

West Cobb Travel Team Handbook

Updated 6/30/2021

Table of Contents

TABLE OF CONTENTS	2
MISSION STATEMENT	3
OPENING COMMENTARY	3
DISTRIBUTION	3
READ AND SIGN	3
TRAVEL TEAM HANDBOOK	4
TRAVEL PROGRAM MANAGEMENT	4
TRAVEL TEAM SEASON	4
TRAVEL TEAM NAMES	5
TRAVEL TEAM MANAGER SELECTION	5
TRAVEL TEAM BASE NUMBER OF TEAMS	5
TRAVEL TEAM TRYOUTS & PLAYER SELECTION	6
TRAVEL TEAM ROSTERS	6
TRAVEL TEAM UNIFORMS	7
TRAVEL TEAM FIELD ASSIGNMENTS	8
TRAVEL TEAM ROSTER ADJUSTMENTS	8
TRAVEL TEAM LEAGUE SERVICE REQUIREMENT	9
TRAVEL TEAM UMPIRES	9
TRAVEL TEAM PARTICIPATION ISSUES	9
TRAVEL TEAM FINANCES AND FUNDRAISING	10
TRAVEL MANAGER VIOLATIONS ISSUES	11
SIGNATURE PAGE	12

Mission Statement

The West Cobb Baseball Association (WCBA) is a non-profit organization that offers an instructional baseball program for youth from ages 13 to 18. WCBA is dedicated to teaching the young adults of our community the fundamental skills of baseball. Our emphasis is on developing physical fitness, sportsmanship, teamwork, and leadership skills in a positive and safe environment. We strive to provide opportunities for all participants to develop individual skills and abilities while being a contributing member of a team. It is important to WCBA that we provide a way for our athletes to build lasting friendships, great memories, and to have fun!

Opening Commentary

This document establishes the basic structure of the West Cobb Baseball Association (WCBA) Travel Baseball program. It includes some recommendations and some absolute rules. Like all WCBA documents before it, this is a work in progress. It is fully expected that all future WCBA Boards will review this document, consider its successes, failures and relevance, and improve upon it, year to year.

WCBA is a family membership based organization, operating in facilities owned and operated by Cobb County Parks and Recreation. The objective of WCBA is to serve the baseball needs of the member families, and citizens of the West Cobb area. To the extent that the Travel Baseball program does that within the Official Policy of WCBA, WCBA is interested in supporting a Travel Baseball Program. The existence of this document should not be seen as any more than that.

This document was updated June, 2021. Future modifications to this document should be completed by June of each year and agreed upon by the board before the start of each new season.

Distribution

Copies of this document will be provided to each of the members of the Board of Directors and each individual selected to be a manager in the travel program via email. A hard copy will be provided if requested.

Read and Sign

Upon receipt of the Travel Team Handbook, each team manager must read the handbook in its entirety and sign the document to acknowledge receipt and understanding of the rules set forth by the WCBA Board of Directors.

Travel Team Handbook

This document is a supplement to the WCBA bylaws and is specific to Travel Ball. The WCBA bylaws and rules, as amended, are to be utilized in cases not specifically mentioned in this document. Travel Team managers, coaches, players and parents are subject to the same penalties as all other WCBA participants for violations of any WCBA bylaw or rule of conduct.

Travel Program Management

1. The Travel Team Coordinator shall be responsible for the general oversight of the Travel Program, and is responsible to the Athletic Director and President.
2. Each Travel Team Manager shall be responsible for operation and oversight of all activities associated with their travel team.
3. There shall be a Travel Ball Committee, chaired by the Athletic Director and composed of a subset of members of the WCBA Board of Directors, which shall consider specific issues related to the Travel Program, including rules and manager selection, and make recommendations to the full WCBA Board. The committee shall consist of the President, Athletic Director and 2 at large Board Members.
4. In order to properly support the Travel Program, certain actions (advertising for managers, manager selection, for example) will occur prior to the June WCBA Board meeting. The board members responsible for taking these actions will be the incoming board members who will be responsible for the program during its actual execution. The board on or after August 1st shall ratify actions taken by these board members prior to August 1st. (Example: A new Travel Coordinator is elected in May 2021. That person shall be responsible for taking the necessary steps in June and July 2021 to administer the Travel Program that will be run from August 1st, 2021, to July 31st, 2022. Similarly, all members of the Travel Program Committee will be members of the 2021/2022 WCBA board.)
5. As with all aspects of the West Cobb Baseball Association, the WCBA Board of Directors has ultimate authority over the Travel Program.

Travel Team Season

The Travel Baseball season shall be from August 1 of the current year and run through July 31st of the following year. There are dates that fields are not under contract with Cobb County. Field Availability during that time is first come first serve. That time frame is typically Halloween-February 1st. Specific dates can be provided after the yearly contract is signed with Cobb County. There are also times that are not under contract with Cobb County. That time frame is anything before 5PM Monday through Friday and before 12PM on Sunday.

Travel Team Names

All travel teams added for the 2021-2022 travel ball season and subsequent seasons will be required to use West Cobb with their team name.

All Travel Team Managers must ensure their team is registered with all outside organizations (USSSA, Perfect Game, PBR, Triple Crown, etc.) as a WC team, i.e. WCBA Tigers or Tigers at West Cobb or WC Tigers. Failure to comply will result in loss of field time until the name is corrected. Multiple violations will result in team suspensions and up to removal from the WCBA travel program.

Travel Team Manager Selection

Travel Team Managers shall be selected on a yearly basis. All persons wishing to be travel ball managers, including returning travel ball managers, shall submit an application to the Athletic Director by the published deadline.

The Athletic Director shall take steps to publicize this process which should include emailing notice to all current managers and coaches, posting to WCBA website and other appropriate web boards.

Returning travel ball managers will be required to re-interview with the board each year unless notified by the Travel Coordinator.

For new applicants for the travel ball manager position, a thorough investigation of the manager's qualifications will be performed. Applicants will be given a personal interview by the WCBA Board where the Board shall be given the opportunity to ask questions of each applicant.

Travel Team Base Number of Teams

WCBA Board reserves the right to determine the number of teams at each age group.

There are no A and B team designations; each manager will have an opportunity to field a competitive team. This allows for players and families to have the ability to choose a team and manager they feel is best suited for their needs.

Travel Team Tryouts & Player Selection

1. The travel team manager has the sole responsibility in player selection. The exception to this is in the case of a player that was banned from WCBA at any time. This player will require the approval of the full board to be placed on a Travel team roster.
2. The travel team tryouts & selection process may be publicized as the team manager sees fit. A post may be made to the WC page, WC Facebook Page, NWGA online page, etc.
3. Travel Team Managers are responsible for providing their completed rosters to the Travel Director and ensuring that all players are properly registered with WCBA as soon as possible.
4. Each manager will schedule their tryout date(s) on dates based on field availability (managers should communicate with the travel coordinator). Managers should hold a minimum of 1 tryout. They may select a portion of the team after the first tryout and use subsequent tryouts to fill out the roster.
5. Each participant will be given a fair opportunity to display their fielding, hitting and throwing talents.
6. At the end of the final tryout, the Head Coach will notify participants that do not make the team within 72 hours.

Commentary:

WCBA fully expects that each manager will apply all of their knowledge of the players and their families to the selection process. WCBA, also, fully expects that every member player will have a fair and equitable opportunity to be selected for a WCBA travel team. The players and their families selected for each team will form an extended family for the next year and will be tied together socially, financially and temporally. The proper selection of that team will determine the level of success that the team enjoys. Success is not defined only as a win-loss record. Obvious issues to be taken into consideration are the skill of the players, the support of the families and the compatibility of everyone involved. The families and players have every right to select a team/manager for which they would like to play for as the manager has the right to select players.

Travel Team Rosters.

1. Each parent must register their player on the WCBA website, and pay the applicable fee, in the fall and again in the spring. A coach/manager may choose to complete the registration fee for each season for their team. If this is the case, parents will complete a Google Doc as the registration form replacing the online portal through the WCBA website.
2. Any changes to a team's roster must be reported to the Travel Coordinator immediately.
3. If a team adds a new player the player must pay the registration fee, on a prorated basis, at the time of registration.
 - a. If a team adds a replacement player and the registration fee has been paid there will be no need for replacement player to pay registration fee. Replacement players must be communicated to the Travel Coordinator to update

- rosters. The replacement player will only need to complete a registration form (electronically or hard copy) to be covered under the insurance for the park.
4. Travel Rosters must be submitted to the Travel Coordinator and registration fees paid by parents (or the manager) according to the following schedule:
 - a. Fall Season-Roster due by August 10. Registrations completed and paid by August 20
 - b. Spring Season-Roster Due by January 15. Registrations completed and paid by February 1 (exception made for HS aged travel teams).
 - c. A late fee may be added to each registration not completed by the above time frame.
 - d. Please note, practice slots, umpires, and baseballs will not be provided unless the team is completely registered and paid.
 1. Umpire Credits and Baseballs are only supplied in the Spring season after a full year (fall and spring) registration has been paid.
 5. Any irregularities between a team's roster on file and their actual roster may result in loss of field time.

Travel Team Uniforms

1. All WCBA Travel Baseball Teams will utilize the designated WCBA Travel Baseball logo somewhere on their game uniform (WC). For purposes of this requirement, the uniform consists of the hat, jersey or pants. The WCBA Travel Baseball Team logo will serve as a park designator for the uniform. The West Cobb Baseball logo will be provided to each team so there is a consistent logo appearance for all teams. The logo must appear in at least one location. Suggestions for location include the hat, front of jersey, sleeve, or back of jersey near neck line.
2. If a team does not wear the WC Logo somewhere on the uniform, the following will be the steps taken by the board. First offense: One week of practice time taken away for the team. Second offense: Two weeks of practice time taken away for the team. Third offense: The coach will be required to attend a board meeting to speak with the members of the board and could potentially lose their team.

Travel Team Field Assignments

All travel team field space will be assigned through the Athletic Director or Travel Coordinator with the following guidelines

1. West Cobb Baseball is a recreational and travel team field. All travel team field times are subject to change and or cancellation, if the field is needed to accommodate re-scheduled rec games, or due to weather. Every effort will be made to minimize disruptions to travel field times.
2. The goal is to schedule Travel teams 2 weekday practices slots and 1 weekend slot. Please be aware, as stated above, Rec comes first and may result in you losing practice time. We will do everything we can to minimize these disruptions. As mentioned above, loss of field time can also occur for failure to follow the Travel Rules.
3. Weekday practice schedules may include 1 early and 1 late slot when the same time frame is not available.
4. If 2 or more teams have made the same request, the team with the longest continuous West Cobb seniority of the travel team manager will determine which team's request is granted. This will also be based on the travel team's ability to follow the travel rules.
5. Other requests will be honored, as able, based on the longest continuous West Cobb seniority of the travel team manager. Please check the Google Document for availability and notify the Travel Coordinator via the Group Me communication app.
6. Teams may swap practice times with another team but the Athletic Director and Travel Coordinator needs to be informed so the changes can be made on the WCBA schedule document.

Teams are required to notify the Travel Coordinator if they are not using their allotted practice times so they may be made available to other WCBA teams. This usually happens when teams play weekend tournaments. Repeated failure to keep the Travel Coordinator informed may result in the loss of practice time.

Travel Team Roster Adjustments

No player shall be added to a team roster unless the Travel Coordinator and Athletic Director have been notified. The parent must complete the registration form and complete the registration fee.

A player that picks up with your team is not covered by the WCBA insurance unless registration has been completed.

A player may withdraw from a team at any time. If a player withdraws from a team, it is desirable that the player informs the Travel Coordinator in writing and gives a reason for the withdrawal. A refund of travel registration fees is not given. In the least, the manager of the travel team should notify the Travel Coordinator.

A manager may suspend a player for disciplinary reasons. If a player is suspended from a team, the manager must inform the Travel Coordinator in writing and give a reason for the action.

The Travel Coordinator shall inform the Athletic Director of any additions, withdrawals or suspensions.

In the event that a travel team manager does not abide by the team roster adjustment rules, the minimum penalty shall be an open competition for the travel manager position for the following year (an automatic vote of no confidence). The maximum penalty shall be the immediate loss of the travel manager position. In this case, the WCBA Board shall determine whether or not to disband the current team

Travel Team League Service Requirement

Travel Teams will be required to run the recreation league player evaluations for the fall and spring seasons. Failure to do so will impact practice times.

Each team will be assigned a field to support during player evaluations. At any given time, at least one manager or coach must be available to assist with player evaluations.

Travel team players may assist as requested by the travel coach/manager. Travel players may not pitch to players being evaluated.

Travel Teams will be required to run any West Cobb Baseball tournament run by the WCBA Board. Failure to do so will impact practice times.

Travel Team Umpires

1. Umpires for all home games or tournaments will be scheduled through the WCBA Travel Coordinator (if using the provided umpires-only available with the full year registration fee).
2. Travel teams will receive umpires for a specific number of home games as part of the WCBA player registration fee (for those paying for full spring registration-does not apply to the prorated spring registration fee for HS age groups).
3. Unless the WCBA umpiring contractor is unwilling or unable to comply, all umpires will be scheduled through the WCBA umpiring contractor.

Travel Team Participation Issues

There are no WCBA rules that explicitly address participation. Travel team managers are asked to only select players whom they feel can contribute to the team and will have an opportunity to play. WCBA does not intervene with parents as it relates to playing time.

Travel Team Finances and Fundraising

1. Each travel team shall have a treasurer.
2. A checking account shall be established explicitly for each travel team at the formation of the travel team.
3. All travel team players will be registered with West Cobb Baseball Association and have paid the season registration fee (including the in and out of county fee paid to Cobb County).
4. The WCBA Travel fee per player will be calculated based on providing umpires for a specific number of home games, a specific number of game balls, insurance, and a per player park use fee to be determined by the WCBA board.
5. It is a goal that there should be a basic definition of the travel program for all teams and that the fees charged for this basic part of the experience should be the same across all teams, perhaps prorated by age (this is the travel registration fee paid to the park and not the individual travel fee required to run a team).
6. Beyond the WCBA registration fee, each team shall establish a required contribution level for all players and a date certain by which that contribution must be submitted. An estimated per player figure should be established prior to player tryouts and will be made known to all participants. The travel team management should budget this amount carefully. It is expected that this number will be sufficient to cover all uniforms, equipment, tournament fees, facilities rentals and other related costs of the program. All funds received from Travel Ball members and/or sponsors must be used to benefit all members of that team. WCBA only sets the required park registration fee and not individual player dues. For example Team A's players will register per season and pay \$X fees directly to the park for the required park fee. They may be asked to pay team fees of \$2,000. Team B's players will register per season and pay the same \$X fees directly to the park for the required park fee. They may have to pay a team fee of \$1500. The team player fees are decided upon by the coach/manager of each individual team.
7. No Travel Team may have a sponsor that has been determined by the WCBA Board to be a conflict of interest and/or does not properly reflect the WCBA mission. If a sponsor is approved, the team is still required to follow the WCBA uniform rule of wearing the WC logo on the game uniform and registering as a WC baseball team in all tournaments.
8. Each travel team shall keep an accounting of all funds received. It is up to the manager to determine if all fundraising dollars are pooled into a team account, or if individuals receive 100% of the credit for anything they raise.

Travel Manager Violations Issues

Travel Team Managers and coaches are always subject to discipline by WCBA Board for any issues arising from the operation of the travel team. In the event that a travel team manager does not abide by the rules provided, the WCBA Board shall take appropriate action to address the matter.

Travel Team Managers MUST report all cases in which any member, coach, or fan of the team is ejected from a game within 48 hours of the incident to the Travel Coordinator. Failure to report such an incident may result in practice suspension or further actions taken by the board.

Signature Page

I acknowledge that I have read and understand the West Cobb Travel Team Handbook in its entirety and will abide by the rules set forth by the West Cobb Baseball Board of Directors.

Signature: _____

Date: _____