



A NON-PROFIT ORGANIZATION

**P.O. Box 2144, Hillside
New Hyde Park, N.Y. 11040
516-354-3345**

2010
Managers Operating
& Safety Manual

**Please visit our website at:
www.MerillonAA.com**

**We can also be reached by email at:
MerillonAA@optonline.net**

Produced By Merillon Athletic Association

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Nassau County Police: Non-emergency - 516-573-6300

Lake Success Police: Non-emergency - 516-482-4600

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Coaching Introduction

Continuous improvement through clinics, classes, interaction with other coaches, reading and keeping up-to-date are all part of coaching development. Finding ways to be the best you can while respecting the impact you have on young lives is what it's all about.

The following are ways to help you become more prepared and to become a better coach overall, both on and off the field:

What Do I Expect From My Players?

- To be on time for all practices and games.
- To always do their best whether on the field or on the bench.
- To be cooperative at all times and share team duties.
- To respect not only others, but themselves as well.
- To be positive with teammates at all times.
- To try not to become upset at their own mistakes or those of others ...
{we will all make our share this year and we must support one another}
- To understand that winning is only important if you can accept losing, as both are important parts of any sport.

What Can You And Your Child Expect From Me?

- To be on time for all practices and games.
- To be as fair as possible in giving playing time to all players.
- To do my best to teach the fundamentals of the game.
- To be positive and respect each child as an individual.
- To set reasonable expectations for each child and for the season.
- To teach the players the value of winning and losing.
- To be open to ideas, suggestions or help.
- To never holler at any member of my team, the opposing team or umpires.
{Any confrontation will be handled in a respectful, quiet and individual (manner)}

What Do I Expect From You As Parents And Family?

To come out and enjoy the game. Cheer to make all players feel important.

To allow me to coach and run the team.

To try not to question my leadership.

All players will make mistakes and so will I.

Do not holler at me, the players or the umpires. We are all responsible for setting examples for our children. We must be the role models in society today. If we eliminate negative comments, the children will have an opportunity to play without any unnecessary pressures and will learn the value of sportsmanship.

If you wish to question my strategies or leadership, please do not do so in front of the players or fans. My phone number will be available for you to call at any time if you have a concern.

Finally, don't expect the majority of children playing Little League baseball to have strong skills. We hear all our lives that we learn from our mistakes. Let's allow them to make their mistakes, but always be there with positive support to lift their spirits!

Working with Umpires

Creating a positive relationship with the umpires that work your games can make everything a lot more enjoyable for both you and your players. Here are some things that may help you to create that good relationship. First of all, keep in mind that umpires are human. They are out there trying to do their job just as hard as you are trying to do yours. They are going to make mistakes just as you might. Umpires should not be looked upon as adversaries but rather as an important part of the game. The more that you communicate with them in a positive, respectful manner, the better they will work with you.

Umpires should have a:

Neat and professional appearance. Most organizations require their umpires to wear a specific uniform.

Complete knowledge of the rules.

Desire to be in the right position to make the call.

Friendly and professional attitude.

Traits and behaviors that an umpire should expect from a coach:

A coach should:

Know the umpire's first and last name. Most umpires do not like to be referred to as "blue."

Never use profanity.

Be brief and speak to the umpire in a controlled voice. After making a point, a coach should then listen to his/her response.

Keep his/her distance and never attempt to go toe to toe with the umpire. (This kind of behavior only tends to put the umpire on the defensive. He/she will then become more concerned with how you are acting and not in listening to what you have to say.)

Never get personal with comments or attempt to show anyone up.

Keep all comments respectful during the game. A coach should try not to continually "pick" at the umpire. (Asking the umpire between innings to be aware of something is much more beneficial than constantly yelling at him/her from the bench.)

Know the rules. A coach should make sure that he/she has the rule right when protesting on a call. Do Not bring a rule book onto the field. If a coach is not satisfied with a call, he/she should ask the umpire for an explanation. If a coach still doesn't agree, there is the choice of protesting the game. A coach should never use the protest as a threat, and should always remain calm and professional.

Treat the umpire with mutual respect.

Have a clear understanding that umpires are there for the good of the game.

Know How To Keep The Scorebook

Score keeping is a job that many people enjoy. Yes, believe it or not, there must be something therapeutic about keeping score, because usually it is not that difficult to find a volunteer. Or, in many cases, the coach or manager will do the job themselves.

Practice Day Checklist

Here's a suggested checklist to keep you organized for a smooth, productive practice:

Have all equipment set up and be ready to start at the designated time.

Meet with your team as a group. Talk about what you want accomplished today in practice. Go over the previous game or practice.

Stretch as a team.

Go through warm up running drills as a team.

Throw as a team.

Execute your practice plan utilizing your assistant coaches (if they're available) in stations or groups.

Try to cover one aspect of hitting, pitching, and individual defense. Don't try to do too much in one-day.

Have some type of team activity.

{Example: situation drill or controlled scrimmage.}

Team running on the bases.

Meeting for announcements. Discuss the time and place of the next practice or game and hand out any information to be taken home.

Assign equipment responsibilities to players (pick up and put away). Make up a list of equipment that has to be picked up or help in field cleanup.

Then draw the players' names out of a hat with the team present. Repeat this every couple of weeks so that the players aren't stuck with the same task.

Game Day Checklist

Equipment

Balls - game balls, practice balls, whiffle balls or tennis balls for hitting drills.
Helmets.
Bats.
Catchers gear.
First aid kit and safety manual.
Scorebook with pencil.

Field Setup (30 to 40 minutes before game we strongly recommend assigning a parent to field maintenance)

Remove any water ponding using rollers.
Put out bases. (if playing on a field that doesn't have previously marked off or pre-measured base locations please be prepared to do so in accordance with division rules.)
Scoreboard setup. (optional)

Pre-Game Team Meeting

Prepare line up prior to game start.
Pitching.
Review Coaches signs.
Motivation.

Pre-Game Warm-ups

Team Stretch.
Team Throwing.
Team Running.
Pre-game Infield.
Pitcher Warm up (10-20 min. before game)

Post Game

Post game meeting positive remarks, constructive comments, and announcements.
Pick up and put away equipment. Return all field equipment and bases to sheds and insure that everything is secured and locked.
Clean up all trash from dugouts & bleachers.
Remove bases and install plugs.

Player Development

Players develop at different paces, so some players will reach goals ahead of others. Whatever the rate of progression it's important that all players improve their skills during the season. Select your team's age group for suggested skill development goals. Use these as a guide in developing a progression plan for your players.

Ages 5 to 7

Love the game.

Run from home to first base running through the base.

Catch a ball thrown directly at them (two hands).

Throw the ball with accuracy and proper technique while playing "Catch".

Know when to run on a fly ball.

Know how to correctly put on their equipment (catchers gear, batting helmet, etc.).

Field a ground ball hit directly at them (alligator technique).

Execute the three steps of hitting (coil, stride and pivot).

Ages 8 & 9

Play the game for fun.

Respect coaches and umpires.

Learn how to make a turn and pick up ball while running the bases.

Learn how to take a Little League lead.

Always know what to do before the ball is hit (backup or fielding).

Learn to move on every pitch. Move! Move! Move!

Field a ground ball using proper technique (alligator technique).

Throw the ball with accuracy and proper technique while playing "Catch".

Execute the three steps of hitting (coil, stride and pivot).

Learn to get force plays.

Catch a pop-up or a fly ball hit directly at them.

Beginning stages of pitching mechanics.

For hitters: Be aggressive and attack the ball.

Notes to consider for these age groups:

Five to nine-year-olds are generally an energetic and enthusiastic age group to coach. Socially, they are starting to become more interested in playing games. Within these few years, their attention spans increase dramatically. Most kids are growing into their arms and legs, which tend to be somewhat awkward with their own bodies. While not at their most coordinated stage, most baseball players in this age range can achieve these objectives.

Age 10

Play the game for fun.

Respect coaches and umpires.

Learn how to take a Little League lead and steal a base.

Learn how to be a smart base runner and run the bases in all game situations.

Always know what to do before the ball is hit (backup or fielding).

Learn to move on every pitch. Move! Move! Move!

Learn to watch the batter and the strike zone (see the ball off the bat).

Be able to field groundballs hit to either his left or right.

Catch a fly ball in the outfield to either his left or right.

Learn to get force plays first and then turn the double play.

Learn how to cover a base (tag play or force play).

For hitters: Be aggressive and attack the ball.

Be able to execute a sacrifice bunt.

Know how to slide into a base (feet first).

For a pitcher: Be able to throw strikes with some consistency. Mechanics! Mechanics!

Mechanics!

Ages 11 & 12

Play the game for fun.

Catch the ball on the run in the outfield to either his left or right.

Respect coaches and umpires.

Run the bases in all game situations.

Always know where the ball is and know how to react to the ball.

Learn how to produce quality at bats (learn to work the count).

For catchers: Know how to receive a pitch and how to throw the ball to all the bases.

For catchers: Learn how to block and cover the plate.

Turn the double play.

Know how to communicate with teammates on the fly balls.

Be able to execute a sacrifice bunt.

Know how to slide into a base and break up a double play.

For a pitcher: Be able to throw strikes with some consistency.

For a pitcher: Develop mixture of speeds and location.

Be able to field groundballs hit to either his left or right.

Notes to consider for these age groups:

Feeling socially accepted is a big part of what concerns ten-to-twelve year old kids. It's typical for kids to have a best friend at this age. Physically, their bodies are developing and changing and growing at an extremely rapid rate. This age range sees the biggest difference between boys and girls. Between nine and twelve, both boys and girls are beginning to get more and more interested in competing.

Ages 13 & Up

Develop instincts for the game. Always know where the ball is, when to run, and how to react to situations.

Begin strength development.

Know the importance of team play.

Understand the importance of flexibility and conditioning.

Notes to consider for this age group:

Not unlike younger children, thirteen year olds yearn to feel connected and accepted by their peers. Unlike the younger age groups, they are more concerned with the world around them and about trying to understand how they fit in. They are at the beginning of preparing to leave their protective home environment. By sixteen-years old, baseball players should have the ability to achieve these objectives.

Additional Information On The Web

MerillonAA.com

<http://www.MerillonAA.com>

Here you will find:

All pertinent information with regards to Merillon Athletic Association.

Links for Tips and Drills.

Links for both Little League, Minor League and Major League Baseball.

Links for purchasing baseball equipment.

And much, much more.....

John Skilton's Baseball Links

<http://www.baseball-links.com/>

Here you will find:

Links to everything baseball

Info Sports - Youth Sports on the web

<http://www.infosports.com/baseball/>

Here you will find:

Knowledge base of baseball with tons of articles

Conclusion

Coaches and managers are the key individuals in Little League. They are on the field hundreds of hours during the season, during practices and games and are ultimately responsible for providing a safe and supportive environment to learn and play. It is important they know how to organize the practice and drills in a way that provides each player with an effective, safe way to learn and improve. Little League is about having fun playing baseball or softball. Players have fun when they know they are improving and feel successful. The best way for players to improve is to receive excellent instruction from their coach and then, during practice and at home, work on improving their skills.

Safety Plan Introduction

Merillon has a designated Safety Officer who is responsible for ensuring that Merillon is providing a reasonably safe environment for everyone involved, including players, managers, coaches, umpires, volunteers and spectators. Merillon has also adopted the following plan addressing safety and first aid issues at Merillon (and facilities used by Merillon), which is available on our website and distributed to all managers, coaches, facilities personnel and league volunteers. If you have a safety concern or a question relating to safety, please feel free to contact our Safety Officer, Warren Lowey at 516-248-0095 or e-mail him at loweysix@optonline.net.

Volunteer Background Checks & Mandatory Safety Training

Every manager, coach and volunteer will be required to complete and submit a Little League Volunteer Application form every year, authorizing Merillon to perform a background check, including a review of sex offender registries as well as child abuse and criminal history records. In addition, at least one manager or coach from each team is required to attend a training session relating to emergency first aid procedures on an annual basis.

In addition, on February 22, 2010, at least one manager or coach from each team was required to attend a joint training session relating to emergency first aid procedures and baseball skills/fundamentals. The emergency first aid procedures and baseball skills/fundamentals training took place at 7:00 PM at Clinton Martin Seniors Center in New Hyde Park, NY. One representative from each team (coach or manager) is required to attend each year and all coaches and managers are required to attend such training sessions at least once every three years.

Safety Plan Implementation

Managers, coaches and umpires should be aware of safety issues that may arise throughout the season whether in practice, during games or pre-game warm-ups. Responsibility for complying with safety procedures should be that of any manager, coach or adult member of Merillon Athletic Association. First-aid kits are issued to each team manager and the kits must be kept with the team at all times. First-aid kits are also located in the manager's room and concession stand at Merillon at all times. No games or practices should be held when weather or field conditions are not good, particularly when lighting is inadequate. Playing area should be inspected by the umpire and participating team's managers and/or coaches before use, and on an ongoing and frequent basis, for holes, damage, stones, glass and other foreign objects.

All team equipment should be in compliance with Little League Rules, and should be stored within the team dugout, or behind screens, and not within the area defined by the umpires as in play. Only players, managers, coaches, and umpires are permitted on the playing field or in the dugout during games and practice sessions. (Please no parents or siblings in the dugouts.)

Responsibility for keeping bats and loose equipment off the field of play should be that of a player assigned for this purpose or the team's manager and coaches. During practice and games, all players should be alert and watching the batter on each pitch. During warm-up drills players should be spaced so that no one is endangered by wild throws or missed catches. All pre-game warm-ups should be performed within the confines of the playing field and not within areas that are frequented by, and thus endanger spectators (i.e., playing catch, pepper, swinging bats, etc.) On deck batters are not permitted to swing bats during games. Bat swinging puts not only other players at risk but also spectators and siblings, which could result in serious injury.

Safety Plan Implementation....con't.

Equipment should be inspected prior to use and on a regular basis for the condition of the equipment as well as for proper fit. Remove damaged or defective equipment and take steps to ensure that such equipment is not used or made accessible to children who may re-employ the damaged equipment (e.g. by locking it away or placing it in a restricted access area) until repaired or rendered safe.

Batters must wear Little League approved protective helmets during batting practice and games. Safety helmets (face cages) will be provided for each team. Managers that feel the need for certain players to wear them should encourage the player to do so.

Catcher must wear catcher's helmet, mask, throat guard, long model chest protector, shin guards and protective cup with athletic supporter at all times for all practices and games. NO EXCEPTIONS. Managers should encourage all male players to wear protective cups and supporters for practices and games. Catcher must wear full catcher's protective equipment while warming up pitchers. This applies between innings and in the bullpen during a game and also during practices.

Except when runner is returning to a base, head first slides are not permitted. During sliding practice, bases should not be strapped down or anchored. At no time should horse play be permitted on the playing field.

Parents of players who wear glasses should be encouraged to provide safety glasses. Player must not wear watches, rings, pins or metallic items during games and practices. Pitchers may not wear sunglasses.

Please report all safety issues directly to Safety Director.
See page 19 for details.

Some Important Do's

Reassure and aid children who are injured, frightened, or lost.

Provide, or assist in obtaining, medical attention for those who require it. Know your limitations and carry your first-aid kit to all games and practices. Keep your Merillon Safety & Coaches Guide with your first-aid kit.

Assist those who require medical attention - and when administering aid, remember to, LOOK for signs of injury (blood, black-and-blue, deformity of joint etc.).

LISTEN to the injured's description of what happened and what hurts if conscious. Before questioning, you may have to calm and soothe an excited child.

FEEL gently and carefully the injured area for signs of swelling, or grating of broken bone.

Have a parent be a team safety watchdog.

Some Important Don'ts

Do Not administer any medications, sunscreen, bug spray, provide any food or beverages (other than water).

Do Not hesitate in giving aid when needed.

Do Not be afraid to ask for help if you're not sure of the proper procedures.

Do Not transport injured individuals except in extreme emergencies.

Do Not leave an unattended child at a practice or game.

Do Not hesitate to report any present or potential safety hazard to the Division Director immediately.

Code of Conduct

Speed Limit 5 mph in roadways and parking lots while attending any Merillon Athletic Association function. Watch for small children around parked cars.

No Alcohol allowed in any parking lot, field, or common areas within the Merillon Athletic Association complex.

No Playing in parking lots at any time.

No Profanity please.

No Swinging Bats or throwing baseballs at any time within the walkways and common areas of the Merillon Athletic Association complex.

No throwing balls against dugouts or against backstop or hardballs against back of building.

No throwing rocks.

No climbing fences.

No pets are permitted at Merillon Athletic Association games or practices.

Only a player on the field and at bat, may swing a bat (Age 5 - 12).

Juniors (Age 13) on the field at bat or on deck may swing a bat. Be Alert of area around you when swinging bat while in the on deck position.

Observe all posted signs.

Players and spectators should be Alert at all times for Foul Balls and Errant Throws.

During game, players must remain in the dugout area in an orderly fashion at all times.

After each game, each team must clean up trash in dugout and around stands.

All gates to the field must remain closed at all times. After players have entered or left the playing field, gates should be closed and secured.

Communicable Disease Procedures

Bleeding must be stopped, the open wound covered, and the uniform changed if there is blood on it before the athlete may continue.

Routinely use gloves to prevent mucous membrane exposure when contact with blood or other body fluids are anticipated (provided in first-aid kit).

Immediately wash hands and other skin surface if contaminated with blood.

Clean all blood contaminated surfaces and equipment.

Managers, coaches, and volunteers with open wounds should refrain from all direct contact until the condition is resolved.

Follow accepted guidelines in the immediate control of bleeding and disposal when handling bloody dressings, mouth guards and other articles containing body fluids.

Lightning Facts and Safety Procedures

WHEN YOU HEAR IT - CLEAR IT / WHEN YOU SEE IT - FLEE IT

Consider the following facts:

The average lightning stroke is 6 - 8 miles long.

The average thunderstorm is 6 -10 miles wide and travels at a rate of 25 miles per hour.

Once the leading edge of a thunderstorm approaches to within 10 miles, you are at immediate risk due to the possibility of lightning strokes coming from the storm's overhanging anvil cloud (for example, the lightning that injured 13 people during a concert at RFK a few years ago occurred while it was sunny and dry).

On the average, thunder can only be heard over a distance of 3 - 4 miles, depending on humidity, terrain, and other factors. This means that by the time you hear the thunder, you are already in the risk area for lightning strikes.

"Flash-Bang" Method

One way of determining how close a recent lightning strike is to you is called the "flash-bang" method. With the "flash-bang" method, a person counts the number of seconds between the sight of a lightning strike and the sound of thunder that follows it. Halt-play and evacuation should be called for when the count between the lightning flash and the sound of its thunder is 15 seconds or less.

Where to Go?

No place is absolutely safe from the lightning threat, but some places are safer than others. Large enclosed shelters (substantially constructed buildings) are the safest (like our field house). For the majority of participants, the best area for them to seek shelter is in a fully enclosed metal vehicle with the windows rolled up.

Where NOT to Go !!

Avoid high places and open fields, isolated trees, rain or picnic shelters, dugouts, flagpoles, light poles, bleachers (metal or wood), metal fences, and water.

First Aid to a Lightning Victim

Typically, the lightning victim exhibits similar symptoms as that of someone suffering from a heart attack. In addition to calling 911, the rescuer should consider the following: The first tenet of emergency care is make no more casualties. If the victim is in a high-risk area (open field, isolated tree, etc.) the rescuer should determine if movement from that area is necessary - lightning can and does strike the same place twice. If the rescuer is at risk, and movement of the victim is a viable option, it should be done.

Note: CPR should only be administered by a person knowledgeable and trained in the technique.

Storage Shed Procedures

The following applies to all of the storage sheds used by Merillon Athletic Association and apply to anyone who has been issued a key by Merillon Athletic Association to use those sheds or buildings.

All individuals with keys to the Merillon Athletic Association equipment sheds (i.e., Managers, Umpires, etc.) are aware of their responsibilities for the orderly and safe storage of rakes, shovels, bases, etc. All chemicals or organic materials (i.e., lime, fertilizer, etc.) stored within these equipment sheds will be separated from the areas used to store machinery and gardening equipment (i.e., rakes, shovels, etc.) to minimize the risk of puncturing storage containers. Any witnessed "loose" chemicals or organic materials within these sheds should be cleaned up and disposed of as soon possible to prevent accidental poisoning.

No storage shed should be left unopened and unattended at anytime. Players and siblings can get seriously hurt or locked inside. After getting what you need from within the shed please close and lock the shed.

Accident Reporting Procedures:

What to report - An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Director. This includes even passive treatments such as the evaluation and diagnosis of the extent of the injury or periods of rest.

When to report - All such incidents described above must be reported to the Safety Director within 48 hours of the incident. The Safety Director's number is located at the beginning of this manual.

How to make the report - Reporting incidents can come in a variety of forms. Most typically, they are telephone conversations. At a minimum, the following information must be provided:

1. The name and phone number of the individual involved.
2. The date, time, and location of the incident.
3. As detailed a description of the incident as possible.
4. The preliminary estimation of the extent of any injuries.
5. The name and phone number of the person reporting the incident.

Safety Director Responsibilities - Within 24 hours of receiving the incident report, the Safety Director will contact the President and submit an accident report. The President shall then:

1. Verify the information received.
2. Obtain any other information deemed necessary.
3. Check on the status of the injured party.
4. In the event that the injured party required other medical treatment (i.e., Emergency Room visit, doctor's visit, etc.) will advise the parent or guardian of the Merillon Athletic Association insurance coverages and the provisions for submitting any claims.

If the extent of the injuries are more than minor in nature, the Safety Director shall periodically call the injured party to:

1. Check on the status of any injuries.
2. To check if any other assistance is necessary in areas such as submission of insurance forms, etc. until such time as the incident is considered closed (i.e., no further claims are expected and/or the individual is participating in the League again).

Safety Conclusion

Remember that safety is everyone's job. Prevention is the key to reducing accidents to a minimum. Report all hazardous conditions to your Division Director or Board member immediately. Don't play on a field that is not safe or with unsafe playing equipment. Be sure your players are fully equipped at all times, especially catchers and batters. And, check your team's equipment often.

Merillon Athletic Association
Zero Tolerance Policy

Merillon Athletic Association has a “Zero Tolerance Policy” for un-sportsman like or unacceptable behavior at any and all Merillon Athletic Association games (both Home and Away); and or functions. All adults present will be held accountable for their behavior as well as the behavior of their guests. Parents and guardians will be held accountable for the behavior of their children. Failure to comply may result in the immediate expulsion from any Merillon events, functions and games of the offending individual. If expelled, the individual may not return to any and all Merillon events, functions or games at any time pending action by Merillon Athletic Association’s Board of Directors and its “Disciplinary Committee”.