

## Stoughton Youth Baseball – Call Up Process

Last revised – 7.16.20

<b>Overview</b>	<p>Stoughton Youth Baseball (SYB) League rules require a minimum amount of players required at game start in order to field a team. If the required amount of players are not available, the game will be forfeited.</p> <p>In an attempt to avoid game forfeits, SYB has established a “call up” process, where a player from the league below is provided the opportunity to play in a game with the proceeding league. This process avoids a forfeit while also providing a development opportunity for players.</p> <p>The “call up” process steps have been outlined below. Please utilize these steps when needed in order for consistency among the league.</p>
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<b>Participants</b>	<ul style="list-style-type: none"> <li>• League VPs –             <ul style="list-style-type: none"> <li>○ Planning – Rookie, Minor, Major</li> <li>○ Execution – Minor, Major, Babe Ruth</li> </ul> </li> <li>• League Coaches</li> <li>• League Registrar</li> </ul>
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Task	Timeline
<b>Planning</b>	
League VPs collaborate with League Coaches to assess player skill level and recommendations for call ups (see template #1 below)	Before Opening Day
League VPs compile recommended players names and parent/guardian contact information (Note - League Registrar is the gatekeeper of parent/guardian contact information)	Before Opening Day
Call up recommendations and contact information shared with proceeding League VP	Before Opening Day
<b>Execution</b>	
Coach emails designated League VP with game date(s) player(s) are required.	ASAP, but no later than 3 hours prior to game start
League VP reaches out to identified players’ parent/guardian via email, cc’ing requesting coach (see template #2) below)	ASAP upon receiving email from coach, but no later than 2 hours prior to game start
Based on parent/guardian response(s), players being called up are communicated to participating League VPs	ASAP, but no later than 90 minutes prior to game start
Participating League VPs email player assigned coach to advise of call up (see template #3 below)	ASAP, but no later than 60 minutes prior to game start

## Email templates

<p><i>Template #1</i> <i>VP to coaches</i></p> <ul style="list-style-type: none"><li>• <i>Major</i></li><li>• <i>Minor</i></li><li>• <i>Rookie</i></li></ul>	<p>Good morning/afternoon,</p> <p>Stoughton Youth Baseball (SYB) League rules require a minimum amount of players required at game start in order to field a team. If the required amount of players are not available, the game will be forfeited.</p> <p>In an attempt to avoid game forfeits, SYB has established a “call up” process, where a player from the league below is provided the opportunity to play in a game with the proceeding league. This process avoids a forfeit while also providing a development opportunity for players.</p> <p>We are hoping you could provide one player you would recommend for this request from your team in order for to create a “Call Up” list and make an outreach to the parent/guardian in the event this situation arises during the season.</p> <p>As always, we appreciate your support of the league!</p>
<p><i>Template #2</i> <i>VP to call up</i> <i>parent/guardian</i></p>	<p>Hello -</p> <p>We have received notification from the (Minor/Major/Babe Ruth) League that one team needs a player for their game on (insert date) to make a full roster and avoid a forfeit.</p> <p>(Insert player recommendation) was recommended for this opportunity. Please let us know if they are interested and available to play.</p> <p>Thank you,</p>
<p><i>Template #3</i> <i>League VP to</i> <i>player coach</i></p>	<p>Good morning,</p> <p>The (Minor/Major/Babe Ruth) League has requested a call up for (date) game. Based on your recommendation a request was sent to (player name)’s parent/guardian and they are able to fill this request.</p> <p>We wanted to make sure you were aware.</p> <p>Thank you,</p>

**Player names and parent/guardian contact information template**

Team	Coach	Player name	Parent/guardian name	Contact number	Contact email