

# **DARTMOUTH & DISTRICT MINOR BASEBALL ASSOCIATION**

## **COMPETITIVE PROGRAM OPERATING RULES (2022)**

Updated March 8, 2022

### **OBJECTIVES**

- 1.1 Provide a competitive environment for all players within the District to develop to their full potential both technically and socially.
- 1.2 Promote coaching and playing levels by providing exposure to Regional Provincial and National programs.

### **SPECIFIC OBJECTIVES**

- 2.1 The Competitive Coordinator shall organize all teams at each of the A (where appropriate) AA and AAA
- 2.2 The Competitive Coordinator shall ensure that all players within the District have a fair chance at being selected.
- 2.3 The Competitive Coordinator shall ensure a standard operating model for the orderly function of all teams.
- 2.4 The Competitive Coordinator and/or the Disciplinary Committee shall invoke disciplinary action if any coach or player violates BNS or DDMBA guidelines or policies.

### **HEAD COACH SELECTION**

- 3.1 The DDMBA Competitive Coordinator shall recruit coaches on a year-round basis. When necessary, the coordinator shall appoint a Coaches Selection Committee who shall interview and recommend candidates to fill any vacant position for the upcoming season. The DDMBA board shall be notified by the Competitive coordinator of the selections via board meetings or e-mail. Coaches will be encouraged to participate in winter programs as part of the assignment.
- 3.2 The Competitive Coordinator shall annually review each coach's performance by Oct 30<sup>th</sup> and report any reasons why a coach would not be accepted for the next season.
- 3.3 Should no application be received for a specific position then the Competitive Coordinator shall appoint a coach.

- 3.4 All coaches must re-apply for teams from year to year. Preference will be given to previous year's coaches and assistants. Nonparent coaches may be given the opportunity to apply to a division for multiple years (2).
- 3.5 All coaches shall work with the Competitive Coordinator to promote and develop baseball in all associations when requested.
- 3.6 Assistant coaches applying for coach's positions must make application and will be given consideration based on previous years' service.
- 3.7 All head coaches shall submit names for assistant coaches, team managers and treasurers to the Competitive Coordinator, who will approve their appointment 7 days after tryouts are completed.
- 3.7 Every head coach, assistant coach and team manager shall complete all training and checks required for their position. These include:
  - 3.7.1 Submit to a Criminal Records Check Screening prior to June 1st of the current year.
  - 3.7.2 Complete the Safe Sport Module.
  - 3.7.3 Complete any NCPP modules required by BNS/Baseball Canada for the position held.

## **PLAYER SELECTION**

- 4.1 All players in DDMBA will be given the opportunity to attend Competitive tryouts.
- 4.2 Amalgamated talent identification clinics will be held starting in April. Based on coach's evaluations, players will be invited to attend further team tryouts.
- 4.3 Previous coaches should be contacted by the head coach to obtain the past performance of a player.
- 4.4 All players shall be selected from DDMBA member organizations. An exception can be made by the Competitive coordinator to allow player(s) from outside Associations if the program is determined to be at a competitive disadvantage.
- 4.5 Player selection for Competitive teams shall be done simultaneously and be completed by **May 15<sup>th</sup>** weather permitting. Indoor tryouts may be held, and teams selected by coaches with the help of the Competitive Coordinator and Competitive Try-out Committee. Players may be re-assigned to house league during indoor tryouts if the player's safety is determined to be at risk. These re-assignments must be approved by the Competitive Coordinator. The tryout process will be further explained in Appendix 3.

- 4.6 No recruitment of players shall occur after that date without Competitive Coordinator approval.
- 4.7 A parent meeting shall be held by the coach after team selection to explain the teams operation for the upcoming season.
- 4.8 On request the head coach or assistant shall inform players released of their strengths and weaknesses and encourage the player to improve the required skills and try out again next year. Only information pertaining to the player requesting feedback will be given. Information on other players' results/stats can be given. Players released will be notified by DDMBA as to when the recreation balancing begins.
- 4.9 All players attending tryouts out must be registered with the DDMBA and be in good standing with the organization. Upon being assigned to a Competitive team (A, AA, AAA). Once teams are established the DDMBA registrar will be notified as to what team the player is assigned to.
- 4.10 18U and below shall consist of 12 to 18 players per team.
- 4.11 All players selected to a Competitive team shall follow the expected behaviors as established by coaches and DDMBA.
- 4.12 All players trying out, must attend no less than two tryout sessions, or have made special arrangements with the Competitive coordinator No player shall be given a spot on any Competitive team based on where he/she played the previous year.
- 4.13 A head coach shall make team rules, to include player, coach and parent contracts and provide them to the Competitive Coordinator upon the team being selected.
- 4.14 A head coach is only permitted to suspend a player for disciplinary measures for a total of one game. The coach may request a longer suspension from the Competitive Coordinator to be approved by the disciplinary committee.
- 4.15 A head coach will keep a good record of any disciplinary action, stating the date and reason for the discipline. He/she will also keep a record of any confrontations with any parent.

### **TEAM OPERATION**

- 5.1 The head coach shall be responsible for the overall operation of the team.
- 5.2 There shall be one team meeting per month between coaching staff and parents to keep all informed and up to date.
- 5.3 The head coach is responsible for holding practice sessions with appropriate frequency:  
- 11U, 13U and 15U at least 3 sessions per week (Batting cage extra)

- 18U at least 2 sessions per week

Expectations and participation in all team events will be laid out by the Head Coach prior to the season beginning and strictly adhered to.

- 5.4 During the regular season a player must play at least 62% of his/her available time. Documents must be kept confirming playing time. An easy rule of thumb is that no player should sit anymore than 2 innings per game on a 12-team roster unless discipline is required. Discipline does not factor into the playing time requirements of the Arrows. For Provincials, Atlantic's, Eastern Canadians, and Nationals the head coach will follow the playing time rules listed by the governing organization (BNS, Baseball Atlantic and Baseball Canada) There is no fair play rule in Midget AAA. If there is a question from parents about playing time for their child, they must submit a written request (e-mail) to the team manager copying the Competitive coordinator (briansecord61@gmail.com). The Competitive coordinator will pursue conversation with the head coach and respond back to the parent within 48 hours. At times pitching complicates this process because arm safety must be at the forefront of all playing time decisions.

### **TEAM ADMINISTRATION**

- 6.0 The team shall consist of a "Team Manager" and "Team Treasurer". The volunteers for these positions are not to be related to each other or to the coaching staff. No coach shall be permitted to be a signing officer.
- 6.1 Adequate notice will be given to all Arrows Teams – Managers/Treasurers to attend a mandatory meeting. All treasurers will be given signing authority to their team bank accounts. Also, the Dartmouth Arrows registration amount will be decided at this time as well. This fee must be paid prior to the start of the regular season, or the player must make arrangements with the Competitive coordinator.
- 6.2 Each team treasurer is responsible to forward a complete financial statement (revenue and expense summary) to a parent upon request within 7 days of such request. The treasurer shall report a mid season revenue and expense to the Competitive coordinator on or before July 30<sup>th</sup> of the current season and a final report at the completion of the season (Sept 30<sup>th</sup>).
- 6.3 The Competitive Coordinator or Competitive Registrar shall complete and forward all provincial registration, bluenose league and player/coach/manager/treasurer insurance forms.
- 6.4 The manager shall plan and coordinate all trips as instructed by the head coach.
- 6.5 The manager shall oversee team equipment and uniforms, to ensure all are returned to the DDMBA Equipment Manager at the end of the season. (Equipment inventory form)
- 6.6 The manager shall ensure the maximum publicity is obtained for the team.

- 6.7 The manager shall liaise with the team sponsors and ensure that proper recognition is given at seasons end.
- 6.8 Each player will present a post-dated cheque, payable to DDMBA and dated October 1 of that year, in the amount of \$75.00 for his/her uniform at the start of the season. Upon return of the uniform at the end of the season the cheque will be returned to the parent. If the uniform (jersey) is not returned or has been abused the cheque will be cashed to replace the uniform as of Sept. 30.
- 7.0 In the event a player leaves the team for any reason during the season all fund-raising monies paid to the team will be forfeited. Refunds for registration fees will be reviewed by the Competitive Coordinator and paid back based on the players participation at that point and the cost to the team /organization. Personal clothing cannot be returned.
- 7.1 A TOBACCO/ NON-SMOKING policy shall be enforced on all coaches, DDMBA officials and players at games, practices, or any other team events.
- 7.2 Coaches and players are to be in FULL uniform at all games. No exceptions. Definition of full uniform is all coaches and bench staff should wear the team hat, pant (or shorts) and team shirt with Arrows logo.
- 7.3 The Competitive Coordinator shall be responsible for ensuring all players/coaches/manager/treasurer are insured through BNS.
- 7.4 A budget for each team will be prepared by the Competitive-Coordinator and the DDMBA treasurer. Each team will divide their budget amount by the # of players on the team, to create a "Cost per Player" amount. Each player is now responsible to provide the team with the said cost per player amount, whether it is fundraised, sponsored or cash monies. This amount is to be paid in full by July 15th. If a family has overpaid their cost per player amount, the said overpayment will be held "In Trust" to under the player's name for the following year. If the player does not make/play for a "Dartmouth Arrows" team, the said monies will be donated to the DDMBA. If a family has not met their cost per player amount, they must make arrangements with Competitive coordinator before that player can participate in try-outs for the Arrows the following year.
- 7.45 All non-Baseball Canada tournaments outside of New Brunswick, Newfoundland, Nova Scotia and PEI must be submitted to the Competitive coordinator before tryouts begin and approved by the DDMBA board. Upon approval specials fundraising rules will be put in place and strictly followed and audited upon the teams return.

#### **APPENDIX: 1 FUNDRAISING MONIES**

All monies raised for any Competitive team in Dartmouth is done under the name of the Dartmouth Arrows; therefore, any equipment purchased shall become property of the Dartmouth Arrows at the completion of the season.

Fundraising monies can only be used for the following:

- Tournaments
- Day to day expenses of running the team
- Equipment (bats, balls, scorebooks, bases, training aids)
- All equipment purchases exceeding \$200 must be approved by the Competitive Coordinator and a 2/3'rds parent vote.
- Players and coaches' ball related clothing warm up shirts, jackets or sweaters, is not to exceed \$75.00(tax extra)/player. Any clothing requested over and above this amount is the responsibility of the parents and cannot be paid through the team account.
- Team building (not to exceed \$200 without Competitive Coordinator's approval)
- Wind shirts and jacket design must be approved by Competitive Coordinator to ensure proper use of logo and the approved clothing.
- Food for players when competing in tournaments (1 team meal per tournament).
- Non-Parent coaches may claim hotel/gas/meal allowances. Non-Parent coaches (4 per team) will share 1 room where appropriate. Gas allowance will be one tank up, one tank back, not to exceed \$60.00/tank, 1 car. Meal allowances can be claimed up to \$40.00/day with no receipt. first day of tournament (\$30.00 if travel starts before noon), full day of tournament (\$40.00) and final day of tournament (\$20.00 if finished before noon) (\$40.00 if finished after noon).
- If a non-parent coach receives a business sponsor for the team it is to be divided equally among the total amount of players on the team. If a parent over fundraises they can opt to assign the surplus to another player. This must be completed before July 15.
- Monies may be used to pay for coaching certification for coaching staff but must be budgeted. Teams can request financial assistance from the Competitive coordinator if the Competitive budget has projected surplus. The Competitive coordinator in conjunction with the president or vice president will determine what the potential amount is based on the needs of all teams.
- Managers may claim up to \$20 per month (June, July, and August) for personal cell phone usage on behalf of the team (no bills required).

## **APPENDIX 2 PARENT TOP UP MONIES**

A coach may offer to rebate parents after the mid-season report is approved for the top up amount only. The Competitive Coordinator must approve all rebate checks before they are issued to ensure the team has proper funding to complete the season.

No money shall be given to parents for rooms, food, gas, bridge fare, and clothing.

### **APPENDIX 3 TRYOUT PROCESS**

- 1) This Appendix will outline the tryout process for the selection of players for all Competitive teams within DDMBA
- 2) There will be a Competitive Tryout Committee established by the Competitive Coordinator in concert with Board. This committee will be responsible to:
  - a) Review and update where necessary each age levels evaluation criteria. There may be different criteria required at each age level. The Committee will also review the player selection process to make any changes/amendments as required.
  - b) Select personnel needed to fill the required positions to complete the evaluations. In situations where team's Head Coach and Non-player coaching staff is already in place, that coaching group will be permitted to conduct their own team/player evaluations. If required, that coaching group will also find people to run any required drills. There must also be an impartial observer appointed by the Committee to oversee that team's process and the observer will report to the Committee.
- 3) All players wishing to participate in the selection process must be registered through the DDMBA website with at minimum tryout fees paid. The DDMBA treasurer or his Arrows treasurer designate will confirm eligible players prior to the start of tryouts.
- 4) The tryout process may be broken down into three phases.
  - a) **Initial Evaluation:**
    - i) All players attending the evaluations will be evaluated on an impartial and "blind" process. This means players will be evaluated in a process which does not use their name. The player will be assigned a number to keep for the duration of the tryouts. All players trying out will not be permitted to wear any Arrows swag or previous Arrows team apparel so as not to unduly influence evaluators.
    - ii) In this phase all players will be evaluated on basic skills. The Tryout Committee will determine the basic skills and the assessment drills for each level. This phase may be done indoors with the purpose of obtaining a basic understanding of the skill levels present. After this phase players may be broken down into comparable groups for the start of on field evaluations.
  - b) **Secondary Evaluation:**
    - i) During this phase all players will be further assessed on their skills as determined by the Committee. This phase will normally be completed on the field but may be done indoors if weather is a factor. Players may be reassigned after this phase. (i.e. the AAA coach(es) may decide to shorten the list of players they are interested in looking at.
  - c) **Game Play:**

- i) Inter-squad games are played at this phase to see and assess the players in-game skills.
  - ii) No teams will be finalized without completing this phase.
- 5) Coaches from the levels below AAA (AA and A) are highly encouraged to participate/observe the higher-level evaluations. This coaching participation will allow more observation of players who may be released to a lower level to better obtain an understanding of these players skills and abilities.
- 6) Final team selection must be completed with the impartial observer present. Notes must be kept by the evaluators and/or coaching staff regarding evaluation data used to determine selection of players. Evaluators and/or coaching staff may be required to justify player selection to the Competitive Tryout Committee and/or the Competitive Coordinator.
- 7) After completion of the tryout process and teams have been finalized, any player may request feedback on their tryout, strengths and/or areas to improve. Only information about the individual players own evaluation may be given. The individual players tryout ranking will not be stated nor will any other player's tryout information be given.
- 8) All evaluation sheets and information ie spreadsheets are to be held/saved for at least one year but must not be used for any future tryout evaluations.