

**TREASURE COAST  
ATHLETIC ASSOCIATION  
POLICY AND PROCEDURES**

# **TCAA POLICY AND PROCEDURES**

## **1. INTRODUCTION**

This TCAA policy and procedures is intended to inform and guide those involved in TCAA softball league. This manual contains the policies and procedures adopted by the TCAA Board members and used in the operation and administration of the TCAA program. Unless otherwise indicated in the manual, revisions to the operating policy can only be made by a majority vote of the TCAA Board members.

## **2. MISSION STATEMENT**

The Treasure Coast Athletic Association (TCAA) is a 501c3 non-profit organization focused on training children from Martin and St. Lucie counties in the skills needed to play softball, from our basic recreational leagues through our competitive college showcase environments.

Coaches, instructors, and volunteers of TCAA work together to teach our student athletes respect, integrity, and accountability on and off the field. TCAA emphasizes the importance of performance not only on the field, but also in the classroom. Our graduating classes head off into college and beyond with the time management skills and work ethic that will drive them to success.

TCAA softball is chartered through the Babe Ruth League, Inc. with home fields located in Jensen Beach, FL. TCAA provides a fun and safe environment for players of all ages and abilities to learn the value of sportsmanship, teamwork, and fair play. Our volunteer staff has over 100 years of combined experience to help guide our local youth to a better future.

Our mission is simple. Our program works as a family to provide an environment that builds self-esteem and confidence through positive training and reinforcement. All players in our program receive the same commitment to training from our coaches and the same level of respect from all other TCAA teammates to help them become the best they can be, to whatever level they aspire to.

## **3. LEAGUE PARTICIPATION**

TCAA is a Babe Ruth affiliated open enrollment fastpitch softball program for ages 6-18. The program consists of the following seasons

- Spring approximate dates Jan 5<sup>th</sup> to May 30<sup>th</sup>
- Summer approximate dates June 1<sup>st</sup> to Aug 10<sup>th</sup>
- Fall approximate dates Sept 1<sup>st</sup> to Dec 15<sup>th</sup>

#### **4. PROGRAMS**

- 8u – Ages 6 thru 8 – player’s age as of January 1<sup>st</sup> is the player’s eligibility for that year. We offer recreation and competitive teams for our spring, summer and fall seasons. We offer summer training camps, mentoring, and private lessons.
- 10u – Ages 9 thru 11 – player’s age as of January 1<sup>st</sup> is the player’s eligibility for that year. We offer recreation and competitive teams for our spring, summer and fall seasons. We offer summer training camps, mentoring, and private lessons.
- 12u – Ages 11 thru 13 – player’s age as of January 1<sup>st</sup> is the player’s eligibility for that year. We offer recreation and competitive teams for our spring, summer, and fall seasons. We offer summer training camps, mentoring, and private lessons.
- 14u thru High School – Ages 13 thru 18u – player’s age as of January 1<sup>st</sup> is the player’s eligibility for that year. We offer competitive and college showcasing teams for our spring, summer and fall seasons. Tryouts will take place approximately Feb 1<sup>st</sup>, May 1<sup>st</sup> and Sept 1<sup>st</sup>. We offer college camp scholarships with mandatory program volunteer hours and vesting required. Volunteer opportunities include summer camps, World Series, and mentoring. Mentoring will require prior additional training and approval.

#### **5. DISCIPLINE AND CONDUCT**

5 a. Parents, Players and Coaches are required to sign the following code of conduct forms:

##### **Parent and Volunteer Code of Conduct:**

##### **PARENT/VOLUNTEER CODE OF CONDUCT**

##### **1.0 ROLE OF THE PARENT/VOLUNTEER**

The Treasure Coast Athletic Association cannot operate without the active involvement of all participants. Because the role of the parent/volunteer is so great in determining the success of the league, the parent/volunteer shall conduct him/herself, both on and off

the field, in a manner that reflects responsibility. The parent/volunteer, at all times, shall try to instill in the youth of TCAA League the following Sportsmanship Code:

### **THE SPORTSMANSHIP CODE**

**Develop a strong, clean, healthy body, mind and soul.**

**Develop a strong urge for sportsman-like conduct.**

**Develop courage in defeat, tolerance and modesty in victory.**

**Develop control over emotions and speech.**

**Develop spirit of cooperation and team play.**

**Develop into real, true citizens.**

### **2.0 GENERAL CODE OF CONDUCT AND RULES**

I will remember that the game is for the youth – not the adults.

I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.

I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, officials, and spectators at every game, practice or other youth's sport event.

I (and my guests) will refrain from any unsportsmanlike behavior such as booing, using profane language or gestures, threatening or striking of any fashion.

I will inform the coach of any physical disability or ailment that may affect the safety of my child or others.

I will respect the officials and their authority during games and will never question, discuss or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.

I will place the emotional and physical well being of my child ahead of a personal desire to win.

I will demand a sports environment for my child that is free of drugs, tobacco and alcohol, and will refrain from their use at all youth sports events.

I will ask my child to treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.

### **3.0 DISCIPLINARY ACTION FOR NON-ADHERENCE**

All offenses will receive a verbal warning prior to taking action.

1. Use of Tobacco products on park property during games or practices.

First violation: One game suspension.

Second violation: Suspension for rest of the year (Regular & Post).

2. Use of or under influence of drugs or alcohol during games or practices.

First violation: Suspension for rest of the year (Regular & Post).

3. Any verbal abuse, threats or actual physical harm towards players, umpires/officials, coaches or fans.

First violation: Suspension for rest of the year (Regular & Post).

4. Failure to follow the Babe Ruth Softball rules and associated specific TCAA league rules.

First violation: One game suspension and Board review.

Second violation: Suspension for rest of the year (Regular & Post).

5. Parents/Volunteers shall not indulge in conduct which will incite players or spectators against the umpires. Public criticism of umpires or players is not tolerated.

First violation: One game suspension and Board review.

Second violation: Suspension for rest of the year (Regular & Post).

### **PARENT/VOLUNTEER CODE OF CONDUCT CONTRACT**

By my desire to participate in the TCAA League, I attest that I have received and read the Parent/Volunteer Code of Conduct. I will do my utmost to further the efforts of the League in its mission to provide a sound, fundamental learning experience for all participants. By my signature, I agree to be bound by the requirements and guidelines outlined in the Parent/Volunteer Code of Conduct and the decisions made by the governing body of the Treasure Coast Athletic Association.

\_\_\_\_\_/\_\_\_\_\_  
Parent/Volunteer Print name Sign name Date

\_\_\_\_\_/\_\_\_\_\_  
League President name Sign name Date

\_\_\_\_\_/\_\_\_\_\_  
Division Director name Sign name Date

### **Players code of conduct:**

#### **1.0 ROLE OF THE PLAYER**

The Treasure Coast Athletic Association cannot operate without the active involvement of all participants. The player shall conduct him/herself, both on and off the field, in a manner that reflects the responsibility assumed by becoming a player. The player, at all times, shall pursue the following Sportsmanship Code:

#### **THE SPORTSMANSHIP CODE**

**Develop a strong, clean, healthy body, mind and soul.**

**Develop a strong urge for sportsman-like conduct.**

**Develop courage in defeat, tolerance and modesty in victory.**

**Develop control over emotions and speech.**

**Develop spirit of cooperation and team play.**

**Develop into real, true citizens.**

#### **2.0 GENERAL CODE OF CONDUCT AND RULES**

I will compete fairly and try hard at all times.

I will demonstrate sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, officials, and spectators at every game, practice or other youth's sport event.

I will refrain from any unsportsmanlike behavior such as booing, using profane language or gestures, threatening or striking of any fashion.

I will respect the officials and their authority during games and will never question, discuss or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.

I will demand a sports environment that is free of drugs, tobacco and alcohol, and will refrain from their use at all youth sports events.

I will treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.

### **3.0 DISCIPLINARY ACTION FOR NON-ADHERENCE**

All offenses will receive a verbal warning prior to taking action.

1. Use of Tobacco products on park property during games or practices.

First violation: One game suspension.

Second violation: Suspension for rest of the year (Regular & Post).

2. Use of or under influence of drugs or alcohol during games or practices.

First violation: Suspension for rest of the year (Regular & Post).

3. Any verbal abuse, threats or actual physical harm towards players, umpires/officials, coaches or fans.

First violation: Suspension for rest of the year (Regular & Post).

4. Failure to follow the Cal Ripken/Babe Ruth rules and associated specific TCAA league rules.

First violation: One game suspension and Board review.

Second violation: Suspension for rest of the year (Regular & Post).

5. Players shall not indulge in conduct which will incite players or spectators against the umpires. Public criticism of umpires or players is not tolerated.

First violation: One game suspension and Board review.

Second violation: Suspension for rest of the year (Regular & Post).

### **PLAYER CODE OF CONDUCT CONTRACT**

By my desire to participate in the TCAA League, I attest that I have received and read the Player Code of Conduct. I will do my utmost to further the efforts of the League in its mission to provide a sound, fundamental learning experience for all participants. By my signature, I agree to be bound by the requirements and guidelines outlined in the Player Code of Conduct and the decisions made by the governing body of the Treasure Coast Athletic Association.

\_\_\_\_\_/\_\_\_\_\_  
Player Print name Player/Guardian Sign name Date

\_\_\_\_\_/\_\_\_\_\_  
League President name Sign name Date

\_\_\_\_\_/\_\_\_\_\_  
Division Director name Sign name Date

## **Coach Code of Conduct:**

### **1.0 THE ROLE OF THE COACH AND SPORTSMANSHIP**

A coach within the TCAA Babe Ruth League must be an individual who is well respected in the community, understands and can teach the game of softball and can be an organize leader. The coach is the individual who deals directly with the youth players of TCAA the situation to the degree of how much benefit the participants will receive from the program. Since the coach is the individual having direct contact with the players, they become one of the most important persons in determining the success of our youth and the league. Players are strongly influenced by their coaches in establishing their own ideals and aspirations. It is important that the coach be a person who can be respected by their players, not only because they might lead them to the league championship, but because they did their job in giving them the proper inspiration needed in becoming better young adults via proper mental and physical development. Because the role of the coach is so great in determining the success of the league, the coach shall conduct him/herself, both on and off the field, in a manner that reflects the responsibility assumed by becoming a coach. The coach at all times shall try to instill in the youth of TCAA Babe Ruth Softball the following Sportsmanship Code:

### **THE SPORTSMANSHIP CODE OF BABE RUTH SOFTBALL**

- Develop a strong, clean, healthy body, mind and soul.**
- Develop a strong urge for sportsman-like conduct.**
- Develop courage in defeat, tolerance and modesty in victory.**
- Develop control over emotions and speech.**
- Develop spirit of cooperation and team play.**
- Develop into real, true citizens.**

### **2.0 LEAGUE REQUIREMENTS FOR COACHES**

As per the by-laws, coaches are selected by the president. All coaches **MUST** take the required course for Coaches' Certification found on the Babe Ruth league website and pass a background check. All coaches should also take the opportunity to participate in coach's clinic, as they become available, to enhance the experience with their respective teams.

### **3.0 GENERAL CODE OF CONDUCT AND RULES**

1. Coaches' assigned teams should participate in pre-season work parties readying the fields for league play.
2. Coaches shall remain at the practice field until all players have been picked up by a parent/legal guardian.
3. Coaches shall be present to make arrangements for a substitute(s) at all scheduled games or practices.
4. Coaches shall abide by all Babe Ruth Softball and TCAA Babe Ruth rules at all times.
5. Coaches shall always place the academic, emotional, physical and moral well-being of your players above desires and pressures to win.
6. Coaches shall refrain from negative comments and/or abuse regarding

- individual players, opposing teams, fans and officials/umpires at all times.
7. Coaches shall not use any tobacco product or be under the influence of drugs or alcohol during any scheduled games or practices.
  8. Coaches shall make every effort to further the League's fundraising efforts by the motivation of their players and parents with guidance from the Board.
  9. Coaches shall be responsible for the behavior of their team's fans. Fans that do not follow good sportsmanship practices can and will be ejected by the umpire from the stands. It is the coach's responsibility to help the umpire enforce this ejection. Failure to do so will result in an immediate forfeit.

**4.0 COACHES' DISCIPLINARY ACTION FOR NON-ADHERENCE**

1. Use of Tobacco products on park property during games or practices.  
 First violation: One game suspension .  
 Second violation: Suspension for rest of the year (Regular & Post).
2. Use of or under influence of drugs or alcohol during games or practices.  
 First violation: Suspension for rest of the year (Regular & Post).
3. Any verbal abuse, threats or actual physical harm towards players, umpires/officials, coaches or fans.  
 First violation: Suspension for rest of the year (Regular & Post).
4. Failure to follow the Babe Ruth Softball rules and associated specific TCAA league rules.  
 First violation: One game suspension and Board review.  
 Second violation: Suspension for rest of the year (Regular & Post).
5. Coaches shall not indulge in conduct which will incite players or spectators or lack of participation\* in the program. Contact Player Rep.  
 First violation: One game suspension and Board review.  
 Second violation: Suspension for rest of the year (Regular & Post).

\*In the event that these problems persist and after a discussion with parents the situation does not improve, the coach should immediately notify the Division Director in writing/e-mail and request a board review of the situation.

**COACHES' CODE OF CONDUCT CONTRACT**

By my desire to participate in the TCAA Babe Ruth Softball league as a Coach, I attest that I have received and read the Coaches' Code of Conduct. I will do my utmost to further the efforts of the League in its mission to provide a sound, fundamental learning experience for all participants. By my signature, I agree to be bound by the requirements and guidelines outlined in the Coaches' Code of Conduct and the decisions made by the governing body of the Treasure Coast Athletic Association.

\_\_\_\_\_/\_\_\_\_\_  
 Coach Print name Sign name Date

\_\_\_\_\_/\_\_\_\_\_  
 League President name Sign name Date

\_\_\_\_\_/\_\_\_\_\_



## **6. VESTING**

For the 14u through High School division of TCAA a player is required to be vested in the program for 2 consecutive years in order to be eligible for the college camp and scholarship opportunities. Vesting requires that the player to a full time participant in the TCAA program. The commitment is fulfilled by:

- attending all TCAA practices, games, and tournaments during the three yearly seasons: Spring, Summer, and Fall;
- participating in all TCAA community activities;
- and playing solely for TCAA. (as defined by the Board)

## **7. SCHOLARSHIP PROGRAM**

Eligibility is for players in 9th through 12th grade. The player must have at least two years vested in the program, carry a minimum 3.5 GPA, complete 500 authorized volunteer hours to TCAA league, and follow all rules and regulations of the player/parent code of conduct. Volunteer hours will occur starting from the player's freshman year through their senior year. Any lapse in vesting will expire the hours accrued. Each year vested during this time period will equal one year's scholarship award while in college. (Example: Enter the program spring junior year you will receive an award freshmen and sophomore year in college. Enter the program as a freshman and you will receive an award all four years in college.) The player must maintain a 3.5 GPA during college to receive the additional yearly awards.

## **8. COLLEGE CAMP SCHOLARSHIP PROGRAM**

Players in 10<sup>th</sup> through 12<sup>th</sup> grade are eligible for the TCAA funded college camp program. The player must have at least two years vested in TCAA to qualify. The player must have and maintain an unweighted 3.5 GPA to qualify. The player must be referred by the Director of Coaching and be approved by the TCAA Board of Directors. Upon approval, the player will be funded for up to three camps total.