



BASEBALL
New Brunswick/Nouveau-Brunswick

Operations Manual - Adult Baseball

2025

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1 AFFILIATIONS

- 1.01** The organization shall be an affiliate of Baseball Canada. Baseball Canada may be referred to as the Canadian Federation of Amateur Baseball (C.F.A.B.).
- 1.02** The President shall be the Baseball New Brunswick representative for the Baseball Canada Board. If another director is required, they shall be appointed by the executive.
- 1.03** Baseball New Brunswick shall be a member of Baseball Atlantic.
- 1.04** The President shall be one of Baseball New Brunswick's representatives at Baseball Atlantic. The second director, if any required, shall be appointed by the President.

2 OBJECTIVES

- 2.01** To promote and encourage the playing of baseball in a wholesome and entertaining manner.
- 2.02** To assist in the establishment of baseball associations, leagues and teams.
- 2.03** To establish criteria for the classification and registration of leagues, teams and players in accordance with criteria set out in the Bylaws.
- 2.04** To govern, control, and direct the playing of baseball by member leagues and teams.
- 2.05** To establish, regulate, and supervise Provincial Championships in all Divisions.
- 2.06** To secure the enforcement of the rules of baseball with respect to member leagues, associations and teams.
- 2.07** To maintain high standards of conduct among leagues, teams, players, and officials.
- 2.08** To apply discipline for violation of the rules of baseball or for conduct not in the best interests of the game.

3 EXECUTIVE DIRECTOR

- 3.01** The Board shall appoint the Executive Director, as recommended by the Personnel Committee (established as necessary), who shall have duties and responsibilities as detailed in the job description.

4 RULES

- 4.01** To ensure the enforcement of the official rules of the games adopted by Baseball New Brunswick, the playing rules of Baseball Canada shall apply for all classifications with the exceptions allowed by the registered leagues under Baseball New Brunswick or as prescribed in the Constitution or By-Laws of any member leagues.
- 4.02** All Baseball New Brunswick members including all registered leagues and teams shall conduct themselves on and off the field in a manner considered to be in the best interests of the game.
- 4.03** Baseball New Brunswick may make rules regarding eligibility of teams, players, etc., as set out in this Operations Manual.

5 DISPUTES, DISCIPLINE APPEALS & PROTESTS

- 5.01** Baseball New Brunswick shall act as a forum for hearing disputes, protests, and appeals, and shall apply discipline and render decisions in accordance with our **Discipline and Complaints, Dispute Resolution** and **Appeals Policies**.
- 5.02** Baseball New Brunswick may serve as a second level of adjudication for matters dealt with by registered leagues, associations and the New Brunswick Baseball Umpires Association (NBBUA).
- 5.03** Registered leagues shall have jurisdiction for resolving matters in dispute, including disciplinary procedures that arise from league business and playoff rounds within the league, according to the minimum standards set out in the **Baseball NB Code of Conduct**. In all such instances, the league shall not proceed to make a decision without affording to the parties involved or affected a reasonable opportunity to be heard in advance of the decision. In league playoffs which is a provincial playoff, the league President must resolve all above matters prior the next game being played.
- 5.04** Failure of a league or the NBBUA in complying with the discipline rules of Baseball New Brunswick or their own Constitution and/or By-laws, Baseball New Brunswick is empowered to take action as per appropriate policy. Registered leagues and the NBBUA shall be justified in imposing indefinite or limited suspensions pending proper hearing where urgent circumstances are present, but such suspensions themselves may be appealed to Baseball New Brunswick. The failure or refusal of an affected party to appear for a hearing, or to accept notice of hearing, shall not affect the validity of actions taken in good faith.
- 5.05** Matters within the jurisdiction of Baseball New Brunswick will be managed under the Discipline and Complaints Policy.
- 5.06** A decision of a registered league, association or the NBBUA that is not appealed to Baseball New Brunswick shall be deemed to stand as a decision of Baseball New Brunswick, and all disciplinary and other action taken shall be deemed to stand as a decision of Baseball New Brunswick, and all disciplinary and other action taken shall be enforced by Baseball New Brunswick accordingly.
- 5.07** An appeal of a decision by a registered league, association, the NBBUA or Baseball New Brunswick that is appealed to Baseball New Brunswick shall fall under the **Baseball NB Appeal Policy**.
- 5.08** See **Baseball NB Tournament Hosting Manual** for Protest Procedures.

6 PENALTIES

- 6.01** Any violation of the By-laws, Operations Manual, Policies or the failure to accept and abide by a decision of the executive and Board, may render the offending member or participant liable to disciplinary action by Baseball New Brunswick.
- 6.02** Failure of a member league, association or team to meet its financial obligations to either Baseball New Brunswick or any affiliated league, zone or team, or failure to arrange settlement of same to the mutual satisfaction of all concerned by the end of the calendar year in which the said member operated, shall render the offending member liable to suspension from further play in the league, zone playoffs or Baseball New Brunswick playoffs. Any such suspension is to be lifted immediately upon an agreement being reached among all parties involved, satisfactory to the Executive.
- 6.03** If, at any time, Baseball New Brunswick finds any league, association, zone, team or participant which is a member or participant of Baseball New Brunswick, doing or having done anything which in any way would, or could, discredit or prove detrimental to the game or be in violation of the Baseball NB Code of Conduct, it will be dealt with by Baseball New Brunswick. If, after notice, the offender or offenders refuse to discontinue such action or actions, the said offender or offenders shall be suspended subject to the other disciplinary action as per policy.
- 6.04** Until a suspension imposed by the Baseball New Brunswick or its member is lifted, no other team participating under Baseball New Brunswick will be permitted to compete with or against the suspended participant or participants.

7 REGISTRATION OF LEAGUES

- 7.01** Any league registered with Baseball New Brunswick on or before May 1 of the playing year may conduct its own league playoffs to declare its representative or representatives for provincial playoffs.
- 7.02** Leagues registered with Baseball New Brunswick shall adopt By-Laws, copies of which must be submitted for approval to Baseball New Brunswick on or before April 15 of the playing year. Failure to comply strictly with this provision will result in the delay of the recognition of the league for playoff purposes until such time as this provision has been satisfied.
- 7.03** Registered leagues shall be responsible for reporting the classification of the teams within their respective leagues at the time of registering their leagues. Where there are three (3) or more teams of any given classification within the league, the league shall serve as a registered league for any such classification or classifications. No registered league team may withdraw from its league and enter provincial playoffs unless removed against its will by the registered league. Any team or teams so affected may appeal their case to Baseball New Brunswick in accordance with the By-Laws, the Operational Manual and policies.
- 7.04** Registered leagues may determine in their respective Constitution and By-Laws:
- a) For regular season play only, any minor alterations to the playing rules or these By-Laws, such as: designated hitter; length of games; number of umpires per game; tie-breaking methods for games or standings; intentional walks; 10-run rule; catcher's substitution as a base runner, etc.
 - b) For regular season play or league playoffs, team territorial rights in respect of players playing with league teams.

- c) For regular season play or league playoffs, player mobility rights from season to season or team to team within or into the league.
- d) For league playoffs, minimum number of regular season games played for players to be eligible.
- e) For regular season play or league playoffs, methods for compensating visiting teams and/or dividing gate receipts.

8 REGISTRATION OF TEAMS

- 8.01** a) All league, team, and player registration must be done through Baseball New Brunswick's online registration system (RAMP) in order to be considered sanctioned by Baseball New Brunswick.
b) All leagues registering with Baseball New Brunswick must submit an up to date constitution and bylaws at the time of registration every season.
- 8.02** a) All member teams of Baseball New Brunswick are required to register annually with Baseball New Brunswick on or before May 15 of the playing year to be eligible to participate in provincial Playoffs in that playing year. Membership registration fees must be included.
b) The New Brunswick Baseball Umpires Association must register by May 15 with Baseball New Brunswick
- 8.03** All teams registered with Baseball New Brunswick shall be guaranteed at least a best two-of-three round competition in Provincial playoffs including any applicable league playoffs, or any other format which guarantees a minimum of two (2) games.
- 8.04** Each team is authorized to have 1 manager, 1 head coach and any number of assistant coaches to be indicated at the time the team is registered. Complete address, including postal code and telephone number, must be reported in RAMP at the same time.
- 8.05** All coaches registering with Baseball New Brunswick must comply with the **Baseball NB Screening Policy** at the time of registration and each Association must follow through with obtaining this information, as required.
- 8.06** Late registrations will only be accepted up to and including June 1st at an amount of ten (\$10) dollars per day.
- 8.07** League or team may submit changes to the submitted player registration in RAMP up to and including June 15th of the playing year.
- 8.08** A player or manager of a team which is engaged in Provincial, Regional or National playoffs must produce, upon demand by the opposing team, a copy of the team's player registration form.
- 8.09** Sole discretion in final classification of teams which are members, or apply to become members of Baseball New Brunswick, rests with the Board of the Baseball New Brunswick in compliance with the By-Laws and Operational Manual.
- 8.10** All member teams of Baseball New Brunswick must abide by Baseball New Brunswick's By-Laws, Operational Manual and Policies.
- 8.11** Divisions Senior to Intermediate inclusive may be referred to as Adult Divisions, while divisions 21U to 11U inclusive may be referred to as Age-Limit divisions. Teams which register with Baseball New Brunswick to participate in provincial playdowns, shall compete in the following classes:

Senior----- twenty-one (21) players

Intermediate ---- twenty (21) players

**Exceptions may be made on limits from time to time based on special circumstances as agreed to by Baseball New Brunswick.

9 REGISTRATION OF PLAYERS

9.01 Player registration forms shall be completed with RAMP for each team registered. This shall indicate the date of birth, full residential address and telephone number for each player on the team. The league president/registrar is required to verify the dates of birth and residential address of each player. The league president/registrar shall certify the eligibility of the players within RAMP. The team shall provide proof of age and residence upon request by Baseball New Brunswick. A coach may be suspended by Baseball New Brunswick if a player is found to be ineligible because of age, residence, or registration with another team. If RAMP is incorrectly completed, it is to be corrected. Teams will not be considered registered until RAMP is properly completed.

9.02 Any player not added to a roster on or before the date prescribed in Section 8.07 for their division is ineligible for any further competition in that playing year.

9.03 Players are permitted to be on more than one (1) roster. Each league shall decide whether they will allow adult players to roster on more than one **(1) team in two (2) provinces** or leagues within their own rules. The league should stipulate and address such in their rules.

9.04 Players are eligible to play only for the team(s) with which they registered during the playing season for all regular season and league playoffs. Players are only eligible to play for one team for provincial playoffs, thus must declare at time of registration prior to participating in the league, except:

a) affiliated players

b) all national playoffs

c) please refer to the League(s) Constitution and Bylaw for any specific rules or guidelines in respect of players being on multiple rosters.

9.05 Affiliation Agreement:

Baseball New Brunswick has in place an affiliation agreement for all teams that play in Baseball New Brunswick. Such clubs must follow stated rules*:

i. Players may only affiliate with one (1) team.

ii. Teams must name affiliate players, up to a maximum of 18 players by July 1st.

iii. Players listed as "AP" (affiliate player) on team rosters may be eligible to play, with no game limit.

iv. A maximum of six (6) affiliated players may play in any one (1) game.

v. All affiliations must be done/approved by the league president/registrar via RAMP, or through request of the Baseball New Brunswick Executive Director to be added within RAMP.

vi. A lower tiered team of a higher age classification may AP a 'AAA' player.

*For the New Brunswick Senior Baseball League or any Baseball New Brunswick Intermediate (adult) Baseball League affiliation rules, please see that League's Constitution & By-laws.

- 9.06** Players who have been under contract with a recognized professional baseball club in the same playing year shall not be eligible for any competition within Baseball New Brunswick for that playing year unless such players can produce valid releases from the appropriate professional club, or Baseball New Brunswick otherwise gives direct permission for such eligibility in writing.
- 9.07** No age class player will be permitted to move up an age division unless forced by age or no division exists within the Association, or upon written request from the Association, presented for review to the Baseball New Brunswick office. Only 18U and 21U age players, may be permitted to play outside their prescribed age class upon obtaining a written release from the last 21U (or Junior) team played for or the last association they were registered in for 18U.

10 FEES

10.01 Membership Fees:

Baseball New Brunswick registration fees as set by the Board of Directors are available by reviewing the Baseball New Brunswick website. Any changes to these fees will be presented to the membership at the Annual General Meeting in advance of the playing season prior to taking effect.

- 10.02** Players and coaches not registered with provincial teams will be subject to an annual administrative fee. Such fee would be representative of their membership to the association and would provide coverage for eligibility, insurance, access to programs, general assistance to provincial, national and international programs.

- 10.03** In Senior and Adult, if only one (1) provincial league is registered, any team wishing membership in Baseball New Brunswick, must apply in writing, by February 1st, to the league president, with a copy to Executive Director of Baseball New Brunswick. The said team must be permitted membership within the league, providing said team meets all league criteria.

- 10.04** All league, coach, and player rosters will be submitted via RAMP by June 15th of that playing season.

- 10.05** All league, coach, and player fees will be paid in full by July 31st of that playing year or prior to any Provincial Tournament held in advance of that date. Teams owing will not be permitted to participate in elimination tournaments or provincial championships. Furthermore, members of teams owing money will be considered not in good standing and therefore subject to suspension of their insurance coverage.

11 RESIDENCE

- 11.01** A player, to be eligible for any competition under the jurisdiction of the Baseball New Brunswick in the playing year, is required to be a bona fide and/or continuous resident of New Brunswick on/before June 30 (July 1st for age-limit divisions) of the playing year, unless they are eligible as an import in their division. For purposes of certainty, a place of residence, or a place of residence within New Brunswick, as the case may be, shall be determined in accordance with the following:

a) If the player is a married person,

i) at the permanent residence where their family lives and sleeps, and to which, when away, they intend to return,

or

ii) if they are living apart from their family with the intent to remain so apart from it, then at a place considered their permanent residence where they live and sleep and to which, when

away, they intend to return, without regard to where they have their meals or is employed.

b) If the player is not married, at the place where they live and sleep and to which, when away, they intend to return, without regard to where they take their meals or is employed or where their family lives and sleeps.

c) Where the player is a full-time student at an accredited institution and is domiciled either within or outside New Brunswick, as the case may be, the player is ordinarily resident where they are domiciled, unless a contrary intention can be established.

d) Armed forces and legitimate business transfer personnel are to be classified as residents of hometown unless they claim residence in another area.

11.02 A player, to be eligible to compete with any team in League, league playoffs, zone playoffs, elimination tournaments or provincial championship playoffs, is required to have been a primary resident of New Brunswick on/before June 30th of the playing year affected unless covered by Section 11.01(c) or (d).

11.03 A player, whose primary residence in New Brunswick is outside a given "area" and the "area" is not represented by a team of the same classification registered with Baseball New Brunswick, may commute from their place of residence to any team within their Baseball New Brunswick designated zone.

11.04 For the purposes of this section, "area" means all that region within a twenty-five (25) kilometre radius of a given city, town or village, measured from the nearest border points. For the purposes of clarification, all teams centered in a given "area" are deemed to be equidistant from other areas outside their 25 kilometre radius. Teams within a region may agree between themselves to establish boundaries for the purposes of registering players.

11.05 Please refer to the Bylaws and Constitution of the particular League or Leagues for further designation on area(s) on eligibility for participation.

12 IMPORTS

12.01 An import is a person who resides (permanent residence) outside the boundaries of New Brunswick.

12.02 Out of country players will need additional insurance to play in New Brunswick.

13 TOURNAMENT MANUAL – PLEASE SEE TOURNAMENT MANUAL DOCUMENT

14 EQUIPMENT

14.01 It is mandatory that all players in all levels of Baseball New Brunswick, wear a flapped helmet in batting circles, at the plate, on the base paths. Under no circumstances shall local leagues or teams be permitted to amend this rule at their level.

14.02 For all other equipment related items, please refer to the rules of Baseball Canada.

15 MISCELLANEOUS POLICY

15.01 N.C.C.P. Certification:

Any coach not properly certified, shall not be permitted to coach in a National, Provincial or Atlantic Championship, nor in any Tournament leading to such an event.

15.02 See coaching requirements on Baseball NB website.

15.03 Baseball New Brunswick Meetings:

A) All Baseball New Brunswick Board of Director's or Executive meetings shall be closed to the general membership.

B) Any member of Baseball New Brunswick may make a presentation to the Board of Director's but shall be excluded from the discussion and the remainder of the meeting.

15.04 Nationals:

All Baseball New Brunswick teams competing in National Championships must have their player registration form completed and in the hands of the Executive Director fifteen (15) full days prior to the first day of competition of the Baseball Canada Championship.

15.05 Any team hosting a national event, where all 10 provinces are (or can be) represented, the provincial winner shall have first choice of pickups (excluding the host community). (Note: "Community" being city, town, or village). Any player refusing to play for the provincial winner, will not be permitted to play for the host team.

15.06 Provincials:

Baseball New Brunswick will provide medals to provincial host sites for presentation to provincial winners and runner-up (gold and silver).

15.07 Tournament Sanctioning, Travel Permits and Out of Province/Country events:

All Tournaments being hosted by Leagues, Members or Registrants require details to be submitted to the BNB Office for approval to ensure all participants are covered for insurance purposes.

All Travel by teams planning to participate outside of the Province of New Brunswick require details to be submitted to the Baseball New Brunswick Office at least 2 weeks prior to the event to receive approval and ensure participants are covered for insurance purposes.

Any travel outside the Country requires details to be submitted to the Baseball New Brunswick Office, however, the Baseball New Brunswick Insurance coverage via Sport NB does not cover participants for such. Therefore, participants need to ensure proper personal travel insurance coverage is arranged.

Any event or game that is not approved by the Baseball New Brunswick Office and properly sanctioned is considered an unsanctioned event and would not be covered under Baseball New Brunswick Insurance and thus participants may be liable for any damages, injuries, etc. that may occur.