



Transportation Policy

Document # POL-10	Reviewed By: FMMBA BOARD	Date Effective: April 19, 2026
Version/Revision # 1.0	Certified By: FMMBA President	Date: April 19, 2026

Transportation Policy

1. Purpose & Philosophy

The Fort McMurray Minor Baseball Association (FMMBA) is committed to the safety and well-being of all athletes, teams, and participants within the organization. Due to travel requirements for games and out-of-town tournaments, this policy establishes clear standards and expectations for safety, financial accountability, and adherence to Safe Sport principles. FMMBA aligns with local athletic standards by strongly encouraging, but not mandating, the use of buses for out-of-town travel to ensure safety and team cohesion.

Teams are responsible for arranging transportation, FMMBA sets and enforces minimum safety and supervision standards for participation in activities. Failure to follow these standards may result in restrictions on participation or disciplinary action in accordance with FMMBA policies.

The Head Coach has the final authority to determine whether team travel will be conducted by charter bus or by personal transportation, based on safety, logistics, team comradery, and team needs.

2. Scope

This policy applies to all players, parents/legal guardians, teams registered in FMMBA programs, and including team staff participating in registered FMMBA's activities.

3. Policy Statement

To provide clear guidance for the safe transportation and supervision of athletes participating in all FMMBA-sanctioned activities.

4. Definitions:

- **Athlete / Player:** any registered participant in FMMBA programming.
 - **Out-of-town travel:** Any travel outside the City of Fort McMurray (including Fort McKay and Anzac)
 - **Team Staff:** Coaches, managers, treasurers, and volunteers acting in an official team capacity
 - **Designated Adult:** An adult approved by a parent or legal guardian to supervise an athlete during travel, with written consent provided before the trip
 - **Sanctioned Activity:** any game, practice, tournament, meeting, or event organized, approved, or represented as an FMMBA team activity.
-

5. Player Travel & Supervision

To mitigate risks associated with long-distance highway travel, the following rules apply:

- FMMBA players are not permitted to drive themselves to out-of-town games or tournaments.
- A player with a valid driver license may operate a vehicle only if accompanied by their own parent or legal guardian, and only at the discretion of that parent or guardian.
- For all teams 18U and below, all players - including those who are 18 years of age or older - must travel outside Fort McMurray with a parent, legal guardian, or designated adult.

- **Rule of Two:** In alignment with Safe Sport, a coach or non-parent volunteer must never be alone in a vehicle with a player who is not their own child. Coaches and volunteers are also not permitted to transport players - individually or in groups (e.g., via rented or personal vehicles). Transportation arrangements are the responsibility of parents or legal guardians.
 - FMMBA assumes no responsibility for transportation arrangements by families. If carpooling is needed, parents or legal guardians are responsible for organizing it. Coaches are not permitted to arrange carpooling.
-

6. Non-Parent Coaches Expenses

Non-parent Coaches may be reimbursed for reasonable travel-related expenses. To ensure fiscal transparency for team families, the following guidelines apply:

- If a charter bus is used, the coach must travel with the team.
 - If a bus is not used, coaches may claim:
 - Mileage at \$0.50 per kilometre, aligning with Baseball Alberta umpire per diems, or actual fuel costs with submitted receipts
 - Mileage must be tracked to and from the destination, including any reasonable travel during the trip.
 - Mileage records must be submitted by email or provided to the Team Manager at the end of each trip, before reimbursement is issued.
 - The Team Manager is responsible for recording all approved travel expenses on the team budget and financial tracking sheets.
-

7. Inclement Weather & Safety

The Head Coach and Team Manager have the authority to delay or cancel travel based on Alberta road conditions. If travel is deemed "Not Recommended" or highways are closed, team safety will always take precedence over game schedules.

8. Arrival & Conduct

Players are ambassadors of Fort McMurray. Whether traveling by bus or private vehicle, players are expected to:

- Arrive at destinations at the time designated by the coaching staff.
 - Adhere to all team curfews and codes of conduct during overnight stays.
-

9. Commercial / Charter Transportation (Bus)

Where team transportation by bus is used for sanctioned FMMBA activities, the following standards apply:

- FMMBA's approved charter bus providers are Diversified Transportation, Golden Arrow Bus Services, and Sparksman Transportation. Teams wishing to use an alternate provider, prior approval must be obtained by submitting a request to inquiries@fmmba.ca
- All buses must be commercial vehicles that meet applicable regulatory and safety standards.
- Drivers must hold a valid commercial driver's license (CDL) with the appropriate endorsement for passenger transportation.
- Seatbelts must be worn at all times by all passengers while the bus is moving.
- Each bus must be equipped with required emergency safety equipment, including first aid kit and fire extinguisher.
- Equipment must be stowed so that emergency exits are not blocked.

- Drivers are required to comply with all traffic laws and regulations, as well as all FMMBA travel and safety policies.
 - Coaches and team staff must set expectations prior to departure, including ensuring players remain seated while the bus is moving and avoid unnecessary movement throughout the trip.
 - The consumption of alcohol and cannabis is strictly prohibited on all team bus transportation.
-

10. Emergency Procedures and Incident Reporting:

In the event of an emergency during travel:

- Contact emergency services immediately, if required.
- An emergency contact list for all athletes must be maintained and available during travel. Managed by the team manager, provided to the head coach in their absence.
- Once it is safe to do so, the Head Coach or Team Manager must notify the FMMBA Safety Director and/or President.
- Incident notifications must be sent to inquiries@fmma.ca and president@fmma.ca

Where an emergency requires Team Staff to transport an athlete (an exception to this policy), the Team Staff member must document:

- The reason for transport
 - Who was present
 - When the parent or guardian was contacted
 - The start and end locations.
-

11. Approval and Acknowledgement

Parents and athletes acknowledge they have read and agree to abide by the transportation and supervision standards outlined in this policy.

Failure to comply with this policy may result in disciplinary action, including but not limited to restrictions on participation in team travel, suspension from sanctioned activities, or other action as determined by the FMMBA disciplinary committee.