

Kalispell Lakers Baseball  
American Legion Baseball Post 137  
Kalispell Legion Baseball Association

# POLICY MANUAL

Revised: November 9, 2022

Approved: November 9, 2022



*Lakers*  
BASEBALL

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## 1. INTRODUCTION

### A. Mission Statement.

It is the Kalispell Legion Baseball Association's belief that participation in organized activities, such as Kalispell Laker Baseball, contributes to the all-around development of our community's youth and that participation in this program is a privilege extended to the players who are willing to make the commitment to adhere to the rules that govern American Legion Baseball and Kalispell American Legion Baseball Post 137.

### B. Community Team

The Kalispell Lakers are a visible part of the community. Players are expected to maintain and improve our strong positive image through mature actions on and off the field. Strive to earn the respect of those in and around our community, our fans, our board, and our coaches.

## 2. KALISPELL LEGION BASEBALL ASSOCIATION

### A. Kalispell Legion Baseball Association.

The Kalispell Legion Baseball Association (Board of Directors, Board, KLBA) is a Montana non-profit association with members which has been designated as an exempt organization pursuant to I.R.C. Section 501(C)(3). The Bylaws for the Kalispell Legion Baseball Association are attached hereto as **Attachment 1**. The Kalispell Legion Baseball Association serves as the governing body for the Kalispell Lakers American Legion Baseball Post 137 (Kalispell Lakers Baseball).

## 3. PLAYER ELIGIBILITY

### A. Eligibility.

To be eligible for Kalispell Lakers American Legion Baseball, a player shall:

1. Live within the recruiting area of Kalispell Legion Post 137 (Kalispell Lakers Baseball) area, attend school within the recruiting area of Kalispell Legion Post 137, or provide a Legion Transfer form #76, signed by all appropriate parties.
2. Provide a certified copy of his/her birth certificate evidencing their age. Players must meet the age rules for playing established by the National and Montana/Alberta American Legion rule books.
3. Abide by all rules and regulations set forth herein and all rules of American Legion Baseball.
4. Players and their parent(s) or guardian(s), if they are under the age of eighteen (18), shall be required to sign a statement acknowledging they have read and understand these rules and this policy manual. This signed statement shall be due on or before the first day of try outs.
5. Sports Physical: Players must provide a sports physical clearance from a physician on or before first day of workouts or tryouts.
6. Player Indemnification Agreement: All players shall sign and/or have their parent or guardian sign, if they are under the age of eighteen (18), a Player Indemnification Agreement (American

Legion Form 2), which will be provided at registration and must be signed before the player can workout, tryout, or practice with the program.

7. Player Drug Policy: All players and their parent or guardian shall sign and agree to the Drug Policy. which will be provided at registration. This must be signed before the player can workout, tryout, or practice with the program.
8. Insurance/Tryout Fee: Each player prior to participating in try outs or workouts must pay an insurance fee of Seventy-Five Dollars (\$75) on the date of registration. Any player who has not paid the insurance/tryout fee will not be allowed to participate in try outs or workouts until such time as this fee is paid in full.
9. Pay all Player Fees: Each player is required to pay the following Player Fees:
  - a) Lakers AA - \$2,750
  - b) Lakers A - \$2,500
  - c) Lakers B - \$2,250
  - d) Lakers C - \$2,000
  - e) Additional or other team/program fees will be set per activity and due before the start of said team or program.
  - f) Prorated Player Fees. If a player starts during the season for reasons such as that they are a returning college player or is a new player that has moved to the area the fee will be calculated as a prorated fee based on the number of scheduled games and at the point of the schedule the player starts working out with the team. Prorated player fees are due before July 15th to remain eligible. The player fees are set at the beginning of the season using the best information that the program has available. The legion program reserves the right to ask for additional player fees during the season if operating funds run too low as determined by the Board of Directors.
10. Uniform/Equipment Deposit: Each player **may** be required to pay a refundable \$100.00 uniform/equipment deposit for all uniform clothing and equipment issued to a player. This deposit is not required to be paid until after a player has been selected to play on the team. The deadline for paying this uniform/equipment deposit is set forth below in Section 3-C of the Rules and Policy Manual. This deposit will be returned to the player at the end of the season when the player has returned all issued uniform clothing and equipment.
11. Volunteer Deposit: Each player is **required** to pay a refundable **\$500 volunteer deposit** for game staffing. The positions that require staffing to host baseball games include Gate, Bathrooms, Grill, Concessions, Scorebook, Scoreboard & Announcing. No player and their family are exempt from performing expected volunteer shifts that are the shared responsibility of each player's families. Once a player's volunteering responsibilities are fulfilled (the number of game staffing shifts required will be determined yearly by the board), the deposit will be returned. If a player and their family do not reach the required volunteer shifts by the end of the season, they may petition the Board of Directors in writing for their deposit to be returned. Each such petition will

be confidential, handled by the Board of Directors on a case-by-case basis, and awarded based on the merits of each petition. Performing other tasks for the program or working on projects, while always needed and appreciated, does not excuse the player or their family from their obligation to staff games. If multiple Laker players are from the same family, only one deposit will be required.

### B. Fund Raising Credits

Player's fund-raising credits set forth in Section IV can be used by the player to pay the player's Player Fee. The deadline for paying player fees is set forth below in Section 3-C of the Rules and Policy Manual.

### C. Deadline For Paying Player Fees & Uniform/Equipment Deposit.

Each player is required to pay all Player Fees before the Canadian Days Tournament of each season (**May 18, 2023**). Players who do not have all Player Fees paid before the Canadian Days Tournament of each season will be allowed to practice but will not be allowed to play in conference or non-conference games or travel with the team until such time as the player's Player Fee are paid in full. In the event a Player has not paid his Player Fees in full before June 1st of each season, such player shall be released from the program and shall not be reinstated for the remainder of the season. Other than as set forth herein, **NO AMOUNT OF A PLAYER'S PLAYER FEES SHALL BE REFUNDED TO THE PLAYER OR PARENT(S) FOR ANY REASON ONCE THE PLAYER IS SELECTED TO THE PROGRAM.** Any portion of a Player Fee not paid in full from any previous season by a player shall be paid in full prior to May 1st of the current season in order for a player to be eligible for the program.

### D. Player Fees and Uniform Equipment Deposit Payment

Player Fees and Uniform/Equipment Deposits can be paid with cash or check and given to the Treasurer.

### E. List of Eligible Players

As soon as possible after **May 18th**, the Board of Directors shall provide the coach with a list of those players eligible to practice and/or play between May 20th and June 1st. The coach may not allow any persons other than those named on such list to practice or play between May 20th and June 1st. As soon as possible after June 1st the Board of Directors shall provide the coach with a list of those players eligible to practice and/or play for the remainder of the season. The coach may not allow any persons other than those named on such list to practice or play for the remainder of the season without the consent of the Board of Directors.

## 4. FUND-RAISING

### A. Fund-Raising

To help defray the Player Fees set forth in Section 3, players may participate in the fund-raising activities set forth below. All checks collected for the fund raising listed below shall be made payable to Kalispell Lakers Baseball. Please see sponsorship sheets for pricing information.

1. Season Passes. At the beginning of the season, players will each receive season passes to sell (Family & Single). Season passes receive 100% fee credit to selling player. All unsold season passes must be returned to Kalispell Lakers Baseball on or before May 18th.

2. Corporate Sponsorships. Players may sell Laker advertising per the corporate sponsorship packet on a first come first serve basis. Corporate sponsorships receive 100% fee credit to selling player. **Corporate sponsorships are due by April 1<sup>st</sup>**.
3. Player Sponsorship. A player may seek an individual player sponsorship in any amount.
4. Donations in Kind. Players may not receive credit toward their player fees for donations in kind made to the program unless approved by the Board of Directors. No player credit will be given for labor of any kind.
5. Other Player Credits. The Kalispell Legion Board of Directors may implement additional programs for player credits as the board determines appropriate.
6. Player Credit Exceedance. Players are encouraged to fund-raise over and above the required minimum. To encourage additional fund-raising, incentives may be provided by the Kalispell Legion Baseball Association.

### B. Fund-Raising Credits Due

All fund-raising credits shall be due on or before May 18th. Any player who has not turned in his player credit information before May 18th and is using fund raising credit towards his Player Fee shall be subject to suspension from playing games until fees are paid in full.

1. Player Assistance. If a player is not able to pay their fundraising money by the deadline, the player may petition the Board of Directors in writing before said deadline for special consideration and/or additional time to pay the required fundraising money. Each such petition will be confidential, handled by the Board of Directors on a case-by-case basis, and awarded based on the merits of each petition. Each petition shall contain a detailed explanation of the efforts made by the player to raise fundraising money through the fundraising options set forth herein.

### C. Fund-Raising Events

Players and families are expected to participate in yearly fund-raising events that support keeping player fees low and funding the program. These events can include: Auction/Dinner, Raffles, Golf Tournaments, etc. Players may be asked to participate in community-based events as determined by the Coach or Board.

### D. Corporate Sponsorship Responsibilities

1. Sponsor Eligibility. Players are required to verify with the current sponsor list before engaging a company to verify that they are eligible to be a player sponsor. In some cases, the sponsor may already be sponsoring a player or otherwise a corporate sponsor of the program. Please check with the Treasurer or Fundraising Chair.
2. Sponsor Coordination: It is the player/parent's responsibility to gain, collect and submit funds and graphics for all corporate sponsors. Refer to the available sponsorship materials for additional guidelines.

3. Sponsor Engagement. Players are responsible for engaging sponsors. It is recommended and highly encouraged that the player visit their sponsor 2-3 times per year to provide an invoice, hand out considerations, invite to games and share how their season is going.

## 5. PLAYER RESPONSIBILITY & CONDUCT

At all times during tryouts, practices, games, any team function, or while traveling with the team the following rules shall be strictly adhered to:

1. Players shall not curse, use vulgar language, or use abusive language. Any player who curses, uses vulgar language, or uses abusive language shall be disciplined by the coach, in his sole discretion, as the coach deems appropriate.
2. Players shall not throw bats, helmets, or other equipment in frustration or anger. Any player who throws bats, helmets, or other equipment in frustration or anger during a game shall be immediately removed from the game and not be allowed to play for the remainder of the game. Any player who throws bats, helmets, or other equipment in frustration or anger during tryouts or practice shall not be allowed to participate for the remainder of that day's tryouts or practice.
3. Players, absent unforeseen circumstances, shall be responsible for being on time to all scheduled tryouts, practices, games, and team functions. All players are responsible to inform the coach of any foreseen schedule conflicts which will result in the player being late for scheduled tryouts, practices, games, and team functions. Any player who, without being excused by a coach, is not on time for a scheduled tryout, practice, game, or team function shall be disciplined by the coach, in his sole discretion, as the coach deems appropriate.
4. Any player intending to enroll in athletic camps or participate in All-Star games during the season must obtain prior permission from the head coach at least 30 days in advance. Failure to get prior approval may result in denial of permission. Participation in athletic camps or All-Star games is discouraged but not prohibited. If the player can provide assurance that participation will not unduly impact on practice or scheduled games and the head coach concurs, approval will be given. Each request will be dealt with on a case-by-case basis.
5. All players are required to notify the coach or an assistant coach prior to any absence from tryouts, scheduled practices, games or team functions. Unexcused absences from scheduled practice, games or team functions will result in a one (1) game suspension enforced in the next scheduled game. Additional unexcused absences may be grounds for dismissal from the Kalispell Lakers American Legion Baseball Post 137.
6. Players shall not be involved in any altercations with teammates, coaches, game officials, or opposing players. Any player involved in an altercation with teammates, coaches, game officials, or opposing players shall be immediately suspended from the Kalispell Lakers American Legion Baseball Post 137 for a period of time deemed appropriate by the coach and/or the Board of Directors.
7. Players shall not miss team bus departures. Any player who misses a team bus departure without prior approval of the coach or an assistant coach shall not play in the next regularly scheduled game.

8. Before any player is allowed to ride home from a scheduled away game other than on the bus, they must receive prior approval from the coach or an assistant coach. The coach or assistant coach will not grant such approval without a signed note of consent form from the player's parent or guardian that requests and specifies the alternate mode of transportation. For example, to be allowed to ride home with a relative or another player's parent, the note from the player's parent or guardian must specifically indicate who will be providing the transportation and acknowledge their consent. At no time will the player be allowed to use their own transportation to go to or from away games unless they have permission from the coach.
9. Players must be in proper uniform appearance as mandated by the coach or Board of Directors and will stand at attention in team formation for the playing of the National Anthem(s) at all games. Players who are not in proper uniform appearance as mandated by the coach or the Board of Directors or who do not stand at attention in team formation for the playing of the National Anthem(s) at a game shall be disciplined by the coach, in his sole discretion, as the coach deems appropriate.
10. Players will dress and wear proper attire as specified by the coach for all Laker related functions, including travel. Players who do not dress or wear proper attire as specified by coach shall be disciplined by the coach, in his sole discretion, as the coach deems appropriate.
11. All players are responsible for keeping their individual spaces and team spaces including, but not limited to lockers, locker rooms, dugouts, motel rooms and team bus, clean and organized at all times. Players who do not keep their individual spaces and team spaces including, but not limited to lockers, locker rooms, dugouts, motel rooms and team bus, clean and organized at all times shall be disciplined by the coach, in his sole discretion, as the coach deems appropriate.
12. No persons other than players and/or coaches shall be allowed in the players' hotel rooms. A player who willfully violates this section shall be immediately suspended from the Kalispell Lakers American Legion Baseball Post 137 for a period of time deemed appropriate by the coach and/or the Board of Directors.
13. Coaches will designate a "lights-out" time for all road games. Players are expected to remain in their rooms after the "lights-out" time. A player who violates this section shall be immediately suspended from the Kalispell Lakers American Legion Baseball Post 137 for a period of time deemed appropriate by the coach and/or the Board of Directors.
14. Each player is responsible for the uniforms issued to him. If a player loses or ruins his uniform pants, shirt or hat, the player will be required to pay the cost of replacing the uniform before the player will be allowed to play in the next scheduled game. Uniforms shall be washed and clean before every home game/doubleheader and as reasonable during away games and tournaments.
15. No player shall damage equipment or property owned or leased by Kalispell Legion Baseball Association or used by the Kalispell Lakers American Legion Baseball Post 137. Any player who damages equipment or property owned or leased by Kalispell Legion Baseball Association or used by the Kalispell Lakers American Legion Baseball Post 137 shall be liable for such damages. All players responsible for such damage shall be required to pay for the entire cost of such



damages before the player will be allowed to play in any game and shall be suspended from the Kalispell Lakers American Legion Baseball Post 137 for a period of time deemed appropriate by the coach and/or the Board of Directors.

16. Players shall not steal property owned or leased by Kalispell Legion Baseball Association or used by the Kalispell Lakers American Legion Baseball Post 137, property belonging to any player, player's family member, coach, coach's family member, or steal property while traveling with the team. Players who steal property owned or leased by Kalispell Legion Baseball Association or used by the Kalispell Lakers American Legion Baseball Post 137, property belonging to any player, player's family member, coach, coach's family member, or steal property while traveling with the team shall be immediately dismissed from the Kalispell Lakers American Legion Baseball Post 137.
17. Any player who commits a misdemeanor criminal offense other than traffic violations, shall be immediately suspended from the Kalispell Lakers American Legion Baseball Post 137 for a period of time deemed appropriate by the coach and/or the Board of Directors.
18. Any player who commits a felony criminal offense shall be immediately released from the Kalispell Lakers American Legion Baseball Post 137 for the remainder of the season.
19. Players recognize the American Legion Drug and Alcohol Policy. That policy states each player agrees to remain alcohol and drug free through all of the baseball season. In addition to the American Legion Drug and Alcohol Policy, Kalispell Legion Baseball Association has adopted the following policies and rules regarding drugs, alcohol and tobacco to be followed by Kalispell Lakers American Legion Baseball Post 137 players and coaches within **Attachment 2**.
20. No player shall discriminate, harass, intimidate, or bully other players or coaches on the basis of age, race, religion, color, creed, national origin, physical appearances, sex, ancestry, disability, sexual orientation, or marital status. Any player who discriminates, harasses, intimidates or bullies a player or coach as set forth above shall be disciplined by the coach, in his sole discretion, as the coach deems appropriate.
21. Each player is required to assist with all field care. Responsibilities will be assigned.
22. Report any injury or illness to a coach immediately.

Any continued violation of the aforementioned rules and regulations or any other conduct deemed inappropriate, unsportsmanlike, or deemed to bring discredit to teammates, coaches or Kalispell Lakers American Legion Baseball Post 137 by a player will result in disciplinary action being taken by the coach and/or the Board of Directors against the player. Disciplinary action may include, but is not limited to, suspension or dismissal from the Kalispell Lakers American Legion Baseball Post 137.

If a player has been suspended or released from the Kalispell Lakers American Legion Baseball Post 137 during a prior season for any reason, the player may not play in any subsequent season without petitioning in writing the Kalispell Legion Baseball Association's Board of Directors for reinstatement. The Board of Directors may reinstate the player for good cause shown.

## 6. PARENT RESPONSIBILITIES & CONDUCT

### A. Parent Conduct

Parents of all players are expected to be courteous and polite at all tryouts, practices, home and away games, and team functions. Parents shall refrain from all forms of negative and combative cheering.

1. No parents or spectators are allowed to interact with players or enter/remain in the dugout during games.

### B. Parent Work Schedules

All parents or guardians are expected to work on a volunteer basis during the seasons. If during the course of the season, parents or guardians have unforeseen conflicts in their schedules and are unable to work their scheduled duties, the parent or guardian is responsible to find a suitable replacement to work their schedule.

### C. Complaints & Grievances

If parents or guardians have complaints with any aspect of the Kalispell Lakers American Legion Baseball Post 137, such complaints shall be made to the Coach or Board of Directors. The Board strongly encourages the player to meet with the Coach first to solve any problems that may arise during the season. Only after the player and Coach meeting the player or parent or both may bring the problem to the attention of the board Liaison. The Liaison will address these problems with the coach at an appropriate time. If any of the parties believe that a face-to-face meeting is necessary and all are in agreement to do so, then the Liaison will coordinate and mediate that meeting. If any of the above should fail or prove to be unsatisfactory in the eyes of either party, then the player, the coach or the parent may bring the matter to the attention of the board of directors. The board will then make a decision that it believes is in the best interest of the Kalispell Lakers Program. Acceptable forms of expressing complaints include verbal, letters, or emails. If a parent or guardian has a complaint that he/she wishes to make to a coach, the coach may, in his sole discretion, agree to meet with the parent only if the parent's or guardian's player is in attendance.

## 7. TEAM TRAVEL

### A. Team Bus & Vans

The team bus and vans are available for travel to scheduled away games or tournaments. If there is a conflict where teams are scheduled to be away on the same date(s), the AA team will have first priority to use the team bus.

### B. Alternate Team Travel

If a team must travel to a scheduled away game or tournament using an alternate form of transportation the following shall apply:

1. Day Games. For games that require no overnight stay, parents transporting team members to the game will receive no compensation from Kalispell Legion Baseball Association.
2. Multi-Day Games. For games or tournaments that require an overnight stay, if parent(s) travel for the sole purpose of transporting team members, the legion program will compensate the parent(s) .40 cents per mile for miles to and from the event if parent(s) request reimbursement. Parent(s) will not be compensated for any other expenses.

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# ATTACHMENT 1

Kalispell Legion Baseball Association By-Laws

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# ATTACHMENT 2

Drug Policy



# LAKERS BASEBALL!

**Kalispell Legion Baseball Association**

P O Box 8444

35 Begg Road

Kalispell, Montana 59904-1444

## DRUG, ALCOHOL, SUBSTANCE USE & POSSESSION POLICY

The Kalispell Legion Baseball Association (ASSOCIATION) is a private, non-profit organization with all volunteer directors (BOARD) and existing for the purpose of organizing, maintaining and fielding youth baseball teams (LAKERS) under the auspices of the American Legion Organization.

Registration, participation, membership, selection and inclusion in the organization is a **privilege** extended only to those PLAYERS willing to accept the commitment and personal discipline required of a KALISPELL LAKERS, including adherence to the policies and regulations as set forth herein and as expressed by the coaching staff.

PLAYERS represent not only the LAKERS, but also the City and Greater Community of Kalispell both at home and away in other states and countries. PLAYER(S) actions and behavior are not only subject to legal and/or organizational disciplinary action but may also place other players, coaches, staff and parents in significant jeopardy: physical; emotional; **and legal**. Policy violations inevitably lead to lost opportunities for current and future members of the organization.

The ASSOCIATION and American Legion Post 137 MT recognize that the State of Montana restricts the use and/or possession of alcohol products to individuals who have reached the age of 21 years. Similarly the use and/or possession of tobacco products is limited to those individuals having reached the age of 19. In addition the use of prescribed medications in any manner outside of the specific written prescription of a licensed provider is prohibited by all citizens regardless of age, as is the use or possession of any non-prescribed substances classified as dangerous drugs by the Montana Code Annotated.

The KALISPELL LAKERS Organization **ADJURE** our players to maintain a fundamental self discipline, and to **police their own** ranks in ensuring they not only remain moral and law abiding citizens, but exemplary representatives of this organization and our community.

## AUTHORITY

Policy shall be in force for all LAKERS participants (players) from date & time of team sign-ups (registration) until official date and time of team selections ("cuts"). Policy applies **at all such times** as engaging in active participation in team activities including meetings, practices, team dinners, camps, clinics, cage sessions, bullpens, workouts, etc.

Policy shall remain in force for all LAKERS PLAYERS from date and time of team selections (“cuts”) until formal dismissal from the **final** season or tournament game or travel event. All PLAYERS selected (“rostered”) formally *or informally* as LAKERS shall be subject to this policy at any and all times that any individual is acting, participating, or representing the KALISPELL LAKERS Organization in *any* fashion including team activities, practices, workouts, meetings, cage sessions, bullpens, tournaments, all travel activities, field maintenance, media events, games, camps, community service, etc.

### TOBACCO

The use or immediate possession of tobacco products by any PLAYER(S), regardless of age, is prohibited within the confines of Griffin or Archie Roe Fields, surrounds, parking facilities, or any practice or use facilities or in LAKERS vehicles or in private vehicles actively in use transporting LAKERS PLAYERS, or in lodging facilities being utilized by LAKERS PLAYERS, or at any time or place during any team activities including meetings, practices, clinics, camps, cage sessions, bullpens, tournaments, all travel activities, field maintenance, media events, games, camps, community service, etc.

The use or immediate possession of tobacco products by any PLAYER is prohibited on the playing or practice fields or facilities of the KALISPELL LAKERS or any other baseball or athletic facility intended for use by American Legion Baseball or the KALISPELL LAKERS at any such time that the individual is at the facility as a representative of the LAKERS Organization.

### ALCOHOL, DRUGS, DANGEROUS DRUGS

The possession, use, abuse, sale, distribution, **or any level of intoxication thereby**, of any alcohol, illegal drugs, dangerous drugs, narcotics, or use of any prescribed medication outside of the specific Doctor’s direction is expressly prohibited by any PLAYER at any and all times said individual is acting as representative of the KALISPELL LAKERS.

The possession, use, abuse, sale, distribution, **or any level of intoxication thereby**, of any alcohol, illegal drugs, dangerous drugs, narcotics, or use of any prescribed medication outside of the specific Doctor’s direction is expressly prohibited by any player within the confines of Griffin or Archie Roe Fields, surrounds, parking facilities, or any practice or use facilities or in LAKERS vehicles or in private vehicles actively in use transporting LAKERS PLAYERS, or in lodging or any other facilities being utilized by LAKERS PLAYERS, or at any time or place during any team activities including meetings, practices, clinics, camps, cage sessions, bullpens, tournaments, all travel activities, field maintenance, media events, games, camps, community service, etc.

The possession, use, abuse, sale, distribution, **or any level of intoxication thereby**, of any alcohol, illegal drugs, dangerous drugs, narcotics, or use of any prescribed medication outside of the specific Doctor’s direction is expressly prohibited on or at baseball or athletic facility intended for use by American Legion



Baseball or the KALISPELL LAKERS at any such time that the individual is at the facility as a representative of the KALISPELL LAKERS Organization.

#### VIOLATIONS: INVESTIGATION

Coaches shall, at earliest opportunity consider the merit of any observation, report, statement, or discovery that would reasonably indicate a violation of this policy may have occurred. If necessary, an initial investigation shall be conducted by the coaching staff, law enforcement, Legion officials and/or members of the BOARD as appropriate and as available. Should the initial investigation indicate that a policy violation has likely occurred; the individual(s) shall be immediately and temporarily suspended and dismissed from active participation in team activities pending review and/or a secondary investigation by the BOARD.

Should such violation occur during a road trip or travel event of any kind, the individual(s) shall be released to a parent or guardian **if present**. Otherwise the parent or guardian shall be notified and requested to arrange transport home **if practical**. Violators, including non-minors, may utilize team lodging, meals and transportation home if necessary but shall be expected to reimburse the KALISPELL LAKERS Organization for their lodging and meals expense incurred after notification of suspension. Suspended PLAYER(S) remaining with team during extended travel event shall otherwise abide by all direction from the coaching staff.

Within 3 calendar days of notice by the coaching staff, the BOARD shall appoint a committee to review the result of the preliminary investigation, meet with the coaching staff, meet with each accused along with their parent or guardian (if minor) and conduct such other inquiry as they deem needed to report back to the BOARD within 5 days. The BOARD shall meet to review all findings and render a disciplinary decision for each and all violators. The BOARD shall issue its findings and decision in writing to each individual violator within ten days of the first report. Included in the findings shall be the disciplinary consequence and all expectations and provisions for return to active status should such option be available.

#### VIOLATIONS: DISCIPLINARY ACTION

The BOARD may impose, at its sole discretion, disciplinary consequences ranging from suspension from participation in all or some team activities for a specified period to permanent expulsion from the KALISPELL LAKERS. The BOARD may impose a probationary status or period or require completion or fulfillment of specified tasks or activities as part of disciplinary action. The BOARD may require counseling, drug-testing, chemical dependency evaluation, psychological evaluation, or other reasonable assessment as it deems necessary in evaluating PLAYER(S) fitness to resume participation in the KALISPELL LAKERS Organization. Safety and well being of all members of the KALISPELL LAKERS Organization shall be the overriding concern in guiding BOARD action in this regard.

[It should be clearly understood that, barring unusual or extraneous circumstances, violations occurring during Lakers travel activities shall generally result in a **minimum** suspension for the remainder of that season.]

#### APPEAL

A PLAYER may appeal the written decision of the BOARD. The BOARD shall appoint a 3-member panel to hear the appeal and render a final decision. These 3 members shall differ from the committee who conducted the original and secondary investigation. The terms of the disciplinary decision shall remain fully in force until the appeal has been decided.

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# ATTACHMENT 3

Other Policies



# LAKERS BASEBALL!

**Kalispell Legion Baseball Association**  
P O Box 8444  
35 Begg Road  
Kalispell, Montana 59904-1444

## POLICY NUMBER: 2020-01 ADDENDUM

### PLAYER TRANSFER POLICY

The Kalispell Legion Baseball Association (Board) shall review all requests for player transfers either incoming or outgoing on a case-by-case basis. All requests for transfers must be submitted to the Board or head coach on American Legion Form 76.

Per American Legion Baseball Rules, if a player is cut or fails to make the team, he may be granted a transfer by the Lakers Head Coach to play for the next nearest team.

No coach, baseball chairman or member of a team's baseball staff shall solicit or in any manner attempt to entice players from a team other than their own to play outside baseball games for a team other than the team a player is currently registered with.

#### Incoming Transfers

For players requesting transfers into the Kalispell Lakers Legion program the form must be signed by the coach of the team releasing the player first. If the Board and head coach agree on the transfer(s) the head coach shall sign the form and mail it to the Montana/Alberta State Chairman for final approval.

#### Release Transfers

For player requesting a release from the Kalispell Lakers Legion program, the head coach must sign the form. If the Board and head coach agree on the transfer(s) the head coach shall sign the form, and mail or release it to the team the player is requesting a transfer to. If the Board and head coach disagree with the transfer, the Board's decision shall be the final determination.

Since 1925, American Legion Baseball has always operated under the premise of a local neighborhood or community team concept. They have always formulated their rules around recruiting players from the immediate area and not recruiting players from all over the state. That is why they have restrictions. These restrictions are not to prevent players from playing American Legion Baseball but insuring every local player who tries out for a team is given more consideration than a player from another community. It shall be the general policy of the Kalispell Legion Baseball Association and Kalispell Lakers Baseball that no player shall be granted a release unless the player is cut or fails to make the team(s). Releases will not be granted based on disagreements with program, Board or Coaching philosophies and all decisions will be made in the best interest of the entire Kalispell Lakers Program.

#### Reason for Policy:

Add consistency on how player transfers are processed by the Kalispell Legion Baseball Association.

January 9, 2020



# LAKERS BASEBALL!

Kalispell Legion Baseball Association  
P O Box 8444  
35 Begg Road  
Kalispell, Montana 59904-1444

## POLICY NUMBER: 2020-02 ADDENDUM

### COACH RESPONSIBILITY AND CONDUCT

#### A. Best Efforts

All Coaches agree that they will always faithfully, industriously, and to the best of their ability, experience, and talents, perform all of the duties that may be required of and from them by the AA Head Coach (Ryan Malmin) and of the Kalispell Legion Baseball Association's Board of Directors (Board).

#### B. Rule and Regulation Compliance

All Coaches are responsible for reporting all player and parent rule infractions set forth in the Policy Manual to the Board.

Coaches shall submit to and pass a background check every season, and complete an American Legion approved harassment course, prior to beginning coaching.

#### C. Player Selection

The coaches are responsible for scheduling and conducting team tryouts. After tryouts, coaches are responsible for player selections for each team. All team selections, subject to players meeting all eligibility requirements set forth herein, should be made by April 15th of each year, weather permitting.

#### D. Conduct

Coach's employment places them in direct and constant contact with youth. They shall always conduct themselves, when acting within the scope of their employment, in a manner that will constitute a positive example for the players and the community, and that their on-field and off-field conduct will reflect favorably on themselves, the Lakers and the Kalispell community. Employee will refrain from physical contact with umpires or opposing coaches or fans. Any violation of this clause will result in immediate discipline, including but not limited to suspension without pay or termination.

If a player is injured while engaged in Lakers activity (on or off field), Coaches shall first see to the player's care and thereafter contact the parents or guardians and provide a full report the same day as injury. Coaches shall always keep copies of all players' emergency contact information with them during Lakers activities.

#### E. Timeliness

All coaches are responsible for being on-time for all scheduled tryouts, practices, games, and team functions. All coaches are responsible for communicating foreseen schedule conflicts to their players.

### F. Scheduling

Coaches are responsible for scheduling all tryouts, practices, and games. Coaches are responsible for communicating dates and times for tryouts, practices, and games with players in a reasonable timeframe.

### G. Mandatory Meetings

Coaches are required to attend the pre-season player sign-up meeting and parent meeting immediately after team selection.

### H. Facilities Shut Down.

At the end of the baseball season, the coaches will be responsible for shutting down the Griffin Field facilities including but not limited to: checking in and inventorying all player uniforms, cleaning the bathrooms, locker rooms, buses, coaches office, and grounds. The year-end shut down will be inspected and signed off by a member of the Board of Directors. The coach's final paycheck each season will be issued to the coach only after the facility has been inspected and approved by the Board of Directors.

### H. Termination

You must provide the AA Head Coach with two weeks' notice prior to terminating your employment with Kalispell Lakers Baseball. The AA Head Coach will likewise provide you with two weeks' notice if Kalispell Lakers Baseball terminates your employment, except in the case of gross negligence or criminal activity, in which case termination will be immediate.

\_\_\_\_\_  
Coach Name

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date

#### Reason for Policy:

Document coaching responsibilities

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ACKNOWLEDGMENT OF READING AND UNDERSTANDING  
KALISPELL LEGION BASEBALL ASSOCIATION  
KALISPELL LAKERS AMERICAN LEGION BASEBALL POST 137  
RULES AND POLICIES

We, the undersigned, have read, understand, and agree to abide by Kalispell Legion Baseball Association's rules and policies for the Kalispell Lakers American Legion Baseball Post 137 as set forth in the Rules and Policy Manual.

By signing this policy, both the player and parent/guardian acknowledge an understanding that organized athletics involve the potential for injury, which is inherent in all sports. I acknowledge that even with the best coaching, use of the most advanced protective equipment and strict observance of safety rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, and even death.

As the parent or guardian whose signature appears below, I hereby give my permission for the below named player to engage in the sport of baseball as part of the Kalispell Lakers American Legion Baseball Team. I also give my consent for the below named player to accompany the team on out-of-town trips. I understand that the \$75.00 nonrefundable fee that I have paid is to cover the cost of liability insurance for the player.

_____	_____	_____
Player Name	Player Signature	Date

_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date

_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date