

STANDARD OPERATING PROCEDURES: OFFSEASON BATTING CAGE REQUESTS & COMMUNICATIONS

of the

STAFFORD LITTLE LEAGUE

Adopted: February 4, 2026

Effective: Immediately upon adoption

Applicable to: All SLL Baseball and Softball Coaches

A. PURPOSE

1. The purpose of these Standard Operating Procedures (SOPs) is to ensure offseason batting cage activities are organized, equitable, and compliant with Stafford Little League (SLL) communication policies.
2. These SOPs provide a clear, repeatable process for coaches seeking to organize offseason batting cage sessions, and prevent inconsistent or unauthorized outreach by individual coaches.
3. All official offseason batting cage activities must be coordinated through the league. Coaches may propose and run batting cage sessions, but player lists, scheduling, and communications must be initiated in conjunction with the SLL.
4. The SOP eliminates ambiguity and replaces the former ad- hoc policy with a clear and simple system.
5. The SOP codifies the procedures to allow unaffiliated programs to obtain access to the batting cages.

B. SCOPE

1. This SOP applies to all winter and offseason batting cage sessions held at the Kealy batting cages, and any optional SLL affiliated offseason skill development activities.
2. This SOP does not apply to teams seeking to schedule batting cage time during the regular season or during the All-Star tournament.

C. PROCEDURE FOR OFFSEASON USE

1. Any **Coach** seeking to organize or oversee offseason a batting cage session must have completed their volunteer paperwork, background check, and abuse awareness training.
2. The **Coach** emails the **President**, the appropriate **Vice President** (Baseball or Softball), and the **Field & Facilities Coordinator** the following information:
 - Division (e.g., Majors Baseball, Minors Softball, etc.)
 - Proposed day(s)
 - Proposed start / end times
 - Names of coaches who will assist (all coaches must have valid volunteer credentials)
3. The **President** or **Vice President** (Baseball or Softball) will sign into the SLL registration site (i.e., Stack Sports) and export and send the **Coach** a list of the current and former players who are age eligible to attend the batting cage session.
4. The **Coach** may review this list for completeness and provide the **President** or **Vice President** with any updated contact information for any players that do not appear on the list provided.
5. The **President** and **Facilities Coordinator** confirm cage availability and resolves any scheduling conflicts before communications are sent out.
6. The **Coach** provides a draft email (see template below) and the finalized distribution list to the **President**, **Vice President**, and **Information Officer**.
7. Upon review and authorization by the **President** or **Vice President**, the **Information Officer** send the message via the official league email account to the distribution list.

8. The **Coach** is responsible for running the sessions as advertised. No player evaluations, roster promises, or divisional placement guarantees are to be discussed during the offseason.
9. When sessions are to be canceled or discontinued, the **Coach** must email the **President, Vice President, Facilities Coordinator, and Information Officer** to ensure that the session is removed from the schedule and the necessary cancelation communication is sent to the distribution list.

D. REQUEST EMAIL TEMPLATE

1. The following email template should be used by the **Information Officer** in preparing the appropriate email invitation to the distribution list:

<p>Subject: Stafford Little League – [Division] Winter Batting Practice</p> <p>Hi everyone,</p> <p>Who's ready for offseason [Baseball / Softball]?</p> <p>The Stafford Little League [Division] coaches have reserved batting cage time and will be hosting optional, free winter batting practices to help players get early swings and prepare for spring assessments.</p> <ul style="list-style-type: none"> • When: [Day(s)], [Start Time] – [End Time] • Where: Kealy Field Batting Cages • Who: Players eligible for the [Division] <p>These sessions are optional and open to all eligible players. Registration for the spring season is encouraged but not required to attend.</p> <p>Additional league updates, including spring registration and assessments, will be shared via official league communications and social media.</p> <p>Registrations can be completed at: www.StaffordCTLittleLeague.com</p> <p>If you have any questions, please contact:</p> <ul style="list-style-type: none"> • [Coach #1 Name, Email] • [Coach #2 Name, Email] <p>Thanks,</p> <p>Stafford Little League</p>

E. PROCEDURE FOR UNAFFILIATED USE

1. Insurance Authorization

SLL is not insured to cover unaffiliated use of the batting cage facilities by individuals or entities that are not officially affiliated with Little League.

2. Independent Permission

SLL is not authorized to grant permission for use of the batting cages to any non-Little League individuals or organizations. Accordingly, no SLL coach, Board member, officer, or volunteer may approve, schedule, advertise, or otherwise authorize batting cage times on behalf of any unaffiliated group.

3. Town Approval Required

Any non-Little League individuals or entities (including, but not limited to, school teams or independent coaches / trainers) seeking to use the batting cages must first obtain written permission directly from the Town of Stafford using the appropriate facility use application process. Such entities are solely responsible for ensuring proper adult supervision and adequate insurance coverage for their activities.

4. Separation of Activities

SLL coaches and/or Board members, may, at their discretion, supervise or coach unaffiliated individuals or teams only in a personal capacity. In doing so, they shall not be acting on behalf of, or under the authority of, SLL, and such activities shall not be represented as SLL-sponsored, sanctioned, or affiliated in any manner.

5. Indemnification Required

Any unaffiliated individual or entity granted Town approval must execute a written waiver and indemnification agreement holding SLL harmless from any and all claims, liabilities, or damages arising from such unaffiliated use. A copy of this indemnification form is attached.

6. Scheduling Coordination

Only after Town approval and the required indemnification documentation has been received, may an unaffiliated individual or entity submit a request to the SLL President to coordinate a potential batting cage time slot. Scheduling may be subject to availability and/or Board approval.

The SLL retains priority access to the batting cages at all times. Unaffiliated use shall not displace, interrupt, or limit Little League-affiliated activities.