comfortable sleeping arrangements, laundry, transportation and entertainment.

Players' parents and families are encouraged to meet and socialize with the host family as well. Parents are provided the great experience of getting to know the people and culture of the community along with their children.

The host family program is a hit with coaches, parents and players. A tournament coach announced in a State Workshop, "Before we joined Babe Ruth League, Inc. and had host housing, our coaches were up half the night keeping the kids in their rooms. Host housing is a great relief for the coaches and chaperones. The host parents really treat them right. The kids didn't want to leave their host families at the end." The mother of a World Series participant wrote, "I never expected to experience what we experienced. I realize now how important it was for our kids to stay with host families. They were truly the nicest people I have ever met. They have very special people living in their town. Thank you from the bottom of my heart." In fact, we hear these kinds of comments from every tournament. An Eastern North Carolina player spoke to a group of league representatives from around her state and said, "Our host parents were as excited as we were. They made posters to welcome us when we arrived. They took us to the grocery store and told us to point out what we like to eat. We had cookouts. They were our biggest cheerleaders. Now months after the tournament, we talk all the time to them on the phone. I've been back twice to visit them since then." A player from California wrote, "I was a little nervous at first. But once I arrived there and met my host family, all my worries disappeared. My host family was wonderful. By staying with a family, we got a really good taste of Louisiana and Southern culture. We learned the local lingo. We met a lot of very nice people and made great friends. I'll keep the memories and experience with me forever."

That's what host family housing is all about.

# REGIONS OF BABE RUTH LEAGUE, INC.

## NEW ENGLAND

### Baseball

Connecticut  
Maine  
Eastern Massachusetts  
Western Massachusetts  
New Hampshire  
Rhode Island  
Vermont

### Softball

Connecticut  
Maine  
Massachusetts  
New Hampshire  
Rhode Island  
Vermont

## MIDDLE ATLANTIC

### Baseball

Delaware  
Maryland  
Northern New Jersey  
Southern New Jersey  
Metro New York  
Eastern New York  
Western New York  
Pennsylvania

### Softball

Delaware  
Maryland  
Northern New Jersey  
Southern New Jersey  
Metro New York  
Eastern New York  
Western New York  
Pennsylvania

## OHIO VALLEY

### Baseball

Illinois  
Northern Indiana  
Southern Indiana  
Central Indiana  
Eastern Kentucky  
Western Kentucky  
Michigan  
Ohio  
West Virginia  
Wisconsin

### Softball

Illinois  
Northern Indiana  
Southern Indiana  
Central Indiana  
Eastern Kentucky  
Western Kentucky  
Michigan  
Ohio  
West Virginia  
Wisconsin

## SOUTHEAST

### Baseball

Alabama  
Florida  
Georgia  
Eastern North Carolina  
Western North Carolina  
South Carolina  
Tennessee  
Virginia

### Softball

Alabama  
Florida  
Georgia  
Eastern North Carolina  
Western North Carolina  
South Carolina  
Tennessee  
Virginia

## MIDWEST PLAINS

### Baseball

Colorado  
Iowa  
Kansas  
Minnesota  
Missouri  
Nebraska  
North Dakota  
South Dakota

### Softball

Colorado  
Iowa  
Kansas  
Minnesota  
Missouri  
Nebraska  
North Dakota  
South Dakota

## SOUTHWEST

### Baseball

Northern Arkansas  
Southern Arkansas  
Louisiana  
Mississippi  
New Mexico  
Eastern Texas  
Western Texas  
Southern Texas

### Softball

Northern Arkansas  
Southern Arkansas  
Louisiana  
Mississippi  
New Mexico  
Eastern Texas  
Western Texas  
Southern Texas

## PACIFIC NORTHWEST

### Baseball

Alberta  
British Columbia  
Idaho  
Montana  
Oregon  
Washington  
Wyoming

### Softball

Alberta  
British Columbia  
Idaho  
Montana  
Oregon  
Washington  
Wyoming

## PACIFIC SOUTHWEST

### Baseball

Arizona  
Northern California  
Central California  
Southern California  
Guam  
Hawaii  
Nevada  
Utah

### Softball

Arizona  
Northern California  
Central California  
Southern California  
Guam  
Hawaii  
Nevada  
Northern Utah  
Southern Utah

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***The Sportsmanship Code of  
Babe Ruth League, Inc.***

*Develop a strong, clean, healthy body, mind  
and soul.*

*Develop a strong urge for sportsmanlike  
conduct.*

*Develop understanding of and respect for  
the RULES.*

*Develop courage in defeat, tolerance and  
modesty in victory.*

*Develop control over emotions and speech.*

*Develop spirit of cooperation and team  
play.*

*Develop into real, true CITIZENS.*

# 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.