



**Lacombe Minor
Baseball Association
(LMBA)**

**Policies and Guidelines
Handbook**

www.lacombeminorbaseball.ca

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REGISTRATION

1. AGM Attendance Policy

Prior to each season the LMBA holds their Annual General Meeting (AGM). Everyone in attendance (based on the completed attendance sheet) will receive a discount on their registration fees (per player) if they register within 1 week of the AGM. The AGM Attendance Discount is determined by the LMBA Executive prior to the AGM. Registration after the 1 week period, even for individuals that attended the AGM, will be at the regular registration fee.

2. Late Registration Policy

There will be a **\$30.00** late registration fee applied to any registration that occurs after the registration deadline established for each division and caliber (A, AA, etc.). Late registrations will only be accepted if there is room within the division and caliber that the individual wants to register in. Individuals wanting to inquire about registering after the applicable registration deadline will need to contact the appropriate Division Director.

If an individual is registering late, but their registration is required to create a team, or fill the minimum required as per the LMBA Roster Size Guideline, the late fee will not be applied.

3. Refund Policy

Refund requests prior to the registration deadlines are subject to a \$25.00 administration fee. Refund requests after the registration deadlines will only be granted where deemed appropriate by the LMBA Executive (eg. moving away, season ending injury, etc.). If a tryout fee has been built into the registration fee, the tryout fee is non-refundable once the tryouts have commenced. Refund requests that are approved will be refunded on a prorated basis.

4. Registration Fee Installment Policy

Registration fees can be paid in two installments effective January 14th, 2025. 50% must be paid at time of registration with the remaining balance due prior to season start (see Registration Information on the LMBA website for current season installment deadlines).

All tryout fees must be paid at time of registration and are non refundable.

5. Community “A” Provincials Policy

All players wanting to extend their season to play in the Baseball AB Community “A” Provincial Championship Tournament will be required to pay an additional registration fee. This fee will be determined annually. The fee will cover the provincial team entry fee, diamond rentals and umpire fees. Any additional expenses would be the responsibility of the team/player.

Roster sizes will be limited and coaches will have discretion regarding a player's eligibility. Additional practices and weekends of game play will be necessary prior to the championship tournament weekend.

EQUIPMENT & APPAREL

6. Required Equipment & Protective Gear

Item	Rally Cap & 9U (Rookie)	A	AA	Notes
Baseball helmet	Yes	Yes	Yes	Royal blue preferred
Bat	Provided by LMBA	Provided by LMBA	Provided by LMBA	Each team is provided with a selection of bats. It is recommended for players to try the team's bats before making an optional purchase.
Catchers glove & equipment	Provided by LMBA	Provided by LMBA	Provided by LMBA	Players may make an optional purchase.
Cleats	Optional	Preferred	Yes	Plastic cleats for divisions lower than 15U. 15U-18U plastic or metal cleats accepted.
Glove (fielding)	Yes	Yes	Yes	
Protective Cup	Optional	Yes	Yes	
Running shoes	Yes	Yes Cleats preferred	No	
Water bottle	Yes	Yes	Yes	

Face masks for coaches/managers:

A manager or coach IS permitted to warm up a pitcher at home plate, in the bullpen or elsewhere at any time but MUST wear a face mask while doing so as per Baseball Canada's Official Rules of Baseball-Canadian Content article 3.09:

The C.F.A.B. rules require catchers in all age categories to wear a protective helmet and mask while catching. NOTE: This includes practice and warm-up situations such as the bullpen or between innings. Coaches must wear at least a mask in all practice and warm-up situations. Throat protectors are to be mandatory for all catchers and umpires. Extension masks are acceptable provided that the throat area is adequately covered in conjunction with the chest protector.

7. Uniform & Apparel Policy

The LMBA Executive has developed the Uniform & Apparel Policy to assist all of the teams in taking advantage of bulk order pricing, consistent apparel selection, consistent colours, etc.

Logo'd Apparel Availability:

The LMBA will work with local businesses each season to provide a variety of apparel choices with Lacombe Dodgers Baseball logos. These will include jackets, hats, shorts, short/long sleeve shirts, etc. Players and coaches are not required to purchase any of the apparel with logos, they are able to purchase non-logoed apparel as long as it meets the criteria listed in the Uniform & Apparel Policy. For example, a player may choose to purchase a logo'd t-shirt through the business that the LMBA has contracted to provide logo'd apparel or they may choose to purchase a blank royal blue t-shirt from any business.

The LMBA will communicate via email when the logo'd apparel is available and how members can go about ordering items. This option allows parents/guardians, siblings, grandparents, etc. to also order logo'd Dodgers apparel.

Use of Lacombe Dodgers Logo

Individuals may request use of the Lacombe Dodgers logo for creation of personal items or alternative apparel options. All requests are to be emailed to lacombedodgers@gmail.com and must be reviewed/approved by the LMBA Apparel and Jersey Director alongside the President and Vice President.

Jerseys:

The LMBA is responsible for providing a set of jerseys to each team (players and coaches) at the Community A level. No other jerseys are to be used by LMBA teams unless approved by the LMBA Executive (see use of Lacombe Dodgers Logo above). In order to minimize the wear and tear on LMBA jerseys they are not allowed to be worn at practices. The jersey is to be returned to the coach at the termination of the playing season.

AA Jerseys are included in registration fees and teams will receive one home jersey and one away jersey that the players and coaches will keep after the season concludes. These jerseys will be selected from a pre-approved list of choices every season.

****SEE FOLLOWING PAGE FOR PRINTABLE LIST OF APPAREL REQUIREMENTS****

The following table applies to ALL COACHES and PLAYERS when playing GAMES:

Item	Rally Cap & 9U (Rookie)	Community A	Competitive AA	Notes
Pants-White	No	No	Yes	Can wear either the long or short style pants.
Pants-Gray	Optional	Yes	No	Can wear either the long or short style pants.
Belt-Royal Blue	Optional	Yes	Yes	
Jersey	No	Yes-provided by LMBA	Yes-provided by LMBA	Jersey must be tucked in for game play.
Socks- Royal Blue or white with royal blue stirrup	Optional	Yes	Yes	If wearing short style pants, you are required to wear royal blue socks or white socks with royal blue stirrups.
Hat	Yes Provided by LMBA	Yes	Yes	Royal blue with current seasons approved logo. Adjustable, flex-fit or pro-fit model
T-shirt	Yes-provided by LMBA	Optional	Optional	If wearing either a short or long sleeve shirt under the jersey when playing games, it must be royal blue .
Shorts	No	No	No	Not allowed for safety reasons in case the player slides or dives.
Jogging pants	Yes-or optional baseball pants	No	No	

COACHING & OTHER VOLUNTEER ROLES

8. Criminal Record Check (CRC) & Vulnerable Sector Check (VSC) Policy

A Criminal Record Check (CRC) / Vulnerable Sector Check (VSC) is required for all coaches. If you live in the City of Lacombe you can obtain this from the City of Lacombe detachment. If you live outside of Lacombe, including Lacombe County, you will need to obtain this from a local (Ponoka, Blackfalds) RCMP detachment. The CRC / VSC letter that the police detachment requires can be accessed on the LMBA website under the Coaches tab.

A CRC / VSC is required every 3 years (eg. if submitted to LMBA for the 2022 season a new CRC /VSC will be required in 2025). For the years between CRC / VSC submissions, coaches will be required to sign and submit a CRC / VSC Declaration Form which can be accessed on the LMBA website under the Coaches tab.

9. Coaching Certification & Requirements Policy

To determine the coaching certification and additional requirements that the LMBA, Baseball Alberta and/or Baseball Canada requires for individuals to be a Head or Assistant Coach for the upcoming season in any division, please visit the LMBA website and select the [Coaches Tab](#).

10. Coaching Certification and Requirements - Reimbursement Policy

The LMBA will reimburse coaches that submit proof of the following documents and applicable receipts to the appropriate Division Director that they are coaching in that season. LMBA will pay the registration for the Lacombe coaches at our local clinics that are directly required for the coach's current coaching role, age group, level, and division. If Lacombe coaches can not make the courses offered by LMBA and go to out of town clinics required for the coach's current coaching role, age group, level, and division, they will have to pay up front and then be reimbursed by LMBA. If a registered coach is a no-show, they will be charged the cost of the clinic. Courses taken above and outside the required level or division for the coach's assigned age group are not eligible for reimbursement.

National Coaching Certification Program (NCCP) - Baseball coaching certification

Respect in Sport - Leader certification

Criminal Record Check (CRC) and Vulnerable Sector Checks (VSC) - These documents can be obtained from The City of Lacombe Police Services (for City of Lacombe residents only) or a local RCMP detachment (for County residents: Blackfalds, Ponoka, etc.). The reimbursement will be to the maximum of the discounted fee based on the individual providing the police service with a Volunteer Coach Letter (found under the Coaches tab on the LMBA website). Without a Volunteer Coach Letter from the LMBA, the City of Lacombe Police Services and the RCMP detachments will charge the individual the maximum amount or they will refuse to provide the documents to the individual until the Volunteer Coach Letter is provided. If the individual chooses to obtain these documents at the

maximum fee (without using the Volunteer Coach Letter), they will only be reimbursed the discounted fee amount.

Coaches Code of Conduct – There is no fee related to this document but it is required to be signed, dated and submitted to the appropriate Division Director by anyone coaching in the LMBA. It can be found under the Coaches tab on the LMBA website.

11. Parent/Legal Guardian Volunteer Roles

The success of a baseball season depends on volunteer participation from many people. Aside from the LMBA Executive and the coach volunteers for each team, parents and legal guardians are expected to fill other volunteer roles. These volunteer roles are as follows with a brief description. Guidance and support will be provided by people with experience in these roles. An information/training session will be held at the start of the season.

Further details can be found on the LMBA website under the [Manager's Information Tab](#)

Community A Tournament Representative (Non-Executive Member)

- ❖ 1/team in the 11U, 13U, 15U and 18U divisions
- ❖ Coordinates, with the assistance of the Community Tournament Director, all aspects associated with the annual Community A tournament, hosted by the LMBA, in the 11U, 13U, 15U and 18U divisions.
- ❖ Coordination of aspects includes: facility bookings, parent volunteer schedule, tournament advertising, team registrations, tournament package, diamond maintenance schedule and equipment, umpires, tournament schedule, concession (possibly), MVP prizes, sponsors, etc.

Manager

- ❖ 1/team in the 11U, 13U, 15U and 18U divisions.
- ❖ See Manager Information tab on the LMBA website for detailed information about this role.

Treasurer

- ❖ 1/team in the 11U, 13U, 15U and 18U divisions
- ❖ Works closely with the team manager to track and handle all team expenses as well as maintain the budget. An expense tracking spreadsheet will be provided by LMBA.
- ❖ Signing authority will be granted for the team account.
- ❖ Responsible for umpire payment.

Scorekeeping (scorekeeper/s, pitch count)

- ❖ Rotates between designated parents/guardians.
- ❖ 2-3 people are required for each home game.

Diamond Set/Up Maintenance

- ❖ Rotates between designated parents/guardians

Jersey Care

Some teams may choose to designate 1-2 people that handle the laundering of the team jerseys. Other teams will choose to have each individual player launder their own jersey.

Fundraising and Apparel

Some teams, especially the AA level teams may choose to designate a person/s to handle any fundraising events for the individual team.

As well, an individual may be designated to help organize any apparel orders, either at the start of the season or in conjunction with special events/tournaments.

WEATHER

LMBA will follow Baseball Alberta Weather Guidelines

12. [Weather Event FAQ](#)

13. [Air Quality](#)

DISCIPLINE & COMPLAINTS

14. Discipline & Complaints Policy

Lacombe Minor Baseball realizes that conflicts do take place throughout the season. How these conflicts are dealt with is critical for all parties involved. For this reason, Lacombe Minor Baseball has adopted the following process in hopes of diffusing conflicts as swiftly as possible within our organization. Unless the incident is severe in nature where there is a physical altercation or injury, the following procedure must be used by all parties in Lacombe Minor Baseball.

ABSOLUTELY NO PHONE CALLS or EMAILS TO THE EXECUTIVE WILL BE ACCEPTED

- Verbal complaints will not be acknowledged
- Incident occurs.
- Must wait 24 hours to file a complaint.
- Review, then follow the process outlined in the [Discipline and Complaint Policy](#) found on the LMBA Website.

PLAYER MOVEMENT BETWEEN LMBA DIVISIONS OR OTHER ASSOCIATIONS

15. Underage Policy

Rally Cap division: Underage players are not allowed to register.

9U(Rookie), Community A and Competitive AA levels in the 11U, 13U, 15U and 18U divisions: The LMBA accepts requests to move underage players up a division based on the following criteria:

- A. The individual must be a second / last year player (based on year of birth) in their age appropriate division.
- B. Underage players must register in their appropriate age division and then contact in writing (email, letter) the Directors of **both** the division they are registered in and the one they would like to tryout for, informing these Directors of their request to move up / tryout in the higher division.
- C. If a player wants to be moved up to **9U(Rookie)** or a **Community A** team in the higher division, the Director of the higher division will contact the player after the registration deadline to let them know if there is room based on the number of players registered in the division. Moving a player up a division must not leave the team(s) in the player's age appropriate division with a short roster or the A division they are moving up to with too many players on the roster as per the Roster Size Guideline. This will be determined by the LMBA Executive on a per division basis.
- D. If the player wants to tryout for a **Competitive AA** team, they must **Evaluate On** the team based on the Roster Selection – Evaluated On / Coach Picks Policy. **They can not be a Coach Pick.** If the player does not make the Competitive AA team in the higher division, they will have the opportunity to play on a Community A team in the higher division if there's room on the roster or play in their age appropriate division. Moving a player up a division must not leave the team(s) in the player's age appropriate division with a short roster or the A division they are moving up to with too many players on the roster as per the Roster Size Guideline. This will be determined by the LMBA Executive on a per division basis.
- E. If it's determined at any point during the season that it's not in the best interest of the player (eg. safety, skill set, cognitive ability, emotional ability, etc.) to play in the higher division the player will be moved to a team in their age appropriate division for the remainder of the season.

16. Overage Policy

The LMBA supports players requesting to play as an overage player **from the 11U to 9U(Rookie) divisions** based on their skill /experience or other specific circumstances. The player must be in the youngest calendar year eligible (1st year) for 11U that season, a 2nd year date of birth player will not be permitted to play 9U(Rookie). The player will be evaluated at the A level evaluations to determine if their skill set would cause an unfair advantage or safety issue at the 9U(Rookie) level. Moving a player down a division must not leave the team(s) in the player's age appropriate division with a short roster or the 9U(Rookie) division they are moving down to with too many players on the roster as per the Roster Size Guideline. This will be determined by the LMBA Executive on a per

division basis. Other overage rules for male and female players in 11U, 13U, 15U and 18U are dictated by Baseball Alberta, please visit the Baseball Alberta website (www.baseballalberta.com) for further information.

17. Import Policy

An import is defined by the LMBA as any player that comes from a community (physical address of residence), that has an established minor baseball association or has a community closer to them than Lacombe that has an established minor baseball association.

This policy applies to Competitive / AA and higher only. Baseball Alberta currently has no transfer requirements / guidelines for playing at the Community / A level. Players are able to register in the community of their choice at the Community / A level.

Lacombe Minor Baseball Association (LMBA) AA Import Player Policy

Purpose

The Lacombe Minor Baseball Association (LMBA) strives to provide opportunities for local LMBA players to develop and compete in AA baseball. This policy ensures that local players are given priority when final team selections are made, specifically when skill levels between local and import players are equivalent.

Definitions

- Local Player: A player who resides within the geographical boundaries of the LMBA or whose primary association is LMBA.
- Import Player: A player who resides outside the LMBA boundaries and whose primary association is not LMBA.
- Skill Level: A player's demonstrated ability, including technical skills, tactical awareness, fitness, and team dynamics established and ranked by impartial evaluators during the tryouts for AA teams.

Policy

1. Team Composition

- LMBA will prioritize the development and inclusion of local players when forming AA teams.
- Import players will be permitted to be selected for LMBA's AA teams when the inclusion of that import player will not limit the opportunity for a local player who demonstrates an equivalent skill level.

2. Evaluation Process

- All players, local and import, must participate in LMBA's official tryouts for AA teams.
- Evaluations will be conducted by qualified, impartial evaluators to ensure fair assessment of all players.

- o Assessment criteria will include skill level, work ethic, attitude, and potential contribution to team dynamics.
3. Equal Skill Level Consideration
 - o When two or more players demonstrate equivalent skill levels (ranked) during the evaluation process, preference will be given to the local player(s).
 4. Import Player Limitations
 - o The specific threshold on import players will be determined annually based on LMBA player registration numbers and the size of LMBA AA teams at each age division.
 5. Exceptional Circumstances
 - o Import players with unique circumstances (e.g., family relocation to the area) may be given special consideration by the LMBA Board.
 - o Appeals regarding import player decisions can be submitted to the LMBA Board for review prior to the commencement of official AA team tryouts.
 6. Transparency and Communication

Final team rosters, including any selected import players, will be reviewed, and approved by the LMBA Executive to ensure adherence to this policy.

Rally Cap & 9U(Rookie) – import policy is not applicable

11U/13U/15U/18U – 50% imports unless registration numbers and team sizes dictate otherwise, the board can approve more or a coach can request more.

The import policy is to ensure players with the LMBA as their home association are given the opportunity to play at the AA level in their community. However, the LMBA believes in also providing opportunities for players whose home association is not the LMBA, to play on a LMBA team when the opportunity does not exist in the player’s home association.

Head Coaches can apply to the LMBA Executive (through the appropriate Division Director) if they would like to include more imports than stated above after the tryout process has been completed. The application must be in writing (email, letter) and justify the reason for wanting to increase the number of imports allowed for that season. The independent evaluators comments and evaluation sheets must also be included with the application to assist the LMBA Executive in making a decision.

“Grandfathered” Players – Players registered with the LMBA at the Competitive/AA or higher levels in the last 2 consecutive seasons will not be considered imports. LMBA follows the Baseball Alberta [Player Transfer Policy](#)

18. Player Transfers Policy

Players requesting a transfer from the LMBA to another minor baseball association must follow the Player Transfer Guidelines

(<https://handbook.baseballalberta.com/bapl-rules-regulations/roster-requirements/player-transfers>) as per Baseball Alberta.

This policy applies to Competitive / AA and higher only. Baseball Alberta currently has no transfer requirements / guidelines for playing at the Community / A level. Players are able to register in the community of their choice at the Community / A level.

The LMBA will not consider a transfer request until the registration deadline for the division of the transfer request has been reached. At that time the LMBA Executive will review the number of registered players in the applicable division and determine if releasing the player(s) will be detrimental to the LMBA. For example, if 10 players are registered, and 2 of those players want to transfer to another association (offering the same level) which would then leave only 8 players registered and not enough for a team, the transfer forms would not be signed releasing the player(s) to another minor baseball association. The ability / skill set of the player will also be taken into consideration when the LMBA Executive considers the request.

ROSTER SIZES & COMPETITIVE AA TRYOUTS

19. Roster Size Guideline

The recommended minimum / maximum roster sizes aimed for by the LMBA are:

	<u>Min</u>	<u>/</u>	<u>Max</u>
Rally Cap:	6	/	7
9U(Rookie):	8	/	9
11U:	12	/	13
13U:	12	/	13
15U:	12	/	14
18U:	12	/	15

Head Coaches can apply to the LMBA Executive (through the appropriate Division Director) if they would like to decrease / increase the minimum / maximum roster size for their team. The application must be in writing (email, letter) and justify the reason for wanting to decrease / increase the number of roster spots allowed for that season.

20. Competitive AA Tryout Policy

This policy is applicable to the 11U, 13U, 15U and 18U divisions at the Competitive AA level.

- A. Players are guaranteed at least 1 tryout session. Additional tryout sessions may be deemed necessary.
- B. In the event a player misses skills sessions or tryout, the nature of the absence will be considered. Valid reasons for absence are religious holidays, bereavement, national or provincial academic events, national or provincial athletic events, playoffs for other sports, and injuries or illness.

Player injuries and illness require a doctor's note unless the injury is visible (cast, stitches, etc.)

If any of the valid reasons listed above cause absence for any, or all tryout sessions, scores from the previous year, coaches feedback, and previous year team placement will be used to determine current year placement.

If a player misses a session, or sessions, for non-valid reasons they will forfeit scores for affected sessions.

Parents/guardians can submit an appeal to the Division Director prior to the missed tryout session. This information will be presented to the LMBA executive for a final decision.

Evaluations

The evaluation team will first identify and select the highest-level team before proceeding sequentially through lower levels. Any player related to or affiliated with a coach must be evaluated and selected by the evaluation team prior to the coach's involvement in final roster decisions. Upon completion of evaluations, the coach will be provided with a list of eligible players from which coach selections may be made, as determined by the Division Director in collaboration with the AA Director. All final rosters are subject to approval by the Division Director, the AA Director, and the President.

In the event that the Head Coach also serves as the Division Director, the AA Director, the Vice President, or President, that individual shall be recused from the process of determining the eligible player list and shall be temporarily replaced by an impartial Executive Director for the purposes of roster selection and approval.

Level	Percentage of players evaluated on	Percentage of players selected by the Head Coach (Coach Picks).
11U	80%	20%
13U	60%	40%
15U	60%	40%
18U	60%	40%

As per LMBA Import Policy (section 17) - An import player must evaluate onto the team (relative to the final roster size) and cannot be selected as a coach's pick. Coaches picks must be local association players unless no other players are available to fill the remaining roster positions.

21. Umpire Reimbursement

LMBA umpires that are taking their 1st year of Level 1 will be reimbursed the cost of the clinic once they ump 3 games that are scheduled by the LMBA umpire director.

More information regarding umping in the LMBA can be found on the [Umpires Tab](#) of the LMBA website.