

**WHEATON PARK DISTRICT**  
**YOUTH BASEBALL/SOFTBALL**  
**POLICIES AND PROCEDURES**

These policies and procedures are developed and annually reviewed by the Wheaton Park District Youth Baseball/Softball (WPDYBS) Board of Control. They are designed to provide for the equitable and manageable administration of the program. They are to be interpreted so as to support the purposes of the WPDYBS primarily that of instilling loyalty, honesty, courage and team play.

**Leagues/Age Divisions**

The Board of Control will set the various league and age divisions. The current league structure is as follows:

**Baseball League:**

Palomino – 11<sup>th</sup> & 12<sup>th</sup> grade  
Colt League – 9<sup>th</sup> & 10<sup>th</sup> grade  
Pony League – 7<sup>th</sup> & 8<sup>th</sup> grade  
Majors – 6<sup>th</sup> grade  
AAA – 5<sup>th</sup> grade  
AA – 4<sup>th</sup> grade  
A – 3<sup>rd</sup> grade  
Instructional – 2<sup>nd</sup> grade  
Coach Pitch – 1<sup>st</sup> grade  
T-Ball – Kindergarten

**Softball League:**

College League – 18 & over  
High School – 9<sup>th</sup>-12<sup>th</sup> grades  
Majors – 7<sup>th</sup> & 8<sup>th</sup> grade  
AAA - 5<sup>th</sup> & 6<sup>th</sup> grade  
AA – 4<sup>th</sup> grade  
A – 3<sup>rd</sup> grade  
Instructional-II – 2<sup>nd</sup> grade  
Modified Coach Pitch – Kindergarten & 1<sup>st</sup> grade  
Corec T-Ball – Age 5

Travel Teams:

Baseball:

Pure Travel: 14U team(s), 13U team(s), 12U team(s), 11U team(s) and 10U teams(s)

Tournament Teams: 14U team(s), 13U team(s), 12U team(s), 11U team(s), 10U team(s) and a 9U tournament team

Softball:

Pure Travel: 18U team(s), 16U team(s), 14U team(s), 12U team(s), 10U team(s)

Post Season In-house Tournament teams: 14U team(s), 12U team(s) and 10U team(s)

**FEES**

The Board of Control each year will establish the registration fees for each league and age division, at both resident and nonresident rates. A maximum fee per family also will be determined.

**ELIGIBLE PARTICIPANTS**

All Wheaton Park District residents and residents of CUSD #200 may participate and register for the program at the grade level currently enrolled in. New players to the program must submit proof of age, via birth certificate, or school record, when registering. Nonresidents of the Park District and School District may register to participate but will do so at a higher registration fee. The family maximum fee will not apply to nonresidents.

**MANAGERS/ASSISTANTS**

**Selection of Managers**

The President and Vice President of each league and age division will appoint all managers. Preference may be given to those volunteers, in good standing, who have managed teams in previous seasons. No volunteer may manage more than two teams (including travel) in a season. All managers are subject to the approval of the Board of Control.

**ASEP Certification**

The American Sports Education Program (ASEP) has been adopted by the Board of Control for use in all leagues. The Wheaton Park District will fund ASEP and will advise managers of the requirement to be ASEP-certified. ASEP-certified managers will be given first priority in team assignments.

### **Duties of Managers**

A manager must abide by the policies and procedures of WPDYBS. He/she must follow and become familiar with the rules of play for his/her league. It will be the responsibility of the WPDYBS to provide each manager with a copy of the WPDYBS By-laws, Policies and Procedures, and rules for the respective leagues.

A manager must take responsibility for receiving team equipment assigned to him/her, take reasonable care to safeguard and keep it in good condition during the playing season and return it, in clean and orderly condition, to the Equipment Manager in a timely manner at the end of the season.

The manager will complete player evaluation forms at the end of the season. These forms will be supplied by the WPDYBS and the respective league Vice Presidents will be responsible for ascertaining that each manager has completed and turned the evaluation forms in to the WPDYBS.

The manager will be in full charge of his/her team and will be responsible for the conduct and behavior of any person associated with the team, including players, assistant coaches, parents and spectators, during practices and games. The manager is expected to practice sportsmanlike conduct on and off the field and to be a gentleman/woman at all times.

***A manager will use his/her best efforts to not leave any minor without a parent's permission alone at the field site after a practice or game, or allow minors to leave the practice or game site without parents or guardians.***

## **TEAM SELECTION**

### **All T-Ball, Coach Pitch, Instructional, and Softball "A" Leagues**

Players will be assigned to a team based on school attended. Home-schooled players will be assigned to a team based on public school nearest their residence. Requests by parents for certain teammates or managers will be honored to the extent possible. Siblings playing in the same league will be assigned to the same team unless otherwise requested by their parents.

### **All Other Leagues**

Player drafts will be held for all other leagues. Siblings playing in the same league will be assigned to the same team unless otherwise requested by their parents. Requests by parents for certain teammates or managers will be made known to the managers prior to the draft but managers are under no obligation to draft based on any request.

All draft rules will be prepared by the individual leagues and given to the managers, in writing, prior to the draft. The Board of Control must approve the draft rules to be used.

### **Player Movement Requests**

Parents who wish to have their child play in a league other than the league that corresponds to their child's current grade level must complete a player movement request form and submit it to the Administrator at the time the child is registered for the program. The Administrator will notify the League President, the Vice President for the league that corresponds to the child's

grade level and the Vice President for the league the child wished to play in for the season. The child may be asked, in the case of Baseball, to attend the evaluation day. The decision of the League President and affected Vice Presidents will be final and will be communicated to the child's parents prior to the draft by the League President or his/her Board of Control designate.

## **CONDUCT**

### **General**

The Wheaton Park District Youth Baseball/Softball Board of Control is committed to providing a program where all players, managers, coaches and officials are treated fairly and respectfully. Managers and their assistant coaches will be held to a standard of conduct that models proper sportsmanship and respect for teammates, opponents and officials. Managers and assistant coaches who do not adhere to this standard of conduct will not be allowed to continue in the program. The Board of Control will have the authority to dismiss any volunteer whose conduct is detrimental to the purposes and best interests of WPDYBS.

These guidelines not only pertain to Wheaton Park District managers and coaches, but those managers and coaches from other communities participating in our program. All participating communities shall provide a written acknowledgment that as a condition of its participation in the WPD program that they agree to be subject and bound to these guidelines. The written acknowledgment shall further provide that the participating community agrees to follow the disciplinary decisions of WPYBS Board, and that upon notification of said decision will carry out the same immediately. Failure to follow the above may result, in the discretion of the WPDYBS Board, said participating community's future participation in any WPDYBS programs.

### **Specific Guidelines**

The manager is responsible for the actions of him/herself, team players, assistant coaches and fans. The manager shall not allow anyone representing his/her team to engage in negative behavior. This includes, but is not limited to, criticizing officials or players, taunting opponents, or losing self-control.

The manager and his/her assistant coaches shall treat all of their players and their opponents fairly and respectfully. He/she will offer only constructive criticism in a manner that is instructive and appropriate while not belittling or demeaning to a player.

A manager may discipline a player during a game only for unsportsmanlike conduct. If the disciplined player is removed during a game, he/she may not return to play in that game. The manager must notify the home plate umpire, the scorers and the opposing team's manager that the player is being removed and why.

A manager, or his/her assistant coach if the manager is not present, may call a time out to confer with an umpire for the purpose of discussing field or weather conditions or to seek clarification of a ruling made by an umpire. Managers may not dispute judgment calls (safe or out, ball or strike, fair or foul) made by an umpire. These judgment calls will be final. Managers will encourage players and fans to accept these judgment calls as part of the game, and will instruct

players, assistant coaches and fans to refrain from openly criticizing umpires for these types of calls.

Inappropriate language by managers, assistant coaches, players and fans is prohibited and will not be tolerated.

All use of alcohol and tobacco products is strictly prohibited at the field site.

These guidelines apply to team practices and games as well as pre-game and post-game activity. The guidelines apply to all areas of the playing site, including the game field, warm-up area, player benches/dugouts, fans' seating areas and parking lots.

A "No Tolerance Policy" shall be enforced when there is physical contact between a manager and/or coach and an opposing manager, coach or umpire. Subject to a disciplinary hearing, this will result in the offending party's immediate removal from the Wheaton Park District baseball/softball program.

### **Disciplinary Action**

Managers or assistant coaches who engage in unsportsmanlike behavior, or inappropriate misconduct, or who fail to prevent their players or fans from doing so, may face ejection by the umpire or by any member of the Board of Control in attendance. If an ejection occurs, the manager or assistant coach must immediately leave the field site. Failure to leave will result in game forfeiture.

An umpire issuing an ejection immediately shall report it to the Umpire Director who shall notify the League Vice President within 24 hours. A Board of Control member issuing an ejection immediately shall report it to the League Vice President. The League Vice President immediately will issue a mandatory one (1) game suspension and report the same to the League President.

Any manager or assistant coach receiving a second game ejection shall be dismissed from the program for the remainder of the season.

All other reports of alleged misconduct or rules violations shall be brought to the attention of the League Vice President. He/she shall make a thorough investigation of the same and make a full report of his/her findings to the League President.

The League President, when notified of a game ejection or upon receiving the report of a League Vice President as to alleged misconduct may, in his or her discretion, ask the Commissioner to convene the Disciplinary Review Board to review the situation at hand.

The Disciplinary Review Board, consisting of the Commissioners, League President, League Vice President, Members-at-Large, Umpire Director, and a Park District Representative, Member-At-Large or a Board member appointed by the commissioner will meet as soon as possible to review the situation before them and determine what further action, if any, will be taken. The Manager or Assistant Coach involved will be invited to address the Disciplinary Review Board and will be notified in writing by the Commissioner within one week of its

findings and actions. The decisions of the Disciplinary Review Board will be final and not subject to appeal. All such findings and actions shall be reported to the Board of Control at its next regularly scheduled meeting.

## **SAFETY ISSUES**

### **Bleeding**

Any player, umpire or coach who has a bleeding injury must leave the field immediately and may return once the bleeding has been contained. This rule must be strictly enforced to ensure the safety of all players and officials.

### **Injuries**

When an injury occurs to a player or game official, a Wheaton Park District Incident Report must be completed as soon as possible by the team manager or his/her designee. Reports forms will be made available to all managers at the beginning of each season and should be turned in to the Recreation Department.

### **Storm Policy**

Games and practices cannot begin and must be suspended if the area is under a tornado or thunderstorm warning.

In the event of lightning, all games and practices must be suspended until safe conditions are apparent. A thirty-minute wait must occur after the last sighting of lightning.

Treat thunder like lightning. Thunder is the explosive sound emitted as a result of the electrical discharge of lightning.

Any team(s) not adhering to this policy will face the following consequences:

- In a game situation, both teams will be credited with a loss. Each manager will receive a written warning from the league Vice President.
- In a practice situation, the team manager will receive a written warning from the league Vice President.
- If a manager receives more than one written warning in a season, he/she immediately will be removed as manager. This removal may be appealed to the Board of Control at its next meeting.

Managers should take immediate action and direct spectators, players, and other volunteers to safety. **Do not without a parent's permission leave any minor alone at the site or allow minors to leave a practice or game site without parents or guardians.**

### **Batting Helmets and Bats**

Batting helmets must be worn at all times by the batters, the base runners and the catchers.

## GAME CANCELLATION PROCEDURES

### Reasons for canceling a game

Scheduled games will be played unless:

- Weather conditions are not suitable for playing.
- Rain, lightning, thunder, tornado or thunderstorm warnings are in effect.
- Field conditions are unsafe due to a soft field or standing water.

Player or coaching conflicts are not legitimate reasons for game cancellation.

School or church functions where a large percentage of players have the same conflict may be a valid reason to attempt rescheduling a game in advance. If a large number of previous rainouts cause difficulty in rescheduling, the game may need to be forfeited.

### Game Cancellation Procedure

The home team manager is responsible for making the decision to cancel a game. However, if the manager is not available, his/her assistant should use common sense to cancel the game if needed.

Immediately upon deciding to cancel a game, the home team manager or his/her designee must call:

1. Umpire Coordinator (if the umpire shows up and the game is canceled the umpire will be paid – an unnecessary expense to our program.
2. League Vice President
3. Opposing Team Manager if not present at the field
4. Team members

### Rescheduling a Cancelled Game

Cancelled games must be rescheduled by the league Vice President as soon as possible. Team managers should not call the Umpire Coordinator themselves.

## BALLFIELD GUIDELINES

Do not use ball fields with unsafe playing conditions such as standing water, soft fields or other circumstances that would make game play unsafe for players or damage the turf. All games must be played on the designated field so as to utilize the backstop and sideline fencing to protect the players and fans. **Moving a game to the outfield grass is strictly prohibited.**

Check infield and outfield for holes or other objects, and check all bases for damage, reporting any maintenance needs to the following email address [wpdfields@wheatonparks.org](mailto:wpdfields@wheatonparks.org) for turf, chalk and safety issues including holes in the outfield, broken benches, fence webbing curled, insect infestations, etc. This email goes directly to the Parks Service Center. You may also call the Wheaton Park District at 630.668.3371.

Home plate area, pitcher's mound area and base areas should be groomed after every game or practice.

**Hitting ANY balls against the sideline fences or backstop is prohibited.**

Leave the field, dugouts and park cleaner than you found it.

Please return all equipment that is used from the field boxes and lock the boxes when leaving the field. Report any broken or missing equipment to the Wheaton Park District (668-3371) or email [sallyo@wheatonparks.org](mailto:sallyo@wheatonparks.org).

Confine practices to the fenced-in ball field area.

Warm-ups are prohibited in all pedestrian and spectator areas.

Please be courteous of adjacent homeowners' properties when attending games:

- Do not trespass on lawns to retrieve balls or other equipment.
- Do not park in or block access to driveways.

## **GAMES**

### **Forfeits**

If a team is unable to field at least eight (8) players within fifteen (15) minutes after the scheduled starting time, that team will forfeit the game. The managers shall make-up two teams from among the players in attendance and play a practice game.

### **Time Limits**

Game duration and minimum number of innings required to complete a game will be set by each league's supplemental rules.

### **Home Team Responsibilities**

Cancel the game due to inclement weather or unplayable field conditions.

Line and set up the field 30 minutes prior to game time.

The home team bats last and use the third base dugout.

The home team is responsible for the official game score.

For leagues other than T-Ball and Coach Pitch, the home team manager shall

- Fill out and sign umpire card(s)
- Supply the umpire with the game ball provided by the Wheaton Park District.

Place all equipment/bases in the storage box and lock it before leaving field; notify the Wheaton Park District (630-668-3371) or email [sallyo@wheatonparks.org](mailto:sallyo@wheatonparks.org) of any missing or damaged equipment.

### **Batting**

The batting rotation shall consist of all team players in attendance at the game. All players present must bat in order (as determined by the manager) before the first player comes to bat again. All players arriving after the 1<sup>st</sup> pitch must be inserted at the bottom of the order. Call-ups bat at the bottom of the order.

### **Call-ups**

School, scout, church and family activities, as well as rescheduling rained out games, sometimes make it difficult to field a full team. The call-up rules apply to all but T-Ball, Coach Pitch and Instructional Leagues.

1. Call-ups cannot pitch.
2. Call-ups cannot play more innings than any regular player.
3. Call-ups must bat at the bottom of the order.
4. Call-up players can be used by the same team only three (3) times per year in softball, or only two (2) time per year in baseball.
5. A maximum of three (3) call-ups in softball, or two (2) call-ups in baseball, can be used in any game.

### **Miscellaneous**

Spectators are not allowed to sit or stand behind the backstop.

Positive chatter is permissible. Harassing or negative chatter and cheers are not allowed.

Adult managers/coaches are allowed at first and third base. Managers and coaches must remain a minimum of three feet outside the baseline. Any physical contact with the runner during play will result in the automatic out of that runner.

## **PROTESTED GAMES**

Any manager may protest a game decision by notifying the corresponding league Vice President in writing and paying a \$25 fee to the WPDYBS Program. The \$25 will be refunded if the protest is upheld.

The Commissioner will schedule a review of the protest as soon as the Commissioner, League Vice President and Vice President, game umpire(s) and both managers can meet.

All review decisions will be final and not subject to appeal.

## **RULES**

The official playing rules will be as specified in each league's Supplementary rules to be distributed to each manager at the start of the season. Each league will be responsible for

annually reviewing and updating the official playing rules at the conclusion of the playing season and reporting the same to the Board of Control.

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