

LAKEWOOD JUNIOR BASEBALL ASSOCIATION



HANDBOOK

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Welcome to Lakewood Junior Baseball Association (LJBA), Home of the Tigers:

We are excited to have you join our baseball family this year and hope you are excited as well, for the up and coming baseball season. LJBA feels that participation in team sports plays a valuable role in the development of our children and the aspects of teamwork, dedication, discipline, physical fitness, self-esteem, and fair play all contribute to the overall growth and maturation of young people.

LJBA strives to offer a quality baseball program for boys and girls ranging in age from 4 to 14 years old, at all levels of play. We always work toward aiding in our young athlete's development while providing a positive, healthy experience that teaches the importance of teamwork, cooperation, skill development, ethics, respect for the rules, winning and losing with grace, coping with success and failure, respecting authority figures, and always striving to do your best.

LJBA is providing you and your family this handbook to serve as a reference for our parents, guardians, volunteer coaches, or other volunteer staff, so you may be better informed of LJBA policy, procedures, and expectations and in return you can do your part in making this program a success alongside us.

Sincerely,

LJBA President & Board of Directors

Purpose of Handbook

In order for Lakewood Junior Baseball Association to provide a quality baseball program, it becomes necessary to set forth certain policies, procedures, rules, regulations, and codes of conduct and in return, we ask that our patrons follow the rules outlined in this document to maintain the integrity and spirit in youth baseball and sports as a whole. LJBA has created and adopted the following for all patrons to have a positive experience. Whether you are a coach, parent, player, or family guest. YOU are expected to abide by items outlined within this document.

GOOD SPORTSMANSHIP AND FAIR PLAY PLEDGE

By participating as an Administrator, Coach, Parent, Player, or Spectator you

hereby pledge to encourage youth sports in a positive manner by following the Good Sportsmanship and Fair Play Agreement:

- I will demonstrate Good Sportsmanship and Fair Play at all times.
- I will promise to make youth sports fun for everyone.
- I will become knowledgeable in the rules of the game.
- I will attend and participate in every practice/game that I can.
- I will properly maintain uniforms, equipment, and park facilities.
- I will demand a Drug, Tobacco, and Alcohol-Free environment.
- I will encourage and promote a safe and healthy playing environment.
- I will respect all administrators, coaches, officials, parents, players, and spectators.
- I will place the emotional and physical well-being of the kids ahead of myself.
- I will report any instances where the above statements are violated to the coach and or LJBA Board.
- I WILL REMEMBER THAT YOUTH SPORTS ARE FOR THE KIDS. 3

Registration

- **Returning Families** - Please log into your account from the previous year of play and follow the prompts to register your returning player for their new season. You may also add any additional siblings that may be new to LJBA to your account as well. DO NOT create a new account.
- **New Families** - Select the registration tab and build your new account. The system will walk you through the registration process of each child.
- **Registration Process Assistance** - If you need help or have questions with the registration process, please email registrar@ljba.org.
- **Registration Fee Assistance** - If you require financial assistance or a different payment arrangement than what is already offered, please send an

email to registrar@ljba.org with your request for assistance and advise us of what payments you are able to make. Remember we are a non-profit and funds are limited.

- **Registration Payment** - Parents and guardians are responsible for paying the registration fee in full for their participant(s) before the 1st game and before receiving their league jersey and hat.
- **Registration Fee Refund** - LJBA understands there may be times where a refund is needed for a variety of different reasons or situations. Please send your request to registrar@ljba.org for review and provide as much detail in your email as possible to help us in our review of the matter. Please note that if league jerseys and hats have been ordered already the refund, if approved, would be minus the cost of both items.

Ways to Contact US

You can reach us via email at any time or attend our monthly board meetings.

- **Board Meetings**- Held monthly. Reach out to your head coach or LJBA for the time and location of the meeting you wish to attend.
- **info@ljba.org** - Use this email if you have any general questions, comments, suggestions, or concerns. This email is received by all LJBA board members.
- **registrar@ljba.org** - Use this if you have registration questions. This email only goes to the LJBA registrar.
- **president@ljba.org** - Use this for any reason. This email only goes to the president of LJBA.

LJBA Online Communications

- **www.ljba.org** - league website which houses schedules, team pages, contact emails, league events, and much more.
- **Facebook & Instagram** - [@LJBTigers](#) is another way to connect with us and stay current with information.
- **Game-Changer, Band**, etc are used by some coaches to communicate with their teams. Check with your head coach to see what they use so that you

can stay informed with team events.

Ways Parents & Guardians Can Help

- **Assistant Coach** - Will help the Head Coach facilitate drills in practices and tasks in games under the guidance of the Head Coach.
- **Parent Helper** - Offer to help the coaching staff during practices or game warm ups. This person normally can not fully commit to game and practice schedules, but will help when they have time and ability.
- **Team Manager** - An assistant to the Head Coach and helps with organizing and communicating anything the team may need.
- **Score Keeper** - Will document the events of the game and keep an accurate score in the official scorebook and/or application.
- **Board Member** - Send an email to info@ljba.org indicating how you would like to help or your skill sets that would benefit the league.

General Baseball Season Information

Season length:

- **Kid Pitch (8u - 14u)** - Practice normally begins on March 1 and will run through the end of June. Some of our older and more established teams start practicing a lot sooner, but that is up to the Head Coach.
- **PeeWee (Tball, Coach Pitch, and Modified Pitch)** - Practice normally begins in April and will run through the 3rd week of June.

Practices:

- Are determined by the Head Coach of your team.
- **Kid Pitch (8u - 14u)** - Practices are normally 2-3 times a week until games start, then the Head Coach may scale back to accommodate the addition of games.
- **PeeWee (Tball, Coach Pitch, and Modified Pitch)** - 1 to 2 practice during the week.

Games:

- Game schedules are normally released a week or 2 before the 1st week of

gameplay.

- LJBA & your Head coach will announce when schedules have been finalized and posted to our organization's website at www.ljba.org under the team central tab and posted schedules.
- Kid Pitch (8u - 14u) - Each team can have 1 or 2 games per week. Reschedules can increase or decrease the number of games in a week.
- PeeWee (Tball, Coach Pitch, and Modified Pitch) - 1 game on Saturdays. Reschedules are normally attempted on Sunday afternoons, if possible.

Make-up Games and Practices:

- Cancelled games will only be rescheduled in the event that your team does not meet the minimum guarantee number of league games.
- Cancelled practices are not required to be rescheduled, but most coaches do try to reschedule, if possible.

City Field Use Rules of all Lakewood city parks - All LJBA game fields are permitted through the city of Lakewood and for this reason, we are all bound to follow their rules as listed below. Failure to do so can cost the loss of our permits, which would leave every team without a place to practice.

- Any indecent behavior, including profane language, is prohibited on City property.
- You are expected to leave the permitted facility in the same condition it was before you used it.
- Subletting facilities is strictly prohibited.
- No glass bottles are permitted on City property.
- All trash must be collected and properly disposed of before leaving the City property.
- Vehicles of any kind are prohibited outside of parking areas. ● Snowplows, snowblowers, and shoveling of snow are prohibited on City property.
- The permittee is expected to refrain from using a field when any of the following conditions exist:
 - Standing water is present on any part of the playing area
 - Precipitation of ½ inch or more has fallen within the previous 24 hours

- Steady rain is falling and the ground is saturated
- Snow is sticking to or covers the ground (snow removal is prohibited)
- Infields/dirt areas are muddy or dirt cakes or cling to shoes
- Organizations failing to honor any field closures are subject to fines established to cover the cost of repairs and/or revocation of future field permit(s).
- The City of Lakewood, Municipal Code 9.38, states smoking is not allowed:
 - Within 25 feet of an entrance to any facility
 - At facilities such as playgrounds, pools, athletics fields, or picnic shelters
 - At City events, festivals, or concerts
 - At transit stops
- Any Community Resources employee designated by the Community Resources Director or his/her designee shall be authorized to enforce this Code of Conduct along with any other rules and regulations applicable to the facility, activity, or program.
- Call 911 if there is an emergency (you see a crime in progress, know someone is hurt or in danger or you hear gunshots). Call 303-980-7300 for 24/7 non-emergency police dispatch.

Game Play Rules:

Kid Pitch Division (8 - 14u)

- LJBA games are played through Rocky Mountain Junior Baseball League (RMJBL)
 - Their basic rules and pitch count guidelines can be found on their site <https://www.rmjbl.org/content/263/Rules>
 - Rules that are not covered in this document will defer to normal baseball rules. <https://www.mlb.com/glossary/rules>

PeeWee Division (Tee ball, coach pitch, modified kid pitch)

- LJBA PeeWee games rules will be posted to www.ljba.org under our documents table once the rules are agreed upon by all participating baseball organizations.

Uniforms/Equipment Information

Individual Equipment:

- **League jersey & hat** - A portion of your registration fee is used to purchase these items for each participant.
- **Additional Personal Items** - Parents/Guardians are responsible for purchasing equipment the player will need to play baseball, such as pants, belt, socks, cleats, athletic cups, chest protectors (not required), gloves, bats, helmets, etc.
- Parents/Guardians and players are responsible for these items, not the coaches or any other league volunteers. **Lakewood Junior Baseball Association Volunteer Staff is not responsible for lost or stolen equipment.**

Group Equipment:

- Coaches will have bases, baseballs, and anything else they may need to conduct their practices and games.

Dick's Sporting Good Shop Days:

- Time and Dates are announced by the league and the coaches.
- This is an event where we partner with DSG to give our families a discount on any additional baseball apparel or equipment they may need for the season.

General Umpires/Field judge policies and procedures:

Parents, Guardians, Guest -

- Umpires are people too, which means they are not perfect and do make mistakes. Umpires are constantly trying to get better and most of them do work hard to call a good game and let the kids have fun while playing.

- Arguing, questioning, or criticizing a call by an umpire is not permitted. This will get you and your head coach ejected.
- If you have concerns, please let your head coach know in private after the game or at another time agreed upon by the 2 parties.
- You can also send your concerns to our Board for additional review via email at info@ljba.org. In that email, please provide as much information as possible regarding the situation (where runners were, how many outs, where the ball was hit, fly ball, ground ball, what was called on the field and what was said or done if there is an altercation).
- If you had an umpire that did a really good job, please email those comments to info@ljba.org.
- If you are ejected from a game, please leave the field and wait for your child in the parking lot. The game will not resume until you are out of sight and sound.
- If they have to eject a person(s) for a second time, it will likely result in your team's forfeiture.
- An ejection from a game will be reviewed by LJBA's board and can lead to further game/event or even season suspensions.

Coaches Only -

- The company that employs the umpires stresses that they are on-site 30 minutes prior to game time and on the baseball field 5 minutes before game time.
 - If an umpire is not seen anywhere on site **10 minutes before** the start of the game, please reach out to Mike. He can help determine the problem or miscommunication and will advise next steps.
- Only the Head Coach may address the Umpire or Field Judge.
- Home Plate Meeting -
 - This is when you get to make sure that all parties are following the same rules by asking questions.
 - If you need clarification on a rule or have had inconsistency, this is the time to bring it up.
 - Review of field conditions and its boundaries.
- You must call for time and have an umpire acknowledge your request before

the Head Coach can do the following:

- Crossing foul lines for mound visit or player injury.
- Speaking to an umpire regarding a call or other issues that may arise. Please speak to our umpires with respect and remember they are human too. Everyone makes a mistake and no one knows everything.
- Judgment calls (grey areas or perceptions) - umpires are less likely to overturn or entertain you questioning their judgment. You can ask an umpire if they will confirm their call with the other umpire on the field and they have the right to decline such a request.
 - Tags are one of the main judgment calls that an umpire is willing to ask their partner for help, but again it is up to them.
 - Request to appeal a check-swing can only be done if the field judge is down the baselines, NOT in the middle of the field.
- If questioning or criticism becomes personal, you will be ejected. It is one thing to argue a call, but to make it personal is grounds for ejection.
- Do not bring a rulebook onto the field when arguing or questioning a call. This will result in immediate ejection.
- If you do not control your parents, guardians, volunteer staff, or guests when it comes to inappropriately interacting with the umpires, you as the head coach will be ejected even if you were not saying or doing anything.
- If you are ejected from a game, please leave the field and wait for your child in the parking lot. The game will not resume until you are out of sight and sound.
- A coach's ejection from a game will be reviewed by LJBA's Board and will result in an automatic suspension from the next game, with additional penalties to be determined.
- If there is lightning and the umpire delays the game, please do your part to clear the field. Most dugouts are lightning rods and it is a safety issue. Nobody likes going to the car in the rain, but it is the best place for people to reside safely during a storm.
- If you have matters/calls/issues that you feel need to be addressed, please email info@ljba.org. In that email, please provide as much information as possible regarding the situation (where runners are, how many outs, where the ball was hit, fly ball, ground ball, what was called on the field, and what

was said or done if there is an altercation). LJBA will review the matter and communicate with the umpire coordinator, so they can better educate umpires.

- If you had an umpire that did a really good job, please email those comments to info@ljba.org as well.

Player Code of Conduct

PLAYER CODE OF CONDUCT - by participating I am agreeing to the following terms.

- I will arrive at practices and games prepared with all the items I need for participation that day.
- I will seek to become the best athlete I can be by practicing, trying to do my best on the field, and focusing both on the field and in the dugout.
- I will follow the direction and rules of my coaches and learn to take corrections as a compliment and a way to grow.
- I will win and lose graciously, by demonstrating good sportsmanship throughout the game and/or practice.
- I understand I am in control of my actions and words at all times. It is not acceptable to throw your bat, helmet, glove, or any object on or off the playing field at any time.
- I will be honest and take responsibility for my actions and their results.
- I will not use any form of intimidation or bullying against another player, coach, or umpire.
- I will be a good team player and put the needs of my team ahead of my own.
- I will support and cheer for all of my teammates and enjoy the skill of competition.
- I will learn the rules of the game, so that I may understand and appreciate why certain situations take place.
- I will respect the integrity and judgment of the game umpires even if I do not agree.

- I will treat all players, coaches, umpires, parents, and spectators with dignity and respect, as I would like to be treated, using appropriate language in appropriate tones when interacting with them.
- I will remember at the end of the day baseball is a game and games are meant to be FUN.

PARENT AND SPECTATOR CODE OF CONDUCT - by participating I am agreeing to the following terms.

- I will make every effort to have my child arrive on time for their practices, meetings, and games.
- I will inform the coaching staff promptly when unable to attend practice or games.
- I will honor my commitment to participate in all team activities from the beginning of the season until the end (March 01 - June 30)
- I will notify the Head Coach and Team Manager of medical issues that my child may have (allergies, diabetes, etc.), so that they can react in an appropriate manner should something happen while in their care.
- I will treat all players, coaches, umpires, parents, and spectators with dignity and respect, as I would like to be treated, using appropriate language in appropriate tones when interacting with them.
- I will be a positive role model at all events.
- I will follow any rules or regulations that are set by outside governing parties that may have a say over our league play and practices.
- I will refrain from using or coming under the influence of any controlled substances (alcohol, drugs, etc.). I also understand these are strictly prohibited at any Lakewood Junior Baseball Association events and will result in my removal from the event.
- I will refrain from being a "bleacher coach" and giving the children instructions during the game. This is distracting and counterproductive for the whole team.
- I will not enter or hang out near the dugout or other team-specific areas unless asked by the coaching staff. This is a distraction, not a help.

- I will praise youth athletes in their attempt to improve themselves as athletes, and as people, just as you would praise a student working in the classroom.
- I will learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- I will show respect for the opposing players, coaches, spectators, and support groups.
- I will respect the integrity and judgment of the game umpires & understand that they are doing their best to help promote the youth baseball athletes, and admire their willingness to participate in full view of the public.
- I will understand that Lakewood Junior Baseball Association is responsible for the behavior of its spectators and can be punished for the actions of patrons in violation of the City of Lakewood's ordinances, codes, and policies.
- I will understand that parents and spectators can remove them from the premises and can prohibit them from attending future contests due to undesirable behaviors by Lakewood Junior Baseball Board Members or Head coaches.
- I will understand that our hired umpires can (and should) remove parents and spectators from the premises and/or prohibit them from attending future contests due to undesirable behaviors.
- I will remember that this is organized for the enjoyment of our children.
- I will help my child work toward skill improvement and good sportsmanship in every game.
- I will not ridicule or yell at your child for making a mistake. Give him/her positive reinforcement, so they may make the play next time.
- I will set a good example because children learn best by example.
- I will accept the umpire's decision is final and respect the fact that they also make mistakes.
- I will accept the coach's decision regarding playing positions and the amount of playing time.

- If there is ever a time that I am upset over a coach's decision or an event that occurred, I will follow the 24 hours cool-down rule and wait 24 hours before contacting the coach to arrange a meeting time to discuss the issues that are of concern.
- I understand that the coach may impose additional rules, guidelines, and/or policies that I am required to follow and failure to comply with the rules, guidelines, and/or policies is a violation of your commitment.
- I agree to have fun and enjoy these moments because they are only this age once.

Coach's Code of Conduct - by participating I am agreeing to the following terms.

LJBA would first like to thank you for volunteering to be a coach for LJBA and our families.

The purpose of the Coach's Code of Conduct is to make sure all of our volunteer coaches understand Lakewood Junior Baseball Association's expectations of them and the extreme importance they will play in all of our player's and family's lives both on and off the field.

By accepting your role as a coach you agree to all of the items below:

- I will make every effort to be a positive and supportive role model to all of my players, volunteer staff, parents/guardians, and guests.
- I will find the time to be a student of the game of baseball and seek continual self-improvement when it comes to staying on top of rules, rule changes, and learning new techniques for both skill and strategy development so that my players are prepared to play the game of baseball.
- I will ensure my language, manner, punctuality, preparation, and presentation demonstrates the high standards of LJBA.
- I will make every effort to make sure I conduct all weekly team practices, including making arrangements for my assistant coaches to cover in my place if needed. Remember if you would play a game in/on it then you should practice in/or on it.
- I will demonstrate and encourage fair play and sportsmanship with all of my players, coaches, and persons associated with my team.

- I will act professionally and take responsibility for my actions both on and off the field.
- I will show up to games in Lakewood Tiger gear. (shirt, hat, etc)
- I am aware that I have a tremendous influence on the education of my players and shall never place the value of winning above the value of instilling the highest ideals of character.
- I will respect and support game officials even if I do not agree with their calls.
- I will not indulge in conduct that would incite players or spectators against the officials.
- I will treat everyone equally regardless of sex, gender, ethnicity, religion, sexual preference, or ability.
- I will adhere to all pitch count rules and in the absence of rules act in the best interest of player health and longevity regardless of the situation.
- I will provide a physically and emotionally safe environment for practices and competition.
- I will exhibit sound injury and risk management practices and will encourage parents and athletes to seek medical advice when required. Always error on the side of caution.
- I will provide a sports environment for my team that is free of drugs, tobacco, and alcohol.
- I will ensure that all equipment is safe and ready for play.
- I will be fair, considerate, and honest with athletes.
- I communicate with athletes using simple and clear language.
- I will do my best to organize practices that are fun and challenging for all my players.
- I will make sure to teach and explain the rules of every league or tournament we participate in as my players.
- Head Coaches will attend all Board meetings. If I should not be able to attend, I will notify the Board & advise who will attend in my place and understand that this person will have the ability to make decisions on behalf

of myself and the team.

- I will respond to all communication (League and parent) within a timely (24 - 48 hr) and respectful manner.
- I will remember the reason that we, as adults, are coming together is for the children and that at the end of the day it is just a game and games are meant to be fun.

WAIVER

In consideration of being allowed to participate in any way in the UNITED STATES SPECIALTY SPORTS ASSOCIATION athletics/sports program, related events, and activities, the undersigned acknowledges, appreciates, and agrees that:

1. The risk of injury and/or illness from the activities involved in the program is significant, including the potential for permanent paralysis and death, and while particular rules, equipment, and personal discipline may reduce the risk, the risk of serious injury does exist;
2. The risk to have contact with individuals, who have been exposed to and/or have been diagnosed with one or more communicable diseases, including but not limited to COVID-19 or other medical conditions, diseases, or maladies does exist, and it is impossible to eliminate the risk that I could be exposed to and/or become infected through contact with or close proximity with an individual with a communicable disease;
3. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume all full responsibility for my participation;
4. I willingly agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest official immediately; and
5. I, for myself and on behalf of my heirs, assigns, personal representatives, and next of kin, HEREBY RELEASE AND HOLD HARMLESS THE UNITED STATES SPECIALTY SPORTS ASSOCIATION, their officers, officials, agents and/or employees, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of the premises used to conduct the event ("Releasees"), WITH RESPECT TO ANY AND

ALL INJURY, ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.

6. I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, BEFORE ACKNOWLEDGING THE CHECKBOX BELOW, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY AGREEING TO IT ON MY OWN BEHALF OR ON BEHALF OF THE YOUTH PARTICIPANT ASSOCIATED WITH THIS GUARDIAN ACCOUNT, AND I SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

ACKNOWLEDGEMENT BY ADULT PARTICIPANT: By acknowledging and agreeing to the checkbox below, I agree and verify the following: 1) I consent and agree to assume the risks of participation in these programs; and 2) that I specifically agree to the release as provided herein of all the Releases, and, for myself, my heirs, assigns and next of kin, I release and agree to indemnify the Releases from any and all liabilities incident to my involvement or participation in these programs EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.

ACKNOWLEDGMENT BY PARENTS AND/OR LEGAL GUARDIANS OF YOUTH PARTICIPANTS: By acknowledging and agreeing to the checkbox below, I agree to and verify the following: 1) I am the parent or legal guardian for the youth participant associated with this guardian account, 2) that the date of birth of the youth participant associated with this guardian account is correct, 3) that as a parent/legal guardian with legal responsibility for this youth participant, I consent and agree to assume the risks of his/her participation in these programs; and 4) that I specifically agree to his/her release as provided herein of all the Releases, and, for myself, my heirs, assigns and next of kin, I release and agree to indemnify the Releases from any and all liabilities incident to this youth participant's involvement or participation in these programs as provided above EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.