



**2024**

**Manager's Handbook**

## Executive Committee

Patrick Murphy	President
Jason Neal	Executive Vice President
Mike Wait	Secretary
Jim Bajzath	Treasurer
Ken Seidel	Vice President, Facilities
Seth Mouser	Vice President, Operations
Marc Dippel	Vice President, Programs
Mark Maier	Vice President, Special Events
Gary Winter	Field & Grounds
Matt Freeborn	Park Manager

## Age Group Coordinators

Commissioner	Norman Rich <a href="mailto:normanr@me.com">normanr@me.com</a>	8U	John Leicht <a href="mailto:leichtj@gmail.com">leichtj@gmail.com</a>
Youth	Jamie Maier <a href="mailto:youthcoordinator@baapark.org">youthcoordinator@baapark.org</a>	9U	Patrick Winter <a href="mailto:cnpwinter@gmail.com">cnpwinter@gmail.com</a>
Boys High School	Norman Rich <a href="mailto:normanr@me.com">normanr@me.com</a>	10U	Matt Bell <a href="mailto:bell31436@gmail.com">bell31436@gmail.com</a>
Softball	Jason Schneider <a href="mailto:allstargames@baapark.org">allstargames@baapark.org</a>	11U	Mike Wait <a href="mailto:michaelwait@gmail.com">michaelwait@gmail.com</a>
Kickball	Jamie Maier <a href="mailto:youthcoordinator@baapark.org">youthcoordinator@baapark.org</a>	12U	Sam Huff <a href="mailto:stoneman.sam@gmail.com">stoneman.sam@gmail.com</a>
Special Leagues	Jason Neal <a href="mailto:baaparkvp@gmail.com">baaparkvp@gmail.com</a>	13U	Dan Makowsky <a href="mailto:daniel.makowsky@gmail.com">daniel.makowsky@gmail.com</a>
Cornhole	Rob Powell <a href="mailto:robpowell2009@gmail.com">robpowell2009@gmail.com</a>	14U	Shawn Luesse <a href="mailto:shawnluesse@gmail.com">shawnluesse@gmail.com</a>

## Player Insurance

The Ballwin Athletic Association carries a group protection athletic insurance plan. The policy, after a deductible allowance, will pay, within the limits of said policy, covered expenses resulting in treatment for any injury not requiring hospitalization. In the event of hospitalization, the policy will pay the excess over the primary insurance benefit carried by the child's parents, up to the maximum limits of the policy. This policy also covers volunteer workers and umpires.

## Refund Policy

The association provides refunds to players who withdraw from the program before their team's first scheduled STLWEST league game. The amount of the refund is the player's registration fee minus a **\$30** processing cost. To request a refund, email: [admin@baapark.org](mailto:admin@baapark.org).

## Basic Team Etiquette

- NO PRACTICES or TRYOUTS on the fields.
- Batting Cages open 45 minutes before game time and are first come, first served. Please follow rules posted on cages and be respectful to other teams wanting to use the cages. If others are waiting to use cages, please limit your time. If the park is closed, so are the batting cages.
- Teams are allowed to take the field no more than 30 minutes prior to game time.
- Please stay off the field if the Field Crew is working.
- Only use the field your game is scheduled on.
- If you have any concerns regarding the condition of the fields, please email: [admin@baapark.org](mailto:admin@baapark.org)
- Managers are expected to show good sportsmanlike conduct.
- Managers are responsible for their coaches and parents.
- Input is always appreciated: Complaints, Concerns & Praise. There are forms in the back of the Concession Stand that managers can fill out.
- All games played at BAA will be played under the code of written rules used to govern play of the National League of Professional Baseball Clubs (Major League), unless otherwise superseded by rules established by the STLWEST. It is the managers responsibility to know these rules.
- Team concessions orders cannot be served until a parent/manager has paid for the entire order.

## Disciplinary Committee

The Disciplinary Committee exists to review and execute judgments concerning inappropriate behavior of BAA members, including players, managers, coaches, and parents. Independent reports from BAA umpires shall be submitted in writing, if necessary. Judgements will be presented in writing to the offender, by the Chairman of the Disciplinary Committee.

## Parent Volunteers

The parents of players (5U - 14U) must choose either one work assignment or the **\$100** buyout per season.

The manager/coaches from each 5U – 14U team are exempt from Parent Volunteer work duties and will receive an exemption code to use for registration. If you are an assistant coach, please contact your head manager/coach.

Ballwin Athletic Association continues to offer work duty in effort to keep the registration costs affordable.

If a parent misses an assignment, the child is suspended from the program until the work duty fine is paid. If that player participates in a game, that game will be automatically declared a forfeit. A player regains his/her eligibility when the \$175 fine (per work duty) is paid. Checks should be written to BAA and mailed to: BAA, 1 Ballpark Drive, Ballwin, MO 63021.

Parent Volunteer work assignment dates/times are *finalized* at Registration. Parents who have a conflict have the following options:

- Pay the appropriate fine prior to the date (\$175 per credit)
- Trade with another family from their team
- Trade with another BAA family
- Check the website for others who need to trade
- Check the website list of those who will work for a fee
- Request to be posted on the list of those parents needing to trade email: [admin@baapark.org](mailto:admin@baapark.org)

YOU MUST BE 21 OR OLDER TO DO PARENT VOLUNTEER DUTIES (Replacement Also Must Be 21 Or Older.)

## Recruiting

Managers are allowed to recruit only during the specific recruiting period, August 1<sup>st</sup> thru December 31<sup>st</sup>. Any recruiting outside this period is a direct violation of STLWEST disciplinary action, which may include a one-year suspension from managing a team in the STLWEST.

## Team Ranking

Prior to the scheduling of games, the St Louis West Athletic Association has a League Ranking Meeting. The purpose is to group teams of relatively equal strength into the same league within each division.

### *Baseball*

Division (depending on the number of teams in the division), generally consists of leagues designated as:

Blue                      Red                      White

### *Softball*

Division generally consists of leagues designated as:

Blue                      Red                      White

Each Manager will receive a Ranking Form to be completed and returned to the respective commissioner. If any Manager needs assistance in completing the form, he/she should contact the BAA Commissioner responsible for his/her Division.

## Umpire Program

Our umpire program is part of Ballwin Athletic Association's overall youth program. We are role models -- whether manager, coach, parent, spectator, or board member -- and our conduct should and will positively influence the long-term development of all of our youth, including our umpires.

- Any person 13 years of age or older may apply to participate in the program.
- All applicants must participate in a requisite amount of training set by the Umpire Committee.
- If you would like more information, check out the umpire page on the website.

## Rainout & Rescheduling Procedures

If your game has NOT been canceled or rained out, you will reschedule your game using the [MySchedule app](#) and the [process detailed in this video](#). *Note: The link to the MySchedule app will be enabled once the schedule has been published.*

If your game has been canceled or rained out, you will reschedule your game from your manager's page using this [procedure](#). *Note: You can reschedule canceled or rained out games without the assistance of BAA staff.*

For questions you may contact Mark Maier at [scheduler@baapark.org](mailto:scheduler@baapark.org) or the administrator at [admin@baapark.org](mailto:admin@baapark.org)

## Game Change Fees

**A \$25 "Change Fee" will be charged for any game changes during the period of 72 hours to 10 days prior to the originally scheduled game.**

**No game can be rescheduled within 72 hours of the originally scheduled game date/time.**

**Payment of the "Change Fee" must be made in advance by cash or check to:**

**BAA Scheduling – 1 Ballpark Drive– Ballwin, MO. 63021.**

## Field Conditions

*Field conditions will be posted on the Ballwin Athletic Association website (baapark.org) or call the weather hotline 636-229-1110.*

## Equipment & Uniforms

The Ballwin Athletic Association provides quality equipment and uniforms necessary to ensure your players will be properly protected from injury.

A deposit of \$150 for uniforms and \$150 for equipment will be required. Please have a check to *Ballwin Athletic Association* when picking up uniforms/equipment. The deposit/check will be held until equipment/uniforms are returned. One half of the deposit will be forfeited if the uniforms/equipment are not returned on time. Should uniforms/equipment not be returned, the entire deposit will be forfeited, and legal action will be taken requesting reimbursement for the equipment/uniforms.

## Uniforms/Equipment Procedures

- Each Manager/Coach or representative must pick up equipment at their February meeting.
- Uniforms will be handed out at another date TBD.
- Prior to picking up the gear, please determine the uniform sizes you require for each team member. Sizes include Youth (S, M, L, XL) and Adult (S, M, L, XL).
- The manager is responsible for the uniforms/equipment throughout the season and its return in clean and in good condition at the end of the season. *NOTE: Equipment/uniforms are not to be altered in any way. They must be returned in the same condition in which they were issued, except for reasonable wear and tear. Managers/players will be charged replacement cost for altered or lost equipment/uniforms.*
- Managers with teams in Ballwin Fall Ball may keep equipment but must notify one of the equipment committee members.
- The equipment room is open for replacement of broken or damaged gear *by appointment only*. Please contact Norm Rich @ normanr@me.com or 314-878-3599.
- Managers must collect all team uniforms/equipment and return them as a **group** on the scheduled return date. *All equipment and uniforms are to be returned clean.*
- Managers must sign the equipment form and have it initialed by a BAA Board member.

## Team & Individual Photos

- All teams and players must be present on the assigned date and time.
- Assemble your team at least 15 minutes ahead of your scheduled time (line up "tall to short").
- Each player may turn in their individual form with payment.
- Make sure each player has completed his/her individual order form.
- A copy of the player's birth certificate is required.
- Please pay by check. NO CASH ACCEPTED! Make checks payable to Greater Image Sports Photography.
- All Photos will be mailed to each player. Youth trophies will be picked up by managers and distributed by managers.

## Tournaments

Ballwin Athletic Association is hosting the following tournaments:

STLWEST Pre-Season Tournament, April 1 - April 9

Baseball Battles Cancer, June 5-9, American Legion

Stars and Stripes Blast, June 20-23, A/Rec Level

Middle School Classic, July 22-29

For more information about our tournaments, see go to our website [baapark.org](http://baapark.org).

## All Star Weekend

Ballwin Athletic Association will again sponsor the All-star Activities and Games August 9-11, 2024.

This year's All-Star festivities will include throwing, hitting, and running. Managers are asked to submit 3 players to represent their team. More details will be made available later in the season.

## STLWEST League Rules and Specifications

### *Ball Sizes*

<b>Baseball</b>	All Youth 4, 5U/6U 7U boys 8 & Under and higher	Jugs Softie Training Ball Rawlings ROTBPM Machine Ball Spalding TF-100
<b>Softball</b>	7U, 8U, 9U & 10U All others	11-inch Softball 12-inch Softball

*Base and Pitching Distances*

<b><u>Baseball</u></b>	<b>Pitching</b>	<b>Bases</b>
8 & Under	40'	55'
9 & Under	45'	65'
10 & Under	45'	65'
11 & Under	50'	70'
12 & Under	50'	70'
13 & Under	54'	80'
14 & Under	60'6"	90'
High School League	60'6"	90'
<b><u>Softball</u></b>		
8 & Under	40'	55'
9 & Under	35'	60'
10 & Under	35'	60'
11 & Under/12 & Under	40'	60'
13 & Under/14 & Under	43'	60'
15 +	43'	60'
<b><u>Youth</u></b>		
4/5/6 & Under	28'	50'
7 & Under	G-32' B-39'	55'

# **Youth League Guidelines & Rules**

## **4-YEAR-OLD PROGRAM**

Our 4-year-old program is a co-ed T-ball league, using a “softie” ball by jugs which will be hit off of a “T”. There are 8 games in a season. All games are 45 minutes in length. Maximum players on a team will be 10 and all players must be 4 years of age by date requirements. It is a very instructional, non-competitive league. All players bat in each inning and all players play in the field. No records are kept. All players are winners in the BAA Youth League. At the end of the season, the players keep their jersey and their hat, and each player will receive a trophy.

## **5U PROGRAM**

Our 5 and under program is coach pitch with a “softie” by Jugs. It is a very instructional, non-competitive league. All players bat in each inning and all players play in the field. No records are kept. All players are winners in the BAA Youth League. At the end of the season, the players keep their jersey and their hat, and each player will receive a trophy.

## **6U PROGRAM**

Our 6 and under program is machine pitch with a “softie” by Jugs. It is an instructional league with the emphasis on the fundamentals of the game. All players bat in each inning and all players play in the field. No records are kept. All players are winners in the BAA Youth League. At the end of the season, the players keep their jersey and their hat and each player will receive a trophy.

## **7U PROGRAM**

Our 7 and under program is machine pitch with Rawlings ROTBPM pitching machine baseball for boys and an 11” softball for girls. It is an instructional league with the emphasis on the fundamentals of the game. The players will be introduced to a few more rules of the game. Ten players will play in the field in each inning and three outs constitute an at bat. **Each player will receive up to seven pitches to put the ball into play. Batter is out if he/she does not put the ball into play in seven pitches. Batter is out if he/she hits a foul ball on the seventh pitch.** No more than seven runs can be scored per inning. No records are kept. All players are winners in the BAA Youth League. At the end of the season, the players keep their jersey and their hat, and each player will receive a trophy.

## **BALLWIN ATHLETIC ASSOCIATION TRAINING LEAGUE RULES**

*General Rules For 4u – 7u*

**The intent of the Youth Program is to promote fun for four- to seven-year-old children while they are learning fundamental skills associated with baseball participation.** A twelve-game schedule (4-year-olds: eight-game) is played mostly on Friday nights, Saturdays and Sundays, as well as some weeknights from the end of April until July. An attempt to reschedule all rainouts will be made depending on the number of rainouts and field availability. Because of the aforementioned circumstances, all of the twelve(eight)-game schedules may not be played. Rain out rescheduling is the responsibility of that game’s home team manager who by way of the Ballwin Athletic Association website checks for available dates and coordination with the visiting manager regarding an acceptable makeup date.

## **MANAGERS AND COACHES**

Coaches are allowed on the playing field at all times for the purpose of instructing and positioning their players. They should instruct players at time of incorrect plays (i.e., interference, where to throw the ball to during a certain situation), but do not call players out for such infractions. Coaches should not interfere with batted or thrown balls.

4-Year-old—You may have as many coaches as you wish on the field, however, keep in mind that too many people on the field may be confusing for your players.

5 and under—You may have as many coaches as you wish on the field, however, keep in mind that too many people on the field may be confusing for your players.

6 and under—You may have no more than 3 coaches on the field at a time.

7 and under—You may have no more than 2 coaches on the field at a time.

### **PITCHING**

5 and under—The offensive coaches shall pitch to their players. Only underhand pitching is allowed. All players bat each inning. Each player receives up to seven pitched balls. If the batter does not put the ball into play by the seventh pitch, he is awarded first base. There are no called pitches, consequently, no strikeouts.

6 and under—The pitching machine is used. Managers will mutually agree on the speed of the machine (usually between 32 to 35 MPH) Each player receives up to seven pitched balls. If the batter does not put the ball into play by the seventh pitch, he is awarded first base. There are no called pitches, consequently, no strikeouts.

7 and under—The pitching machine is used. Managers will mutually agree on the speed of the machine (usually between 35 and 37 MPH). **There will be no strikeouts. Each batter will be allowed 7 pitches per bat to put the ball into play. A player will be called out if he does not put the ball into play during these seven pitches. Batter is out if he hits a foul ball on his seventh pitch.** Three outs will constitute an inning.

### **BATTING/OUTS/SCORE KEEPING**

4-Year-Old—The entire roster shall bat each inning, regardless of outs. Each player will bat 2 times per game. No scores are kept.

5 and under —The entire roster shall bat each inning, regardless of outs. Outs are called, but not recorded. Players called out will remain on the base even if they are called out. No scores are kept.

6 and under—The entire roster shall bat each inning, regardless of outs. Outs are called, but not recorded. Players called out will leave the base.

7 and under—Outs will be called and recorded. The player called out shall leave the base. The inning is over at the third out or when seven runs are scored, regardless of the number of outs. Score keeping is optional, however, keep in mind this is an instructional program and all the players are winners in the BAA Youth Program.

### **PLAYERS**

Team size is a maximum of fifteen players (Ten players for 4-year-old league). Players should get equal field time at the skill positions. Position groups are as follows:

Group A—Pitcher, 2B, SS, 1B—most field action

Group B—3B, Catcher

Group C—OF positions

Our intent is to give all players a sampling of the skills required for each position.

4, 5 and under and 6 and under should play all your players each inning. Try not to stack the infield; the players will lose some of the flavor of the game.

7 and under—You should play no more than 10 players on the field at a time, 4 outfielders, P, C, and 4 infielders. No player should sit more than one inning in a row and all players should sit out once before a player sits out for a second time.

#### **UNIFORMS**

Ballwin will supply each team with shirts and caps. Managers should supply each parent with a list of players, their number and phone number/e-mail address if possible.

#### **TROPHIES**

Each player will receive a trophy for participating in the BAA Youth Program.

#### **BALL**

The official ball for 4u, 5u and 6u boys and girls is the “Softie” by Jugs. 7u boys will use the **Rawlings ROTBPM pitching machine baseball** and the girls will use the 11-inch softball.

#### **GAME TIME**

Game time for 4-year-olds is 45 minutes, 5/6U is one hour and fifteen minutes and 7U is one hour and a half, or seven full innings, whichever comes first. To ensure games start on time, games will stop at the end of the time limit.

#### **BASE RUNNING**

In all age groups, players cannot take lead offs from the base; stealing is not allowed. Advancement can only take place when the ball is hit, or batter is awarded a base. **Players should not advance past the base to which they are running when the batted ball is returned to the infield.**

#### **DISTANCES**

Bases for 4/5U/6U are forty-five feet apart, and the pitching rubber is a minimum of twenty-eight feet from home plate. Bases for 7U are fifty-five feet apart, and the pitching machine is thirty-nine feet from home plate.

## Calendar of Events

February 3	Managers Meeting	doors open at 10:00	meeting begins at 10:30am
	West Springs Church 501 Big Bend Road Ballwin, MO 63021		
February 4	Ranking forms should be completed on your Managers' page - please contact your coordinator for any questions		
February 15	Ranking Meeting – Coordinators only		
February 18	Age group (8U-14U) Managers' meeting at BAA - times to be determined		
February 25	Age group (4U-7U) Managers' meeting at BAA - times to be determined		
March 3	Coaches should have schedules		
March 9	Schedule conflict meeting with the other parks - time to be determined		
March 10	Last day to sign up for Pre-Season Tournament		
April 1	Pre-Season Tournament Begins		
April 9	STLWEST Season Begins		
July 21	STLWEST Season Ends		