

IMPORTANT: If you are not the primary person in charge of the day-to-day operation of your American Legion Baseball team for the 2015 season, please pass this material on to that person immediately.



TO: All MN American Legion Baseball Managers/Head Coaches

FROM: Mike Perry, Minnesota State Baseball Director,
Al Zdon, Minnesota State Baseball Secretary, and your
Minnesota American Legion Baseball District Directors

DATE: January 1, 2015

SUBJECT: **ADMINISTRATIVE ISSUES FOR THE 2015 SEASON**

Greetings from your Minnesota American Legion Baseball Committee. We hope you are having a productive off-season and that you are preparing for another great season of American Legion Baseball, which is right around the corner.

PLEASE REVIEW ALL OF THE INFORMATION SHEETS VERY CAREFULLY:

1. Key Minnesota American Legion Baseball Contacts for 2015
2. Information on National's Background Screening Requirement (**VERY IMPORTANT**)
3. Electronic Team Registration and Insurance Requirements / Procedures for the 2015 Season
4. 2015 Fees / Rule Reminders / Playoff Info
5. Important 2015 Deadline Dates (**NOTE: some deadlines are earlier than previous year**)
6. Concussion Training Law Reminder
7. On-line Resources for Managers and Coaches

As always, your District Directors and State Committee are available to provide assistance that you might need. (Contact information for state-wide personnel is below. Please see the reverse side for 2015 District Director contact information.)

Vice Director, Division I: Steve Nelson
1303 Prairie Street Chaska, MN 55318
952-334-0696 nelson.steven9@gmail.com

Vice Director, Division II: Al Davis
115 Pawnee, Princeton 55371
763-389-7814 (h), thealdavis@hotmail.com

Junior Legion Director: Jim Peck
7227 Pontiac Circle, Chanhassen 55317
952-474-5071 (h), 952-210-8462 (c)
jimepeck@aol.com, Fax: 952-474-3079

State Director: Mike Perry
4810 Caribou Drive, Minnetonka, MN 55345
612-998-3636 (c), mikeperry5@comcast.net

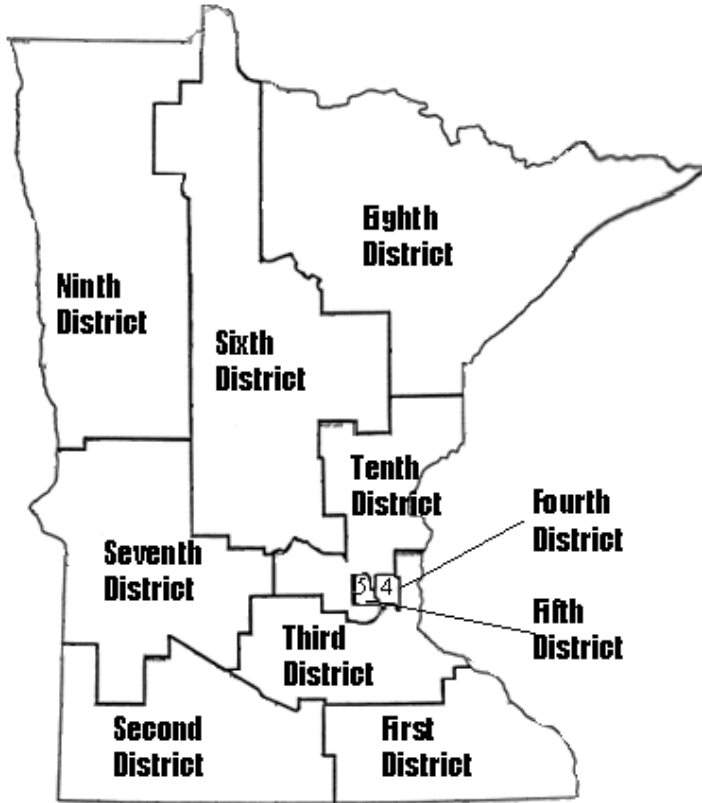
State Secretary (Legion Office in St. Paul):
Al Zdon, 20 West 12th Street, Room 300A
St. Paul, MN 55155-2069
651-291-1800 x 221, Fax: 651-291-1057
azdon@mnlegion.org

Team Registration/Web Help:
Gail Kalata
2226 Douglynn Lane, St. Paul 55119
651-731-0550 (h), 651-592-4279 (c)
scgj@aol.com



2015 Minnesota American Legion Baseball District Directors

Contact your area American Legion Baseball District Director (as shown by the following map). For further general information about American Legion Baseball, visit the Minnesota American Legion's web site at www.mnlegion.org and/or the National American Legion Baseball site at www.legion.org. Please note, however, that some Minnesota American Legion Baseball rules do vary from Rules published on the National web site and in the National Rule book.



District 1 (Counties of Wabasha, Waseca, Steele, Dodge, Olmsted, Winona, Freeborn, Mower, Fillmore, Houston)
Jarvis Anderson
.750 4th Ave NW Plainview, MN 55964
507-534-2644 (h), heyjude91539@yahoo.com

District 2 (Counties of Lincoln, Pipestone, Murray, Redwood, Brown, Cottonwood, Watonwan, Blue Earth, Rock, Nobles, Jackson, Martin, Faribault)
Vern Kitzberg
12971 Shag Road
New Ulm, Mn 56073
507-276-6827
vernkitz@yahoo.com

District 3 (Counties of McLeod, Sibley, Carver, Nicollet, Scott, LeSueur, Rice, Dakota, Goodhue, Washington)
Bruce Young
225 Columbine Lane West, Shakopee, MN 55379
612-850-1948 (c), 952-445-2519 (f),
byoung3547@yahoo.com

District 4 (Ramsey County)
Gail Kalata
2226 Douglynn Lane, St. Paul, MN 55119
651-731-0550 (h), 651-592-4279 (c)
info@tricitybaseball.org, scgj@aol.com
District 4 website: www.tricitybaseball.org/dist4.htm

District 5 (Cities of Minneapolis and Richfield)
Jim Larson
9216 Washburn Ave So Bloomington, MN 55431
612-791-9810 j9les@aol.com

District 6 (Counties of Lake of the Woods, Beltrami, Hubbard, Wadena, Cass, Crow Wing, Aitkin, Todd, Morrison, Stearn, Benton, Sherburne)
Wes Thompson
104 Perimeter Drive, Sartell, MN 56377
320-259-2955 (h), 320-309-8591 (c)
atalln@charter.net

District 7 (Counties of Traverse, Grant, Douglas, Stevens, Pope, Big Stone, Swift, Kandiyohi, Meeker, Lac Qui Parle, Chippewa, Yellow Medicine, Lyon, Renville)
Mike Gort
303 Hudson Avenue, Marshall, MN 56258
507-828-5111 (c), 507-532-5890 (h), migort@iw.net

District 8 (Counties of Koochiching, Itasca, St. Louis, Carlton, Lake, Cook)
Dave Kunz
P.O. Box 423, Gilbert, MN 55741
218-750-2388 (c), mnlegionbbd8@gmail.com
District 8 web blogspot: <http://mnlegionbbd8.blogspot.com/>

District 9 (Counties of Kittson, Roseau, Marshall, Pennington, Red Lake, Polk, Clearwater, Norman, Mahnommen, Clay, Becker, Wilkin, Otter Tail)
Jeff Miller
2137 Shady Lane Detroit Lakes, MN 56501
701-367-5915 (c), slickmiller23@yahoo.com

District 10 (Counties of Mille Lacs, Kanabec, Pine, Isanti, Chisago, Anoka, Wright, and Hennepin, except for the cities of Minneapolis and Richfield, which fall into District 5)
Gene Berg
3033 Texas Avenue South, St. Louis Park, MN 55426
952-929-2856 (h), eugenedberg@hotmail.com
District 10 website: <http://www.mighty10th.com/>

Background Screening Requirements

The National American Legion and its liability insurer have made it absolutely mandatory that EACH YEAR ALL managers, coaches, assistant coaches and other team staff who have direct contact with players must complete a background screening with Protect Youth Sports (the vendor who has been designated by National) to conduct these Background Checks.

The secure online application for Minnesota participants is available at the following web address:

<https://opportunities.averity.com/MNLegion>

This service is fully operational now, so you are urged to apply ASAP.....Also, inform the rest of your staff to apply at this time.

The COST of the background check is paid by Minnesota American Legion Baseball.

All information is strictly confidential between applicant and Protect Youth Sports.

IMPORTANT NOTE: ONLY APPLY ONCE. You will receive an e mail confirmation when you have completed the background requirement. When you complete the background check, we have it on record, which we cross reference when we approve the team registration. DO NOT resubmit and any step during registration process.

2015 Team Registration Requirements

All teams must again register through the National web-based system, in order to participate. Our understanding at the current time is that the new web site URL address will be www.baseball.legion.org. However, it is probable that a link to it will be available on National's main Legion web site (www.legion.org). (See below.)

Step 1) Apply for program participation by April 1st (That is, you must complete a 2015 Team Application through the National web site. You may do so beginning January 1st.) NOTE, BACKGROUND CHECKS must have been completed for all coaches listed on application.

Step 2) Purchase insurance and pay fees by May 15th through the National web site, and

Step 3) Submit final roster of players and coaches by June 15th. This step includes BOTH of the following:

- a. Filing it electronically with National**, and
- b. Filing it in hardcopy format with your District Director, along with other documents.

Important Notes:

A. ** National System Access

National has advised that teams can use the SAME User ID and Password that you used for your team last year.

B. In setting up your team's User ID and Password, please remember that your team must designate one person as the "Team Administrator," to whose email address all system-generated emails will be sent (e.g., notification that your team application has been received and/or approved, a receipt for your team's insurance purchase -- and very importantly, emails from National connected to any request you make to reset a lost or forgotten password.)

Also, in setting up your team's User ID and Password, please remember that your team's User ID and Password must be shared with anyone else who needs to access your team's account in the National registration system.

C. Roster Submittal

In prior seasons, some teams entered their players and coaches into the system, but they then failed to complete the final (one-click) step on time ("submitting roster as final" in the National system). As a result of this, National has indicated that teams who do not meet the Step 3 deadline will simply be disqualified from American Legion

Baseball. Again, follow on-screen instructions carefully and thoroughly complete all tasks! Also make sure to proof your data entry carefully, particularly player birth dates and home addresses (residence as of March 31).

D. General

- If you have questions on the process, we are happy to help. Please also make sure to visit the MN Legion Baseball web page regularly for important and helpful info -- www.mnlegion.org, then click on "Baseball."
- You are encouraged to get started on each of the steps in the registration process EARLY. Do not wait until the last minute and face possible disqualification of your team. While we are happy to provide help, we cannot always respond promptly to a high volume of last minute calls, nor can we "fix" things for you in the 11th hour, after you already have had several months to work on the required tasks.

E. ONLY PLAYERS LISTED ON YOUR NATIONAL ROSTER CAN PLAY IN ANY OF YOUR GAMES.....

You can not have non roster players participate in any games (ie. weekend tournaments etc.) You and your association are at risk for a huge liability issue.

2015 American Legion Baseball Fee Information

Senior Teams (Div I and Div II):	National Registration Fee = \$50	State Fee = \$125
Junior Teams:	National Registration Fee = \$25	State Fee = \$100

Insurance fees are the same as 2014 for Junior Teams....Senior Teams have an increase of \$10.00 for seasonal coverage and \$15.00 for year round coverage.

Fees are paid via the National web site, using a credit/debit card. (Fee payment is incorporated into the final step of insurance purchase.)

Returning Teams that fail to purchase insurance by May 15th will be subject to a \$200.00 late fee. Teams that fail to purchase insurance by June 1st will be disqualified from American Legion Baseball participation entirely in 2015.

2015 American Legion Baseball Rules

Player Rostering Issues

A. Player Transfers/Waivers. Beginning in 2012, waivers (Form 76 transfers to the next closest Base-school team) became valid for the current season only. Waivers executed prior to the 2012 season will remain final and binding through the remainder of the player's eligibility, thereby "grandfathered." For players who are waived for the first time in 2013, and thereafter, Form 76 must be completed annually if the player does not play for his Base School team. (Form 77 Declarations, for those players who are eligible to make one-time option election, such as in the case of a private-school enrollee, continue to be valid for the duration of a player's eligibility.) Forms 76 and 77 are available on the National and Minnesota Legion Baseball web sites.

B. College students. Returning age-eligible college students are permitted to return only to the team with which they played in 2015 and they are not eligible for transfer/waiver. (In other words, if they did not play in 2014, they cannot play in 2015. A player who graduated in 2014 cannot play with any team except his prior team.)

Important Dates for the 2015 Season

Deadline Dates

March 31:

- By this date, Senior teams who qualify and wish to participate in the Division II program, must report their intention to do so to their respective District Director.

April 1 (NOTE, this deadline is earlier than past years):

- By this date, all returning teams should have already applied for participation in the 2015 season (through the National registration system), by completing their Team Application.

April 15:

- Newly forming teams must submit written intent to form a team/participate, which must include sponsor information, team name, base school, primary team contact person, etc. by this date. (A convenient form is available on the MN State Resources on the state Legion web site.)
- If existing teams have a change in sponsorship, base school or other critical information to report, it must also be submitted by this date, for review/approval by the State Director, as applicable.
- Any requests by teams to be exempted from certain rules for hardship reasons (for example, rostering restrictions) must be submitted to the State Director by this date for review/approval.

May 15:

- All existing teams must purchase insurance by this date from the designated carrier (S.A. Van Dyk), through the National registration system. (After May 15, teams are subject to a \$200 late fee, assessed by National.)

June 1:

- Final deadline for all teams, including those newly formed, to purchase insurance. Failure to purchase insurance by this date will result in team disqualification from American Legion Baseball for the season.
- June 1 is also the deadline for each District Director to file District Rules with the State Director.

June 15: (NOTE, this deadline is earlier than past years.)

- Final deadline for all teams to submit final roster a) to National through the National registration system, **and** b) to the team's respective District Director in hardcopy format. Each team packet must include the following:

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- A hardcopy printout of the team's final roster submitted to National, including coaches and sponsor info.
- NEW LAST YEAR: COMPLETED , SIGNED COPIES OF FORM 2's do not have to be turned in to district directors on June 15th. HOWEVER they must be presented along with birth certificates to directors at the beginning of playoffs. Best Practices would dictate that you have these copies with you throughout the season.
- All applicable Transfer/Release forms (#76) and Declaration forms (#77), fully completed and signed.
- Copies of Concussion Training Certificates for new coaches -- or renewals for existing coaches whose prior training has expired. Since this is the third year of the program, we are anticipating many renewals from coaches whose certificate has expired.
- Copies of all special notices pertaining to a particular team, unique player exemption approvals, and/or information submittals that do not otherwise have a specified deadline (e.g., special player elections due to a change in player address, guardianship, a neighboring new team formation/elimination, etc.

Minnesota Youth Athletics Concussion Law Reminder (Compliance is required.)

Concussion training previously completed by coaches is valid for three years, after which time, an updated concussion training certificate must be resubmitted. NOTE: ABOUT 65% OF THE COACHES IN THE STATE ARE UP FOR RENEWAL THIS YEAR....if you coached in 2012, 2013, and 2014, we need an updated copy of your concussion certificate. Please remember, however, that any new coaches who are joining your staff in 2015 must undergo concussion training prior to assuming any duties -- and you must submit a copy of their concussion training certificate with your hard-copy roster packet. Coaches who do not turn in a certificate of training are not eligible to coach Legion Baseball in Minnesota. (Those who have already completed concussion training through the State

HS League may submit a copy of that certificate of completion. You can obtain a copy of this certificate through the MSHSL coaches clipboard, in lieu of undergoing the CDC training (below), if desired.) Because player safety is of the utmost importance, it is also recommended that others involved with your team, such as Business Managers, scorekeepers, etc. watch the training video as well.

1) The CDC (Centers for Disease Control and Prevention) worked with youth athletic organizations to develop a FREE on-line training video that meets Minnesota state requirements. It is available at the following web site:

http://www.cdc.gov/concussion/HeadsUp/online_training.html

Watching the video will take roughly 20-30 minutes. At the end of the video, there is a short quiz. After passing the quiz, a certificate will appear on-screen (which has a fixed, non-changeable date). Type your name in the applicable blank. You can then print the certificate. The entire process should take no more than 30-40 minutes.

IMPORTANT NOTE: It is highly recommended that you choose the option of saving a copy of the certificate to your computer. If you don't, and you lose your one printed copy, you cannot go back into the training video to produce another certificate, without watching the entire video and taking the quiz again.

THERE IS NO CHARGE FOR TRAINING /TESTING thru CDC.

On-line Resources for Minnesota Legion Baseball Teams

You will receive a copy of the 2015 Minnesota Rule Book and the 2015 National Rule Book from Minnesota State Legion Headquarters about Mid March if you have complete your team application through the National registration system and it has been approved. Therefore, completing this step early is very important -- slow registration will delay your receipt of important materials! Nonetheless, it is your responsibility to know all rules and procedures for the coming season; the following tools and resources are available for your use. PLEASE USE THEM! If you are in doubt or have any questions, as noted earlier, please contact your District Director or a member of the State Baseball Committee for assistance or check the following websites:

- 1) Minnesota American Legion Baseball: www.mnlegion.org, then click on "Baseball."
- 2) National American Legion Baseball: www.legion.org/baseball.
- 3) Official Baseball Rules (MLB site): http://mlb.mlb.com/mlb/official_info/official_rules/official_rules.jsp
- 4) Minnesota American Legion Baseball Facebook page:
<http://www.facebook.com/pages/Minnesota-American-Legion-Baseball/132289496854376>

This page was created as a useful forum for coaches, players, and fans, alike. For example:

- Share your scores with the general public,
- Advertise openings in tournaments you are hosting,
- Post notices that your team is looking for games,
- Promote your team fundraising events, etc.

Use this page as a resource for your team - and help us promote American Legion Baseball in Minnesota! If you are not currently a Facebook member and want to set up an account, it is free. Go to www.facebook.com and follow the instructions; a family member/friend can also help you learn how to use Facebook's features!