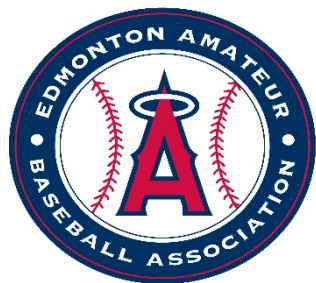


**Edmonton Amateur  
Baseball Association**

9824A-44 Ave Edmonton, Alberta T6E-5E5

# **Policies And Procedures**

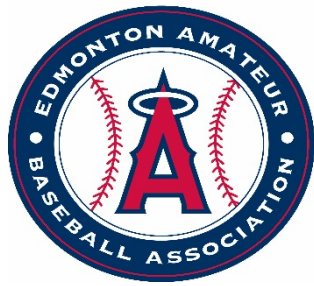


# Edmonton Amateur Baseball Association

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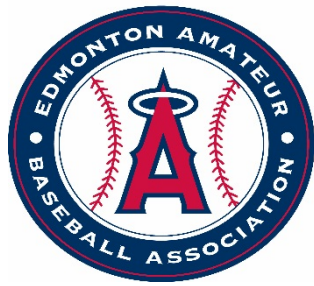
9824A-44 Ave Edmonton, Alberta T6E-5E5

## Mission Statement

**To provide confidence, skill development and competitiveness sportsmanship to grow as a player and individual and as a friend through the sportsmanship of baseball.**

## Goals

- Provide equal opportunity for athletes to develop, enhance and implement their baseball skills.
- Provide young athletes the experience to play under proper definition of a team as a collection of players united in the pursuit of a common objective where each player is an integral member.
- Promote good sportsmanship, honesty, and integrity through the different aspects of team play.
- Provide a positive developmental experience of individual athletic abilities.
- Build character, self-esteem and personal confidence through team participation.
- Develop and blend the particular skills of each individual into successful team play.
- Provide a safe environment in which all players have the right to play.
- Manage and regulate A and AA divisions, as per Baseball Alberta Standards.
- Provide a quality, comprehensive baseball program.
- Support coaches, through training and experience, to develop the necessary skills.



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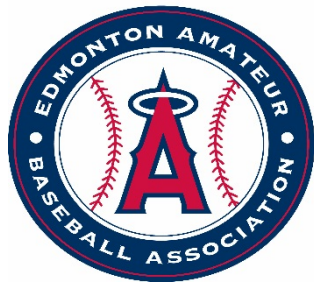
## Coaches Code of Conduct

Coaches appointed by the Edmonton Amateur Baseball Association (EABA) have an important role in the development of youth in our community; to teach the positive values of sportsmanship, citizenship, responsibility, respect, fair play and teamwork, while having fun.

To ensure this ideology, EABA expects Coaches to adhere to the following Code of Conduct.

### **Coaches will:**

- Demonstrate respect for the rules of the game.
- Promote a positive environment on the field.
- Clearly communicate expectations for practices and games.
- Promote a shared responsibility for the use of the equipment and facilities.
- Provide opportunities for all players to develop their skills.
- Promote positivity and cooperation among players.
- Refrain from, and not tolerate, verbal abuse of an official, coach, player, or spectator, including obscene gestures. Offenders can be removed from the playing field at the discretion of an umpire or EABA Board Member.
- Refrain from complaining about perceived bad calls to players and fans.
- Communicate respectfully to anyone associated with the game.
- Promote a no-profanity environment.
- Ensure alcohol, marijuana, tobacco, and illicit drugs are prohibited at all EABA games, practices and other EABA sponsored activities or events where EABA is an invited participant.
- Encourage fans to be supportive and positive.
- Have realistic expectations for players, coaches and umpires.
- Outline expectations for reprimand or removal of any player, parent or coach not promoting these values.



# Edmonton Amateur Baseball Association

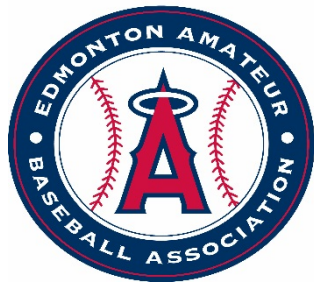
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## Player Code of Conduct

Baseball embodies the discipline of teamwork. A successful team is made up of players who demonstrate: sportsmanship, citizenship, responsibility, respect, fair play and teamwork.

As a player of EABA every player will:

- Demonstrate respect for the rules of the game.
- Promote and demonstrate a positive environment on the field.
- Remember that baseball is a game and is meant to be fun.
- Play to the best of their abilities.
- Hustle to every position when taking or leaving the field
- Be respectful of practice and game schedules: arrive on time and ready to play.
- Communicate respectfully to anyone associated with the game.
- Demonstrate a positive attitude toward the game: shake it off.
- Not use foul or inappropriate language at any baseball related event.
- Not argue umpire decisions.
- Demonstrate and encourage good sportsmanship.
- Be humble in victory and gracious in defeat.
- Take responsibility for the proper treatment of equipment and facilities.
- Not use alcohol, marijuana, tobacco, and illicit drugs at baseball related events.
- Accept consequences, including ejection from a game, as the result of unacceptable conduct.



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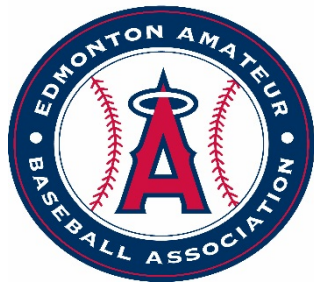
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## Umpire Code of Conduct

EABA will provide certification training, up to and including Level 2, through Baseball Alberta NUCP program for EABA members interested in becoming an umpire. After attending a clinic, each person will receive a certification number and card that is registered with Alberta Baseball. Umpires will be evaluated for level of knowledge and years of performance. This will dictate where you are allocated. The minimum age to receive certification in the NUCP program is 13 years old.

To ensure fair play, an umpire will:

- Ensure the safe, respectful and fair play of baseball.
- Understand and apply the rules of the game in an impartial fashion.
- Dress and act in a professional manner at games.
- Provide availability of dates to receive game allocations from the Umpire Coordinator.
- Reply to accept or decline each allocation date.
- Be ready to fulfill their required duties a minimum of 15 minutes before the start of the game.
- Give 48 hours notice, where possible, for cancellation of an allocated game.
- Provide EABA with \$200 deposit cheque for supplied umpire equipment.



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## Complimentary positions

### Team Managers (volunteer):

Team managers are there to support the coach and to be a direct liaison between the parents and the coaches. The level director will be there to support and counsel team managers on any question or concerns that arise during the season.

Duties Include but are not limited to:

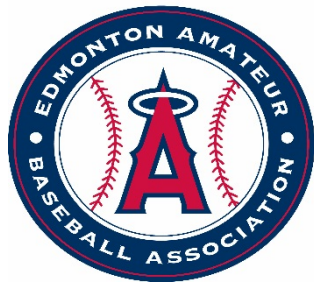
- Communicating with parents about games, practices, and tournaments.
- Collection of forms: player/parent conduct forms, medical form, FOIP/Social media release form
- Coordinating volunteers for home games.
- Tracking volunteer commitments.
- Completion and submission of score sheets to Baseball Alberta within 24 hours of game completion.
- Ensuring all EABA communication is passed on the parents, players and coaches.
- Communicating with managers of visiting teams.
- Payment of umpires, if there is no team treasurer.

### Parent Liaison (volunteer)

Parent Liaisons will be the mediator for conflict resolution.

Duties Include but are not limited to:

- Communicating concerns to involved parties
- Facilitating conflict resolution through conversation or meeting.
- Notifying the division director in the event the conflict is not resolved.
- Maintaining a respectful environment, which may include the necessity for a conversation regarding inappropriate behaviour by parents.



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## Payable Contractor Positions

### Technical Director (paid):

Duties Include but not limited to:

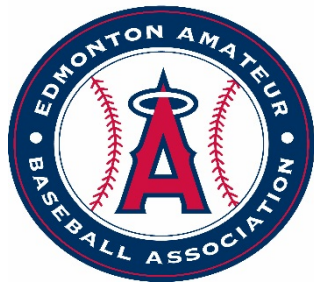
- Coordinate with level Directors and coaches for on field help during practices and local games.
- Assist the coaches in the development of practice plans.
- Attend EABA Board meetings where their presence is required.
- Attend the tryout evaluations for Mosquito levels and older to assist with placing players and coaches for the season.
- Be available via telephone/email for the coaches to ask questions throughout the season.
- Attend the coaches' meeting at the start of the season to offer mentorship and support.
- Run the coaches' technical training.
- Coordinate Rally Cap coaches training either via Alberta Baseball Association (ABA) representatives or by self.
- Will submit regular formal invoices for services provided.

### Facility and Field Maintenance (paid):

Duties Include but not limited to:

- Routine weekly diamond maintenance, including lawn mowing, shale raking, pitching mound maintenance, dugout sweeping, garbage pickup;
- Diamond preparation prior to games and practices
- Diamond rejuvenation
- Maintain field equipment
- Will submit regular formal invoices for services provided.





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## **Book Keeper (paid):**

- Monthly posting in Simply accounting
- Budget reports for Annual Board Meetings
- Prepare Financial Statements
- Prepare Audit for Casino and Raffle accounts
- Annual Society report
- Advise on financial issues and other duties requested by EABA

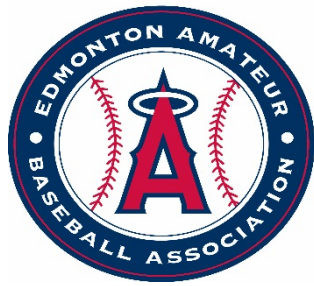
**Written Reports-** EABA may request that project plans, progress reports and final results are provided by the contractor.

**Termination-** EABA may terminate this agreement, without cause, at any time with 10 days written notice to the contractor. If the contractor fails or refuses to comply with written policies or reasonable directive from EABA, EABA may, at any time, terminate the contract immediately and without prior notice to the contractor.

**Independent Contractor-** The contractor is, and will remain, an independent contractor in his/her relationship to EABA and is not an employee of EABA. EABA shall not be responsible for withholding taxes with respect to the contractor's compensation hereunder. The contractor shall have no claim against EABA hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensations, health or disability benefits, unemployment insurance benefits, or benefit of any kind.

Contracts will be subject to review on an annual basis.

**Contractors will not hold a voting position within EABA Executive Board.**



# Edmonton Amateur Baseball Association

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## Safety Policy

EABA is committed to providing and maintaining a safe environment and to responsibly manage all of the environmental aspects of our program.

Safety is everyone's responsibility. All members have an obligation to protect their own health and safety and that of their fellow members.

EABA will:

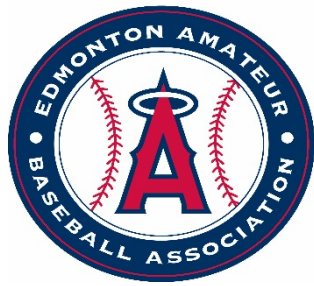
- Identify, assess and manage the safety and environmental hazards and risks to which members are exposed.
- Comply with legislation, regulations and appropriate sporting standards for EABA, Baseball Alberta and the City of Edmonton.
- Monitor and enhance the safety practices through inspections, review, and corrective action.

## Emergency Action Plan

Emergencies are anything resulting in the dispatch of local medical, fire or police authorities.

In the event of an emergency situation:

- Refer to the Emergency Action Plan Manual provided to each Coach at the beginning of each season at all levels of play.
- The Coach or Manager will immediately contact EABA President or Vice President immediately.
- Coach or Manager will fill out an Incident Report and forward it to the Secretary, at [secretary@eabaseball.ca](mailto:secretary@eabaseball.ca).



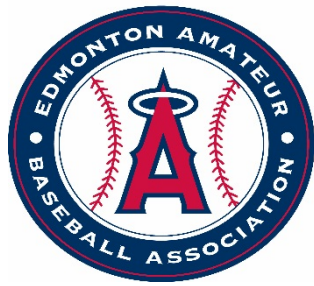
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## Conflict Resolution Policy

In the event of an incident we requests that you allow at least a **24 hour cool-off period**, before proceeding with the following.:

- Notify the parent liaison of your concern.
- Parent Liaison will discuss matter anonymously with the parties involved.
- In the event the concern is not resolved, the parent liaison will set up a meeting with the involved parties.
- In the concern persists, please contact the director of your division to file a formal complaint.
- The director will then bring the complaint forward to the executive who will discuss and implement further action if deemed necessary.



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## Discipline Policy

EABA is committed to providing an environment in which all members are treated with respect. EABA has a responsibility to protect our members from any abusive behaviour and provide them with a safe environment to develop their skills and build their self-confidence. **Please help set a good example.**

In the event of an infraction, notify the coach or team manager, who will forward the complaint to the division director.

Please see the following list for possible minor and major infractions:

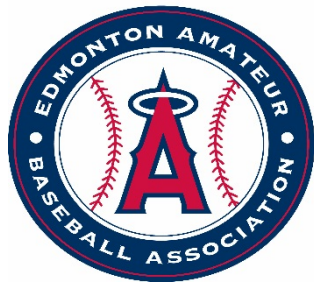
### Example of a Minor Infraction

- Disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others.
- Unsportsmanlike conduct.
- Noncompliance with the rules and regulations.

### Example of Major Infractions

- Repeated minor infractions.
- Falsifying information.
- Knowingly participating while ineligible.
- Knowingly competing with or against players who have been disqualified.
- Activities or behaviour which interfere with a competition or with any athlete's preparation for a competition.
- Pranks, jokes or other activities that endanger the safety of others.
- Deliberate disregard for the rules and regulations under which EABA, Baseball Alberta or Baseball Canada events are conducted.
- Use of alcohol, marijuana, tobacco, and illicit drugs at baseball related events.
- Use of banned performance enhancing drugs or methods.
- Any physical contact with a member of the game.

**Minor infractions may result in a suspension, while major infractions may result in an expulsion.**



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## Screening Policy

To ensure the safety of the members of our organization, EABA will:

- Require Criminal Record Checks from all board members.
- Vulnerable Sector Check from all coaches.
- Cover the cost of all Criminal Record Checks.

### Purpose of Certifications:

EABA is committed to providing our coaches with skill development and training required by Baseball Alberta and EABA. National Coaching Certification Program (NCCP) provides training opportunities to acquire or refine the skills knowledge required for coaching. Respect in Coaching ensures coaches are being ethical and maintain good sportsmanship on and off the field.

### Board Members:

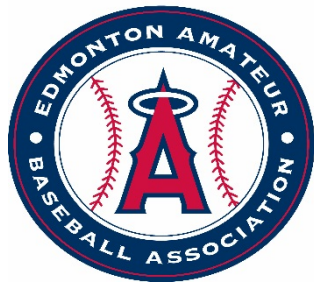
As representatives of EABA we are committed to providing a safe and welcoming environment to all players, coaches and parents. EABA board members will be required to conduct a Criminal Record Check in order to set the standards for the rest of the organization.

### Coaches:

EABA requires all coaches to complete their Respect in Sport and have a Criminal Record Check. A provincial level A coach may require level one NCCP. AA Coaches will also require level two NCCP for provincial round.

Certification and screening is required. Failing to complete certification and screening can result in EABA asking coaches to step down.

- A Coaches Deadline May 31st
- AA Coaches Deadline June 30th



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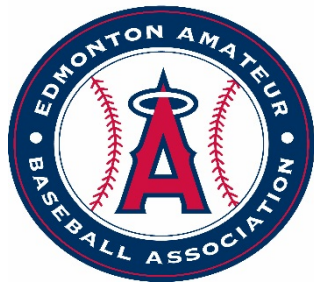
## Procedures

### Registration:

- Online registration and payment is required for each player. A player will not be placed on a team roster without receipt of registration and payment.
- Every registered family will be required to complete their RESPECT IN SPORT certification and provide the certification number.
- A \$25 late registration fee will be added to all players that register after [date] deadline.
- The coach will contact parents once teams are made, and notified of the uniform pick-up date.
- At uniform pick-up, parents are required to bring the following cheques. PLAYERS WILL NOT BE ISSUED THEIR UNIFORM OR BE PERMITTED TO PLAY WITHOUT RECEIPT OF THESE CHEQUES.
  - Volunteer cheque
  - Uniform cheque
  - Fundraising cheque
- All cheques that go NSF will be subject to a \$30 NSF charge or fee; therefore owed monies will be subject to remittance in guaranteed funds.

### Cancellation:

- Any player that withdraws from EABA prior to April 1<sup>st</sup> will be deducted a \$50 administration fee from refunded player registration fees.
- Any player that withdraws after April 1<sup>st</sup> EABA will be refunded half of the player registration fees.
- Any player that withdraws from EABA after May 1<sup>st</sup> will not be refunded.



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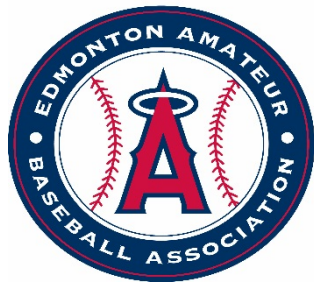
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## Programs:

- Winter Camps/ Conditioning camp
- Rally Cap and Rookie developmental camp
- “A” House Program (April- June), “AA” Rep Programs (April- August)
- Rookie Sr. and Jr. Spring Season.
- Rally Cap Programs
- “A” Developmental Camps
- Fall Ball (September- October)

## Evaluations:

- EABA evaluates all players in Rookie to Midget- In A and AA divisions.
- All players should attend 2 or more of the scheduled evaluations in the spring.
- Players wanting to try out for the AA level must report to two tryout sessions.
- All players will be evaluated fairly and without bias.
- In the case a player is injured or unable to participate in tryouts, the player should still attend and notify the evaluators.
- Any returning EABA player that is injured during evaluations will have a space held for them until they are able to complete the process.
- Transfer player- refer to transfer rules on page 16.



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## Transfer & Import Policy

The purpose of this policy is to protect the integrity of the EABA “A” and “AA” Programs.

### All Levels

- All EABA Players **must register** with EABA prior to trying out with other associations and adhere to transfer rules.
- No transfer request from “AA” to “AAA” will be considered if the player is not registered with EABA, has not paid the \$50 fee, and any applicable Baseball Alberta fee.
- In the event the EABA player is not successful at making a “AAA” team with another association the \$50 will be applied to EABA registration fee. The \$50 fee is non-refundable.
- “A” or “AA” player transfer requests will be considered if rosters have not been filled with EABA players.
- Transfer requests must come from the association.

**Incoming transfers will only be** considered with pre-approval from both association presidents.

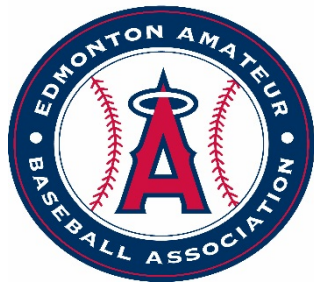
**Outgoing transfers** will not be considered prior to the completion of the “AA” tryouts.

### AA Teams

- No players living within the EABA boundaries will be cut from a team whose roster includes an import player.
- There are no restrictions for the number of non-lateral imports or from which zone the player resides.

Exceptions will be considered on a case-by-case basis.





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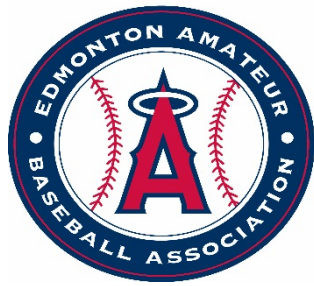
## Social Media Policy

EABA recognizes the value of social media as a method of communication for the association and its member. The term “social media” refers to websites and applications that enable users to create and share content, or to participate in social networking. This includes, but is not limited to, Twitter, Facebook, and Instagram.

### Social Media Guidelines:

- Each individual needs to use his/her best judgment at all times.
- Be respectful of others on social media platforms.
- Comments must be clean and defame, abuse, harass, stalk, threaten or violate the privacy of others.
- Posts must not misrepresent who you are or your affiliation to EABA.
- Posts are within the parameters of the law, and do not encourage or promote illegal activities.
- **Think before you post or comment.**
- **Posts must not include any form of bullying, harassment, intimidation or threats.**
- Any content that discriminates on the basis of age, gender, disability, race, sexual orientation, or religion.

Reported violations will be investigated and discipline will be determined on a case-by-case basis.



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## Insurance Liability:

Due to insurance liability, EABA shall **not** permit any person who has not completed and submitted a driver's abstract to MHK Insurance to operate any EABA **insured operational motorized equipment**.