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**FOOTHILLS MINOR BASEBALL ASSOCIATION**

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**POLICY MANUAL**

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## Drug, Alcohol, & Tobacco Policy

Effective Date: July 21, 2020

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Foothills Minor Baseball Association is committed to providing an environment free from the illegal use of alcohol and other drugs. In accordance with the laws of our province, consumption of alcohol in public locations is strictly prohibited, including on and around ball diamonds, in the parking lot, dug outs and stands. Alcohol consumption by parents, players and coaches on team bus trips is also forbidden.

In accordance with Baseball Alberta guidelines, alcohol is not permitted at any minor ball event, and a liquor license and liability insurance are required for a beer garden at Junior or Senior level events.

FMBA adheres to Baseball Canada Rule #4.06.1 that “the use of all tobacco products, including smokeless tobacco, by all on-field participants (players, coaches, managers, umpires, etc.) be prohibited at all competitions sanctioned by Baseball Canada, PENALTY: Automatic ejection from the game.” In addition, spectator smoking or use of smokeless tobacco products within 9 m/30 ft of the baseball diamond and field is strictly prohibited.

Recognizing the importance of coaches, parents and umpires being key role models for our ball players, FMBA hopes everyone embraces the essence of this policy in supporting our youth, in order to promote athleticism and good health.

## Harassment & Abuse Policy

Effective Date: July 21, 2020

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The FMBA is committed to providing a sport and a work environment in which all individuals are treated with respect and dignity. Everyone has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices. FMBA will not tolerate harassment among its members, participants and employees of any form.

Harassment takes many forms, but can generally be defined as a comment, conduct or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive. Sexual harassment refers to any sexual advances, requests, suggestions or activity of a sexual nature that is unwelcome by the recipient. Harassment is discriminatory, degrading and threatening. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.

The FMBA Association strives to provide the safest possible environment for all our participants. We encourage all our members to do whatever is required in their circumstances to eliminate and protect against all forms of harassment. To assist in meeting this goal, FMBA provides to all members upon request, up to date literature on the subject. The objective is to make baseball, a sport in which children can feel safe playing and in which parents can feel safe having their children play.

The FMBA strongly encourages all its members to learn to recognize and understand what constitutes harassment. An individual, who perceives any activity as a form of harassment, should be encouraged to tell the offending party that the activity is not appreciated. If the offending behavior continues, the complainant should be encouraged and supported in notifying the appropriate authorities, including the executive of the relevant FMBA member. The authorities should act promptly and with integrity, while respecting the rights of all those involved.

If someone in authority uses his/her power or position to harm another, whether emotionally, physically or sexually, this is abuse. If a person is threatened, intimidated, taunted or subjected to racial, homophobic or sexist slurs, this is harassment. Emotional and physical abuses are attacks on a child's self-esteem and can be psychologically damaging. Name calling, threatening, ridiculing, intimidating, isolating, hazing or ignoring a player's needs are examples of emotional abuse and should not be tolerated at any level. Any purposeful attack on a player, coach or umpire, such as slapping, kicking, hair pulling, shaking, shoving, grabbing, etc. can be physical abused and is both offensive and unacceptable.

The FMBA encourages all its members to report situations that are deemed to be harassment or abuse immediately. The first line of report is to the team's coach and or manager, if unresolvable the next reports are in order: division director, VP, President. A discipline committee will be formed as appropriate and will include the FMBA Executive and other resources as appropriate. Consequences may include immediate removal from the FMBA.

This policy applies to all members of FMBA including, but not limited to board members, coaches, athletes, family members and guests of athletes.

# Anti-Bullying Policy

Effective Date: July 21, 2020

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FMBA strives to provide a safe, welcoming sporting environment for all athletes. FMBA has a zero-tolerance policy regarding bullying of any form, including:

- **physical** – pushing, shoving, hitting, damaging or stealing property that belongs to someone else
- **social** – purposefully excluding others from a group or spreading gossip or rumors about them
- **verbal** – disrespectful or hurtful name calling, mocking, or inappropriate comments based on gender, race, or other personal beliefs
- **electronic** - (commonly known as **cyber-bullying**) - bullying that takes place over digital devices, through SMS, text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content.

An athlete who purposefully engages in bullying, promotes bullying or does not report bullying will be subject to discipline. The first line of report is to the team's coach and or manager, if unresolvable the next reports are in order: division director, VP Rep/VPHL, President. A discipline committee will be formed as appropriate and will include the FMBA Executive and other resources as appropriate. Consequences may include: immediate removal from the field, suspensions, removal from a roster and release from FMBA.

This policy applies to all members of FMBA including, but not limited to board members, coaches, athletes, family members and guests of athletes.

FMBA coaches will:

- strive to create a positive atmosphere of respect and support.
- communicate clearly to players that bullying among the team and/or members of other teams, officials, etc. will not be tolerated.

If parents witness or become aware of teasing, exclusion, threats or other forms of bullying, they are encouraged to talk with the coach, off-field manager, or division director.

# General Code of Conduct Policy

Effective Date: July 21, 2020

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Our philosophy is that the tools we provide as an association will allow our players to take their baseball talents to whatever level of competition they choose. Although the sport of baseball is our focus, Outlaws in general creates leaders in their schools and their community. Through proper guidance FMBA assists youth in developing the qualities of citizenship, discipline, teamwork and physical wellbeing.

Foothills Minor Baseball is committed to providing an environment in which all individuals are treated with respect. Furthermore, FMBA supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the values of FMBA.

Members may be subject to sanctions for engaging in any of the following behavior:

1. Not complying with the rules, guidelines or policies of FMBA, as adopted and amended from time to time (see all policies and guidelines as posted on FMBA website);
2. Deliberately disregarding the Rules of Baseball as amended from time to time;
3. Verbally or physically abusing an opponent, officials, umpires, spectators or sponsors;
4. Showing disrespect to officials, including the use of foul language and obscene or offensive gestures;
5. Abusing playing equipment or playing area;
6. Using tobacco products on-field at any FMBA sanctioned competition (see Drug, Alcohol and Tobacco Policy)
7. Any other unreasonable conduct including but not limited to, abusive use of alcohol, non-medical use of drugs, use of alcohol by minors (see Drug, Alcohol and Tobacco Policy).

# Coaches Code of Conduct Policy

Effective Date: July 21, 2020

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As a Coach, you are an essential part of assuring that the players and their families enjoy their experience with FMBA. You play an integral part in ensuring that the players learn to work together, sacrifice for the good of the team, enjoy winning, and deal appropriately with defeat - all while becoming physically fit and healthy. As a Coach, the responsibility rests with you to teach sound baseball technique and sportsmanship as well as serve as a role model for all involved. The players and their parents will be watching the way you

respond to all situations. It is imperative that your conduct represent FMBA and yourself in a positive constructive manner.

As a Coach of FMBA, I agree to the following Code of Conduct:

1. I will treat all players and opposing coaches with respect, being positive and constructive always. I will not use abusive language or actions and will always control my anger. I will insist that all parents, coaches, players and fans associated with my team, follow my positive example;
2. I will treat all umpires with respect, recognizing that they are volunteers or young adults, and that baseball rules involve judgment. If I have complaints, I will use the appropriate methods of appeal during the game and avoid confrontational behavior on the field. After the game I may choose to go through the proper channels for resolution;
3. I will promote sportsmanlike conduct, shaking hands with the opposing coach after each game, encouraging my team members to cheer positively, and shake hands with the other team in a sportsmanlike manner after the game. I will not tolerate negative cheering, trash-talking, or displays of anger or disrespect by my team;
4. I will not tolerate any form of bullying or harassment by players, coaches, team officials and parents. I will do my best to intervene should such circumstances arise and report to FMBA;
5. I will continuously improve my baseball coaching skill by keeping informed about sound principles of coaching, growth and development principles relating to children. I will attend coaching clinics to the best of my ability.
6. I will stress to the players and parents the importance of leaving each dugout, each ballpark, each tournament site in better shape than we found them;
7. I will monitor the behavior of my team's parents in the stands and will act as necessary to ensure proper conduct;
8. I will conduct regular practices that will be used to teach sound baseball fundamentals, while being fun for all involved. I will be patient and remember that players improve at different rates. I will remember that players on my team have other interests and as well other obligations;
9. I will ensure all players are instructed on safety. I will check the equipment and facilities that we use to ensure they meet safety standards and are appropriate for the age and ability of my players. I will have a first aid kit on hand whenever my team is together;
10. I will remember that the game is for the players. I will stress to my players that they must always abide by the rules of the game
11. I will emphasize skill development and player wellbeing over my team and players winning
12. I will be drug, tobacco and alcohol free while at any of my team's games and/or practices and I will insist that my fellow coaches along with the players follow the same code of conduct.

Failure to abide by the policies and guidelines, may result in disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, director, and/or FMBA
- Written warning

- Coach game suspension with written documentation of incident kept on file by FMBA.
- Coach season suspension

## Parent Code of Conduct Policy

Effective Date: July 21, 2020

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Parents are an integral part in ensuring the success and enjoyment of the sport of baseball for all those involved; players, coaches, managers, officials and themselves. As a direct influence on the children playing the game, proper parental behavior is of the utmost importance to support all those involved and prove to be a positive role model.

As a Parent involved in the Foothills Minor Baseball Association, I agree to the following guidelines:

1. I will remember that children participate to have fun and that the game is for youth, not adults.
2. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
2. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
3. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; or using profane language or gestures.
4. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
5. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
6. I will require my child to treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
7. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
8. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
9. I will never ridicule or yell at my child or other participants for making a mistake.
10. I will respect the position of the officials and coaches before, during and after the games. If I have any questions or concerns, I will follow the FMBA Conflict Resolution Policy.
11. I will ensure a positive sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use around the ball diamond (see Drug, Alcohol and Tobacco Policy as posted on FMBA website).

12. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

Failure to abide by the policies and guidelines, may result in disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, director, and/or FMBA
- Written warning
- Parental game suspension with written documentation of incident kept on file by FMBA.
- Parental season suspension

## Player Code of Conduct Policy

Effective Date: July 21, 2020

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As a Player, you play an important part in ensuring not only your, but your team-mate's, coach's, manager's, parent's and official's baseball experience is one of respect, support and encouragement. You play an integral part in ensuring that players learn to work together, sacrifice for the good of the team, enjoy winning, and deal appropriately with defeat - all while becoming physically fit and healthy. It is imperative that your conduct represent FMBA and yourself in a positive constructive manner.

As a player for the Foothills Minor Baseball Association, I agree to:

1. Respect my manager and coaches. The managers and coaches donate their time to our organization and my appreciation of their help should be reflected in all my actions on the playing field. It is my duty to listen to and follow the directions of my manager and coaches and to obey the rules set forth by the manager and coaches of the teams.
2. Respect my team members and other players. I will not insult, criticize or verbally abuse any other player. Such behavior does not promote but destroys team spirit and will not be tolerated by the FMBA.
3. Never resort to physical threats or actions to rectify a situation. Physical outbursts are unacceptable and will be dealt with using a zero-tolerance policy. Any occurrence will be immediately reported to FMBA and dealt with accordingly.
4. Always Display good sportsmanship. As a representative of the FMBA Association, it is always my responsibility to play fair. I will display to others that competition is healthy, and I will not lower the standards of the Foothills Minor Baseball Association by engaging in unsportsmanlike conduct.
5. Be a contributor to the FMBA. I play baseball not only for my own personal pleasure and benefit but to assist in any way that further teaches the game of baseball. I will always give 100% to my team by doing the best job that I can. I will expect that my team will always support my effort in a positive manner.
6. Be proud to represent and be a player for the FMBA.
7. Adhere to the FMBA Alcohol and Tobacco Policy, as noted on the FMBA Website.
8. Always Have fun and enjoy the game.

# Fair Play Policy

Effective Date: July 21, 2020

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Foothills Minor Baseball Association (FMBA) believes that every player is entitled to a fair and equitable amount of playing time over the course of the regular season as well as the opportunity to develop skills at various positions. Parents with concerns about fair play, either with playing time or defensive position play, should first quietly and privately talk with or email the head coach about their concerns. Please use the "24hr rule" prior to communicating with the Head coach. If that does not resolve the issue, they should contact the house or rep director for their age group with their concerns.

## **Tykes, Rally Cap and 9U**

All players normally play in the field for every inning. At 9U, all players should have the opportunity to play every defensive position during the baseball season.

## **Playing Time 11U-18U in House, 11U-18U in Rep (A & AA)**

All players who attend practices and games, work hard, notify coaches in advance for any absences, and conduct themselves appropriately should have close to equal playing time over the course of the regular baseball season. A player's playing time can be reduced for inappropriate behavior, and unexpected or frequent absences from games or practices.

- At 11U-A, 11U-AA, and 13U-A, close to equal playing time should continue for all players during playoffs.
- At 13U-AA, 15U-A, 15U-AA and 18U-AA, some players may play more innings than others during the final third of the season and into playoffs.

For all ages, every player should play at least 2 innings in the field at every playoff game they attend (Baseball Alberta recommendation). As in the regular season, a player's unexpected or frequent absences or inappropriate behavior can reduce playing time.

## **Defensive Position Play, 11U-18U in House, 11U-18U in A, AA-Leagues**

All players should have the opportunity to play a variety of defensive positions through the regular season and play at different spots in the batting order.

During the regular season, every 11U and 13U player should be taught and have the opportunity to pitch; and be taught and have the opportunity to play almost all the defensive positions. Players in the 15U and 18U age divisions have often developed preferences in a couple of defensive areas and may prefer to improve their skills in their preferred areas rather than learn new defensive positions. However, any player who wants to learn a new defensive position should be given the opportunity to do so during the regular season.

During playoffs, players usually play only their stronger defensive positions, and coaches often have a static batting order.

### **18U- A & AA Teams**

The 18U-AA League is unique in youth baseball because it does not have a continuous batting order or unlimited substitution. It does have very limited re-entry rules but is pretty much played the same as professional baseball. Thus, the strict application of this fair play policy is unrealistic at 18U-AA. However, the spirit of this policy is to apply wherever possible, with approximately equal play during the regular season as the goal.

At this level, players have developed preferences in a couple of defensive areas, and usually prefer to improve their skills in their preferred areas rather than learn new defensive positions. However, any player who wants to learn a new defensive position should be given the opportunity to do so during the regular season.

## **Communications Code of Conduct Policy**

Effective Date: July 21, 2020

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The purpose of this policy is to promote effective communications of the FMBA to members, affiliated organizations and the general public while ensuring the values and ethics of the organization are maintained. This policy is applicable to all external and internal communications; including but not limited to email, social media, internet content and print media.

Foothills Minor Baseball is committed to providing an environment in which all individuals are treated with respect. Furthermore, FMBA supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the values of FMBA.

Violations of this policy will be subject to disciplinary action.

The following are the FMBA Communication Best Practices and should be considered during all communications.

**Be transparent.** Acting in a transparent manner can prevent audiences from being misled about the organization's intentions or meanings when it communicates. Communication should be identified as individual speech OR speech on behalf of an organization. All individuals that contribute social media content for your organization should be required to identify any personal social media interactions as such. Any external posts that are shared or sponsored by your organization should also be identified as such.

**Be clear and consistent.** Communicators should maintain a sense of responsibility for the content they post. Managers should also be consistent in how and when they post, because this allows them to build trust and understanding with their audience that is a key component of strong relationships.

**Check your facts.** Communicators are required to check facts on the information they post. They should consider the content of their posts rationally before posting, examining messages from all possible perspectives to prevent misunderstandings by the audience.

**Be a Good Person.** All communications should reflect the ethics and values of the FMBA which include maintaining a positive environment while helping to build connectedness, engagement, and community. Follow this logic with every posting, consider the intention, which should reflect the organization's communication goals and exhibit good intention.

## House League Substitute Player Policy

Effective Date: July 21, 2020

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The purpose of implementing this policy is to allow Community League coaches to reach into an identified pool of athletes in the event a team does not have enough players for a game. This policy will reduce the number of forfeited games due to lack of players in case of injury, illness, or other unforeseen circumstances.

Substitute players must be fully registered with the FMBA. Substitute players must be age appropriate. Substitute players may not be used as an advantage to a team. Substitute players with a significantly higher skill level may be evaluated by the FMBA executive and may be deemed ineligible to sub.

Substitute players will be identified on the rosters with "(sub)" by player name.

**Registered Substitute players** who play as a substitute must not interfere with their registered team and must be approved by either division coordinator or FMBA executive.

## House League Team Fundraising Policy

Effective Date: July 21, 2020

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This policy is in place to protect the integrity of the FMBA brand and ensure that proper protocols are in place for all money handling.

**FMBA House League teams** are not to fundraise in any way, except in extraordinary circumstances.

**FMBA Summer House A Rep teams** are an exception to this policy and will be allowed to fundraise following the conditions below.

Written permission must be obtained from FMBA executive in order to fundraise.

## Confidentiality Policy

Effective Date: July 21, 2020

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The Foothills Minor Baseball Association respects the privacy of its membership and the confidentiality of any and all information provided by the membership. FMBA will safeguard this information and utilize this information solely for the purposes of supporting the association's mission statement

All registration information obtained from our membership is retained by the FMBA executive. Access to this information is restricted to the executive.

### Procedure

1. All information obtained from the FMBA membership is retained only by the FMBA executive.
2. All communication to the FMBA membership will be through the FMBA.
3. All communications must be approved by the President.
4. Any program that wishes to issue communication to the membership must follow the proper protocols for distribution and approvals.

## Conflict Resolution Policy

Effective Date: July 21, 2020

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In certain circumstances parents of FMBA players may have conflicting opinions with regards to coaching practices, team operations and operational procedures of FMBA.

Order of contact for Conflict Resolution is as follows:

Head Coach

Divisional Director

VP

President

1. A 24 hour "cooling off" period will exist.

2. Any parent who has a concern should first approach the off-field manager and attempt to resolve the issue at that level. A response from the team official is expected within a 24-48-hour period before escalation.
3. If resolution has not been accomplished, the parent is then to contact the Coach, to which a response is to be expected within a 24-48-hour period.
4. If the parent does not feel that the issue has been resolved to a satisfactory degree, then the parent can contact the appropriate Divisional Director to request their involvement. A response from the division Director is to be conducted within a 24-48 hour of notification.
5. If the parent does not feel that the issue has been resolved to a satisfactory degree, then the parent can contact the Vice President to request their involvement. A response from the VP is to be conducted within a 24-48 hour of notification.
6. If no resolution is obtained, the Parent may then contact the President in efforts to resolve any issues at hand. The final level of involvement in the conflict resolution will involve consultation with the Team Official, Coach, Divisional Director, VP and the President.
7. Upon final review, resolutions determined by FMBA will be deemed to be final.

Note: If a FMBA Director, VP or the President happens to be a Coach or team official of a team where a concern has been expressed, that person must recuse themselves from the level of decision where they would be typically involved.

## Evaluator Selection Policy

**Effective Date:** July 21, 2020

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FMBA will attempt to coordinate independent evaluators for both the rep tryout and house league evaluation sessions for all applicable divisions.

Independent evaluators are individuals that have been recruited by FMBA with appropriate baseball qualifications (experience, certifications and/or knowledge) for the level being evaluated and are identified as having minimal or no conflicts of interest between the FMBA process of evaluations and the players being evaluated.

If independent evaluators cannot be recruited, FMBA will make every effort to recruit qualified individuals that have minimal or no conflicts of interest between the FMBA process of evaluations and the players being evaluated. All conflicts of interest will be made known prior to the commencement of the tryout or evaluation session.

Evaluators will sign in each session with the Division Director and identify themselves as an evaluator or a station helper.

This policy is part of a group of policies that work together to provide consistency, please refer to the Evaluation Process and Team Selection policies and guidelines approved by FMBA.

## Evaluation Policy

**Effective Date:** July 21, 2020

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FMBA places importance on fair play and providing the best baseball experience it can provide its athletes with. As such, every effort will be made to provide each level with competitive teams to play against or represent FMBA.

### **Rally Cap**

Evaluation process and scoring system to be made available to FMBA members prior to the evaluation.

An evaluation execution team will be selected by the Junior House Director

Based on their evaluation scores, players will be assigned to a respective Rally Cap Colour and then assigned a ranking in their level (example one through 25)

Players will then be assigned to teams based on a “serpent” system (for example, in a 5-team system, team one will get players ranked 1 and 7 with team 5 getting players ranked 5 and 6). At the end of team assignments, each team total score should be close to one another.

Players will be allowed to move teams based on Siblings, Head Coaches, and special circumstances that are approved by the Junior House Director (special needs, family circumstance etc.) If a player is moved, they need to be replaced by a player with similar ranking to up uphold equalization of skill level on each team.

Team assignments shall be done by Junior House Director.

### **All other Ages (House).**

Two evaluations shall be made available to each player. It is mandatory that each player attend at east one of them. An average score will be used to determine a player ranking within their division.

Evaluation dates, process and scoring system to be made available to FMBA members prior to the evaluation.

If it can be helped, third party evaluators shall be used to assess a player's skill level. If for whatever reason a third party can not be used, then a committee will be formed by the House Director to execute the evaluation process. (Refer to Evaluator Selection Policy)

An electronic evaluations system may be used. The platform we will be using is called "Team Genius". This program will make evaluations more efficient, more accurate, more trackable and will hold FMBA more accountable.

Players identities shall be hidden from the evaluators using a number system. Numbers will be assigned to players during their initial evaluation (assigned during initial check in) and that number will stay with them for the entire process.

Based on their evaluation scores, players will be assigned a ranking (example 1 through 60)

Players will then be assigned to teams based on a "serpent" system (for example, in a 5-team system, team one will get players ranked 1 and 7 with team 5 getting players ranked 5 and 6). At the end of team assignments, each team total score should be close to one another.

Players will be allowed to move teams based on Siblings, Head Coaches, and special circumstances that are approved by the House Director (special needs, family circumstance etc.) If a player is moved, they need to be replaced by a player with similar ranking to uphold equalization of skill level on each team.

For transparency purposes, raw score collected from third party evaluators shall be transferred to a spread sheet, scanned, kept electronically in FMBA's records. Evaluation scores and player number assignments must be double checked by the appropriate Division Manager and House Director.

Team assignments shall be done by each Division coordinator and approved by both the Division Manager and House Director prior to players being assigned to any team.

If a player believes they have been assessed incorrectly he/she may appeal to the House Director and, at the discretion of the House Director, may be granted a second evaluation but at the cost of the player who is making the appeal.

### **Rep Teams (Outlaw Program)**

Three evaluation sessions shall be held for rep teams. A cumulative score will be used to determine a player ranking within their divisions.

Evaluation dates, process and scoring system to be made available to FMBA members prior to the evaluation.

If it can be helped, third party evaluators shall be used to assess a player's skill level. The Director of the Rep Team program shall choose the party to execute the evaluation process. If for whatever reason a third party can not be used, then a committee will be formed to execute the evaluation process.

An electronic evaluations system may be used. The platform we will be using is called "Team Genius". This program will make evaluations more efficient, more accurate, more trackable and will hold FMBA more accountable.

Players identities shall be hidden from the evaluators using a number system. Numbers will be assigned to players during their initial evaluation (assigned during initial check in) and that number will stay with them for the entire process.

Based on their evaluation scores, players will be assigned a ranking (example 1 through 60) and assigned to a team based on their rankings (for example players ranked 1 through 12 will be placed on team Orange. Players Ranked 13 through 25 will be placed on team Blue).

Each Rep Team Division will have a certain number of teams comprised of a set number of players. The number of teams available, and the number of players each team will have will be at the sole discretion of the Rep Team Director.

For transparency purposes, raw score collected from third party evaluators shall be transferred to a spread sheet, scanned, kept electronically in FMBA's records. Evaluation scores and player number assignments must be double checked by rep Division Director

Team assignments shall be approved by both the Rep Division Director and an executive member or someone assigned by the executive.

## Coach Selection Policy

**Effective Date:** July 21, 2020

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### **Coach Selection Criteria (House Program)**

All Coaches will be required to have a background check, NCCP, Respect in Sports, and any other coaches training required by the House Director. Coaches will need to fill out an application form and may be interviewed by the House Director. Coaches may be required to take formal training to provide them with the confidence, tools, and resources required to coach. The progress made on these programs will be tracked and coaches are subject to discipline measures if the program's criteria are not met. All coaches will also be required to read and sign the FMBA Coaches Code of Conduct Form

### **Coach Selection Criteria (Outlaw Program)**

Coaching candidates will be interviewed by the Rep Team Program Director and be asked to submit a coaching resume to show their experience in coaching. Any previous surveys or reports of the coach will also be used to identify strengths and/or concerns about the applicant. The Rep Team Program director will confirm his choices with the President or Vice-President based on the results of the interview process. A coach and his/her coaching staff will be selected after the tryouts are completed. The coach will be the highest rated coach based on their baseball experience provided his/her child falls within the criteria for being selected to the team. After the top-level coach has picked his/her team, the next level coach will be selected using the same criteria with the remaining players in the tryout pool.

All coaches are required to complete the certification and clearances required by both Baseball Alberta and FMBA (Back Ground Check, NCCP, Respect in Sports etc). They will also be required to read and sign the FMBA Coaches Code of Conduct

## Play Up Policy

Effective Date: July 21, 2020

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NOTE: THIS POLICY refers to all categories of athletes within Foothills Minor Ball Association.

The Foothills Minor Baseball Association wants to support the needs of our athletes at each stage of their biological development and maturation by providing equal opportunity for all athletes to develop to their maximum potentials. In some circumstances due to exceptional skill levels, some players may be considered to play up an age group. If this is the case, they should meet the following guidelines for selection;

A parent must notify FMBA the intention to evaluate within the division that they hope to play up to. Any player wishing to play-up a division must evaluate in both divisions. To play up, they must possess the following at evaluations:

a) **Technical Ability:** A player must demonstrate a degree of individual skill which must be transferable to competitive match situations at the level they want to try and compete in. In addition, the player's technical ability must surpass the majority of the other players who compete at his/her chronological age group.

b) **Physical Ability:** A player must surpass other players within their age group in physical strength, speed, and overall athletic ability, allowing him/her to blend in with players of the intended age group.

c) Mental Ability: The player must surpass other players within their age group in game awareness and general knowledge of the game. The player must be able to maintain high levels of concentration and remain relaxed with confidence to succeed when dealing with older, mature opponents.

The player must rank within the top 10 of the players at the requested level for House and top 5 at the requested level for Outlaws. After the evaluation, the selected evaluators will provide a rating and recommendation to the Executive/Director. The Executive/Director is the final arbiter in deciding if a player may Play-up. The Director of that area will notify the parent of the decision.

Under no circumstance will a “Play-Up” be approved if the player is more than one year younger than the age bracket requested.

## Rep Team Banking & Fundraising Policy

Effective Date: July 21, 2020

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### **Banking**

ALL FMBA Rep Teams are required to open an individual team bank account with an approved FMBA Partner (Cervus)

- Team Account must be opened within 10 days of team formation/notification.
- Team Account must require two signatures for all payment transactions.
  - Team Treasurer
  - Team Manager
  
- It will be the responsibility of the team treasurer to ensure all receipts are kept and reconciled against the team account. The rep team finances are required to be submitted to FMBA upon the completion of the season. Deadline is August 31st.
  
- Each rep team has a mandatory fundraising requirement of \$1000.00.
  - Payable to: Foothills Minor Ball Association
  - Remit in one installment no later than May 15<sup>th</sup>

Any balance of funds in team account as at August 31<sup>st</sup> are required to be transferred to FMBA or disbursed evenly between team member families.

### **Fundraising**

Fundraising may include any activity that does not involve the solicitation of businesses that are current sponsors of FMBA, the sale or consumption of alcohol, tobacco or cannabis products. Fundraising activities should be tasteful and in accordance with the law.

For the purposes of raffles and or other prize draws, it is the responsibility of the team to ensure all requirements, licenses and approvals dictated by the Alberta Gaming and Liquor Commission and governing municipality are followed.

## Signing Authority Policy

Effective Date: July 21, 2020

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To ensure there is no conflict of interest for cheques issues by FMBA and ensure safeguards are in place on all bank accounts.

This policy deals with the rules regarding who can sign cheques issued by FMBA

1. All FMBA cheques require two signatures.
2. No person can sign a cheque issued to themselves or any immediate family member or where there is a perceived conflict of interest (i.e. payment to a vendor that employs a family member).
3. Under no circumstances are “blank” cheques to be issued. All cheques must include a specific payee and amount prior to signing.
4. No cheques are to be signed with an initial signature and the cheque remains “blank” awaiting details (payee, amount) and second signature.

## Procurement Policy

Effective Date: July 21, 2020

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FMBA Board to establish requirements with input from membership (parents, coaches, division coordinators, etc...) At the direction of the Board, FMBA Treasurer to generate “Request for Quote” and issue to a minimum of two potential vendors/suppliers

- RFQ to include the following parameters
  - Itemized list of items to be quoted (including sizes, colors, brand preferences, etc... if applicable)
  - Quantity required for each itemized item
  - Submission deadline (maximum 2 weeks from date of RFQ)
  - Confirmation of currency US\$ or CAD\$
  - Require confirmation from supplier on participation in RFQ (48hr deadline from date of RFQ)
  - Sample request to accompany (if applicable)

- FMBA Board to review RFQ submissions
- Decision criteria to be based on the following parameters
  - Costing
  - Quality of items
  - Timing and availability
  - Vendor/supplier historical performance
  - Rebate program(s)
- Once decision has been finalized, FMBA Treasurer to issue a purchase order and/or confirm purchase arrangements with approved supplier/vendor
- ONLY the FMBA Treasurer may submit purchase orders/purchase arrangements with vendors/suppliers
- FMBA Treasurer to issue payment as per agreed terms of sale.
  
- Once order received, it will be the responsibility of FMBA to ensure order is correct and complete.

## Team Apparel Policy

Effective Date: July 21, 2020

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Only approved FMBA apparel may be purchased or supplied as optional items to the FMBA uniform in accordance with the Uniform Policy or as optional team apparel.

The following is a list of approved items:

- Hat
- Navy short sleeve shirt, athletic knit fabric preferred.
- Navy long sleeve shirt, athletic knit fabric preferred
- Hoodie

Each item shall be branded with an approved FMBA logo.

Failure to comply with this policy can lead to disciplinary sanctions.

# Uniform Policy

Effective Date: February 4, 2020

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Only FMBA assigned or branded jerseys and uniforms shall be worn by players and coaches in all games (league, exhibition, any tournament, provincials, Western and National Championships) while representing FMBA.

## **House League Uniforms:**

All House League uniforms will consist of:

- Assigned jersey
- Grey Baseball pants
- Community league baseball cap
- Protective gear as appropriate

House League jerseys distributed to coach/jersey volunteer of each team are to be returned at the end of the community league season, laundered and in good order.

## **Rep Uniforms:**

The required uniform items for each rep player are as follows:

- Approved Outlaws Jersey
- Approved Outlaws baseball cap
- White baseball pants
- Navy Blue belt
- Navy Blue socks

Approved optional uniform items for each rep player are as follows:

- Outlaws t- shirt
- Outlaws long sleeved shirt
- Outlaws jacket
- Outlaws hoodie

Each player is required to sign the jersey waiver prior to receiving their jersey (usually at the time of registration). Jerseys must be returned laundered and in good order. FMBA will invoice the parent/guardian \$25 for laundering and minor repairs or \$75 for replacement of unreturned or irreparable jerseys.

Failure to comply with this policy can lead to disciplinary sanctions.

## Sibling Policy

Effective Date: July 21, 2020

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In order to have two siblings play on the same team, both siblings would need to evaluate at the same tier. If one player evaluates into a lower tier, he/she would not be able to move up with their sibling. The sibling with the higher score could play down in order to have both siblings on the same team.

## Coaches Vulnerable Check Policy

Effective Date: July 21, 2020

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All Coaches are required to possess a police check record (PRC) for volunteers dealing with vulnerable adolescents indicating no record of past criminal abuse. PRCs remain valid for three years if service within FMBA is uninterrupted.

## Bus Travel Policy

Effective Date: July 21, 2020

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Failure to follow the steps below will result in a team fine and potential suspension.

Manager or member of coaching staff organizing the Bus trip must ensure the following is in place prior to securing the vehicle:

- Proof of insurance and liability limits
- Driver logbooks
- Emergency Exits (roll over and on wheels) discussion before bus pulls out
- Seat belt use (if available)
- First Aid Kit

Managers will be required and expected to manage the passengers for the trip to ensure all passengers are accounted for. This includes any siblings and/or parents that may be traveling on the bus.

- players
- coaching staff
- parents

- siblings
- anyone else that may be riding on that bus for that trip

Managers are responsible to have 4 check points,

- when you leave
- when you arrive at location
- when you depart the location
- when you arrive back at home

## Volunteer Policy

Effective Date: July 21, 2020

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The volunteer program is designed to ensure that FMBA receives the support it needs from volunteers to run a successful program. Each team needs volunteers to contribute to the season by volunteering for one of the many roles a successful team requires.

Registration of a player is only complete once FMBA has received either the Volunteer fee of \$50 or have committed to a volunteer position.

Manager will be provided a list of families who have volunteered, and Manager of each team will keep track. The list will be submitted to your Division Coordinator at the end of the season.

In the event a family knows they will be unable to Volunteer during the season, a nonrefundable payment of \$50 may be made by credit card at the time of registration.

Volunteer Roles as follows:

- Coach – responsible for all training sessions and managing all “on field” activity.
- Assistant Coach – assists and takes lead from Coach in all “on field” activity, deputizing in the Coaches absence.
- Team Manager – manages all “off field” activity; acts as the main point of contact between FMBA Coordinator and the team in communicating all scheduled events; assigns and records team Volunteer roles and subsequent participation.
- Team Treasurer – manage all team finances 1 per team. (Rep Teams)
- Scorekeeper/Pitch Count –
- Board Member – Attend monthly Board meetings and be part of a committee.
- Equipment Coordinator for FMBA Teams – organize and hand out all FMBA team equipment bags.

- Other duties as required

## Refund Policy

Effective Date: July 21, 2020

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### House Players

- Refunds will be issued less an administration fee of **\$20.00** up to the registration close date of Feb 28<sup>th</sup>.
- No refunds will be issued:
  - after the registration close date; Feb 28<sup>th</sup> (except for medical circumstances with a doctor's note).
  - if a player attends any tryout session.
  - if a player and/or parent disagrees with the player's team or Tier placement.
- In the event a player suffers a season ending injury, a refund will be prorated based on the date of the physician's note or the date of the request.

### Fall & Winter Camps

- Refunds will be issued less an administration fee of **\$20.00** up to the registration close date for the Fall or Winter camp sessions.
- No refunds will be issued after this date unless the request is accompanied by a doctor's note.

### Rep Players

- Refunds will be issued less an administration fee of **\$20.00** up to the registration close date of Feb 28<sup>th</sup>.
- No refunds will be issued:
  - after the registration close date; Feb 28<sup>th</sup> (except for medical circumstances with a doctor's note).
  - if a player attends any tryout session.
  - if a player and/or parent disagrees with the player's team or Tier placement.
- In the event a player suffers a season ending injury, a refund will be prorated based on the date of the physician's note or the date of the request based on divisional registration fees. Refunds for Rep Player Fees will not be issued.

### Rep Team Evaluation Fee

- **NO REFUNDS**

## Transfer Policy

Effective Date: July 21, 2020

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FMBA will abide and follow the Baseball Alberta Transfer Guidelines when dealing with requests to transfer. Click [here](#) for details on the Baseball Alberta Transfer Guidelines.

## Tournament Policy

Effective Date: July 21, 2020

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### **Tournament Coordinators**

Tournament Coordinators must consist of a minimum of two co-chairs that meet the following requirements:

- May not be family members
- May not be related
- May not be from the same team (if more than one FMBA team is participating)

### **Protocol and Procedure**

The Protocol and procedures for all tournament coordinators will be as follows for each of the Divisions holding tournaments:

- Deal with issues concerning the tournament, and report to FMBA board if necessary
- Will need to notify the Umpire Coordinator 30 days prior to the start of the tourney to secure officials for the tournament.
- Will work with FMBA Diamond Coordinator to secure fields for their respective tournaments once dates have been set.
- Will assemble a committee of representatives consisting of a minimum of one member from each team in that division. Representatives from those teams will help form the tournament organizing committee and must attend all necessary meetings to organize and plan the tournament. The organizing committee will make decisions in the best interests of the tournament, will

oversee the development of the tournament, and will supply the volunteers to run the tournament

- Will supply preliminary budget to FMBA Treasurer 45 days prior to tournament and supply final budget within 45 days after the completion of the tournament.
- Will keep a tournament bank account with a minimum of 2 tournament co-Chairs having signing authority on the account. These Co-Chairs will be responsible to keep a record of all deposits, invoices, and checks issued which all must be submitted to the FMBA Treasurer with the final budget. FMBA will also have online viewing access to the tournament account for Auditing purposes. Tournament statements to be presented at FMBA's annual AGM.
- Tournaments accounts will have a balance of min. \$1,000 to max \$7000.00 dollars which will carry over year after year to help the tourney get off the ground the following year.
- At the end of each day, a minimum 2 tournament volunteers (not related and not from the same team) must count all cash on hand, and it must be signed off by one of the tournament Co-Chairs.
  - 50/50, raffle, etc. winners and cash must be tracked
  - A copy of silent auction bid sheets must be submitted to the FMBA treasurer with a final financial statement. All final sales must be documented by picture and submitted to FMBA Treasurer as well.
  - All cash collected must be deposited into the tournament account no later than the day after the tournament. Periodic deposits are recommended, if possible.

Fundraising for a specific team must also follow this Governance

### **Use of Tournament Funds**

#### ***Entry Fees:***

Entry fees for visiting teams will be directed to FMBA. These collected funds will be used to offset cost for Coach/Player development for all divisions.

#### ***Use of Profits:***

Profits from the tournaments are to be used to enhance player and coach development and shall remain within the tournament account until it is used as outlined below. Development need to be approved by the Executive first. An RFP ((Request for payment) must be submitted to the Executive in an expense report.

**These development funds shall be used prior to the start of the next tournament or will be forfeited to FMBA to be used for overall development for the association.**

**Development is considered as such, but not limited to:**

- Additional field time purchased, within or outside of Okotoks, for instructor led development
- Baseball development equipment and tools
- Skills and Development Instructor
- Motivational Speakers
- Coach Subscriptions to programs

**Tournament proceeds may not be used for:**

- Team apparel
- Tournament Entry Fees
- Team meals and year end parties
- Coaching Staff gifts
- Player/Team rooms

**Distribution of Tournament Funds**

Board approval is required prior to scheduling development events suggested above.

## Discipline Policy

Effective Date: July 21, 2020

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**Definitions**

The following terms have these meanings in this Policy:

- a) “*Complainant*” – The Party alleging an infraction
- b) “*Respondent*” – The alleged infracting Party
- c) “*Parties*” – The Complainant, Respondent, and any other Individuals affected by the complaint
- d) “*Days*” – Days irrespective of weekends and holidays
- e) “*Individuals*” – All categories of membership defined in the Baseball Canada Bylaws, as well as all individuals employed by, or engaged in activities with, FMBA including, but not limited to, players, coaches, conveners, umpires, officials, volunteers, managers, administrators, committee members, directors and officers of FMBA.
- f) “*Complaints*” - Complaints are considered to be incidents of failing to be compliant with the Code of Conduct that have the potential to result in harm to others, FMBA, or to the sport of baseball.
- g) “*Panel*” – Will be appointed by the President

## **Purpose**

FMBA is committed to providing an environment in which all Individuals involved with FMBA are treated with respect. Conduct that violates the FMBA Code of Conduct may be subject to discipline and sanctions pursuant to this Policy. FMBA provides Individuals with this Discipline Policy to enable a fair and expedient process that addresses breaches of the Code of Conduct.

## **Scope and Application of this Policy**

This Policy applies to all Individuals.

This Policy will apply to discipline matters that may arise during Baseball Canada business, activities, and events including, but not limited to, games, practices, National Team tryouts, tournaments, training camps, travel associated with Baseball Canada activities, and meetings.

This Policy does not prevent discipline from being applied, during a competition or event, according to specific procedures in place for the particular event. Further sanctions may be applied according to this Policy.

This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behavior that constitutes an infraction. The person in authority can be, but is not restricted to being, staff, officials, coaches, organizers or Baseball Canada decision-makers. Further sanctions may be applied in accordance with the procedures set out in this Policy.

Any breach of the Code of Conduct or complaints occurring during a specific event will be dealt with by the procedures specific to that event, if applicable. In such situations, sanctions will be for the duration of the event only. Further sanctions may be applied, but only after a review of the matter in accordance with the procedures set out in this Policy.

Breaches of the Code of Conduct and complaints arising within the business, activities, or events organized by entities other than Baseball Canada will be dealt with pursuant to the policies of these other entities unless requested and accepted by Baseball Canada at its sole discretion.

## **Composition of the Panel**

The Panel shall be composed of not less than one member and not more than three members as determined by the President.

### **Notice of Complaint**

Any Individual who wish to file a notice of complaint will have fourteen (14) days from the date of the alleged incident to submit, in writing to the attention of the President at the Baseball Canada office, the following:

- a) notice of complaint/incident
- b) contact information of the complainant
- c) where possible, name of the respondent and any affected parties
- d) date and location of the incident
- e) detailed summary of the incident
- f) all evidence that supports the complaint

An Individual who wishes to initiate a notice of complaint beyond the fourteen (14) day period must provide a written request stating the reasons for the late delivery. A complaint beyond the fourteen (14) day period is accepted at the sole discretion of the Panel.

Anonymous complaints or complaints received may be accepted at the sole discretion of the Panel.

The Panel will inform, within seven (7) days of receiving the notice of infraction, the Individual(s) cited, that a review of the alleged incident may be conducted.

The Respondent(s) cited, will have seven (7) days of receiving the Complaint to provide the Panel, in writing, with any additional information to be considered.

### **Screening of Notice of Complaint**

The Panel will have the right to determine if a complaint will be accepted.

### **Procedure for Disciplinary Hearing**

Once a complaint has been accepted by the Panel, the Panel will decide the format under which the review will be heard and the date the appeal will be heard. This decision is at the sole discretion of the Panel and may not be appealed.

The Panel may choose to invite any Parties to participate in the hearing. In fulfilling its duties, the Panel may obtain independent advice.

The Panel shall issue its decision and sanctions, if applicable, in writing and with reasons, after the hearing's conclusion.

The Panel's written decision, with reasons, will be distributed as determined by the Panel. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter.

### **Timing**

If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Panel may direct that these timelines be revised.

### **Sanctions**

Sanctions for breaches of the Code of Conduct which may be applied singularly or in combination, may include the following, but are not limited to:

- a) verbal or written reprimand from Baseball Canada
- b) verbal or written apology from one party to another party
- c) service or other voluntary contribution to Baseball Canada
- d) removal of certain privileges for a designated period of time
- e) suspension from the current competition, activity, or event
- f) suspension from all Baseball Canada activities for a period
- g) fines
- h) withholding of awards
- i) payment of costs (e.g. event related costs such as flight, room/board; property damage)
- j) suspension of funding from Baseball Canada or from other sources
- k) discipline specific to the activity, if applicable
- l) any other sanction considered appropriate for the infraction

Unless the Panel determines otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction will result in automatic suspension until such time as compliance occurs.

## **Suspension Pending a Hearing**

The President may determine that an alleged incident is of such seriousness as to warrant suspension of an Individual pending a hearing and decision.

## **Criminal Convictions**

An Individual's conviction for any of the following "Criminal Code" offences will result in immediate suspension from Baseball Canada and/or removal from Baseball Canada competitions, programs, activities and events upon the sole discretion of Baseball Canada:

- any child pornography offences
- any sexual offences
- any offence of physical or psychological violence
- any offence of assault
- any offence involving trafficking of illegal drugs

## **Confidentiality**

The discipline procedure is confidential. Once initiated and until a decision is released, none of those involved will disclose confidential information relating to the ongoing process to any person not involved in the proceedings.

## **Disclosure**

Results of discipline shall be published on the Baseball Canada website unless the panel orders otherwise.

## **Appeals**

Any disciplinary decision rendered by FMBA would be subject to FMBA appeal policy.