

Castlegar Girls Softball Association Policy

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# Introduction

Welcome to the Castlegar Girls Softball Association (CGSA) Policy Manual. This manual has been designed to provide comprehensive guidelines and standards to ensure the smooth and efficient operation of our girls' softball program. Whether you are a coach, player, parent, or official, this document serves as a crucial resource for understanding our policies, procedures, and expectations.

## Mission Statement

Our mission is to foster a positive, inclusive, and competitive environment where young athletes can develop their softball skills, teamwork, and sportsmanship. We strive to empower girls through sports, building confidence and promoting physical fitness while instilling values of respect, integrity, and perseverance.

# Administration

## Board Structure

The Castlegar Girls Softball Association (CGSA) is governed by a dedicated team of volunteers who ensure the smooth operation and continuous improvement of our programs. Below is an overview of the board structure, outlining the key positions within the organization.

- **President**
- **Vice President**
- **Treasurer**
- **Grants Coordinator**
- **Equipment Manager**
- **Registrar**
- **Picture/Gift Coordinator**
- **Field Coordinator**
- **Umpire Coordinator**
- **Coaching Coordinator**
- **Secretary**

Each member of the board plays a vital role in the success of the Castlegar Girls Softball Association. Together, we work to create a positive and enriching environment for our players, coaches, and community.

## Director Responsibilities

Below is an overview of the director responsibilities for each key position within the association:

### **President:**

- Present a report of the Association at the Annual General Meeting.
- Chair all meetings of the Association.
- Ensure the Board carries out the objectives and activities of the Association.
- Prepare the agenda for Board meetings and the Annual General Meeting.
- Prepare and submit an annual budget to the Board.
- Co-sign, along with the Treasurer, all cheques on behalf of the Association.
- File BC Society Annual Report.

### **Vice President (VP):**

- Assist the President with their responsibilities.
- Fill in for the President if they are unable to attend to their duties.
- Attend Association meetings.

### **Treasurer:**

- Receive, deposit, and disperse all funds on behalf of the Association in accordance with the Board's directions.
- Co-sign, along with the President, all cheques on behalf of the Association.
- Prepare a financial report for the annual meeting, subject to approval by the President and the Board.
- Maintain a record of all financial transactions on behalf of the Association.
- Process all necessary refunds.
- Attend Association meetings.

**Grants Coordinator:**

- Solicit annual sponsors for the Association and follow up on receipt of funds.
- Update the sponsorship letter annually.
- Collect sponsorship and submit it to the Treasurer.
- Collect sponsorship logos and forward them to the Association Website personnel for inclusion on the website.
- Apply for a Lottery license, along with the President, and order tickets from Halls.
- Organize Burger and Beer or other Scholarship events.
- Apply for various community grants, including but not limited to:
  - o ReDi Grant
  - o Gaming Grant
  - o Minor Development Fund.
- Attend Association meetings.

**Equipment Manager:**

- Be responsible for an inventory system of the Association's equipment.
- Organize team cleanups of batting cages and storage sheds.
- Ensure all equipment bags are complete with equipment and inventory lists for coaches' pickup.
- Work with the TBall coordinator to assemble required equipment bags for TBall teams.
- Arrange the collection of equipment and uniforms at the end of the season.
- Periodically check the lockup facility to ensure no damage has occurred.
- Provide a list of new or replacement equipment/supplies, including chalk and balls, to the Board for approval.
- Maintain a list of equipment required for each age division.
- Maintain records of on-hand uniforms.
- Inspect and replace uniforms as needed.
- Work with the Coaching Coordinator to distribute team uniforms.
- Attend Association meetings.

**Registrar:**

- Prepare RAMP for the opening of Registration.
- Cross-reference e-transfers with RAMP to ensure fee payment.
- Maintain a player list to be distributed to the Coaching Coordinator.

- Relay information on withdrawals from registration to the Treasurer for refunds and inform the coaching coordinator so coaches can update team lists.
- Provide the Secretary with the membership list annually.
- Attend Association meetings.

#### **Picture/Gift Coordinator:**

- Connect with a photographer for team photos.
- Work with the Coaching Coordinator and photographer to set up a picture date.
- Research year-end gift ideas and present them to the Board for approval.
- Purchase year-end gifts and prepare for the Wind-Up event.
- Attend Association meetings.

#### **Field Coordinator:**

- Check the state of all playing fields prior to the start of the season and provide a report of conditions to the Board.
- Connect with the City of Castlegar and RDCK if repairs are required.
- Fill out and submit Field Use Request forms at the start of the year.
- Coordinate with coaches regarding field time availability to ensure fair usage of fields and batting cages.
- Attend Association meetings.

#### **Umpire Coordinator:**

- Ensure all umpires in the Association receive valid training.
- Ensure each scheduled game has an appropriate umpire.
- Recruit and provide support for new umpires.
- Be responsible for umpire actions on the field.
- Attend Association meetings.

#### **Coaching Coordinator:**

- Serve as the primary contact for coaches of the Association.
- Provide training opportunities and distribute educational materials to coaches.
- Organize and conduct mini-clinics as necessary.
- Submit potential coaching candidates to the Board and offer recommendations regarding their selection.

- Pass on player lists to coaches.
- Arranges skills assessments for players in an age group to ensure equal division of players if needed.
- Collect Criminal Record Checks (CRCs) from coaches.
- Pass on the league schedule to coaches.
- Attend Association meetings.

**Secretary:**

- Maintain a list of all Regular Members and Directors.
- Notify all members of meetings of the Association and Board.
- Keep minutes of all Board meetings and send copies to each Board member prior to the next meeting. Keep minutes of the Annual General Meeting.
- Notify Directors of their election or appointment.
- Distribute Board and Annual General Meeting agendas.
- Maintain and update the Association Facebook page.
- Check the Association email and forward emails to relevant Board members.
- Assist the President with all outgoing correspondence.
- Draft and mail any mass mailings requested by the Board.
- Attend Association meetings.

## Electronic Voting

An email vote may be called if required to deal with a matter outside of a regularly scheduled board meeting, at the determination of the President or Vice President. The items in question, in the view of the President or the Vice President, should not be controversial or require extensive background and explanation. The regulations for email votes are as follows:

1. The motion will first be sent to the President and Vice President to determine if it is appropriate for an email vote.
2. The email motion will then be sent to all voting board members.
3. Decisions by email votes require a three-quarters (75%) return of responses and a two-thirds (66.6%) majority of those voting. Abstentions will be counted in the determination of the response rate but are not counted as votes cast.
4. A minimum of three business days from the date of emailing shall be allowed to complete the vote.



5. Decisions made by the board via email are deemed valid and approved. Results will be announced by email and documented by the Secretary.
6. Motions requiring a secret ballot will not be approved by email balloting.

## General Conduct

All members of the Castlegar Girls Softball Association (CGSA) are expected to conduct themselves with the highest level of respect towards others. It is essential that every individual, including players, coaches, parents, officials, and volunteers, fosters an environment of fairness, responsibility, and mutual respect.

## Respectful Behavior

Members of CGSA shall conduct themselves in a fair and responsible manner, refraining from comments or behaviors that are disrespectful or offensive. This includes but is not limited to:

- Using language that is inclusive and non-discriminatory.
- Demonstrating sportsmanship both on and off the field.
- Encouraging and supporting fellow team members and participants.
- Addressing conflicts or concerns in a respectful and constructive manner.

## Unacceptable Conduct

Obvious or persistent unacceptable conduct and/or blatant disregard of the Softball BC special operating rules, local league policy, or the CGSA policy can result in disciplinary action. Examples of unacceptable conduct include, but are not limited to:

- Verbal or physical abuse.
- Bullying or harassment.
- Unsportsmanlike conduct.
- Discrimination based on race, gender, sexual orientation, or any other personal characteristic.

## Disciplinary Action

In cases of unacceptable conduct, CGSA reserves the right to take appropriate disciplinary action. This may include warnings, suspension, or expulsion from the association, depending on the severity of the behavior. All incidents will be reviewed in accordance with CGSA's disciplinary procedures to ensure fairness and consistency.

## Criminal Record Check (CRC)

To ensure the safety and well-being of our young athletes, all volunteers who work with softball participants (under 19 years of age) must submit to a Criminal Record Check (CRC) through the RCMP before volunteer duties can begin. This process helps to protect our participants and maintain a safe environment for everyone involved in the CGSA.

## Program Structure

The Castlegar Girls Softball Association (CGSA) follows Softball Canada's Long-Term Player Development Guide (LTPD). The objective of Softball's LTPD Guide is to provide a clear, well-illustrated pathway for player development in softball. This pathway gives each player the best opportunity to reach their potential, whether at the club, regional, provincial, national, or even international level.

### Overview of the LTPD Guide

The LTPD Guide is a comprehensive resource detailing the developmental stages for softball players. It identifies key benchmarks necessary for progression through these stages, ensuring that each player receives appropriate training and support.

Key aspects of the LTPD Guide include:

- **Stage-Specific Benchmarks:** Clear guidelines for what players should be learning and achieving at different stages of their development.
- **Flexibility and Individualization:** Recognition that each player is unique, allowing for adjustments to the pathway to meet individual needs.
- **Active for Life:** Promotion of a physically active lifestyle and informed healthy choices, emphasizing lifelong engagement in physical activity and sport.

### Stages of Development

The pathway described in the LTPD Guide is designed to be flexible and adaptable, acknowledging that players develop at different rates. The stages are:

1. **Active Start:** Introducing young children to basic movement skills and a love for physical activity.
2. **FUNDamentals:** Developing fundamental movement skills and basic softball skills in a fun and engaging environment.

3. **Learn to Train:** Focusing on refining softball-specific skills and understanding game strategies.
4. **Train to Train:** Enhancing physical conditioning and technical skills, with an increased emphasis on competitive play.
5. **Train to Compete:** Preparing players for high-level competition with advanced technical and tactical training.
6. **Train to Win:** Maximizing performance for elite-level athletes aiming for national and international success.
7. **Active for Life:** Encouraging lifelong participation in softball and other physical activities, promoting overall health and well-being.

## Implementation

The CGSA is committed to implementing the LTPD Guide effectively, ensuring that our programs are aligned with the developmental needs of our players. Coaches, parents, and administrators are encouraged to familiarize themselves with the guide and support players in their progression through the stages.

## Age Divisions

Age divisions within the Castlegar Girls Softball Association (CGSA) are set by Softball BC. The age of a player is determined as of midnight on December 31st of the previous year. The following age divisions are recognized:

- **Under 7 years of age (U7)**
- **Under 9 years of age (U9)**
- **Under 11 years of age (U11)**
- **Under 13 years of age (U13)**
- **Under 15 years of age (U15)**
- **Under 17 years of age (U17)**
- **Under 20 years of age (U20)**

## Combining Age Divisions

Occasionally, CGSA will combine age divisions based on registration numbers to ensure we can field full teams. This approach helps maximize participation and allows players to have a complete and competitive playing experience.

## Program Guidelines

Coaches are expected to follow Softball Canada's Long-Term Player Development (LTPD) guidelines for each age division, ensuring that players receive age-appropriate training and support.

## U7/U9

Active Start (AS)

FUNDamentals (FUN)

## U11

FUNDamentals (FUN)

Learning to Train (L2T)

## U13

Learning to Train (L2T)

Training to Train (T2T)

## U15

Training to Train (T2T)

Training to Compete (T2C)

## U17

Training to Train (T2T)

Training to Compete (T2C)

## U20

Training to Train (T2T)

Training to Compete (T2C)

Learning & Training to Win (LT2W)

## Registration

No player may participate in Association activities unless they are properly registered. A player is considered registered when a completed registration form has been filled out through RAMP and the registration fees have been paid. This ensures that all necessary information is collected and that players are covered under the Association's insurance and other provisions. Proper registration is crucial for maintaining accurate records and

ensuring the safety and eligibility of all participants within the Castlegar Girls Softball Association (CGSA).

## Dates and Deadlines

As per Softball BC's request, registration will open as close to January 1 as possible. Members are encouraged to register as soon as possible to allow for the creation of teams and selection of coaches. Registration will remain open until the date specified by Softball BC for roster approval. Registrations may be accepted after that date but must be submitted directly to the District Coordinator for approval. Timely registration is essential for organizing teams effectively and ensuring a smooth start to the season for all participants.

## Refund Policy

If your child is unable to commit to the practice/games schedule after registration, we will offer full refunds, minus the administration fee, if notified via email by April 30. The \$10.00 Softball BC Lifetime Membership fee is nonrefundable.

- **Refund Deadline:** Notifications must be received via email by April 30.
- **Nonrefundable Fee:** The \$10.00 Softball BC Lifetime Membership fee is nonrefundable.
- **Administration Fee:** All refunds will be subject to a \$5.00 administration fee.
- **No Refunds After May 1:** No refunds will be issued if notified after May 1.

## No Payment Policy

Any player who has not paid registration fees by first scheduled practice shall not be permitted to participate in association activities until all fees are paid in full or arrangements have been made with the Registrar and Treasurer. If parents are using subsidy program, proof of acceptance must be sent to the Registrar before participating in association activities.

# Equipment

## Jerseys

Jerseys are supplied by the Castlegar Girls Softball Association (CGSA) for each player and are to be returned at the end of the season. Players are responsible for the care of their jerseys while they are being worn throughout the season. Any jerseys that are lost or damaged beyond normal wear and tear may result in replacement costs charged to the player.

## Player Supplied Equipment

Players in the Castlegar Girls Softball Association (CGSA) are required to have the following equipment:

- Glove
- Cleats
- Infielder's face mask
- Helmet with cage
- Jill (Girls above TBall)

Any additional equipment beyond these items is optional and at the discretion of each player. CGSA encourages players to prioritize safety and comfort when selecting additional gear.

## Team Supplied Equipment

CGSA teams will be supplied with bats, balls, and catcher's gear for use during practices and games. Lime and bases will be available for use on the fields as needed.

Any additional equipment requests beyond bats, balls, catchers gear, lime, and bases must be approved by the Equipment Manager at the coach's request.

# Coach Policy

## Selection of Coaches

The Castlegar Girls Softball Association (CGSA) Coaching Coordinator is responsible for assessing the need for coaches based on membership numbers and submitting potential coaching candidates to the Board. The Coaching Coordinator will also offer recommendations regarding the selection of coaches, ensuring that qualified individuals are chosen to lead CGSA teams effectively.

## Duties and Responsibilities

Coaches selected for teams within the Castlegar Girls Softball Association (CGSA) must adhere to the following requirements:

1. **Criminal Record Check (CRC):** Coaches are required to submit a completed Criminal Record Check and provide clearance as a condition of coaching.
2. **Registration on RAMP:** Coaches must register as coaching staff on the RAMP platform to ensure official recognition and communication within the association.
3. **NCCP Community Sport:** Coaches are expected to complete National Coaching Certification Program (NCCP) Community Sport training, designed to help participants of any age learn, play and have fun.
4. **CGSA Coaching Contract:** Coaches must sign and adhere to the CGSA coaching contract, outlining expectations, responsibilities, and conduct standards.
5. **LTPD Guidelines:** Coaches are required to follow appropriate Long-Term Player Development (LTPD) guidelines for their respective age division, ensuring that coaching practices align with developmental needs and standards.
6. **Assistant Coaches and On-Field Helpers:** All assistant coaches and on-field helpers must register as coaching staff on RAMP and submit a completed Criminal Record Check to the Coach Coordinator.

## Conduct and Complaints

Members of the Castlegar Girls Softball Association (CGSA) are committed to upholding the values outlined in the local league Fair Play Code and Parent Code of Conduct. These codes emphasize sportsmanship, respect, and fair play, ensuring a positive and enjoyable experience for all participants, including players, coaches, officials, and spectators. By adhering to these codes, CGSA members contribute to a supportive and respectful

environment that promotes the development of athletic skills, teamwork, and character both on and off the field.

## Complaints Regarding Coaches

Complaints about a coach, assistant coach or on field helper can be sent to the secretary for board attention.

Castlegar Girls Softball Association supports Softball BC's Yellow Card Sanctioning. Yellow Card Sanctioning will be introduced by umpires during the plate conference. Communication guidelines are provided to the umpire and will be conveyed for minor misconduct. A Minor Misconduct (yellow card) will be issued for actions contrary to good manners, moral principles, or expressing contempt at the discretion of the plate umpire. The result of such a sanction is that the misconduct will be reported to Softball BC. The offending individual will be allowed to continue participating in the game. A second yellow card issued to an individual will result in immediate ejection, without the second card being shown to the offending individual.

## Complaints Regarding Umpires

Complaints about an umpire can be sent to the Umpire Coordinator. Reports can also be filed on the Softball BC Umpires Web Page under Coach Reports.

## Umpire Policy

CGSA requires that all games be officiated by certified umpires who demonstrate impartiality and possess the necessary qualifications for their assigned level of play. Umpires must register through Softball BC's RAMP system to ensure their insurance coverage and training are up to date. This registration fee will be reimbursed after the completion of three games. The Umpire Coordinator is responsible for assigning umpires to all home games hosted by CGSA, ensuring schedules are coordinated and adequate coverage is maintained.

CGSA will compensate umpires based on the most recently established league fee schedule to ensure fair remuneration for their officiating services. Payments will be made at the end of the season.



For U11C and below, if a certified umpire is unavailable, the game may proceed with a volunteer umpire, provided they wear full protective gear, including shin guards, a chest protector, and an umpire mask with a throat protector (or a catcher's mask). An infielder face mask or a helmet with a cage do not meet the required safety standards. The volunteer umpire must position themselves behind the plate to call pitches and cannot call balls and strikes from anywhere else on the field. The volunteer umpire must be 16 years of age or older. If no volunteer is available, the game will be cancelled. Volunteers will not be compensated for their time.

For U11 Rep and above categories and classifications, if a certified umpire is unavailable, the game will be cancelled.

## Fundraising

### Raffle Tickets

To help keep registration fees affordable while covering essential operating costs, each player may be required to sell one book of raffle tickets annually. Raffle tickets will be handed out mid-season, with a clearly defined sales period. All tickets must be sold within this timeframe. Players must return the funds collected from ticket sales, along with any unsold tickets, by the stated deadline.

### Donations

Parents who have collected donations are required to connect with the fundraising coordinator for approval and to discuss the next steps. This process ensures that all contributions are properly accounted for and that the funds are allocated in alignment with our CGSA's goals. Through this communication, parents can receive guidance on how to best utilize the donations and ensure that businesses are appropriately represented for their contributions, thereby maintaining transparency, and maximizing the impact of the collected funds.

## Inclement Weather

The Castlegar Girls Softball Association (CGSA) will adhere to the guidance provided by both Softball Canada and the City of Castlegar regarding games played during rain and

storms. In the event of severe weather, the responsibility to stop the game lies with the umpires. If thunder is heard, the game will be immediately halted, and all players, coaches, umpires, and spectators must seek suitable shelter promptly. The dugout is not considered adequate shelter; instead, individuals should seek safety in frequently utilized structures or a vehicle with a hard metal roof and windows rolled up. Umpires will ensure a minimum waiting period of thirty minutes after the last sound of thunder before resuming the game. For heavy rain events, the City of Castlegar advises users to avoid fields once puddles begin to form. Coaches are responsible for assessing the potential for noticeable damage and making the call to cease play once fields are saturated and footprints leave indentations in the grass or infield. To help maintain field playability during light rain, MVP infield conditioner is available in the batting cage shed or the Civic Works yard.

## Awards and Recognition

### Vi Miros

Historically, the Vi Miros Trophy has been awarded to the graduating player who exemplified the best all-around and sportsmanlike qualities, often accompanied by a bursary when funds were available. However, there have been multiple instances where non-graduating players received the trophy, provided they were not awarded it more than once.

To maintain this spirit, it is proposed that the trophy be awarded each year to a deserving player, regardless of their graduation status. This approach ensures that the trophy continues to honor players annually, avoiding the scenario where it remains unawarded and forgotten for a year. By allowing non-graduating players to be eligible, we also ensure that the recognition can continue to inspire and motivate all players consistently.

The trophy, dedicated and donated by Vi Miros's women's softball team after her untimely passing, carries significant sentimental value. As such, it is essential to honor her memory by keeping the tradition vibrant and inclusive. The decision of the recipient will remain with the Senior coaches, and a player can only be awarded the trophy once to maintain fairness and opportunity for future players. To assist coaches in making their decision, the CGSA is able to provide criteria to help guide the selection process if needed.

## Year End Awards

Coaches will annually select players to receive awards for MVP, Most Improved, Most Sportsmanlike, or other applicable awards based on the age group, as determined by the coaching staff. These awards recognize outstanding achievements and contributions in each category and will be presented to players during the end-of-year events.

## Injury Reporting

Softball BC requires incident reports to be completed to ensure that they have accurate details should an insurance company request information. Any witness to the incident is permitted to complete the form. If additional information is needed, Softball BC will follow up upon submission. Completing an incident report does not automatically trigger an insurance claim; these are separate processes with distinct forms. Links to the necessary forms can be found on the Softball BC website under the member insurance section.