



BUTTE AMERICAN LEGION
DIVISION
Butte AMERICAN LEGION BASEBALL
POST 1
ORGANIZATION BOOK

FORWARD

This Organization Book is simply a document framework to manage the organizations bylaws, rules, procedures and policies. It is setup with 3 main areas:

- A. Bylaws – how the organization is governed
- B. Rules and Policies – how people interact and expectations within their role with the organization
- C. Procedures – the way the organization does things

Each of those sections are maintained and adopted within their own section. This allows for the organization to make updates to any of the areas without having to make changes to unrelated areas of this Organization Book.

BYLAWS OF BUTTE BASEBALL, INC.
LEGION DIVISION
SECTION I

Placeholder blank page for current Bylaws

PLAYER RULES AND POLICY

SECTION II

II. Introduction

- A. Mission Statement - It is BUTTE Baseball, Inc.'s belief that participation in organized activities such as the BUTTE American Legion Baseball POST 1 contributes to the all-around development of young men and that participation in this program is a privilege extended to the players who are willing to make the commitment to adhere to the rules that govern American Legion Baseball and BUTTE American Legion Baseball POST 1.

III. BUTTE Baseball, Inc., Legion Division

- A. BUTTE Baseball, Inc. is a Montana non-profit corporation with members which has been designated an exempt organization pursuant to I.R.C. Section 501(C)(3). The Bylaws for BUTTE Baseball, Inc., Legion Division in Section I of the BUTTE Baseball, Inc. Organization Book serves as the governing body for the BUTTE American Legion Baseball POST 1.

IV. Player Eligibility

- A. Eligibility. To be eligible for BUTTE American Legion Baseball POST 1, a player shall:
 1. Live within the recruitable area of BUTTE Legion POST 1, or provide a Legion Transfer form #76, signed by all appropriate parties.
 2. Provide a certified original of his birth certificate evidencing their age. Meet the age requirements for playing established by the National and Montana/Alberta American Legion rule books.
 3. Abide by all the rules and regulations set forth herein and all rules of American Legion Baseball.
 4. Players and their parent(s) or guardian(s), if they are under the age of eighteen (18), shall be required to sign a statement acknowledging they have read and understand these rules and this policy manual. This signed statement shall be due on or before the first day of try outs.
 5. Sports Physical: Players are encouraged to provide a sports physical clearance from a physician on or before first day of tryouts.
 6. Player Indemnification Agreement: All players shall sign and/or have their parent or guardian sign, if they are under the age of eighteen (18), a Player Indemnification Agreement (American Legion Form 2), which will be provided at registration and must be signed before the player can work out, tryout, or practice with the program.
 7. Player Drug Testing Consent: All players and their parent or guardian shall sign this Player Rules and Policies, which includes drug testing consent, before the player can work out, tryout, or practice with the program.

8. Registration Fee: The initial registration fee of \$100 is due prior to participating in try outs or workouts, this fee is nonrefundable and is used to pay for insurance and indoor facility usage. Any player who has not paid the registration fee will not be allowed to participate in try outs or workouts until such time as this fee is paid in full, this fee also may be fundraised.
 9. Pay all Player Fees: Each player is required to pay the following Player Fees for 2020 and are subject to change each year.
 - a. Miners \$850
 - b. Muckers \$850
 - c. The player fees are set at the beginning of the season using the best information that the program has available. The legion program reserves the right to ask for additional player fees during the season if operating funds run too low as determined by the BUTTE Baseball Inc.- Legion Division Executive Committee.
 - d. No player will ever be turned away for inability to pay or fundraise if you need assistance please ask a coach or board member. Our goal is that no player or family pays out of pocket to play. \$100 registration fee can also be fundraised if needed.
- B. Deadline for Paying Fees. Each player is required to pay all Fees before June 21st of each season. Players who do not have all player fees raised before June 21st of each season will be allowed to practice but will not be allowed to play in conference or non-conference games or travel with the team until such time as the player's Player Fees are paid in full. In the event a Player has not paid his Player Fees full before July 1st of each season, such player shall be released from the program and shall not be reinstated for the remainder of the season. Other than as set forth herein, NO AMOUNT OF A PLAYER'S PLAYER FEES SHALL BE REFUNDED TO THE PLAYER OR PARENT(S) FOR ANY REASON. In the event of a player being injured and not able to play the remainder of the season a prorated amount may be transferred to players account for the next season.
- C. Player Fees can be paid with a credit card online by accessing the program website. An additional fee of at least 3% will be charged to cover all interest and service charges associated with paying by credit card.

- D. List of Eligible Players. As required by Montana American Legion Baseball a roster will be turned in by June 25th of the current year with a list of eligible players. The coach may not allow any persons other than those named on such list to practice or play for the remainder of the season without the consent of the Legion Division Executive Committee.

V. Fund Raising

- A. See *Fundraising and Sponsors Policy Section V of the Organization Book*

VI. Player Responsibilities & Conduct

- A. Core Values: Be fully committed to this team.

1. We understand that you have a life outside of Butte Baseball. However, every choice you make off the field influences how you play and ultimately how your team plays on the field. Therefore, make positive choices that you are prepared to be held accountable for by the program.

- B. At all times during tryouts, practices, games, any team function, or while traveling with the team the following rules shall be strictly adhered to:

1. Inform the coaches by email, phone call, or text prior to the start of practice if you will be missing practice. It is required to let the coaches know at least one day in advance of missed practice. In case of an emergency, sickness, or other unplanned event, contact the coach as soon as you are reasonably able to do so. If you will be missing a game, you must inform the coaches at least two practices ahead so we can prepare our practice plan according to an accurate lineup.
 2. Show up on time for practice. If practice starts at 5:30 p.m., you will be fully dressed and ready to begin at that time.
 3. Players shall not throw bats, helmets, or other equipment in frustration or anger.
 4. Players shall not be involved in any altercations with teammates, coaches, game officials, or opposing players.
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5. All players are responsible for keeping their individual spaces and team spaces including, but not limited to lockers, locker rooms, dugouts, motel rooms and team bus, clean and organized at all times.
6. Uniform and Equipment
 - a. Each player is responsible for the uniforms issued to him.
 - b. Uniforms will be washed and clean before every home game.
 - c. No player shall damage equipment or property owned or leased by BUTTE Baseball, Inc. or used by the BUTTE American Legion Baseball POST 1.
 - d. Players must be in proper uniform appearance as mandated by the coach or the BUTTE Baseball, Inc.- Legion Division Executive Committee and will stand at attention in team formation for the playing of the National Anthem(s) at all games.
7. Travel and Accommodations
 - a. Players shall be on time for team bus departures.
 - b. No persons other than players and/or coaches shall be allowed in the players' motel rooms.
 - c. Coaches will designate a "lights out" time for all road games. Players are expected to remain in their rooms after the "lights out" time.
 - d. Players will be responsible for any damages that they cause in the room.
 - e. Players are to be respectful at all times.
 - f. Before any player is allowed to ride home from a scheduled away game other than on the bus, they must receive prior approval from the coach or an assistant coach. ***At no time will the player be allowed to use their own transportation to go to or from away games unless they are accompanied by one of their parents or guardians.***
8. Players shall not steal property owned or leased by BUTTE Baseball, Inc. or used by the BUTTE American Legion Baseball POST 1, property belonging to any player, player's family member, coach, coach's family member, or steal property while traveling with the team.
9. Players shall not commit misdemeanors or felony offenses.

10. Players recognize the American Legion Drug and Alcohol Policy. That policy states each player agrees to remain alcohol and drug free through all of the baseball season. In addition to the American Legion Drug and Alcohol Policy, BUTTE, Baseball, Inc. Legion Division has adopted the following policies and rules regarding drugs, alcohol and tobacco to be followed by BUTTE American Legion Baseball POST 1 players and coaches within Attachment 2.
11. Harassment & Discrimination. No player shall discriminate, harass, intimidate, or bully other players or coaches on the basis of age, race, religion, color, creed, national origin, physical appearances, gender, ancestry, disability, sexual orientation, or marital status.

VII. Violations of Team Conduct and Policy

- A. Coach's Discretion: The head coach shall use his discretion to enforce consequences regarding violations of Team Conduct and Policy. Forms of consequences include, but are not limited to:
 1. Conditioning
 2. Extra field work
 3. Lost playing time
 4. Removal from game
 5. Removal from practice
 6. Game(s) suspension
 7. Dismissal from team
- B. Any player who damages, loses, or steals equipment or property owned or leased by BUTTE Baseball, Inc. or used by the BUTTE American Legion Baseball POST 1 shall be liable for such damages.
- C. Any player who commits a misdemeanor criminal offense other than traffic violations, shall be immediately suspended from the BUTTE American Legion Baseball POST 1 for a period of time deemed appropriate by the coach and/or the Legion Executive Committee.

- D. Any player who commits a felony criminal offense shall be immediately released from the BUTTE American Legion Baseball POST 1 for the remainder of the season.
- E. If a player has been suspended or released from the BUTTE American Legion Baseball POST 1 during a prior season for any reason, the player may not play in any subsequent season without petitioning in writing the BUTTE Baseball, Inc.- Legion Division Executive Committee for reinstatement. The BUTTE Baseball, Inc.- Legion Division Executive Committee may reinstate the player for good cause shown.
- F. It should be made clear that there are no exceptions based on year in the program or skill level. Every player will follow and understand the importance of these rules. However, each case is different and will be treated as such. Full effort will be given to enforce the rules above in the manner that they were designed for. Coach's discretion will always be used to best enforce the rules.

VIII. Team Travel

- A. Team Bus. The team busses are available for travel to scheduled away games and tournaments. If there is a conflict where teams are scheduled to be away on the same date(s), the Miners will have first priority to use the team bus.
- B. Alternate Team Travel. If a team has to travel to a scheduled away game or tournament using an alternate form of transportation the following shall apply:
 - 1. Day Games. For games that require no overnight stay, parents transporting team members to the game will receive no compensation from BUTTE Baseball, Inc.

IX. Drug Policy

- A. BUTTE American Legion Baseball POST 1 strives to promote the well-being of our players, requiring that our young men make healthy decisions on and off the field. We realize the importance of maintaining a good image, being good role models, and helping our players prepare to live a healthy lifestyle as adults. We value the importance of following through with our athletes to make sure that they understand the importance of these issues.
- B. Purpose: Each player and coach participating in BUTTE American Legion Baseball Post 1 agrees to adhere to this drug policy. Implementation of this policy will serve the following purposes:
 - 1. To emphasize concern for the health and well-being of our players and coaches;

2. To provide a chemical-free environment that will encourage healthy development;
3. To promote a sense of self-discipline among players and coaches;
4. To confirm and support existing state laws relative to controlled substances;
5. To emphasize standards of conduct for players and coaches who, through their participation in the BUTTE American Legion Baseball POST 1, become leaders and role models for their peers and younger players.
6. Policy Coverage: Within this policy the term Drug or Drugs cover the definitions of Drug, Alcohol and Tobacco.

C. This policy requires that players shall not:

1. Use, have in their possession, distribute or sell alcohol, or illegal drugs (Possession is defined as the use of a prohibited substance, or having a prohibited substance in personal possession.);
2. Use tobacco in any form; or
3. Use vaping in any form; or
4. Use marijuana in any form; or
5. Abuse prescription or non -prescription drugs. This policy is not intended to apply to the use of prescribed drugs under a doctor's direction, when those drugs are used in the prescribed manner.

D. This policy requires that coaches shall not:

1. Use alcohol during a team event or be under the influence of alcohol at a team event;
2. Use, be in possession or distribute illegal drugs (Possession is defined as the use of a prohibited substance or having a prohibited substance in personal possession.);
3. Use marijuana in any form; or
4. Abuse prescription or non -prescription drugs. This policy is not intended to apply to the use of prescribed drugs under a doctor's direction, when those drugs are used in the prescribed manner.

E. Medical Marijuana cards must be declared by April 11th. Under no circumstances will any player participate in practice, games, fundraisers, or travel while under the influence of marijuana.

F. Policy Duration: This policy is in effect from one year of the signed date or any BUTTE American Legion Baseball POST 1 sponsored event.

G. Awareness: BUTTE American Legion Baseball POST 1 is responsible for player and parent awareness and the implementation of this policy. Players and coaches who elect to

participate in the program, as well as players' parents and/or guardians, are responsible for understanding this policy. A player's signature and that of his parent or guardian is required on these rules and policies as a condition of participation in the BUTTE American Legion Baseball POST 1. Additionally, each player is subject to drug testing as set forth within this Drug Policy and Consent Form.

- H. Player & Parent Notification of Policy Violation & Proposed Action: If a determination is made that a player has violated this policy, the player and player's parent(s) or legal guardian shall be notified of the violation and the proposed disciplinary action either in person or by telephone contact from the coach, or in writing by the BUTTE American Legion Baseball POST 1 Executive Committee.
- I. Team members who are seen by a member of the coaching staff or another adult in a position of authority, using or possessing drugs or alcohol, or in possession of drug paraphernalia (as defined in prevailing state law), during a team event will be subject to the discipline outlined below. In instances where another person, such as another team member, family member, or fan, reports a violation of this policy, the violation will be investigated on a case by case basis. If the person reporting the violation is willing to provide a written statement and /or testify in court (if needed), the report may be treated the same as if the violation was observed by a member of the coaching staff or an adult in a position of authority
- J. Violations:
 - 1. Upon the occurrence of a violation of this drug policy and/or upon the receipt of notification that a player or coach has tested positive to a program administered drug test, the player or coach shall be immediately suspended from all workouts, practices, games and team functions pending a final determination by BUTTE American Legion Baseball POST 1 Executive Committee of the alleged violation and the appropriate disciplinary action to be taken; and
 - 2. If the violation occurs on a road trip, the player will be released to parent/guardian if present, or parent/guardian will be called and requested to arrange transport home; and
 - 3. A meeting of the player and the player's parent(s) or guardian with the coach and/or member of the BUTTE American Legion Baseball POST 1 Executive Committee will be held as soon as is practical to discuss the violation; and
 - 4. The BUTTE American Legion Baseball POST 1 Executive Committee shall, as soon as is practical, make a final determination of the alleged violation and the appropriate disciplinary action, if needed; and
 - 5. Terms of Violations:

- a. 1st Offense: 4 game suspension from the day of discovery of infraction. Coaching staff will determine participation level of practice and other non-game events.
 - b. 2nd Offense: Removal from team the day of discovery of infraction and removal from the team for the remainder of the season.
 6. In the event of a violation of this drug and alcohol policy, the BUTTE American Legion Baseball POST 1 Executive Committee shall suspend the player or coach from the BUTTE American Legion Baseball POST 1 for a period of time within Terms of Violations by the BUTTE American Legion Baseball POST 1 Executive Committee or released from the BUTTE American Legion Baseball POST 1 for the remainder of the season. Multiple violations of this policy by a player shall be considered cumulative throughout his entire affiliation with the BUTTE American Legion Baseball POST 1.
- K. Appeals: A player may appeal a violation of the drug policy to the BUTTE American Legion Baseball POST 1 Executive Committee and director in writing. The BUTTE American Legion Baseball POST 1 Executive Committee shall act as the grievance committee to hear the appeal. The grievance committee shall make a written report setting forth the violation and the disciplinary action.
- L. Drug Testing Policy
1. For purposes of enforcing the American Legion Drug and Alcohol Policy and the BUTTE American Legion Baseball POST 1 Drug Policy and Consent Form set forth in the BUTTE American Legion Baseball POST 1 Rules and Policy Manual, BUTTE Baseball, Inc. may conduct drug testing on players and coaches under any of the following circumstances:
 2. Random Testing: Players and coaches may be selected at random for drug testing at any time during the season. For purposes of random testing all players and coaches are entered into a random testing program which is administered by Pro Med Services, of BUTTE, Montana. Pro Med Services, of BUTTE, Montana shall also select alternate players and/or coaches in the event a player and/or coach are absent on the day of testing. A representative of Pro Med Services will contact the head coach via text messaging approximately one-half hour before arriving at the field for random testing to notify the head coach of the person selected for random testing. No other persons shall be notified of the players and/or coaches selected for random testing.
 3. For Cause Testing: Players and/or coaches may be asked to submit to a drug test at any time during try outs or the season in the event the Director of Baseball, a coach or the BUTTE American Legion Baseball POST 1 Executive Committee has some evidence that the player or coach may be under the influence of drugs including, but not limited to, the following circumstances: reasonable evidence of drugs within the player's or coach's possession or control, unusual conduct that suggests impairment or influence

of drugs, negative performance patterns, or a failure of, or refusal to submit to, any test administered hereunder.

4. Administration: Pro Med Services, of BUTTE, Montana, will handle all testing and the drawing from the player and coaches pool for the random tests at the expense of BUTTE American Legion Baseball POST 1; provided, however, that if a player or coach fails or refuses a test, then the cost of any subsequent test shall be at the expense of the player (or the player's parent or guardian in the case of a minor player) or coach. Drug-testing results will be disclosed only for the purposes related to enforcement of this policy. No results will be disclosed at the time of the random test being administered. If a random test produces a positive result the sample collected shall be sent by Pro Med Services to a medical lab of Pro Med Service's choosing for confirmation. Such confirmation may take as long as forty-eight (48) hours to complete. In the event the random test is confirmed as positive, Pro Med Services shall notify only the person(s) designated by BUTTE American Legion Baseball POST 1 receive such notification. A copy of the lab report confirming the positive result shall be provided to the person(s) designated by BUTTE American Legion Baseball Post 14 to receive such notification.
5. Refusal to Submit: If a player or coach refuses a request to submit to testing under this policy, the refusal will be considered an offense, whether first or second as the case may be, under the BUTTE American Legion Baseball POST 1 Rules and Policy Manual for the BUTTE American Legion Baseball POST 1 thereby resulting in either suspension or removal from the BUTTE American Legion Baseball POST 1, as applicable. Provided, however, that in such a case, the player or coach will be given an opportunity to explain the circumstances prior to any final disciplinary enforcement becoming effective. Furthermore, in the event of a refusal to submit which is deemed a first offense, the player or coach will be required to submit to a subsequent test at the expense of the player (or the player's parent or guardian in the case of a minor participant) or coach, in which case a second refusal to submit shall be grounds for removal from the BUTTE American Legion Baseball POST 1. In the event a player/coach refuses to submit to testing, Tri Med Services shall notify only the person(s) designated by BUTTE Baseball, Inc. to receive such notification.
6. Information: Parents, Players and Coaches are encouraged to contact Pro Med Services, of BUTTE, Montana with any questions or concerns regarding the drug testing procedures utilized by Pro Med Services in the implementation of this policy. Parents, Players, or Coaches should contact Pro Med Services, of BUTTE, Montana if for any reason they have reason to believe that if tested, a false positive result might occur as a result of some dietary or medical condition.

M. Consent

1. By signing Player Rules and Policy, you (or the parent or guardian in the case of a minor player) affirm that you are aware of BUTTE Baseball, Inc.'s drug testing policy for the BUTTE American Legion Baseball POST 1, and you hereby agree to allow BUTTE Baseball, Inc. and its agents and/or employees to test you (or the minor player in the case of a parent or guardian) at any time during the season in accordance with the aforementioned policy.

ACKNOWLEDGMENT OF READING AND UNDERSTANDING

BUTTE BASEBALL, INC.

BUTTE AMERICAN LEGION BASEBALL POST 1

PLAYER RULES AND POLICY

We, the undersigned, have read, understand, and agree to abide by BUTTE Baseball, Inc.'s Player Rules and Policies for the BUTTE American Legion Baseball POST 1 as set forth in the Player Rules and Policies Section II of the Organization Book

_____	_____	_____
Player or Coach Name	Player or Coach Signature	Date

_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date

_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date

COACH RULES AND POLICY
SECTION III

Placeholder for Coach Rules and Policy to be adopted

PARENT RULES AND POLICY
SECTION IV

I. Introduction

- A. Legion Baseball is a big commitment and requires the support of the player's parents/family. Each player's families are seen as a representative of BUTTE Legion Baseball and shall be held to high moral and ethical standards in regard to their behavior at the park. Additionally, family members will be required to work shifts at the park as established by the Executive Committee.

II. Fees and Fines

- A. Parents will be responsible for paying appropriate fees
- B. Any other costs incurred by the player is the parent's responsibility. This includes but not limited to: replacement of uniform, hotel damages, etc.

III. Fund Raising

- A. *See Fundraising and Sponsors Policy Section V of the Organization Book*

IV. Conduct

- A. No spectators allowed in the dugout during a game. Between games, it is permitted to spend the first 10 minutes after our team break outside of the dugout, talking/eating with non-players.
- B. Interacting with fans or parents during a game is not allowed. The player's focus should be on his role in helping the team and supporting his teammates
- C. Parents, once the game begins, please do not drop any food or drinks off with your son until intermission. Pop/soda will not be allowed in the dugout—unless approved by the coach.
- D. Parents of all players are expected to be courteous and polite at all tryouts, practices, home and away games, and team functions. Parents shall refrain from all forms of negative and combative cheering. Consumption of alcohol will be in moderation and decorum will be maintained. Persons who violate this policy will be asked to leave the park. Repeat offenders may be banned from the park.
- E. Parents will be allowed to watch practices from the grandstands or outside the fence only. However, please keep in mind that your role is to parent and support your son, not coach them.

V. Game Responsibilities

- A. All parents are required to do their duties (concessions, field work, ticket taking, etc.) or find a replacement if they can't work. Please do not put it on someone else to find a replacement for you at the last minute or just not show up

- B. All parents or guardians are expected to work on a volunteer basis during the seasons. At the beginning of each season, parent/guardian work sign up sheet will be available on the team website. If during the course of the season, parents or guardians have unforeseen conflicts in their schedules and are unable to work their scheduled duties, the parent or guardian is responsible to find a suitable replacement to work their schedule. Additional player fees may be added to a family if they are not participating in their work duties. The EC will determine number of units of parent required volunteer work.
- C. Parents will not be responsible for field work after games. This will be our team's responsibility. Parents will be asked to help before and in-between games and take care of the other duties such as concessions, announcing, scorekeeping, and ticket gate.

VI. Playing Time or Other Grievances

- A. Players are encouraged to approach the coaching staff to talk about playing time or other matters. **Parents will not talk to coaches regarding playing time, coaching philosophies, or other matters such as this at any time during the season.** If, after the coach and player have met and there remains a problem, the parents may set up a meeting with the coach, with the player present. For grievances regarding matters other than playing time, parents should address the coach by phone, email or text to resolve the issue and set up a meeting if necessary. It is required to wait one day after an event occurs to approach the coach to allow emotions to cool.

VII. Player Expectations

- A. As coaches, we would prefer the best players be on the field at all times. However, talent is not the only thing that is important on the diamond. Work ethic, leadership, mental toughness, and the ability to work as a team to win games are all very important in baseball. Therefore, talent alone will not get your son on the field. There will be times when a more talented player is sitting on the bench while a lesser player is on the field. **THERE IS A REASON FOR THIS!** Most likely, your son did something at practice that distracted from the team's goals of working together towards winning a championship. Please understand that your son is sitting for a reason and do not immediately question the coaches' judgement.
- B. Please help us reinforce those key character building traits mentioned above and first ask your player if perhaps he did something that may have taken away from the team's progress.

VIII. Transfer of Players. All transfer of players into or out of the Legion program will follow the programs *Player Transfer Policy in the Organization Book*. The parent is responsible for the completion of relevant paperwork; transfer players will not be eligible for tryouts until all paperwork is complete.

ACKNOWLEDGMENT OF READING AND UNDERSTANDING

BUTTE BASEBALL, INC.

BUTTE AMERICAN LEGION BASEBALL POST 1

PARENT RULES AND POLICY

We, the undersigned, have read, understand, and agree to abide by BUTTE Baseball, Inc.'s Parent Rules and Policies for the BUTTE American Legion Baseball POST 1 as set forth in the Parent Rules and Policies Section III of the Organization Book

Parent/Guardian Name	Parent/Guardian Signature	Date
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Parent/Guardian Name	Parent/Guardian Signature	Date
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POLICY: PLAYER TRANSFERS