

**LEAGUE PRESIDENT'S
MANUAL & GUIDELINES**



**COPYRIGHT 1997 – 2011, THE NATIONAL ADULT BASEBALL ASSOCIATION, INC.,
LAKEWOOD, COLORADO**

ALL RIGHTS RESERVED

**NO PART OF THIS PUBLICATION MAY BE REPRODUCED, UTILIZED OR DISTRIBUTED IN ANY
FORM OR FASHION OR BY ANY OTHER MEANS WITHOUT THE EXPRESSED WRITTEN
PERMISSION OF THE NATIONAL ADULT BASEBALL ASSOCIATION**

TABLE OF CONTENTS

SECTION 1

INTRODUCTION

NABA HISTORY AND PHILOSOPHY
NABA MISSION STATEMENT
GOALS OF THE NABA

SECTION 2

IMPORTANT INFORMATION

NABA NATIONAL STAFF
NABA NATIONAL OFFICE
NABA WEBSITE
NABA EMAIL ADDRESSES
NABA RULES COMMITTEE

PURPOSE OF THIS MANUAL

A WELCOME FROM THE PRESIDENT AND CEO
A WELCOME AND SOME ADVICE FROM YOUR PEERS

SECTION 3

OVERVIEW OF THE SEASON

ORDER OF EVENTS FOR A SEASON
STAYING ORGANIZED
ANSWERING THE PHONE
SECTION 3 FORMS
 NABA PHONE LOG
 NABA LONG DISTANCE PHONE LOG
 NABA TEAM, MANAGER AND COACH LIST

SECTION 4

ORGANIZATIONAL MEETINGTS

INFORMATIONAL MEETINGS
FIRST MANAGERS' MEETING
TRYOUTS
SECOND MANAGERS' MEETING
CONTRACTS AND FEES
UNIFORMS & MERCHANDISE
SECTION 4 FORMS

INFO. MEETING & TRYOUT FLYER INSTRUCTIONS
EXAMPLE FLYER
INFORMATIONAL MEETING OUTLINE (9 PAGES)
INFO FLYER/BROCHURE

SECTION 5

PROMOTING, EXPANDING AND ORGANIZING

ADVERTISING AND PUBLICITY
NABA CITIES, LEAGUES AND DIVISIONS
DEFINITIONS
ORGANIZING LEAGUES WITHIN AN NABA CITY
PLACING TEAMS INTO LEAGUES
RECRUITING NEW MANAGERS
SECTION 5 FORM
 NABA SEASON PLANNING FORM
 NABA LEAGUE POSTER
 NABA JOIN A LEAGUE BROCHURE
 NABA COACHES BROCHURE

SECTION 6

TRYOUTS

PLAYER TRYOUTS AND DRAFT
DRAFT ORDER
FIELD, DAY AND TIME FOR TRYOUTS
PREPARATION FOR TRYOUTS
REGISTRATION AND ORIENTATION
TRYOUT DRILLS
PLAYER DRAFT
TRYOUT EXPENSES
SUBMITTING TRYOUT FEES & PAPERWORK
SECTION 6 FORMS
 NABA INFO MEETING & TRYOUT FLYER INSTRUCTIONS
 EXAMPLE TRYOUT FLYER
 NABA TRYOUT CHECKLIST
 NABA TRYOUT NUMBER LIST
 NABA PRESIDENT'S DRAFT LOG
 NABA PLAYER EVALUATION FORM FOR TRYOUT

SECTION 7

FIELDS

OBTAINING FIELDS
NIGHT GAMES
OBTAINING INSURANCE CERTIFICATES FOR FIELDS
ASSIGNED AND SHARED FIELDS

DROP-OFF POINTS FOR BASES
SCHEDULING
RESCHEDULING RAINOUTS AND POSTPONEMENTS
SECTION 7 FORMS
 NABA FIELDS LIST
 NABA REQUEST FOR INSURANCE CERTIFICATES
 NABA SCHEDULE HELP FORM
 NABA FIELD INFO BROCHURE

SECTION 8

UMPIRES

UMPIRES
SECTION 8 FORMS
 UMPIRE EVALUATION FORM

SECTION 9

ALL-STAR GAMES

ALL STAR GAMES
SECTION 9 FORMS
 NABA ALL STAR CHECKLIST
 NABA ALL STAR GAME ORDER FORM
 NABA ALL STAR ALLOTMENTS (2 PAGES)

SECTION 10

PLAYOFFS, CHAMPIONSHIP GAME & TOURNAMENTS

FINAL LEAGUE STANDINGS

FINAL STANDINGS
TIE BREAKER SYSTEM
DROPPED TEAMS

PLAYOFFS

LEAGUE PLAYOFFS
PLAYOFF TEAMS
PLAYOFF FORMAT & AWARDS

CHAMPIONSHIP GAMES

CHAMPIONSHIP GAMES

TOURNAMENTS

REGIONAL TOURNAMENTS
NATIONAL TOURNAMENTS
WORLD CHAMPIONSHIP SERIES TOURNAMENT
SECTION 10 FORMS
 NABA CHAMPIONSHIP CHECKLIST
 NABA CHAMPIONSHIP GAME ORDER FORM

SECTION 11

GENERAL MATTERS TO DISCUSS DURING THE SEASON

- FINES AND SUSPENSIONS
- PLAYER POOL
- LEAGUE COMMISSIONERS
- REPORTING THE SCORES
- OTHER BASEBALL LEAGUES AND ASSOCIATIONS
- DEALING WITH OTHER BASEBALL ORGANIZATIONS

HANDLING PROBLEMS

- PREVENTING TEAMS FROM DROPPING OUT
- HANDLING DIFFICULT MANAGERS
- REMOVING AND REPLACING MANAGERS
- PROTESTS
- SECTION 11 FORMS
 - NABA PRESIDENT MONTHLY PACKET CHECKLIST
 - W-9 FORM (2 PAGES)

SECTION 12

NEWSLETTERS

- NEWSLETTERS
- SECTION 12 FORMS

SECTION 13

AWARDS AND RECOGNITION

- LEAGUE PRESIDENT OF THE YEAR
- NABA HALL OF FAME

Introduction

Welcome to the wonderful world of adult baseball with the National Adult Baseball Association (NABA). The NABA League President's Manual & Guidelines is your guide for running an NABA league in your city. You should refer to it for assistance regarding nearly every problem or situation that you might encounter throughout the year.

This guide is for your eyes only as an NABA League President and must be surrendered at the completion of your term. Do not make copies of this manual, hand it out to managers or exhibit it around the league. It is a manual for organizing and running your NABA city.

Though NABA leagues across the country are similar, each may face different problems during the course of a year. The NABA has been working on this adult baseball program since 1986, and while not perfect, these guidelines and procedures should prove helpful. Included here is a rundown on the things you will need to address, whether this is your first or 10th year as a League President, and ways to better handle each situation.

In addition to this manual, you should read and re-read the NABA Manager's Rules and Guidelines that contains the rules and regulations governing play in NABA leagues. Your ability to run a fair, unbiased, organized and fun league depends on your knowledge of NABA rules, regulations, guidelines and procedures.

NABA History and Philosophy:

The National Adult Baseball Association, or NABA, was formed as the American Diamond Adult Baseball Association (ADABA) in San Diego in 1986. The ADABA was renamed the NABA in 1992 when its founders chose to take their leagues nationwide. The NABA has always been recognized as an adult alternative to softball. The goal of its founders was to have a nationally based league of cities playing baseball under a common set of rules--a league that was both organized and fun. In 1992 the NABA expanded nationally and has developed a proven method to provide baseball to adults of all ages and abilities nationwide. At the outset of 2011, the NABA will have more than 70 leagues in 30-plus states, offering skill levels (AAA, AA, A, Rookie) in five different age groups (18 & Over, 25 & Over, 35 & Over, 45 & Over and 55 & Over). All told, the NABA will have more than 20,000 members playing baseball each weekend in 2011 and more than 65,000 members who have participated in NABA leagues coast to coast.

Your goal as a League President is to establish the NABA program and make sure that the words in print below are always the words used to describe an NABA league:

- Organized
- Consistent
- Fair
- Responsible
- Fun

NABA Mission Statement:

All NABA cities play under a common set of rules designed to organize amateur adult baseball into consistent, fairly run and responsible adult baseball leagues. NABA baseball is family-oriented but competitive. The NABA's aim is to provide adults over the age of 18 with fair, well-organized and enjoyable amateur baseball leagues in their communities.

Goals of the NABA:

1. Provide a well-organized and well-run league that is administered in a fair and impartial manner that keeps the player in mind and provides a forum for adults of all ages to play baseball, *not softball*; and
2. Provide leagues that are designed to accommodate different ages and abilities to eliminate fear and intimidation; and
3. Create an organized and consistent nationwide "adult baseball league" for adults age 18 and over.

IMPORTANT INFORMATION

NABA NATIONAL STAFF

Shane Fugita – President and CEO
Joe Collins – Vice President and Director of Operations
AJ Fugita – Tournament Operations
Gerry Valerio – Communications & Marketing
Vee Magestro – Administrative Assistant

NABA NATIONAL OFFICE

3609 S. Wadsworth Blvd, Suite 135
Lakewood, Colorado 80235
Telephone: 303 639-9955
Fax: 303 639-6605

NABA WEBSITE

www.dugout.org

NABA EMAIL ADDRESSES

Shane Fugita – President & CEO
NabaPresident@aol.com
Joe Collins – Vice President & Director of Operations
NabaVicePres@aol.com
AJ Fugita – Tournament Operations
Nabaleague@aol.com
Gerry Valerio – Communications & Marketing
NabaPR@aol.com
Vee Magestro – Administrative Assistant
NabaAdmnsast@aol.com
National Office Email Address
NabaNational@aol.com

NABA RULES COMMITTEE

Bradley D. Coldiron – Chairman of the Board
Shane Fugita – President & CEO
Joe Collins – Vice President & Director of Operations
AJ Fugita – Tournament Operations
Gerry Valerio – Communications & Marketing
J.D. Magee – Dallas Fort Worth, Texas League President
Lou Palmer – Palm Beach, Florida League President

Purpose of this Manual:

This manual is based on the experience and input of many people who have been a part of the team since the inception of the NABA. It is designed to give the League President a working knowledge of what is required to fulfill the task of starting and maintaining an NABA league in your city. It provides guidance and guidelines to our program's policies and procedures. To be effective, it must be used in conjunction with the NABA Manager's Rulebook and Guidelines, and the guidance, memos and advice of the National Office.

Whether you are a "veteran" or a "rookie", you are well advised to read this manual cover-to-cover. Feel free to note any questions or comments in the margins as you go. This manual is for your use during your term as League President. Do not hesitate to highlight, underline and add notes as you read through the material or as the season progresses.

Both new League Presidents and the veterans should not hesitate to call the National Office with any questions that might arise as you go through the various sections.

You should use this manual and its binding capabilities to hold and keep the various items you will accumulate during the course of your presidency. There are step-by-step instructions on how to do everything. There are checklists included to help you get organized and a wealth of information to help you prepare yourself.

This manual is arranged somewhat chronologically, corresponding to the progression of the typical NABA season. The forms required throughout the year are included in the *Forms* segment of each section. Some forms are used repeatedly and may appear in one or more of the sections of the manual. Be sure to make copies of the forms, using only the copies and always leaving the original in the manual for future use. If you become short on forms, or are missing any, please inform the National Office and they will promptly re-supply you.

Stay organized and don't wait until the last minute. Stay ahead of the game, order materials, resources, awards, baseballs and equipment at least three weeks in advance of needing them to ensure that you get what you need to operate the league. Remember, the National Office deals with more than 70 leagues requesting all types of materials and assistance.

Following this manual, being prepared and organized and asking the National Office for assistance will make all the difference when dealing with the day-to-day operations of your league, and in your relationship to the players, coaches and managers. It will also make the difference in whether or not you have fun and enjoy being the League President – and that is so important for you, your family and friends.

You have a National "Support Team"...REMEMBER ALL YOU HAVE TO DO IS ASK ... We are here to help you succeed, have fun and enjoy the great game of baseball!

A Welcome from the National President

Welcome and congratulations! You have just joined the growing fraternity of NABA League Presidents. It takes a special person to be a leader in your community and cultivate an adult baseball league with nothing but dreams of playing America's game, and then turn it in to reality.

Your pride will swell as you watch your league grow, a smile of satisfaction will cross your face when you realize that you made it possible for these "boys of summer" to continue to play the game of baseball.

I want you to know the NABA will be there to support you every step of the way. We can provide you with most anything you need to run a successful league. We are always available for information and reassurance.

In closing, I would like to say thank you for the all the time and effort you have devoted to getting a league up and running. I look forward to meeting you down the road at our World Championship Series.

For America's Game,

Shane Fugita
President & CEO

A Welcome and Some Advice from Your Peers

Welcome new Presidents to the “real game”. Congratulations! You are now out of the bleachers and have accepted a position in your “field of dreams”. Be assured, your questions will be answered, your needs will be met and you will be treated with the utmost respect and sincerity.

You are encouraged to share any problems, concerns or suggestions with our National Office. If you feel you need to talk with our President, Shane Fugita, do not hesitate to call him. You will never be intimidated, only supported. From the top man through the entire chain of command, this is the philosophy of the entire NABA administration.

Whenever faced with a “pressure” problem, always remember you have someone to turn to, and that is your National Headquarters in Denver. These folks will try to address your problems in a helpful and courteous manner. Don’t be afraid to ask to take their advice.

*John Filbert, League President
NABA – York County, PA*

RESERVED FOR FUTURE COMMENTS FROM LEAGUE PRESIDENTS

OVERVIEW OF THE ENTIRE SEASON

Order of Events for a season:

In the course of organizing and playing through an NABA season there are many important events to be planned. A timetable of events is listed below, and each will be covered in more detail in their respective sections of this manual. The order of events and approximate dates are true for most NABA cities that have only one season starting in March or April and ending in August. Some NABA cities in warm weather regions may follow a slightly different schedule. The order of events should be as follows:

1. Informational meeting
2. First Managers' meeting (League Presidents hand out online registration system information)
3. Player tryouts and draft
4. Second Managers' meeting (This meeting is where each manager/team submits entire payment of team fees; hand out online registration system information for those who did not receive at the first meeting.)
5. Game scheduling
6. Opening Day (Approximately March 17 – April 14 for most leagues.)
7. Major National Holiday Tournaments (See this year's Tournament Menu)
8. All-Star Games (Midseason)
9. End of regular season
10. Local league Playoffs & Championships
11. NABA World Championship Series (See World Championship Series flyer)

In general, there are about two weeks between an informational meeting and the first managers' meeting and tryouts (some leagues may combine the informational meeting with the tryouts). Approximately 2 – 3 weeks between the tryouts and the second managers' meeting and approximately 10 days from the final meeting to the start of the season.

The National Office will work closely with you planning for your season. Consult with them before setting dates. This will enable the National Office to help you (and them) use the League Planning Form and ultimately ensure that the National Office has this information so that you receive all league packets and everything you need in a timely fashion.

Staying Organized

Some NABA League Presidents make use of computers, fax machines and other office equipment, and if you have such equipment available, you are certainly welcome to use it to help organize your league. However, if you do not use a computer, we have provided some simple forms to work with that, with the use of a pencil and eraser, you can keep your league organized. Try to avoid scattering information throughout several notebooks or maintaining league information on a collection of restaurant napkins.

If you do use a computer to organize the league, please follow the format of the NABA forms provided for you. NABA can provide you with the computer file format and program information used to create the various forms, either via disk or on the Internet. Consult with the National Office.

The essentials to keep track of are:

- ◆ For each team: team name, manager's name, address, home, work and cell phone numbers and email address; coach's name, address, phone number and email address. This is your customer list. Use the Manager's List in the NABA form section.
- ◆ Manager, coach, and player online registration forms. You will give each manager in your league a registration envelope, which are sent from the National Office. Inside each envelope is a form that instructs each player on each team how to register in the NABA online system. Players must register in the online system to be considered a NABA member and to receive membership benefits, such as liability insurance coverage.
- ◆ A list of fields: name, address, contact's name, work and home phone number, cost of field, and amount of use.
- ◆ Liability insurance file for each field you use.
- ◆ Schedule, game results, standings and newsletters.
- ◆ Media contacts: newspaper reporters, TV and radio personalities.

Additionally, you should check with your managers that each has entered their team's roster into the online system, so that you as a league player can verify that players have signed off on the waiver to participate in your league.

Most important of all (and this will be repeated): **NEVER GIVE OUT, OR IF YOU HAVE A COMMISSIONER NEVER ALLOW THEM TO GIVE OUT, YOUR LIST OF MANAGERS AND FIELDS TO ANYONE, INCLUDING UMPIRE ASSIGNORS, MANAGERS, OR ANYONE WHO HAS NOT SIGNED AN OFFICIAL NABA NON-COMPETE AGREEMENT. FOR MORE INFO, ASK THE NATIONAL OFFICE.** These lists are your most valuable assets. Someone who obtains them may try to take your league away from you. Some managers may ask for a list of the other managers and it will seem like a harmless request, but some of those managers may use that list against you even if you run a well-organized league. There are some who will envy your position and try to undermine you for their own reasons.

Answering the Phone:

More often than not a phone call or conversation will be the first impression managers and players will get of you and the NABA.

A significant amount of time during the organizational phase of your league will be spent on the phone calling managers, coaches, athletic directors, the media, etc. When, answering the phone or placing phone calls, try to be courteous and friendly. The phone should be answered, "NABA. May I help you?" or, "NABA. This is (*your name*), may I help you?" Try to determine the nature of a call to decide whether to take a message or handle it immediately. Calls from athletic directors or coaches are very important and should be taken immediately, as these people can be hard to reach.

Returning phone messages promptly is extremely important. Your managers rely on you for this. Don't let them down. Additionally, the National Office depends on you to act promptly...return all calls as soon as you possible, even a short reply is better than silence.

Use the Phone Log Form (See Forms in this section) to keep track of those people who left messages and those whom you have spoken with, make notes while on the phone resolving protests or negotiating for fields, etc.

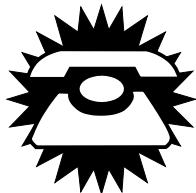


THE NABA IN YOUR TOWN IS YOU -The very first thing you should do as a new President is to put a message on your answering machine, telling everyone who and what you are. Your NABA League is a business and your clients are players, managers, teams, umpires, umpire assignors, field administrators and coaches. Unfortunately, you may not be available all the time to talk to them. You don't want to take a chance on losing potential business, so a simple greeting like the one below will let your customers know you want them to be a part of your league.



Hello. This is the National Adult Baseball Association _____ League.
name of city/league

I'm _____, League President. **The NABA will be starting a brand new Adult Baseball League here in _____.** We want to hear from players, team organizers and entire teams to get us started. We will be holding Open Placement Tryouts and a player draft soon. Please leave me your name and number and I will return your call as soon as possible. Thank you for calling the NABA of _____. (or name of NABA League in your area).



If you have a problem in putting such a message on your machine because your phone is also a family or business phone, you might want to look into the "mail box" idea, where you can direct your NABA calls to a call storage area, such as "If you want to know more about the NABA, push #1. If you want to reach anyone in the Smith family, push #2. And, if you want to know more about "Your Business, Inc.", push #3. You may wish to install a separate line for NABA calls only. You don't have to of course. We're not in a position to pay our League President's local phone bills, however we have implemented a toll free number (800-621-6479) here at the National Office for you to contact us so you will not be charged long distance charges to contact us.

FORMS

SECTION 3



TEAM, MANAGER AND COACH LIST

NABA CITY: _____ DIVISION/LEAGUE: _____
(18AAA,AA,A,R,25AA,A,R,35AA,A,R,45AA,A,R,55AA,A,R)

1. TEAM NAME: _____ MGR/COACH: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

2. TEAM NAME: _____ MGR/COACH: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

3. TEAM NAME: _____ MGR/COACH: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

4. TEAM NAME: _____ MGR/COACH: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

5. TEAM NAME: _____ MGR/COACH: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

6. TEAM NAME: _____ MGR/COACH: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

7. TEAM NAME: _____ MGR/COACH: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

8. TEAM NAME: _____ MGR/COACH: _____
ADDRESS: _____ CITY, STATE, ZIP: _____
HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____
EMAIL ADDRESS: _____

9. TEAM NAME: _____ MGR/COACH: _____
ADDRESS: _____ CITY, STATE, ZIP: _____
HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____
EMAIL ADDRESS: _____

10. TEAM NAME: _____ MGR/COACH: _____
ADDRESS: _____ CITY, STATE, ZIP: _____
HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____
EMAIL ADDRESS: _____

11. TEAM NAME: _____ MGR/COACH: _____
ADDRESS: _____ CITY, STATE, ZIP: _____
HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____
EMAIL ADDRESS: _____

12. TEAM NAME: _____ MGR/COACH: _____
ADDRESS: _____ CITY, STATE, ZIP: _____
HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____
EMAIL ADDRESS: _____

13. TEAM NAME: _____ MGR/COACH: _____
ADDRESS: _____ CITY, STATE, ZIP: _____
HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____
EMAIL ADDRESS: _____

14. TEAM NAME: _____ MGR/COACH: _____
ADDRESS: _____ CITY, STATE, ZIP: _____
HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____
EMAIL ADDRESS: _____

15. TEAM NAME: _____ MGR/COACH: _____
ADDRESS: _____ CITY, STATE, ZIP: _____
HOME PHONE: _____ WORK PHONE: _____ CELL PHONE: _____
EMAIL ADDRESS: _____

ORGANIZATIONAL MEETINGS

Informational Meetings

Informational meetings are open meetings held to introduce the NABA to people who have not heard about it in your city. Returning players and managers are also invited to participate in a get-together that creates a sense of participation for everyone involved with the NABA. These meetings are advertised in advance and are usually conducted by the League President. In most cases, depending upon the size, potential and past history of the NABA in a city, the League President should conduct this important introductory meeting himself. On a rare occasion, someone from the National Office may conduct the meeting.

Topics covered in the meeting always include:

- ◆ The NABA philosophy
 - ⇒ Organized, affordable, competitive, fair, recreational and fun adult baseball
- ◆ Descriptions of a typical season
 - ⇒ All-Star games, championships, holiday, regional, national and world series tournaments
- ◆ Discussion of NABA participation rules
- ◆ Cost of season and what it covers
- ◆ Recruitment of player-managers

The Informational Meeting Handout covers the basics and is a guide for explaining the league over the phone and in making a flyer to help promote your information meeting and tryouts.

As a member service to all of our new leagues the NABA sends 4-5 NABA League Posters to help promote your league. These posters are 19" X 12" where you can write your name and phone number and post them at batting cages, restaurants, sports bars, grocery stores, sporting goods stores, etc. After your first year the NABA sells them at a price of \$1.95 per poster to our leagues. A sample copy is in the back of our forms section for you to see.

Please see the Information Meeting Guide in the Forms of this section for a good guide on conducting the Informational Meeting.

First Managers' Meeting

The purpose of the first managers' meeting is to distribute team materials to managers, review the rules, and explain how this NABA season will work.

Select a location like a conference room in a local library or a clubhouse in a community center. Some other suggestions are a classroom or theatre at a local high school, or a meeting room of a restaurant or other place where you can meet undisturbed for approximately two hours. Be sure the place will accommodate all your managers. Try to obtain a place for no charge.

At this meeting you will hand out all team materials. You must contact the National Office or the Director of League Development at least two weeks in advance of your meeting so that the National

Office can arrange for your manager packets to be shipped to you in advance of your meeting. Each manager packet should include the basics and other relevant materials. Those materials are as follows:

- Online registration system information sheets
- A team roster envelope
- A copy of the NABA Manager's Rules and Guidelines
- A sponsorship letter
- Any additional materials National supplies for the teams

Explain all team materials:

Online Registration: All managers need to register in the NABA online registration system, and they must enter their team roster into the system. The system will then send an email to each player to prompt them to register individually. The manager, coach and players must complete the online registration. Players are not considered to be on a roster officially unless they have been entered into the online system by the manager. In addition, players are not considered NABA members, and, thus, not eligible for member benefits such as liability insurance coverage, unless they also register individually.

One *Team Envelope* to be filled out completely and returned per the instructions. This will include the team fee. Team fee must be paid in full by a money order, cashiers check or by Visa/MasterCard. **NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.**

Review the *Managers Rules and Guidelines* booklet. This is very important—be sure enough time is allowed for a complete review. Be sure to review “Offensive & Defensive Lineups” and any new or changed rules.

Establish the Leagues and Divisions (e.g. National and American) in each league. Before doing this be sure to review *Organizing Leagues in an NABA City* and *Placing Teams into Leagues* in this manual.

Describe the *season* from that moment through the Championship Game to the National Championship. Include specific dates and times (i.e. date of season openers, playoffs, championship games, number of scheduled games, number of doubleheaders, and all holiday off-weeks); cost of umpires, weeks of play, etc.

Make sure managers have your phone number.

Go over the *Team Fee* concept and methods of payment. Advise the managers that they will not be able to participate on opening day if they have not paid in full. (In fact, you should not even schedule them for any games if they have not paid in full.)

Go over *player tryouts*, including the draft procedure. Before doing this be sure to review the *Tryout* section of this manual. Advise them of the rules, the "four-game" requirement, and manager's conduct at the tryouts, etc. Describe how the draft order is determined. (see *Tryout* section of this manual.)

Poll the managers on their requirements (i.e. “How many players are you planning to draft?”) to ascertain the total draft pool needed. Stress to the managers that they should only draft the number of players needed (if you don't need a player, don't draft one—but make sure that all managers attend the

draft). The purpose for this is that if there are enough undrafted players you can form teams and have more competition in the league.

Tryouts: (See section in this manual regarding Tryouts)

Second Managers' Meeting

The second managers' meeting is principally for the purpose of collecting completed team packets, which includes fees, and handing out online registration information for those who did not receive it. You cannot begin to schedule until you have team packets and commitments from all teams. You want to be sure that each team you schedule is in the league. The only way to know this is if they have **paid in full**.

PER INSURANCE REGULATIONS AND THE POLICY OF THE NABA, NO TEAM IS TO BE PERMITTED TO BEGIN THE SEASON WITHOUT HAVING PAID 100% OF THEIR TEAM FEE AND THOSE TEAM OR AFFILIATION FEES BEING SUBMITTED AND TURNED INTO THE NATIONAL OFFICE!!

You should have ordered enough baseballs to give each manager **one** dozen as he/she turns in their fees at the second managers' meeting. You should place this order at least 2 weeks in advance. Also, you must pay for your baseballs 100% before being delivered.

Quickly check with each manager that they have entered/or will enter their rosters into the online registration system. If you make sure every team turns in a full payment and that every team/player has registered online, you should not have to go through these team packets again.

All team packets, which should include all team fees and/or affiliation fees, must be forwarded to the National Office in Denver within three (3) working days. Please send contracts by certified mail or by UPS/FedEx, etc. Never send fees by regular mail unless you have obtained prior approval from the National Office.

Registration and Fees:

A team may not play a game until 100% of the league fee has been received and all managers, coaches and players have registered in the NABA online system. Players or teams who participate in NABA games without fees on file or without registering online may be determined to be ineligible, and any said games may be forfeited.

The NABA operates under a team fee concept. That fee is to be paid in full before a team will be allowed to participate. A "player cap" of 15 is imposed, plus the manager, to stay within the team fee. This is to say any roster that includes more than 15 players (not including the manager), must be accompanied by additional player fees and online registrations for each player over the cap. (See roster envelope for amount to be paid per person over the 15-player cap.) For all leagues, you will still charge a team fee; however, you will only be required to send the affiliation fees, liability insurance fees and baseball fees to the National Office.

Be sure that the player has completed each and every section of the online registration. This includes:

- First and last name
- Street address
- City, state and ZIP code
- Home and work phone numbers
- Date of birth
- Social Security Number
- Driver's license or photo ID number
- City league name
- Team name
- Email address
- Division of play and season correctly marked
- All responses requested in the system

A registration is not complete unless the manager has first entered the player on the team roster, and the player then has also registered individually in the online system. Failure of the participant to complete all sections the registration may result in disqualification of the player and/or team.

Any incomplete registration can make the player ineligible, and any games the said player participates in are subject to forfeit if protested by another manager. Players must appear on the roster in the online system to be considered members of said team.

IN ORDER TO PROTECT YOU FROM THEFT, DO NOT ACCEPT CASH OR PERSONAL CHECKS FOR LEAGUE FEES.

Don't hold teams in escrow waiting for them to complete their team fee. Teams must have 100% of their team fee paid before the start of the season. Do not allow teams to play without having completed all online registrations or full payment of team fees. You may think you're doing them a favor, and you are—you are allowing them to play without paying and offering them the opportunity to make major money in a lawsuit when they're injured because they've never registered properly.

Uniforms & Merchandise

Be sure and cover the minimum uniform and equipment needed to play in the league. See the Manager's Rulebook and Guidelines for requirements.

Also be sure to advise all players and managers regarding the NABA logo merchandise line. On the NABA National Website at www.dugout.org under the League President's Dugout, League Manager's Dugout and League Player's Dugout; there will be an icon in the future where anyone can purchase equipment and uniforms at a discount through the NABA. Again, this is part of the member service offered to you and your league for being a part of the NABA.

FORMS

SECTION 4

NABA INFORMATIONAL MEETING & TRYOUT FLYER INSTRUCTIONS

1. After consulting with the National Office and having verified dates and obtained approval for the informational meeting and tryouts, then print neatly or type in the area provided on the flyer as follows:

In the first blank line after "The" you may either type or print the season (i.e. Spring, Fall, Winter or Year) or you may place the year of operation for your league (i.e. If 2003 is the first year for the NABA in your area type or print "Opening" or if your league has operated additional years you may type or print "2nd" or "3rd". Therefore, it could read as follows:

EXAMPLE #1: The Spring season....
EXAMPLE #2: The 2007 season....
EXAMPLE #4: The 2nd season....

In the second blank line after "season in the" you may either type or print the city, county or surrounding area (i.e.: San Diego County, Denver Metropolitan Area, Dallas/Ft. Worth, etc.) Therefore, it could read as follows:

EXAMPLE #1: The 2008 season in the San Diego County area...
EXAMPLE #2: The 4th season in the Denver Metro area...

In the third blank line after "beginning" you may either type or print the event, date, time and any address if needed. (i.e.: TRYOUTS - February 15, 2003 at Smith High School located at 123 Main Street at 8:00 a.m.; Informational Meetings - February 15, 2003 at Smith Library located at 123 Main Street at 7:00 p.m.). Therefore, it could read as follows:

EXAMPLE #1: The 2003 season in the San Diego County area
is beginning INFORMATIONAL MEETINGS on February 15, 2003
at Smith Library located at 123 Main Street at 7:00 p.m.
EXAMPLE #2: The 4th season in the Denver Metro area
is beginning TRYOUTS ON February 15, 2003
at Smith H.S. located at 123 Main Street on the baseball field at 8:00 a.m.

2. Remember to fill in your phone number in the blank line after "FOR MORE INFORMATION CALL:" Remember to include the area code.

3. Do the same for the hotel, date, time and directions for the info meeting. EXAMPLE:

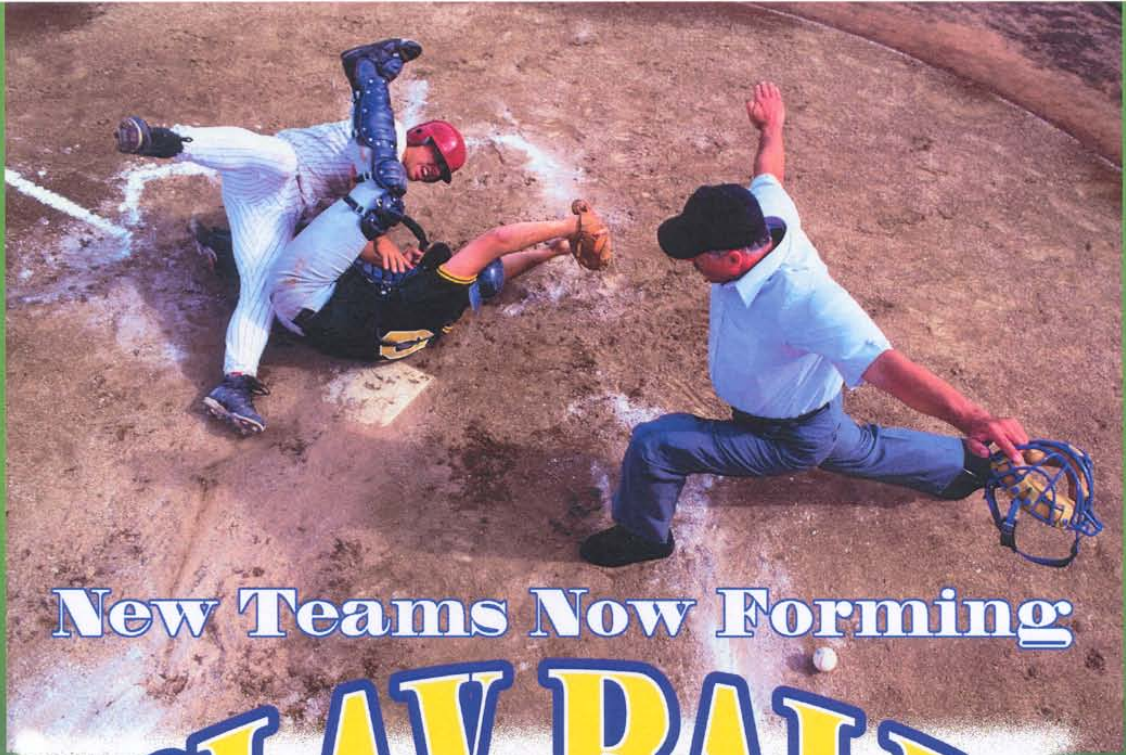
Marriott Hotel
Tuesday, Feb 15, 2003 @7pm
1515 Hotel Circle South
Intersection of Interstate 8 & 15

4. Go to a place like Kinko's (someplace that makes copies for 3 to 4 cents per, rather than 10-15 per copy-- save the receipt!)

5. Copy the flyer onto a neon color paper like neon yellow, green, pink, orange, etc., and black ink so that it stands out. Make as many copies as you need (usually 150-200)

6. Distribute these copies at health clubs, sports bars, recreation centers, softball fields, sporting goods stores, batting cages or any other place you think potential baseball players may be.

7. Remember to put together a flyer for both the informational meeting and the tryouts. If your tryout location and date is set at the time of the info meeting, have the tryout flyers available at the meeting.



New Teams Now Forming

PLAY BALL!



The National Adult Baseball Association one of the largest premier amateur baseball leagues in the world. With more than 40,000 members beginning with the age of 18, with various age groups (18 & Over, 28 & Over, 38 & Over, 48 & Over, 58 & Over) and playing levels (Rookie, A, AA, AAA) depending on your area.

League and Tournament play all around the country. Contact a league president in your area, information below.

Visit us online at:
www.dugout.org

*Everyone has a chance to
play in the NABA!*

**FOR LEAGUE INFORMATION
OR TO BE PLACED ON A TEAM
IN YOUR AREA CONTACT:**

LEAGUE PRESIDENT

PHONE

WEBSITE / E-MAIL

NATIONAL ADULT BASEBALL ASSOCIATION INFORMATIONAL MEETING

1. INTRODUCTIONS

- a. Make sure you pass around a notebook and have everyone sign their name, home phone, work phone, cell phone, age and baseball experience on the notebook.
- b. My Name and League Name (Welcome everyone to the meeting!)
- c. League President
 - i. Ask how many saw the ad? How many called the phone #?)
- d. About the NABA
 - i. The NABA is a national organization that started in San Diego in 1986 as a local league. After 12 seasons of fine-tuning the two founders implemented the program nationally. We are now currently in _____ cities across the United States, with more than _____ players' playing "America's Game" of baseball. This is our _____ season nationwide and our _____ season here in this area. It is my responsibility to inform you about the NABA and answer any questions you may have. If anyone has any questions, that is why I am here. I am not here to tell you we are any better or any worse than any other league that might be in existence here. I am here to tell you that we are different and how we are different.

2. COMPETITION/EXPERIENCE

- a. Before I get started let me ask: "who has played at least high school level baseball? Junior College or College Ball? Professional?"
- b. How many have played baseball in the last year? Where? 2 years? Where? What age groups? All Star games? Playoffs? Awards? Tournaments?

3. CONCEPT AND PURPOSE OF THE NABA AND ITS GOALS

- a. To provide a well-organized, first class, well run, and fairly administered baseball league with the player being #1 in mind.
- b. To provide a place for players of all ages and abilities to play baseball, not softball. We all know baseball is America's Game, not softball. Nobody ever grew up collecting softball cards when they were kids! Leagues where everyone competes on the same level. To eliminate the intimidation factor. A chance to play and fit in regardless of age or experience.
 - i. To get started here we need at least 6 teams, 6 managers or 6 player-managers to step forward and create an NABA league here in this city.
- c. This has been accomplished by several baseball seasons of trial and error and all our research and development of the past years. The NABA has set up age groups at: 18 & over, 25 & over, 35 & over, and 45 & over. Then we break down each age group according to ability: AAA (Advanced), AA (Intermediate), A (Recreational), Rookie (Recreational) and an Open level (For leagues with one division only). "AAA" play is similar to College level, Jr. or Community College level or higher. "AA" play is similar to a starter in varsity high school play. "A" play is for those players who played some high

school baseball but were not starters, and Rookie play is for those who haven't played baseball in a while, or may have never played. "Open" play is a mixture of all these styles because the number of teams is enough to only create one open division at the time.

- d. A good baseball game to the NABA is not a 15-1 or 22-2 game where one team is good but the other team is not. That is not the type of competition we try to set up. A good game to NABA is a 2-1, 9-8, or 17-15 game. A game with players on the same level and age group playing in a competitive game, not a blowout.
- e. NABA wants to provide a "little league" for adults over the age of 18! A nationally affiliated, nationwide league with more than 85 cities and over 65,000 players who have played baseball. Not an isolated league here and there that springs up and will disappear from year to year. The NABA wants to build one league as a whole, a club, so to speak, that has a national reputation. We want you to belong to a national organization that provides Regional, National and World Championship Series Tournaments; national buying power that allows our players to get discounts for major sports equipments, baseballs, uniforms, shoes, liability insurance, awards, web-pages and much more. We want you to be a member of the NABA and not just a customer.

STOP AND ASK FOR QUESTIONS AND TRY TO GET PARTICIPATION

4. TYPICAL SEASON

- a. No. Of games proposed for this league is _____, beginning _____ through _____. We will be playing on the weekends (primarily Sundays) depending on weather and field availability with playoffs and championships at the end of the season. We do take certain holidays off such as Easter, Memorial Day, 4th of July, and Mother's Day. Again we need 6 teams to start playing games here.
- b. All-Star Games:
 - i. Played mid-way through the season just like Major League Baseball.
 - ii. One game for each level of play.
 - iii. Each player receives a commemorative All-Star t-shirt.
 - iv. MVP award is given to the MVP player of the game.
- c. Playoffs are at the end of the regular season. There is a playoff format based on the number of teams, divisions, age groups, etc. Each playoff has individual awards to the League Champions; individual awards to the Division Champions, and team trophies to the League Champions, Runner-up Champions and the Division Champions.

STOP AND ASK FOR QUESTIONS AND TRY TO GET PARTICIPATION

5. TOURNAMENT PROGRAM

- a. Regional Tournaments: NABA allows an individual city to hold regional tournaments to host potential teams from other leagues within your city as

well as potential teams for leagues within a driving distance from your league. These tournaments can be held at your discretion with the approval of the National Office. These tournaments allow teams to get bragging rights within a city or region, as well as help to promote your league to teams in other leagues, while providing a fund raising opportunity for your league. You may use a tournament such as this to fund raise to send a team to the World Championship Series.

- b. National Tournaments: These tournaments are held over the weekends the leagues usually take a break from.
 - i. California Kickoff Classic (Wood bat only) – Martin Luther King Holiday
 - ii. Citrus Classic (Wood bat only) – Martin Luther King Holiday
 - iii. Boricua Caribbean Classic – President’s Weekend
 - iv. Spring Training Experience – Spring Break & MLB Spring Training Weekend
 - v. Las Vegas Tournament – Memorial Day Weekend
 - vi. Atlantic City Tournament – Memorial Day Weekend
 - vii. Mile High Wood Bat Classic – 4th of July Weekend
 - viii. Hall-Of-Fame Tournament – 4th of July Weekend
 - ix. Labor Day Games Tournament – Labor Day Weekend
 - 1. These tournaments host teams from all across the nation. They all provide 3 guaranteed games, 5 games to win the Championship; liability insurance, baseballs, umpires, fields all levels and divisions of play; All-Star format, nice fields, team awards for pool winners, runner-ups and champions; individual awards for champions and runner-up & commemorative t-shirt.
- c. World Championship Series: Early October, in Phoenix Arizona playing on Major League Spring Training Facilities under the warm sun of beautiful Arizona. A never-forgotten experience awaits you!
 - i. All-Star format, all levels of play; 5 guaranteed games and 7 or 8 games to win the championship; teams from all across the nation, baseballs, giveaways, liability insurance, umpires, fields’ expo with vendors selling a baseball equipment and materials, free BBQ for all participants, great rates on hotels, and car rental; NABA merchandise, trophies for pool winners, runner-up champions and champions in each division; NABA commemorative watches for each runner-up champion, and NABA commemorative World Championship Series rings for the individual champions, commemorative t-shirt.
- d. Over 50 and Over 60 National Fun Tournament: Late October, in Las Vegas.
 - i. This is a tournament that mixes the fun of an NABA baseball tournament with the fun of a fantasy baseball camp atmosphere. Banquets, prizes, gifts, baseball, speakers - they are all included in this tournament.

STOP AND ASK QUESTIONS AND TRY AND GET PARTICIPATION

TRYOUTS OR PLAYER PLACEMENT PROCEDURES

- a. Explain player placement procedures. It's best to call it this since all players trying out will be placed on a team.
- b. Players will take fly balls in the outfield, grounders in the infield, some cuts with a bat off a pitching machine, and then pitchers and catchers will get together and do their thing. All the time this is going on, those managers and player/managers who need additional players will be in the dugout, evaluating to determine who they will select for their team needs.
- c. After tryouts, managers draft by level of play, in rounds.
- d. Player placement is not intended to be stressful or to make a player feel inferior to other players. This is why we have different levels of play or an open division.
- e. The idea is get players on teams where they will feel comfortable, and to get players and managers together to fill out their teams.
- f. Those players who are not selected because there are more players trying out than are needed by teams, will be pooled together to form additional teams, so all players will have the opportunity to play.
- g. Players already on teams don't try out. If you know several players you would like to play with but don't have a whole team, you can choose to become a manager of a team and then select the remaining players from the tryouts. Usually you will need to have a minimum of 8 players to make this work, so the drafting process does not feel the burden of you taking all the players from the draft. If you do not do this and you try out, you cannot be guaranteed to be placed on the same team with your friends.

STOP AND ASK FOR QUESTIONS

HOW MANY PEOPLE HERE HAVE EVER MANAGED TEAMS IN LITTLE LEAGUE, SOFTBALL, BASKETBALL OR ANYWHERE? YOU PROBABLY KNOW THAT, ALTHOUGH THERE CAN AT TIMES BE ISSUES, IT IS NICE KNOWING THAT YOU ARE WHERE THE BUCK STOPS AND THAT YOU MAKE THE DECISIONS. NABA RULES AND OUR MANAGERS RULEBOOK AND GUIDELINES WILL HELP YOU MAKE THIS THE EASIEST IT HAS EVER BEEN TO MANAGE A TEAM. YOU ALSO MAKE THE LINEUPS AND DETERMINE WHO PLAYS. YOU ALSO DETERMINE IF YOU PRACTICE AND HOW MANY TIMES.

7. RULES

- a. Show the rulebook and explain some of the rules. Show them the forms and ideas in the rulebook that will help them run a team in a quick and organized way.

STOP AND ASK FOR QUESTIONS

8. FEE STRUCTURE

- a. NABA fee structure is established in the affiliation agreement. However, the amount of fees the individual player will pay their city league will remain relatively constant regardless of the package chosen by the league.

- b. The league fee depending on the total number of players on your team will be approximately \$225 - \$275 per player for a 16-20 game baseball season, including baseballs, depending on how much is offered to each team with the league package selected by your city league.
- c. Each player will also need to account for a one-time team fee to acquire a uniform, and equipment.
- d. Sponsorship can drastically reduce the fees. Local businesses or individuals are often interested in sponsoring teams for the exposure that this will give them in the community. The NABA can supply managers and teams with a sponsorship flyer that explains the NABA to them. What concerns most sponsors are that they are participating in a legitimate, well-organized program, not one that is here today, gone tomorrow.
- e. Overall, with a 16-20 game schedule, league fees without a sponsor should come out to \$12 - \$15 per person per game. That's about the cost of a movie, and it's definitely cheaper than golfing. Baseball is not cheap, but the NABA is trying to make it as inexpensive as possible. A league designed for the common man. If you can afford to go to a movie, you should be able to play ball. The NABA can't make it free, but hopefully we can make it include you.

ASK FOR ANY QUESTIONS

9. HAND COUNT TIME

- a. Players: After what I've told you and described to you about the NABA, how many of you in this room would like to play in our league when we get started?
- b. Managers: Now that you all want to play, here comes a real important question. Remember I told you that it takes 6 teams in order to start a league! That means we need at least 6 managers! **How many of you would consider being a manager or player/manager and help get this league started?** This is a vital step in getting our league going here. As a manager you do have certain advantages:
 - i. You decide where, when and how much playing time you and others get.
 - ii. Second guessing on TV—you get to play Tommy Lasorda
 - iii. You decide when and where to practice...if you decide to even practice.
 - iv. You have to be at the game anyways.
 - v. You don't have to pay the league fee.

10. CURTAIN TIME

- a. Take final questions. Ask all potential managers to step forward for further information after everyone else has been dismissed.

11. MANAGERS

- a. Identify managers and league/level of play on sign-in sheet.

- b. Talk with all potential managers about a time to meet for the first manager's meeting to cover the rules and draft order; form leagues and divisions; what to do with the paperwork and fees, and updates on fields and umpires.
- c. Now that they are managers:
 - i. Start talking it up with their friends to fill their roster
 - ii. Ask about fields they may know about.
 - iii. Time to start looking for sponsorship.

NABA INFORMATIONAL MEETING MATERIALS CHECKLIST

- MEETING NOTES
- SIGN-IN SHEETS
- INFORMATIONAL FLYER HANDOUTS
- PLAYER ONLINE REGISTRATION INFORMATION FORMS
- SPONSOR FLYER
- MANAGER'S RULEBOOK
- RING ARTWORK
- T-SHIRTS
- MLB RULEBOOK
- ROSTER ENVELOPE
- LINEUP CARDS
- EXTRA SUPPLIES
 - o President Manual
 - o Tryout/Waiver number
 - o Newsletters
 - o Field information sheet
 - o Umpire rule sheets
 - o *Coaches Field* brochure
 - o Information handout flyers
 - o *Join a League* brochure
 - o Regional tournament brochure

PROMOTING, EXPANDING AND ORGANIZING

Advertising and Publicity:

Informational meetings and tryouts may be advertised in the sports section of the newspaper(s) or other media in your city, on social media websites, etc., at the cost of the league president. Alternative means of “getting the word out”:

- ◆ Cable TV trailers
- ◆ Radio sports talk shows
- ◆ Local sports calendars
- ◆ Local community newspapers
- ◆ Local community bulletin boards
- ◆ Distributing flyers to local softball parks or batting cages
- ◆ Distributing posters to local softball parks, batting cages or sports bars
- ◆ Locate every person on your website provider within your city that has the name baseball in its personal profile and then send them an email regarding starting up your league.

The possibilities are endless; the only thing that limits you is your imagination.

If you have specific newspapers besides the main local paper (e.g. community papers, university or junior college papers, etc.) you believe would be effective in advertising the league, inform the National Office.

You can obtain more exposure for the league by contacting the Sports Department at newspapers to get notice of information meetings and tryouts listed in the “Upcoming Events” section.

Don’t hesitate to contact local TV sports reporters or sports radio talk shows. Adult baseball is news and this is one more way to spread the word.

If you should get on a local show or you are interviewed, use the main points in the information handout to answer questions. If you’ve attended NABA tournaments, always talk about the larger participation possible in NABA leagues.

NABA Cities, Leagues and Divisions:

NABA leagues are organized into different levels of competition play and ability, as well as different age groups.

The 18 & Over Leagues: 18AAA, 18AA, 18A, 18 Rookie or just 18 & Open in smaller cities are for players age 18 or older and are organized into a AAA League (the most competitive, generally available only in the veteran leagues with at least 20 teams), an 18AA League (the intermediate league), an 18A League (a competitive recreational league) and 18 Rookie league (a recreational league).

The 25 & Over Leagues, 35 & Over Leagues 45 & Over Leagues and 55 & Over (hereafter referred to as “25+”, “35+”, “45+”, “55+”) are limited to players who meet the minimum age requirement for those leagues, and then, as they grow in size and number of teams, are organized by competitive play and

ability into AAA, AA, A and Rookie leagues. Players may always “play down” in leagues. That is to say a player over the age of 25 may play in either 18 & over or 25+. A player over the age of 35 may play in either of the two aforementioned leagues or on a 35+ team. Any player over the age of 45 may play in whichever league they may choose. If a player wishes to play in two leagues, they must pay a fee for each league.

Not all NABA cities can or will be divided in this manner. Experience, size and the number of available teams are the determining factors. Cities with fewer than 10 teams must play in one 18 & over “open” league.

Definitions:

The definitions below are used to refer to the various levels of age or ability in the NABA across the nation.

CITY – The NABA city or region that you play in.

- ◆ NABA-Denver, CO
- ◆ NABA-Tidewater, VA
- ◆ NABA-San José, CA
- ◆ NABA-Southeast Massachusetts.

The name of your city or region must be listed on your web site.

LEAGUE – An age group or level of play within an NABA city.

- ◆ 18AAA League: for players with experience at the junior college level or higher
- ◆ 18AA League: for players with experience at the high school varsity level
- ◆ 18A League: for players that have played some high school baseball
- ◆ 18 Rookie: for players that have not played baseball in a while or have never played
- ◆ 18 & Over (Open) League: for small leagues or cities without different levels of play
- ◆ The same rule above applies within each 25, 35, 45, and 55 year-old league.

DIVISION – A division within a particular League

- ◆ American and National divisions of the 18 & Over League
- ◆ East and West divisions of the 35+ League

Organizing Leagues within an NABA City:

You should have six teams to start an individual League. Contact the National Office on how to start the league if you have less.

For the purpose of scheduling, field use and playoffs, leagues and divisions are established within an NABA city and shall be organized as follows:

- ◆ Leagues with 11 or fewer teams, or with 13 teams, will be in a single division.
- ◆ Leagues with 12 teams, or 14 to 19 teams, will be organized into 2 divisions.

- ◆ Any league larger than 19 teams will be split into 2 separate leagues. For example, an 18 & Over League with 20 teams is ready to make a split into an 18AA and 18A League.
- ◆ The League President should always consult with the NABA National Office when organizing the leagues in their city.

Placing Teams into Leagues:

If you are a returning League President, you already have a pretty good idea about the talent level of teams in your league, especially those you played against. New teams that are untested should probably be kept away from the highest level their first year. If a team blows out everyone and finishes undefeated, then you know where to place the team next year. Conversely, if a team finishes a season extremely poor, it can be adjusted downward. The thing you want to avoid is putting a team at too high a level where they might be in over their heads and get discouraged, or allowing a good team to play at a lower level and beat up on other inexperienced teams.

If you are not certain where a team fits in, you may ask them to play a classification game with an existing team.

Championship teams from the previous season must move up a level of play if there is a higher league available. Teams winning a short Fall League in a two-season NABA city are the exception to this rule. At your discretion, you may allow that team to stay in their level of play another season.

If you are a new League President with a new city league, you will pretty much have to allow each team to be placed in the league and level that it requests. However, after the inaugural season, see above.

Recruiting New Managers:

This is your first crucial step. These people will form the foundation of your league. Both quantity and quality are important here. Any potential player is also a potential manager. No league has trouble recruiting players, but managers are needed to organize teams and get players on the field. You will get some of your managers and/or whole teams at your informational meeting. Should you come up short of the required 12 managers after the informational meeting, you will need to recruit more managers. The people that attend this meeting are your first and best choice because they were interested enough to be there. Though they may not have indicated an interest in managing, many times you can persuade some of them to help out after talking to them over the phone. You will become aware of the signs when a person is on the fence and just needs to be convinced that managing is in his best interest. This is especially true for those who are marginal talent-wise and may not get a lot of playing time, unless the team is controlled by them.

Some signs that a person is a potential manager:

- ◆ They express interest in how the league is run
- ◆ They are concerned about being on a well-run team
- ◆ They are concerned about their own playing time

Make sure you expound upon the benefits of being a manager, the most obvious being that the league fee is waived and that he/she has total control over his/her playing time. Another benefit is being involved in local league management. You, as League President, will communicate regularly with all the managers, if at a minimum simply through the weekly newsletter. This places them within the “inner circle” of the league with direct access to first-hand information.

The excuse you will hear most frequently for declining to manage will be, “I don’t have the time”. Although this might be true in 10% of the cases, it is a cover for not wanting to take responsibility, which is understandable human nature. Your response should be that they have to be on the field for a full game whether as a player or as a manager, and other than phone calls (all managers should have a coach to help with the team) that may be necessary during the week, the time spent is about the same as the average player. So why not manage? Then at least they will get to pick the time for the practices and, as manager they know that they will get in the game!

The next most common reason for declining to manage will be because he/she will not want to handle his/her team’s finances, or team fees (costs covering umpires, equipment, baseballs and uniforms). You, as League President, can smooth over their worries about this task by providing alternatives that can be offered to the players. Some may wish a “pay-as-you-play” program whereby they bring a few dollars each week to cover costs. Others may prefer an “installment plan” whereby they make 2-3 payments during the year. These options will make it easier to handle the financial aspect of managing.

The easiest way for a non-sponsored team (and what all managers should work for) is for all players to pay their team fee up front in full to the manager before the first game, or they don’t play. **Be advised that what is proposed above has to do with INDIVIDUAL TEAM FINANCES and has nothing to do with regard to the NABA Team Fee being paid by each team, which must be paid in full prior to any team playing in the league.**

Additionally, a technique you can use to “sell” a person on managing is by appealing to his/her ego. All of us have sat in front of the TV and second-guessed a managerial decision. This is his/her big chance to have it their way. To boot, the NABA’s “player friendly” rules make it easier than the majors to juggle offensive and defensive lineups.

Perhaps the most effective, and realistic, approach is to tell him that he may not have a chance to play if he doesn’t become a manager. After all, if there are 300 players and just 10 managers, a large group of guys may get left out, since you can’t have 10 teams of 30 players each. The minimum roster is just 10, and with a real concern about equitable playing time, few managers are going to draft or carry more than 15-16 players.

Don’t accept just anybody when recruiting managers. Make sure you feel each person is mature, responsible and is someone you could work with throughout the season. However, do not make a policy of refusing managers due to lack of experience. The best managers have often started in the NABA with loads of enthusiasm and no experience. Help those managers convert that enthusiasm into organization and experience.

Use these tips to talk frankly and openly with your “short list” of potential managers. You will be surprised how easy it will be to recruit your managers. Additionally, remember that managers can also

be recruited at the beginning and at the end of tryouts. (See the *Tryouts* section for tips on this procedure.)

FORMS

SECTION 5

TRYOUTS

Player Tryouts and Draft:

The purpose of tryouts is three-fold:

- ◆ First, to help players join teams; and then,
- ◆ Secondly, (and most importantly) is to try to **form new** teams; and,
- ◆ Finally, to help managers who are looking for additional players **who are actually needed** (not just wanted)

The draft's main purpose should be to form new teams. This will help to grow the size and competition level of the league. Even though it is called a "tryout" it is really a placement of players. The intent of the League President should be to ensure that each person participating in the tryout is placed on a team. As League President your mission should be to help players join teams, grow the league and then to help managers who are looking for one, two or 15 players to fill out their teams. Players who are already on a roster or who have a lead on a team on their own need not try out. Managers who are content with their team do not need to draft. However, managers should think about this even if they have a full team. There is always good talent at the draft, so adding one special back-up player or pitcher never hurts. All your managers should be present during the entire event even if they do not intend to draft. This shows league unity and reassures the players that there is a league for them to play in.

PLEASE NOTE: NO MANAGER IS ALLOWED TO PARTICIPATE IN THE TRYOUT AND DRAFT PROCEDURES WITHOUT HAVING REGISTERED ONLINE IN THE NABA SYSTEM. This protects your NABA league from having a manager come to the tryouts and draft players and then leave the NABA league for another. By registering online prior to the tryouts, it holds the manager personally liable for \$150.00 for every player they draft and take out of the NABA league you are forming.

STRESS TO YOUR MANAGERS THAT THEY SHOULD ONLY DRAFT THE NUMBER OF PLAYERS NEEDED TO COMPLETE THEIR ROSTERS. ADVISE THEM NOT TO DRAFT IF THEY REALLY DO NOT NEED PLAYERS.

In addition, speak with the managers and determine if they intend to drop players or if they have any players who are not returning. Get any such players' information and contact them. You can learn their reasons for not returning (e.g., got cut from the team, did not like some players or the manager, etc.) and you may be able to find that player a new team and keep them a part of the league, or even have them start their own team. Many new teams form by players who were not happy with their original team, or did not get along with their current team's manager.

The tryout and player draft are the first and most important impression made on managers and players by your league.

When holding player tryouts and the draft, it is up to you as League President to see that the following things get done. Do not try to do them all yourself, but see that they get done.

There will be many managers and players who just want to be involved and will volunteer to help. Use them! These are people who are helpful, but who don't want to take the responsibility that you have. Allow them to participate, and it will make your job easier. Remember, though, that they too must observe the rules and they are not there to make NABA policies or decisions.

Use the Tryout checklist provided in the NABA form section to plan for your tryouts.

Draft Order:

A draft order is determined for the next day's tryouts. For leagues beginning their first year, this will consist of random draw for each league.

For leagues that have completed their first season, a draft order is determined by placing the teams at each level into two groups. The first group consists of returning teams. The second group consists of teams new to the league that year, regardless of the source (i.e. both new teams and teams moving up from a lower level). To determine your draft order follow this procedure and the example below.

1. Take the teams in the first group and place them in order from top to bottom based on their record and final standing (including the playoffs). The two best records and the runner-up and champion will be at the bottom of the order.
2. Divide this group in half. If you have an uneven number of returning teams, place enough in the lower half to fill with playoff teams. The remainder goes on top.
3. New teams, after having drawn random numbers, are inserted between the two groups just described. The following is a sample draft order of a league with 16 teams:

1. Team record: 0-20
2. Team record: 3-17
3. Team record: 5-15
4. Team record: 8-12
5. New team 1
6. New team 2
7. New team 3
8. New team 4
9. New team 5
10. New team 6
11. New team 7
12. New team 8
13. Team with second best record for season
14. Team with best record for season
15. Runners-up
16. Champions

Record the draft order on your Draft Log. (See Forms in this section for Draft Log.)

Field, Day and Time for Tryouts:

The field used should be one of your nicest fields, centrally located within your NABA city or region with easy accessibility, and parking. Try to obtain a pitching machine from the same school where the tryouts are held. Also try Little Leagues, batting cages or private coaches in your search for a pitching machine. If a pitching machine cannot be obtained, then recruit players who can throw a batting practice pitch for the players to hit.

The day and time of tryouts should be the same as the day that particular league will play. Sundays are the general rule for tryouts. Allow most of the morning and the afternoon for tryouts and draft. Registration should start ½ hour before the tryouts begin.

If at all possible, tryouts for 45+, 35+ and 25+ should be held separate from the 18 & over leagues. For example, 18 & over tryouts begin at 9:00 a.m.; 45+, 35+ and 25+ begin at 1:00 p.m.

In larger NABA cities with 18AAA, AA, A and Rookie leagues, AAA and AA tryouts can be combined, with AAA managers drafting at least through 2 rounds before AA managers draft. 18A and 18 Rookie tryouts can be held separately following 18AAA/AA tryouts.

In combined tryouts where all players are trying out at the same time, 45+ will draft first, 35+ managers will draft before 25+ managers, who will draft before 18+ managers.

Remember to consult the National Office for advice.

Preparation for Tryouts:

Once you have established the location, date and time, this is what you'll need:

- ◆ **A pitching machine** – Crucial, a must have. Check with the coach of the field you're using. If that won't work, call an equipment or sporting goods rental company, such as a batting cage. Also, a screen to protect the person feeding the machine is essential. Without a machine: use volunteers from teams already formed to throw STRIKES. It is better to have a position player with a good arm throw strikes than pitchers who want to work on their motion or pitches. For 75-100 players anticipate using 10-12 guys for this.
- ◆ **Bullhorn or megaphone** – This is nice but not necessary.
- ◆ **Baseballs** – League presidents may purchase a dozen baseballs through the National Office.
- ◆ **Equipment** – One or two sets of catchers gear (borrow from existing manager). Two helmets, one aluminum bat and bases for the field.
- ◆ **Helpers** – You will need one person to assist you in running the registration table, and with the pitching machine. **This must be someone you trust; they will be handling the registration fees.** You will find that there are many people who would be willing to be unpaid volunteers and assist you during the tryouts. Attempt to utilize these volunteers before offering compensation to someone.

- ◆ **Clipboard** – To carry all waiver forms—in order of tryout number—with you.
- ◆ **Table & Chairs** – A card table or similar for registration and number assignment.
- ◆ **Tryout numbers, pins or tape** – Every player trying out must fill out and sign a tryout waiver prior to stepping onto the field.
- ◆ **Cash Box** – Something that will securely hold cash and change. Tryout fees should be locked away when tryouts start. The cash box shouldn't be left on the field during tryouts. **The most secure place is to lock it in the trunk of your car.**
- ◆ If you wish, you may make signs large enough to read from a distance that read, “PICK UP INFO AND FORMS HERE”, “TURN IN FORMS AND GET NUMBER HERE”, “WARM UP IN THE OUTFIELD”, etc. These should be placed over the registration tables. You might also make a sign outlining the basic plan of action as a way to minimize the number of times you have to explain “what’s going on?” You will be too busy to be answering every question 10 times, especially when you will be going over the entire operation to everyone once the tryouts begin [see below].

Registration and Orientation:

THE FIRST ORDER OF BUSINESS FOR REGISTRATION IS TO ENSURE THAT EACH MANAGER AT THE DRAFT (WHETHER THEY ARE DRAFTING OR NOT) HAS COMPLETELY THE ONLINE REGISTRATION PROCESS. DO NOT ALLOW ANYONE—MANAGER OR COACH—TO PARTICIPATE IN THE DRAFT IF THEY HAVE NOT REGISTERED. MANAGERS MUST REGISTER EACH YEAR. The purpose behind this is that managers from other leagues (or those who may be intending to go to other leagues) have been known to attend NABA tryouts merely to draft players for their use in another league. The NABA registration process gives you protection against this practice.

- ◆ First, provide all players participating in the tryouts with a *Tryout Waiver*. Give them time to review it and complete the information requested. Once they have reviewed it and completed the information, they should line up single file in front of the table. One at a time, they pay their tryout fee and turn in the tryout contract to the “cashier helper”. That person verifies that the form is properly filled out and signed and takes the form and registration fee. That person then assigns a tryout number (keep them in numerical order) to the player, checks it off on the NABA Tryout Numbers Form and records that number on the Tryout Waiver Form, keeping the forms stacked in numerical order. Keep waivers in order by number and start all activities of the tryouts in numerical order. The player is then instructed to fasten his number to the front of his shirt, proceed to the 1st base dugout to store their gear and warm up in right field. Players should not warm up on the infield grass or in front of the dugouts.
- ◆ If you need to distinguish between age groups (i.e. 25+ vs. 18+), then you may use the 300 and 400 series of numbers to accomplish this. Do not go to the next step until all players have left the table to get loose and there is no line remaining. You may allow players to use

the balls for warm ups. After placing the cash box in a safe place (your trunk) your helpers will now move to the field and prepare the pitching machine for outfield.

- ◆ League President's Address – This will undoubtedly be the first impression made on the attendees. Be sure to prepare—first impressions are lasting ones. Gather the players together in the outfield away from the managers and spend about 10 minutes introducing them to yourself and the NABA, highlighting the following points:
 - a) Welcome – identify the name of the league and yourself as the League President. Relate the basic concept of the NABA (to provide a place for all adults to play baseball, regardless of age or ability). Give them a brief synopsis of last season (if you had one); i.e. number of teams, games, winners, etc.
 - b) Go over the projected league schedule, such as opening day, how many total games and doubleheaders are scheduled, the All-Star Games, t-shirts, playoffs and awards. Also touch on the different tournaments offered, as well as the National Championships.
 - c) Explain the tryout procedures (See below) – Let them know what to expect and how long they will need to be there. If they cannot stay after trying out, let them know that their name and phone are on file for the managers who draft them.
 - d) Explain the costs – Tell the players, in no uncertain terms, that it costs money to play. This is hardball, not softball, and it is a more expensive game. Give them an idea of the basic player cost (their portion of the team fee) and make sure they know that there will probably be a team equipment/umpire fee/cost as well. Briefly explain what the two separate fees cover. If anyone can't afford at least \$200 to \$275 for the season, then they should turn in their number and get a refund of their tryout fee.
 - e) Explain some of the risks involved – Baseball can be a dangerous sport and that injuries are possible. **Advise them that the league does carry secondary medical insurance up to \$10,000 per player. Secondary insurance will only cover those who do not have insurance and possibly cover some costs that may not be covered by those who have primary insurance.** Further, any player whose job would be at risk in the event of an incapacitating injury should turn in his number and get a refund of his tryout fee. If a player is drafted and registers to play, gets hurt, and loses his or her job, either permanently or temporarily, the league will not reimburse a player for lost wages. This is a recreational activity and all players certify, by registering, that the risk of injury is their own.
 - f) Ask for new volunteer managers. This is the first of two times that you will ask for new volunteer managers. From your first managers' meeting, you will have a good idea, from your managers, of how many players they are looking to draft. If that number is less than the number of registered players trying out, take the excess, divide by 13, and ask for that number of volunteer managers. Your rationale to them should be along these lines: "There are approximately 100 players out here today; I know from my managers drafting today that they are only looking for a total of about 50 players. This means that around 50 players would have to go home 'empty-handed'. To avoid that disappointment (and

no player should ever go home without being placed on a team or player pool list), if three or four of you players would step forward right now, then you can draft with existing managers and guarantee yourself, and others, of being on a team. If there are groups of friends, the only way to guarantee they stay on the same team is to form their own team.”

Have extra online registration information forms and Manager’s Rules and Guidelines available for these new managers. Remember to have each manager register online **before** joining the other managers participating in the draft as a manager.

Taking the volunteer managers aside, explain the necessary procedures to draft. (Have a pre-made set of numbers available to determine their draft position.) Keep in mind how many teams you have in each league and round out any league with an odd number of teams first. Determine the type of team they want to put together (i.e. competitive or recreational). Leagues with an odd number of teams are to be avoided if at all possible. Have them join the other managers in the tryouts and draft.

At this point, release everyone else and begin the tryouts.

Tryout Drills:

After players have warmed up and you have spoken to them about the NABA, start the tryouts. The following are guidelines. You can set up your tryouts differently if another set up works best for you.

- ◆ **Outfield**—two fly balls from the machine to center field per player. Each time they make a throw to third base. Use infielders to act as a cutoff and cover the base. Anyone who wants to participate in the outfield segment should form a line from center field to right field—fairly deep. (Players may participate in as many segments as they want.) Your position during this segment will be standing in the outfield between center field and third base to relay each player’s number to the managers. They may line up along the left field line but are not to cross it or speak to any players.
- ◆ **Infield**—two ground balls per player with throws to first base. Player covers second base after the second grounder for a catcher’s throw down. All players wanting to participate in this segment should form a single file line from the edge of the grass at deep short out to the left field fence. Your helper, with a bat, hits a grounder to each player who in turn throws to first base. Throws are taken by those trying out as first basemen. Your position is along the third base line so you can call out the numbers of the fielders and the first basemen to the managers who have now returned to the third base dugout. Each player will get two opportunities to field a grounder. First basemen should take two throws and rotate. Catchers will throw down on the second throw as the player covers the bag. Grounders should be hit to the first basemen after all infielders are done. They should make their throws to third base.
- ◆ **Pitching and Catching**—allow all prospective pitchers to warm up on the outfield grass. If warm up or bullpen mounds are not available, use the mound on the field. Each pitcher gets 8-10 pitches of their choice. Divide the catchers into the number of pitchers to determine how many pitchers each catcher handles. **EACH CATCHER MUST WEAR A MASK WHILE HANDLING PITCHERS.** Pitchers and catchers waiting for their turn should stay loose on the side.

- ◆ **Hitting**—call in groups of 10 players (numerically from smallest to largest) to the first base dugout. First person to the plate and second to the on-deck circle—these two must wear helmets. Others in that group sit on the bench in numerical order. Those not in the current group should shag balls in the outfield. Absolutely no one should be on the infield grass and no “playing out” grounders hit by the current batter. One tryout participant should be stationed behind second base to retrieve balls. After 7-10 swings (**not fair balls**) the hitter goes to the outfield and the remaining nine bat until the last man in that group is on deck. You then call for the next set of 10 hitters. Keep this rolling quickly until everybody has hit. During this exercise, you should be positioned at the end of the third base dugout with the managers, calling out each batter’s number to them. **MANAGERS MUST STAY IN THE DUGOUT.**

Always keep the clipboard with the forms with you at all times to answer questions about position, age, etc. When all players have hit, the tryouts are over.

Player Draft:

At this point tryouts are over, and the draft will begin immediately. Emphasize to the players to please wait just 20-30 minutes more and they will know what team they are on before they leave. The draft begins as arranged at the first managers’ meeting, with any additions made for new volunteer managers. All managers for a particular league will gather together. As a manager calls out a number, you will determine if that player is still available. Keep track of available players by using the NABA Tryout Numbers Form (in the Forms section), making sure to cross the number out completely once a person is drafted, and record the number on the Draft Log.

Continue until all managers in that league have passed. (Once a manager passes twice consecutively he cannot draft any further.) Once the draft for that league is completed, confirm their draft choices and give them the names for their players. Those managers go and get their players then leave the immediate area to allow subsequent leagues to draft. **Be sure to determine how many players are in the draft versus how many players the managers will draft by each division. This will allow you to tell each division how many players will be available to them to draft. For example, you may set the draft limit to two players per team in the 18AAA etc., so there are enough players for the 18AA, and 18A. Not all teams may get all the players they want, but you must also distribute the players at the draft fairly amongst all the divisions if there are more players wanted by managers than there are that show up for the tryout.**

The procedure is repeated until all managers have completed drafting. If at the conclusion of the draft, enough players (13 per team) remain to form teams, you will then present a second opportunity for volunteer managers. A team formed at this point should be placed in the lowest level of play available. If no one steps forward, the remaining players are placed in the player pool to be available to other managers as needed.

FORMS

SECTION 6

NABA INFORMATIONAL MEETING & TRYOUT FLYER INSTRUCTIONS

1. After consulting with the National Office and having verified dates and obtained approval for the informational meeting and tryouts, then print neatly or type in the area provided on the flyer as follows:

In the first blank line after "The" you may either type or print the season (i.e. Spring, Fall, Winter or Year) or you may place the year of operation for your league (i.e. If 2003 is the first year for the NABA in your area type or print "Opening" or if your league has operated additional years you may type or print "2nd" or "3rd". Therefore, it could read as follows:

EXAMPLE #1: The Spring season....
EXAMPLE #2: The 2003 season....
EXAMPLE #4: The 2nd season....

In the second blank line after "season in the" you may either type or print the city, county or surrounding area (i.e.: San Diego County, Denver Metropolitan Area, Dallas/Ft. Worth, etc.) Therefore, it could read as follows:

EXAMPLE #1: The 2003 season in the San Diego County area...
EXAMPLE #2: The 4th season in the Denver Metro area...

In the third blank line after "beginning" you may either type or print the event, date, time and any address if needed. (i.e.: TRYOUTS - February 15, 2003 at Smith High School located at 123 Main Street at 8:00 a.m.; Informational Meetings - February 15, 2003 at Smith Library located at 123 Main Street at 7:00 p.m.). Therefore, it could read as follows:

EXAMPLE #1: The 2003 season in the San Diego County area
is beginning INFORMATIONAL MEETINGS on February 15, 2003
at Smith Library located at 123 Main Street at 7:00 p.m.
EXAMPLE #2: The 4th season in the Denver Metro area
is beginning TRYOUTS ON February 15, 2003
at Smith H.S. located at 123 Main Street on the baseball field at 8:00 a.m.

2. Remember to fill in your phone number in the blank line after "FOR MORE INFORMATION CALL:" Remember to include the area code.

3. Do the same for the hotel, date, time and directions for the info meeting. EXAMPLE:

Marriott Hotel
Tuesday, Feb 15, 2003 @7pm
1515 Hotel Circle South
Intersection of Interstate 8 & 15

4. Go to a place like Kinko's (someplace that makes copies for 3 to 4 cents per, rather than 10-15 per copy-- save the receipt!)

5. Copy the flyer onto a neon color paper like neon yellow, green, pink, orange, etc., and black ink so that it stands out. Make as many copies as you need (usually 150-200)

6. Distribute these copies at health clubs, sports bars, recreation centers, softball fields, sporting goods stores, batting cages or any other place you think potential baseball players may be.

7. Remember to put together a flyer for both the informational meeting and the tryouts. If your tryout location and date is set at the time of the info meeting, have the tryout flyers available at the meeting.



NABA TRYOUT CHECKLIST

BEFORE TRYOUTS:

- ___ Establish Date for Tryouts: _____ Time: _____
- ___ Obtain Tryout Field: _____ Bases: _____
- ___ Call National Office to Obtain Insurance for Tryout Field:

- ___ Check Request for Payment of Field: _____ Requested on: _____
- ___ Obtain Pitching Machine From: _____ Cost: _____
- ___ Advertisement for Tryouts: _____
- ___ Have you gone over tryout procedures? _____

VERIFY ALL TRYOUT CHECKLIST MATTERS WITH NATIONAL OFFICE NO LATER THAN 10 DAYS BEFORE TRYOUTS. Questions for National Office:

MATERIALS NEEDED:

- | | |
|--|-------------------------|
| ___ 1 Dozen Balls | |
| ___ Helper | |
| ___ Tryout Numbers | |
| ___ Tryout Waivers | |
| ___ Pens | ___ Paperweights |
| ___ President's Draft Forms | ___ Small Sign-in Table |
| ___ Cash Box or Money Bag (zipper bag) | ___ Clipboard |
| ___ Bullhorn if Possible/Necessary | ___ Bats |
| ___ 2 Batting Helmets | ___ Catcher's Gear |

TRYOUT DUTIES:

- ___ Keep players and managers separated.
- ___ Register players. Keep tryout waivers in order by numbers.
- ___ Give President's address to players. Ask for any volunteer managers.
- ___ Start tryouts with outfield, infield, pitchers/catchers, and hitting.
- ___ Begin draft after hitting is completed.
- ___ Conclude draft. Ask remaining players for volunteer managers.
- ___ Announce date for 2nd ("turn-in") manager's meeting.



NATIONAL ADULT BASEBALL ASSOCIATION

President's Draft Log

City:	League:	(18AAA, 18AA, 18A, 18R, 28AA, 28A, 28R)
Season:	Date:	(38AA, 38A, 38R, 48A, 48R, 58+)

	Round	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Team Name																
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
14																
12																
13																
15																
16																
17																
18																
19																
20																

NABA TRYOUT NUMBER LIST

(Check off numbers as players sign up. Cross off numbers when players are drafted)

200	250	300	350	400	450
201	251	301	351	401	451
202	252	302	352	402	452
203	253	303	353	403	453
204	254	304	354	404	454
205	255	305	355	405	455
206	256	306	356	406	456
207	257	307	357	407	457
208	258	308	358	408	458
209	259	309	359	409	459
210	260	310	360	410	460
211	261	311	361	411	461
212	262	312	362	412	462
213	263	313	363	413	463
214	264	314	364	414	464
215	265	315	365	415	465
216	266	316	366	416	466
217	267	317	367	417	467
218	268	318	368	418	468
219	269	319	369	419	469
220	270	320	370	420	470
221	271	321	371	421	471
222	272	322	372	422	472
223	273	323	373	423	473
224	274	324	374	424	474
225	275	325	375	425	475
226	276	326	376	426	476
227	277	327	377	427	477
228	278	328	378	428	478
229	279	329	379	429	479
230	280	330	380	430	480
231	281	331	381	431	481
232	282	332	382	432	482
233	283	333	383	433	483
234	284	334	384	434	484
235	285	335	385	435	485
236	286	336	386	436	486
237	287	337	387	437	487
238	288	338	388	438	488
239	289	339	389	439	489
240	290	340	390	440	490
241	291	341	391	441	491
242	292	342	392	442	492
243	293	343	393	443	493
244	294	344	394	444	494
245	295	345	395	445	495
246	296	346	396	446	496
247	297	347	397	447	497
248	298	348	398	448	498
249	299	349	399	449	499

FIELDS

Obtaining Fields:

This is the most crucial and important task you will have. Without fields we have no league. During your informational meeting you will have a chance to ask those attending for leads on fields or people to contact. By building a network of contacts, your chances of selling the NABA way of baseball will have a better success rate. Please memorize the Field or Coaches Information Brochure, as this will help you convey the right points when an opportunity arises.

Personal contact with the coaches, facilities managers or athletic directors is a key ingredient. A proven method is to arrange to be at the field while the team is practicing. Approach the coach during a lull in activities, perhaps while an assistant is running drills, and talk with him about his feelings toward adult baseball and our program. If it is inconvenient for him, try to get his home phone and call him after dinner. The majority of the time they'll be more relaxed and receptive to discussing our proposal.

Don't be SHOCKED if you meet with rejection—because you will. Coaches have a natural “knee-jerk” reaction when saying no. Most coaches are very protective of their fields and usually don't like others to use it, even when the field is not being used for anything else. Coaches are the closest to the field and have the most to lose if a group or organization tears it up. If you can gain the coach's confidence and consent, chances are he'll help you convince the Athletic Director or administration of the merits of our program.

- ❑ Our field or coaches brochure contains testimonials and a listing of benefits they may reap (e.g., contribution to the baseball program, assurance of quality field maintenance, full liability insurance coverage, etc.). **USE IT!** With the brochure, you should be able to disarm most of their objections and concerns. Another benefit to our program is that our league can help keep renegades and vandals off of his facility, minimizing the chance of damage from irresponsible third parties.
- ❑ Remember the three “P's”: Persistence, Patience and Professionalism. Don't ever give up on a possible field because someone tells you, “You'll never get it.” Always find out on your own. Once you acquire a field, and if your teams treat it with proper respect, this aspect of your job will become easier and easier in subsequent seasons.
- ❑ The budget for school fields is approximately 20% of the league's income for team fees. Please check with the National Office to make sure you understand what this means. **If field costs run higher, you may have to attach an “up charge fee” to cover the additional cost of fields.** You should always negotiate for better rates, but as a rule an NABA city field budget is set for approximately \$25 per hour as a fair market value for field use. This is based on the player part of the team fee, which does not include fees collected for the baseballs.

The amount of games a given field hosts is important from a budgetary standpoint. If a particular school is given a contribution based on a certain number of games or “time slots” (a time slot is a period of time which will accommodate one game), rather than one based on length of the season, it is important to schedule as many games as possible to warrant the contribution.

Use the Field Form to keep track of fields, the cost and insurance needs. The NABA annually meets with high school baseball coaches around the country, and these contacts are available to you through the National Office. As well, the NABA makes use of the current annual National High School Coaches Directory, which we can use to help make contacts for you within your city.

Night Games:

Generally, nighttime slots are too expensive and should be used for make up games only. A second problem with nighttime slots is that only one game can be played that night on that field. You need a lot of time slots just to play two or three night games per team per season. The NABA is primarily a weekend baseball organization. Consult with the National Office if you have questions.

Obtaining Insurance Certificates for Fields:

Once you've received a verbal commitment for use of the field, you need to gather information that is essential to requesting the Insurance Certificate for the field. This insurance policy covers liability for the League President, the Facility and the NABA. **The NABA also carries a secondary medical insurance for all players. Advise the players that the league does carry secondary medical insurance up to \$10,000 per player. Secondary insurance will only cover those who do not have insurance and possibly cover some costs that may not be covered by those who have primary insurance.** These certificates or policies are oftentimes referred to as a Certificate of Additionally Insured.

- ◆ Determine who should be listed as the additional insured (i.e., the School, the School District, the Park & Recreation Dept., etc.). Ask your contact or the coach, or, if they have referred you to someone else, ask that person. Should the additional insured be the high school, the high school district, college or governing body, or some combination of the above?
- ◆ Get the correct name and spelling of the insured.
- ◆ Get a street address, city and state, and most important, the ZIP code for the additional insured.
- ◆ Get a fax number and a person to whose attention the certificate should be sent.
- ◆ **INSURANCE CERTIFICATE REQUESTS MUST BE MADE ONLINE AT DUGOUT.ORG NO LESS THAN 10 WORKING DAYS (2 WEEKS) PRIOR TO NEEDING THEM. IF YOU INTEND TO MAIL THEM TO THE NATIONAL OFFICE THEY MUST BE MAILED NO LESS THAN 15 WORKING DAYS (3 WEEKS).** You must fill out online, fax or mail the Insurance Request Form directly to the NABA National Office (fax number is on the form). Failure to give ample time for processing the request may very well result in the request not being fulfilled and a certificate not being received in time. That, in turn, may result in a field being lost or delay its usage.

- ◆ Some certificates can be rushed in an emergency, but this process is more expensive. Plan ahead by getting all the certificates for your regular-season fields at least two weeks in advance.

Assigned and Shared Fields:

For definitions, check the Manager's Rules and Guidelines.

Certain managers will bring a field to the league or procure the field for league usage. These managers may request this field as their “home field”. “Home field” means that at least 70% and perhaps all of that team’s games should be scheduled there (depending on how many other teams in that league also have “home fields”). This does not mean that they are always the home team. Whether they bat first as visitors, or last as home team, they should have an equal amount of games that they are visitor and home. Typically, the “home field” team should have their games be afternoon games, as the final maintenance done on the field should involve this team. A relationship has undoubtedly been formed with someone at the school and a member or members of this team. They have the initial responsibility for maintaining a good relationship, so finding a second responsible “home field” team will almost always guarantee a good, final game of the day maintenance job. It is really important to match up good working teams with nice fields or those fields that have demanding coaches. All teams should work those fields properly, as they would all other fields, even though they might be a “visiting” team.

Refer also to the Field Maintenance section in the Manager's Rules and Guidelines.

Drop-off Points for Bases:

You should arrange for the use of a school’s bases while negotiating for the use of the field. (It is standard and customary to have the bases included in the field rental.) It will save time, effort and money if the bases are there at the field already.

Equipment for every field (e.g., rakes, drags and keys) should be stored by the League President somewhere during the week. If no storage facility or arrangement can be made at the field, the League President will need to store the items and keys each week, or you will need to recruit people that are willing to store these items. If storage is available at the field, the drop-off point might merely be a place to store a locker or equipment shed key.

Potential candidates should be in close proximity to the field(s)—1-2 miles or five minutes driving time, one-way. They should also have a safe, dry place that is accessible on game days for equipment to be picked up and dropped off.

The National Office can provide bases to you if you request them, at our cost, which is much cheaper than retail cost. This will be part of your league field budget and the cost will be applied to it. Because of our huge buying power the NABA can generally get bases at a better price than you may be able to, so always check with the National Office before purchasing bases. Fill out a Check Request Form for delivery. You must give no less than three weeks delivery time after the request is made. Bases, rakes and drags are also made available to leagues on the options menu to purchase at a discounted rate.

Use the NABA Bases Forms to keep track of your bases and the people holding them for you.

Scheduling:

You must provide managers, the National Office and the umpires with a complete printed schedule before the third week of play. Among other things, the least of which is the fact that you will be making all managers and players appreciative, this will enable all players to plan vacations, schedule work, etc.

Please read the Schedule section of the Manager's Rules and Guidelines. Some League Presidents have used computer baseball programs that make up a schedule; others have relied on other means, or their own ideas, ingenuity and sweat to accomplish this. Whatever the case, you must provide a balanced, fair schedule for all teams. If you have trouble with this, consult the National Office. **We have provided, in the League Presidents Dugout, a link that has master schedule written for leagues of all different sizes and formats. You may want to visit this link prior to writing your schedule as it may save you times and effort.** If you still have questions regarding your schedule after visiting the master schedule link in the League Presidents Dugout, please do not hesitate to contact the National Office.

Various “favors” may be asked of you to accommodate certain teams with special requests (e.g., certain game times, locations, days, etc.). Some will be valid, some not. Make a reasonable effort to grant them only if it is fair for all concerned. Do not needlessly complicate your schedule.

The scheduling of all games for all teams for the entire season must be done, if possible, within the first week of the season, or preferably, the week before. But, under no circumstance should it be any later than two weeks into the season that a complete schedule is developed, printed and distributed. If you must alter the schedule during the course of the season, it is better to change fields than game times, as teams and their families budget their time of day, not necessarily where they will play.

However, you may provide all team managers with the location and time of their first two games. A completed schedule for the remainder of the games should be sent out before the third week of play. In isolated cases, field availability could be uncertain for the entire season. In this case, as many weeks as can be scheduled at a time should be. As soon as the uncertainty clears, the remainder should be mailed out to your managers within seven days. **The National Office highly recommends that if field availability for the entire season is not available, to go ahead and make the schedule with the teams who will be playing and the time they will be playing, and then write in the field within seven days of playing the game. Again, most teams and most families budget their time of the day, not necessarily where they will play.**

Rescheduling Rainouts and Postponements:

Rainouts are tough—particularly when it rains during the night. Listen to the forecasts the day before scheduled games. On mornings when there is a potential problem, try to be available, not necessarily to visit all fields but to handle calls or deal with field problems.

Some tips for dealing with this difficult situation:

Go to your fields and check out their condition in the late afternoon the day before if it has been raining. Call the school coaches the evening before. First of all, they will appreciate this greatly because it shows your concern for their field. Discuss the situation, and let them know about the condition of the field now; ask about its playability if it rains during the night. Indicate your concern for the field and your hope to postpone as few games as possible. In other words, you would like to try and cancel the first game of the day and try and play the second and third game of the day if it rains during the night. This gives you and your volunteer coaches a chance to work on the fields if the coach allows you to do so in the morning; or it will allow the sun to potentially come out in the morning and dry the fields out for the second and third game. If you have to cancel games, it is because the coaches have asked you to do so. Some teams may criticize you, but if you have the word from the coach on that field, you're covered. You've done your job.

There may be instances where a coach calls you early on the morning after the deadline for postponing a game to tell you not to use that field. Try to contact both managers if you can. If a situation arises where one team is contacted and the other can't be and claims a forfeit, you are covered by the National Office because it was a direct request from the school coach to postpone the game. You are doing what is in the best interest of the field and the league, even though it goes against the official rainout rule.

In most parts of the country, rain is a fact of life. Though for some NABA cities, rain is a minimal headache and you will probably have to reschedule some rainouts. The league policy toward rainouts is as follows:

- ◆ Games rained out after the $\frac{3}{4}$ mark of the season should be rescheduled only if they have a bearing on the playoffs (i.e., a game between two teams eliminated from playoff contention should not take priority over a cross-division game between the division leaders, or over games that involve potential playoff teams). If possible, rainout games should be rescheduled the very next weekend as doubleheaders. **Don't wait until the end of the season to start rescheduling these games. Most importantly, have a plan at the beginning of the season for rescheduling games so you can inform your teams of the policy you will follow in case of rainouts. They will appreciate your communication and what you are planning to do.**
- ◆ Canceled games are games taken off the schedule because a team has dropped out of the league or a team has declared it is unable to field a team for a game and is forfeiting it. These games are not rescheduled.
- ◆ Postponed games are games postponed due to rain, field conditions, NABA Tournament conflicts (this occurs primarily in fall seasons for teams attending NABA World Championship Series). The NABA makes every attempt to reschedule these games.
- ◆ Make up rainouts and postponed games as soon as possible. Try not to come to the end of the season with games not being played. In particular, try to make up games between potential playoff contenders and non-playoff teams as soon as possible. At the end of the season, the non-playoff teams are generally unable to play these games and it creates unpleasant, unfair forfeit situations, and a no win situation for you. When rescheduling games, find a date on the schedule when the teams play again, or are playing at the same time in the morning and could travel to another vacant field for an afternoon game.

If you must change sites of games from one field to another to make up games, try not to change game times. It is easier for a manager to notify players of a field change than it is to get them to adjust to a different game time.

FORMS

SECTION 7



NABA REQUEST FOR INSURANCE CERTIFICATES

(Type or Print Large and Clearly - Allow 10 working days for delivery)

**FAX TO: NABA Insurance Division
(303) 639-6605**

Date of Request: _____

Request Made By: _____

NABA City/League: _____

Organization or
Facility/School Name : _____

Address: _____

City, State, Zip: _____

Attn: _____
(print full name)

FOR EMERGENCY USE ONLY

Fax Number : _____ Date Required: _____

Certificate will only be faxed in emergency situations

Additional Insured: _____

Fields Used: (If certificate is for a district, list all fields used in that district)



NABA SCHEDULE HELP FORM

League President: _____ Phone: _____

NABACity: _____ Fax: _____

Before asking for scheduling help, complete this form by filling in the name of the team and the field they may be assigned to (Check your field assignment contracts) and be prepared to fax same.

- * Leagues with 9 teams or less shall be in one (1) single division.
- * Leagues with 10, 12, 14, 16, or 18 teams may be made into two (2) divisions (i.e.: American-National, East-West, etc.)
- * Leagues with 11 or 13 teams shall be in one (1) single division.
- * Leagues with 15 or 17 teams in two (2) divisions.
- * Any league larger than 19 teams in 2 separate leagues. An 18 & over league with 20 teams is ready to make the split into an 18A and 18B League or Saturday and Sunday divisions.

For Leagues 9 or less, 11, or 13 teams

League (list level of play or age group): _____

of play dates: _____ # of games: _____ # of doubleheaders _____

Sponsor or team name	Assigned Field
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

For leagues 10, 12, 14, 15, 16, 17, 18 or 19+

League (List level of play or age group): _____

of play dates: _____ # of games: _____ # of doubleheaders _____

Sponsor/team name	Assigned field	Sponsor/team name	Assigned Field
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

UMPIRES

Umpires distinguish organized adult baseball from sandlot or pickup leagues.

Next to fields, umpires are the next most important element in creating a credible league. At times they will be a thorn in your side; at other times a much needed support. Your main liaison will be the association president or assignment director (the “assignor”).

There will be times when a controversy develops, so always be as diplomatic as possible. This must happen in order to maintain a good working relationship with the umpire associations. If no organized umpire association exists in your area, contact the National Office.

- ❑ **Arranging for an umpires’ association will take a lot of the responsibility out of your hands.** This is a case of simple “delegation of authority”. An assignor heads an association of umpires. He is your liaison to all of the umpires. Always provide him with your complete schedule, as well as any schedule changes as they occur. When you get around to producing a weekly league newsletter, the umpire assignor or head of the umpires’ association must be on your mailing list.
- ❑ **Umpires fees range from \$50-\$75 per game for a nine-inning game and \$5-\$10 less for a seven-inning game.** When arranging fees for umpires, you will most likely not have much of a choice. The umpires will tell you what the going price is in your area. Naturally, if you can negotiate lower umpire fees your teams will be most appreciative. However, it’s not something you should count on. **Neither the National Office, nor the local league, should pay assignment fees.** If the association insists on a fee to assign umpires, it should be collected by the league from each team and paid directly to the umpire assignor. For example: if a league is playing a 20-game season and the umpire assignor asks for \$5 per game for assigning the games; then each team would write a check to the umpire assignor in the amount of \$100 and give this to his league president who will forward all umpire assignor fees to the appropriate person. This way the League President will know if each team has paid their umpire assignor fees.
- ❑ **NABA has a “pay-as-you-play” policy that works well.** Collecting all of the umpire fees in advance simply adds to the startup cost for each team, and NABA Leagues do not insist that teams pay umpires before the start of the season. A very successful method, used in many leagues, is to advise each manager to collect umpire fees up front, open a team account and withdraw the umpire money as it is needed. It shouldn’t be hard to convince your managers to do this if they understand that they position themselves to put money out of their own pockets when their players forget to bring their \$4 or \$5 a week for umpire fees. If your teams opt for submitting all umpire fees as part of their league fee, **only the League President or an appointed Treasurer should be responsible for the funds. Under no circumstances should you turn over all umpire fees for the season to an umpire assignor or association.** It should be added that the home office in Denver is not a collection agency for umpire fees.
- ❑ **Do not allow the umpire to talk your teams into “time limits” that are less comfortable than your teams would like.** NABA’s national rulebook calls for a time limit for games of 3 hours. There are some umpires’ associations, however, that may try to talk you into a 2 ½ or 2 ¾ time limit. They may also try and talk you into a drop-dead time of 3 hours, meaning that the minute

it hits 3 hours, no matter where you are in the game, the game will end. None of these terms listed above are acceptable for our players and teams in the NABA. Our rules are clear that we play 3 hours or 9 innings, whichever comes first. If there are 5 minutes left in the game and an inning starts, then that inning must be completed even if it goes beyond the 3-hour time limit. Also, if two teams have a tied game with a ½ hour to go within the 3-hour time limit, then both teams are allowed to break the tie and play extra innings as long as they do not exceed the time limit.

A “show-up” fee should be negotiated with the association in the event of bad weather, or field conditions, that were not present at cancellation time the preceding night. This should not exceed \$25 per umpire. **Additionally, the National Office does not pay for umpire fees for “no shows” or rainouts.** Review the Forfeit Bond section in the Manager's Rules and Guidelines. In negotiating with the umpires, explain our forfeit bond policy and check guarantee policy to them. Ensure your teams understand the rainout policy you set with the umpires so they know if they will be responsible for any extra fees.

When negotiating with umpires, be sure to stress that you expect professionalism. **Umpires with “attitudes” are as unwelcome as players with “attitudes”.** Insist that they be dressed neatly and work their games cheerfully and efficiently. Insist that they do not wear umpire clothing with our competing organizations patches, name or artwork on it. You will be encouraging attendance by family, friends and just baseball fans. And, as League President, you will insist on proper decorum from your umpires, as well as your teams. **It’s always good management strategy to hire competent people, be ready to help them if they need it, but then stay out of their way and let them do their jobs.**

FORMS

SECTION 8



UMPIRE EVALUATION FORM FROM NABA LEAGUE TEAMS

Field Location: _____ Game Date: _____

Umpire Association: _____ League & Level: _____
(18AAA,18AA,18A,25AAA,25AA,35AAA,35AA,35A,45AAA,45AA,45A,55AA,55A)

Names or Numbers: _____ (Plate/Bases)

_____ (Plate/Bases)

Grading Scale: 4-Excellent 3-Good 2-Fair 1-Needs Improvement

Plate Bases

A. Position		
B. Hustle		
C. Voice		
D. Consistency		
E. Attitude		
F. Controlling the Game / Fans		
G. Consistency		
H. Handling Lineup		
I. Rules - Handling / Understanding		
J. Other		

COMMENTS: _____

MANAGER: _____ TEAM: _____

PLEASE FAX OR MAIL THIS FORM TO YOUR LEAGUE PRESIDENT

ALL-STAR GAMES

All-Star Games:

Each league in an NABA city (18AAA, 18AA, 18A, 18 Rookie, 25AA, 25A, 25 Rookie, 35AA, 35A, 35 Rookie, 45AA, 45A, 45 Rookie, and 55+) has an All-Star Game. Small NABA cities may combine with another nearby NABA city and play each other. The budget for an All-Star Game is based on at least six (6) teams in a league.

The All-Star Games are designed to be mid-week night games, preferably for Tuesdays, Wednesdays or Thursdays. This is done to showcase the stars of the league and to give the players, particularly pitchers, time between regular weekend games. It is not uncommon for some leagues to choose a weekend they would play and have an All-Star game that weekend instead of regular-season games.

Being chosen to the All-Star Game is an honor, and the players should be made to feel as such. This is a gala event that should be treated specifically with the players in mind. League presidents may purchase individual All-Star Commemorative t-shirts to present to each player as a reward for making the team. One (1) plaque will be given to the Most Valuable Player in each game, as determined by the announcer and scorekeeper. Leagues may purchase these options through the League President Dugout on our website at discounted prices.

You should plan on announcing the All-Star Games of all your leagues. If you are selected as an All-Star, recruit a volunteer to announce your league's game—someone you feel would add a special flair to the proceedings. **THE NABA DOES NOT PAY FOR ANNOUNCERS.**

Choose a field with lights, preferably one with a higher profile (i.e., a nicer field than the regular season field). A field with a nice infield and an outfield fence, good stands and announcer's booth, easy accessibility and plentiful parking is what you want. If a local minor league club plays in your area, its field may be an excellent candidate. If possible, try to persuade the facilities manager to donate or give us a good deal for its use. Colleges, community colleges and junior colleges are also excellent alternatives to regularly scheduled league fields.

Players and managers are chosen for the game based on their place in the standing at the end of play two Sundays prior to the event. We call this the All-Star "cut off" date. Managers of the first-place teams in their division (National or American) will be the managers of their respective teams. They may choose one additional manager in their division to be their coach. See the All-Star Allotment section in the Manager's Rules and Guidelines and in the forms section at the end of this section.

Managers and coaches of All-Star teams must have been selected as All-Stars in order to play.

All players selected as All-Stars will bat – EVERYBODY BATS. All players must be listed in the batting order at the beginning of the game. The All-Star manager may bat them in any order, but they must all be in the lineup. The NABA offensive lineup rule does not apply in All-Star Games. Should a player have to leave, his position is skipped in the order without penalty to that team.

The NABA defensive lineup rule does apply in All-Star Games. There is no mercy rule, but the time limit does apply.

Additional managers may participate, but they do not receive an All-Star award and they are not eligible to play.

Managers must submit their players to you on the All-Star Voting Form. Prior to the start of the game use another copy of the form to obtain the actual batting order. You should have a list of players, coaches, managers and umpires for pre-game introductions by the announcer. The announcer should welcome all players, managers, family, friends and fans to the NABA (your city) League All-Star Game.

The manager and players on the visiting team should be announced one by one and take their place along one base line. Introductions for the home team follow. The announcer should give the player's team (include sponsor name) and then the player's name. You should also attempt to find a tape of the National Anthem or an individual to sing it – this can go a long way toward making the event “special”.

Selection of one (1) MVP should be made immediately after the game ends and announced before players and fans leave. If you announce the game yourself, you choose the MVP based upon the player's performance. Feel free to consult other people, but the decision is yours. If you are in the game, you should go to the booth and go over the scorebook with the announcer and whoever else may have watched the game and help make a decision at that point.

Equipment for the games is to be provided by each team's manager and coach. **You must have your All Star Order Form completed and submitted to the National Office no less than four (4) weeks prior to the game. All leagues may also purchase these options through the League President Dugout on the National website at discounted prices.** The All-Star order form can be found at the League President's Dugout on the national website.

Since All-Star Games are also an honor for umpires, your umpire association may assign three or four umpires to work the game while splitting the fee among them. Preferably the best-evaluated umpires should work these games. Ask the assignment coordinator to do this.

The All-Star Games should be announced in the local paper. Television coverage is a real plus. Attendance by non-All-Star players and managers should be encouraged to show league support. Additionally, encourage all family members of the All-Stars to attend. This is a family-oriented organization, and their attendance is important part of NABA events.

Players may not be added to a squad just before a game. If a player cannot attend, the alternate is the next eligible player from that team. In the event of no-shows, the game must go on without them. However, if players don't show, contact their manager for the reason, or call the player and find out if his manager notified him of his selection. All players, coaches and managers are to wear their regular-season uniforms.

Use the All Star Checklist to make sure all arrangements are made.

FORMS

SECTION 9



NABA ALL-STAR CHECKLIST

REREAD THE SECTION ON ALL-STAR GAMES IN THE PRESIDENT'S GUIDELINES AND PROCEDURES.

- Locate field for all games (a nice field, with lights and PA system).
- Set date for games.
- Check All-Star Allotments based on standings (under no circumstance should you exceed the allowed number of members on any one All-Star Team.
- Make sure all managers have submitted All-Stars selections to you.
- Call newspapers to make them aware of game.
- Do you have an announcer for the game? (Announcer does not get paid for services).

CONTACT THE NATIONAL OFFICE NO LESS THAN ONE (1) MONTH PRIOR TO THE 1ST SCHEDULED ALL-STAR GAME TO VERIFY AND ORDER THE FOLLOWING:

- Submit check request for payment of field.
- Is an insurance certificate required?
- Order t-shirts for all leagues based on allotment guidelines.
- Order baseballs for game.
- Order MVP plaques.

FOLLOW-UP AFTER GAME:

- Hold games. Report scores and MVPs to paper.
- Clean up afterward to make the field authorities remember and appreciate us.



NABA ALL-STAR BALLOT

League:

Team: _____

Manager:

Phone#: _____

Player Name	Position	All Star Vote (yes/no)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		



NABA ALL STAR GAME ORDER FORM

(Complete form and fax to National Office at 303-639-6605, or submit the form online in the League Presidents Dugout)

League Name: _____ League President Name: _____

Ship To: _____
(Address) (City) (State) (Zip)

Date Faxed: _____ Date Needed: _____ Game Date: _____

<u>League</u>	<u>Date of Game</u>	<u># of Balls</u>	<u># of Shirts</u>	<u># of Plaques</u>	<u>Field</u>	<u>Payee</u>	<u>Amount</u>
18 Rookie	_____	_____	_____	_____	_____	_____	_____
18A	_____	_____	_____	_____	_____	_____	_____
18AA	_____	_____	_____	_____	_____	_____	_____
18AAA	_____	_____	_____	_____	_____	_____	_____
25 Rookie	_____	_____	_____	_____	_____	_____	_____
25A	_____	_____	_____	_____	_____	_____	_____
25AA	_____	_____	_____	_____	_____	_____	_____
35 Rookie	_____	_____	_____	_____	_____	_____	_____
35A	_____	_____	_____	_____	_____	_____	_____
35AA	_____	_____	_____	_____	_____	_____	_____
45Rookie	_____	_____	_____	_____	_____	_____	_____
45A	_____	_____	_____	_____	_____	_____	_____
45AA	_____	_____	_____	_____	_____	_____	_____
55+	_____	_____	_____	_____	_____	_____	_____

(Six (6) baseballs per game will be shipped. T-shirts will be shipped. One (1) MVP Award will be shipped per game)

UMPIRE COSTS

(For league use – the National Office does not pay for umpires)
(No more than 2 umpires per game)

Umpire Association: _____ Umpire Coordinator: _____

Payee: _____ Date Needed: _____ Amount : _____

Address: _____ City: _____ State: _____ Zip: _____

Payee: _____ Date Needed: _____ Amount : _____

Address: _____ City: _____ State: _____ Zip: _____



NABA ALL STAR ALLOTMENTS

6-Team League: 1 Division			
Team	Team Place	Manager	Players
a	1st Place	Manager of Team A	5
b	2nd Place	Manager of Team B	5
b	3rd Place		4
a	4th Place		4
a	5th Place		3
b	6th Place		3
12 Per Team + 1 Mgr & 1 Asst.			28

8-Team League: 1 Division			
Team	Team Place	Manager	Players
a	1st Place	Manager of Team A	5
b	2nd Place	Manager of Team B	5
b	3rd Place		4
a	4th Place		4
b	5th Place		3
a	6th Place		3
b	7th Place		1
a	8th Place		1
13 Per Team + 1 Mgr & 1 Asst.			30

10-Team League: 2 Divisions		Players
Team Place - Manager		
1st Place in each Division - Manager		5
2nd Place in each Division		4
3rd Place in each Division		3
4th Place in each Division		2
5th Place in each Division		1
15 Per Division + 1 Mgr & 1 Asst.		34

12 Team League: 2 Divisions		Players
Team Place - Manager		
1st Place in each Division - Manager		5
2nd Place in each Division		4
3rd Place in each Division		3
4th Place in each Division		2
5th Place in each Division		1
6th Place in each Division		1
16 Per Division + 1 Mgr & 1 Asst.		36

14-Team League: 2 Divisions		Players
Team Place - Manager		
1st Place in Division - Manager		5
2nd Place in Division		4
3rd Place in Division		3
4th Place in Division		2
5th Place in Division		2
6th Place in Division		1
7th Place in Division		1
18 Per Division + 1 Mgr & 1 Asst.		40

7-Team League: 1 Division		
Team	Team Place	Manager
a	1st Place	Manager of Team A
b	2nd Place	Manager of Team B
b	3rd Place	
a	4th Place	
a	5th Place	
b	6th Place	
b	7th Place	
12/A 13/B Div + 1 Mgr & 1 Asst.		

9-Team League: 1 division		
Team	Team Place	Manager
a	1st Place	
b	2nd Place	
b	3rd Place	
a	4th Place	
b	5th Place	
a	6th Place	
b	7th Place	
a	8th Place	
b	9th Place	
13/A 14/B + 1 Mgr & 1 Asst.		

11-Team League: 1 Division		
Team	Team Place	Manager
a	1st Place	Manager of Team A
b	2nd Place	Manager of Team B
b	3rd Place	
a	4th Place	
b	5th Place	
a	6th Place	
b	7th Place	
a	8th Place	
b	9th Place	
a	10th Place	
b	11th Place	
15/A 16/B + 1 Mgr & 1 Asst.		

13-Team League: 1 Division		
Team	Team Place	Manager
a	1st Place	Manager of Team A
b	2nd Place	Manager of Team B
b	3rd Place	
a	4th Place	
b	5th Place	
a	6th Place	
b	7th Place	
a	8th Place	
b	9th Place	
a	10th Place	
b	11th Place	
a	12th Place	
b	13th Place	
16/A 17/B + 1 Mgr & 1 Asst.		



15-Team League: 2 Divisions	
Team Place - Manager	Players
1st Place in Division - Manager	5
2nd Place in Division	4
3rd Place in Division	3
4th Place in Division	2
5th Place in Division	2
6th Place in Division	1
7th Place in Division	1
8th Place in Even Division	1
18/Odd, 19/Even Div. + 1 Mgr & 1 Asst.	41

16-Team League: 2 Divisions	
Team Place - Manager	Players
1st Place in Division	4
2nd Place in Division	3
3rd Place in Division	3
4th Place in Division	2
5th Place in Division	2
6th Place in Division	2
7th Place in Division	2
8th Place in Division	1
19 Per Div. + 1 Mgr & 1 Asst.	42

17-Team League: 2 Divisions

18-Team League: 2 Divisions

PLAYOFFS, CHAMPIONSHIP GAME & TOURNAMENTS

FINAL LEAGUE STANDINGS

Final Standings:

To qualify for playoff consideration, a team must have played at least 80% of their scheduled games. The reason for this is that playoff teams are determined based on their winning percentage. Those teams with a higher than normal number of rainouts could have an excellent win-loss percentage but have played in only 60% of their games scheduled. When computing the minimum games required for playoff eligibility, if the number of scheduled games multiplied by 0.80 (80%) equals a fraction of a game, then round to the nearest whole game, rounding up at .5. For example, in a scheduled 24-game season, 80% would equal 19.2 so round to 19 games played! A forfeit win or loss is considered a game played.

All division winners and playoff participants will be decided based on winning percentage. The winning percentage is decided by dividing a team's total wins by their total games played. For example, a team that is 18-3 has a winning percentage of .857 (18/21) while a team that is 20-4 has a winning percentage of .833. Therefore, the 18-3 team is the division champion. Ties will be counted as ½ win and ½ loss. As an example, a team that is 14-6-4 is 16-8 for winning percentage purposes, while a 16-6-1 is 16 ½-6 ½. The winning percentage of the former is .667 while the latter is .717—giving it the title. There will be times when the winning percentages end up equal. In those instances, the tie will be broken using the following system (without exception):

Tiebreaker System:

Two teams:

1. Head-to-head – Which team won when they played each other;
2. Fewest runs allowed, head-to-head – Blues beat Reds 4-3, Reds beat Blues 10-2. Reds win by virtue of allowing six runs to the Blues' 13;
3. Winning Percentage within the division;
4. Run differential, head-to-head – As in step 2 above, Blues won by one run, Reds won by eight runs. Reds win;
5. Fewest runs allowed, per game average – We hope it never get to this but if so, take the total runs allowed for each team. Divide that by the total games played. The team with the lowest average runs allowed per game wins.

Three or more teams:

1. Head to head – Same as above; if all teams beat each other, go to;
2. Fewest runs allowed, head-to-head – Mudhens beat Reds 3-1, Reds beat Blues 4-3 and Blues beat Mudhens 4-0. Mudhens allowed five runs, Reds allowed six and the Blues allowed four. Blues are the winner;
3. If these leave two or more teams, perform steps 3-5 above (two team scenario) to determine the winner.

In computing runs allowed, forfeit losses are treated as 9-0 losses. This is the only time a forfeit loss score is treated this way. (See *Reporting Scores*)

Dropped Teams:

On occasion a team may have to be dropped from league play due to either league suspension or the inability to field a team. Teams dropping out during the season are subject to loss of player fees and forfeit bond.

Notify the National Office immediately of any such dropped teams.

After the team dropping notifies the League President, their next scheduled game is a forfeit loss. All their remaining games are canceled and their record becomes frozen after recording the forfeit loss. The NABA will attempt, but cannot guarantee, to reschedule games between those teams who lose games due to cancellation by the dropping team.

PLAYOFFS

League Playoffs:

Every league within the NABA will have a single-elimination postseason playoff (announced before the start of the season) to determine an overall league champion. This may not be so when dealing with fall or winter leagues. (Consult the National Office before announcing such playoffs for fall or winter leagues.) All NABA rules apply with the exception that games cannot end in a tie and will be played to completion (no time limit).

Teams participating in the playoffs must provide/pay umpires and provide baseballs for all rounds of the playoffs. League presidents may purchase baseballs and awards through the League Presidents Dugout under options at a discounted price.

You must coordinate the Championship Game orders with the National Office no less than three (3) weeks prior to the games being played. You will find the Championship game order form on the League President's Dugout to submit to the National Office. There is also a form at the end of this chapter in the forms section. **All awards should be presented at the end of the Championship Game.** Be sure to place your order for awards at least three (3) weeks in advance of the game to ensure that the awards arrive so that you can distribute them, on the field, immediately following the game.

Playoff Teams:

Leagues with eight or fewer teams: Top four (4) teams make the playoffs.

Leagues with nine or 10 teams in a single division: Top eight (8) teams make the playoffs.

Leagues with 12, 14, 16 or 18 teams in two divisions: Top two (2) teams in each division and the next four (4) teams with the best winning percentages (Total of eight (8) teams, first round).

League with 11 or 13 teams in a single division: Top eight (8) teams make playoffs.

Leagues with 15 or 17 teams in two divisions: Two (2) division winners and the next six (6) teams with the best winning percentage.

Playoff Format & Awards:

All playoffs are single elimination

- ◆ Leagues with eight or fewer teams: Top four teams make the playoffs; 1 hosts 4, 2 hosts 3. Awards are as follows:
 - One Division Winner: Individual awards & Team award
 - One Overall Championship Winner: Individual awards & Team award
 - One Championship Runner-up: Team award

- ◆ Leagues with nine or 10 teams or less in a single division: Top eight teams make the playoffs; 1 hosts 8, 2 hosts 7, 3 hosts 6, 4 hosts 5. Second-round seeding is by regular-season winning percentage. Awards are as follows:
 - One Division Winner: Individual awards & Team award
 - One Overall Championship Winner: Individual awards & Team award
 - One Championship Runner-up: Team award

- ◆ Leagues with 12, 14, 16 or 18 teams in two divisions: Top two in each division and the next four teams with the best winning percentage (total of eight teams, first round) make the playoffs and are seeded by winning percentage. 1 hosts 8, 2 hosts 7, 3 hosts 6, 4 hosts 5. In the next round, the highest remaining seed hosts the lowest and so on until the Championship Game. The highest remaining seed is the home team (host) in the Championship Game. Awards are as follows:
 - Two Division Winners: Individual awards & Team award
 - One Overall Championship Winner: Individual awards & Team award
 - One Championship Runner-up: Team award

- ◆ Leagues with 11 or 13 teams in a single division: Top eight teams make the playoffs; playoffs follow format for 12-, 14-, 16- or 18-team leagues. Awards are as follows:
 - One Division Winner: Individual awards & Team award
 - One Overall Championship Winner: Individual awards & Team award
 - One Championship Runner-up: Team award

- ◆ Leagues with 15 or 17 teams in two divisions: Two division winners and next six best winning percentages make the playoffs. Playoffs follow the format for the 12-, 14-, 16- or 18-team leagues. Awards are as follows:
 - Two Division Winners: Individual awards & Team award
 - One Overall Championship Winner: Individual awards & Team award

One Championship Runner-up: Team award

All individual division and championship awards will vary and may range from t-shirts to plaques to other unique awards. All team awards will vary from plaques to trophies as well. The National Office's intent with regard to awards is to do our best to avoid providing the "same old awards" and introduce new and exciting awards at discounted prices. Any ideas you may have would be greatly appreciated.

All playoff rounds are played on separate weekends, unless time or field availability is a constraint. Only then would quarterfinals be played on Saturday with Semifinals on Sunday. Yes, this latter arrangement penalizes teams thin on pitching, but it is the only way if fields are a problem.

To be eligible for the playoffs, a player must be registered in the NABA online system by the playoff deadline. The playoff deadline should be established somewhere around the $\frac{3}{4}$ mark of the season (scheduled games, not games played) and announced by the $\frac{1}{3}$ mark. Players who do not qualify for the playoffs are still eligible for the remainder of the regular season.

Costs for the playoffs are covered by each team through the semifinals, just as each regular-season game would be.

CHAMPIONSHIP GAMES

Championship Games:

Playoffs and championships for single season NABA cities are held in September following the National Tournaments and prior to the World Championship Series. Those cities conducting a Fall Season (usually September through December) generally hold playoffs and championships for the spring season during the month of August.

When negotiating your fields at the beginning of the season, keep in mind that you need a field for the Championship Game. Try to get one of your best fields to play the Championship Game and set it up at the beginning of the season, so that it does not cost any additional money to use it for that purpose.

Since championships are also an honor for umpires, your umpire association may assign three or four umpires to work the game while splitting the fee between them. Preferably the best-evaluated umpires should work these games. Speak with the assignment coordinator to facilitate this occurring.

These final games of each league shall be treated similarly to All-Star events. As much excitement and hoopla should surround these events as possible. Starting times are either 9:00 a.m. or 1:00 p.m. and on the same day of the week that the regular season was played. Check request forms for fields, umpires, balls and awards should be submitted no less than three (3) weeks prior to the games. The games are to be announced and have an official scorekeeper (you, unless you are playing). At the conclusion of the game, you should go on the field, congratulate both the Runners-up and the Champions and hand them their awards.

And one last time, probably the last for this season, use a checklist (see the Championship Checklist Form) to make sure everything is taken care of.

TOURNAMENTS

Regional Tournaments:

Some areas (State or Groups of States) host tournaments for several reasons. 1) As a way to make additional money (fundraiser) so they can purchase items for the league or send teams to National tournaments or World Series, 2) to invite teams from competitor leagues so they can learn more about the NABA competition and our leagues, and 3) so they can have teams within their own NABA league who do not have the opportunity to go to an NABA National Tournament, have an option to attend a tournament, even if it is a local tournament. Check with the National Office for Tournament information. No League President may host or hold a Regional Tournament per their League President agreement without the approval of the National Office.

National Tournaments:

For information regarding the National Tournaments, please refer to the Tournament Menu, Flyers, and the NABA National Website at www.dugout.org - which is revised yearly.

World Championship Series:

For information regarding the World Championship Tournament, please refer to the Tournament Menu, the World Championship Series Flyer, or the NABA National Website at www.dugout.org - which is revised yearly.

FORMS

SECTION 10



NABA CHAMPIONSHIP CHECKLIST

REREAD THE SECTION ON CHAMPIONSHIP GAMES IN THE PRESIDENT'S GUIDELINES AND PROCEDURES.

- ___ Locate field for all games (a nice field, with lights and PA system). **Gain cost and location approval from your National Office before committing to the field.**
- ___ Set date for games.
- ___ Call newspapers to make them aware of game.
- ___ Do you have an announcer for the game? (Announcer does not get paid for services).

CONTACT THE NATIONAL OFFICE NO LESS THAN ONE (1) MONTH PRIOR TO THE 1ST SCHEDULED CHAMPIONSHIP GAME TO VERIFY AND ORDER THE FOLLOWING:

- ___ Submit check request for payment of field.
- ___ Is an insurance certificate required?
- ___ Order awards for all leagues.
- ___ Order baseballs for game.

FOLLOW-UP AFTER GAME:

- ___ Hold games. Report scores and MVPs (if any named - there are no awards for MVPs in Championship Games) to paper.
- ___ Clean up afterward to make the field authorities remember and appreciate us.

F10-1



NABA CHAMPIONSHIP GAME ORDER FORM

(Complete form and fax to National Office at 303-639-6605, or submit the form online in the League Presidents Dugout)

League Name: _____ League President Name: _____

Ship To: _____
(Address) (City) (State) (Zip)

Date Faxed: _____ Date Needed: _____ Game Date: _____

League	Date of Game	Number of Championship Awards	Number of Division Awards	Number of Runner-up Awards	Field	Payee	Amount
18 Rookie	_____						
18A	_____						
18AA	_____						
18AAA	_____						
25 Rookie	_____						
25A	_____						
25AA	_____						
35 Rookie	_____						
35A	_____						
35AA	_____						
45Rookie	_____						
45A	_____						
45AA	_____						
55+	_____						

(Six (6) baseballs per game will be shipped. One (1) Championship Trophy; One (1) Runner-up Trophy; Fifteen (15) Individual Awards will be shipped.

GENERAL MATTERS TO ADDRESS DURING THE SEASON

Fines and Suspensions:

During the season, various teams will break league or local rules (field maintenance, administrative, etc.), some once, others repeatedly. It is your duty to investigate and levy appropriate fines against those teams for these transgressions. You cannot, and should not, fine a team unless you catch them breaking the rules. This can come either directly or indirectly. Occasionally a team will unknowingly break a rule. **Warnings should be issued based on the seriousness of the situation.** Obviously, alcohol or drug-related incidents, as well as fighting, cannot be tolerated in the slightest. Warnings are not appropriate for those transgressions. Some cases, such as the aforementioned, will require both fines and suspensions. First-year teams can receive some tolerance, but remember, maintaining order and adherence to the rules will only make your job easier season after season.

PLEASE NOTE: BEFORE SUSPENDING OR EXPELLING A PLAYER, MANAGER, COACH OR TEAM FROM THE NABA, PLEASE GET A SECOND OPINION FROM THE NATIONAL OFFICE. AT THE VERY LEAST YOU CAN GO BACK TO THE PLAYER, MANAGER, COACH OR TEAM AND LET THEM KNOW THAT YOU DISCUSSED THIS WITH THE NABA NATIONAL OFFICE AND GOT THEIR INPUT, OPINION OR DECISION TO HELP YOU WITH A DIFFICULT SIUTATION. This allows for fair and objective action across the nation for our teams, players and managers. Fines for scores reported late (see also *Reporting Scores*) and for uniform code violations are the most common and frequent that you will have to impose. Please use the following as a guideline:

- A. **Alcohol** – Any player violating league rules concerning alcohol will receive a two or more game suspension or expulsion for repeated offenses;
- B. **Fighting** – Any player involved in fighting or other physical abuse of another player, manager, umpire and/or spectator will receive a two or more game suspension or expulsion for repeated offenses;
- C. **Physical contact with an umpire** – minimum of a three (3) game suspension; possible season expulsion;
- D. **Field neglect** (especially when school authorities complain) - \$25 fine minimum, and game suspensions for the entire team for repeated offenses;
- E. **Preparedness** (not having batting helmets or catcher's gear) - \$10 fine;
- F. **Game balls** – teams not having three (3) league-approved baseballs for each game will be fined \$6 per missing ball.
- G. **Losing league equipment** (bases, rakes or drags) - \$25 fine, plus replacement cost of lost equipment;
- H. **Player ejections** – Any player ejected from a game twice during the season will receive an immediate one-game suspension effective the next scheduled game. A player ejected a third time is subject to suspension or expulsion from the league;
- I. **Manager ejections** – Any manager ejected three times from NABA games during the season is subject to suspension; additionally he may not be allowed to continue that season or the next as a manager;
- J. Managers may also be suspended and/or fined for ordering pitchers to throw at opposing batters.

REFER TO MANAGER'S RULES AND GUIDELINES FOR UPDATES TO THIS SECTION.

PLEASE NOTE: NABA strongly suggests that you ask for the NABA National Office suggestions and comments before making a decision to suspend a player, manager or team. You should always consult the NABA National Office before expelling any player, manager or team from the league. The reason is simple: you do not want to expose yourself or the league to any possible legal ramifications with your decision. The NABA has attorneys who we will consult with to ensure all our actions are best for you, the NABA and the league. Also, it is always better to have the thoughts of others before making a tough decision.

Player Pool:

During the course of a season, players will contact you about joining the league that have just recently heard about the NABA, or have recently been cut by their team and have no new team to join.

New players will want to know more about the league and want to join. Send them an information brochure, and get some basic information on the player (name, address, age, experience and phone).

The Player Pool is to be used to refer players to teams that ask for help, have trouble with existing players' commitment or are seeking new players. As a manager, the League President may never add players to their team using this method.

League Commissioners:

These positions have been created as assistants to the League Presidents. They are not to be in charge of an entire league. This decision should be made by the League President!

You must obtain approval from National Office before you hire a commissioner, even if you have had one in the past.

The most common purpose for their appointment is to be an assistant in charge of no more than half of the league, including scheduling. Area leagues with more than 20 teams that have completed their first year are eligible for a commissioner. Another commissioner may be appointed/recruited for every 10 teams beyond 20.

Commissioners are to be trained by you, and you will decide what duties they will perform for the league. Their duties are similar to yours, yet you are the ultimate authority locally for the league.

Just like the League President, they must submit an Employment Agreement and a Non-Compete Agreement before they assume their responsibilities. Contact the National Office for an Employment Contract and Non-Compete Agreement.

Any compensation to a League Commissioner is the sole discretion of the League President. Under no circumstances will the NABA National Office be liable to pay a League Commissioner any funds for their services.

Reporting the Scores:

Arrange with the local newspaper that covers your area to have the scores and/or standings listed in the paper on Monday or Tuesday of each week. This is free and helps the league gain exposure while providing a tangible benefit for team sponsors. Most teams find sponsors based on this promise. Be sure to include the sponsors' names when submitting scores. If the local print media is unwilling to provide the service, see if any of the local sportswriters are ballplayers in your league. They can often prove helpful. Most newspapers have deadlines for listing the scores – usually 8:00 p.m. Sunday night. This is why a fine was instituted for scores reported late, or not reported, to the scoreline. Compiling the scores and standings takes time to update on Sunday nights. Monday morning deadlines are also common.

Try to present scores to newspapers in an organized format. Use your schedule as a guide for taking down scores. If possible, fax or, if you are computer friendly, email the scores to the local paper. The easier you make it for them, the more likely they will print your information.

It is possible to call in scores (be sure and use sponsor or team name) but you may not always get the same person to work with each week. Try to find someone at the paper who will expect your call each Sunday evening and who will work with you.

Some common excuses for refusing to print scores (along with some suggested answers):

“If we print yours we have to print everyone’s. It’s too much trouble.”

We are the only amateur adult baseball league in the city, and I’m giving the information to you in an organized format at a regular time.

This is local baseball news. If Division 3 English soccer scores can be printed (or find a similar example in your sports page) why isn’t there room for local sports news?

“We don’t give free advertising. You have to pay for that.”

Publication of professional sports is free advertising for those teams. They don’t pay for it, but it does sell papers for you. Our managers, coaches, players, sponsors and fans would like to buy your paper to see scores for our league. Many of our sponsors already advertise in your paper. Our league advertises in your paper! High Schools, and College scores are published and they don’t buy your papers like the average adult sports enthusiast will, especially when your publishing their scores on a weekly basis over a period of 7 or 8 months.

“This isn’t sports news. Try the community section.”

Adult baseball, locally and nationally, is sports news. It is the fastest growing adult sport in the nation and your paper is missing the story.

“What’s in it for us?”

We advertise in your paper ourselves. An increase in circulation as people realize they can find local NABA news in the paper is one thing that will come out of this agreement. Local businesses that sponsor teams will see your newspaper as a way to reach more customers in and out of the league.

Other Baseball Leagues and Associations:

You may encounter other baseball leagues and associations in your city. These leagues may be local recreation department leagues, other semi-pro or amateur leagues, collegiate leagues, unaffiliated leagues or leagues affiliated with other organizations. This should not worry you. **Remember that the NABA is a national program with consistent rules across the country.** Don't waste time arguing the merits of one program versus another. The NABA program is the one you're representing and if it is run properly, people won't care about other programs because they'll know you run one of the best.

Dealing with Other Baseball Organizations:

Do not badmouth other leagues! The NABA builds its reputation on how well the leagues are run. We do not need to tear down other organizations because we stand out by comparison. By the same token, the NABA is not out to take over other leagues. However, if you run a good program, other leagues and certainly other managers and players will seek you out.

If you believe that other leagues are interfering with your league, either through active attempts to undermine it, or through rumor and gossip, find out what you can about what is being said or done by whom and **contact the National Office before doing anything else.** If you feel the NABA is a victim of unfair business practices, please try and collect some sort of evidence and call the National Office immediately.

If someone seems especially interested in how the league works, or wants detailed information, be alert.

Never, under any circumstances, give out or allow your commissioner to give a list of your managers to anyone, even other managers in the league. This is your customer list and, next to your list of fields, is the single most valuable thing you possess for running your league.

The NABA, in cooperative efforts with its competitor the "MSBL/MABL", have reached an agreement called "Memorandum of Understanding". This document is meant to recognize:

- That both organizations license, amateur baseball leagues, which may be either written and verbal.
- That throughout the country, our organizations compete in many cities.
- That both organizations either operate or sanction Regional, National and World Championship Tournaments.

To create a framework where both organizations can compete in a manner that ensures integrity, while continuing to promote adult amateur baseball, the Memorandum of Understanding obligates the national organizations to a **"Code of Ethics"** we desire our affiliates to have as well.

While both will continue to actively pursue benefiting opportunities, and expansion, we will not pursue opportunities that contradict the objectives of our good will. Both National Presidents of the NABA and MSBL/MABL signed this "MOU" in 2002.

HANDLING PROBLEMS

Preventing Teams from Dropping Out:

Pay attention to teams that are struggling in the standings, particularly new teams or teams with new managers. Often the manager or team gets discouraged early on by several losses and it seems easier to bag the season. Encourage the manager to add a couple of players from the player pool that might help the team turn the corner on a win.

Be alert to teams that forfeit. Are there problem players who fail to show, or a manager who fails to notify his team of games, or has not provided them with a schedule?

In helping struggling teams, it is not necessary to be hard-nosed in an attempt to keep them playing. Instead, ask that team what **you can do to help them**. A little understanding will go much further than immediate discipline and threats.

Handling Difficult Managers:

Reread the last paragraph above and substitute “difficult managers” for “struggling teams”.

Know the rules in the Manager's Rules and Guidelines and the President's Manual inside out, backward and forward, left to right.

Don't get angry – listen, and when the manager is **done talking, then reply**.

Avoid long conversations where a manager repeats himself over and over. Oftentimes, managers will yell at you, and it is in your best interest not to return that anger. Remember you have been hired because the **NABA believes in your ability**. It is always best to take one step back, ask yourself, “Just exactly what is this manager unhappy about, and how can you make decisions that are not arbitrary, that do not favor one team over another, or make it appear as if you have a bias towards one team against another?” If you don't have an immediate answer, **don't make one up**. Check the rules and contact the National Office.

Removing and Replacing Managers:

On occasion, managers may leave their team, they may be asked to step down by their players or something else may occur which prevents them from continuing as manager.

You should remember that unless a manager has clearly violated NABA rules and regulations, you cannot remove him from his team. **PLEASE NOTE: Only the NABA National Office may suspend or ban players or managers from a league. Any League President taking this action on their own jeopardizes their legal rights and the legal rights of the player and/or manager. Please contact the National Office immediately if you have a player or manager that has violated rules and needs severe consequences.** Players may call up and complain about the manager, but unless he has broken rules it is not NABA policy to interfere with how a manager runs a team.

You should be concerned if a manager takes cash from players for league fees, advocates breaking or ignores violations of NABA rules, or if he seems irresponsible when it comes to making sure his team is organized.

The obvious candidate to replace a manager is the coach from that team. If not the coach, one of the players on the team should be considered for replacement. When a team is disorganized it is more likely the manager who is at fault rather than disinterest on the part of the players. If a manager abandons his team, contact the players individually, if necessary, to keep the team in the league.

Protests:

Read the Protest section in the Manager's Rules and Guidelines.

Talk to each party involved (both managers and both umpires). Do not let umpires put you off by having the association president talk to the umpires and then relay that information to you. Umpires should file reports, and you should be allowed to go over their reports with them, not through a third party.

Managers will be emotional and may become irrational at the prospect of a loss or something that affects their team. Stay calm. Ask questions, check with other people involved in an incident.

Never make a decision on a protest during an initial phone call when someone calls you. Never make a decision on the phone unless you have initiated the call. Don't be afraid to ask the National Office for advice.

FORMS

SECTION 11

NEWSLETTERS

Newsletters:

Weekly newsletters are very important communication tools.

The newsletters are sent to the managers only. Updates, game schedules, fines levied, kudos for outstanding performances, field maintenance requirements or maintenance equipment location (see *Drop-off points*), score reporting, standings, Regional Tournaments, National Tournaments, World Championship Series, results of local teams being in tournaments are all things managers and players want, and need to know. Other announcements by you (e.g. a “President’s Corner”), clarification of policies/rules are also suitable newsletter items.

The newsletter can be produced by you or someone of your choosing (a commissioner perhaps, if your league uses one). It is important that the newsletter be done weekly. While it is understandable that some weeks may be more hectic than others, this communication tool is anxiously awaited for by your managers and is the glue that holds NABA leagues together. Newsletters can now be done on your website. NABA offers each league a web page that can be used to post a Newsletter. As well, you may choose to type a newsletter and send via email for your managers and players. Most important is to realize how much communication of the league and National Office means to the players, managers and coaches.

Keep in mind alternative methods of distributing the newsletter (e.g. fax, computer fax, Internet, email, etc.). This is a method that can save both time and money.

FORMS

SECTION 12

AWARDS AND RECOGNITION

League President of the Year:

Each year the Board of Directors, President & CEO, Vice President and Director of National Operations, Director of League and Tournament Development, and NABA National Administrative Assistant nominate and select a League President of the Year based on the following criteria:

- ◆ Perception of their peers and the National Office.
- ◆ Perception of their players, coaches, managers and contacts in their local league.
- ◆ Ability to manage, stabilize and grow existing league.
- ◆ Creativity and imagination in developing supporting programs for their league.
- ◆ Passion and energy for baseball and their NABA local league.
- ◆ Commitment and dedication to their NABA league.
- ◆ Involvement and participation in NABA tournaments.
- ◆ Involvement and participation in the NABA National Tournament.
- ◆ Input, suggestions and comments to help the NABA National Office.
- ◆ Years of commitment and dedication.

The following League Presidents were nominated and selected for League President of the Year.

League President of the Year	1996	Ray Crawford	Portland, OR
League President of the Year	1997	Mike Suk	Washington, DC
League President of the Year	1998	Bill Brown	Ventura, CA
League President of the Year	1999	Jim Moore	Orange County, CA
League President of the Year	2000	Barry Spiller	Sacramento, CA
League President of the Year	2001	John Taylor	Denver, CO
League President of the Year	2002	John Filbert	York, PA
League President of the Year	2003	Hector Garcia	Tri State, NJ
League President of the Year	2004	J.D. Magee	Dallas, TX
League President of the Year	2005	Patrick Blake	So. Cal, CA
League President of the Year	2006	Matthew Dosch	Raritan Valley, NJ
NABA Hall of Fame			
League President of the Year	2007	None selected	

League President of the Year	2008	Eric McGee	San Jose, CA
League President of the Year	2009	Steve Carpenter	Northwest Indiana
League President of the Year	2010	Joel Marcano	New York City, NY

Each year the NABA Hall of Fame Committee select individuals to be nominated to the NABA Hall of Fame based on the following criteria:

- ◆ Perception of their NABA peers and the National Office.
- ◆ Perception of the community and their contacts regarding NABA.
- ◆ Have they assisted the NABA’S ability to manage, stabilize and grow existing leagues.
- ◆ Have they assisted in the creativity and imagination in developing supporting programs for the NABA.
- ◆ Passion and energy for baseball and the NABA.
- ◆ Commitment and dedication to the NABA.
- ◆ Involvement and participation in NABA National Tournaments.
- ◆ Involvement and participation in the NABA World Championship Series.
- ◆ Input, suggestions and comments to help the NABA National Office.
- ◆ A minimum of five (5) years of commitment and dedication to the NABA.

Once a person is nominated and has passed the nomination process, the nominee is on the nomination ballot for a period of five (5) years. To be selected to the NABA Hall Of Fame, a nominee must get at least 50% of the total sixty (60) votes from the NABA Hall of Fame Committee in order to be inducted. The NABA is honored to have selected the following individuals to the NABA Hall of Fame; whose past, present and future presence in the NABA has helped give all of us an opportunity to still play the game we all love.....”Baseball”!

Hall of Fame Inductee	1999	Mike Micheli - San Diego, CA
Hall of Fame Inductees	2000	JD Magee - Dallas Fort Worth, TX Lou Palmer - Palm Beach, FL
Hall of Fame Inductees	2001	None
Hall of Fame Inductees	2002	None
Hall of Fame Inductees	2003	None
Hall of Fame Inductees	2004	Jim Healey – Dan Diego, CA Jim Moore – Orange County, CA
Hall of Fame Inductees	2005	Bob Allison – San Diego, CA Ray Crawford – Portland, OR Howard Rollin – Denver, CO

Hall of Fame Inductees	2006	John Scarpelli – Rochester, NY Barry Spiller – Sacramento, CA Matthew Dosch – Raritan Valley
Hall of Fame Inductees	2007	Patrick Blake - So Cal, CA
Hall of Fame Inductees	2008	Eric McGee – San Jose, CA
Hall of Fame Inductees	2009	Steve Carpenter – Northwest Indiana, IN
Hall of Fame Inductees	2010	None selected

All Hall of Fame inductees are presented with a NABA Hall of Fame award honoring their achievement. Each inductee receives a marble plaque with their picture and reason for being inducted engraved in the marble and then filled with gold. The inductee is also honored on our website under the Hall of Fame section.