



**Greater Canton Youth Baseball Softball Association
Travel & Competitive Baseball / Softball Guidelines
January 2011**

GNCYBSA travel and competitive baseball / softball programs (hereafter referred to as “travel” unless specific reference to program) are designed to attract the player who seeks a more competitive and serious baseball / softball experience. Players must be willing to commit to league play outside the community, weekend tournaments, and play 25-50 games a season. Playing travel is more expensive and requires players to be committed to the team.

GNCYBSA is also committed to preserving high level competition in the travel baseball / softball community. Teams will be comprised of qualified players selected by tryout. Teams and coaches are evaluated yearly.

GNCYBSA reserves the right to amend this policy at any time and / or use its discretion in interpreting policy in the best interest of the organization.

COACH SELECTION

Each individual who desires to be the head coach of a travel team must submit an application.

Applicants will be considered for positions using a combination of factors:

- Knowledge of game
- Coaching experience within the GNCYBSA
- Team records / strength of schedule for returning coaches
- Tournament participation
- Parent and peer coach recommendations
- Coaching behavior
- Other considerations

Applicants may be interviewed by the Program Coordinator, Travel Commissioner, and / or Board of Directors as deemed appropriate. In certain cases, the coach may be selected after the tryout.

Coaches must apply each year and are not guaranteed positions. Any coach or parent who works with the team on a regular basis must submit a coaching application and risk management form for a background check.

A coach may be removed from his position at anytime by the GCYBSA for any reason. This may include but is not limited to unlawful activity, player abuse, financial abuse, non-compliance with any GCYBSA policies (travel or general), host league recommendation, peer review, parent issues, excessive umpire issues, etc.

COACHING CONDUCT / GENERAL EXPECTATIONS

Coaches must at all times insure that the highest levels of sportsmanship are displayed by themselves, their assistant coaches, their players, and their team supporters. All people in any way related to the team must adhere to the GCYBSA Code of Conduct. Coaches are accountable for the behavior of their team and spectators. Conduct that includes, abusive or foul language, throwing of equipment, arguing with umpires, or player humiliation will not be tolerated. The coach must submit an incident report for any coach, player, or spectator ejected by an umpire to the GCYBSA within 24 hours of the incident. Incident reports may be found on line at www.gcybsa.com. Any player, coach, or spectator ejected may be required to sit out the next game regardless of tournament or host travel league rules. The next game will be considered the next scheduled tournament or league game, whichever occurs first. The schedule may not be amended from point of ejection to the next scheduled game. If the game is rained out, the coach, player or spectator will not be allowed to participate or attend a game until this time is served at the next scheduled game after the rainout. Repeat offenses or failure to report an incident may result in removal of the coach, parent, or player from the GCYBSA.

Incident reports must also be submitted within 24 hours for any injury or unusual occurrence at any game or team event.

Only 3 coaches and players are allowed in the dugout.

COACH / TEAM RELATIONS

A coach may not release a player for any reason other than a player quit, without permission of the GCYBSA.

Teams may require non-refundable binding player contracts and payment due dates. Contracts may not exceed one season (August to July).

Teams will designate financial officers for their team accounts. These officers will assume financial responsibility and liability for the teams.

By December 31st, and before collecting any money, the Head Coach should submit a season plan to the GCYBSA (Travel Commissioner) and to the players' parents. The plan

will include a calendar of projected tournaments and a proposed team budget. Check registers, copies of receipts, and bank statements should be provided on a monthly basis to team parents. Parents should have access to financial records monthly.

Each team will provide a team packet to the Travel Commissioner which includes player registration forms, waivers, proof of residency, copies of receipts, copies of sponsor checks, bank statements, and any other paperwork related to the operation of the team as requested by the GCYBSA.

Coaches should advise the GCYBSA of team events including location of off season workouts, tournaments, fundraising, practices, team activities, games, sponsors etc.

TEAM FINANCES

Travel baseball / softball teams must maintain amateur status for players and 501 c3 compliance with all IRS tax laws. Records will be maintained by the GCYBSA and head coach for at least 5 years.

The GCYBSA Board of Directors will designate a representative(s) to oversee all financial accounts. This representative(s) along with the GCYBSA Treasurer will have access to all accounts and will determine which teams will be given sub accounts.

The Head Coach is ultimately responsible for accounting for all funds held by team. At the end of each season, the account balances will be swept by the GCYBSA representative(s) into the master account, and / or deposited into the master account by the Treasurer, leaving the minimum amount required to remain open. Teams must seek approval from the GCYBSA Treasurer / account representative when desiring to refund money to individuals and prove over-collection of funds.

The GCYBSA Board and its representatives may choose to designate funds to specific programs, age groups, or teams within the program as appropriate in any program year.

Teams and programs will provide financial reports on a schedule as requested by the GCYBSA Treasurer. Important dates include December 31st which is the end of the GCYBSA tax year and July 31st (or conclusion of program for that year), but are not limited to these report dates.

Equipment purchased for team use is property of the GCYBSA. If a team folds or leaves the GCYBSA, all equipment and uniform articles must be returned.

The team names Plymouth Canton Cardinals, Canton Cardinals, Pride, or any variation of these names belongs to the GCYBSA.

TEAM DESCRIPTIONS

The GCYBSA Board of Directors may choose to field teams dependent on the talent of the interested players at an age level, field availability, coach availability, or at the discretion of the GCYBSA.

The number of teams established at the travel and competitive levels will be determined by talent pool, field availability, and league play. Guideline will be one team per age group for travel teams and two teams per age group for competitive teams.

Coaches will get final approval to proceed following tryouts when rosters are checked for player eligibility.

9U-10U Boy's Travel Team - participates in a travel league and plays a minimum of 3 and a maximum of 4 weekend tournaments. Game count with scrimmages should not exceed 40 games from April 1st through July 31st.

11-18U Boy's Travel Team - participates in a travel league and plays a minimum of 3 and a maximum of 7 weekend tournaments. Game count with scrimmages should not exceed 50 games from April 1st through July 31st.

It is recommended that the 13U and 14U teams adhere to grade levels (e.g., 13U comprised of 7th graders and 14U comprised of 8th graders).

9U-14U Boy's Competitive Team - participates in a competitive league and plays a minimum of 2 weekend tournaments. Game count with scrimmages should not exceed 40 games from April 1st through July 31st.

Girl's Pride "Elite" is a tournament only team which may participate in unlimited tournaments. Game count with scrimmages should not to exceed 50 games from April 1st through July 31st.

There will be a maximum of three girl's Pride teams per age groups 10U, 12U, and 14U. There will be a maximum of one girl's Pride team per age groups 16U and 18U. No more than two teams in each age group may participate in league play.

Game counts may exceed specified number only with permission from the GCYBSA. Scrimmages should be approved by the GCYBSA and umpire(s) contracted.

UNIFORMS

Team colors are Red, White and Navy Blue. The team name designated for the boy's travel baseball teams is the Canton Cardinals. If there are two teams in an age group, the first team will be designated Canton Cardinals Red and the second team will be designated Canton Cardinals Blue. The team name designated for the girl's softball teams is the PC Pride. Competitive teams will use GCYBSA logo uniforms and use a MLB shirt as designated by the Competitive Commissioner.

Teams should include the GCYBSA logo on their banners and other promotion items paid for by sponsors. Sponsor names should not appear on uniforms.

TRYOUTS AND TEAM SELECTION

Tryouts will be announced and held as outlined by the GCYBSA. For travel, two to three open tryouts per age group will be scheduled. Teams will be required to hold tryouts on two of three of these dates. An optional 3rd tryout may be by invitation only. Players invited MUST have attended at least one of the other tryouts or have documented circumstances (e.g., doctor's orders not to participate due to illness or injury, family emergency, etc.) approved by the GCYBSA that made that requirement impossible.

Players are encouraged to attend every open tryout. Tryout information will be posted on the website at www.gcybsa.com.

The player's parents / guardians must sign a liability waiver before any player participates in an off season workout, tryout, or league activity.

TEAM SELECTION

Coaches in good standing from the previous year travel program will be responsible for planning / conducting tryouts and scoring of potential players. The GCYBSA may require non-affiliated coaches or officials to assist with evaluations during tryouts.

Qualified players will be determined from a comprehensive list of scores and comments.

ROSTERS

All boys and girls travel / competitive teams are required to meet the minimum residency requirements (live in Plymouth, Canton, or attend a school in the Plymouth Canton District) and should be comprised of at least 75% players who played on GCYBSA teams the previous spring season. Teams unable to meet these guidelines must petition to be sanctioned by the GCYBSA.

A minimum of 11 travel or 12 competitive players will be selected for any team. Pride formula of Elite, B, and C are exceptions.

A Cardinal or Pride travel team will declare its roster size after tryouts are complete. Head Coaches will be required to use the qualified player list if they decide to increase roster size after the final tryout but may not decrease roster size before December 31st. If a player is lost for any reason prior to December 31st, the Head Coach must contact the Travel Commissioner and every effort should be made to replace that player from the qualified player list.

Playing up is discouraged unless the player is clearly one of the top five players in the higher age group or be grade equivalent. Head Coaches should discuss best scenarios for player exposure with parents so they make an informed decision.

NON-RESIDENT PLAYERS

Under certain circumstances, non-resident players will be allowed on travel teams. Every effort should be made to place residents first. Non-resident players must be approved by the GCYBSA. Non-residents will not be placed on competitive teams.

The 11U through 14U boy's travel teams may select up to two non-resident players as follows:

1. Non-resident “specialty players” defined as a pitcher or catcher may attend open tryouts. These specialty players must be identified as a top ranking player at their position at tryouts and may be added as follows:
 - 10 players meet residency requirements + 1 non-resident specialty player = 11 roster players
 - 10 players meet residency requirements + 2 non-resident specialty players = 12 roster players

Ranking must validate placement of non-resident specialty players. Non-residents may only be used on the first boy's travel team or Pride "Elite" in an age group.

2. If 11 players on the roster meet residency requirements, the team may add up to 2 non-resident players at any position provided their tryout scores exceed the qualified list of resident players. Resident and non-resident players are invited to attend the same tryout. Non-resident players for roster spots 12 and 13 may attend the 3rd optional invitation tryout.
3. The only circumstance where a team could have less than 10 residents on roster is in the event the team used the specialty player formula, secured 2 specialty players, and then lost a player and decided not to replace. However, if resident player is lost prior to December 31st, the team will be required to make every effort to replace this player from the qualified player list or holding an open tryout. There must be a tryout announcement if the next player off the qualified list is not selected.
4. In 15U through 18U, a minimum of 60% of players must meet residency requirements for girl's teams. Boy's teams will follow non-resident rules. These teams will be tournament only teams and will have minimal use of fields since their high school programs overlap with summer baseball programs.

ADDING PLAYERS FOR TOURNAMENTS

Players may be added for tournaments with prior approval from the GCYBSA. Added players' innings may not exceed innings of an original roster player who is available to

participate in the game (exception is injury or ejection). All roster rules apply including limitations for non-residents. Travel teams should seek GCYBSA players when adding to rosters whenever possible and competitive teams must use GCYBSA players without exception.

SPONSORSHIP

The GCYBSA seeks sponsorship from companies and businesses whose activities are appropriate for the youth membership (ages 4-18) of the GCYBSA.

All money or in-kind donations collected from a solicited sponsor must be recorded via the Sponsorship Form. The GCYBSA Board reserves the right to determine if the sponsor is appropriate and to determine if the team's use of funds meets IRS and / or GCYBSA guidelines.

If unsolicited businesses or companies come forward wishing to sponsor the GCYBSA by financial or in kind donations, they will be asked to provide a detailed description of the donation for review by the GCYBSA Board of Directors.

- The GCYBSA will not allow any activities that may put a player's amateur status at risk.
- Teams must use sponsorship funds to defray costs that are shared equally among all players which include tournament fees, league fees, uniforms, and equipment costs. A sponsor's funds cannot be used to reduce any single player's cost. It should reduce all players' costs proportionally. Example, Joe Jackson gets XYZ Corp. as a \$1200 sponsor for the team. There are 12 players on the team. Each player should benefit by a reduction of \$100. Joe may not receive a \$1200 deduction from his cost. Teams may be sponsored, not individuals.
- Sponsorship funds should never exceed the team's costs. Sponsorship excess funds may not be given to players or kept to benefit coaches. Teams should return excess funds to the GCYBSA.
- If the team dissolves, funds will be placed in the GCYBSA general account.
- Player contributions are not tax deductible.

FUNDRAISING

When considering a fundraising activity, a good guideline to follow is that the activity should be one that the player whom it benefits can attend.

Activities must be registered with the GCYBSA and approved in advance. Teams failing to report activities risk losing status / membership under the GCYBSA.

Important considerations when getting sponsors and hosting a fundraiser:

- The GCYBSA is a 501 c3 organization. The benefits of this are that sponsors are eligible to receive a tax deduction for supporting a team. All sponsors should seek professional accounting advice with regard to deductibility.
- Coaches are responsible for reporting fundraising activities.
- Use of the GCYBSA tax identification number must be reported to the Program Coordinator or League Commissioner. Improper use will result in removal of that team from the GCYBSA umbrella and any appropriate legal consequence.

Fundraising Guidelines:

The following general comments are intended to help guide teams as they seek sponsors and consider fundraising activities for approval.

- Family restaurants that happen to serve alcohol are appropriate. Party stores and bars may not be appropriate.
- Gaming or gambling activities are not considered appropriate. Certain licensed raffles may be considered.
- All fundraisers must be age appropriate and have appropriate adult supervision.
- Concession sales must have food service permits or appropriate permission.
- Teams may not incorporate a sponsor name into their team name.
- Teams should use sponsor / fundraising money to benefit every player. Excess funds may not be returned to players or benefit coaches.
- Sponsor / fundraising activities should be reported to and approved in advance by the GCYBSA.
- If in doubt about a sponsor, ask first before seeking the donation.



Greater Canton Youth Baseball Softball Association
46555 W. Michigan Ave
Canton, Michigan 48188
734-483-5600

Thank You for your Donation!!

Donation / Sponsorship Receipt

Today's Date:		
Sponsor Name:		
Sponsor Contact Information:		
Address:		
Sponsorship Amount:		
In-Kind Donation (detailed description & dollar value):		
Who was sponsored:	Contact:	Phone:
Event Sponsored and Date:		
Number of Participants (Team & others):		
Intended use of funds:		
Type of receipt requested (Tax Id, W-9, Letterhead):		
Approved by:		



**Greater Canton Youth Baseball Softball Association
Donation / Sponsorship / Fundraiser Form**

Please fill out all appropriate information (use back of sheet if necessary). Use this form to apply for permission to hold a fundraiser, seek a sponsor, or report an approved donation.

Date of Application:		Deadline for Response:	
Team Name:	Contact:	Phone:	
Date of Event and Location:			
Name of Sponsor:			
Sponsor Contact Information:			
Address:			
Event Description:			
Anticipated Revenue / Sponsorship Amount (attach copy of check):			
In-Kind Donation (detailed description & dollar value):			
Number of Participants (Team & other):			
Intended use of funds:			
Type of receipt requested (Tax Id, W-9, Letterhead):			
Approved by:			