



A Non-Profit 501(c)(3)
Tax Identification No. 95-3080935

Toluca Baseball's Travel Team Policies & Guidelines

Mission Statement: To provide players with opportunities to compete at higher levels of baseball through the support of the league.

League's Role: To facilitate and guide the formation and management of travel teams representing Toluca Baseball.

Benefits: The benefits of playing on a Toluca affiliated travel team include: large player pool from which to draw players, insurance, weekly use of league's fields, access to league's hitting and pitching facilities, organizational support, exposure, support network, market for fundraising (i.e. raffles, silent auctions, refreshments, etc.).

Selection of Team Leadership: A parent(s) interested in running a travel team shall apply to do so through the league's Travel Commissioner. Applications will be reviewed and acted upon with input from the Travel Commissioner. Applications should include information about coaching staff, experience, and scheduling goals for competition. Applications are due on or before Sept. 1. Toluca Baseball's Executive Committee reserves the right to replace any travel team leader, manager or coach during the year. Toluca's LiveScan & Protect U Sports policy applies to travel teams: all individuals who shall be on the field and in the dugout with players must be LiveScan-ed & Protect U Sports background checked.

Team Managers. While not required, it is encouraged that each travel team employs a professional team manager. Not only do the players/families benefit from deeper and broader baseball experience, it has been demonstrated that a professional coach eliminates perceptions about preferred treatment for certain players.

Team Names: Travel teams' names require approval from the Executive Committee. First team in each age group shall be called Titans followed by Thunder.

Uniforms: All players, managers, and coaches are expected to wear the uniforms that are approved by the league without exception. Names on back of uniform are optional.

Tryouts: We are a "tryout based" travel program. Accordingly, all travel teams shall hold official tryouts at least once per year with minimum of a 14-day notice posted on the league's website. Tryouts must be monitored by an appointed representative of the Executive Committee to ensure a fair process. In the event that a travel team has a full roster of 13 players, that team may waive the annual tryout subject to Executive Committee approval.

Rosters: All players on Toluca travel teams shall be of "Travel Age" and have a birthdate between May 1st and April 30th, which in any age group is 4 months prior to the PONY recreational age requirement of Sept 1st to Aug 31st of the same year. It is understood that this may result in "older" travel players playing in different recreational divisions than their PONY equivalent age groups. All players must have played in the league's previous spring season or have signed up for the upcoming fall or spring season. Team rosters shall consist of nine to 13 players; any variation of that figure must be approved by the Executive Committee. Unless a team within their travel age group doesn't exist at Toluca, players must play within their age group. A player may play on only one Toluca travel team at a time.

Use of Non-Toluca Players: Any travel team seeking to add non-league players for upcoming tournaments must receive approval from the Executive Committee before that player is eligible to compete on a Toluca team. It is understood that, from time to time, a non-Toluca may be picked up for the purposes of a single game or tournament. These players shall not be considered a permanent travel team player and their presence must be approved by the Travel Commissioner in advance of any travel team event (practice or game). All such players and their parents must sign Toluca's applicable code of conduct agreement acknowledging their understanding of the program requirements and such forms shall be made readily available to the league's Travel Commissioner upon request.

Roster Changes: Toluca Baseball is a player-first league and we trust that all travel teams will act in the best interest of its players and families. However, it is recognized that certain situations may present themselves in which a travel manager may desire to drop a player from the team's roster. Such decisions must be approved by the league's Travel Commissioner. Additionally, so as to avoid a player being without a team during tournament seasons, all travel teams must adhere to the following drop deadlines:

- Prior to summer play, all drops must happen before May 15
- Prior to winter play, all drops must happen by Nov 15

Changing Travel Teams: Any travel team player seeking a move to another travel team should contact the Travel Commissioner to facilitate such dialogues. A travel team player may not join another Toluca travel team without a voluntary resignation from their current travel team. Should a travel player desire a move and voluntarily resign from their travel team, that player may not participate in any travel related activities, such as practice or games, on another Toluca travel team for a minimum of 120 calendar days. In the event that extenuating circumstances may exist with respect to a voluntary resignation, a parent of that player may petition the Travel Commissioner for consideration for a shorter stay period which would be subject to Executive Committee review and approval. In any case, the minimum stay that the Executive Committee may approve in extenuating circumstances is no shorter than 30 calendar days. A voluntary resignation must occur before any petition will be considered. Travel team leadership and their coaches shall not approach a player on another Toluca travel team without prior approval from the Travel Commissioner.

Player Playing Priority: The league's regular season ("rec ball") shall be every player's priority. Travel teams shall not schedule games or participate in tournaments that disrupt the league's regular season, including Opening Day.

Practice Facilities: Travel teams have access to the league's fields and facilities every Sunday excluding those months when the fields are closed. Following spring season, travel teams are entitled to use the fields for practices two to three weekdays per week so long as they don't interfere with any All-Star teams still in competition. Practice schedules shall be set by the league's scheduler or Travel Commissioner.

Protection of Pitchers: In order to protect the developing bodies, managers should strive to limit the amount of strain on a young pitcher's arm by ensuring they are properly conditioned, used and rested. It is therefore the responsibility of each travel team's leadership to understand every player's full pitching workload, including rec ball and any other baseball team for which the player may play. The league doesn't publish pitch count rules for travel teams, but we expect travel team managers to pay attention to the behavior of their pitchers and remove them from the pitching position at the first sign of fatigue or pain.

Support for the League: Travel teams are expected to actively support the league through attendance, involvement and volunteering at league-sanctioned events (i.e. Opening Day, evaluation day, division championships, clinics, field maintenance, etc.). In addition, each travel team shall have at least one parent serving on Toluca's board of directors.

Team Meetings: To maintain an open and transparent relationship among all participating families, travel teams are advised to hold at least two meetings of the parents annually, identify goals for the team, and establish budgets.

Financials: The travel program is self-funded. Individual team fees can vary significantly depending upon the number of games and tournaments each team decides to play as well as the use of professional instruction. Each team shall have a designated treasurer who manages the cash flow and expenses for the season. A summary report should be prepared and distributed at least quarterly so all parents understand how team funds are being spent. Examples of team expenses may include: professional coaching fees and incidentals, club league and tournament costs, umpire fees, baseballs, misc. equipment, additional uniform items, hotel expenses, league fees, etc. Toluca's Treasurer and Travel Commissioner must be copied on these financial reports.

To insure professionalism and transparency, travel teams should follow the proper travel team checking account process.

1. Open a checking account using the team name or the name of the team treasurer and their social security #.
2. Transactional records should be kept (team budget, revenues, expenses, etc.) by the team treasurer throughout the season.
3. A monthly statement should be sent to all parent as well as the Toluca's league Treasurer.
4. The team checking account should be reconciled at the end of the travel season. Close the account and distribute any remaining moneys to the team participants evenly.

For those teams raising funds for their 12U Cooperstown year, any dollars credited to a specific player – fundraising, deposits, etc. – shall be notated within the P&L.

Fundraising: In accordance with Article XIII of the Toluca Baseball By-Laws entitled "Financial and Accounting," all travel teams shall be allowed to independently raise funds through sponsorships and/or other fundraising efforts and activities in order to finance and otherwise offset the expenses associated with their respective travel teams. Every effort should be made by these travel teams to not solicit or otherwise fundraise from existing and/or long standing Toluca Baseball sponsors, if any. With the exception of 12U Cooperstown team, such fundraising efforts may not be done using the league's 501(c)(3) status.

League Dues: As determined annually by the board of directors, annual travel team dues are payable to the league to help pay for maintenance of facilities and insurance.

Discipline: Toluca's codes of conduct – coaches, players and parents – shall govern all travel team activities, both on Toluca fields and away. Everyone associated with Toluca's travel teams are expected to represent the league with class at all times. Any possible violations of the league's codes of conduct committed by anyone associated with a travel team during any team event must be communicated to the Travel Commissioner within 48 hours. Ejections from games must be communicated within 24 hours to the Travel Commissioner or a member of the Executive Committee. Violations of any of rules and/or unbecoming conduct may result in penalties including, but not limited to, suspensions or removal of coaching staff or parent, reductions in access to league's facilities, monetary fines, and dissolution of the travel team.

League Oversight of Travel Teams: The league provides general oversight of travel teams but not detailed management of finances, tournaments, performance, communications, etc. The league expects every team to function in a manner that is consistent with the rules and culture of Toluca Baseball and to address any concerns internally unless Executive Committee intervention is warranted. The Executive Committee reserves the right to modify these policies and guidelines at any time.

Changes to Guidelines: The league's Executive Committee reserves the right to modify these rules as it deems necessary based on what it feels is the best interest of the overall league.

Adopted: February 7th, 2019