

## Policy and Procedure Manual

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### 1. Definitions

Term	Definition
BNS	Baseball Nova Scotia
Executive	The elected Executive members of BNS (President, VP of Operations, VP of Finance, VP of Girls Baseball, Secretary, and Supervisor of Umpires)
Board or BOD	The elected Board of Directors of BNS (including the Executive, Southern Regional Director, Northern Regional Director, Cape Breton Regional Director, Metro South Regional Director, and Metro North Regional Director)
RD	The elected Regional Director of each of the five (5) defined by BNS
Member	Any registered members of BNS as defined by article 2 in the BNS By Laws.

Committee	Groups formed by the Executive for the formulation of policies and to assist the Board in the operation of specific areas.
Ad Hoc Committee	Groups formed by the Executive or existing Committees that are delegated specific tasks

## **2. Introduction**

The purpose of this document is to outline the policy development processes and procedures within Baseball Nova Scotia (BNS). This document shall define types of policy, procedures in policy development, requests for policy amendment, and committee responsibilities.

## **3. Policy Development and Revision**

### **3.1 OVERVIEW**

- 3.1.1 Policy governance is the responsibility of the BNS Board of Directors. The accountability and authority ultimately lies with the elected board. The actions of the Board are guided by the results-oriented policies developed and overseen by established Committees. Policies should reflect the intent of the BNS Bylaws and aid in the governance of the organization.
- 3.1.2 The BNS Board of Directors is supported by Committees, and delegates authority to each committee by approving its objectives, membership, duties and responsibilities. Each Baseball Nova Scotia Committee consists of a Chair and Members. Each Chair is appointed by the Executive based on the recommendation of the President. Other Committee members are selected either by the Committee Chair in consultation with staff and subject to the veto of the President. Staff members, as required, provide support for Committees.
- 3.1.3 During the intervals between meetings of the Board of Directors, the Executive possesses and exercises the powers of the Board of Directors in the management and direction of the affairs of Baseball Nova Scotia.

### **3.2 DEFINITION OF POLICIES**

#### **3.2.1 Policies shall be as defined as;**

- a) Member Policies – affecting members and members affiliated governing bodies. Procedures shall be developed and approved in accordance with this policy.
- b) Operational Policies – pertaining to the day to day operations and administration by staff. This includes the management of staff to execute the delivery of programs (leagues, developmental, NCCP, championships, and other areas) to members. Procedures shall be developed and approved by the Executive.

### **3.3 MEMBER POLICIES AND PROCEDURES**

#### **3.3.1 Policy development is the responsibility of the Board of Directors**

#### **3.3.2 Two procedures are to be followed:**

A) Policy Development

B) Policy Revision

- 3.3.3 Any member in good standing (including Board members) may request the development or review of a Policy by submitting a written request to the Executive Director
- 3.3.4 The written request shall be completed and sent to the Executive Director.
- 3.3.5 The submission shall be reviewed by the Board to review that the issue being presented is relevant and intent is clear.
- 3.3.6 Should the Board deem the request to be valid and worthy of further review, the development or revision of the Policy shall be delegated to the appropriate Committee.
- 3.3.7 The Board shall establish an appropriate timeline for revision, development, and implementation of the request.
- 3.3.8 When policy development or review has been completed by the appropriate Committee or Ad Hoc Committee, results and supporting documentation shall be submitted to the Board for review and approval.

### **3.4 TIMELINES**

- 3.4.1 Requests for revisions to policies that effect the By Laws of BNS must be made no later than ninety (90) days prior to the BNS AGM (as per current By Laws)
- 3.4.2 The Board of Directors will have fourteen (14) days to respond to the request. The Board will either accept or decline the request for submission to the appropriate committee.
- 3.4.3 Accepted requests for policy revisions will be submitted to committee for review.
- 3.4.4 Accepted requests for new policy development will be submitted to the committee for review. The committee shall establish an appropriate timeline, depending on the scope and impact of the proposed policy, for completion.
- 3.4.5 The Board shall circulate any decisions on policy development or revisions to member associations.
- 3.4.6 Declined requests shall include rationale for the decision, within fourteen (14) days of the decision

### **3.5 APPROVAL OF MEMBER POLICIES AND REVISIONS**

- 3.5.1 Policies shall be approved by the Board at regularly scheduled meetings, or via other form of communication when necessary.
- 3.5.2 Approved new policy or revisions may take effect immediately upon acceptance by the Board, unless an alternate date has been established at the time of the decision.
- 3.5.3 Policy Manual and related document shall be updated no later than thirty (30) days from the date of approval.

## 4 Committees

### 4.1 MANDATE

- 4.1.1 Committees shall be responsible for the formulation of recommendations and proposals, that are guided by the objectives set forth by the Executive
- 4.1.2 Committees shall oversee the policy development, and administration of its respective programs, including:
  - I. Formal Meetings
  - II. Proposals
  - III. Progress Reports
  - IV. Board Presentations

### 4.2 COMMITTEE SELECTION

- 4.2.1 Committee Chairs shall be appointed by the BNS Executive
- 4.2.2 The position of Committee Chair will be reviewed annually (within 60 days of the AGM). It shall be at the discretion of the Executive, upon review, as to the expiration or renewal of the current Committee Chair's position.
- 4.2.3 The Executive reserves the right to remove, replace, or add Chairs or members of Committees at any point.
- 4.2.4 Committee Chairs, and members of the Board, may present a list of potential candidates for Committee involvement to the full BNS Board for ratification. ~~This shall be done within sixty (60) days of the AGM, or as required to fill vacancies.~~
- 4.2.5 Any member wishing to be considered for BNS Committee involvement shall contact the Executive Director, or Committee Chair, with a resume of credentials, and reasoning behind his/her interest.

### 4.3 COMMITTEE MEETINGS

- 4.3.1 Meetings may be called at the discretion of the Committee Chair, or Executive
- 4.3.2 Meetings are convened at the call of the Chair
- 4.3.3 Conference call, email exchange, or physical meetings are all accepted forms of meetings.

- 4.3.4 Minutes of all meetings must be kept, and submitted to the Board and Committee members for review within fourteen (14) days of the meeting.
- 4.3.5 Each Committee Chair shall submit a brief report to the Executive Director and Board upon completion of meetings
- 4.3.6 Actions items arising from meeting must be submitted within fourteen (14) days to the Board for review. The Board will have the power to ratify, reject, or return proposals to the committee for further review.

#### **4.4 STANDING AND AD HOC COMMITTEES**

- 4.4.1 Standing committees shall be reviewed annually. They include:
  - A. Competitions Committee
  - B. Finance Committee
  - C. Gender Equity Committee
  - D. High Performance Committee
  - E. Safe Sport Committee
- 4.4.2 Ad Hoc Committees may be formed by the Board of Directors or a Standing Committee to review and explore a specific area of concern. It shall be at the discretion of the Executive to determine the member composition and mandate of Ad Hoc Committees.

Areas include:

- A. Awards Committee
- B. By Laws Committee
- C. Development Committee (Rally Cap, Winterball, etc.)
- D. Discipline Committee
- E. Diversity Committee
- F. Facilities Committee
- G. Strategic Planning Committee
- H. Other committees as deemed necessary by the Executive.

## **4.5 STANDING COMMITTEE DESCRIPTIONS**

### **4.5.1 Competitions Committee**

#### Objective:

- To oversee and provide competition opportunities (Bluenose League, and Provincial play) to all areas of the province regardless of skill level.

#### Membership

- Chair (VP of Operations)
- Executive Director
- Regional Directors (5)
- BNSUD Rep

#### Meeting Frequency

- Three times per year; dates TBD in February, June, and July

#### Roles and Responsibilities

- To develop rules and regulations for Bluenose and Provincial play
- To determine the Calendar of Events for competitions and deadlines annually
- To select hosts for Provincial, Regional, Elimination, and Qualification tournaments.
- To develop criteria for hosts of BNS competition events
- To be responsible for reviewing Provincial Championship events upon completion
- To ensure handbooks are updated annually to reflect rules and operational changes.
- To evaluate the status and strength of teams for the purpose of tiering in the Provincial Championships

#### **4.5.2 Finance Committee**

##### **Objective**

- To advise and report to the Board regarding the financial position of BNS

##### **Membership**

- Chair (VP of Finance)
- Executive Director
- Operation Manager
- Two other members as appointed by the Chair

##### **Meeting Frequency**

- Three times per year (February, April, October)

##### **Roles and Responsibilities**

- To prepare and review the annual budget submission to the Board and membership
- To monitor financial statements
- To advise on potential opportunities to improve the financial position of the organization
- To ensure the budget aligns with the Strategic Plan and its yearly outcomes.
- Other duties as required by the Board

#### **4.5.3 Gender Equity Committee**

##### **Objective**

- To develop strategies for the growth and development of girl's baseball in Nova Scotia

##### **Membership**

- Chair (VP of Girl's Baseball)
- Executive Director
- Three other members as appointed by the Chair



#### Meeting Frequency

- Three to five meetings per year (dates TBD)

#### Roles and Responsibilities

- To create a strategic plan for the recruitment and retention of females in baseball
- To support associations in their initiatives to attract girls to play within their community
- To organize events for the recruitment of girls into the sport (Come Try It Days, etc.)
- To further develop and review current programming for girls in baseball (high performance teams, camps, events, leagues, etc.)
- To develop mentorship programs for the further development of female leaders, coaches, and officials within the province
- To oversee the coach selection of the 14U, 16U, 19U, and Senior Women's programs, and create an ad-hoc committee for selection if necessary
- To review the annual plans for each Female High Performance program
- To create strategies for the alignment of all programs to ensure continuity in the athlete pathway
- To create opportunity for advancement of athletes to National team programs.
- To conduct an annual review of programs (including finances, player feedback, etc.)
- To provide annual reports to the High Performance Committee for review
- To ensure that outcomes defined in the BNS Strategic Plan relating to Gender Equity are achieved.

#### **4.5.4 High Performance Committee**

##### Objective

- To oversee the operations of all BNS High Performance programming, and develop strategies for the continual improvement of all teams.

#### Membership

- Chair (Performance Coach)
- VP of Girls Baseball
- VP of Operations
- Operations Manager
- Technical Director
- Two members as appointed by the Chair

#### Meeting Frequency

- Two times per year (October, and February)

#### Roles and Responsibilities

- To oversee the coach selection of the High Performance programs, and create an ad-hoc committee for selection if necessary
- To review the annual plans for each program
- To create strategies for the alignment of all programs to ensure continuity in the athlete pathway
- To recruit future potential high performance coaches to guest coach alongside current program leads
- To create opportunity for advancement of athletes to college or National team programs.
- To conduct an annual review of programs (including finances, player feedback, etc.)
- To consult with the Gender Equity Committee on the activities of all High Performance Female teams
- To ensure the annual outcomes defined by the BNS Strategic Plan in the Excellence pillar are well defined and achieved.

#### **4.5.5 Safe Sport Committee**

##### Objective

- To ensure all member clubs are educated in providing a safe environment, fair decision making, and to properly protect its assets and resources.

#### Membership

- Chair (as appointed by the Executive)
- Executive Director
- Technical Director
- Operations Manager
- Program Manager
- One Board member
- Two other members (as appointed by the Chair)

#### Meeting Frequency

- Two times per year (October and February)

#### Roles and Responsibilities

- To develop policy and standards for direct activities (Provincial teams, office staff, Board of Directors, Committees, officials training, coach training, etc.) in safety, decision making, and protecting assets and resources.
- To develop policy and standards for indirect activities (Provincial championships, Elimination tournaments, etc.) in safety, decision making, and protecting assets and resources.
- To develop policy and standards for supported activities (all operations within member clubs and associations) in safety, decision making, and protecting assets and resources.
- To ensure the Safe Sport Policy suite is reviewed and updated as needed.
- To ensure compliance of the organization with the Safe Sport Policy suite.