

Bashaw Minor Ball Handbook

2024 - Season



Version: Final_1.1

<u>DATE</u>		<u>VERSION</u>	<u>CHANGE REFERENCE</u>
<u>20240101</u>		<u>Final1.1</u>	<u>Update Committee positions</u>

Welcome to Bashaw Minor Ball Handbook! This comprehensive document serves as your go-to guide for all things related to our organization. Whether you're a player, parent, coach or supporter, this handbook provides essential information and guidelines to ensure a successful and enjoyable experience with Bashaw Minor Ball. Please note that decisions made by the board after publication may override the contents of this handbook, as the board reserves the right to vote on important matters affecting our program's operations. We encourage you to familiarize yourself with the content herein and reach out to our board members with questions or feedback. Let's play ball and have a fantastic season together!

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 Coordinator

- Keeps 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, line up cards
- 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:
 Rally Cap and 9U=t-balls TV850, (Option for 9U game ball 9” Incrediball)
 11U, 13U, Baseball= 65cc baseballs
 15U Baseball= 80cc baseballs
 18U Baseball=ROML baseballs
 U9 and U11 softball=11” softballs
 U13, U15, and U18 softball=12” softballs

Uniform Coordinator

- 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) Coordinator

- 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. Unpaid players' information MUST be sent to each applicable manager and it is then up to each manager to be sure fees are collected before this player is able to participate in BMB activities. This information must be communicated to each manager and stated that they are responsible for prohibiting a player to participate until fees are settled.
- Tally information, from all registrants, in regards to town/counties in which players reside and report this information to the Town of Bashaw once rosters are finalized.
- Create an email list of BMB members for mass email use and send to our Communications coordinator
- Relay BMB's Coaching/Managing, Criminal Record Check, and Code of Conduct coordinators our rosters, with coaches and managers named, for each team so that they can distribute/keep track of their designated information. Managers' contact information needs to be relayed as well for further communication regarding these matters.

Communications Coordinator

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

Clinics Coordinator

- Make pitching clinics available for softball (Softball Alberta) and 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 Coordinator

- 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)
- Creates a sponsorship letter for donations from companies/businesses and distributes it to any group applicable

Managing/Coaching Coordinator

- 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 while personalizing each one
- Starts a group managers email chain, involving all managers above Rally Cap, to distribute updated information in regards to leagues etc, and allow reply emails for questions/concerns.

Picture Coordinator

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

Criminal Records Coordinator

- Each manager collects a criminal record check from their team's staff (coaches and managers), and they are collected by this person, and relayed to BA when requested. 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.
- Makes sure all required CRCs are collected. Managers will email them to bashawminorbaseball@gmail.com where this person will have access to collect them from.

Code of Conduct Coordinator

- Managers collect signed Player, Parent, and Coach Codes of Conduct from all families and they are emailed to our bashawminorball.reg@gmail.com where this person will have access and needs to keep track of all registrants' paperwork to make sure it is all signed and returned.

Rally Cap Coordinator

- Manages all of the Rally Cap players. Splits the players into teams accordingly and finds coaches and volunteers to help run the Rally Cap program.

IMPORTANT DATES FOR LEAGUE PREPARATION

- BMB registration deadline: February 1-February 28/29
- Paid Fees Deadline: April 1

Registration fees

- \$100.00/League Team player
- \$50.00/Learn to Play player
- Registration fees must be paid before a player can participate in BMB. Payment of fees confirms provision of insurance to each player. Each player must be insured before commencement of play.

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 - fees are subject to change

Skills clinic fees

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

Late registrations

- Bashaw Minor Ball does not guarantee late registrants a roster placement.

Roster capacity

- There is no cap for our Rally Cap rosters.
- 9U Rookie teams require a minimum of 8 and a maximum of 10 players.
- All teams besides Rally Cap and 9U-Rookie are capped at 14 players. This provides players on the roster ample play time. If there is not enough play time, players lose interest in the sport.

Reimbursements for Coach, Manager, and Umpire costs

- Coaches can receive reimbursement for course fees from courses required to be on the field with our players.
- Managers can receive reimbursement for their TeamSnap “Basic” subscription for the length of their season.
- Local Umpires are eligible for reimbursement of their course once they have umpired a total of 4 games for our association.
- Please submit applicable receipts to your manager. The manager will submit receipts on behalf of the team using the to BMB’s Treasurer (refer to committee chart below) for reimbursement.

Uniforms

- Rally Cap have jerseys supplied for games if needed. Any other matching apparel is optional.
- (U9-U18) softball teams and (9U-18U) baseball teams are supplied with a jersey by BMB and are responsible for pants, socks and matching hats and any other accessories. Softball wear black pants and Baseball wear grey pants (female baseball players can choose to wear black pants).
- 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 policy

- 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.

Rally Cap 3 or 4 year old policy

- In order to have 3 or 4 year old players participating, BMB requires a 3:1 ratio (3 children/1 parent representative-need to be 12 or older) present on the field. Each 3 or 4 year old’s parent must also be on the premises for the duration of the practice.

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

Registration for affiliate players playing with both SA and BA

- Players playing Baseball and affiliated with a Softball team can do so if they are registered with both BA and SA. Eg) an athlete playing 9U Baseball can be affiliated with a U11 Softball team if they are registered with both BA and SA on RAMP. Cost to register a U9 player with Softball is \$6.00.

Releases

- Players asking for a release to play at a higher level than ‘A’ ball can be approved by our President.

Rental of Facilities

- The following are indoor facilities that are available for use until the ball diamonds are ready for use:
 Bashaw Arena = \$30.00/hr.
- BMB supports the following allowance for use of these facilities:
 11U teams = \$70.00
 13U 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. Other details, such as tournaments, can be decided as well.

Present Diamond Game (and practice) Schedule

Monday	Tuesday	Wednesday	Thursday
11U baseball	U11 softball	18U baseball	U15 softball
15 U baseball	U13 softball	13U baseball	9U mixed (b)
	9U mixed (a)		

Committees for 2023 Season:

Committee	Volunteer(s)	Contact
President	Kerri McNalley	bashawminorball@gmail.com
Registrar	Char Broughton	bashawminorball.reg@gmail.com
Treasurer	Sarah Congdon	bashawminorball.reg@gmail.com
Managing/Coaching Coordinator	Melanie Northey	bashawminorball@gmail.com
Communications Coordinator	Kari Albers/Samantha Stone	bashawminorball@gmail.com
Equipment Coordinator	Kristy Dawbin	bashawminorball@gmail.com
Uniform Coordinator	Sarah Congdon/ Tara Schneider	bashawminorball@gmail.com
Provincials Coordinator/Researcher	Each team is responsible as per interest per team.	
Tournament Coordinator	Each team is responsible as per interest per team.	
League(s) Coordinator	CASL=Cristy, CABL=Kristy and Kerri, 9U=Kerri	bashawminorball@gmail.com
Diamond Scheduler	Town of Bashaw/Melanie Northey	bashawminorball@gmail.com
BARB Representative	Tara Schneider	bashawminorball@gmail.com
Rally Cap Coordinator	Janine England	bashawminorball@gmail.com

Indices



BMB 2020 player
code.docx



BMB 2020 parent
code.docx



BMB 2020 coach
code.docx



BMB CRC.docx



2023 BA
Rules.docx



BMB Manager's
Package