

THE AMERICAN LEGION, DEPARTMENT of MISSOURI

STANDARD OPERATING PROCEDURE

Committee: Baseball

Date: March 20, 2015

Purpose: To outline procedures for implementation of the American Legion Baseball Program to assure compliance with rules and regulations set forth by the National Americanism Baseball Committee.

Scope: The processes described herein apply to the Department Baseball Chairman and members of the Department Baseball Commission. Members are appointed by the Department Commander and serve three year terms upon appointment.

AUTHORITY: Constitution and By-Laws, The American Legion, Department of Missouri Incorporated, dated July 2013.

MEMBERSHIP:

- a. The Department Baseball Commission shall consist of nine (9) members.
- b. Nine members of the Committee are appointed by the Department Commander, with the approval of the DEC, to serve three (3) year terms with three member's appointments expiring each year.
- c. The Department Commander shall recommend to the DEC one member to serve as Commission Chairman.
- d. Each year at the Fall Conference, the Department Commander may recommend to the DEC either the reappointment of committee member(s) whose membership(s) is expiring, or the appointment of a new committee member(s) to replace a member(s) whose membership is expiring.

ANNUAL MEETINGS SCHEDULED

*January – Commission members, District Baseball Chairmen, Team Managers.

*Spring Conference – Commission members

*June – Commission meets for team registration paperwork turn in

*Fall Conference – Commission members.

Department Chairman makes a report to the Conference attendees and presents awards to the State Champions in each age classification and to the Scholarship winner.

DUTIES AND RESPOSIBILITIES

*Assure that all teams have purchased authorized insurance.

*All coaches have **completed** background screening checks through the Nationally approved vendor. Approval is done through the internet on password protected sites.

*At the Spring Conference meeting, assign Tournament sites to the successful bidders in each age group (A, AA, AAA).

*Commission members oversee all Tournament games beginning with the Zone level of play.

*Commission members assist District Chairmen in setting up Tournament games for the District level of play.

*Department Chairman (or his designee) will attend all games at the State Championship Tournament of each level of play (A, AA, AAA).

*Department Chairman (or his designee) will assure accommodations are made for the Department Commander to attend State Finals to present awards to the State Champions.

ADMINISTRATIVE DUTIES COORDINATED THROUGH THE STATE ADJUTANT OFFICE

*Advise National of the sites for the AA and AAA Tournaments by April 15

*Send copy of revised State Rule book by April 15

*Order State Champion banners, Champion sleeve patches, and Champion plaques for each age group (A, AA, AAA)

*Update Missouri Rule book at www.missouriamericanlegionbaseball.com *Monitor accuracy of the website.

FINANCIALS

The Department Chairman has a checkbook from which he can spend funds authorized by the Commission. Vouchers and receipts must be submitted with receipts to attain reimbursement. All vouchers must be approved by the Department Chairman. In the event checks are written without these items (umpires, grounds keeping, etc.), the cancelled checks will serve as verification. These instances will be kept at a minimum. The Department Chairman is NOT authorized to spend funds outside the normal parameters of normal baseball tournament expenditures.

American Legion Code of Sportsmanship

I will:

Keep the rules

Keep faith with my teammates

Keep my temper

Keep myself fit

Keep a Stout heart in defeat

Keep my pride under in victory

Keep a sound soul, a clean mind and a healthy body