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TRAVEL BASEBALL DIVISION POLICY AND PROCEDURE MANUAL

NEW LENOX BASEBALL ASSOCIATION

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OBJECTIVES

The objectives of the Travel Baseball Division shall be:

- To establish and promote a culture for the development player skills, team work, fair play, work ethic, sportsmanship, and sense of community.
- To field the most competitive teams possible through selection of the best available players for the purpose of representing NLBA and winning in league play and tournament play.
- To provide Travel Division managers with the discretion and means to select and develop players to represent NLBA in an extremely competitive environment.
- To establish guidelines for fundraising to provide Travel Division managers with the ability to supplement Travel Division teams’ budgets.

DIVISION LEADERSHIP STRUCTURE

Position Title	Reports To	Roles and Responsibilities
Travel Baseball Vice President	NLBA Executive Board	<ul style="list-style-type: none"> • Book Lincoln-Way High Schools allotted indoor facility practice time for full-time travel teams. • Book Lincoln-Way and NLBA allotted outdoor facility time for practices, games, and tournaments. • Collect and pay all fees for Lincoln-Way High Schools indoor and outdoor facility usage. • Recruit and establish qualified full-time travel team managers. • Collect and file all NLBA required safety, waiver, etc. paperwork for all managers. • Ensure that full-time travel team managers are aware of and perform their assigned roles and responsibilities. • Establish, schedule, and lead a full-time travel meeting as required, but at least once a month, gathering full-time travel managers to

Position Title	Reports To	Roles and Responsibilities
		<p>communicate relevant news, concerns, issues, etc.</p> <ul style="list-style-type: none"> • Coordinate with the Tournament Director to establish NLBA full-time travel tournaments. • Respond to full-time travel associated comments, questions, and concerns. • Collect NLBA team funding and disperse to the full-time travel team managers. • Coordinate the annual volunteer “Field Days” maintenance responsibilities.
<p>Part Time Travel Baseball Coordinator</p>	<p>Travel Baseball VP</p>	<ul style="list-style-type: none"> • Book in-house evaluations / part-time travel tryouts. • Book Lincoln-Way Grade Schools allotted indoor practice time for part-time travel teams. • Collect and pay all fees for Lincoln-Way Grade Schools indoor facility usage. • Recruit and establish qualified part-time travel team managers. • Ensure that part-time travel team managers are aware of and perform their assigned roles and responsibilities. • Establish, schedule, and lead a part-time travel meeting as required, but at least once a month, gathering part-time travel managers to communicate relevant news, concerns, issues, etc. • Coordinate with the Tournament Director to establish NLBA part-time travel tournaments.

Position Title	Reports To	Roles and Responsibilities
		<ul style="list-style-type: none"> • Respond to part-time travel associated comments, questions, and concerns. • Collect NLBA team funding and disperse to the part-time travel team managers.
Full Time Travel Managers	Travel Baseball VP	<ul style="list-style-type: none"> • Conduct a team try-out and select a team. • Establish and implement training plans to develop player skills. • Establish core team values promoting team work, fair play, work ethic, sportsmanship, and sense of community. • Set an example as a high character leader and display the core team values stated above. • Establish a team budget. • Collect NLBA funding from the Travel Baseball VP. • Collect fees from team members. • Establish practice, game, and tournament schedules. • Book practice and game facilities. • Pay all team fees to facilities, vendors, etc. • Perform basic maintenance of fields before and after use.
Part Time Travel Managers	Part Time Travel Baseball Coordinator	<ul style="list-style-type: none"> • Conduct a team try-out and select a team. • Establish and implement training plans to develop player skills.

Position Title	Reports To	Roles and Responsibilities
		<ul style="list-style-type: none"> • Establish core team values promoting team work, fair play, work ethic, sportsmanship, and sense of community. • Set an example as a high character leader and display the core team values stated above. • Establish a team budget. • Collect NLBA funding from the Part Time Travel Baseball Coordinator. • Collect fees from team members. • Establish practice, game, and tournament schedules. • Book practice and game facilities. • Pay all team fees to facilities, vendors, etc. • Enroll team in the Chicago Sunday Baseball League and attend mandatory League informational and scheduling meetings. • Communicate with in-house managers to establish pitching availability, practice and game schedules. Pitching and scheduling conflicts shall be resolved between the in-house and part-time managers. In cases of un-resolved conflict, priority shall be given to in-house team commitments. • Perform basic maintenance of fields before and after use.

NOMINATION AND SELECTION PROCESS

- **Vice President (VP)**
The Travel Baseball VP is a member of the NLBA Executive Board. As such, they shall be nominated, elected, and perform executive board member duties in accordance with the NLBA Constitution.
- **Part Time Travel Baseball Coordinator**
The Part Time Travel Baseball Coordinator is a member of the NLBA Executive Board. As such, they shall be nominated, elected, and perform executive board member duties in accordance with the NLBA Constitution. This position reports to the Travel Baseball VP. It is preferred that this role is filled by an experienced Part Time Travel Manager, who is still active as a Part Time Travel Manager.
- **Managers**
Part Time Travel Team Managers shall be nominated at the November NLBA Executive Board Meeting, and the selection vote shall be conducted at the December NLBA Executive Board Meeting.

Full Time Travel Team Managers shall be nominated at the May NLBA Executive Board Meeting, and the selection vote shall be conducted at the June NLBA Executive Board Meeting.

Nominees must be present for the nomination meeting. As part of the selection process, prospective nominees will be called into the executive board meeting at the nomination meeting. They will introduce themselves to the Executive Board, and answer any questions asked by the board. Nominees will then be asked to leave the room for board discussion and final nomination motions.

Nominees must be present for the General Board Meeting following the voting Executive Board Meeting. There, the nominees will be notified of the result of the vote, and the elected Managers will officially accept their positions.

A majority vote from the Executive Board is required for election as a manager.

- In cases where there is only one nominee for a managerial opening, it will not guarantee the nominee the position. If a sole nominee does not carry a majority vote, the Executive Board may elect to conduct a search for other nominees.
- In cases where there are more than two nominees and a single nominee does not carry a majority vote, the two nominees with the most votes shall be named as finalists and the board shall re-vote to determine the winner by majority.

Once elected, Managers will retain their position from year to year and season to season, unless they resign from their position or are otherwise dismissed by the Executive Board. Managers may be deemed eligible for dismissal for conduct detrimental to NLBA, failure to comply with the Travel Division Rules herein, or failure to comply with any other code or policy of the NLBA.

TEAMS STRUCTURE

NLBA will sponsor one or more teams at each age level. Teams may be formed in accordance with the following table, as talent and resource availability justifies. The maximum number of teams specified in the table below shall not be exceeded.

		Maximum # of Teams	
		Full Time Travel Division	Part Time Travel Division
Age Division	7U	0	1
	8U	2	1
	9U	3	1
	10U	3	1
	11U	3	1
	12U	3	1
	13U	3	1
	14U	3	1

Note: Teams already formed at the time of the original publication this document are “grandfathered” and will not be subject to contraction.

Team seniority is awarded to the “Legacy” Manager. “Legacy” status is awarded to the manager who formed their team first.

- The manager of the 7U part time travel team has seniority as an 8U full time manager over the newly formed second 8U full time travel team, if they elect to go to full time travel and are confirmed.
- The manager of an existing 8U full time travel team will have seniority over a newly formed 9U team manager the following year.
- The manager of an existing 9U full time travel team will have seniority over a newly formed 10U team manager the following year.
- And so on...
- In cases of managerial changes, the NLBA executive board shall determine “Legacy” status. Circumstances of the change, the new manager, and the overall makeup of the team should be considered when the board makes this determination.

In age divisions with only one team, the team shall be known as the “Black” team.

In age divisions with two or three teams, the senior team will be known as the “Black” team, the second team shall be known as the “Red” team, and the third team shall be known as the “White” team.

The senior (“Legacy”) manager has the right to hold the first tryout. However, the first tryout shall be held no later than July 15th (applies to full time travel only).

Field time is to be evenly dispensed between the teams in each age division. No preferential treatment shall be given based on seniority or otherwise. However, it is the responsibility of each team’s manager to request and coordinate field time with the NLBA Scheduler.

15U and 16U travel teams are exempt from restrictions on tryouts and team selection, roster limits, and league and tournament play in this document. These teams are at the high school level, and as such, form and compete on a different timeline (after the high school baseball season ends). However, 15U and 16U teams must still have players register with NLBA and submit rosters to the NLBA Registration Director, to ensure that these teams are insured by NLBA.

TRYOUTS AND TEAM SELECTION

Players shall be evaluated and selected by the team managers. Managers' selections shall be final and are not subject to appeal.

Notice of tryouts shall be published a minimum of 2 weeks prior to the tryout date. Managers are responsible for establishing tryout dates in coordination with the Travel Baseball VP and Part Time Travel Coordinator, and the NLBA Scheduler. At a minimum, the notice of tryouts shall be posted on the NLBA website. The notice of tryouts may be publicized by other means (social media, flyers, etc.) at the team managers' discretion.

Tryouts shall be open to all players who meet the applicable age category requirements, or are younger. Age requirements shall be clearly indicated in the tryout notice.

There shall be a uniform tryout structure and evaluation forms used at all tryouts within each age and travel division. The basic framework shall be designed by the division managers, Travel Baseball VP, and Part Time Travel Baseball Coordinator. Tryout structures shall be reviewed each year, and updated as necessary. The Travel Baseball VP and managers shall have the tryout structures finalized and ready for publication to all division managers by the June General Board meeting each year.

It shall be a mandatory requirement for newly forming teams to have a minimum of one independent evaluator present at all tryouts. It is recommended, but not mandatory, for previously established teams to have independent evaluator(s) present at tryouts.

The independent evaluator(s) cannot be a person who may be part of the team after the tryouts (e.g. assistant coach, player parent, etc.). It is the responsibility of the managers to arrange for this evaluator. Evaluators' names must be submitted to the Part Time Travel Baseball Coordinator and Travel Baseball VP, respectively, for approval prior to team tryouts.

- Notes: The intention of the independent evaluator is to assist the managers in the appraisal of talent at the team tryout.
For new managers, it may be difficult to comparatively evaluate the field of talent. It may also be difficult to develop a final team roster due to previous relationships, etc. The independent evaluator(s) are intended to provide experience and insight in establishing the team roster, and to help new managers make tough final roster decisions.
For previously established teams, especially as teams develop over the years, players progress at different rates. It is often difficult for the team managers to neutrally evaluate the talent after some time together. However, final player selection remains at the sole discretion of the team managers.

FULL TIME TRAVEL TRYOUTS – ADDITIONAL REQUIREMENTS

Full Time Travel Team Tryouts shall be no later than July 30th.

There shall be a maximum of 2 tryout days per team. It is up to the discretion of the team managers to hold one or two days of tryouts.

PART TIME TRAVEL TRYOUTS – ADDITIONAL REQUIREMENTS

Part Time Travel Team Tryouts shall be held on the same date and at the same location as the NLBA recreational league player evaluations.

Exact tryout times and space allocation shall be coordinated by the team managers with the Part Time Travel Baseball Coordinator and the NLBA “in-house” recreational division VPs.

ROSTER REQUIREMENTS

Each team shall have a minimum of 11 players on the roster at the time they are established each year. If teams lose players due to injury, etc., throughout the year, replacement is at the discretion of the team’s manager.

The Travel Baseball VP must approve rosters larger than 12 players. *Approval must be obtained from the VP before the manager makes roster offers to the additional players.*

Full Time Travel Team Managers are responsible for establishing the age cut-off requirements for their teams. The age cut-off for each team must be based on the tournaments and leagues the Manager will register the team for during the season.

Part Time Travel Team age cut-offs must align with the rules of the Chicagoland Sunday Baseball League.

No team shall be allowed to have more than 3 “out of district” players. Players outside of the district boundaries will be “grandfathered” in and no longer considered “out of district” per this rule, if they have played at least one season of “in-house” recreational division spring ball in NLBA. Fall ball season does not count towards this “grandfather” rule.

TEAM FINANCES

NLBA PROVIDED FUNDING

The following is a list of the monetary allocations provided to each team, by NLBA.

Budget Line Item	Amount	Comments
Uniforms	Equal to the cost of the current Pony level uniform, per player.	Monies are collected via NLBA registration fees and league sponsorships.
Gear	Equipment Provided / Ordered through NLBA.	One time, the year the team is created, for catchers gear, bag, balls. This order is coordinated through NLBA. – FT Only. -PT Teams receive an equipment bag from the equipment shed, allocated by the Equipment Director. -Monies are collected via NLBA registration fees and league sponsorships.

Budget Line Item	Amount	Comments
Umpires	10 Games	FT Teams only. Not included for PT because the player registration fee allocation is spent for in-house game umpires. -Monies are collected via NLBA registration fees and league sponsorships.
Fields	Practice and Game time allocated by the NLBA Scheduler	A portion of NLBA registration fees and league sponsorships is allocated to field maintenance, field improvements, and the maintenance of the associated equipment, structures, etc.
Tournament Fees	\$ 500 per team (FT only)	FT Teams receive this allocation for working the Memorial day Tournament. PT Teams receive free entry to the Chase A. Niemeier (C.A.N.) Memorial All Star Tournament, in lieu of monetary reimbursement.
Insurance	Insured thru NLBA	Players are insured under the NLBA policy. Players are required to be registered for the NLBA. FT Travel players register as such, and PT Travel players are registered via in-house registration. Proof of insurance is provided to managers for their use in leagues and tournaments, as required.

TEAM PROVIDED FUNDING

The following is an example list of monetary allocations that need to be provided by the collection of additional fees from team members. It is the responsibility of each team's manager to establish and maintain the final budget allocations.

Budget Line Item	Amount	Comments
Uniforms	\$ BY MANAGER	To supplement NLBA provided funding (if desired)
Umpires	\$ BY MANAGER	To supplement NLBA provided funding (if desired)
Practice and Game Facilities	\$ BY MANAGER	To supplement the facilities provided by NLBA (if desired)
League Membership	\$ BY MANAGER	
Tournaments	\$ BY MANAGER	

FUNDRAISING

It is recommended, but not required, to participate in fundraising activities to assist player families with the cost of travel baseball. Travel teams operate under the NLBA, which is a 501c3 organization, and as a result, contributions from businesses and individuals are tax deductible.

DONATIONS

If a team receives a donation from a business or individual, it should be recognized as received by the team and allocated against player balances equally (i.e. 11 players on the team, each player allocated 1/11 of the donation). The team should provide the business or individual a receipt acknowledging the contribution.

SPONSORSHIPS

If a business or individual directly gives funds to be specifically allocated to one individual on a team, this is deemed to be a sponsorship. In this situation, the sponsor should directly provide the funds to the individual's family (not the team), and the family should then make payment to the team. A sponsorship is not considered a charitable contribution, and thus does not call for the issuing of a receipt from the team.

FUNDRAISING ACTIVITIES

In general, teams have the freedom to elect to participate and hold fundraising activities and events, at their discretion. Teams are allowed to run these activities and allocate funds received as a result of these activities, at their own discretion. It is recommended that activities in which the New Lenox Rebels organization (the team, e.g. NL Rebels 10U Black) is used as the "donee or recipient" of the funds, that money received should be allocated to the individuals on teams equally (i.e. "shaking the can").

Fundraisers must be compliant with all applicable laws and ordinances (i.e. gambling, alcohol, etc.). Fundraisers are often public events. Managers must ensure that their team and events represent NLBA in a positive and professional manner.

Managers should proactively communicate with families regarding fundraising activities: how funds will be allocated, requirements of players/families and results of fundraising activities, etc.

ACCOUNTING REQUIREMENTS

Managers are required to establish a team bank account at the approved NLBA bank for team funds. Managers shall not co-mingle team and personal monies or accounts. Team bank accounts may be kept open year to year, but must be closed when a team is dissolved.

Managers must give the option to player families at the end of each season as to whether they would like to be paid their portion of any remaining funds, or leave the balance to credit towards the next season, if they are returning. Player families who will not be continuing with the team for the following season must receive all monies owed to them. A balance may be due to player families due to fundraising activities and/or the team running under budget for the season. A player family shall not be paid a portion of team funds that exceeds the total fees they have paid. For example, if the team had fundraisers and/or donations that raised money greater than the team's expended budget, families cannot be paid that balance to the point of a net profit. Those additional funds must remain with the team account.

All managers are required to maintain budgets. Managers are required to submit a preliminary budget to the NLBA Treasurer and Travel Baseball VP for review no later than the January NLBA Board Meeting, and a final budget no later than the August NLBA Board Meeting. Managers are not allowed to close bank accounts and/or issue refunds (if any) to players before final budget approval is received from the NLBA Treasurer and Travel Baseball VP.

Managers are also required to provide the families with preliminary and final budgets, at a minimum. It is also recommended that Managers issue updated budgets before the first game and mid-way through the season (i.e. after Memorial Day Tournament).

UNIFORMS

- Black, White, Grey, and Red colors only.
- Red, White and Blue Patriotic Schemes (i.e. Stars and Stripes Logos) are allowed.
- The official “NL” Logo must be on the hat.
- Jersey must say “Rebels”, “New Lenox” or have the official “NL” logo.
- Official logos must be used on all team materials.
 - Local businesses routinely serve NLBA teams and have the logos at their disposal. Alternatively, managers may request logo files from NLBA, if required.

LEAGUES

Part Time Travel Teams must join the Chicagoland Sunday Baseball League (CLSUNBALL – <http://www.clsunball.com/>). This is a mandatory requirement.

It is recommended that Full time travel leagues join the Illinois Travel Baseball League (ILTBL - <http://www.iltbl.com/>). This is not a mandatory requirement, but it is recommended.

Team managers are responsible for league registration and paying associated fees from team funds.

TOURNAMENTS

Part Time Travel Teams must play in the NLBA Chase A. Niemeier (C.A.N.) Memorial All Star Tournament.

Full Time Travel Teams must play in the NLBA Memorial Day Classic Tournament.

Participation in additional tournaments will be at the discretion of the team managers.

Team managers are responsible for tournament registration and paying associated fees from team funds.

REFERENCES AND RELATED DOCUMENTS

- NEW LENOX BASEBALL ASSOCIATION (NLBA) CONSTITUTION