



Policies and Procedure

Organization:	Fort McMurray Minor Baseball Association	Policy #	POL – 07-01
Policy Name:	Bussing Policy	Issued:	June 18, 2025

1. Purpose

The purpose of this policy is to ensure the safe efficient transportation, team comradery along with time management of players, coaches, and staff of Fort McMurray Minor Baseball Association (FMMBA) to and from games, tournaments, practices, and other related events held outside the municipal boundaries of the Regional Municipality of Wood Buffalo (RMWB).

Any requests for a deviation to this policy must be approved by the FMMBA Board.

2. Scope

This policy applies to all players, coaches, staff, volunteers, and parents involved in Fort McMurray Minor Baseball who travel outside the municipal boundaries of the RMWB.

3. Mandatory Bussing Availability

- It is mandatory that bussing is made available for any game, tournament, practice, or event held outside the municipal boundaries of the RMWB.
- Families are permitted to travel privately if they choose but must work with the team off field manager or with coaches prior to in advance.
- Parents/guardians after reviewing with the travel coordinator & head coach that choose private transportation must ensure their child arrives at the event location on time as detailed out in the travel itinerary.

4. Bus Deviations

- Requests for deviation must be submitted in writing to the FMMBA Board of Directors at least two weeks (14 days) prior to the event /travel and must be within 48-hours of the schedule being released through baseball alberta. All requests are to be submitted to inquiries@fmmba.ca
- Teams can be granted up to 2 deviations in a season for Baseball Alberta regular season play, including development and tiering games, these requests should a team choose must be a trip within 500km of Fort McMurray (RMWB), based on Ron Morgan Park, Fort McMurray as the initial point of travel. No exceptions above this.
- Should a team only have two (2) or less travel weekends, and they choose to drive in personal vehicles, the allocation of the yearly bussing raffle will be put back in the overall funds raised and re-allocated between other competitive teams within that season. The team must have a safe travel plan in place with communications to all families throughout that weekend of play.
- Approval of exemptions is at the discretion of the FMMBA Board of Directors.
- Approved exemptions must be communicated to all parents/guardians and players.
- Travel tournaments including Provincial Championships and other Baseball Alberta-sanctioned events, will be reviewed on a case-by-case basis. An unlimited kilometre (KM) allowance may be granted, provided the team's off-field manager submits a safe travel plan that is approved by the board of directors.



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- If traveling by bus for Baseball Alberta provincial championship is chosen, league raffle reimbursement KM's will be in effect for 1 direction of travel.

5. Unavailability of Buses or Bus Drivers

- If no buses or bus drivers are available, the team travel coordinator must notify the FMMBA Board of Directors immediately.
- The Board will explore alternative transportation options, such as chartering alternative private buses or allowing for carpooling with approved team volunteers.
- If no alternative transportation can be arranged, the event may be postponed or canceled.
- Communication regarding changes or cancellations will be sent to all parents/guardians and players as soon as possible.
- Teams are required to reserve bussing once travel weekends are posted or communicated that they may need to travel, the charter bus company can be updated with the location as they receive by baseball alberta.

6. Bus and Bus Driver Requirements

- **Bus Requirements:**
 - The bus must be a commercial vehicle that meets all safety and regulatory standards.
 - The bus must have seat belts for all passengers.
 - The bus must be equipped with emergency equipment, including a first aid kit and fire extinguisher.
 - The bus must be maintained in good working condition and undergo regular safety inspections.
- **Bus Driver Requirements:**
 - The driver must hold a valid commercial driver's license (CDL) with the appropriate endorsements for operating a passenger bus.
 - The driver must be trained in first aid and emergency response procedures.
 - The driver must adhere to all traffic laws and regulations, as well as the policies set forth by FMMBA.

Currently FMMBA preferred charter coaches in the RMWB are Diversified, Golden Arrow & Sparksman transportation. Should a team wish to use a alternative, please submit to inquires@fmmba.ca for approval.

7. General Guidelines

- All bus transportation must be pre-approved by the FMMBA Board of Directors, if outside of this policy.
- The designated team Travel Coordinator will be responsible for arranging and overseeing all bus transportation.
- Parents/guardians must complete and sign a travel consent form for their child prior to any travel.
- All participants must adhere to the rules and regulations set forth by the bus company and FMMBA.



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- No player may drive themselves outside of the Fort McMurray city limits.

8. Safety Regulations On bus

- Seat belts must be worn at all times.
- Players are required to remain seated while the bus is in motion.
- No standing, walking, or changing seats while the bus is moving.
- The use of alcohol, tobacco, or any illegal substances is strictly prohibited.
- Players should keep noise levels to a minimum to avoid distracting the driver.
- Emergency exits must remain clear and accessible at all times.

9. Supervision

- A minimum of two adult supervisors, which can include coaches, must be present on the bus.
- Supervisors are responsible for ensuring that all players follow the policy and behave appropriately.
- Any incidents of misconduct must be reported to the team travel coordinator / team manager immediately.

10. Pick-Up and Drop-Off Procedures

- Players must arrive at the designated pick-up location at least 15 minutes before the scheduled departure time.
- The bus will not wait for late arrivals. It is the responsibility of the parents/guardians to ensure their child arrives on time.
- Parents/guardians must be present to pick up their child at the designated drop-off location at the specified time.

11. Emergency Procedures

- In case of an emergency, supervisors must contact the appropriate authorities and inform the team manager as soon as possible.
- An emergency contact list for all players must be maintained and carried by the supervisors at all times.
- The Team Manager or head coach, once safe to do so must call the safety director and or president to make them aware of the situation, additionally a e-mail can be sent to: inquires@fmmmba.ca and president@fmmmba.ca .

12. Medical Concerns

- Players with medical conditions must have a completed medical form on file.
- Medications must be properly labeled and given to the designated supervisor prior to departure.
- Supervisors must be informed of any specific medical needs or instructions.



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13. Code of Conduct

- All players, coaches, and staff are expected to represent FMMBA in a positive manner.
- Respect for the bus driver, supervisors, and fellow passengers is mandatory.
- Any form of bullying, harassment, or inappropriate behavior will not be tolerated and may result in disciplinary action.

14. Disciplinary Actions

- Violations of this policy may result in consequences, including but not limited to:
 - Verbal warnings
 - Written warnings
 - Suspension from traveling weekends with the team
 - Further disciplinary action as deemed necessary by the FMMBA Board of Directors committee.

The team manager and head coach are responsible for ensuring that this FMMBA policy is followed. The FMMBA board is confident that all teams will work with the FMMBA to ensure that the policy is adhered to. In the unlikely event that FMMBA becomes aware of a breach of the policy, the team manager and/or head coach will be required to appear before the FMMBA Discipline Committee and could face disciplinary action.

15. Contact Information

For any questions or concerns regarding this policy, please contact inquiries@fmmba.ca.

Reviewed Date	Reviewed By	Position
June 18, 2025	FMMBA Board of Directors	FMMBA Board of Directors
Reviewed Date	Approved By	Position
June 18, 2025	Mike Mayuk	President