

ELK GROVE PARK DISTRICT

# Elk Grove Travel Baseball Operational Guidelines

Revised  
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## Mission Statement

To provide an opportunity for our children to compete at a primary level of excellence in a larger regional concept.

The objective of the TP is to teach those players who exhibit exceptional judged skills, further development in the sport of baseball. This further development includes much more intensive skills development with appropriate training by qualified personnel from the community at large as well as professional educators/coaches. Our program is devoted solely to providing a venue in which the highest quality of sportsmanship, teamwork and fair play can be developed and exhibited by our selected players.

Each selected player as well as managers and coaches of all levels of TP must consider their selection as one of privilege and honor. This program represents the greater community of Elk Grove Village and requires that all individuals officially involved with the TP display conduct at the highest level of quality and regard for others. Appropriate censure and dismissal from current and future participation in the TP can occur through guidelines outlined later in these Procedures for failure to display proper conduct at any time.

## Board of Directors

### Composition

The administration for the TP shall consist of a Board of Directors known as the "Travel Board" consisting of the following members:

- Travel President
- Travel Vice President
- Travel Treasurer
- Travel Secretary
- Travel Equipment Coordinator
- Member At Large
- Member At Large\*

\*If a second Member At Large position can not be created due to technology restrictions on duplicate titles the Board agreed to establish an alternative name for the second Member At Large position

## Positions & Duties

### Travel Board President

The position of the Travel President will be appointed **for a two (2) year term and elected on even years**. The Travel President must have at least one child active in the TP at the time of his appointment and must have prior experience as a Travel Board member or Travel Manager or Travel Coach. The Travel President reports directly to the EGPD and is required to attend all regularly scheduled Monthly

Meetings to report on current activities of the TP. The Travel President responsibilities are as follows:

- The Travel President chairs the monthly regularly scheduled TP meetings as well as any special meetings requested by at least three Travel Board Members.
- The Travel President delegates as needed to the members of the Travel Board all assigned responsibilities for the following season. The delegated assignments will occur at the first regularly scheduled Travel Board meeting in September annually.
- Administers the overall operation of the TP and GCBL
- Functions as the official representative for the TP at all activities or events.
- Oversees the development of the TP to include Travel Team player training.
- Acts as a tiebreaker to become the deciding vote in any issue resolution for the TP.
- Attend all monthly EGPD Travel Baseball monthly Board meetings.
- Has decision-making ability on behalf of the TP for all EGPD Youth League issues.

#### Travel Vice President

The position of the Travel Vice President will be elected **for a two (2) year term and elected on odd years.** The Travel Vice President responsibilities are as follows:

- Assists the Travel President
- Acts as Travel President in the absence of the Travel President.
- Provide annually to the EGPD Athletics Supervisor completed background checks for all Travel Board elected members as well as travel Managers and Coaches.
- Administers the EGPD Code of Conduct program and presents to the Travel Board all forms associated with this program.
- Enforces all aspects of the Elk Grove Travel Program, as well as the Athletic Agreement of the EGPD.
- Responsible for the initiation and execution of disciplinary measures taken by the TP.
- Interprets both written and verbal complaints and concerns of all participants and their families involved in the TP and completes a fact finding mission relative to any potential disciplinary action required by the TP.
- Reviews yearly with Travel Managers and Coaches disciplinary guidelines as they pertain to the execution of the TP Code of Conduct. This review is to be conducted prior to the commencement of any Travel Team seasonal activity such as indoor practice.

#### Travel Treasurer

The position of the Travel Treasurer will be elected **for a two (2) year term and elected on even years.** The Travel Treasurer responsibilities are as follows:

- Provides to the Travel President and Travel Board a monthly financial statement

for each Travel Team as well as the TP General Account.

- Acts as the official financial representative for the TP.
- Oversees all Travel Team treasuries.
- Conducts an annual audit to be completed August annually of all financial activities of the TP and the Travel Teams.
- Approves all Travel Team budgets for the season annually and submits these budgets to the Travel President, and the EGPD Athletics Supervisor no later than the first Tuesday after Labor Day annually.
- Executes all final approval of vendor invoices to be paid by the EGPD on behalf of the TP.

### Travel Secretary

The position of the Travel Secretary will be elected **for a two (2) year term and elected on odd years**. The Travel Secretary responsibilities are as follows:

- Records minutes of the TP Board Meetings as well as any special meetings and provides to the Travel President and Travel Board these minutes.
- Prepares general announcements for the community at large as well as local media to include local newspapers, web sites, electronic bulletin boards and local TV channels.
- Prepares Travel Team rosters, tryout registrations, Player and Parent Annual Surveys for disbursements as needed.
- Coordinates all TP activities annually for Registration and Team PictureDay.

### Travel Equipment Coordinator

The position of the Equipment Coordinator will be elected **for a two (2) year term and elected on odd years**. The Travel Equipment Coordinator responsibilities are as follows:

- Conducts all activities associated with annual player tryouts for full and part-time designated travel teams.
- Provides the TP with information regarding travel team training to include coordinating TP indoor facility use. Approved all expenses, if any, for use of indoor facilities for the purpose of training. Delivers to the Travel Treasurer approved invoices(s) for training related expense(s).
- Provides the framework for annual uniform and equipment ordering and purchase for all full and part-time designated travel teams.
- Interviews vendors and provides recommendations to the TP for the intent of purchasing uniforms and equipment.
- Coordinates the delivery of all uniforms and equipment with full and part time travel teams.
- Provide invoice copies to the Travel Treasurer as needed for payment of

uniforms and equipment.

### Member At Large (Both Positions)

The position of the Travel Treasurer will be elected **for a two (2) year term and elected on even years**. The Member at Large responsibilities are as follows:

- Assist with all TP/GCBL matters as necessary

### Other TP/GCBL Responsibilities:

- Schedules all travel teams umpire requirements for practice, regular season, and hosted tournament games. (Team Manager/League Director)
- Conducts an annual review of umpire programs that provide umpires for all TP games. This review will provide TP recommendations for the upcoming season pertaining to umpire needs.(Board Discussion/Team Manager Input)
- Approves all TP team umpire expenditures for the purpose of payment for umpire services. All umpire invoices, once approved, are delivered with the approved invoice(s) to the Travel Treasurer. (Team Manager)
- Coordinates with the EGPD Athletics Supervisor all field needs for the upcoming season. (Team Manager)
- Interacts on behalf of the TP for annual travel team field assignments with the EGPD. (Board Discussion)
- Provides the TP with information regarding travel team training to include coordinating TP indoor facility use. Approved all expenses, if any, for use of indoor facilities for the purpose of training. Delivers to the Travel Treasurer approved invoices(s) for training related expense(s). (Team Manager)

### Qualifications

Any person filling a TP Board position must be at least 18 years of age, complete and pass a criminal background check, and agree to the Code of Conduct.

### Elections

The administration for the Travel Board is to be elected and positions filled from the community at large and parent's active in the TP August annually. Submissions and nominations for open positions must take place annually at the July Board Meeting. The current Travel Board Members vote at the August meeting for the positions that

are up for election.

### Terms of Office

All TP Board positions shall be elected for a two (2) year term.

### Greater Chicagoland Baseball League (GCBL):

All TP Board Members and Managers are responsible for the day to day operations of the GCBL and the end of season tournaments.

## Meetings

### Monthly Meetings

The Travel Board will meet monthly on the fourth Monday each month. At least four Travel Board members must be present to convene the meeting and conduct TP business. Team Managers are encouraged to attend each meeting; the Team Manager may elect to send a designated Team parent.

The purpose of the Travel Program Monthly Meeting is to deal with issues as needed and as they apply to the operation of the TP. The Travel President is to prepare a meeting agenda with issues that are currently in need of Travel Board attention or issues recommended by other Travel Board Members and Travel Managers. As stated previously, issue resolution is at the discretion of the Travel President who may ask for a vote of a simple majority when issue resolution has opposed expressed views. The Travel Board Monthly Meeting is an open meeting. All parents of Travel ballplayers are encouraged to attend. Guests will be recognized at the conclusion of the passage of the monthly minutes.

## Membership

### Team Players

Travel Team Players are selected through an evaluation process known as a Tryout. Player tryouts are conducted by the Travel Program at a pre-announced site, date, and time with posted announcements publicly at least 30 days prior to the Tryout. The tryout schedule is announced through a variety of media, such as:

- Social Media
- Elk Grove Travel Baseball Websites
- EGPD Electronic Boards
- Email Blasts
- Flyer placement, public or private establishments

Travel team players selected agree to display the highest standards of conduct at all times as a representative of the TP. Each selected player must sign and agree to abide by the

EGPD Code of Conduct as well as other Agreements sanctioned by the TP and the specific Travel team. The opportunity offered to play on an Elk Grove Travel Team must be considered one of privilege and honor. Player selection is only awarded through execution at the Tryout of superior baseball skills based on the written assessments of the tryout evaluations.

Tryouts are conducted using the results of player performance of such skills as fielding, throwing, catching, and running.

Each player is to be evaluated by a minimum of one evaluator who is the Travel Team manager for the age being evaluated. Additional evaluators, up to 2, will be selected by the Travel Board. In the event two additional evaluators are selected the manager's evaluation shall count for 50% of the total evaluation score. Each additional evaluator's score shall count 25% each. If one additional evaluator is selected the manager's evaluation shall count for 75% of the total evaluation score and the additional evaluator's score shall count for 25%. These evaluators may come from the community at large, prior Travel Managers, high school coaches or Travel or House Board Members with experienced baseball knowledge. Evaluators CANNOT have any affiliation with the age level evaluation.

The Travel Team Manager written evaluation results totals 50% of the Tryout points, while the two independent evaluators total 25% each. Players are ranked by a total number of points awarded from the skill evaluation. All tryout evaluations are the property of the TP. All teams must comply with the Park District Residency Rules for Travel Programs.

The objective of the Tryout process is to offer a fair and equitable opportunity for each candidate to perform certain defined criteria for all Tryout participants.

The Tryout format will be developed and reviewed annually by the Travel Board and the Tryout format will be posted prior to the commencement of the Tryout.

Tryout candidates CANNOT wear ANY uniform part or equipment displaying prior Travel Team affiliation [with the exception of safety equipment]. Players who come to a Tryout wearing any "illegal" uniform or possessing "illegal" equipment may be asked to cover identifying information.

Tryout age requirements are open to all participants with the designated age level May 1 to April 30. A chart is provided with these procedures.

Try-outs will be held after the Board has approved the managers for the upcoming season, typically in July and not after the last weekend of August unless weather becomes an issue. Additional tryouts at specific levels will be added as needed.

There will be a call-back tryout for players who a manager think requires a second look in

regards to making a Travel team at a particular age level. The call-back will be after the initial try-out and will have no bearing on the scores of the evaluators of the official try out. The call-back will be an additional tool for the manager to use to help determine the balance of their roster.

### Travel Team Manager Agreement

The Travel Team Manager is solely responsible for the conduct of all Team players, coaches and relatives. He must discuss the Codes of Conduct with all team players, coaches and relatives.

The Travel Team Manager is responsible for enforcement of all Agreements and is responsible to report to the Travel President immediately within 24 hours any violation of any Agreement.

### Travel Team Manager Selection

Travel Team Full-Time Managers must commit their efforts to their specific Travel Team. Full-Time Travel Managers are not allowed to manage another Full-Time team. They will be allowed to manage a house or Part-Time team.

Travel Team Manager selection is based upon knowledge of baseball, educational and interpersonal skills needed to teach, train and deal with selected players for the specific Travel Team level. Incumbent managers are required to inform the Travel Board of their intentions in regards to their managing aspirations for the upcoming baseball season by June 10th of each year and be posted on the Travel web site. All other candidates need to have their resumes in by July. 1st.

The basic guidelines are as follows:

- Must be able to provide a positive framework for affluence upon selected players.
- Must possess basic knowledge of all aspects of the sport of baseball through prior experience in organized baseball as a player, coach, or manager.
- Must be recommended by the parents of the specific age level through player and parent surveys or a recommendation by a qualified baseball authority.
- Must be able to pass an accredited personal background check.

### Full-Time Team Evaluation Process (When second team manager has applied & approved)

Individual(s) must express an interest in managing either the first team or second team during the annual manager selection process. The travel board will approve both a manager for the first team and second team (if an individual applies for the second team manager)

All players interested in trying out for full-time travel baseball will show up and participate in the full-time tryout for the appropriate age level. All tryout procedures defined in the travel program operating procedures will be followed.

The tryouts will be held and the evaluation process will be as follows:

- The first team manager will evaluate each player
- At least two independent evaluators will evaluate each player
- The second team manager (if exists) will evaluate each player

The scores will be tallied and the first team manager will be provided his evaluation scores combined with the two independent evaluators.

The first team manager will be required to take the top five players that reside in the Elk Grove Park District boundaries and then take players to form a team of at least 10 players and no more than 15.

The second team manager will then be provided his evaluation scores combined with the two independent evaluators (except the players that made the first team).

The second team manager will be required to take the top five players that reside in the Elk Grove Park District boundaries and then take players to form a team of at least 10

players and no more than 15.

Once a player is selected on the first team, they cannot choose to not participate on that team in favor of playing on the second team.

At this time, a third full-time team will not be considered.

The residency requirements are listed below by level:

8U 70%, 9U 70%, 10U 60%, 11U 60% 12U-14U 50%

All Elk Grove Travel Baseball Teams are required to have selected players meet the above residency requirements. Selected players may come from other towns only if the specific age level lacks at least a minimum of 10 Tryout participants.

### Full-Time Teams

Full-Time Travel Teams are currently offered at the age of 9, 10, 11, 12, 13 and 14.

The number of teams per age level as well as Full-Time Travel Team status at any other age level is at the discretion of the Travel Board.

Full-Time players are not allowed to participate in the House Program or on any other organized Travel Baseball Team.

Player selection is determined annually with no placement guarantee for future seasons.

Full-Time Travel Teams tryouts will occur July, annually and be posted 30 days prior to the commencement of the first scheduled tryout. In the event of a CANCELED tryout, another tryout will be scheduled following the last posted Tryout.

### Part-Time Teams

Part-Time Travel Teams are currently offered at the age of eight. The number of teams per age level is at the discretion of the Travel Board.

Part-Time Travel Team players may participate in the Elk Grove Youth Baseball Program (house).

Player selection is determined annually with no placement guarantee for future seasons.

Part-Time Travel Team Tryouts will occur in July annually and be posted 30 days prior to the Tryout. Additional Tryout dates may be added as needed.

### Travel Team Selection

Each Travel Team must have a minimum of 10 rostered players who participated and were evaluated in the Tryout process. In the event of injury that DOES NOT allow Tryout participation, the Travel Program will make available an alternate date for an individual Tryout. A written statement from the individual candidate's physician is required. An 11th player may be selected and designated "development player." Team rosters are not to exceed 15 players.

No Travel Team is allowed to "borrow" another player without prior knowledge and approval of the Travel President and borrowed players' manager/coach.

The Travel Team Manager may elect to withdraw from the Tryout process his/her child.

In the event an additional player candidate moves into the stated residency requirements and wishes to tryout for a specific age level team, the Travel Program will make available a Tryout date. If selected, this player will be an additional rostered player and cannot replace a player.

All travel team candidates will be made aware of their tryout status via an email/phone

call by the head coach. All incumbent players not selected must be contacted by the manager at their level and afforded an explanation. Although not required, the travel team manager may contact all non-selected players and advise them of their status. Rosters are only considered "Official" after the Park District verifies residency.

Players who choose to tryout for an older age level (i.e., playing "up") will be selected in the following the below order of precedence:

- The manager of the first team for the playing "up" age will have first choice. • The manager of the second team (if a team exists) for the playing "up" age will have next choice if the player has not been selected.
  
- The manager of the first team for the player's age (May through April birthday) will have next choice if player has not been selected.
- The manager of the second team (if a team exists) for the player's age (May through April birthday) will have next choice if the player has not been selected.

The player must try out for both age levels if the player wants to try to play "up", but have a chance to play at their age level if not taken by the play "up" team.

## Team Management

All Full and Part-Time Travel Manager candidates on request must submit to the Travel Secretary a written brief relating prior baseball experiences, educational skills, if any, as well as proposed Travel Team objectives culminating with a Team Mission Statement. This brief must be submitted July annually to be followed by a personal interview conducted by the Travel President and a minimum of three Travel Board Members. Travel Team Managers serve for one season and may be reappointed yearly based on discretion of the Travel Board.

The Travel Board approves each Travel Team Manager by a simple majority of the Travel Board members. The Travel President then provides to the EGPD Athletics Coordinator a slate of managers for the upcoming season for review. Travel Manager selection occurs June/July annually.

Travel Team Manager Responsibilities are as follows:

The Travel Team Manager is solely responsible for the administration and operation of his/her Travel Team. These specific responsibilities are:

- Host a team parent meeting within 30 days of team formation. The purpose of this meeting is to provide parents with:
  - Team Goals
  - Mission Statement
  - Proposed Team Schedule

- Proposed Team Expenditures
  - Team Management responsibilities
  - Practice and game scheduling
  - Travel destination coordination
  - Team expenditures
  - Player safety
  - Conduct of all Travel Team members to include Team players, coaches and relatives of Team players.
  - Coordination of Home Game Umpire requirements
  - Hosted Tournament games activities
  - Team Fundraising
- These responsibilities may be assigned to a Team Parent; however, final responsibility rests with the Travel Team Manager.

## Travel Team Financial Activities

### Team Funding

Travel Team funding is derived from these sources and is to be deposited into team accounts

- League Registration Fees
- Registration Fees
- Team Sponsorships
  - Up to \$400.00 in sponsorship monies may be used to offset the required costs of the program.
- Team Fundraising
  - Any and all fundraising activities, both as a Team activity or individually is the property of the specific Travel Team. All fundraising activities must be approved by the District Liaison.
- Additional fees.
  - Determined by the team treasurer, to cover costs, not budgeted for, associated with the travel team.

All Travel Teams must have their team account balance and closed by August 15 any refunds owed will be returned to the family. Any refund request by the family must be submitted to the team's treasurer and Travel Board Treasurer by August 20th. Requests made after August 20th will be denied. Registration Fee is not refundable.

Each Travel Team expenditures are paid from the team account.

### Elk Grove Park District Team Account

This account will be maintained by the EGPD Financial Department. Charges relating to Team or player expense are to be submitted to the Travel Treasurer for payment from

this account. Any funds remaining in this account at the conclusion of a season will be retained by the EGPD designated for use by the team succeeding this specific team the following season.

The Travel Team Treasurer will communicate with the TP Treasurer to reconcile the team account. Failure to provide appropriate and accurate data consistently to the TP Treasurer can result in an immediate audit and expulsion from the Travel Program at the discretion of the Travel Treasurer.

The Travel Team Treasurer is responsible to prepare a FINAL team budget listing how assets will be created relative to team financial liabilities and submitted to the TRAVEL TREASURER no later than September 1st, annually.

### Team Schedules

Team schedules are the responsibility of the Travel Team Manager. Safety of team players must be considered in team practice, league games and tournament games scheduling. Full Time teams are not allowed to exceed a 70 game potential schedule and Part-Time teams are not allowed to exceed a 40 game potential schedule without prior approval of the Travel Board. Entering multiple tournaments with the same-posted dates is discouraged.

### Operating Procedure Violations

Travel Team Managers, coaches, players, and relatives are bound to uphold:

- Elk Grove Travel Baseball Program Procedures
- EGPD Code of Conduct

The Travel Board has the right to adjudicate any violations through written, verbal or witnessed problems. All disciplinary guidelines are identical for the above participants. A majority vote from the Travel Board is required to enact disciplinary action. Any disciplinary action is to be served immediately.

The Travel Ethics Director will employ a process to afford an appropriate hearing for any individual cited for OPERATING PROCEDURE VIOLATION. The Travel Ethics Director will conduct a preliminary discovery prior to any hearing relating to an OPERATING PROCEDURE VIOLATION. The decisions of the Travel board in disciplinary action are final. The Travel Board reserves the right to report any DISCIPLINARY ACTION to the EGPD Athletics Coordinator.

Violations may result in the following:

Minimum

- 1st Offense – Game Suspension
- 2nd Offense – Removal from the Travel Program for Remainder of the Current Season.

In the event a manager, coach, player, parent(s), or spectator of an Elk Grove Travel Baseball Team is ejected from a baseball game for any reason, the manager of the identified team must contact The Travel Baseball Board Ethics Director or President, to report the incident

within 24 hours of the violation. In their absence, any current member of the Elk Grove Travel Baseball Board may be contacted. The Elk Grove Travel Baseball Board will then conduct a preliminary discovery prior to any hearing/meeting relating to an Operating Procedure Violation. The Travel Baseball Board will then, in a timely fashion, arrange for a mandatory, convenient meeting with all individuals involved to discuss the violation. The individual(s) in violation of the Procedures must attend this meeting with the team manager and/or coach who will function as a team witness (es). In the event the manager or coach (es) is in violation, another adult, team representative must function as the team witness.

ANY TRAVEL BASEBALL PLAYER MAY CONTINUE TO PLAY UNTIL A HEARING/MEETING DATE AND TIME HAVE BEEN ASSIGNED. FAILING TO MEET WITH THE ELK GROVE VILLAGE TRAVEL BASEBALL BOARD ON THE ASSIGNED DATE AND TIME REGARDING THE OPERATING PROCEDURE VIOLATION/EJECTION CARRIES A CONSEQUENCE OF NO PLAYING TIME FOR THE TRAVEL BASEBALL PLAYER (S) ASSOCIATED WITH THE INDIVIDUAL FOR WHOM THE HEARING/MEETING IS ASSIGNED. THE TRAVEL BASEBALL PLAYER MAY RESUME PLAY ONCE THE DISCIPLINARY ACTION IS IN PLACE. THE DECISIONS OF THE TRAVEL BASEBALL BOARD IN DISCIPLINARY ACTION ARE FINAL.

## Amendments

The Travel Program Board reserves the right to legislate changes to these Operational Guidelines as they relate directly to the welfare of the majority of the players in the TP as long as these legislative changes do not compromise fairness or ethics of the TP. These legislative changes will occur by a simple majority (a quorum of members must be present to vote) comprised of the following voting groups:

- Travel President
- Travel Vice President
- Travel Treasurer
- Travel Secretary
- Travel Equipment Coordinator
- Member At Large
- Member At Large\*

\*If a second Member At Large position can not be created due to technology restrictions on duplicate titles the Board agreed to establish an alternative name for the second Member At Large position

Amendments and changes to procedures can occur at TP Monthly Board Meetings.