

MEDINA YOUTH BASEBALL ASSOCIATION, INC. GUIDELINES FOR HOT STOVE MANAGERS

Revision Date: 09/26/09

Introduction

Medina Hot Stove is a league within the Medina Youth Baseball Association, Inc. (MYBA), represented on the MYBA Board by its League Director. It is a participating community in the Lorain County Suburban Hot Stove Baseball League, Inc. (LCHS), a Charter member of the Ohio Hot Stove Baseball League, Inc. (OHSBL). Communities are represented at LCHS by Personnel Directors. MYBA's Hot Stove League Director is the designated Medina Personnel Director. Medina Hot Stove shall appoint a Hot Stove League Commissioner. Commissioner will have primary responsibility for communications with Managers / Parents and guiding day-to-day operations.

Manager's should be familiar with the mission statement for Hot Stove posted on the MYBA website, www.medinayouthbaseball.org.

A typical season will consist of twenty games and an automatic position in the OHSBL post-season state tournament. A Lorain County Championship Tournament is also held at the end of the season for select Divisions in each age group. MYBA pays for these tournament fees.

Game nights vary according to each league and are scheduled by LCHS. In past years, Farm 8 has played on Wednesdays and Saturdays; Class H (9/10) on Mondays and Thursdays; Class G (11/12) on Tuesdays and Fridays; Class F (13/14) on Mondays and Thursdays; Class EE (15/16) and Class E (15-18) on Tuesdays, Fridays, and Sundays.

Creation of Teams / Player Selection

MYBA Hot Stove is a participation league with player count limited only by its field capacity and player interest. Pending sufficient player registrations, MYBA recommends Farm 8 teams carry thirteen (13) players and others carry twelve (12) players. No team shall carry less than eleven (11) players. OHSBL allows up to twenty-four (24) players on a roster.

Determining Number of Teams: Prior to registration, MYBA will define the maximum number of teams for each league based on field capacity available for Hot Stove necessary to meet the LCHS scheduling requirements in the upcoming season. This will also determine the number of overall openings for Hot Stove players in the upcoming season.

New Managers: New managers are needed to fill vacancies in returning teams and for the creation of new teams. The creation of new teams is predicated by the field capacity, number of returning teams in the same league, and sufficient player interest / registrations. Individuals desiring to become a manager shall complete a Manager's Application to be reviewed and approved by MYBA. The Commissioner shall seek to identify new managers as early as possible based on needs for new Farm 8 teams, voids in returning teams, and registration numbers sufficient to create new teams.

Returning Managers: Prior to registration, managers of the prior season will indicate their intent to return for the upcoming season by completing a Managers Commitment form. In the event a manager is not returning and they have not identified a replacement, the Commissioner will solicit prior year player parents to manage the team in an attempt to keep the team together.

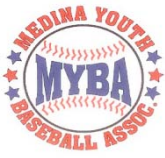


Player Selection – Freeze Players: Each manager may freeze all returning players – a player that was on the team’s roster in the prior season. Said freeze must have the consent of both the manager and parent/player by completing the appropriate area on the Registration form or completion of a separate Coach Pick / Player Freeze form. Failure to complete the freeze will subject returning player to the draft and/or coach pick selection by another team. The player must complete and submit the Hot Stove Registration form with appropriate fees to be eligible for freeze. All freezes shall be provided to the league as soon as possible and no later than the draft so the league may designate the player’s selection on the registration listing. MYBA strongly encourages managers to use the Advanced Registration process to freeze returning players and collectively turn in ‘paper’ registrations to the League on behalf of the entire team. After January 31st, managers can only freeze players that are on the registration list so the league can begin cutting off registrations.

Player Selection – Coach Picks: Each manager (new or existing) shall be afforded the opportunity to name up to six (6) players prior to the draft as its coaches’ picks. Coach picks include coaches’ sons, siblings, etc – they are not in addition to these picks. Selection of coaches’ picks shall be documented by the completion of a Coach Pick / Player Freeze form, signed by both parent and manager. When coach picking a player from another Hot Stove team returning in the same Class, the Coach Pick form must also be signed by the players prior manager. Obtaining the signature of the prior manager is to provide complete disclosure of players moving from one team to the next via the coach pick process. Given such notice, the prior manager’s signature shall not be unreasonably withheld. Failure to have all required signatures will void the coach pick and player will reside in the draft. The player must complete and submit the Hot Stove Registration form with appropriate fees to be eligible for coach pick. All coach picks shall be provided to the league as soon as possible and no later than the draft so the league may designate the player’s selection on the registration listing. No coach picks are allowed during the Advanced Registration period. It is the intent here to allow existing managers the opportunity to freeze players in advance of the coach-pick process. After January 31st, managers can only coach pick players that are on the registration list so the league can begin cutting off registrations.

Player Selection – Draft: The Hot Stove Draft affords each manager the opportunity to select players needed beyond the freeze and coach-pick process. The Hot Stove Draft is held no later than the first weekend of March. There must be a representative for each team involved present at the draft. A lottery system will determine draft order. Once a predetermined team size is met, the team will drop out of the draft. The last team to pick in the first round will pick first in the second round and so on. Any exchange of players from the draft has to be agreed upon by all managers in the class. This exchange must be made on draft day. Where afforded by the number of registrants, MYBA will hold drafts on an age-specific basis, in example H-9’s versus H-10’s in an effort to keep MYBA teams together year-over-year. Where this is not possible, managers at the draft will be instructed to keep players with age-specific teams as much as possible. MYBA will attempt to hold a player evaluation session prior to the draft to allow managers the opportunity to assess talent versus blind picks. The intent here is to disperse talented players – NOT to “stack” teams. MYBA will in NO EVENT facilitate the creation of “A” teams, “B” teams, etc based on talent evaluations.

Player Selection – Roster Revision: On occasion, a manager may need to add a player after the registration process is complete and rosters have been submitted. A manager may use the freeze and/or coach pick rules if applicable for the desired player. Else, the manager shall first pick players that were previously on the waiting list and/or not selected in the initial draft, then as identified independently by the manager. Managers shall not use roster revisions to circumvent the normal player selection processes and rules.



Miscellaneous Provisions:

Each player shall play in his own age group unless agreed to play up in age by both the manager and parent. Open registrants will automatically be placed in the appropriate age group. Freeze players and coach picks are the only way of playing up at the discretion of manager / parent / player.

Openings will be filled through the following hierarchy of registrations: freeze players, coach picks, draft candidates. Draft candidates hierarchy will be based on date & time registration is received. While freeze and coach pick player registrations may bump a draft registrant up to January 31st, managers are to have these players register within 48-hours of selection – do NOT compile and submit these forms at the last minute. The intent here is to enable managers to coach pick desired players without the registration closing out due to an immediate in-flux of on-line registrations. If this process is deemed abused, the league may refuse such registrations. For continued abuse, the league may change its hierarchy to simply be date & time of registration, and hence, desired coach picks may be blocked out by early registrations.

A non-resident shall not preclude a resident or a returning MYBA player from the *draft* if there is a waiting list. Medina boundaries are the area covered by the Medina City limits and Medina School District. The number of non-resident players allowed on a roster shall comply with the lesser of the LCHS and OHSBL rule.

Registration Process

All players must register through MYBA to play Hot Stove baseball by completing a Registration form. A designated fee must be paid at the time of registration. Throughout registration, MYBA will track and post a listing of registrants including status (freeze player, coach pick, draft candidate). The listing will also track the number of opening remaining at each age. After January 31st, managers can only freeze or coach pick players that are on the registration list so the league can begin cutting off registrations.

The process will follow the outline below:

1. In September, MYBA will commit to Hot Stove the field capacity for the upcoming season.
2. In September, MYBA will hold a meeting for managers to commit to returning for the upcoming season. Here, MYBA will present and review these guidelines and schedule for the upcoming registration.
3. In October, MYBA will commence Advanced Registration. Only players that played Hot Stove in the prior season may register at this time. During the Advanced Registration, players cannot be coach picked. MYBA will seek full fee during Advanced Registration to solidify commitment of the player. During this period, managers will gain commitment from players returning through the freeze rules; parents will gain commitment from managers of their desire to have players return; for those players not returning to the team of prior year, this early registration will give them priority relative to open registrant draft positions; and, MYBA will gain financial commitment from returning managers and players alike to begin confirming openings.
4. In November, MYBA will commence Open Registration for anyone to register for Hot Stove baseball. Coach picks may begin at this time. Returning players may also continue to be 'frozen' throughout this process. MYBA will track openings at the age-specific level, i.e. H-9's, H-10's and create waiting lists where one age subscribes before the other. When either both ages are filled within a Class or Open Registration ends, MYBA will close registration for such Class. At that time, MYBA will determine if it can hold age-specific drafts or if it needs to combine ages, pulling in those from the waiting list. Registrations received beyond this point will be placed on a



waiting list. It is MYBA's sole discretion to hold registration open to attempt filling a new team (where capacity exists). Current head count and date will be taken under consideration when making this assessment.

5. When a Class (not age) fully subscribes but no later than mid-February, MYBA will attempt to schedule a player evaluation session with draft candidates. Managers will be responsible for documenting their own results of league-conducted basic drills for this evaluation. Draft candidates will not have league-generated scores next to their names at the draft.
6. MYBA will schedule and conduct a Draft no later than the first weekend in March.
7. Players on a waiting list not selected will be given the option to play MYBA recreational baseball.

Rosters

Each Manager will submit a typed roster for its team as instructed by the Commissioner. Roster to include copies of birth certificates for all players and player release forms as necessary. No player may be on a roster until his registration form, full fee and where required, SAP number are submitted. Manager of new teams determine a team nickname. Managers and Assistant Coaches listed on the roster will comply with any background checks required by OHSBL, LCHS, and/or MYBA.

Game Schedules

Managers or a team representative are required to attend the LCHS Manager's meeting where game schedules will be issued and Class rules reviewed. MYBA will provide managers with their home field locations following this meeting. On occasion, MYBA must change the date of a game to accommodate field capacity. Managers are responsible for contacting opposing team managers with field locations and any change in dates. Change in dates should be communicated as soon as possible so opposing managers can issue accurate schedules to their players.

Within 3-days of receipt of its game schedule from LCHS, Managers must update their team roster and schedule on the MYBA web site. MYBA will assign each manager a username and password. MYBA will use this system for scheduling umpires.

Rain Outs

In the event of rain, MYBA will update its hot line and web site with field conditions. Please note the City of Medina is responsible for field maintenance and preparation. When field conditions are not playable, MYBA will contact umpires. The home manager is responsible for contacting the visiting manager. This call should be made no less than 2-hours before scheduled game time. Consideration should be given for travel distance and managers are encouraged to communicate throughout the day when weather is questionable. No manager will call off a game because of weather until notified by MYBA.

Rescheduling Games

In the event a home game needs rescheduled, the manager shall review the field schedule on the MYBA web site for age-appropriate field availability. The manager should confirm with opposing manager a mutually agreeable date and time. Immediately following confirmation with the opposing manager, the manager shall contact the MYBA Director of Scheduling to officially reserve the field. The MYBA Director of Scheduling shall provide confirmation via email to manager from which manager should officially confirm with opposing manager. The MYBA Director of Scheduling will handle umpires. Manager should always confirm their schedule is updated on the web following confirmation.



Umpires

MYBA schedules umpires for all Medina Hot Stove home games and is responsible for scheduling umpires for make-up games. MYBA is also responsible for notifying umpires in the case of cancelled games, unless the game is cancelled within an hour of the start time.

If a team moves a home game to the opposing team's field for any reason such as a scheduling problem, the original home team is responsible for paying the umpires. MYBA will reimburse the individual paying the out-of-town umpires upon receipt of proof of payment, such as a copy of the game's scorebook initialed by the umpires.

Managers should always confirm an umpire is scheduled for their home games by reviewing its team schedule on the MYBA web site a few days prior to game day.

Managers Other Duties

MYBA encourages a representative of each team to attend all MYBA monthly meetings. Meeting minutes from the LCHS monthly meetings will be shared at these meetings.

While the City is responsible for maintaining fields, home team managers should arrive early to review and prep fields (minor raking, lay bases, turn on lights, etc). The clean-up of dugouts and field area is the responsibility of the home team after each game. This includes the returning of the bases to the proper place after the game. Any field issues should be reported to MYBA as soon as possible.

Each manager will be expected to update their team information on the MYBA website throughout the season.

It is the responsibility of all managers to see that their team participates in all fundraisers approved by MYBA.

It is the responsibility of all managers to see that their team participates in photo night.

Any Medina manager, coach, or player that is ejected from a regular season game will be suspended from their next regularly scheduled game, at a minimum. Any incident, with or without ejection, is to be reported to the Commissioner within 24-hours.

MYBA has the right to review and assist or remove any manager, assistant manager, or coach from any team by majority vote of MYBA Board Members.

Team Equipment

MYBA provides each new Hot Stove team with a complete set of catcher's gear, which includes a chest protector, catcher's mask, shin guards, and a catcher's mitt, six batting helmets including chin straps, a helmet caddy, base anchor dig-out tool, and equipment bag. This equipment will be kept by the manager and used the next year. Annually MYBA will provide each Hot Stove team, practice balls (as donated to MYBA), scorebook (as donated to MYBA), game balls and a key to the field jobboxes. MYBA provides replacement equipment for each existing Hot Stove team. Equipment must be ordered through the MYBA Equipment Director. Damaged equipment or under-sized equipment must be exchanged for replacement equipment.



Team Grant Issued by MYBA

MYBA strives to provide new and/or existing teams a payment in an amount determined solely by MYBA for use toward team expenses. Said amount will vary year-to-year and may be zero when funds are insufficient. MYBA will provide instruction for teams to receive such payment.

Sponsor and Funds

Each Hot Stove team is responsible for finding its own sponsors and/or fundraising. If a sponsor check is written out to the Hot Stove team, the Hot Stove team is responsible for sending a thank you letter to the sponsor. Teams that receive donations payable to the team account are not to portray the donation as tax deductible against the MYBA Federal ID. Contact MYBA Treasurer for options in situations where a sponsor seeks the tax deduction requiring payment in the name of MYBA.

Payment of Team Bills

Each Hot Stove team, and ultimately the manager, is responsible for all items ordered on the team's behalf. Failure to pay of one Hot Stove team may cause harm to other Hot Stove teams. The manager must advise the MYBA Treasurer of any financial problems that might preclude the team paying a particular invoice. At its sole discretion, MYBA will grant loans to Hot Stove teams that must be paid off by the end of the season, or July 15, whichever comes first.

If a team has unpaid bills going into the next season, the team's manager and coaches will not be allowed to manage the team in the upcoming season. All managers have a responsibility to the team's players and parents that all financial responsibilities on behalf of the team are dealt with properly. The managers and coaches sons who played on that particular team may be prohibited from registering in any division of MYBA until unpaid bills are reconciled.

Dissolution of a Team

Occasionally a Hot Stove team will disband. Upon dissolution, the manager will direct the team's treasurer to deposit all remaining funds in any accounts held in the particular team's name with the MYBA Treasurer. Here, it must be remembered that any funds remaining in any team accounts were to have been used for the players. These remaining funds will be placed in the Hot Stove General Fund of MYBA. The manager is also required to return all equipment to MYBA that was provided to him on behalf of the team.

Amendment to Guidelines

Guidelines are to stay in tact for the season following September issue. Suggested amendments may be presented any time but no later than the August meeting for review and consideration by the MYBA Board for next season. Any revision will be incorporated and issued at the next September meeting. There, MYBA will present and review revised guidelines for the upcoming season.

Issues Beyond These Guidelines

Issues are anticipated beyond those addressed in these guidelines. Such issues will be addressed on a case-by-case basis by and between managers, parents, Hot Stove Commissioner, Hot Stove League Director and the complete MYBA Board as necessary. Lessons learned from such issues will be incorporated in future revisions to these guidelines.