

AIRDRIE ANGELS

FASTPITCH ASSOCIATION



POLICIES & PROCEDURES

www.airdrieangels.com

AAFA POLICIES & PROCEDURES

January 2026

INTRODUCTION

The Airdrie Angels Fastpitch program offers membership to all children aged 8-19 who reside North of Highway 1 (to the Wheatland County border) and west of Highway 9. This includes the City of Airdrie, the towns of Crossfield, Carstairs and Didsbury and the Hamlet of Balzac. Our program is focused on skills and development but also teamwork, friendship and fun. Children aged of 5 to 7 can also become members of our Learn to Play team.

OUR PURPOSE

Our program, above all else, wants to offer a quality softball program to the youth of our community, and as a result, cultivate a lifelong love of the game with our members.

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REGISTRATION & CANCELLATION POLICY

PURPOSE

The **AAFA** wants to handle Registrations and Cancellations from the program in a fair and reasonable manner.

POLICY

Online Registration will occur each year from the beginning of January to the end of February for the regular fastpitch program U9 to U19; and from the beginning of January to the end of April for Learn to Play U7. Early Bird prices will be in effect as determined by the **AAFA** Board. Exact dates are to be determined by the Board during the off-season and posted to the website before registration begins. Dates will also be emailed to past members, posted to our Facebook and Instagram page, and through any other means of advertising.

The Board will determine the final cut-off date for registrations for the regular fastpitch program based on the registration date and start date set by the Calgary Minor Softball Association (CMSA).

The **final cut-off date** for Learn to Play will be when all teams are full or just prior to the start of the program.

A **waitlist** will be started when an athlete is interested in signing up for a division that is already deemed full. In **U13 level** and up, players with a specific skill (catcher, pitcher) may be taken from the waitlist before a person higher on the waitlist, if that skill is needed.

Refunds for the regular fastpitch program – all registrants will be reimbursed the registration fee, minus a \$25 administration fee, if they withdraw prior to the final cut-off date. After the final cut-off date, no refunds will be issued as **AAFA** will have already paid all the required fees on behalf of the registrant. There will be **no exceptions** to this policy without Board approval.

One Parent or Guardian of each player MUST complete (or have previously completed) the **Respect In Sport (RIS)** course and submit a valid certification number to registrar@airdrieangels.com before the start of the season.

FINANCIAL ASSISTANCE PROCEDURE

PURPOSE

The **AAFA** strives to give all children the opportunity to play by removing financial barriers.

POLICY

The **Airdrie Angels Fastpitch** program is pleased to work alongside the KidSport and Jumpstart programs.

Application must be started prior to registering, through their websites:

- <http://www.kidsportcanada.ca/alberta/calgary/apply-for-assistance/>
- <http://jumpstart.canadiantire.ca/content/microsites/jumpstart/en/apply.html#wanttoapply>

You can also apply in print by following the directions provided by each charity on their websites.

Send confirmation of the application to registrar@airdriegirlssoftball.com to confirm registration or for **AAFA** to hold a spot on the waiting list pending approval from one of the programs listed above. If application acceptance has not been received prior to the start of the outdoor season, full payment will be required before the athlete can play.

If you have any further questions, please give them a call:

- KidSport Calgary and Area (403) 202-0251;
- Jumpstart 1 (844) 937-7529.

VOLUNTEERING PROCEDURE

PURPOSE

The **AAFA** wants to ensure the sustained success of our Fastpitch program. Volunteering can also be a great way to meet new people, learn new skills and gain valuable experience.

PROCEDURE

The **Airdrie Angels Fastpitch** program has many positions to volunteer for, at the Association Level and the Team Level. No experience is required or necessary to become a volunteer and most opportunities require little or no training. We will provide you with any necessary training with plenty of support!

Association volunteer positions: President, Vice President, Treasurer, Secretary, Equipment Coordinator, Coach Director, Player Director, U7 Director, Registrar, Apparel Coordinator, Social Media Coordinator, and Member at Large.

Team-level positions include: Coach, Assistant Coach, Team Manager, Jersey Manager, Bench Mom, Scorekeeper, and Umpire.

If you are interested in volunteering, please register through your Ramp account. Coaches and Assistant coaches should read and follow the **Coaching Policy and Procedure** section of this document.

Calgary Minor Softball Association requires all Coaches and Managers to have a current and valid vulnerable sector check to ensure the safest possible environment for our minor players. Vulnerable Sector Checks must be renewed every three years, including if they expire in the same calendar year as the current season.

STEP 1: Request a volunteer letter

- Coaches and Managers listed on a team roster must request a volunteer letter from **AAFA** before applying for their Vulnerable Sector Check. A significant portion of this cost is covered by the CMSA, by using this letter.
- To request your letter, email coach@airdrieangels.com

STEP 2: Apply In Person

- After receiving your letter, take this and your identification to an RCMP station. Vulnerable Sector Checks are often provided same day.

STEP 3: Share your results

- Once you have received your Vulnerable Sector Check, please forward this to policechecks@calgaryminorsoftball.com. Do not send this to **AAFA**.

COACHING POLICY & PROCEDURE

PURPOSE

The **AAFA** wants to thank you for choosing to coach! The Airdrie Angels Fastpitch program is committed to helping you succeed in your role.

POLICY

Coaches are the core of the **Airdrie Angels Fastpitch** program. Our club wants to provide our coaches with all the resources and training they may require to train our athletes in competently providing proper technical skills, drills and gameplay, all of which will help keep them healthy, fit and able to compete and have fun.

Potential coaches or assistant coaches should fill out an **AAFA Coaching Application Form**, which can be found on the **AAFA** website; these can be filled out and emailed to coach@airdriegirlssoftball.com.

PROCEDURE

The **AAFA** has four requirements for ALL coaches AND assistant coaches:

- The Community Softball Coaching Course (NCCP - level 1) or the Foundations of Coaching Softball, you'll need the 1st part of the 60 min online course
- A complete and current Vulnerable Sector Check (see Volunteering Procedure)
- The Coaches Respect in Sport Certification (for Activity Leaders)
- Safe Sport, this is a free course and will take about 90 minutes.

If a team (U13 to U19) would like to compete in Provincials, that team will require at least one coach that has their Community Softball certification (formerly NCCP Certification Level 1 (which includes Making Ethical Decisions (MED))) or Competition – Introduction certification (formerly NCCP Certification Level 2). One female Coach must have their MED – Making Ethical Decisions.

AAFA will pay for Community Softball and Competition – Introduction Certification training for coaches. The coach will be required to pay for the training upfront. Upon completion of one full season of coaching with **AAFA**, the Coach is eligible to receive reimbursement for the cost of these courses.

We have many resources to help you succeed as a coach in our association. A few that are listed below can all be found in the Coaches section of our website:

- The **AAFA** Coaches Handbook
- Drills and Practice Plans
- CMSA Rule Book

EVALUATION PROCEDURE

PURPOSE

The Calgary Minor Softball Association (CMSA) requires **AAFA** to tier ALL players to place them in the most appropriate level for their skills and experience.

PROCEDURE

All our teams (under the **Airdrie Angels Fastpitch** program) play in the CMSA league. CMSA creates tiered divisions, thus when we are expected to have more than one team in any division, we are required to tier the teams. If we only have enough players for one team, evaluations will not be required.

- Athletes will be evaluated and placed on a tiered team. Once selected to play on a tiered team, the athletes must be committed to their team for the duration of the season.
- Athletes should arrive 15 minutes prior to the Evaluation time to check in. Please outfit athletes in appropriate clothing and indoor (non-marking) running shoes and water.
- Athletes will be evaluated on their basic softball skills in a station format. (Throwing, Fielding, Hitting and Base Running.)
- Athletes will be awarded points at each station with some stations being worth more points than others.
- All points awarded to the athletes will be added together, giving evaluators a ranking.
- Tiered teams will be picked based on a percentage of the top ranked athletes in addition to a percentage of **AAFA** Board picked athletes. **AAFA** Board will use rankings to distribute players on tiered teams by ranking in this order; Pitchers, Catchers then all other players. The teams will be picked following this chart:

DIVISION	ATHLETES PICKED BY RANK ¹	AAFA BOARD PICKS
U9	Top 6 athletes	Plus 3 ²
U11	Top 7 athletes	Plus 5 ²
U13	Top 7 athletes	Plus 5 ²
U15	Top 7 athletes	Plus 5 ²
U17	Top 7 athletes	Plus 5 ²

¹Top athletes include Pitchers, Catchers, all other players in that order. Pitchers and Catchers may make a team based on their Pitching and Catching scoring results, but they cannot lose a top-ranking position due to the same.

²The number of **AAFA** Board Picks will depend on the total number of Athletes available per age group.

- Once teams are selected, the team's head (or assistant) coach (if available) will be given the team roster, and they will contact parents following the evaluations. If no coaches are available, the **AAFA** Board will contact parents to arrange a meeting to discuss coaching requirements.
- The evaluation results are not shared with ANYONE.

PLAYING UP/UNDERAGE POLICY

PURPOSE

To support the unique development for exceptional players, **AAFA** has provided guidelines regarding the Playing Up/ Underage Policy.

ELIGIBILITY

For a player to be considered under this policy, the player must;

- be a 2nd year player in their peer age category.
- attend/ have attended Fall Division 1 Try Outs.
- send their application, no later than 7 days before the player's peer age category evaluation/ try outs, to player@airdrieangels.com. The request must be acknowledged by the Player Development Representative via email to be valid. Verbal requests are invalid.
- request this opportunity due to the perception of exceptional skill level only. No other reasons will be accepted.

The Committee may consider players outside of this eligibility list on a case-by-case basis.

PROCEDURE

The player must attend try outs/ evaluations in their Peer Age Category for the pending season. No exceptions will be allowed for any reason.

The player must ensure they are available for the scheduled higher age category group. The player cannot be seen outside of the group of majority to prevent inaccurate data in comparison to their prospective age group. No exceptions will be allowed for any reason.

Upon review of the data procured from the peer category try out/ evaluation, the player must rank top 3 to be eligible. If successful, the player may be invited by the Selection Committee to participate in the higher age category try out/ evaluation. An invitation to attend the older age category session does not constitute or imply the granting of a player's request to compete in the higher age category. It is recommended this be discussed with your child in advance.

The ranking result from the higher age category session must be within top 5 to be approved to play as an underage player. Division 1 in one higher age category is the only division that may receive an underage player under this policy. If the Division 1 team is full, the Committee may elect to place the eligible player on the next highest available team. The Head Coach of the Division 1 team, has the right to select from the peer age category or the Underage qualifying player, if there is an open position on his/ her roster. Registration numbers must be considered. The approval is in effect for one regular season only.

PLAYING UP/UNDERAGE POLICY

PROCEDURE - CONTINUED

The Selection Committee will consider the following factors when making their decision. All decisions are final:

- Availability of appropriate evaluators at both age categories evaluation/ try out sessions
- A recommendation letter from the player's prior season team's Head Coach, when necessary to support the application. This letter must include factors including but not limited to; actual skill performance, commitment level, coachability, safety of all player participants, and maturity compatible with players up to 4 years older. (ie U15 > High School)
- Registration numbers for the pending season. An underage player may not take a membership spot away from anyone who is currently registered or on a waitlist.
- Roster size best practices. The committee will consider roster sizes before adding additional players to ensure optimal playing time. Ie. **AAFA** Division 1 rosters are maximum 12 players, with the exception of U17 and/or U19.

All records, plans and processes are confidential and shall not be discussed with anyone outside of the Head Coaches from each, the player's previous team and the higher age prospective receiving team, the Selection Committee and anyone else the Committee may enlist for information or recommendation. The Selection Committee may repeal the process at any time for unsportsmanlike or disputatious behavior by parent/ guardian or player.

EQUIPMENT POLICY

COACHES

- As a coach, at the beginning of the season, you will receive your package of equipment. You are responsible for this equipment for the duration of the season.
- If any equipment is damaged or lost, please let the association know as soon as possible, so that it can be replaced in a timely manner.
- The equipment will also come with basic first aid supplies. See the Safety and Injury Policy and Procedure for more information.
- The equipment will also come with line up cards, these are for CMSA league games. If you attend tournaments, or compete in exhibition games, or if your provided CMSA cards run out, you can print and use the line up cards found on our website.
- If there is something that you require above the initial package of equipment, please submit a formal request to equipment@airdriegirlssoftball.com. Do not pre-purchase equipment without approval from the **AAFA** Board. All equipment purchases MUST be approved by the **AAFA** Board prior to purchase if you expect to be reimbursed for it.
- Any questions can also be directed to our Board, check on our **AAFA** website and contact a Board member if you need any help.

PARENTS

As a parent, you are responsible for outfitting your athlete in the apparel they require:

- **AAFA** provided apparel:
 - Airdrie Angels Fastpitch Jersey (see Jersey Policy)
 - Softball Socks in Angels Colours
- Athlete-provided apparel:
 - Navy Blue Ball pants (crops recommended)
 - Red Belt
 - Ball Glove
 - Jyl (protective gear)
 - CSA-approved helmet with dual ear flaps, fastened chin strap, and attached face mask.
 - Proper running shoes or softball cleats (NO metal cleats or spikes). Softball cleats are highly recommended.
 - No exposed jewelry allowed
 - ALL pitchers must use an approved fielding mask for all levels U9 and above. (**AAFA** will provide one mask per team at the U9 and U15 level)

JERSEY POLICY

PURPOSE

AAFA has a strict Jersey Policy to ensure that jerseys are returned on time and in good condition.

POLICY

Prior to receipt of the jersey, parents will be required to:

1. Read and sign off that you understand the Jersey Policy at the time of registration
2. Jerseys must be returned labelled, with the player's full name and team†, by a return date to be set by the **AAFA** Board.
3. The player member's RAMP account will be charged \$75, if any of the following conditions occur:
 - a. The jersey is returned stained, unwashed or otherwise damaged
 - b. The jersey is NOT returned by the required return date or
 - c. The jersey is lost, stolen or missing.

†Jerseys will be handed to a team jersey manager. The jersey manager will hand in all the jerseys they receive on or before the return date. Parents are responsible to coordinate drop-off directly with their team's jersey manager.

After the charges have been applied, there will be NO REFUNDS.

Charges must be paid within 30 days of notification, regardless of acknowledgement of charges by the person responsible for the player member's RAMP account. Outstanding balances may affect future registrations or transfer requests.

Failure to discharge the balance could result in the athlete's registration being denied in the future.

TEAM MANAGEMENT POLICY

PURPOSE

Team Managers are MANDATORY on all Airdrie Angels Fastpitch teams. Team managers are essential to a smooth-running season for parents, players, and coaches. Also new this season are Team Jersey Managers; this position is MANDATORY as well.

TEAM MANAGER POLICY

Thank you for choosing to be a Team Manager! A team is not complete without a team manager. Coaches and assistant coaches focus on player development, so someone needs to focus on the organization of the team and communication with parents and **AAFA**.

Team Managers are required to provide Calgary Minor Softball Association with a current Vulnerable Sector Check. See Volunteering Policy and check in with your **AAFA** Team Manager Liaison.

Responsibilities of the Team Manager may include:

- Booking Tournaments
- Communicating to parents on behalf of the team jersey manager.
- Organizing Team Fundraisers or end-of-season wind-ups.
- Collecting and Paying tournament fees, outside coaching fees, etc.
- Keeping Parents and Athletes up to date on game and practice dates/times/locations
- Collecting and Keeping copies of the Players Medical Forms
- Organizing the parent umpire, bench mom and field set-up schedule.
- Setting Up a Team Snap or other team organization account
- Organizing a snack schedule (younger age groups)

TEAM JERSEY MANAGER POLICY

Thank you for choosing to be a Team Jersey Manager! The Team Jersey manager is responsible for completing the jersey return to **AAFA** at the end of your team's season.

Responsibilities of the Team Jersey Manager may include:

- Communicate the Jersey Policy regarding jersey returns to parents.
- Sign off on visual inspection with the Apparel Coordinator both at the beginning, and end of the season.
- Plan end of season Jersey drop-offs for parents.
- Reporting damages or loss to the Apparel Coordinator
- Ensuring jerseys are washed before they are handed into **AAFA**.
- Communicating any delays on Jersey returns (due to team commitments or individual commitments to late-season provincials or tournaments) to **AAFA**.

FUNDRAISING POLICY

PURPOSE

Like most clubs, the **Airdrie Angels Fastpitch Association** uses fundraising activities to supplement the organization's finances. Funds are used to improve the organization for the players, coaches and parents. The **AAFA** Board typically holds a club-wide fundraiser every two years, but this is subject to change should the need arise.

POLICY

AAFA Fundraisers:

- The Airdrie Angels Fastpitch program holds a club-wide Fundraiser every two years.
- The fundraising activity usually changes and is chosen by the **AAFA** Board.
- Information will be distributed as early as possible in these fundraising years.

Team Fundraisers:

- At the team level, teams can fundraise to reduce team costs for tournaments, team meals, team apparel, etc.
- Examples of Fundraising opportunities at the Team Level include bottle drives, bake sales, car washes, sponsorships, etc.
- Any team fundraisers that require a licence MUST be communicated to the **AAFA** Board.
- Team sponsors are permitted but approval by President, Vice President or Apparel must be received by the team before any logos or visual representation are affixed or applied to any Angels gear or apparel.
- Sponsor logos on jerseys are prohibited
- Team funds do not roll over from year to year.
- All excess funds at the end of the season must be used in the following order;
 - Used to pay for outstanding expenses;
 - Cash Call funds (money requested directly from families) can be divided evenly and given back to the families (only up to the amount initially collected.);
 - If there are still funds left over, they MUST be donated to **AAFA** or to a Charity. If you would like suggestions on a Charity, please contact your Team Manager Liaison.

TOURNAMENTS & PROVINCIAL CHAMPIONSHIP: FEE POLICY

PURPOSE

The **Airdrie Angels Fastpitch Association** encourages all its teams to participate in tournaments and the Provincial Championship. Tournaments have various fees and fiscal requirements that are covered in this policy.

POLICY

Tournament Fees, along with any other fees such as, but not limited to, Gate Fees, Tournament apparel, Banners or signage, transportation, accommodations, team activities, meals, etc., are NOT covered by the **AAFA** (unless previously announced or offered by the Board).

Should a team enter the Provincial Championship and be relegated to Zone Play Downs, the team must get Board Approval before offering to host, and teams may be required to cover costs and volunteering responsibilities associated with hosting. If your team is attending Zone Play Downs as a guest, the host association may also charge additional fees.

All qualification processes, standards, fees, tiering, and organizing is the responsibility of Softball Alberta. All teams considering competing at Provincials or in Post-Provincial Play, should familiarize themselves with the policies on the Softball Alberta website.

<https://www.softballalberta.ca/championships/provincials/>

**Please note, if a team should lose in playdowns and NOT make it to the Provincial Championship, the tournament organizer will keep all tournament fees.*

SPECIAL CONSIDERATION

As per Softball Alberta, participating in a Provincial Championship requires that at least one Coach be must be at least Community Softball (Formerly NCCP Level 1) trained. Also, at least one female Coach must be present on the bench and have completed MED, Making Ethical Decisions.

If your team does not have at least one certified female coach and you wish to take your team to provincials, please contact the **AAFA** Board as soon as possible by emailing coach@airdrieangels.com.

SOCIAL MEDIA POLICY

PURPOSE

Social media platforms are an excellent way for our association to connect with friends, family, teammates and supporters. This policy ensures that all Airdrie Angels Fastpitch Association (**AAFA**) members use social media responsibly and safely. When using social media, the actions of one of us can affect the image of us all. Remember, we are participating in amateur athletics for enjoyment and fun. This encourages us to promote respect and fair play for all members of the **AAFA**.

DEFINITIONS

“Social Media” are all online platforms for social interaction, networking, and relationships.
“Airdrie Angels Fastpitch Association Members (**AAFA**) Members” – All categories of being a member in the association, as well as all individuals engaged in activities with **AAFA**, including but not limited to athletes, coaches, officials, volunteers, Board members, team managers, etc.

UNACCEPTABLE CONDUCT

- Posting hateful, insulting, disrespectful, disparaging, harmful or any other type of negative comment on a personal blog, under any platform, directed at **AAFA** Members connected with **AAFA** and/or CMSA, their members and their related events.
- Contributing to and/or creating a Social Media group, website or platform devoted solely or in part to promoting negative remarks about **AAFA** and/or CMSA or their reputations, members and related events.
- Posting picture(s), altered picture(s), or video(s) on a Social Media platform that is hateful, insulting, disrespectful, disparaging, harmful, or offensive and that is directed at members or affiliates/affiliations of **AAFA** and/or CMSA and related events.
- Any type of cyber-bullying or cyber-harassment between one member and another member (including a teammate/player, coach, opponent, volunteer, and/or official). Incidents can include but are not limited to the following conduct on any social media platform, via text message or email: regular insults, negative comments, discomforting behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviours (s).
- Any instance(s) of bringing discredit to **AAFA**, the CMSA League, or the game of softball.

RESPONSIBILITIES OF AAFA MEMBERS

- Members must be aware that **AAFA** may monitor their Social Media usage.
- The removal of content from social media after it has been posted does not remove the member from being subject to the policy.
- A member who believes social media is being used by another member inappropriately and/or violates this policy should report the incident to an **AAFA** Board member.

SOCIAL MEDIA POLICY - CONT.

CONSEQUENCES

- Unacceptable content, if brought to the attention of **AAFA** or the CMSA, may result in disciplinary action in accordance with **AAFA** policies, CMSA's handbook and bylaws or the **AAFA** confidentiality, Code of Conduct and Abuse and Harassment Policies.
- The **AAFA** Board will decide upon any disciplinary action.
- This is a ZERO-TOLERANCE policy, and any ruling made shall be final with no right to appeal.

SUBSTANCE ABUSE POLICY

PURPOSE

AAFA is committed to providing all its members a substance-free sporting environment and experience.

POLICY

All athletes, coaches, parent(s)/guardian(s) and officials must refrain from using tobacco, alcohol, controlled substances or drugs and not be under the influence of such substances before or during practices, games or team events.

Violations of the policy must not be handled independently. Parents, coaches, athletes or other officials must report any incident to the **AAFA** president directly at
president@airdriegirlssoftball.com

The **AAFA** Board will review all violations to determine the disciplinary actions to be taken. This is a ZERO-TOLERANCE policy, and any ruling made shall be final with no right to appeal.

ABUSE & HARASSMENT POLICY

PURPOSE

AAFA is committed to providing all its members with an abuse and harassment-free sporting environment and experience.

POLICY

Inappropriate or unacceptable behaviour includes but is not limited to, verbally or physically harassing and/or abusing any coach, athlete, certified OR volunteer umpire, league volunteer or spectator.

Teams are responsible for the behaviour of their spectators.

Incidents of unacceptable behaviour should not be handled independently. Parents, coaches, athletes or other officials must **report any incident** to the **AAFA** president directly at
president@airdrieangels.com

Any inappropriate or unacceptable behaviour towards any member of the **AAFA** trying to fulfill their duties or any athlete on or off the playing field will be subject to disciplinary action.

The **AAFA** Board will review all violations to determine the disciplinary actions to be taken.

This is a **ZERO-TOLERANCE** policy, and any ruling made shall be final with no right to appeal.

SAFETY & INJURY POLICY & PROCEDURE

PURPOSE

AAFA is committed to preventing athlete injuries and dealing with injuries so as not to create any future/chronic issues later in life.

POLICY

The Athlete Medical Forms must be present at all practices, games, tournaments and other team functions.

AAFA provides basic first aid supplies to every team; however, it is the team's responsibility to replenish it if required. Coaches can ask Parents for supply donations or funds to replace the supplies.

Each athlete must wear all required protective equipment during any softball play. All visible jewelry should be removed except for medical alert bracelets (but these should be taped to the skin to secure them).

Weather policy can be found on our website, and is driven by the Calgary Minor Softball Association (CMSA).

AAFA is committed to preventing injuries by:

- Enforcing the required equipment rules;
- Warming up properly prior to every practice or game;
- Rotating athletes through positions;
- Concentrating on age-appropriate pitch counts;
- Developing skills that are age-appropriate;
- Allowing athletes to return to play only when cleared by a healthcare professional, post injury regardless of originating incident being on/ off the field.

PROCEDURE

Concussion Guidelines and Protocol can be found on the CMSA webpage:

<https://calgaryminorsoftball.com/content/concussion-guidelines-amp-protocol>

In the event of an injury, obtain the necessary treatment IMMEDIATELY. If the injury is serious, or if it may become serious, contact 911 for immediate transportation to an emergency facility. If it is possible that the injury involves the spine, or the injury is very serious, DO NOT MOVE the injured individual and dial 911 and wait for qualified personnel.

In the event of an injury that requires medical treatment by a medical professional, the Team Manager of the injured athlete is responsible for contact, as soon as possible, to the parent(s)/guardian(s). The Coach/Team Manager is responsible for providing an Incident/Accident Report Form within 24 hours to **AAFA** by email to player@airdriegirlssoftball.com.

Additional incident reports will be accepted from any witnesses or family members of an injured individual who wishes to submit one. Injury report forms can be found on our website.

DISCIPLINARY PROCEDURE

PURPOSE

AAFA is committed to the diffusion and resolution of disagreements between parties. Parties can include any member, player, parent/ guardian, spectator, visitor, vendor, coach, **AAFA** representative, Official.

POLICY

AAFA abides by the 24-hour rule for conflict resolution; if a concern arises and an individual has a resulting complaint, they must wait 24 hours to remove and/or decrease the emotional element so the actual concern can be brought forward to the appropriate party in the form of an **incident report**. Forms can be found on our website.

If an individual still wishes to voice their concern after the initial 24 hours, they should adhere to the following order of escalation.

1. A resolution should be sought between parties first. Referred to as Complainant and Respondent.
2. If it cannot be resolved, contact one of the Coaches or the Team Manager to assist with resolution. This must be attempted within 7 days of the original incident. More than one opportunity to resolve must be presented, must be of reasonable notice and not during game, practice or special event times. May be before or after.
3. Any further escalation must go to the Coach and Player Coordinator, which will result in a decision from the **AAFA** Board. This step will not be considered until parties can provide reasonable proof of attempted resolution by route of steps 1 and 2.

Disciplinary measures may include but are not limited to:

- Verbal or Written reprimand (which will be placed in the respondent's file)
- Verbal or Written (handwritten/hand delivered) apology
- Service or other voluntary contribution
- Possible Suspension (from some or all games/events/programs/activities)
- Expulsion from the Association for one or more seasons.
- Legal action/ contacting law enforcement

Within 21 days of being notified, the **AAFA** Board will come to a decision based on the input from all parties and witnesses.

Any Board members must recuse themselves if they have any conflict of interest with the parties involved.

All parties involved in the complaint or issue may be asked to provide information regarding the incident to ensure a proper resolution is found. Confidentiality agreements may be signed to ensure privacy is kept.

Disciplinary measures will be decided on a case-by-case basis, and the severity and number of offences will be considered. The **AAFA** Board reserves the right to remove any of the parties stated above, from membership teams or events, if necessary, based on their findings. An **AAFA** Board member will inform those violating the decisions reached regarding disciplinary measures.

DISCIPLINARY PROCEDURE - CONT

Any coach wishing to remove an athlete from their roster must fill out and submit an incident report to the **AAFA** Board, indicating reasons for the removal along with examples. All steps outlined above must be satisfied before the Board will consider the incident. A member of the **AAFA** Board will then meet with the athlete and the family to discuss the reported issues and determine if removal is warranted. All decisions reached by the **AAFA** Board are final, and there is no right to appeal.

FAIR PLAY PLEDGE

PURPOSE

AAFA, in partnership with Calgary Minor Softball, wants to ensure that all association members have a safe, fun, and rewarding season in the Airdrie Angels Fastpitch program.

FAIR PLAY CODES

AAFA (VIA CMSA)

FOR COACHES

1. I will be reasonable when rescheduling games and practices, remembering that players have other interests and obligations.
2. I will teach my players to play fairly and to respect the rules, officials, and opponents.
3. I will ensure that all players get instruction, support and playing time in an equitable manner.
4. I will not ridicule or yell at my players for making mistakes or for performing badly.
5. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
6. I will make sure that equipment and playing fields are safe and match players ages and abilities.
7. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
8. I will obtain proper training and continue to upgrade my coaching skills.
9. I will work in cooperation with officials for the benefit of the game.
10. I will respect and inspire respect from my players for the playing facilities provided for my team and our opponents.

FOR PLAYERS

1. I will play softball because I want to, not because others or coaches want me to.
2. I will play by the rules of CMSA and in the spirit of the game.
3. I will control my temper – fighting or 'mouthing off' can spoil the activity for everyone.
4. I will respect my opponents.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything – that having fun, improving my skills, making friends and doing my best are also important.
7. I will acknowledge all good plays and performances – those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
9. I will respect the playing facilities provided for my team and my opponent.

FAIR PLAY CODES - CONT

FOR PARENTS

1. I will not force my child to participate in softball.
2. I will remember that my child plays sports for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
8. I will never question the officials' judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
10. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

FAIR PLAY ATHLETE - COACH AGREEMENT

ATHLETE

I agree to:

- Always play by the rules
- Never argue with an official. When a call is disputed, I'll let the coach or team captain handle it.
- Remember that I'm playing because I enjoy the sport. Winning is fun, but so are many other things about the sport.
- Work at achieving my personal best and to not get discouraged if it's not the best.
- Show appreciation for good plays/performances, even by opponents.
- Control my temper and not be a show-off.

COACH

I agree to:

- Remind my athletes that winning a game or trophy isn't the only measure of success.
- Encourage my athletes and offer constructive criticism.
- Instruct my athletes to follow both the letter and the spirit of the rules.
- Teach my athletes that officials are an important part of the game. They should always be respected, as should their decisions.
- Encourage my athletes to be good sports.
- Give every participant a chance to play and learn the skills.
- Remember that my actions speak louder than my words.

AAFA BOARD - POLICY

PURPOSE

AAFA is run entirely by volunteers, including the **AAFA** Board. Board members are a critical part of the Airdrie Angels Fastpitch program, and as such, we have established a policy to govern their role in the Association.

PROCEDURE

- The operations of **AAFA** shall be carried out by the Executive (consisting of the President, Vice President, Secretary and Treasurer) and the Board Members.
- An **AAFA** Board member shall perform his or her duties in good faith and in the best interest of the association and shall only receive remuneration for their services in the form of reimbursement of expenses directly related to **AAFA** Board duties.
- A Board member may be removed from office at any time by a majority vote from the Board.
- A Board member may resign at any time by giving written notice to the Board.
- A new **AAFA** Board member shall attend a minimum of two (2) meetings before being permitted to vote.
- In the case of a tie vote, the vote of the President shall become the tiebreaker.
- The President shall call any special meetings that may need to be called over the course of a year at his or her discretion.
- All **AAFA** Board members must hold at least one Executive or Director (Coordinator) position to maintain their spot on the Board. If they should relinquish a role that leaves them with no role at all, they need to select a new role at the next scheduled Board meeting unless otherwise agreed upon by the Board.

RESPONSIBILITIES

- The association is a direct member of the Calgary Minor Softball Association (CMSA) and, in general, follows the policies and procedures as set forth by them, particularly regarding any safety requirements for players of the association.
- Any special requests from players to play on the same team are made at the discretion of the Board and are mainly determined by evaluation results.
- Any complaints with regards to a coach, player, parent, Official or volunteer must be made in writing (in accordance with our policies and procedures) to the President of the Board and will be dealt with at a special meeting of the Board if necessary.
- **AAFA** is a non-profit organization, and as such, we will keep fees and fundraising rates at such that allow us to maintain the program without incurring financial loss.

PLAYER TRANSFER POLICY

PURPOSE

The purpose of a policy is to prevent a decline in player numbers and the potential opportunities to foster higher-level programs in the future. This policy is also in place to support players seeking a higher level of play if not currently provided by **AAFA**.

POLICY

For U15 and under players who wish to register for a team outside of the **AAFA** Boundary*, a request for a player transfer must be sent from the President of the requesting organization to the President (or identified alternate) of **AAFA**.

Player transfer requests for U15 and under must be received no later than February 15. As per Softball Alberta regulation, the acknowledgement of the transfer will be provided within 7 days. Player transfer requests for the same level of play will not be considered until after the **AAFA** evaluation process is complete. The player requesting transfer for the same level of play is required to attend **AAFA** evaluations prior to consideration of release. All reasonable attempts will be made to accommodate a player that is unable to attend Evaluations. If all attempts are unsuccessful, the player will be subject to the same procedure regarding team placement when not able to attend.

If a player requests a transfer for a level not yet offered by the **AAFA**, the transfer request will be reviewed by the **AAFA** Board on a case-by-case basis.

Player Transfers are for a one-year term expiring Aug 31 of the current year. A new transfer request is required each year.

Players residing within the **AAFA** boundaries must register with **AAFA** unless released.

Player transfer forms and instructions are located on the Softball Alberta website.

<https://www.softballalberta.ca/forms/transfers/>

If **AAFA** denies the player transfer, the player has the right to appeal to Softball Alberta. See Softball Alberta's player transfer policy for more details [here](#).

This policy does not restrict the Board when making individual case by case considerations to release players within CMSA, for any reasons they deem necessary in the best interests of a player member, their families or the **AAFA**.

The **AAFA zone is North of Highway 1 (to the Wheatland County border) and West of Highway 9. This includes the City of Airdrie, the towns of Crossfield, Carstairs and Didsbury and the Hamlet of Balzac.*

2026 AAFA BOARD MEMBERS

President: Leanne Coates president@airdrieangels.com

Vice President: Laurena Pollock vicepresident@airdrieangels.com

Treasurer: Amanda Garner admin@airdrieangels.com

Secretary/Social Media: Melissa Melnyk secretary@airdrieangels.com

Registrar: Monique Shalin registrar@airdrieangels.com

Coach Director: Scott Mayson coach@airdrieangels.com

Player Director: Payton Eldridge player@airdrieangels.com

Apparel Coordinator: Tara Zimmermann apparel@airdrieangels.com

Equipment Coordinator: Chelsea Frayling equipment@airdrieangels.com

Tournament: Blake Williams tournament@airdrieangels.com

Member at Large: Jeff Baldwin