



HANDBOOK

2020

2020

Handbook

Constitution
And
Operating Rules

Cranbrook Minor Ball Association gratefully acknowledges the financial assistance of the Province of BC



Member:

Softball BC

Little League of BC

BC Umpires Association

The CMBA Handbook is published and produced by CMBA

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Vision Statement

To foster, develop and promote baseball and softball in the Cranbrook District

Mission Statement

To promote the game of Baseball / Softball in a fair and equal manner to all involved by encouraging ALL players to develop and enhance the Baseball / Softball skills through FAIR PLAY, SPORTSMANSHIP, TEAM PLAY, CITIZENSHIP, RESPONSIBILITY & COMMITMENT, and QUALITY COACHING.

Value Statement

- Creating an environment where athletes, coaches and officials will achieve their potential
- Programs are structured to provide an opportunity for participation in all levels and are designed to meet the needs of the membership and community

President's Message

In this 2020 season we are looking at positive changes. With the collaboration between the different ball leagues in Cranbrook and area, we as a whole are building a bigger and better sport in the district.

I encourage you as members of CMBA to become more involved with the association. We value positive input and views and want to hear about how we can make this great game even better in our community.

This handbook contains the operating rules of CMBA as determined by the membership. As well, as league special rules, dates and age groups are included in this handbook.

Have a fantastic 2020 season!!



Seana-Lee Coolbaugh

Seana-Lee Coolbaugh
President

2020 Board of Directors

President



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Division Heads

XBALL			
U10 GIRLS			
12U GIRLS			
U18 GIRLS			
ROOKIE BOYS			
MINOR BOYS			
MAJOR BOYS			
JR BOYS			

DATES & TIMES OF REGULAR SEASON PLAY

2020 Season commences the week of April 29, 2020 (dependent upon weather permitting)
Monday & Wednesday (other than Victoria Day) U18 Girls, 12U Girls, Major Boys, Rookie Boys
Tuesday & Thursday Xball, U10 Girls, Minor Boys, Jr Boys

CMBA encourages the inclusivity of all participants. Therefore, there will be NO unsanctioned practices using CMBA equipment or on fields. All communication for off season activities must be communicated to all participants of that age group. If this practice is not followed, CMBA may impose sanctions against the offending parties.

Descriptions of Programs

XBALL (Ages 4-5)

Xball is a program for both boys & girls ages 4-6 and is a cross between the 2 programs Learn to Play and Blastball. Xball focuses on skill development in a fun manner. The athletes participate in a group warm-up and proceed to their respective stations that focus on specific skills of ball. The athletes will rotate through their stations each night and at the end of each night they will participate in a modified game of ball. Parent participation is mandatory at this level as many children may need their parent at different times throughout the season. Parents do not need to know how to play ball but merely the desire to help. ***Equipment needed: Batting helmet, Ball Glove, runners and appropriate clothing for the night.***

Jr Rookie (Boys ages 6-7)

Sr Rookie (Boys ages 8-9)

The Sr Rookie division builds upon the skills developed in Jr Rookie. The season is split 50/50 between skill development and playing games. It is a machine pitched div. However, the boys will develop their pitching skills during the practice times. Equipment needed: Batting Helmet, Ball Glove, runners and appropriate clothing for the night. The boys will practice and play each night.

10U Girls (Girls ages 6-10)

The U10 girls division builds upon the skills developed in XBALL. The season is split 50/50 between skill development and playing games. It is a machine pitched division. However, the girls will develop their pitching skills during the practice times. Equipment needed: Batting Helmet, Ball Glove, runners and appropriate clothing for the night. The girls will practice and play each night.

Minor Boys (Ages 10-11)

The Minor division builds upon the skills developed in the Rookie division with more focus on game play than the previous division. The season will begin with a 50/50 split between games and practices and progress into 1/3 practice and 2/3 game time. This division is player pitch. Equipment needed: Batting helmet, Ball Glove, non-metal cleats, athletic support, long, grey ball pants

13U Girls (Ages 11-13)

The 12U division builds upon the skills developed in the U10 division with more focus on game play than the previous division. The girls will still have practice nights but will experience more game time. This division is player pitch. Equipment needed: Batting helmet, Ball Glove, appropriate clothing for evening Non-metal cleats recommended.

Major Boys (Ages 12-13)

The Major division builds upon the skills developed in the Minor division with more focus on game play than the previous division. The season will begin with 2 weeks of practice then progress into 2/3 games

and 1/3 practice. This division is player pitch. Equipment needed: Batting helmet, Ball Glove, non-metal cleats, athletic support, long, grey ball pants

18U Girls (Ages 14-18)

The U18 Girls division focuses more on game play than the previous divisions. It is meant to be fun for all girls. Equipment needed: Batting helmet, Ball Glove, appropriate clothing for evening Non-metal cleats recommended. The teams will play each other each night.

Jr Boys (Ages 13-16)

The Jr Boys division is the division where the teams will play against other teams including out of town teams. (There will be driving by parents/ guardians to out of town games) As well, teams will have practices planned for non-game nights. Equipment needed: Batting helmet, Ball Glove, non-metal cleats, athletic support, long, grey ball pants

2020 Player Movement Policy

Players registered within Cranbrook Minor Ball must play within their specified division based on their year of birth as of December 31 of the current year. If a parent believes that their player is capable in all aspects of baseball/ softball to compete at a higher age division, they must meet the following criteria;

- Pay an additional \$25 evaluation fee
- Inform Cranbrook Minor Ball of their players evaluation intentions no later than one (1) week prior to evaluation night. Absolutely No exceptions will be given after the 1 week period.
- Players must be no more than one (1) year of age younger than the upper age group division (ie: a first year Minor player can not evaluate for Major division, however a second year Minor player can) A player must meet the following evaluation criteria to move up one age division;
- Evaluate within the top 5 percentile of the upper age group division
- Score a total aggregate of 14 out of 15 in the evaluation process (hitting, throwing, fielding)

Final movement is at the discretion of the Cranbrook Minor Ball Board while considering the following:

- A) Feedback provided from the evaluators
- B) Overall aggregate score
- C) Player safety

There will be absolutely no player movement after the start of the baseball season, and no movement if there has not been a pre-season evaluation conducted.

Developmental, All-Star & Travel Teams

House games and practices will take precedence over any developmental, all-star & travel teams

All developmental, all-star & travel players must play on house teams.

All developmental, all-star & travel teams will not be chosen before the start of regular house season.

Developmental, all-star & travel teams are open to all athletes registered with CMBA in the current year. If needed, players from other associations may be invited to join developmental, all-star & travel teams.

Athletes will play in appropriate division of developmental, all-star & travel teams. (Some exceptions may apply based on individual cases)

Any indoor (winter) practices will be available to all athletes of the age group provided.

All coaches wishing to coach a developmental, all-star & travel team must apply to CMBA and be approved to coach a division. Applications available online at cranbrookminorball.net.

All fees for developmental, all-star & travel teams are in addition to house fees.

All monies will be collected by team managers/ coaches and deposited to CMBA to disburse for expenses. Any monies left at end of season will be placed in developmental account for future seasons and equipment needed

Each Developmental/ All Star Team will be provided with the following for the year and must be returned in good condition at the end of the season.

- 1 set of catcher's equipment
- 2 infield face masks (softball)
- 2 dozen New balls (baseball) 1 dozen New balls (softball)
- 3 bats (varying lengths & weights)

Each Developmental/ All Star Team is responsible for the following:

- Tournament Fees
- Jersey costs (each athlete keeps their jersey and may use in upcoming years)
- Umpire costs
- Non parent coach costs (if applicable)
- Other apparel that team wishes to have (CMBA will order from suppliers)
- Equipment that is not provided by CMBA

- Any other costs team incurs

A budget must be submitted for the team prior to season starting and CMBA will invoice each parent. Budgets need to be submitted to CMBA prior to start of season.

Coaches are responsible for players' fees to be paid to CMBA. CMBA will keep coaches updated on players' who still owe bi-weekly.

All monies will be disbursed by CMBA by cheque or e-transfer to coaches as needed.

Any monies left over at the end of the season will be placed in developmental account for future seasons

All practices must be booked through CMBA.

All coaching staff must have a criminal record check (to be reimbursed by CMBA when criminal record check received and receipt received from coaches)

Softball developmental coaches need to have a valid SBBC # and submit to CMBA. As well, at least one coach must have the minimum coaching certificate required for the level being coached.

Developmental/ Allstar team is open to all athletes registered with CMBA in that particular age group. Tryout times and schedules will be sent out by CMBA.

All correspondence between Developmental/ Allstar teams and parents/ guardians shall be cc'd to CMBA

All players will play at least 3 innings per game in 10U and 12U and 2 innings in 14U.

All coaches will abide by the CMBA Coaches' Code of Conduct.

Rules

10U Girls

1. All players shall be given equal playing time, infield and outfield.
2. No more than two innings at a single position.
3. We will be using a modified pitching rule this season. Please ask questions if you have any. See the bottom for instructions
4. May play with 6 players without forfeiting the game. The 7th, 8th and 9th batting positions are not an automatic out.
5. All players bat. Unlimited substitution.
6. Five run maximum per inning. No new inning after 1 hour 15 min.
7. Batting team supplies umpire (when not supplied by CMBA).
8. Scorebook records must be kept and emailed to cmba@outlook.com with team names and scores after each game. Scorebooks must be turned into your division head at the end of the season.
9. Both teams supply field maintenance before and after the games.
10. All players must wear the required protective equipment, including helmets for batters and base runners.
11. All slides must be safe (slide or avoid).
12. All players must remain in the dugout unless they are fielding, batting or the on deck batter.
13. No foul language.
14. No Infield Fly Rule
15. GOOD SPORTSMANSHIP IS A MUST FOR PLAYERS, COACHES AND SPECTATORS.
16. All other softball rules apply from Softball BC.
17. Please hustle in and out of the field. We are trying to encourage teams to play more innings this year and have a more engaging and fun brand of softball for the kids.

Modified Pitching Rule :

- No walking to reach base. Players must hit their way on.
- Pitchers must throw to each batter
- Pitching machine will be used for each batter. If batter strikes out using the pitching machine a tee will be brought in to hit and play will proceed.
- The hitter will not advance to 1st base on a walk.
- The tee will enter the game as many times as needed based on the four-ball count being reached with each batter.
- The umpire will call the safe/out once the ball is hit and put into play.
- If a player is hit by pitch, it will be the player's option to take a ball and continue their at bat.

All other Softball Divisions (13U & 18U)

1. Only coaches and players in the dugout during games.
 2. All players shall be given equal playing time, infield and outfield.
 3. May play with 8 players without forfeiting the game. The 9th batting position is not an automatic out.
 4. All players bat. Unlimited substitution.
 5. Five run maximum per inning. Except for last inning, which is open. Maximum 6 innings/game. No new inning after 1 hour 20 min.
 6. Stealing home is allowed.
 7. Stealing any base is allowed. However, runner CANNOT steal home once pitcher has control of ball within pitching circle. (10 ft. diameter)
 8. Runners may only slide feet first, head first slides while advancing will result in the runner being called out. Runners may "dive" back when returning to a base.
 9. Home team supplies umpire (when not supplied by CMBA) and official scorekeeper.
 10. Umpire(s) have final say.
 11. Scorebook records must be kept and emailed to cmba@outlook.com with team names and scores after each game. Scorebooks must be turned into your division head at the end of the season.
 12. Visiting team supplies field maintenance before and after the games.
 13. All players must wear the required protective equipment, including helmets for batters and base runners.
 14. All slides must be safe (slide or avoid).
 15. All players must remain in the dugout unless they are fielding, batting or the on deck batter.
 16. No foul language.
 17. No fake bunt then changing to a full swing.
 18. GOOD SPORTSMANSHIP IS A MUST FOR PLAYERS, COACHES AND SPECTATORS.
 19. Please hustle in and out of the field. We are trying to encourage teams to play more innings this year and have a more engaging and fun brand of baseball for the kids.
- All Softball BC rules apply and coaches are encouraged to know their rule book.

Volunteers

In order for Cranbrook Minor Ball Association to be successful for all participants, volunteers are needed for various positions. If these positions are not filled and must be completed by an executive, they will do their best but it may not be up to par.

Division Coordinator -- The Division Coordinator will liaise with all coaches, as well as the other associations within his/her division. Must learn or know all divisional playing rules. Should be available to attend all evaluations for their division as well as the team draft or assignment meeting in April (or earlier depending on division and team). The Coordinator will also liaise with the Board regarding the selection of coaches for his/her division.

Head Coach -- The Head Coach reports to Division Coordinator. The Head Coach is responsible for running the team - including practices and games. Must learn division playing rules. Instruct players in proper baseball/softball skills. Involve parents with the team and league activities. Works with the Team Parent to assign job responsibilities according to the needs of the team. Must be available to attend all evaluations for their division as well as the team draft or assignment meeting in April (or earlier depending on division and team). Makes sure players and parents have fun. One Head Coach per team, per division. IN THE EVENT THAT YOU ARE NOT APPROVED AS A HEAD COACH, YOU WILL BE ASKED TO FULFILL A DIFFERENT VOLUNTEER JOB FROM THE REMAINING JOBS AVAILABLE.

Assistant Coach -- The Assistant Coach reports to Head Coach. The Assistant Coach helps to instruct players in baseball / softball skills. Helps at practices and games. All Assistant Coaches will take on the following team safety officer responsibilities: inspecting player's equipment, before each practice and game. Up to 2 assistant coaches per team per team. IN THE EVENT THAT YOU ARE NOT APPROVED AS AN ASSISTANT COACH, YOU WILL BE ASKED TO FULFILL A DIFFERENT VOLUNTEER JOB FROM THE REMAINING JOBS AVAILABLE. Note about Coaching: At CMBA we strive to provide all our coaches with the skills necessary to excel at the job of coaching our children. All CMBA coaches are required to attend coaching clinics provided by CMBA

Team Parent -- The Team Parent reports to the Head Coach and liaisons with Division Coordinator. At the team level, the team parent assists in the following but not limited to: - Helps the coaches organize and schedule out various activities throughout the season. Organizes social activities whenever needed, such as snack schedule and team parties/BBQs. Coordinates the volunteer activities for other parents on the team. There is only one Team Parent per team. IN THE EVENT YOU ARE NOT SELECTED AS TEAM PARENT, YOU WILL BE ASKED TO FULFILL A DIFFERENT VOLUNTEER JOB FROM THE REMAINING JOBS AVAILABLE. If there is no pre-chosen Team Parent on a given team, the Head Coach will meet with the parents to determine the best candidate.

Scorekeepers (Minor, Major, Jr Boys, 12U Girls, U18 Girls) 2 people from each team are required.

Duties will include keeping accurate scores and stats for each assigned game. They will submit scores to public relations coordinator so they can be published to radio and newspaper.

Pre Season field developmental & equipment bunker helpers -- Volunteers must be able to lift approx 20 kg and be willing to get a little dirty! Duties will include checking and replenishing supplies in each equipment bunker, lining, painting and raking fields, putting up fencing or screens and other things needed to be done including signage. A large vehicle would be helpful but not necessary.

Seasonal Field developmental Crews There must be a minimum 3 people from each team: Duties include grooming the field before and after each home game by doing the following: raking, brushing and watering down of the field, and adding dirt as needed to pitcher's mound and batter's box, lining batter's box, raking the field after practices and games, and dug outs swept and free of trash after games and bases put out and away.

Post Season field & bunker clean up helpers These volunteers will help clear out, tidy and organize field equipment bunkers and move equipment to storage as needed and other things needed to be done including signage. Screens or fencing moved as needed.

Equipment Distribution/Return Helpers These volunteers will help the Equipment Coordinator in sorting thru, giving out and putting away of all equipment that is given out or returned by the Association.

Fundraising Coordinator Responsibilities include collecting fund-raising ideas from parents, volunteers and other sources. Works with the Board to determine best fund-raising ideas to pursue. Works with Team Parents and Board to organize and execute the fundraiser(s). Responsibilities include finding, securing and maintaining relationships with sponsors each season. Other duties include pickup and delivery of cheques to league treasurer, writing Sponsor Thank You letters. Works with CMBA Web Master to update sponsor listings and links

Tournament & Fun night Organizers As the CMBA hosts a number of tournaments through the season help is always needed. A coordinator for each tournament would work in conjunction with the CMBA Board, Parks Board, Division Coordinators, Umpire Coordinator, coaches etc in organizing the tournament.

Tournament Helpers Positions include everything from concession, field preparation, 50/50 draws and much more.

Public Relations & Marketing This volunteer would liaise with newspapers, social media etc in getting CMBA's name out into the community.

Sam Steele Ball Tournament Volunteers Two shifts per volunteer which may include registration desk, field preparation or other duties as needed. Servers are required to have their SIR. CMBA will reimburse the SIR fee (if it is needed to perform the serving shifts) once the volunteer has completed the shifts as required.

Volunteer Coordinator -- The volunteer coordinator will track volunteer hours. Compile information from managers, team and dugout parents, division heads and executive for fulfillment of hours. The volunteer coordinator will submit to CMBA and CMBA will reimburse those parents who have fulfilled their required time.

Equipment Coordinator -- The equipment coordinator will do inventory before the season begins. Pack team bags for each division and deliver them to the different divisions. The equipment coordinator will give a list of needed equipment in order of importance to Vice President. The equipment coordinator will pick up equipment post season, inventory it and give a list of needed equipment for upcoming year.

Photography Coordinator – Get the digital formats from photographer and have them developed, sorted and mounted for each child. Hand out finished product to team managers.

Webmaster – In charge of posting on Facebook, and website for all parts concerned with CMBA information.

Developmental Teams Coordinator -- Help select Developmental / All Star coaches for each division Make sure developmental teams follow the guidelines set out by CMBA. Help teams organize their year. (Including budgets, tryout protocol etc.) Coordinate field times for practices with Field Coordinator

Field Coordinator-- Coordinate teams (both baseball & softball) for play on fields This includes house, developmental/ all-star teams, high school team, for extra practices or extra games. Will coordinate with CMBA executive member for communicating with other parties i.e. City of Cranbrook

Social Media Policy

The purpose of this policy is to educate the CMBA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, and/or **Cranbrook Minor Ball Association**.

Because social media violations may vary in terms of their seriousness and effect, care must be taken to consider sanctions that are appropriate in each situation that presents itself. That is not to say that these types of violations are minor, but rather, some may be more serious than others. This document is intended to assist Cranbrook Minor Ball Association as they assess social media violations.

Factors that can be considered when dealing with social media violations include:

- The intent of the violator
- Whether harm, physical or otherwise, resulted from the violation
- The circumstances of the violation
- The effect the violation had upon its recipient, the recipient's family, the team, the Association, or the community
- Any previous social media violation history

Possible disciplinary measures therefore depend on a number of factors. Please consider the following suggested responses for various conducts:

- Implicit or implied threats of death or serious bodily harm: indefinite suspension, referral to CMBA Executive for investigation and punishment (also refer to police) - Encouraging someone to do themselves serious harm: indefinite suspension, referral to CMBA Executive for investigation
- Posting of pictures of a threatening nature: indefinite suspension, referral to CMBA Executive for investigation and punishment (also refer to police) - Slurs against someone's race, religion, sex, or sexual orientation: lengthy suspension - Slurs against another or their family: warning or short suspension - Posting comments and/or pictures of self of an implied sexual nature: short suspension - Posting comments and/or pictures of someone else of an implied sexual nature: indefinite suspension, referral to CMBA Executive for investigation and punishment (also may refer to police) - Gossip - Posting or sending cruel gossip to damage a person's reputation and relationships with friends, family, and acquaintances: warning or short suspension
- Breaking into someone's e-mail or other online account and sending messages that will cause embarrassment or damage to the person's reputation and affect his or her relationship with others: indefinite suspension, referral to CMBA Executive for investigation and punishment (also refer to police)

- Posting or sending unwanted or intimidating messages: suspension
- Tricking someone into revealing secrets or embarrassing information, which is then CMBA read online: short suspension
- Negative or derogatory comments about Team, etc.: warning or short suspension

1. INTRODUCTION

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, MySpace, LinkedIn, Foursquare, Instagram, SnapChat and any other social media network that allows users to communicate online as well as other forms of electronic communication, but not limited to, methods such as 'BBM' or 'texting'.

The policy will be applicable to all members of the CMBA Community, including Directors, Teams, CMBA members and staff, on-field and off-field officials, players, players' family members and supporters. The CMBA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The CMBA also respects the right of all Teams and Association personnel to express their views publicly. At the same time we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate the CMBA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, **and/or CMBA**.

2. SOCIAL MEDIA GUIDELINES

- The CMBA holds the entire CMBA Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
- It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.

- Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent they cannot be retracted. Ultimately, you are solely responsible for your comments.
- If requested to participate in an online network, as a direct result of your affiliation with or participation in CMBA, the CMBA recommends that you request approval from the Team or the Association.

3. SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of the CMBA Social Media and Networking Policy and may be subject to disciplinary action by the **Team, and/or CMBA**.

- Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- Divulging confidential information that may include, but is not limited to the following:
 - player injuries;
 - player movement;
 - game strategies; or
 - any other matter of a sensitive nature to a member Team, the Association or an individual.
- Negative or derogatory comments about any of the **Team, and/or CMBA** executive, programs, stakeholders, players or any member of a CMBA Team.
- **Any form of bullying, harassment, intimidation or threats against players or officials.**
- Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
 - drug use,
 - alcohol abuse,
 - public intoxication,
 - hazing
 - sexual exploitation, etc.
- Online activity that contradicts the current policies of the CMBA.
- Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the CMBA policies and regulations on these matters.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

4. DISCIPLINE

The Team, or CMBA will investigate reported violation(s) of this policy in the manner set out in the CMBA Handbook for other types of violations. If the investigation determines that a

violation has occurred, the Team, and/or the CMBA executive will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in CMBA policies.

5. SUMMARY

When using social media and networking mediums, the CMBA community should assume at all times they are representing the CMBA and/or its member Associations or Teams. All members of the CMBA community should remember to use the same discretion with texting, etc., social media and networking as they do with other traditional forms of media.

Should the identity or image of any member of the CMBA community be used in social media and networking without the Individual, Team or Association authorization, this is considered to be identity theft. Please notify your CMBA Team Management or the CMBA Office immediately. Any use of a player or team member's image or likeness without the written consent of the CMBA is strictly prohibited.

Concerns, Disputes Questions

If parents/ guardians have questions or concerns please speak with your coach first. If it is not resolved, please contact the division coordinator with written communication. If it is still not resolved please contact the executive. Verbal concerns and questions will not be recognized formally. Please email cmba@outlook with all communications.