

I. Introduction

Fredericton Minor Baseball Association (FMBA) was founded in 1998 to govern minor baseball in Fredericton. FMBCA replaced the Fredericton South, Nashwaaksis and Nashwaak River Minor Baseball Associations. FMBA was the logical outcome of extensive discussions that each of the three Fredericton area Associations held. A key concern for everyone was declining enrolment. FMBA was incorporated under the New Brunswick Companies Act in 1998 and is officially the Fredericton Minor Baseball Association, Inc.

Any resident of Fredericton 18 years or over who subscribes to the purposes and basic policies may be a member of the Association. Members must comply with all by-laws and must pay any prescribed initiation of membership fee. A Board of Directors administers the work of the Association. The Board of Directors is elected each year at an Annual Meeting of the members. This meeting is held soon after the close of the baseball season.

Approximately 500 young people play baseball each year under the FMBA program in 7 divisions with ages ranging from 5-18. This manual, with updated, material is intended to provide information concerning FMBA. Those who work in the minor baseball program must carefully study the manual. This manual is always a work in progress. As such all comments and suggestions are welcome. Suggestions by identified individuals may be made at the Annual meeting or may be made directly to one of the Board of Directors.

Fredericton has always enjoyed a reputation having among the best minor baseball programs in Canada. The credit for this must go to the many volunteers who devote countless hours, and expense in working as coaches, managers, directors, officials and otherwise lending a hand. The Fredericton Minor Baseball Association will do it's best to provide the youth of Fredericton a continued, well-rounded and positive baseball experience. Fredericton Minor Baseball Association recognizes that there are many ways in which further improvements can be made. Constructive criticisms, placed with the appropriate people, are always welcomed.

II. Purposes and Objectives of FMBA

The Fredericton Minor Baseball Association Manual represents the "best practices" concept endorsed by the Board of Directors. It is the culmination of extensive discussions over many years by the original three Associations and the new FMBA. FMBA is committed to maintaining and improving upon, the history of successful minor baseball in the Fredericton area. FMBA completed its first year of operation in 1998 and by all accounts it was a successful year. The City of Fredericton continues to support FMBA by maintaining the fields. The FMBA Board of Directors will continue to work closely with representatives from the City's Growth & Community Services Department.

A baseball program for youth should provide the opportunity for a maximum number of players to participate in a leisure time physical activity. Baseball should be delivered in a manner consistent with the players' needs and abilities. In this manner, baseball will help develop a health life style in a social, emotional, and physical sense. A baseball program should cater to a maximum number of players and should not dwell on one group to the detriment of others. The baseball program should be in keeping with the player's physical and emotional characteristics. Baseball programs should aim to develop citizens, not just baseball players. Such things as sportsmanship, team play, self-discipline, citizenship, and skill development should be stressed.

The Fredericton Minor Baseball Association has adopted the purposes and objectives stated above. These lead to the policies that govern the operation of FMBA, through all Programs, Divisions, and Levels.

1. Player Grouping

Players differ in needs, abilities, and desire. Therefore, grouping of players into different skill categories is necessary. This allows players to compete with other who are similar in ability and desire. If grouping is not done, potential exists for the better players to dominate the play, while some rarely experience success. In this situation the better player is not motivated to improve and less well-developed players may experience frustration. In the worst case scenario a player may decide not to participate in the FMBA program. Grouping of players by skill level should ensure that each group is encouraged to develop to their full potential and enjoy the great game of baseball at their own pace.

2. Emphasis on Fun and Recreation

Baseball is a healthy form of recreation and must be attractive if players are to maintain their interest in baseball throughout their lives. **Too much emphasis on competition** especially at the younger age levels may result in "too much too soon" and can detract from the fun of the game. Competitive teams may exist to provide the opportunity for those with greater abilities, but they must not exist to the detriment of the majority who wish to play baseball for fun and recreation.

3. Equality and Fair Treatment

All players must be treated fairly in all matters such as playing time. Particularly at lower age divisions, 5 to 9 years, and all players should be given the chance to play different positions and provided with the proper instruction and encouragement to develop their skills in a positive environment. These policies must take precedent over winning games. At the competitive levels emphasis is placed on equal/fair participation during regular season and exhibition games. Tournament play, in some cases, players who are higher in development tend to play more. Coaches need to monitor that all players do participate but may not be equal play.

4. Safety First

The safety of the player must be given the highest priority and must be thought of first, before all other aspects of the program. All players must be encouraged to use equipment which best protects them against injury. Coaches must ensure that the safety of the players comes first in all situations.

5. Proper Coaching Philosophies

The baseball coach, through leadership, must recognize the responsibility as a teacher of youth. The coach will set an example, and will greatly influence the character development of players. The coach must stabilize players' emotions to meet adversity as well as success. The coach should ingrain in players the spirit of good sportsmanship, cultivate moral integrity and help to prepare the players for a place in society. Included in this philosophy must be well-developed attitudes toward the game, fellow players, umpires, and opposing players and coaches. The coach must also help players develop their skills and knowledge of the game. Coaches need to work with parents to monitor and encourage players to play at the appropriate level based on what they are able to handle.

6. Avoid Excessive Rough Play

Physical contact can be part of baseball but anything beyond normal contact with other players must not be tolerated. A baseball program should provide the means for healthy, spirited competition. The onus in seeing that competition is sportsmanlike rests with the Fredericton Minor Baseball Association, **especially its coaches**. It is essential that players and parents support sportsmanship at all times.

7. Proper Instruction in Baseball

Players beginning in baseball should receive concentrated instruction in the fundamentals of the game such as catching, throwing, hitting, and running and team play. Properly trained players will enjoy the game more and maintain their interest for a longer time. **The Association must select volunteer coaches with proper philosophies and attitudes.** FMBA must then provide the means for the volunteer coach to obtain the tools necessary to do the job. This includes Coaches Certification Clinics, special clinics, teaching aids, etc. The Association must be designed and maintained so that the coaches receive all necessary information, guidance, and supervision they require to develop our players.

III. Organizational Structures

Baseball in Fredericton is subject to the rules, regulations, and general control of Baseball Canada, Baseball New Brunswick and the Fredericton Minor Baseball Association. Each of these organizations has a role to play in ensuring that the baseball players of Fredericton have a safe and enjoyable experience at each baseball season.

3.1. Provincial Minor Baseball Association

Baseball New Brunswick (BNB) governs all amateur baseball in the province. The BNB derives its authority from, and is subject to all regulations and playing rules of the national organization, Baseball Canada.

BNB governs all baseball from Rally Cap to Midget. BNB is comprised of 8 zones. Fredericton is Zone 3. A copy of the BNB Zone Map appears in Appendix 1. Each zone has an elected director who is responsible for overseeing zone playoffs and provincials if hosted by the zone. A list of BNB Zone representatives appears in Appendix 2.

All BNB Bylaws, Regulations and Constitution can be obtained through the website at www.frederictonminorbaseball.ca. Certain of the most pertinent regulations, some of which apply to all minor baseball, are contained at this website address. All Volunteers, especially Coaches are encouraged to obtain and read this information.

A President of BNB is elected at the Annual General Meeting of BNB and reports to the Board of Directors of BNB. The President has a two-year term and is given certain responsibilities and authorities in planning and guiding the future development of baseball within the province.

FMBA Administration

The FMBA serves all players residing within the boundaries of the greater Fredericton area excluding New Maryland. Any players residing outside of those boundaries are prescribed by BNB guidelines, and who do not reside in closer proximity to any other area served by another Minor Baseball Association, may play in the FMBA. In the past there has been some difficulty in accommodation players from outlying areas.

Appendix 4 shows the Organization Chart for FMBA, including The Executive Officers and Directors of FMBA for the current year. The written Responsibilities and Authorities for the various positions are included in Section 5 of this manual should be studied for in conjunction with this organizational chart. Appendix 5 shows a breakdown of FMBA Teams by Levels and Divisions.

3.2. Operations Calendar

At the beginning of each baseball season, the Board of Directors reviews all significant happenings that are of interest to FMBA operations (open registration date, baseball camps/clinic, fundraising events, major tournaments hosted in Fredericton). The FMBA Baseball Field Special Events Calendar identified by the City of Fredericton Growth & Community Services Department for the current year are available from Division Coordinators. The Field Schedule appears as Appendix 6. All teams should make reference to this information since they will affect the availability of field time throughout the season. These field times are also placed on the FMBA divisional web pages calendars.

3.3. Association Meetings

FMBA hold minimum 6 regular monthly meetings of the Board of Directors on the first Monday of every month. Anyone wishing to make representation to the Board is welcome to do so at these meetings. However, they must make arrangements with the Secretary of the Board. Resolutions passed at one meeting cannot be reconsidered within the next 120 days unless the following happens:

- A meeting member of the Board who wants to review a resolution, passed at a previous meeting, must prepare a notice of motion and submit it to the Secretary.
- The Secretary will provide each Board member a copy of the resolution along with the time and place (at least two weeks hence) when the resolution will be considered.
- With two-thirds approval, the previous motion can be reconsidered.
- The actual resolution will be considered at the next regular Board meeting.

FMBA holds an Annual General Meeting (AGM) on or before the second Monday in November. At the AGM the business of the Association is conducted including the election of Officers. Any member of the Association is permitted to submit in writing, at least 4 weeks in advance, items to be considered at the AGM. A recognized member of the FMBA may also raise issues from the floor.

3.4.Expenses

Expenses of Board Members or designates to attend authorized meetings shall be paid as follows:

1. Meals

1.1. Breakfast	\$10.00
1.2. Lunch	\$15.00
1.3. Dinner	\$25.00
1.4. Maximum Per Day	\$50.00

2. Travel-Municipal government rate for use of own vehicle or reasonable cost for a rental unit.

3. Lodging – Cost of reasonable motel/hotel lodging.

Traditionally, Board Members have represented FMBA at meetings such as, but not limited to, the BNB Annual Meeting, Minor Baseball Workshops, and League Meetings.

IV. BNB CONDUCT REGULATIONS with FMBA SUPPLEMENTS

FMBA expects strict enforcement of BNB conduct rules and FMBA's Fair Play principles (see Appendix 7 – "Fair Play Principles" for details). The coach is responsible for the conduct of the team at all times. The person acting as coach shall be responsible for completing and giving the home plate umpire, official scorer and the opposing coach a listing of players and their numbers before commencement of the game when applicable. This person is deemed to be the responsible official in charge of the team during the time it is at

the ball field for the purpose of playing baseball games. It is understood that this person must be the coach, manager or an official of the baseball team involved.

Only players in uniform, coaches, manager, trainer and batboys shall be allowed in the player's bench. Coaches must respect this rule and Umpires may remove all others.

4.1.Code of Ethics

Managers and coaches are expected to share with game umpires the responsibility for orderly conduct of the contest by the following:

- By acknowledging the authority of umpires in a contest and by relating to them in a respectful manner.
- By exercising control over players in their charge and serving as a stabilizing agent during contentious moments of games.
- By controlling their conduct and avoiding inciting players, umpires and spectators.
- By demonstrating appropriate conduct at all times.
- It is considered unethical for a manager or a coach to comment in a disparaging manner to the press, make derogatory remarks publicly about umpires, another person, program or the Association.

Any infraction of the above Code of Ethics deemed severe enough will be dealt with by the full Board of Directors.

4.2.Conduct

- Team officials shall be held responsible for the conduct of their players before, during and immediately following a game.
- An ejection from the game may be issued for unsportsmanlike conduct.
- Any molesting of Umpires or other officials or score keepers, etc. by players or team Officials shall be subject to a suspension to be determined by the FMBA.
- Any player, manager, coach, trainer or batboy using obscene gestures and/or profane language shall be ejected from the game.
- Any ejection from a game will be reviewed and could result in further disciplinary action by the Discipline Committee if required.

4.3.Elite and Competitive Teams – Rules and Regulations

FMBA shall register their teams with BNB on or before the deadlines determined by BNB. No team registration shall be accepted after that date without approval of the BNB Executive. FMBA Executive Committee (Appendix 4) handles this. The Constitutions of some leagues may require earlier registration.

- No player shall be signed after the registration date determined by BNB.
- A player whose name does not appear on the BNB Registration Form will not be eligible to play in Provincial playoffs or tournaments.

- For all in city games for Mosquito competitive and above, a team may play with a minimum of eight players. However, it is recommended that if the shortage of players is a regular occurrence the coach contact the Division Coordinator to attempt to remedy the situation.
- If a team has less than 8 players and both coaches agree a game may be played and the umpires are required to stay and umpire the game. The game will only be played if between the two teams there are at least 16 players. The team with too few players forfeits all points but the goal is to have all games played even if the outcome does not affect league standings.

Players from other associations are permitted to play on FMBA AAA, AA or A teams. Under this circumstance, the player must be released from their home association, register with the FMBA and pay the appropriate registration and team fees. The Board must approve this process. Players who leave FMBA to play on equivalent teams offered by FMBA must obtain a release from FMBA and may not be permitted to return to the Association.

4.4. ~~Elite and~~ Competitive Teams – Tournaments

BNB and the Zone Director shall determine zone representatives in all classifications. All zone playoffs will follow the format defined by BNB.

Where extra innings are required, the game shall be played until a winner is determined. It is recommended that in Mosquito, Peewee, Bantam, and Midget classifications, fields be lined and dragged before the start of each tournament game.

V. FMBA RESPONSIBILITIES AND AUTHORITIES

Each member of the Board of Directors and the Executive is responsible for the success of the FMBA and has specific duties, responsibilities and authorities. These duties and obligations are described below.

5.0 President

1. *Results required*

- 1.1. Overall operation of FMBA in accordance with its stated purposes, objectives and policies.

2. *Typical Responsibilities*

- 2.1. As Chief Executive Officer, generally direct and supervise, through the elected and appointed officials, the operations and activities of FMBA on a day to day basis.
- 2.2. Provide guidance and assistance to the Directors.
- 2.3. Preside at all meetings of the membership and the Board.

- 2.4. Attend meetings of BNB and other organizations as required.
- 2.5. Represent the FMBA at appropriate public functions as required.
- 2.6. Sign documents on behalf of the FMBA.
- 2.7. Exercise sound judgment in all matters.
- 2.8. Carry out duties and responsibilities as assigned by the Board.

3. *Authorities*

- 3.1. Take action as required to discharge assigned responsibilities, subject only to the directions of the Membership and the Board of Directors.
- 3.2. Approve expenditures in keeping with the approved Budget.
- 3.3. Cast a second vote to break a tie when presiding at meeting of the Board of Membership.

5.1. Vice President

1. *Results Require*

- 1.1. Active participation and contributions to FMBA as a member of the Board.

2. *Typical Responsibilities*

- 2.1. Act on behalf of the President in the event of his/her absence, as delegated by the President or the Board.
- 2.2. Organize Minor Baseball Week activities for FMBA.
- 2.3. Organize and supervise the annual registration process ensuring provision of a birth certificate to meet provincial registration requirements.
- 2.4. Carry out other duties as assigned by the President or the Board.
- 2.5. Responsibilities of the President, when specifically delegated by the President or the Board.
- 2.6. Prepare Operations Manual for Printing and distribution.

3. *Authorities*

- 3.1. Take action as required to discharge assigned responsibilities, subject to President or Board approval.
- 3.2. Cast a second vote to break a tie when presiding at meetings of the Board or Membership, in the absence of the President.
- 3.3. The evaluation of players who request to be moved between Divisions.

5.2. Secretary

1. *Results Required*

- 1.1. Complete accurate documentation of all matters of FMBA.
- 1.2. Safe keeping of all property of FMBA except that which is under the control of the Equipment Coordinator.

2. *Typical Responsibilities*

- 2.1. Give, or cause to be given, when directed to, all notices required to be given to members, directors, auditors, officers, members of committees and the public.
- 2.2. Attend all meetings of the Board, Membership, and Operations and keep minutes of all proceedings, and provide all directors with a copy of minutes within one week after meetings.
- 2.3. Keep safe custody of the corporate seal of FMBA Inc.
- 2.4. Have charge of all papers, documents, property (except per 1.2 above), and the minute books of FMBA.
- 2.5. Keep meeting minutes wherein are recorded:
 - a. The letters patent of FMBA, any supplementary letters patent, all by-laws.
 - b. The names of all persons who are or have been members of FMBA, known as the registry.
 - c. The addresses and calling of every member, as far as can be ascertained.
 - d. The names, addresses, and calling of all persons who are or have been directors of the FMBA, with the dates at which each became or ceased to be a director.
- 2.6. Create and distribute a directory for reference by all coaches and volunteers.
- 2.7. At all reasonable times exhibit the books and accounts of FMBA to any director upon application.
- 2.8. Ensure that all Directors receive copies of important correspondence relating to agenda items as soon as reasonably possible after receipt.

2.9. Administer FMBA program of financial assistance to need players.

3. *Authorities*

3.1. Take action as required to discharge responsibilities, subject to approval of the President of the Board as appropriate.

5.3.Treasurer

1. *Results Required*

1.1. Complete accurate account books.

1.2. Control of all moneys, securities, and receipt and disbursements thereof.

2. *Typical Responsibilities*

2.1. Maintain books of account and recording in such of all receipts and disbursements of FMBA.

2.2. Under direction of the Board, control the deposit of money, the safe keeping of securities and disbursements of funds of FMBA.

2.3. Render account of all transactions and the financial position of FMBA at board and Membership Meetings and as otherwise required of them.

2.4. Cause the books of FMBA to be audited by an accountant at least annually.

2.5. Invest money from time to time as available, in securities to yield best interest rates.

2.6. Take all reasonable steps to insure that delinquent accounts are collected in full.

2.7. Perform other duties as required from time to time by the President or the Board.

3. *Authorities*

3.1. Take actions as required to discharge assigned responsibilities, subject to approval of the President or the Board as appropriate.

5.4.Director of Umpires and President of Fredericton Minor Baseball Umpires Association

1. *Results Required*

1.1. Competent Umpires for all FMBA games.

2. *Typical Responsibilities*

- 2.1. Sit on the FMBA Board of Directors as a voting member.
- 2.2. Select, appoint and supervise official assignors for each level of baseball from Mosquito to Midget within FMBA as appropriate.
- 2.3. Organize and direct the recruiting, training and scheduling of officials.
- 2.4. Establish a committee to evaluate officials' performance and retraining as required.
- 2.5. Organize, maintain and participate on a FMBA Discipline Committee for infractions of rules and regulations by officials, including a procedure for referral of complaints from the appropriate operations line personnel. Discipline is not intended to rule on the merits of judgment calls of officials.
- 2.6. As President and Chief Executive Officer of the Fredericton Minor Baseball Umpires Association, carry out the responsibilities of that officer as set down by the Constitution and Bylaws of that Organization which have been approved by the FMBA Board Directors.
- 2.7. Participate on appointment as a member of the FMBA Discipline Committee.
- 2.8. Participate in selection of AAA, AA and A coaches.

3. *Authorities*

- 3.1. Take action as required to discharge assigned responsibilities, subject to approval of the President or the Board of FMBA where appropriate.
- 3.2. Commit expenditures within their approved budgets.

5.5. Field Coordinator

1. *Results Required*

- 1.1. Operation of Baseball fields for their Division and teams in their Division accordance with FMBA purposes, objectives, policies and procedures. Liaison with City Recreation department and help arrange the annual requisition of fields.

2. *Typical Responsibilities*

- 2.1. Supervise and coordinate the activities of the Division Coordinator.

- 2.2. Prepare and/or delegate and follow-up on preparation and issue of all schedules for league games and play-offs for all FMBA Teams in their Division.
- 2.3. In consultation with the Division Coordinators, determine and assign field times for all fields as well as extra field time available for all teams.
- 2.4. Ensure the training of Division Coordinators in their responsibilities and authorities and promote more interactions between city recreation staff, officials, managers and coaches.
- 2.5. Cooperate with an Ad Hoc Committee to review the Operations Manual and Recommend updates to the Board of Directors.
- 2.6. Work with Division Coordinators in the assignment of players who register late in teams as appropriate.
- 2.7. Monitor the team selection process to ensure that recreation and AAA, AA and A competitive level teams are relatively balanced.
- 2.8. Participate in selection of competitive coaches for their Divisions.

3. *Authorities*

- 3.1. Take action as required to discharge assigned responsibilities, subject to approval by the President or the Board where appropriate.
- 3.2. Commit expenditures within their approved budget.

5.6. Coaching Co-ordinator

1. *Results Required*

- 1.1. Assume that competent coaches for all levels of FMBA operation are developed.
- 1.2. Timely, well organized coaching development clinics.

2. *Typical Responsibilities*

- 2.1. Organize and present coaching development clinics (including First Aid Training), as appropriate from time to time, and ensuring that such clinics are scheduled well in advance and are well publicized and well attended.

- 2.2. Work with Board Liaison and Division Coordinators to encourage coaches to expand their coaching capability and performance.
- 2.3. Select coaching assistants to provide assistance in training coaches and evaluating coaches' performances, and when appropriate, discuss performance directly with coaches who are not following their responsibilities.
- 2.4. Setting up and maintaining a system for evaluation of coaches' performances and recording the training and accomplishments of each.
- 2.5. Provide assistance, advice and recommendations to Division Coordinators in the recruiting and selection of coaches.
- 2.6. Develop and administer an ongoing program that grants recognition to deserving coaches, assistant coaches and team managers.
- 2.7. Ensure that coaches receive 5.10 section of the by-laws and that special emphasis be placed on the principle of the Fair Play Policy and "fun and recreation."
- 2.8. Chair the Committee that selects the competitive coaches and present recommendation to the Board. All competitive coaches must have NCCP initiation coach certification and/or working on the appropriate level to coach in their particular division.
- 2.9. Develop and administer the FMBA Coaching Library that is located on the website at www.frederictonminorbaseball.ca and baseball.ca

3. *Authorities*

- 3.1. Take action as required to discharge assigned responsibilities, subject to approval of the President and Board where appropriate.
- 3.2. Commit expenditures within their approved budget.

5.7. Equipment Coordinator(s)

1. *Results Required*

- 1.1. Adequate functional equipment available to all FMBA teams, in accordance with the policies as established from time to time by the Board.

2. *Typical Responsibilities*

- 2.1. Maintain inventories of all equipment belonging to FMBA and ensure that these are updated before and after each operating season.

- 2.2. Process deposits for sweaters and recommend to the Board the appropriate policy on this issue each year.
- 2.3. Arrange for the procurement and maintenance for FMBA equipment as required.
- 2.4. Supervise the equipment-related functions performed by the Division Coordinators of Rally Cap, Rookie, Mosquito, Peewee, Bantam and Midget programs.
- 2.5. Coordinator the color selection and issue of uniforms for all teams.
- 2.6. Organize a system for proper recording and assignment of equipment to teams and/or players.
- 2.7. Provide system for proper recording and assignment of equipment at the end of the baseball season.
- 2.8. In cooperation with other members of the Board, Maintain the uniform policy for each division. Competitive uniforms to be consistent for all AAA, AA and A teams, recreation to have same standard for each division.



- 2.9. Ensure that all property losses due to damage, theft, fire or other recoverable losses are duly identified, documented and filed with the appropriate insurance representatives.

3. Authorities

- 3.1. Take action as required to discharge assigned responsibilities subject to approval of the President or Board where appropriate.
- 3.2. Commit expenditures for equipment and maintenance of equipment within approved budgets and within policies as established from time to time by the Board.

5.8 Past President

1.1 Results Required

To assist the President in a smooth transition to power. Assist the president and board with decisions affecting FMBA. To assist the Board with updating the constitution and operations manual.

5.9 Division Coordinators: Rally Cap, Rookie, Mosquito, Pee wee, Bantam, Midget

1. *Results Required*

- 1.1. Arrange for competent coaches and assistants for all divisional recreation teams.
- 1.2. Operation of their Program in accordance with FMBA purposes, objectives, policies and procedures.

2. *Typical Responsibilities*

- 2.1. Recruit and select Coaches and assistants for recreation level teams, subject to approval by the Board. Encourage coaches to get on-line NCCP initiation coach certified www.nccp.baseball.ca/ (Refer also to the section regarding Selection of Coaches)
- 2.2. Supervise and coordinate the activities of the Division including the Coaches within the Division to ensure that FMBA policies and procedures are followed.
- 2.3. Organize and coordinate registration of players in conjunction with the Vice President. Organize and supervise the evaluation and grouping of players. Work with Coaching coordinator to find appropriate coaches for each team.
- 2.4. Prepare schedules for league games, and year-end Jamborees associated with their program. Get the Director of Umpires acceptance of schedules.
- 2.5. Ensure the training of coaching personnel in their Division seeking the assistance of the Director of Coaching Development as required.
- 2.6. Participate in evaluating coaches' performance, including the distribution and collection and the coaches' evaluation forms.
- 2.7. Ensure that statistics are collected and league standings are maintained and reported (to radio and newspapers) along with game results on a regular basis.
- 2.8. Coordinate and assist with activities such as team pictures, year-end parties, etc.
- 2.9. In cooperation with the Equipment Coordinator be responsible for the issuance, care and collection of FMBA equipment.
- 2.10. Perform duties as required by the appropriate Board liaison for the program.

3. *Authorities*

- 3.1. Take action as required to discharge their responsibilities, subject to approval of the Board of Directors.

5.10 Coaches

1. *Results Required*

- 1.1. Operate their team fully in accordance with FMBA purposes, objectives, policies, and procedures.

2. *Typical Responsibilities*

- 2.1. Provide a budget and statement of disbursement to the Director of Operations that is in line with the principles of the FMBA.
- 2.2. At all times, set an example of good sportsmanship to their players by their attitude toward their players, FMBA personnel, officials, fans and opposing players and coaches by their own conduct. **A coach must refrain from using profane language and from smoking at the field in/or around the player's bench, etc.**
- 2.3. Get to know their players as soon as possible and to understand each ones needs, desires, character, attitude, emotional control, and baseball abilities, and build a rapport of understanding and respect in a good player-coach relationship.
- 2.4. Develop their coaching qualifications by attending BNB clinics at least to Initiation Level I or as appropriate for the skill level that they are now coaching or aspire to coach. Coaches are encouraged to obtain and maintain ~~St. John Ambulance~~ First Aid Training Certification and CPR training.
- 2.5. Cooperate with the Coordinator of the appropriate program in the assignment and re-assignment of players, to their team, with the objective of having each player play at his/her appropriate level of skill and that teams are balanced as closely as practical as early as possible in the season.
- 2.6. Pass on information to their players as appropriate regarding schedules, practices, expectation, disciplines, etc.
- 2.7. To issue, collect, and return FMBA equipment as issued for their team by the Director of Property and Equipment.
- 2.8. Supervise their players at all times when they are at the ball field for games and practices, including when they are on the bench and on the field. Competitive team coaches/assistant coaches/bench coach/manager's and players are expected to wear FMBA approved uniforms and pants at all games. Shorts/flip flops are not to be worn at practices or games. Appropriate coaching attire to be worn at practices.

- 2.9. Ensure their players are present for all games and practices, except if excused for good reason such as illness, absence from town, etc.
- 2.10. Enforce the principles of Fair Play (see Appendix 7). Ensure that all their players receive equal playing time for all games, except if a player is being disciplined by sitting out innings. Do their best to ensure that the game is fun for all their players.
- 2.11. Arrange for responsible adult drivers when the team is travelling.
- 2.12. Ensure that designated practice sessions are used to maximize advantage for development of basic skills and not for exhibition games. Coaches are encouraged to seek recommendations from the Coaching Coordinator on how to organize and run practice sessions.
- 2.13. Use of alcohol or drugs, including tobacco (CFAB Content Rule #4.06.1), or the being under the influence thereof, by any player, coach, manager, or other team official during any FMBA activity is strictly prohibited.
 - 2.13.1. Any violation by any player, manager or other team official will be dealt with by the coach under the provisions of section 2.22 of section 5.15 and section 3.2 of section 5.15 hereof. The coach may refer the matter in writing to the Discipline Committee.
 - 2.13.2. Any person may lodge a written complaint for any violation of the provisions hereof with the Discipline Committee.
 - 2.13.3. Upon receipt of any complaint as aforesaid, the Discipline Committee shall deal with same within seven days and shall impose such penalties as in its opinion is reasonable in the circumstances and considering the criteria for the imposition of sanctions set forth by the BNB.
- 2.14. Ensure that all players use approved helmets when at bat or running the base paths.
- 2.15. Check that all other baseball equipment worn by their players is complete and properly sized.
- 2.16. Chinstraps are mandatory for Pee wee and below.
- 2.17. Catchers must wear helmets and masks at all times when behind the plate.
- 2.18. Coaches, managers, and trainers, must wear a mask when warming up a pitcher whether behind the plate or elsewhere.
- 2.19. Assist and involve their players in team fund raising and other official functions.
- 2.20. Arrange for a responsible individual to be a scorekeeper at all their games.

- 2.21. Generally work with umpires in controlling the players during games.
- 2.22. In so far as possible, get to know the parents or guardians of their players and direct them to abide by FMBA Parent Conduct Agreement.
- 2.23. Discuss any protracted behavior problems with the parents or guardians of the player involvement.
- 2.24. Bring any observed violation of FMBA policies or procedure; to the attention of the other coach involved or Coordinator of the appropriate program where warranted.
- 2.25. Promptly take appropriate action in event of injury to players.
- 2.26. For Mosquito Division and higher, it is recommended no game shall proceed until at least 1 qualified Umpire is present. If no qualified umpires are present then a volunteer acceptable to both coaches may umpire.
- 2.27. Notify Division Coordinator of any player suspension action taken.
- 2.28. Coaches are instructed to avoid situations where they are alone with a player, other than their son or daughter. It is also recommended that a coach take on or off the field no actions that can be viewed as inappropriate in any manner. Any inappropriate actions should be reported to the Board.

3. *Authorities*

- 3.1. Take action as necessary to discharge their responsibilities.
- 3.2. Regarding disciplinary matters, exercise reasonable disciplinary actions where appropriate such as sitting out innings, or suspension up to two games. Matters, which in the opinion of the coach, would warrant a suspension for more than two games shall be forwarded in writing to the Discipline Committee.
- 3.3. Equipment acquired by Coaches from individuals, firms or service clubs, etc. become the property of the FMBA.

VI. PROCEDURES, REGULATIONS AND GUIDELINES

The following sections relate to the regulations and guideline procedures for FMBA. The regulations, as marked by the letter “**R**”, are to be strictly enforced. Failure to do so will result in appropriate discipline action. The other guidelines are generally intended as helpful suggestions that have worked well in the past. For these guidelines, coaches, and managers may find methods that work better or better fit the circumstances in a particular situation. Suggestions for changes and additions to these guidelines will be particularly welcomed.

6.1.Preparation for Game and Practice Schedules

Schedules are required to insure that field time is appropriately allocated to teams so that games and practices can be communicated to all players. The following guidelines relate to the preparation of the schedules.

- (1) Determine, from the Operations Calendar or other sources, the beginning and end dates of the schedule, and, any times or dates between these dates which must be avoided because of field closures or other events such as tournaments which will make the field time unavailable.
- (2) Determine the days, times and fields assigned for the particular Divisions.
- (3) Determine the ratio of practices-to-games to be followed (See Section 6.13).
- R** (4) Develop a schedule that has each team play each of the other teams an equal number of times. All teams should play each time slot an equal number of times. All teams should have an equal number of practices and all are “home team” an equal number of times.
- (5) Designate which team is “home team”
- R** (6) When possible incorporate “exhibition game time slots in the schedule for “A” level teams.
- (7) Check and recheck the schedule to eliminate conflicts, problems, typographical errors, etc and verify the schedules with the Umpire Assignor.
- (8) Allocate field time for scheduled tournaments and the end of year Championships in the competitive level of Mosquito, Peewee Bantam,Midget. Verify the schedules with the Umpire Assignor and provide copies of the schedules to the Umpire Assignor.
- (9) Issue the schedule with the help of the Division Coordinators in sufficient time for them to be distributed to the players, coaches, assistant coaches and Umpires.

6.2.Player Grouping (Tryouts and Team Selection)

- R** (1) The date for finalizing teams is dependent on the weather. Early formation of teams is recommended
- R** (2) The division Coordinator is responsible for the tryout process for their Division. The Coordinator must insure that all players are contacted and given adequate opportunity to demonstrate their abilities.

- R** (3) Notice of tryouts must be made publicly through media advertising and/or the FMBA website arranged by the Division Coordinator. In addition the Coordinator will arrange to telephone or e-mail each player registered in their Division notifying them that tryouts have started and the time and place of the tryouts.
- R** (4) Each player must be invited to at least three tryouts before cuts are made.
- R** (5) Each player must be recognizable by the evaluators so for identification purposes they should be assigned numbers or some other method of identification.
- R** (6) ~~Elite and~~ Competitive coaches select their teams in that sequence, in consultation with each other and the Division Coordinators. Where a city-wide draft is in effect for the competitive teams, the Division coordinator supervises the competitive team selections.
- (7) The Competitive coaches from each Division should meet prior to the pre-season field sessions to familiarize themselves with each other and to formulate plans for their tryouts.
- (8) Tryouts should be conducted through a series of drills and by scrimmages. Coaches and assistants from all Competitive teams should carry out the drills. Evaluators in the stands should also be utilized using a predetermined scoring system.
- (9) The first cut may be a large one reducing the numbers still trying out to a workable size.
- (10) Using the information compiled from the coaches and evaluators, the number of players trying out should be reduced to twenty, if one team is being selected and comparable numbers if more than one team is being selected, as soon as possible.
- (11) All things being equal, in forming one team, this should leave the twenty best players trying out in that division.
- (12) The AAA coach should then select what he considers to be the top twelve players leaving the remainder to the AA coach.
- (13) The AA team would then separate to practice and continue observations of players.
- (14) The AAA coach is free within the bounds of common sense and up to the time that the teams are to be finalized to try out players from the AA team if he had second thoughts on any of his initial selections.
- (15) In the meantime, the competitive coaches should be observing the League practices and games to ensure that a potential player hasn't been overlooked. Such players could be brought up and tried out during exhibition games and practices prior to the start of league play, or even, later if a late bloomer was discovered.
- (16) When regular field time starts, the Division Coordinator arranges practices of all players in the program to facilitate player evaluation. Three or four responsible coaches

should be assigned to run each practice with a prearranged plan for drills. Drills should emphasize conditioning, throwing, hitting, catching, and running the bases. It is desirable to run a two week selection program and select teams by end of week two. The third week is to be used for practice by teams in their regular fields. League schedules should begin during the fourth week with the exception of the Squirt division that should begin during the sixth week.

- R** (17) Competitive level coaches watch the practices and discreetly identify the players whom they feel should be selected for each of these levels. These players are notified privately to come out for designated further “practices” as a group.
- R** (18) The Division Coordinator ensures that this process is fair for all players.
- R** (19) Division Coordinators, in consultations with recreation Coaches, divides the remaining players into teams, trying as much as possible to end up with evenly balanced teams and to accommodate any reasonable requests for grouping players for travel reasons. A evaluation system is desirable in setting up teams to eliminate favoritism.
- R** (20) It is most important that throughout the above, all Coaches and Division Coordinators work together in a spirit of cooperation with the objectives of having all players play at their most appropriate skill level, and that teams playing, each other be as evenly balanced as practical.
- R** (21) Division Coordinators are to be involved with all players’ selections and assignments to ensure that player lists are complete and no players are overlooked.
- (22) Any players entering through late registration shall be assigned to teams, regardless of place of residence, by the appropriate Division Coordinator.
- R** (23) Once the AAA and AA teams have been formed, the Board of the FMBA must approve any all-star ‘A’ team in advance.

6.3.Player Movement Between Teams

After the teams are selected, movement of players between teams will be subjected to the following guidelines.

- R** (1) Player shifts are the dates indicated above will not be allowed except for unusual reasons such as the necessity to complete a roster because a player drops out of baseball or moves out of the FMBA jurisdiction or as a result of injury supported by a doctor’s certificate. In any such instance, prior approval must be obtained from the Board of Directors. This provision applies equally to play-offs and tournaments.
- R** (2) After the above cut-off dates, the Elite coaches are able to temporarily draw from the Competitive teams in times of need within the guidelines of Section 7. This movement must comply with the BNB rules and for the Midget AAA must comply with league

rules. The Competitive coaches must be prepared for this eventuality and assist the Elite coaches and called upon. Similarly, the Competitive coaches are able to draw from the “A” League in times of need and to fill spots left vacant from call ups to the Elite teams.

- R** (3) In all cases up of a player from one team to another, the coach of the player being called up must be contacted before the individual player is approached. The Division Coordinator controls the movement of all players and must be notified if a player is being permanently called up to a Competitive team.
- R** (4) Coaches who call up players must, in all cases, ensure that a player’s eligibility to play at their regular teams level is not impaired without the knowledge and approval of the players coach and the appropriate Division Coordinator.
- R** (5) There is to be no movement of players between competitive teams unless there are extraordinary circumstances and must be approved by the Board. There will be non player movement after the BNB registration date.
- R** (6) There is to be no movement of players between recreational and A level teams during the season. The exception to this regulation is for non-league tournament play where a team is unable to field a lineup which includes at least 9 players. In this instance player movement is to be coordinated by the Division Coordinator who will ensure:
 - A. Releasing coach approves request.
 - B. No player on receiving team will be replaced or receive a lesser amount of playing time.
 - C. The roster of the receiving team will not be increased beyond the stipulated limits as described in Section 7.
 - D. Such movement adheres to all BNB rules and regulations.
- R** (7) All movement of players is to be coordinated by the Division Coordinator. There is to be no direct contact of coaches.
- R** (8) In no instance are competitive players to play on a lower level team unless part of the All-Star ‘A’ level team which must be registered with BNB.

6.4.Player Movement Between Divisions

It is the intent of FMBA that all players will play in the Division as their age dictates. It is recognized that situations may arise where the best interests of the player and the Association are best met by moving a player from one division to another. These situations are assessed on an individual basis subject to the following guidelines:

- R** (1) Requests to have players moved from one Division to another must be made in writing to the President prior to May 15 by the player’s parent or guardian. The request should identify the reasons for the request.

- R** (2) The Presidents, along with any two other members of the Board, will review all applications and make a ruling. The results of this review will be communicated to the player's parent/guardian and the Division Coordinators involved. Normally this review will result in the player being observed three times before a ruling is rendered.
- R** (3) Requests to have a player moved down a level must be based on the safety of all players and not his/her playing ability.
- R** (4) Requests to have a player moved to a higher level must be based on the player's ability. The player must demonstrate skills and be able to play at the highest level of competition in the Division they are asking to move to. (In no case will the player take a spot on the team from a marginal player). See Appendix 8.

6.5.Selection of Coaches

- (1) The Coaching Coordinator invites applications for all Coaching positions in FMBA. The invitation is normally issued in mid-Winter through the local media and through the website.
- (2) Coaches wishing to apply for Competitive team must be NCCP certified and must complete the Community Coaching Application form located on the FMBA website
- R** (3) A committee appointed by the Board of Directors completes the recruiting selection and recommendation of Competitive Team Coaches to the Board of Directors for approval prior to the regular field schedule.
- R** (4) Head Coaches recommend Assistant Coaches and Team Managers for approval by Coaching Coordinator and in the absence of the Coaching Coordinator by the Vice President of the Board.
- (5) Division Coordinators are provided with copies of remaining applications for coaching positions
- R** (6) Division Coordinators review applications, contact any other possible competent coaches they can identify from past years, and carefully screen each coach. The coordinator should consult with the Coaching Coordinator for comments on the qualifications. The coach's past performance rating of applicants and the opinion of Division Coordinators from past years is also important.
- R** (7) Division Coordinators select "A" league coaches for their Division and obtain approval from the board.
- R** (8) The Vice President will arrange for 3 character reference checks for any coaches that do not have a history with the Association. The Vice President will, when appropriate, have a security check performed.

6.6.Equipment

The following comments apply to all FMBA warm-ups games and practices. Coaches are responsible for ensuring that the players' equipment is in line with the regulations.

- R** (1) An approved Baseball Helmet must be worn in the batter's box, on deck circle and on the base paths in all games and practices. This applies in categories from Rally Cap to Midget, inclusive. The use of chinstraps is mandatory up to and including Peewee.
- R** (2) No alterations to helmets are permitted. Coaches are cautioned to take action on any equipment suspected to be damaged before, during, and after games.
- R** (3) FMBA provides the load of Uniforms including shirts; pants and hats (as available) to all players after teams are made up. All FMBA equipment must be returned within 3 weeks of the last game. Invoices will be issued to the parents/guardians of players failing to return the equipment or uniforms. Where FMBA requires a deposit for equipment, failure to return this equipment will result in the deposit being forfeited. Non-return of and/or non-payment of missing equipment will result in player being prohibited from playing or practicing in the next season.

6.7.Disciplinary Actions

- R** (1) Any ejection from a game is to be recorded by the senior umpire.
- R** (2) In the event of an ejection, the Umpire shall complete all pertinent comments on the ejection report and forward it to the Zone Chairman and the President of the FMBA. The player's or coach's name, number, and team shall be referred to, and the umpire shall sign and print their name.
- R** (3) The notification of the length of a suspension shall be from the Discipline Committee to the Division Coordinator, to the coach, and to the player.
- R** (4) A coach who knowingly allows a player to play, while under suspension is subject to suspension. A coach who coaches while under suspension is subject to suspension.
- R** (5) Umpire's reports are confidential to the Discipline Committee. Umpires shall not speculate to coaches or other persons on what action the Discipline Committee may take.
- R** (6) Any appeals to the Discipline Committee actions shall be directed in writing to the President of FMBA within 3 days of their decisions.
- R** (7) In the event of a player receiving a game ejection is from a visiting team from another Association, a copy of the report is to be forwarded by the NBBUA Zone Chairman to the President of the Home Association. If the offending player is from outside the area, a copy of the report is to be forwarded by the Chairman of the Discipline Committee to the Executive Director of BNB and President of NBBUA.

- R** (8) Suspended players whether suspended by BNB or FMBA shall not play scheduled or exhibition games, including FMBA sanctioned tournaments.
- R** (9) Suspended coaches whether suspended by BNB or FMBA shall not:
- A.** Conduct practices;
 - B.** Sit on or near their team's bench during a game;
 - C.** Associate with the team in any way.
- R** (10) A suspended player and/or coach, manager, trainer may only work off their suspension by counting league, play-off, FMBA League games, sanctioned tournaments or previously scheduled exhibition games. However, neither coach nor player is to coach or play in any exhibition game scheduled after the incident causing the suspension during his suspension period even though the exhibition game does not count working off his suspension.
- R** (11) A player or coach suspended in one Division shall be considered suspended in all other Divisions.
- R** (12) A player, coach or manager suspended from another Association shall be considered suspended in the FMBA.
- R** (13) Where a team using a suspended player, coach or manager played a game, the game is forfeited automatically to the non-offending team. This is in addition to any other disciplinary actions taken.
- R** (14) All signed Elite and Competitive players are subject to BNB rules.

6.8.Skills Training

FMBA recognizes the need for a concentrated effort to develop basic skills during scheduled practice times for T-Ball, Squirt, Rookie, Mosquito, and Peewee Divisions in particular. FMBA stipulates a certain practice-to-game ration for each Division, which must be worked in to all schedules. Practice times shall be used only for developing skills. Coaches may obtain advice and helpful practice drills by contacting the director of Coaching Development. DMBA will endeavor to arrange for outside players and coaches to participate in a planned skill training program to be conducted during scheduled on field practice sessions. Coaches are asked to cooperate with those involved in arranging for this assistance, so that maximum benefit to the players may result. FMBA will not allow teams during the season to bring in outside teams during the above practice schedule.

6.9.Treatment of Injuries

In the event of injury to a player during a game or practice, standard first aid measures should be applied. Parents should be notified of the injury at the earliest possible time and medical advice sought when appropriate. The FMBA strongly advises and urges all coaches to complete the

Basic Emergency First Aid Course provided by the St. John Ambulance Society. The Coaches and Managers are responsible for filing out the approved FMBA Accident Report and filing the completed Accident Report with the Coordinator of the division who will ensure the report is discussed at the next Board meeting.

It is also recommended that the coach, manager, or a parent have a cellular phone on hand in the eve that additional medical help is required.

6.10. Registration

FMBA hold player registration for each baseball season during the month of April.

The Board of Directors, based on the operating budget for the year determines the registration fees. Announcements of details of registration shall be placed with local news media by the Registration Coordinator well in advance of registration dates. Registrations later than the third Monday of May shall only be accepted if they can be accommodated within the allotted teams. All fees must be paid prior to the player going on the field.

6.11. Fundraising

The Vice President is responsible to organize and coordinate all fundraising activities for FMBA, with approval of the Board of Directors. Public soliciting of equipment or funds for any FMBA related teams or activities except under this program as approved by the Board is prohibited (Minor fundraising directly by players and/or parents for their own team only is not considered public soliciting). Special fundraising programs for specific elite and Competitive teams who are given approval to play in a league outside FMBA may be approved by the Board. All such programs must be arranged between the team officials and the Board in advance of the fundraising endeavor. All donations of funds or equipment should be made to the FMBA in all cases, even if earmarked for a specific team or purpose. This procedure is necessary for control and coordination purposes. Because of the financial requirements for operating a Midget “AAA” team, the Board of Directors of the midget team is authorized to seek permanent sponsor for this team. Such sponsors would receive appropriate recognition throughout the year and would be “off limits” to the FMBA and any other FMBA sponsored team.

6.12. Recreational Team Budgets

Recreational teams are not required to pay additional fees. However, it is recognized that teams do participate in tournaments. In order to cover these expenses, COACHES SHOULD discuss the method of payment with parents prior to commitment to events involving additional fees.

Recreational teams must submit a copy of their budget signed by one parent or guardian to the Divisional Coordinator for approval within 15 days after the draft and supply a full accounting of disbursements to the Divisional Coordinator within 30 days of the last game played.

6.13. Competitive “AA” Team Budgets

Competitive teams “AA and Mosquito Competitive” are required to pay additional fees for league fees, BNB registration fees, extra equipment, tournaments, etc. As a result, these teams require that the players and/or parents be responsible for additional fundraising. The tentative Team Budgets must be submitted to the Board. These amounts include any fundraising done by the players and donations made by sponsors.

- R** Competitive teams are responsible for preparing a budget within the limits outlined above. Items which may be included in the budget are: FMBA competitive fee, crests, names on sweaters, balls, tournament fees, extra umpire costs, yearend banquets, awards and league fees. Individual items such as jackets, renting buses for team travel, etc. are to be at the discretion of the parents. Competitive teams must submit a copy of their budget signed by one parent or guardian to the Divisional Coordinator for approval within 15 days after the Draft and supply a full accounting of disbursements to the Divisional Coordinator within 30 days of the last game played.

6.14. -“AAA” Team Budgets

It is recognized the “AAA teams”, require a substantial amount of money to operate. Team management is encouraged to seek a major corporate sponsor, particularly one who will commit to more than one year. In addition to any corporate sponsorship, AAA teams will normally require substantial financial commitment from players. Due to the variations in corporate donations and in the year to year budget requirements for these teams, no financial limit will be placed on player contributions. It is the responsibility of team management to keep the team budget to a reasonable level.

- R** To ensure FMBA remains informed of team operations and to ensure a minimum level of accountability, these teams must provide a budget that is subject for review by the Treasurer of the FMBA no later than 15 days after the first league game. A financial statement of revenue and expense must also be available upon request by the Treasurer within 30 days of the last game played.

VII. PROGRAMS AND DIVISIONS

7.1. Initiation Program

The FMBA provides an entry level baseball program for 5 to 9 year old children. The children are divided by age with 5, 6 and 7 year olds forming the Rally Cap level, 8 and 9 years olds playing in a Rookie League. The specific objectives of the program are:

- To have fun while developing a new attitude towards baseball;
- To introduce concepts of fairness and good sportsmanship and insure that players maintain clean play and discipline at all times;
- To develop individual catching, throwing, running and hitting skills in the above order of priority; and
- To introduce at the T-Ball level the team approach in playing includes offence and defensive play and the concept of base running.

7.1.1. Rally Cap Level Program

See Baseball Canada's Rally Cap Program information, FMBA will follow this program for developing 5 to 7 year olds.

7.1.2. Rookie League

The Rookie league is designed to allow players to make the transition from Squirt to Mosquito. A pitching machine is used to provide consistent pitches. Players will be given an opportunity to familiarize themselves with hardballs during the course of the year. During the last half of the season coaches should ensure that players are given instruction in the fundamentals of how to pitch. The rookie league is intended for 9 year olds and all 9 year olds with required skills should be placed on rookie league teams.

It is critical that as the year progress the coaches develop the skills to move into the Mosquito Division. This is very important since generally all Rookie League players will move up to Mosquito.

7.1.3. Initiation Players Requiring Special Attention

The intent of the initiation Program is to accommodate all participants within their own age grouping, be it T-Ball, Squirt or Rookie league. Players who require special instruction are to be identified as early in the year as possible. Those with low skill levels are to receive special attention with the goal of improving their skills to a level where they can successfully participate within their own age group. Players of high skill are to be challenged so that they continue to develop as well. In both cases this may involve grouping players for specific instruction, provision of special (extra practice) sessions should baseball fields be available and/or provision of opportunities to participate with other T-Ball or Squirt or Rookie groups.

Most of this special attention is to be provided prior to team selection but could continue to mid June when final adjustments are made to insure balanced teams. At this point, some circumstances may exist where placement of the player outside their age grouping is in the best interest of both the child and the program. In such cases, the evaluating Division Manager and Coaches will discuss the situation with the player's parent or guardian who must make a written request to have the player moved.

Mosquito, Peewee, Bantam, Midget.

7.2.City Wide Draft Guidelines

All Divisions operate on a city-wide basis. The procedures used for the drafts are referred to in Appendix 7.

VIII. AFFILIATION –COMPETITIVE TEAMS

1. The competitive teams must be affiliated and must work in cooperation with full regard for each other's task. The lower level teams must operate with the realization that they are, in effect, "farm teams" for the higher level teams.
2. The coach of a lower level team must accept the responsibility to ensure that his top player(s) is encouraged to move up to the higher level team if given an opportunity. A player should always be encouraged to play at the highest level of competition he is capable of.
3. Competitive teams at the Peewee, Bantam, and Midget levels may sign and carry additional players. Competitive teams must carry a minimum of 12 players.
4. Notwithstanding (3), any competitive coach desiring to carry more than 13 players must make the request in writing to the Board for approval at their May meeting. This request will only be approved if exceptional circumstances exist. After this time rosters must be set with movement of players following ready established guidelines.
5. FMBA sponsored teams below Midget "AAA" are not permitted to affiliate with a non-FMBA team however a list of up to 20 players is permitted to affiliate with the Fredericton High or Leo Hayes High School baseball team should they wish.
6. The call up of players from affiliated teams on a permanent or temporary basis is to be subject to the regulations contained in the manual under the section – Player Movement between Teams.

IX. THE VOLUNTEER – THEIR ROLE AND DESIRED QUALIFICATIONS

Volunteers are the backbone of all sport programs, including baseball. The success of FMBA will always be directly related to the willingness of many volunteers to sacrifice some of their time to work with and for players in the baseball program. Anyone having the following basic qualifications is urged to come forward and volunteer his or her help:

An interest in working with players and assisting in their development as good citizens.
General agreement with FMBA purposes, objectives and policies as outlined in this manual.
Some interest in baseball, or at least in learning more about the game.

A depth of experience or knowledge of baseball is not required, even for coaching at certain levels. Parents and guardians, we suggest, have an obligation to see that their children are playing under coaches with the proper attitudes and qualifications. We in the FMBA are doing all we can to make this happen. Please do what you can to help, and to continue to improve FMBA each year. Constructive criticism is always welcome. Remember these are your children whom you have entrusted to FMBA. This is why we have the Coaches Evaluation forms, which we encourage all parents, guardians and players to complete.

X. Parental Education

Being involved with Competitive Baseball implies a much higher level of commitment to the game by players and parents alike. To ensure that parents clearly understand what is expected of them, a parent clinic should be held each spring after the teams final selections have been made to review topics like: (1) the philosophy of FMBA, recreation versus competition; (2) dressing of a baseball player; and (3) tournaments and travel. The manager and the coaching staff of each Competitive team must meet with their parent group early in

the year to set out clearly the objectives that will be pursued and the results expected. Periodic meetings must be held thereafter to ensure a good communication flow, especially when out of town trips are being prepared and/or fundraising activities are being proposed.

XI. FMBA WEBPAGE (www.frederictonminorbaseball.ca)

FMBA will strive to develop and maintain a webpage for the use of all coaches. It is hoped that once this library is developed it will be available at www.frederictonminorbaseball.ca. This information will be for the use of all coaches and parents. All coaches are encouraged to utilize this information as support material in development of all players.

Appendix 1 **Regional Map**

Appendix 2
20## Baseball New Brunswick Zone Representatives

Zone	Adult	Minor	Umpires
1			
2			
3			
4			
5			

6			
7			
8			

Appendix 3
Baseball New Brunswick 20## Executive

President	Past President

Vice Presidents		
Adult Division	Minor Division	Pres. Coaches Association

President NB Umpires	Coaching Coordinator	Executive Director

Appendix 4
Organizational Structure and 20## FMBA Executive Officers and Directors

Executive Officers:	President	
	Vice President	
	Past President	
	Treasurer	
	Secretary	
Directors:	Coaching Coordinator	
	Field Coordinator	
	Equipment Coordinator	
	Registrar/Web page	
	Umpire Coordinator	
Coordinators:	Rally Cap U8	
	Rookie U10	
	Mosquito U12	
	PeeWee U14	
	Bantam U16	
	Midget U19	
Director at Large 1		
Director at Large 2		

Director at Large 3		
Director at Large 4		
Chairman Discipline Committee:		
City Recreation Dept. Rep.		

Appendix 5
FMBA Teams by Levels and Division

Divisions	Elite Teams	Competitive and Recreation Teams
Rally Camp– 5	None formed	No breakdown into level groups. Emphasis on fundamentals. Several team formed in each zone.
Rally Cap– 6 & 7	None formed	No breakdown into level groups. Emphasis on fundamentals. Several team formed in each zone.
Rookie – 8,9 & 10	None formed	No breakdown into level groups. Emphasis on fundamentals. Several team formed in each zone.
Mosquito – 10&11	AAA and AA teams formed	Broken down with 40-50% forming competitive teams and the remainder forming A teams. The competitive and A teams are selected through a city wide draft. Both the competitive teams and the A teams play in a city league.
Peewee – 12&13	AAA and AA teams formed	At least one AAA team and a number of AA teams are formed such that 40-50% of the players registered play competitive baseball. The remaining plays in a city wide A program. The AAA team(s) play in a Provincial league where the AA form a separate league. Both the AAA and AA teams participate in Provincial playoffs.
Bantam 14&15	AAA and AA teams formed	Same as Peewee, 40-50% of the players registering at the Bantam level play at a competitive level with the remaining playing in a citywide A program. The AAA team(s) plays in a Provincial league, where as the AA teams play in a District league. Both the AAA and AA teams participate in Provincial playoffs.
Midget 16&17	AAA and AA teams formed	Same as Bantam, except that the AA teams

		play in a Provincial league. The A teams play in a league made up of Midget A teams and Bantam AA teams. An all star team is formed of from the A teams to participate in Provincial playoffs.
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Note:

1. All programs are subject to field time availability.
2. If in any age group there are less than three local recreational teams to form a city league, these teams may be permitted to participate in a District League or in a competitive league in one division lower.

Appendix 6 FMBA Field Schedule

Ball Field	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Appendix 7

Fair Play Principles

The Fredericton Recreation Department has identified city ball fields as “Fair Play Facilities”. The City and FMBA encourage Fair Play. Fair Play demonstrates attitudes and behaviour consistent with the belief that sport is an ethical pursuit. Its principles are:

- Respect for the rules
- Respect for the officials
- Acceptance of decisions
- Respect for opponents
- Concern for equal opportunity
- Maintenance of dignity under all circumstances

The principles are to be adhered to by the coaches, players, and parents. Coaches, assistant coaches, and managers, as leaders are expected to set the example. Coaches have tremendous influence on the attitudes and behaviour of players. The FMBA relies on them to set a good example. The Fair Play policy is outlined in Bylaw 1.2 of the FMBA Constitution. See page 11.

Fair Play Codes for Coaches:

1. Fun and development are key and essential
2. Self control and self discipline are mandatory
3. Encourage cooperation
4. Play by the rules
5. Be fair and equitable in all facets

6. Encourage and promote sportsmanship
7. Respect of everyone at the field is essential

Fair Play Codes for Players:

1. Play for your own enjoyment, not just to please parents, teachers or someone
2. Control your temper – fighting and “mouthing off” spoil the game for everyone
3. Cooperate with your teammates and opponents – without whom there is no game
4. Play by the rules
5. Work equally hard for yourself and your team
6. Winning is only part – also, having fun, improving skills, making friends, doing best
7. Cheer all good plays for your team and the opponent
8. Cooperate with coaches and officials – remember they are there to help

Fair Play Codes for Parents:

1. Remember your children play for their enjoyment not yours
2. Encourage your child to play by the rules and by fair play codes
3. Show your application of coaches and officials
4. Never ridicule or yell at children for making mistake or losing
5. Turn defeat into victory – emphasize honest, effort, skill improvement, and fair play
6. As spectators, applaud all good plays of both teams
7. Make sure your sponsor sets a good example for fair play
8. Support all efforts to remove violence for children’s sport

Appendix 7
Draft Guidelines

The following guidelines are to be adhered to by all competitive coaches, co-coaches, and assistant coaches who participate in the draft process. These guidelines have been developed to ensure the tryout and draft process is operated in a fair and consistent manner. The ultimate objective of this process for FMBA is to create competitive teams of equal strength and composed of the most talented players available.

During registration, parent information meetings, and when being assigned an identification number for the first on field session all players not wishing to participate at the competitive level shall have the opportunity to relay that information to FMBA. In any event, players must declare their intentions before the second on field session. Particularly in the Mosquito age group, every attempt possible must be made to ensure that all parents/players have a complete understanding of the competitive/recreational concept before the tryouts take place. It is the responsibility of FMBA to hold parent information meetings between registration and the first on field sessions.

During the first week all players, including those interested in recreational level, will participate in tryouts. Coaches should place emphasis on catching, throwing, hitting, and base running skills. Competitive coaches, delegated by the coordinator, will be responsible for these sessions. At the completion of the first week (a minimum of three sessions per player), all players designated as recreational players due to skill level or personal choice will be grouped together for the second week.

No player who exhibits any of the skills that would allow them to play at the competitive level shall be cut at this time. Past experience has shown that approximately 60% of initial registration numbers will remain for the second week of competitive level tryouts.

For Mosquitoes, the second week shall consist of set practice drills and scrimmages. Coordinators will assign coaches for specific sessions. Standard drills will encourage that all players will be rated using the same criteria. Approximately 60-75% of these sessions will be used for scrimmages. For all other age groups, the second week will consist primarily of scrimmages. The coordinators are responsible for ensuring the proper umpires are present for all scrimmages. Players shall be grouped in balanced teams.

The approved player rating sheets are to be used during the evaluation. Each coach is to provide the coordinator with a copy of the ratings on each player. Due to time restraints, these ratings must be provided as soon as the last evaluation is completed.

If the number of evaluations per player is equal to or greater than five, the high and low scores are discarded and the remaining scores are averaged. If the number of evaluations per player is equal to or less than three, all scores must be averaged.

The average score will be rounded down to the next lowest whole number where the computed average contains a fraction of 0.4 or less. The average score will be rounded up to the next highest whole number where the computed average contains a fraction of 0.5 or greater.

In all instances, the coordinator has the option to review or discard scores if he judges that the scores vary significantly from where the player should be placed in the system, (e.g., coaches child rated higher or lower than he deserves).

The final ratings are to be provided to the coaches on the day of the draft. The first and subsequent picks in the draft are to be chosen at the draft by lottery. The draft format is continuous (e.g., 1-2-3-4-5-5-4-3-2-1-1-2-3-4-5, etc).

When selecting players, the coaches must select in accordance to ratings and cannot go more than five rating points below the current level to select a player.

Player	Rated
A	38
B	37
C	36
D	35
E	33
F	32

Players A, B, C, D, and E are eligible to be selected. Player F cannot be chosen until player A has been chosen. If player A is selected first, all the remaining players become eligible as a second selection.

Should an applicant coach have a son or daughter participating in a competitive tryout, at the same level as the coach has applied to coach at, said coach should not participate in the evaluation process of his/her child. The evaluation of a child of a coach that has applied for a competitive team shall be undertaken by the Division Coordinator. Should a coach's child not fall within the required ratings to be drafted, the coach will then need to decide if he or she wishes to coach at this level. Each is allowed to have a maximum of two people attend the draft.

If parents are coaches, the coordinator will determine, prior to the draft, in which round of the draft that parent must select their child. The coordinator will determine this by calculating the earliest possible round in which the child may be drafted.

No child's request for a specific coach at the competitive level is to be entertained except under exceptional circumstances (e.g., a recent death in the family, absolutely no parent support). The coordinator is responsible to make a judgment in each case and his decision is final.

Appendix 8

Player Movement to a Higher Level

1. Requests to have players moved from one division to another must be made in writing to the President prior to May by the player's parent or guardian. The request should identify the reasons for the request. Parents and players should be aware that for every underage player that is moved up a division, a player within that division is affected. Movement of players will only be considered under exceptional circumstances and are identified within this procedure.
2. The President along with two other members of the Board and the Division Coordinator will review all applications and make a ruling. The results of this review will be communicated to the players, parents/guardian. Normally this review will result in the player being observed three times before a ruling is rendered.
3. Requests to have a player moved to a higher level must be based on the player's ability. The player must demonstrate above average skills and be able to play on a competitive team at Mosquito and at the AAA level at Peewee, Bantam, and Midget.
4. Player movement to a higher level is not permitted in the Rally Cap or Rookie divisions and is only considered once a player has reached the age of 9 years.

Appendix 10

Threatening Weather and Lightning Policies

- a. Threatening weather conditions(thunder) and/or lightning will end the game or practice session. Due to the lack of lightning safe, enclosed structures, at all fields will be cleared of all persons in lightning conditions. All players, spectators, coaches and managers are to move to an area of safety (i.e. house or a motor vehicle). Areas around the concession stands **are not** considered safe areas. Teams at Royals field may wait in the locker rooms . But must follow the 30/30 rule below.
- b. Games scheduled to start while lightning is sighted will be cancelled if the delay due to the activation exceeds fifteen minutes past the game's posted starting time.
- c. Practice sessions shall cancelled if there is lightning at the start time of practice .
- d. No one will be allowed into the concessions facilities, maintenance garages or park field areas while lightning has been sighted in the area. Dropping off players by parents or guardians will not be permitted until the lightning has cleared. For safety considerations, everyone shall remain in their cars while lightning is in the area.
- e. Please check this website for the current weather conditions.
http://www.weatheroffice.ec.gc.ca/radar/index_e.html?id=XNC

"30-30 Rule" IHSA Lightning Safety

A combination of the 30-second flash-to-bang count to suspend play and the 30-minute delay after the last lightning flash to resume activity is commonly referred to as the *30-30 Rule'.

Lightning is one of the most consistent and underrated causes of weather-related deaths or injury in the United States. Nearly all lightning-related injuries occur between the months of May and September and between the hours of 10:00 a.m. and 7:00 p.m. Therefore the greatest concern for injuries in an outdoor contest appears to be during that time.

Advance Planning:

Local Managers should have a documented plan in place, designated people who are responsible for monitoring the weather and a qualified person (typically the manager and/or officials) to make the decision to suspend play.

Monitoring Weather:

Local Managers during the contest should be aware of any potential

thunderstorms that may form during the competition; and if an evacuation is needed, managers should also know how long it would take teams to get to their safest location.

Lightning Awareness

Generally speaking, it is felt that anytime lightning can be seen, or thunder heard, risk is already present. Once that occurs, the flash to bang method should be utilized.

Flash to Bang Method - Criteria for Suspending Play

If the local management does not have commercial weather warning equipment at the site or an efficient method of making accurate, timely decision on location, the "Flash to Bang" method is recommended by the National Severe Storms Laboratory (NSSL). The easiest and most convenient way to estimate how far away lightning is occurring is to use the flash to bang method. Simply count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide that number by 5 to obtain how far away in miles the lightning is occurring. For example, if the lightning flash is seen and then 15 second later the bang of thunder is heard, the lightning is 3 miles away. It is important that local manager monitor not only how far away the lightning is but also how fast it is approaching. The National Severe Storms Laboratory recommends that by the time the Flash to Bang count reaches 30 seconds, all individuals should have left the site and reached a safe structure,

Evacuation Plan

Safe Areas: All personnel, athletes and spectators should be clearly informed of available safe structures or shelters in the event thunderstorm approaches. A safe structure is any fully enclosed building frequently used by people. In absence of that - athletes and spectators should go to any vehicle with a hard metal roof. Roll up the windows and do not touch the sides of the vehicle. If no safe structure or vehicle is available find a thick grove of small trees surrounded by taller trees or a dry ditch. Assume a crouched position on the ground with only the balls of your feet touching the ground. Wrap your arms around your knees and lower your head - Minimize contact to the ground since lightning often travels through the ground.

Avoid: Tall trees or objects like light poles or flagpoles, individual trees, standing pools of water and open fields. Also avoid being the highest object on the field. Do not take shelter under a single tall tree. Avoid bathrooms and using the landline telephone. A cellular phone or portable phone is a safe alternative

Resuming Activity

The NSSL recommends that everyone should ideally wait at least 30 minutes after the last flash of lightning or sound of thunder before returning to the field or activity.

Appendix 11

TOBACCO POLICY

TEAM HEAD COACHES, ASSISTANT COACHES AND MANAGERS WILL NOT SMOKE OR CHEW TOBACCO AROUND OR AT THE BASEBALL FIELD.

PLAYERS WILL NOT SMOKE OR CHEW TOBACCO AROUND OR AT THE BASEBALL FIELD.

IT IS ALSO RECOMMENDED THAT PARENTS, GUARDIENS, ETC. AND THE GENERAL PUBLIC NOT USE TOBACCO PRODUCTS WITHIN 75 FEET OF THE PLAYERS DUGOUT OR BENCH.