

# **CBAA HANDBOOK**

**COLUMBIA BOROUGH**



**CBAA**

**ATHLETIC ASSOCIATION**

**2009**

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## **Registration Policy--**

### **Reduced Registration Fees For Multiple Siblings**

Each sport has its own unique registration fee. For parents who are registering more than one child for THE SAME sport, the CBAA offers a reduced registration rate for second, third (and even more) children from the same family during the same sport season. The reduced rate is as follows:

First and Second child.....100% of the registration fee  
Third and beyond.....50% of the registration fee

If a family is registering two or more children for different sports with different registration fees, the first child for each sport will pay the 100% registration fee. The third child will pay 50% of that sport's registration fee. For example, if the first child is registering for football, and the second child is registering for cheerleading, those two will be charged for 100% of the football and 100% of the cheerleading registration fees. A third child in the family would pay 50% of their sport's registration fee. For football registrations, there is a \$200 ceiling for any family, no matter the number of children.

We are also planning a "yearly registration" fee which will cover the child for the entire year. That child would be registering for a sport in each of the three sports seasons covering the entire year. Amounts have not been determined at the time of this printing, and therefore this program is not yet available.

### **Payment Installment Plan**

While parents may pay off their entire payment at the time of registration, the CBAA also offers an installment plan as follows:

The registration fee is payable in a weekly installment for a period of two months--  
The first payment is due at registration time. The weekly payments will be collected by the commissioner and/or a designated individual.

FOOTBALL WEEKLY INSTALLMENT AMOUNT = \$9.50/week for 7 weeks, and \$8.50 in week 8 (Total= \$75)

CHEERLEADING WEEKLY PAYMENT = \$10.00/week for 5 weeks (Total= \$50)

BASKETBALL WEEKLY PAYMENT = \$7.50/week for 8 weeks (Total= \$60)

WRESTLING WEEKLY PAYMENT = \$7.50/week for 8 weeks (Total= \$60)

BASEBALL WEEKLY PAYMENT = \$7.50/week for 8 weeks (Total= \$60)

SOFTBALL WEEKLY PAYMENT = \$7.50/week for 8 weeks (Total= \$60)

T-BALL WEEKLY PAYMENT = \$6.25/week for 4 weeks (Total= \$25)

THE BOTTOM LINE IS THAT THE CBAA WANTS PLAYERS TO PARTICIPATE, AND DOESN'T WANT ANY YOUNGSTER MISSING OUT ON PLAYING BECAUSE OF THE REGISTRATION FEE. IF YOUR CHILD REALLY WANTS TO LEARN A SPORT, DON'T LET THE REGISTRATION FEE KEEP THEM AWAY. THE CBAA REGISTRATION FEES ARE USUALLY LOWER THAN SURROUNDING YOUTH PROGRAMS....

### **CBAA Insurance Policy**

For any injury to a player during practices or games (home or away), the CBAA has a “Back-Up” insurance policy it takes out on players, coaches and officials at home games. Our supplemental insurance policy will pick up what your own medical insurance does not. For injuries, parents need to file a claim with their own medical insurance first. Once that insurance is exhausted, a claim can be filed with our insurance. You will need to notify the CBAA that a claim needs to be filed. Our insurance representative (2009) is

JAY H. LUTZ INSURANCE  
Agent: PHIL MARTIN  
20 S. 4<sup>th</sup>. ST.  
COLUMBIA, PA                      717-684-2715

Contact Phil and he should be able to direct you from there. Note: CBAA does not cover players while riding to or home from games. If riding with coaches or parents to games, that person's auto insurance needs to cover any injuries sustained in a wreck while traveling to or home from a game or sporting event. Parents, when signing registration forms, agree to not hold the CBAA responsible. Failure to agree means we cannot allow your child to participate. On the registration form, parents are also asked for any medical issues that the CBAA and its coaches need to be made aware of. HIPPA laws require this remain private, and only be made aware of to those individuals affected (i.e. Coaches and CBAA Board)

### **CBAA Policy on Players Who Quit**

The CBAA Board recently decided that players who would become injured at the first practice would be eligible to have their full registration fee returned. They may also have this fee transferred to the next sports season, but not beyond that time. Once players complete the first scheduled practice , they are not eligible for any reimbursement. These occurrences will be treated case-by-case. If there are any mitigating circumstances that require quitting, contact the Commissioner of that sport for review. They may refer it to the CBAA Board for a decision. The Board decision will be the final decision.

## Commissioner Responsibilities

- (1) **Establish Registration Dates:** No fewer than 4 registration dates need to be set. Two of these should be held on weeknights and two should be held on the weekend. The location should be either the Wenger Center or Glatfelters. Registrations should run for 2 hours (i.e. 6-8pm or 1-3pm). The Commissioner should plan to have these registrations *completed* a minimum of one month prior to the time their respective leagues need roster information. Fee collection should follow the guidelines set forth in the registration policy. As an option, (baseball/softball) players can be fitted at registration.
- (2) **Documentation:** The commissioner needs to collect any documentation that the league requires, such as copies of birth certificates. The commissioner should submit a copy of all player registration documentation (birth certificate, registration form, league code of conduct, etc.) to the CBAA president for storage on a file disk.
- (3) **Represent CBAA at League Meetings:** The commissioner should represent CBAA at their respective league meetings, and report back to the board any pertinent information such as league rules and policies. The commissioner also has the responsibility of giving a copy of all league rules to the CBAA president for reference.
- (4) **Setting Dates for Events:** The commissioner needs to establish any special event dates for the duration of their sport. This includes recognition nights such as Parents Night (football/cheerleading). They also need to be aware of any school or community events that would affect their sport, and set dates accordingly.
- (5) **Hold Coaches Meetings:** Commissioners need to hold a minimum of 3 coaches meetings during their sport: One meeting prior to first practice when SafeKids forms and general information can be passed out. A second meeting should be about midway through the season to address any issues that may come up. A third meeting after the last game should be held to discuss uniform/equipment collection, plans for the following season and a general wrap up. **NOTE:** A separate meeting should be held as an orientation meeting for new coaches, to make them aware of how to organize practice time, what skills they should be coaching for their level, CBAA guidelines, etc.
- (6) **Report to the Board:** The commissioner is a member of the CBAA Board for the time they serve as commissioner. They should plan to attend all board meetings as long as they are commissioner, whether their sport is active or not. Each commissioner should submit a brief report in writing to the CBAA president on their sport each month that their sport is in active status, and during any month that something changes. These reports will be used to help establish minutes for the Board meeting. Commissioners need board approval for various items, and do not have the authority to make major decisions (such as registration fees, moving players, non-paying, etc). New coaches also need approved by the board.
- (7) **Communication:** The commissioner has the responsibility to keep the avenue of communication open between parents, coaches, players and the CBAA Board. Any issues need to be confronted as soon as possible so things do not magnify. Commissioners can contact board members by phone or email if needed. If commissioners feel a special meeting with parties involved is warranted, contact the CBAA president to set a date and time.
- (8) **Coordinating:** Commissioners should work together with the Fundraising Chairperson and the Concession Stand Chairperson to establish work schedules for parents, and fundraising dates. Commissioners should work with the field scheduler (and maintenance), Wenger Center Scheduler (as needed), and the school district (as needed) to establish practice and game schedules. The Commissioner should work with the Treasurer to establish the paying of league and tournament fees by supplying the fee and payee at the earliest known time or at least one week prior to a league meeting or deadline to pay. They need to also provide to the treasurer as soon as it is established, a game schedule that would show the date of the game, which team, and the amount of the umpire or referee fee. As a matter of control and audit scrutiny, only the Commissioner should be requesting the monies. How the money is then doled out is entirely up to the Commissioner but keep in mind that they bear full accountability of the money,

vouchers, and/or checks.

(9) **Filing School Gym Requests:** Primarily for basketball and wrestling, but also any sport looking to host a special event requiring the use of a school district property, the commissioner would need to file the "use of facilities" forms with the school district at least 2 months prior to the need for the facility. The reason being is that the School Board of Directors needs to vote on the request at their regular board meetings after the request goes through the committee process. Those meetings are usually the third Thursday of each month. And it needs to be on the "committee of the whole" the week prior to that. As a reminder, we have an indefinite length of time agreement with the school district that we don't need to pay for the use. The Commissioner will also be the liaison for all keys and access badges for the facility they are using. We are expected to follow all rules and leave the facility in the condition or better than we found it.

**NOTE:** Commissioners should work with, and accept the help and direction, from the Varsity/JH coaching staffs of their respective sports if approached by the high school coaches. The school board has made it very clear to the coaches and the AD that they expect the Varsity head coach to be the initiator of the contact. We all know that this isn't happening quite like that and we need to keep the pressure on. If they face lack of cooperation or disinterest, they should report that to the CBAA Board and we as board need to address the concerns through the Extra Curricular Committee.

Commissioners should only coach on an "if needed" basis. This would happen if a coach becomes unable to coach for any reason. It should be more as a fill in, rather than taking over the coaching position. In the event a coach quits, a replacement should be found (if needed), and the procedure for new coaches needs to be followed.

# Coaches Handbook

## Coaching Your Own Children/ Relatives

As a youth coach, you are probably the parent or a relative of someone on the team. As a parent coaching your child's team, the most difficult thing for you is to remember you are wearing two hats--one as parent; the other as coach. "Parent" is what you are when you're not at practice or games. "Coach" is what you are at practice and/or games. Treat your child as another player on the team. Explain to him/her the two hats you wear, and not to expect special treatment because of your family relationship with them. Do not treat them any different at practice. If they misbehave, apply the same consequences to them as you would to any other team member. If you treat them easier, the rest of the team will see this, and think "he treats his/her kid better". If you are harder on your child, then your child will resent that--"why do I have to do more laps or pushups than everyone else?" Know there is a fine line you walk, but keep it fair for everyone.

## Communication With Parents

Keeping in contact about practices, game schedules, upcoming CBAA events or changes is the responsibility of the coach. Write some type of letter to the parents. Some points to cover would be:

A little bit about yourself, your phone #, email, etc.

What you expect from the players (Be at practice on time; Call if you can't make it, etc.)--Team rules and the consequences for failing to abide by them

What you expect from parents (Be a positive supporter, Give encouragement, Help at CBAA functions, etc.)

Some tips to help the parent practice with the child at home--The skills you are teaching

Some tips on buying equipment (what to look for in a bat for spring sports, etc.)

Brief explanation of CBAA insurance coverage (Refer to CBAA Insurance Page)

Written directions to away games (optional since the Internet can help you here, but some people may not have internet access)

Explain to the parents, that if they disagree with something you are doing, they should get together with you and your coaches in a private discussion away from the players. Hear what they have to say, and evaluate what they have to say. They may be giving you another perspective that you may be overlooking. Don't be quick to become defensive. Most parents want to see the team succeed, and don't mean anything against you personally as a coach.

Get the parents to become part of the process. The more positive parental input you have, the more successful your team will become because the parents will be a positive influence rather than someone who complains because they aren't involved or they think their input isn't important. In the event a parent would become unruly or negative toward the team, take them aside in private and discuss the impact their behavior is having on the team. If problems would persist, contact your commissioner and inform him/her of the situation.

## Organizing Practices

Players of any age need to be kept busy. Organizing your practice time is very important in preventing behavioral problems due to unorganization or boredom. Change up the skill drills every 8-10 minutes--Kids become bored after that.

For the most part, a good practice doesn't exceed 2 hrs (most should be no more than 1-1/2 hours). Also, keep in mind that, on average, it takes 2-3 weeks of repetitiveness for a player to become good at a skill. Don't expect consistency in one day. A few tips to organizing a practice include:

Have a brief 1-2 minute team meeting at the beginning, explaining what you want to do at that practice

Have a 5-10min. warm up period (Run sprints, Calistetics, etc)

Run 5-minute "Station Drills" where small groups of players rotate through various drills at the same time.

Demonstrate to players the skills you want them to practice at each station, then get them practicing it. Use every assistant coach to man each station, and use parents also if needed. If you run 5 stations, that should take about 30min. to complete. one circuit)

Drink break--5 minutes

Bring full-team together for 20-30 min. to practice together and work on team skills like team defense  
Have a brief 1-2 minute team meeting at end of practice (Evaluation of that practice, questions/answers, when next practice is, any upcoming events, etc.)

Notice I didn't include the word "scrimmage". Most players don't learn anything in scrimmages. Scrimmages usually have too much "down-time" for the players, and they can become bored or even unruly. During the "full team" part of practice, you may be able to run a scrimmage if all players are involved. A modified scrimmage also gives the players a chance to practice particular skills. For example: A basketball scrimmage where players may not shoot, but are given 2 points for each successful pass they make to a teammate in a 30-second time limit.

A separate practice night or time may be required for specialty positions such as pitchers and catchers, football backfield, football pass receivers, etc. This way, they can get in the extra practice time that would help them to succeed.

These special practices wouldn't require the entire team, and should be limited to no more than 1 hour in length.

### **Instill Discipline, Teamwork, Respect**

By insisting your players learn and practice skills the right way, you are teaching them discipline. Do not except excuses for misbehavior or failure to abide by the rules. There should be no discussion on the matter. "Stick to your guns". Follow through on administering the consequences you laid down from day one. Example: If a player misses practice and doesn't call, he will lose the privilege of some playing time. Yes, I said "PRIVELEGE". Playing in a game is not a "player right"; it's a "player privilege" and therefore must be earned.

"We're all working toward the same goal", "one or two players will never beat a team--it takes a team to beat a team", "there's no 'I' in team" are just a few of the sayings that instill teamwork. Instill in them that every position is important to the success of the team, and the team's success comes first before the individual player's success. If there are several players on the team, you can rest assured that at least two of them aren't going to get along. This is natural. Even though the players may have never done anything to each other, they just don't get along for some reason. That's a personality conflict. Explain to the players that conflicts happen, but they need to work together, help each other out, and pick each other up when they are feeling down (strike out, miss a tackle, miss an easy layup, etc.). That doesn't mean that they have to love each other. They need to work together as teammates. Remember, Sears didn't get along with Roebuck, but together they formed a successful department store chain.

Respect is something that is "commanded", not "demanded". When you show respect, you are earning respect. If you take time to listen to your players and show interest in what they have to say, you'll earn their respect. Players want to be treated fairly and not shown any favoritism. Be fair to all and you'll earn players' respect. Avoid becoming "best buddy" to the players, or lowering yourself to their level by clowning around with them before or after practice. When coaches try to get players to "like" them, they often do this at the cost of losing the players' respect. Earning the players' respect needs to come before their "liking" you.

### **Rescheduling Postponed Games**

As the season progresses, there will be rain out games that require to be made up. **NOTE: No makeup game should be rescheduled for the same week as the rainout. The league may require time to schedule an umpire. Parents may also require at least a week's notice.**

The head coach of the CBAA team will be instructed by their commissioner to check the calendar board for open dates. They will be instructed to mark down a list of 3 open dates, and contact the coach from the opposing team to give them these dates. That coach should be asked to meet with his/her team and verify which (if any) of these 3 dates are good for making up the game, and to reply back within 2-3 days. The CBAA coach will then notify the Field Scheduler who will then write that game onto the calendar, or say that the date is no longer open.

If the date has not been taken, that date is now taken and cannot be changed. If that date has been already taken, the CBAA coach will then give his/her second date (of the 3) for make up. Once the final date is approved, the coach will contact the commissioner and the opposing coach. The commissioner will then contact the League Umpire-In-Chief to arrange for an umpire.

If needed, more than one team's coaches can schedule a brief face-to-face meeting with the scheduler (as a

group) to iron out any times. The commissioner should also be present at any of these meetings so he/she can contact the league.

## **Field Scheduler Responsibilities (Spring Sports)**

During baseball, softball and TBall, several of the fields are used by CBAA teams that participate in various leagues. Checking all the league schedules for each field and each team is very important in preventing any "double-booking". Double booking occurs when two different teams from different leagues are scheduled on the same field at the same time. Rescheduling make up games is also a vital part of keeping the schedules organized.

**Verify League Schedules:** As the Baseball Commissioner and Softball Commissioner receive the schedules from their respective leagues, a committee of the following people

President  
Baseball Commissioner  
Softball Commissioner  
Field Maintenance Chairman  
Field Scheduler

will require copies of those schedules to verify there are no dates of double-booking. Also, league schedules for CHS and Smiths Hotel are also required. Team schedules also include Our Lady of Angels (OLA) team schedules.

Any conflicts need to be addressed at the time the schedules are verified so teams and/or leagues can be notified. On fields 3, 4 and 5, CHS schedules would need to take priority as those schedules are usually received first. CHS sports are usually ending their season as CBAA, OLA and Smiths seasons are beginning. There is usually a few weeks of overlap time where rescheduling by the various leagues may become necessary to accomodate the final CHS softball and baseball home games. The Athletic Director at CHS needs to contact the Field Scheduler within 2 days with dates of any make up games for the high school. The Field Scheduler then needs to contact the CBAA commissioner whose teams are affected so that adjustments to schedules can be made. We want to avoid CBAA teams given short notice that CHS has a makeup game.

**Setting the Calendar Board:** A calendar will be located in the locked glass case outside the concession stand at Glatfelters. The Field Scheduler will be the only person issued a key for the case.

Once all the league schedules have been received, verified for any discrepancies such as double booking and are good, the Field Scheduler will fill in a monthly calendar beginning with April noting practice and game times for all the CBAA teams. A representative from Smiths Hotel mens team will need to provide times for Smiths practices and games to the Field Scheduler. The calendar will include all 5 fields, whether a game is scheduled on that field or not.

**Make Up Games:** The procedure for contacting opposing teams to reschedule make up games is the responsibility of the coach of the teams affected. (Refer to Coaches Handbook--Spring Sports for this procedure). From a Field Scheduler's viewpoint, it is important that the calendar be updated promptly as open dates are requested by coaches. This way, other coaches will know those times are spoken for. When the coaches contact the scheduler, that means that a couple of dates have been agreed to by both coaches. The scheduler needs to verify that those dates are still open, and to arrange for a date with the coach involved. If needed, more than one team's coaches can schedule a brief face-to-face meeting with the scheduler (as a group) to iron out any times. The commissioner should also be present at any of these meetings so he/she can contact the league and arrange for umpires.

## **Parent Responsibilities**

The CBAA is run by parent volunteers, so please help us provide the best possible program we can for the youth of Columbia. There are many ways you as a parent, grandparent, relative, fan or neighbor can become involved. Some of these ways are:

- ◆ Coaching Staffs
- ◆ Field Preparation Committee
- ◆ Concession Stand Parents Club
- ◆ Fundraising Parents Club
- ◆ Umpiring Committee (Base Umpires For Baseball and Softball)
- ◆ Chain Crew Committee for Football Games
- ◆ Tournament Committee
- ◆ Team Parent
- ◆ Sponsorship Committee
- ◆ Special Events Committee

All parents will be assigned one or two dates to help in the concession stand. The time frames are generally 2-hour increments. Most likely, your duties would be serving people at the windows. A member of the CBAA Board will be present to open, prepare, cleanup and close the stand. You may be asked to man the hot dogs. None of the tasks are difficult.

The concession stand is our main means of bringing in money to pay for officials, uniforms, equipment, insurance and field necessities. This is why we require you to make that commitment of a few hours of your time.

You will be notified of your assigned time well in advance by phone or email. If for some reason you can't fulfill the assigned time, you are then required to "switch off" with someone. You need to make those arrangements.

If you are interested in joining any of these committees or groups listed above, (for year 2009) contact Tony Segro at [seg57@embarqmail.com](mailto:seg57@embarqmail.com), or call 684-4004 and leave a message.

Remember,

**IT'S ALL ABOUT THE YOUTH!!**

## **Parent / Fans Code of Conduct**

The CBAA has implemented the following Sport Parent Code of Conduct. Parents and fans should read and understand this form prior to their children participating in our program. Failing to abide by this code will result in a verbal warning followed by a mandate to leave the field.

The CBAA appreciates your cooperation in this matter to help make youth sports a meaningful and memorable experience for both you and your child(ren).

- (1) I will remember that children participate to have fun and the game is for the youth.
- (2) I will inform the coach (in private) of any physical disability or ailment that may affect the safety of my child or the safety of others.
- (3) I will learn the rules of the game and of the league, and teach my child to play by those guidelines.
- (4) I and my guests will be positive role models for my child(ren) and encourage sportsmanship, team work, respect and courtesy, by demonstrating positive attitudes and support for the players, coaches, officials and spectators at every sporting event.
- (5) If I have a disagreement with a coach, I will discuss that with the coach in private and in a courteous, respectable manner.
- (6) I will not encourage any behaviors that would endanger the health or safety of others.
- (7) I will encourage my child(ren) to always do their best, and that doing one's best is more important than winning the game.
- (8) I will emphasize skill development and improvement through practice, and insist on practicing skills the correct way. Practicing skills the wrong way cause bad habits over time.

Support and root for your child(ren) and the other players on the team. Do not root negatively for the other team. Remember,

**IT'S ALL ABOUT THE YOUTH!!**

## **Player Code of Conduct and Safety Code**

At CBAA, we emphasize good sportsmanship, team work and trying your best. We urge you as a player to approach practices and games with a positive attitude, and to treat your teammates, coaches, officials and adults with courtesy and respect, irregardless of whether you like that person or not. Ridiculing or taunting teammates or players from the other team is not acceptable.

### ■ **How You Behave Is A Reflection On You**

Others will form their opinions about you by the way you act. Your behavior will be reflected on you first, then the team, then the CBAA, and finally on the town of Columbia. As a player, you are a representative of yourself, your team, your sports organization, and your town. The bottom line is people form negative opinions of you first by your behavior. While it may seem “cool” to be the bad guy, most people in reality don't like to be around those types of people. Represent yourself in a positive way.

### ■ **Support Your Teammates**

You as a player can do more for your teammates (especially for morale) than a coach or parent can sometimes. Giving each other high 5's goes a long way in making a team successful. When a player strikes out in baseball, misses a tackle in football or misses an easy layup in basketball, they probably feel bad about it. A “get 'um next time”, “good try” or a pat on the back goes a long way for boosting that player's morale, and could help the team in the long run. You would probably appreciate that from a teammate, so do that for your teammates.

### ■ **Be Helpful On And Off The Playing Field**

Offering to help a coach carry the equipment, get the field ready, picking up pieces of trash and putting them into nearby cans, carry things for the concession stand goes a long way to learning responsibility and helps build character. Doing it without being asked to is a sign that you are taking responsibility. These are things that you will need in your life long after you're finished playing youth sports.

### ■ **Always Be Aware Of Safety**

Neither you nor your teammates can play if you become injured. Simple things like climbing trees or backstops can result in injury. Leaving equipment laying around where someone may trip is also not safe. Throwing balls in heavily traveled areas can also result in injury. A little common sense needs to be used. Once someone is injured it's too late to go back in time and wish it didn't happen. Use common sense so accidents don't happen in the first place. If you see a possible problem, tell a coach or parent. But you as a player can make sure equipment isn't left laying around. Do what you can to prevent injury. Abide by the Safety Rules. Also, eat good foods and don't use drugs or alcohol. Keep your body healthy.

**IT'S ALL ABOUT THE YOUTH!!**

## Concession Stand Guidelines

The following guidelines will help parents work in the concession stand safely, efficiently, and hygienically correct:

- ✓ No one under 12 years of age is allowed in the concession stand without a parent or adult, for any reason. The hot equipment can be dangerous and can be a safety issue.
- ✓ Wash your hands well and often. Anti-bacterial soap (liquid) is provided on the sink.
- ✓ No one should sit or stand on the counters.
- ✓ Please clean up any spills on the floor immediately to avoid accidents.
- ✓ It can get busy so please show courtesy to your fellow volunteers. Most people at the window are patient
- ✓ There will always be a CBAA Board member in the stand to help you. If you have any questions, ask that person. They will introduce themselves at the beginning of the shift.
- ✓ There is a list of operating procedures for all the equipment at the stand. Please familiarize yourself as needed.
- ✓ We also offer the opportunity for high school students who need Community Service Hours to assist in the stand.

Remember,

**IT'S ALL ABOUT THE YOUTH!!**

## **CBAA Equipment And Uniform Policy**

The CBAA will provide equipment for use during the sports seasons. Coaches will be issued equipment at the beginning of the season for all sports. The equipment will also include a fannie pack (First Aid Kit). All equipment issued must be returned at the end of the season. At this time, the Equipment Committee will evaluate equipment for repair or replacement. Parents have one week to return player-issued items such as uniforms. Those who do not will be billed for replacement, and the player(s) will be prohibited from participating in CBAA until they are returned.

### **BASEBALL, SOFTBALL, TBALL:**

Parents may elect to purchase their own bats or helmets for their child(ren). Players may use their own equipment, provided it meets the guidelines established by the league that the team will participate in. You will be provided with league standards for bats. When purchasing equipment such as bats or gloves, parents are urged to make sure the equipment is a good fit for your child(ren). For example, don't buy a telephone pole sized bat for your 8-year old son or daughter. Players must provide their own gloves. If you do not have a glove or cannot afford one, contact the Equipment Committee, and notify your coach. In Spring Sports, players will be issued a game shirt with sponsor name on the back, one pair of game pants, and a cap. Players may keep all of these (Do not return them at the end of the season). Players will be fitted at registration. Make sure you check the next larger size to allow for your child to grow. Any damage to the pants or shirt, such as tears or rips, need to be reported to the coach and the Equipment Committee. Parents are urged to mend any small holes themselves. For hats that are damaged or lost, parents will need to purchase a replacement hat for a fee to be established by the Equipment Committee based on the current cost.

### **FOOTBALL, CHEERLEADING:**

Parents may elect to purchase their own pads provided those pads meet the safety standards established by the Red Rose Midget Football League. You will be issued a copy of the league rules, as well as their standards for equipment. The CBAA will provide helmets, as these must be approved by the Red Rose League and the manufacturer. Do not purchase helmets for your son. Players will be issued a practice shirt with sponsor name on the back (new item in 2009). The player may keep the shirt at the end of the season. Players will also be issued Practice Pants, Game Pants, Game Shirt, Girdle with 5 pads (2 Knee, 2 Thigh and 1 Tail), Shoulder Pads, Helmet with Chin Strap, and a Mouth Piece. Parents will be issued instructions for the correct way of washing and drying the uniform. The tags inside the shirt and pants will also help. All issued items (except for practice shirt and mouth piece) will be returned at the finish of the team's final game (home or away). **Parents need to bring a change of clothes to that game.** This is prompted by uniforms not being returned from previous years. **For those players not attending the last game, parents will be charged a replacement fee for any uniforms not returned within one week after the last game.** Parents will be also be charged for replacement of any damaged item during or after the season. **The CBAA will not issue replacement equipment for free.** The replacement fee will be established by the Equipment Committee based on the current cost. As these items are costly, player responsibility for the handling of these items is important. Players may not be able to play until damaged items are replaced, because they may not play without full equipment. Notify the coach and Equipment Committee as soon as possible. Cheerleading will be issued uniform and pom-poms. Again, the same damaged equipment policy applies. Parents may have the option of purchasing the uniform at the end of the season. The price will be established by the Equipment Committee based on the current cost.

### **BASKETBALL, WRESTLING:**

For basketball, players will be issued a practice shirt with sponsor name on the back (new item 2009). The player may keep the practice shirt. The players will also be issued a game shirt and game pants. These will be returned in good shape at the close of the season. As in other sports, any replacement cost is the responsibility of the parent. Costs will be established by the Equipment Committee based on the current replacement cost. To avoid these costs,

we strongly urge players and parents to be responsible and take good care of your issued items. Parents will be given information on the correct way of washing and drying these items. The tag in the pants or shirt should also explain this. Uniforms will be returned the following day after the final game. The CBAA will wash and dry the uniforms after the final game. Parents will be charged for full replacement if the uniforms are not returned within one week.

Wrestlers will be issued singlets by the CBAA. The singlets become the responsibility of the player and parents. The same return policy as basketball is applied. Parents have one week to return issued equipment, or they will be charged for the replacement cost. That cost will be established by the Equipment Committee based on current cost.

Remember, a big portion of the CBAA's expenses come from the need to purchase equipment for the various sports teams. We realize some equipment and uniforms will need repaired or replaced. When we purchase items, we expect them to last a specific number of years, and we try to budget future costs based on this. We also need to add a percentage of the cost as prices rise from year to year. Parents and players acting responsible with issued items will help keep CBAA on track, and not add any unforeseen bills. The CBAA thanks you for your help in this process.

## **Removing a Coach From Coaching**

A certain procedure needs to be followed as due process to remove a coach when that individual

Conducts him/herself in a behavior that fails to promote the best interest of youth  
Fails to abide by the policies set forth by the CBAA (i.e. smoking around players)  
Places the youth in physical danger/ fails to follow safety standards  
Fails to represent the CBAA in a positive manner

The procedure would be as follows:

- (1) Meeting of coach with the Commissioner as soon as possible after the occurrence for the commissioner to determine if further action needs to be taken
- (2) Commissioner reports incident to the Board to make them aware of the incident. This way, if they are contacted, they know what the situation is.
- (3) If the commissioner determines further action is needed, a special meeting is called with the coach, commissioner, president and a minimum of 5 members of the Board. The coach may not coach at practices or games until the meeting.
- (4) Once the meeting is held, the Board will decide by vote on suspension/ dismissal/ or reinstating

Coaches must abide by the league rules for their particular sport. If their sport's league imposes some sort of monetary fine for misconduct, the coach is responsible for paying the fine, and is suspended from coaching until that happens.

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## **Awarding CBAA Championship Teams**

The CBAA shall award individual players on a team that wins a first place championship or a division/ section championship only if the league they are in does not award teams. The players will be awarded with a medal at a time to be set by the commissioner and the coach of the team. An optional team photograph can be placed in area newspapers with the players names, and a brief synopsis of their accomplishment. No individual players shall be centered out in the photo caption. Remember its a team effort.