

Bashaw Minor Ball Handbook



Philosophy of Bashaw Minor Ball (BMB):

All children have a chance to play Baseball/Softball and all players are given the best effort for even amount of playing time on the field.

Board of Directors Positions and Responsibilities

President:

- Provides direction and leadership to BMB membership
- Oversees all committees
- Contact person for BMB
- Calls and chairs executive, special, and general meetings (any member of BMB can call a meeting at any time)
- Provides agendas for meetings
- Has signing authority
- Updates BMB Handbook as needed and shares it with all Board members and team managers

Vice-President:

- Has signing authority
- Assists President with his/her duties

Treasurer:

- Keeps financial records for BMB
- Collects money as needed, provides receipts to payer, and makes deposits
- Issues cheques as needed
- Has signing authority
- Maintains bank records
- Provides a current treasurer's report to Board meetings
- Prepares annual proposed and actual budgets/income/expenditures
- Supplies floats to fundraising events needing them

Secretary:

- Takes minutes at all meetings
- Keeps copies of all minutes
- Provides copies of minutes to board members after each meeting

Director:

- Attends BMB Board meetings
- Works as a committee member(s) to help with Board responsibilities

Committees and Responsibilities

Equipment manager

- Keep teams supplied with the equipment that they need—bats, catcher’s gear, some batting helmets (we encourage players to provide their own), equipment bag, first aid supplies, scorebooks
- Team managers need to inform this person, with fair notice, if their team needs more for equipment/balls at the beginning and throughout the season
- Keeps game balls available (in the sea can) for all teams:
LTP and 9U=t-balls
U9 and U11=11” softballs
U13, U15, and U18 girls=12” softballs
11U, 13U, Boys= 65cc baseballs
15U boys= 80cc baseballs
18U boys=ROML baseballs

Uniform manager

- Supplies team managers with uniforms for their teams
- Collects uniforms at the end of the season when each manager has their FULL SET of uniforms returned
- Stores uniforms in the sea can during the off season in proper team groups ready for the next year

Provincial’s coordinator/researcher

- Keeps teams informed about provincial information needed if they want to participate, i.e. deadlines for registration

Tournament coordinator

- Coordinate a tournament hosted by BMB

League(s) manager

- Gets information out to teams about when they need to attend AGM/scheduling meeting for their leagues and any other information from each league
- Provides Managers with Softball Alberta/Baseball Alberta Handbook or reference to it

Registrar

- Decide, with Board input, when to make registration available
- Advertise and make registration information available to public through facebook, school newsletters, and a mass email sent from last year’s membership list
- Sets up RAMP, ready for registrations for players, coaches, and executive
- Collect registration fees from BMB players – Players will not be permitted to participate in Baseball/Softball activities with BMB until these fees are collected, due to insurance purposes
- Tally information that the Town of Bashaw needs in regards to town/counties in which players reside
- Collects codes of conducts from each player, parent, and coach with registrations

- Create an email list of BMB members for mass email use and send to communications coordinator

Communications coordinator

- Communicate information to all of our membership through emails and facebook
- Keeps our website updated

Clinics coordinator

- Make pitching clinics available for girls/softball (Softball Alberta) and boys/baseball (Baseball Alberta)
- Make skills clinics available for all players (presently invite Northcott Family to run a weekend clinic)

Year-end coordinator

- The year-end gathering is set for a date near the end of the season and is held at the Ag. Pavilion. BMB provides hamburgers and hot dogs and their buns while members bring dessert, salads, drinks, plates, cups, and cutlery...
- The coordinator sets this date and makes it known to all managers so they can pass the information on to their teams.
- Some years there are parent vs. kids games

Conflicts resolution manager

- If a conflict arises:
 - First step: We encourage the two or more parties to try to find a resolution in an appropriate manner among themselves
 - Second step: If one of the parties still has an issue with another BMB member then it can be reported to our Conflicts Resolution Manager(s). Our CRM can act as a mediator for the persons in conflict themselves or bring the information to the board if they feel it is necessary

Bashaw and Area Recreation Board (BARB) Representative

- Attends BARB meetings and acts as the liaison/communicator between BMB and BARB
- Applies for funding from BARB through their application process

Fundraising coordinator

- Finds and coordinates fundraisers for BMB
- Coordinates Bashaw's Slow Pitch Tournament Concession (usually held first week of June)
- Create a sponsorship letter for donations from companies/bussinesses

Coaching/Managing director

- Seeks out and organizes managers and coaches for each team of BMB
- Communicates Manager's contact information to Town of Bashaw as they will be who our managers need to book the Bashaw Ball Diamonds through

- Provides Managers Packages to each Manager

Picture coordinator

- Coordinates individual and team pictures with a photographer and all the teams' members

Criminal Records coordinator

- Each manager collects a criminal record check from their team's staff (coaches and managers), and they are relayed, by this person, to BA. CRCs are good for 3 years when acquired from your local detachment. If acquired on line through BA then a Declaration Statement is required for the 2nd and 3rd years and fully renewed after 3 years. It is found through BA.

Registration fees

- \$80.00/League Team player
- \$50.00/Learn to Play player

Tournament fees

- BMB will provide an entry fee for one tournament each season, of each team's choice, while collecting \$10.00 from each player who participates in said tournament

Pitching clinic fees

- \$10.00/player participating in the clinic

Skills clinic fees

- \$30.00/player participating in all 3 sessions (2 skills and 1 pitching)
- \$25.00/player participating in 1 day skills clinic and the pitching clinic
- \$25.00/player participating in 2 days of skills clinic
- \$10.00/player participating in 1 day of skills and NO pitching

Uniforms

- LTP have t-shirts numbered 1-20 for games if needed
- 9U and 11U teams are supplied with a shirt and pant by BMB and are responsible for socks and matching hats and any other accessories
- 13U, 15U, and 18U teams are supplied with a shirt by BMB and are responsible for pants, socks and matching hats and any other accessories
- Teams may make an "independent to each team" decision to get matching hats, socks etc. They are welcome to seek out their own sponsors/fundraise to cover their costs

Players driving

- Bashaw Minor Ball will follow Baseball Alberta and Softball Alberta's policies when it comes to players driving themselves for games/practices - there are currently no policies in place by either BA or SA.

Manager's Package

*Hi ,

*Thank you for agreeing to manage the Bashaw team!

Attached is your roster with registration/medical information.

*Your coach is

*Your reserved days for practices are

The most popular time for practices in the past was 6:30pm so most families would probably expect this but if all families agree to change your practice time to before supper that is fine. Please let me know if this is the case for your team, as we don't have enough diamonds for all of our teams to do this.

*Your reserved days for home games are

All games in our leagues are a 6:30pm start.

Please try your best to stick to these days for scheduling – if absolutely needing a different day please consult the Bashaw Town Office (details below) for other available days (after all teams have submitted their game schedules).

Management duties: (yes there are a few things to mention but please don't feel overwhelmed. We are trying to include as many details as possible now to hopefully save confusion/wonder later)

1. Be in touch with the league as far as scheduling/rescheduling and rules – we will inform you of a meeting to attend with your league to ensure games are scheduled and you should then receive a rulebook and other information.
2. Get equipment from Bashaw Minor Ball for your team/coach- we can work with you on this.
3. Send list of equipment, that your team would like to request for the season, to the person in charge of equipment for the association (Kristy Dawbin 403-741-8502)(asap) and keep her updated if more is needed throughout the season, with ample notice.
4. Get uniforms from BMB for each player on your team. Sarah Congdon is our uniform coordinator- her cell = 780-781-5741

5. Book Umpires if you need hired umpires—(usually only older teams such as U11 and up) **Umpires will invoice BMB either monthly or at the end of the season. Please keep track of which umpires worked at which games so that we have something to compare with their invoices. We are trying to get a list of Baseball Umpires compiled and Softball Umpire information is shared at the scheduling meeting and through email.
6. Book the Bashaw Ball Diamonds for any time that you will be using them—practices and home games—by calling the Bashaw Town Office at 780-372-3911—Please ONLY book the diamonds when you will be using them so that make up games of other teams can use times that you are not using them (i.e. if you have an away game).
7. Create a volunteer schedule for each of your home games--all parents can help and take shifts for diamond set up (2 people/game), scorekeeper, and umpire (if not being done by hired umpire). You may also want a scorekeeper for each away game too.
8. Collaborate with your coach to make decisions for your team.
9. Communicate schedules and any other information with each member of your team. We recommend TeamSnap as a great communication tool and all you need are email addresses to set it up (which I have provided in the excel document). Just Google TeamSnap and it is pretty user friendly to get set up.
10. Each team will need a key to the Sea Can so you can have access to/store equipment and balls etc. in there. Please sign one out at the Bashaw Town Office. That same key opens the boxes at each diamond where the bases/diamond set up equipment is. Please note: The Sea Can had a habit of being left open previous years so please try to double-check that it is locked before leaving the diamonds. It does not require a key to lock it so you can recruit helpers for this.
11. There are flush bathrooms at the diamonds, as well as some upgrades around bleacher areas etc. Let's try to keep these new things looking new.
12. We are in the process of setting up pitching and skills clinics. Stay tuned for information about registering, times, and locations for these clinics.
13. There are Tournaments in all of our leagues that are available for our teams. You will probably get information about them at scheduling/AGM meetings that the leagues host or you can always look on Softball Alberta/Baseball Alberta websites to find information about them. Just a note: They usually fill up early and we have been unable to attend some in the past because of this. All the boys' teams had a league wind up tournament last year. None of the girls' teams did. The fee is \$10.00, per player, to play in a tournament. The rest of the tournament entry fee is

covered by BMB. Please collect these fees from your team, if you are going to a tournament, and give to Sarah Congdon. Please let Sarah know the tournament information and she can issue a cheque for its entry fee.

14. You will receive a document with contact/medical information for all of your players. Please carry this with you to all practices/games whether it is on your phone or on paper. We hope it will not be needed but better to be prepared.
15. There are some nights when we have more teams than diamonds available for practices. We hope this won't happen too often. If there are any times that diamonds are double booked please have patience, flexibility, and preparedness for this.
16. Our Batting Cage is almost ready for use. We have worked very hard to provide this for our players and we hope it is respected and cared for during its use. We will let you know when it is completely ready.
17. For League playing teams, you will have to supply 2-4 (number varies depending on division/age) game balls for each home game. These should be in the sea can and please notify equipment manager if our supply is getting low.
18. We have had an issue with lime getting all over in the sea can. Please have your volunteers fill the limers outside the sea can on the grass to try to keep our sea can clean.
19. Each year is different with our weather and we may not get on the diamonds as soon as some years. BMB will pay for your team to have some practices in the Bashaw School Gym (\$10/hr.-payment required before use) and/or the Bashaw Arena (\$30/hr.). You will need to use wiffle balls or those spongy balls for the gym and be very careful with use of bats and the new gym floor. So far we have a netted bag of wiffle balls in the sea can. If you use them please return them for others to use as well. The arena will be available for use April 10 or later. To book these venues please call the Bashaw School at 780-372-3800 for the gym or Bashaw Town at 780-372-3911 for the arena. Your team has *\$.00 to work with for this.
20. Host a Season Start Team Meeting (refer to BMB Handbook for details)
21. Handbooks for the 2022 season can be viewed online at each of the respective Softball and Baseball Alberta websites.

<https://www.softballalberta.ca/wp-content/uploads/2020/02/2020-Handbook-Website.pdf>

<https://cloud.rampinteractive.com/baseballabertav3/files/2021%20BA%20BOOK%20%28P5%29.pdf>

22. **Criminal Record Checks are now required for all managers and coaches. These can be obtained for free through your local detachment. Baseball coaches/managers have the option to obtain one through RAMP for a fee of \$25.00. If you have one from last year it is good for 3 years but there is a declaration form you may be required to fill out saying nothing has changed for the 2nd and 3rd year. We are still waiting to get more information about this.**

<http://www.baseballalberta.com/content/background-screening--record-checks>

23. We are asking that each of our “A” Level Head coaches please take the following online courses and we will reimburse their fees. Some of them may already have the equivalent of these or more so if there are any questions please let us know.

- a) NCCP (\$37.45) - <https://nccp.baseball.ca/register.php>
- b) SAFE SPORT (FREE) - <https://safesport.coach.ca/participants-training>

24. We are asking that each of our “A” Level Assistant coaches please take the following online course and we will reimburse you for its fees. Some of them may already have the equivalent of these or more so if there are any questions please let us know.

- a) RESPECT IN SPORT (\$30.00) - <http://baseballalberta.com/content/respect-in-sport>

“A” Level Coaches

Head coaches:
Coach Initiation in Baseball (Fundamentals) online modules, Safe Sport eLearning online module.

Assistant coaches:
Either Respect in Sport online module or Safe Sport eLearning online module.

From BA: “All coaches MUST be registered in the NCCP system. Simply go to <http://nccp.baseball.ca/register.php> and register. New coaches will be required to pay \$37.45 to enter the system and receive access to the Coach Initiation in Sport Module. Coaches will then have a choice to take either Coach Initiation in Baseball (Rally Cap) or Coach Initiation in Baseball (Fundamentals), depending on what level they plan to coach. Completing Coach Initiation in Baseball (Fundamentals) Online Module will enable coaches to register for in-person workshops. Coaches who have already taken the Level 1 Technical in the old NCCP system may check the box stating they have done so and the \$37.45 fee will be waived.”

***Community Head Coaches = NCCP (\$37.45) -
<https://nccp.baseball.ca/register.php>

***Community Assistant Coaches = SAFE SPORT (FREE) -
<https://safesport.coach.ca/participants-training>

25. There are specific new guidelines on the Baseball Alberta website with recommendations on how to run the 9U Rookie program. Here is a direct link them.

<https://cloud.rampinteractive.com/baseballabertav3/files/9U%20Recommended%20Program%23%20-%20Baseball%20Alberta%20docx.pdf>
26. Please ensure your coaches have the certifications required for their position for the season.
27. If you think of anything we have missed, please let us know so we can try to have things run as smooth as possible for future managers.
28. **We want Bashaw Minor Ball to be a place that everyone wants to play. Please be encouraging for all players. Some players have a natural ability to play ball and some work hard at it. Please remind coaches and parents to refrain from discouraging remarks.**
29. Please have your coaches all sign our Coach's Code of Conduct and return to bashawminorball.reg@gmail.com. It is attached at the bottom of this document.
30. Coaches can submit their receipts to our treasurer, for any costs for clinics, for reimbursement.

Thanks again for volunteering to be your team's manager!
If you have any questions or concerns please contact us:

bashawminorbaseball@gmail.com

Thanks,
BMB executive

*=needs to be individualized to their team

Use of Affiliates

- With us being small town association we may need to help each other's teams as much as possible
- Of course, a player's first priority is their own team but we encourage each team to help other teams if players are needed when possible

- The main concern with underaged affiliates playing up is SAFETY—it is decided among coaches and communicated through managers as to who will play as an affiliate
- Affiliates can be invited to practices
- We recommend that players are limited to playing 2 league games per season, as an affiliate

Underage application/approval process

- **still have to make this policy*

Rental of Facilities

- The following are indoor facilities that are available for use until the ball diamonds are ready for use:
 Bashaw School Gym = \$10.00/hr.
 Bashaw Arena = \$30.00/hr.
- BMB supports the following allowance for use of these facilities:
 11U teams = \$70.00
 13 U Teams = \$100.00
 15U/18U teams = \$130.00
- Each facility has its own contact (included in Manager’s Package) and its own agreement for use

Season Start Team Meetings

- We encourage Managers to arrange a team meeting at the beginning of the season. We ask that all players and parents attend, to decide everyone’s goals and commitment levels. This is a great opportunity to agree on a level of play and commitment for the team as a whole.

Present Diamond Game (and practice) Schedule

Start Time	Monday	Tuesday	Wednesday	Thursday
4:45pm	Potencial LTP	Potencial LTP	Potencial LTP	Potencial LTP
6:00pm	Boys 11U Boys 13U Boys 15U	Boys 9U Girls 11U Boys 18U	Boys 11U Boys 13U Boys 15U	Boys 9U Girls 11U Boys 18U

Committees for 2022 Season:

Committee	Volunteer(s)
Equipment manager	Kristy
Uniform manager	Sarah
Provincials coordinator/researcher	Each team is responsible as per interest per team.
Tournament coordinator	NA
League(s) manager	??

Registrar	Amanda L
Communications	Kari
Clinics coordinator(s)	Sara and Sarah
Year end coordinator	??
Conflicts resolution manager(s)	Kristy
Diamond scheduler	Town of Bashaw
BARB rep	Tara
Fundraising coordinator	Cristy
Managing/Coaching director	Amanda
Picture coordinator	Sarah
Criminal Record Checks coordinator	Kristy
LTP coordinator	Kerri