

## **MEMORANDUM OF UNDERSTANDING (MOU)**

Dated January 25, 2021

Between:

**BEAUMONT MINOR BALL ASSOCIATION**

and

**LEDUC BASEBALL ASSOCIATION**

### **1.) PURPOSE**

The purpose of this Memorandum of Understanding (“MOU”) is to combine the Beaumont Minor Ball Association and the Leduc Baseball Association Competitive ‘AA’ Baseball programs under the “Black Gold” banner ultimately advancing to the stage where AAA baseball can be offered in the region.

### **2.) AUTHORITY**

The combined program has the authority to oversee the competitive program of both associations as agreed to herein. Each association must still adhere to their own bylaws, policies, this agreement and any local or provincial law or legislation they may fall under. The committee members must adhere to their own association by-laws, policies and other guiding documents in their dealings with all committee business while representing their association. The Chair of the committee will follow the host association's guiding documents as above.

Both associations agree that the Black Gold Competitive Program “committee” has the authority to oversee the day to day operations of the program following this agreement and any appendices attached. Any decisions or changes that are required outside of this agreement and its attachments must be brought before both boards for agreement.

### **3.) JOINT COMMITTEE**

The committee will consist of a Chairperson and six committee members. Each association will provide three members to the joint committee and the Chairperson shall be agreed to by both associations. The Chairperson shall not be a voting member on either Association's Board. Each committee member will have one vote on any matters requiring a vote. The Chairperson will only vote if necessary to break a tie. The joint committee will be referred to as the “Black Gold Committee”.

#### **4.) TIMEFRAME**

A year is considered to be January 1 - December 31. Upon signing, this MOU will come into effect January 1, 2021. The associations agree to a three-year commitment under this MOU commencing January 1, 2021. Upon the completion of this 3 year term this agreement can be extended to a term as agreed upon by each association.

#### **5.) AMENDMENTS**

Amendments may be made to this agreement by providing any requested amendments to the committee Chair no later than November 1<sup>st</sup>. If agreed to by the committee and the other association, the amendment is to take effect on January 1<sup>st</sup> of the following year.

#### **6.) DISPUTE RESOLUTION**

Should a concern be raised that this agreement or the programs "Competitive Guidelines" as attached (as Addendum 2) have been violated the following process is to be followed:

1. Written notice of concern to be communicated to both Presidents (email deemed satisfactory)
2. Presidents to share concern with Black Gold committee via written notice to Chair
3. Investigation to take place into complaint
4. Written findings to be communicated back to association Presidents
5. Solution suggested based on findings, if agreed to by both associations solution to be carried out
6. If the solution is found to be unsatisfactory and an explanation that the MOU has been broken is proven and agreed upon by each association, either association can submit in writing to the other President and committee Chair their withdrawal from the MOU effective January 1.

#### **7.) OPT OUT CLAUSE**

If an association wants to opt out of the MOU they must do so after the completion of the 2023 baseball season and no later than October 1, 2023. This shall be carried out by providing written notice from one association's President to the other and cc'ing the Black Gold Committee Chair. Electronic and or written delivery of such notice is deemed acceptable.

#### **8.) INITIAL FUNDING & SHARED COSTS**

It is the intention of the associations to split any costs that may arise in setting up the Competitive programs equally (50/50). Both associations will contribute equipment on an equal basis from a cost standpoint. Both Associations will lend equipment to the program based on the fact that each association had equipment in place for their own AA program. The list of equipment/resources to be contributed by each association for a team is as follows:

- 2 full sets of catching gear including mitts
- 2 tees
- 1 Bow net
- 1 first aid kit
- Pitching screen availability at 13U - 18U diamonds
- Baseballs (to be provided by host association through registration fees collected)
  - o Remaining baseballs at the end of the season are to be returned to the host association

Balls	Level	U18	U15	U13	U11
ROML	U18	48			
80CC	U15		36		
65CC	U13			36	36
RTD1	Practice	36	36	36	36

All equipment is to be returned to the applicable association at year end.

Beaumont Minor Ball Association will administer registration for the 2021 season for the Black Gold competitive teams. This will be reviewed after the 2021 season and after agreement from both associations:

1. continue for the following season or
2. transition to Leduc Baseball Association

### 9.) FACILITY SHARING

The intent of the program is for teams to share practices between each city equally. Each team will be allocated a diamond once a week from each association with the preference being Tuesday, Wednesday or Thursday.

Diamond scheduling for BGCP teams is to be done collaboratively through each association to ensure proper availability for their house programs.

Between each Association through collaboration each BGCP team will be provided at a minimum 1 batting cage session per week.

Indoor facility bookings for seasonal training, camps etc for BGCP purposes will be done through the host association using funds from the BGCP account and booking ability and availability. Booking of either association owned/run facilities will follow the association's policy to book times and or rent those facilities

For the 2021 season, each association will initially pay for the diamond usage costs charged to them by their respective city with those costs incurred by LBA to be reimbursed from BMBA

through the collection of registration fees. This procedure to be re-evaluated for the 2022 season based on the situation for that season.

### **10.) FINANCES / FINANCIAL REVIEW**

The host association will hold a separate account specifically for the use and tracking of all fees collected and costs associated with the Black Gold Program. All monies collected under this program may only be used for the purpose of the program and its operations and enhancement. The funds collected and or spent under this program may not be used for municipal facility enhancements or for the purpose of grant applications.

At their discretion the alternate association may review the host association's year end financials for the Black Gold program account only, for transparency and partnership.

### **11.) OPERATIONAL BUDGET / FEE SCHEDULE / TEAM BUDGETS**

Prior to each season the Committee will provide an operational budget and proposed fee schedule to support it. The proposed budget and fees must be approved by each association to be put in place.

Team budgets and "cash-calls" need to be approved by the Committee prior to presenting to a teams parent group.

Teams will be responsible for their yearly costs and split up equally between each player on the team.

### **12.) FUNDRAISING**

For the 2021 season, all players will be responsible to fulfill the fundraising requirements of their home association.

The Black Gold Committee will look to put a fundraising program in place for the 2022 season in consultation with both BMBA and LBA.

### **13.) INSURANCE**

All Players and Coaches will be registered with Baseball Alberta and play under the umbrella of Baseball Alberta. The Black Gold Program will still fall under the Bylaws of the two associations, as a result all Associations, Executive Officers' and Directors', Employees, Volunteers, Coaches, Trainers, all Member Clubs and Teams and any Member while participating in an event will be covered by Baseball Alberta's insurance. Commercial General Liability and Directors' and Officers' Liability will be covered for all sanctioned events. Sanctioned events are defined as training sessions, practices, games and Awards banquets run by the Insured Association. Fundraising activities can be included with prior authorization from the Insurance company.

#### 14.) PROGRAM GOALS

1. Have AA teams in the 11U, 13U, 15U and 18U divisions for the 2021 season. If numbers and skill allow, multiple teams at each level will be formed.
2. Add a AAA program starting with 13U for the 2022 season. Evaluate at the end of each season the feasibility of adding a AAA team at the other age levels. With the goal of the committee to have AAA at all levels by 2026.
3. Transition to non-parent coaches at the AAA level and top AA teams if deemed necessary by the committee.
4. Develop an off-season program to further skill development.
5. Formalize a "Coach Development" & "Player Development" program
6. Collaborate with each association to further develop baseball within our region to ensure future sustainability

Accepted this \_\_\_\_ day of \_\_\_\_\_

Accepted this 25 day of January, 2021

\_\_\_\_\_

Scott Kadatz

President, Beaumont Minor Baseball Association

*Reagan Huculak*

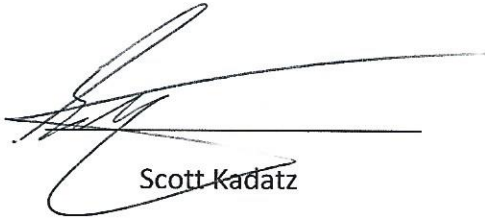
Reagan Huculak

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Accepted this 20<sup>th</sup> day of Jan, 2021 Accepted this \_\_\_ day of \_\_\_\_\_



Scott Kadatz

President, Beaumont Minor Baseball Association



Reagan Huculak

President, Leduc Baseball Association



# **BLACK GOLD**

## **Competitive Program Guidelines**

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Created: 11-16-20



Policy Name: **1.0 Program Overview**

## **Purpose**

The Black Gold Competitive program was formed as a partnership between Beaumont Minor Ball Association (BMBA) & Leduc Baseball Association (LBA). The operation of the program is carried out by the Black Gold Competitive Committee (the Committee) and consists of:

- Chair – Not a member of either Association’s Board
  - On any matters requiring a vote, the Chair will only vote in the event of a tie
- Voting Members
  - 3 members will be selected from each Association

Different from recreational “House League” baseball where the focus is fun through playing games in the months of May and June, the Black Gold Competitive Program is made available for those players/members that desire:

- A higher level of skill development, competition, and travel;
- A longer season – opportunity for more games, more practices;
- League play in a variety of communities across the province;
- An opportunity to compete at a Provincial Championship;
- A larger commitment to the game – expectations for attendance, costs, time, etc.

## **Objective**

A key Core Value of the Black Gold Competitive Program is...

**To provide our young ball players with a positive learning environment wherein the players and parents grow their appreciation and admiration for the game of baseball.**

The Association is also aligned to the objectives of Baseball Alberta’s Competitive Program:

‘AAA’ DIVISION – Currently not available

‘AA’ DIVISION

- The objective of the Provincial 'AA' League is to provide a competitive yet developmental level of play for players/teams at the 11U, 13U, 15U, and 18U age categories in a province-wide format.
- Baseball Alberta’s ‘AA’ Division website can be found at the following link, and includes information on rules and regulations, schedule, coaching, and miscellaneous forms.
- <http://www.baseballalberta.com/category/5/Baseball-Alberta-AA-Division-Home>

## **Guiding Principles**

The Competitive Program’s Guiding Principles will supplement the Association’s Guiding Principles of fun, safety, fair play, friendship, and sportsmanship, and include:

- Represent Beaumont Minor Ball Association, Leduc Baseball Association and our communities proudly;
- Learn and develop baseball skills & knowledge – attend practices, use what you learn.

To meet these principles, the Board of Directors (the Board) for both BMBA & LBA will hold all members participating in the Competitive Program (i.e. coaches, players & families) accountable to lead by example and represent each Association to the highest standard.





## Commitments

### TIME COMMITMENT 'AA' BASEBALL

'AA' Baseball at all levels is a significant commitment for players and families. Through this commitment, players will see a substantial increase in the development of their baseball skills and continue to grow their passion for the game. Key commitment factors that all players and families should be aware of include the following:

- Evaluations begin in March.
- Indoor practices commence in April and move outdoors once the weather permits.
- The season runs from May to the beginning of August.
- Typically 'AA' teams can be on the field 4 to 5 days a week with practices, league games, exhibition games, and tournaments.
- Practices are at each team's discretion, but 2 or 3 practices a week can be expected.
- League games commence in May (per Baseball Alberta's League Calendar) and can include 2 to 4 games per week primarily played on weekends. The occasional weeknight game can also be expected.
- Exhibition games and tournaments are at each team's discretion.
- 'AA' teams are expected to travel across Alberta for league games and tournaments. Out of province tournaments are also a possibility at each team's discretion.
- Tier 1 teams in 13U, 15U, and 18U that win the Provincial Championships represent Alberta at the Western Canadian Championships in mid-August.
- Due to the time commitments outlined above, the Black Gold Competitive Program strongly encourages players that commit to 'AA' Baseball consider what conflicts may arise by participating in other spring/summer activities. Participation in other spring/summer activities and the conflicts that will arise will be considered when creating our teams.

### FINANCIAL COMMITMENT 'AA'

- In order to help offset the costs of additional diamond time, player and team fees, umpire fees, tournaments, development, etc., player costs are higher for teams in the Competitive Program than those in a House program.
- An evaluation fee of \$50 will be required from those players who wish to attend evaluations for a competitive team
- Registration fees are determined by the Committee and approved by the Associations prior to the start of the season and will be posted on each Association's websites once known.
- Team budgets and "cash-calls" need to be approved by the Committee prior to presenting to a teams parent group.



Policy Name: **2.0 Player Evaluations**

**Evaluations are mandatory for consideration to play with a Competitive team.**

### **Competitive Team Evaluations**

The evaluation process can be a stressful time for players and parents alike. The Committee strives to keep the process as clear and open as possible while being impartial and minimizing bias. The Committee will conduct open evaluation sessions in March. Players will have to be registered with their home Association prior to attending any approved evaluation session.

Evaluations will be completed in a phased approach. All players wishing to play on a competitive team will attend tryouts. From this pool of players the “top” team will be selected first. Then the “second” team will be selected. This will continue until the number of teams, as deemed practical by the Committee, are formed.

The following attributes will be assessed and will be evaluated over the course of a number of evaluation sessions:

#### *Measurable Attributes:*

- Hitting
- Throwing
- Defense
- Running
- Pitching

#### *Intangibles:*

- “Coachability”
- “Baseball IQ”

Each “Measurable Attribute” will be evaluated by at least 2 evaluators.

#### Notes:

- Evaluators will not be permitted to evaluate their own child or level their child is trying out for
- No coaching is permitted during evaluations
- If known ahead of evaluations, head coaches will be present during evaluations

The Committee will attempt to ensure there is equal representation from both Associations regarding evaluators.

To ensure transparency and fairness, the evaluation forms will be available to all members prior to the start of the tryouts upon request. After evaluations and upon receipt of a written request to the Chair of the Committee, the Committee will be available to meet with parents to discuss their player’s evaluation and team placement. No discussion will be had regarding other players.

### **Missed Evaluations**

In the event a player is unable to attend any or all of the Competitive Team Evaluations because of previous commitments or injury, the Chair must be notified prior to the evaluation session(s) in order to make alternate arrangements. If proper notice is given, every effort will be made to accommodate a make-up evaluation and previous experience may also be taken into consideration. If proper notice is not provided, the issue of player placement will be discussed and determined by the Committee.

Information gathered from previous years may also be used to help in player evaluations.



Policy Name: **3.0 Team Selections**

## **Team Creation Process**

It is the goal of the Associations and the Committee to field at least 3 competitive teams at the 11U age level, and at least 2 teams at 13U to 18U, each season. However, the final number of competitive teams at each age level will depend on registration numbers each year, as well as the Committee's ability to secure proper facility space and qualified coaches.

### **'AA' Teams**

- The total number of player spots on each competitive team will be determined by the head coach. Most competitive teams carry anywhere from 11 to 14 players, with some exceptions being made on a case by case basis.
- At each age level,
  - Team 1 will be referred to as Black Gold \_\_\_\_\_ - GOLD
  - Team 2 will be referred to as Black Gold \_\_\_\_\_ - BLACK
  - Team 3 will be referred to as Black Gold \_\_\_\_\_ - WHITE
  - Team 4 will be referred to as Black Gold \_\_\_\_\_ - GREY
- All competitive teams will be formed based on player evaluations and "Coach Picks", as outlined below.
- The top 8 players evaluated will be placed on the team. The remaining spots on the team will be considered "Coach Picks", whereby the head coach will have the ability to select from the players remaining.
  - Reasons for 'Coach Picks' include:
    - Specialty positions required to be filled
    - Provide the Coach the ability to shape the team based on their goals
    - Players demonstrated abilities from previous seasons
- Where multiple teams are being formed, Team 2 (BLACK) will be created once the Team 1 (GOLD) has been finalized. The top 8 players from the remaining pool of players will be placed on that team with the remaining roster spots filled with "Coach Picks". The process for creating each subsequent team will follow the same process.
- ***"Coach Picks" must be presented and justified by the head coach to the Committee for final approval.*** Teams will not be considered finalized until such approval has been given by the Committee. The team is considered final once the Committee has completed its review.
- Where a conflict exists when a Head Coach is also a member of the Committee, that Committee member will not be allowed to vote on any matters that arise in selecting that team.

### **Underage Players**

There may be instances where a player at any level wishes to play at the next age level up. In such cases, the following rules shall apply:

- The underage player must first register in his/her regular age level prior to evaluations.
- The underage player must submit a request in writing to the Chair of his/her desire to be evaluated as an underage player at the next age level up.
- The underage player must attend all evaluations at the higher age level to ensure a complete evaluation has been done. If one or more evaluations are missed for any reason, the player will not be eligible to play at the higher age level.
- The underage player must still attend the evaluations at his/her regular age level in addition to the evaluations at the higher age level.
- Upon completing the evaluations at the higher age level, in order to be considered for a spot, the underage player must have been evaluated in the **Top 25%** of all players at that age level.



## BLACK GOLD COMPETITIVE PROGRAM



- Should the underage player be evaluated in the **Top 25%** of the higher age level, placement at that age level is not automatic and consideration of his/her placement at the higher age level will be taken to the Committee for a final decision. Underage players **cannot** be considered as a Coach Pick.
- At the 13U-18U level, should an underage player not be evaluated in the Top 25% they will return to their appropriate age level and not be permitted to play on Team 2,3 etc. at the higher level. At 11U, underage players may be considered for the lower teams based on the number of players available.
- There will be no cap or limit to the number of underage players considered based on the criteria and process outlined above, and registration numbers will be considered when deciding underage player placement.

### ***Import Players***

The Committee recognizes that neighbouring Associations may not offer competitive baseball or a particular age level/division to their members and welcomes them to attend competitive evaluations for a Black Gold Competitive Team. The following rules shall apply:

- The following players will not be considered imports for Black Gold rosters:
  - BMBA players
  - LBA players
  - Players that have played at least 3 years with either BMBA or LBA
- The import player must be registered with his/her home Association and obtain permission from his/her home Association prior to attending Black Gold Competitive Evaluations.
- In order for an import player to be considered for a spot on a Black Gold competitive team, attendance at all evaluation sessions is strongly recommended. Failure to attend all sessions may not allow for a complete evaluation and ultimately the import player may not earn a spot on a competitive team.
- Upon completion of the evaluation process, the import player will be given consideration for a spot after looking at his/her final evaluation scores and a discussion with the head coach and the Committee. The Committee will have the final say on all import players eligibility.
- The maximum number of import players for each team will be:
  - 11U – 3
  - 13U – 4
  - 15U – 5
  - 18U – 5
- Based on the competitive outlook of a team the committee reserves the right to consider additional import players.



Policy Name: **4.0 Coach Selections**

## Overview

To ensure a safe and positive learning environment for all players, all individuals interested in a head coaching role in the Competitive Program will be approved/selected by the Committee.

The objective of the competitive coach selection process is to select coaches who will provide the greatest benefit to the players in the program, and who will meet the coaching requirements and serve the mandate of the Committee.

To provide a quality competitive baseball program, the Association is responsible to select coaches it feels best meet the objectives of the Associations, the governing bodies (ie. Baseball Alberta, Baseball Canada), and the game itself. In the event of a number of candidates, then the following selection process will be used:

## Selection Criteria

Coaches will be selected based on a set of transparent qualifications. Some qualification criteria are deemed mandatory and comprise the minimum qualifications for a coach at that level and category. Other criteria contribute to the overall rating of the coach candidate.

An application not meeting the minimum qualifications shall not be selected over one who meets or exceeds the stated qualifications, unless their experience and ability vastly exceeds those of the candidate meeting the minimum qualifications.

Coach Selection shall be based on the following criteria:

### 1. *Coach Qualifications*

- **Must** provide a current Criminal Record Check
- Training qualifications are based on NCCP certification – selected coaches **must** meet minimum requirements as set out by Baseball Alberta, or **must** commit to obtaining the minimum qualification during the current season as per the mandatory deadlines.
- Preference could be given to coach candidates with higher levels of certification and training.

### 2. *Coaching Experience* – the experience qualification is based on:

- The number of years as a coach;
- The category and level of the teams coached;
- The association or organization of the teams coached;
- The coach's personal, proactive coaching development plan.

### 3. *Playing Experience* –The Committee's interest in playing experience will be weighed against the applicants coaching experience & coaching philosophy.

- The number of years playing baseball;
- The category and level of the teams played on;
- The association or organization of the teams played on;
- Other sports played and level of competition, etc.

### 4. *References*

- Coach candidates will be asked to provide references that can verify their background and experience. References will provide the opportunity to confirm a candidate's:
  - Knowledge of the game;
  - Coaching philosophy and style;
  - Adherence to fair play;
  - Conduct with officials;
  - Character;



- Past history with other clubs.

## 5. Interview

- The Committee will conduct interviews with coaching candidates in order to establish a better sense of the candidate's qualifications. Attributes of a candidate that will be assessed could include but are not limited to their:
  - Knowledge of the game;
  - Coaching philosophy and style;
  - Character;
  - Quality of practice plans;
  - Discussion on the use of assistance coaches;
  - Personal coaching development plan.

## 6. Other Commitments

- The Committee will evaluate the level of other commitments a candidate has and may include that as a factor in the selection process.
- Preference could be given to coach candidates that are relatively free of other commitments. Specifically, coaching another team, extensive job related travel or volunteer time in other organizations.
- Preference will be given to those that show alignment and a commitment to the Association and the Competitive Program.

## **Selection Process**

The Committee will act as the Coach Selection Panel for all Competitive Teams.

The members of the Coach Selection Panel will meet to review all of the coach applicants' materials and to conduct the interviews if required.

All coach applicants will be assessed through the criteria listed above, the application they build and submit to the Chair and an interview by the Committee, if required.

The Committee will determine which candidate will be offered the head coach role for each team via a vote with majority being required for a decision to be made. The Chair will only vote in the case of a tie.

If a coach applicant sits on the Committee, they will not be allowed to be a part of the coach selection process for the team being considered.

## **Assistant Coaches**

Head coaches are responsible for selecting their assistant coaches. They can select from the pool of applications or recruit other coaches. It must be noted that any assistant coach selection can be overridden by the Committee for reasons such as; no RCMP Criminal Record Check, poor past coaching evaluations, inadequate NCCP certification, etc. As a result, the team staff (including the Off Field Manager) is not considered final until approval is given by the committee.

## **Non-Parent Coaches**

Compensation for those individuals wishing to be a head coach and who have been selected to coach a Competitive Team will be discussed and determined by the Committee on a case-by-case basis.

## **Selection Timeline**

Deadline for submitting a Head Coach application will be **January 31**.

From the pool of coach applications received, the Committee will select the most qualified candidates to be part of the evaluation process. Being a part of this group will give these coaches first-hand knowledge of the evaluations should they be named a head coach. Being selected to this group does not guarantee a head coaching role.



## **BLACK GOLD COMPETITIVE PROGRAM**



The goal of the Committee is to have Head Coaches named for the “Gold” teams prior to the start of evaluations.

Once the “Gold” teams have been selected, the Committee will look to name the Head Coaches of Team “Black”, “White”, and “Grey” based on the applicants remaining and how their player has evaluated through the first round of evaluations

### **Application Process**

The Committee will inform the coaching applicant of an interview date/time. If the date/time is unacceptable to the prospective coach, the Committee will endeavor to find an alternative date/time that works for all participants.

Successful candidates will be notified by the Committee. Successful head coach candidates that accept the role must agree to sign off on the “**Coach Conduct and Expectations**” document.



Policy Name: **5.0 Affiliate Players**

As noted in the annual Baseball Alberta Handbook, *the affiliate program is in place to provide coaches with an option to pick-up players from a lower category/division in the event of unforeseen circumstances where their roster would drop below the original size. Coaches have the option to bring their roster size up to its original roster size utilizing affiliates.*

As noted in the handbook, the affiliate program is not in place to permit coaches to add depth to their team's current roster, and is only to be used as an emergency backup plan.

### Baseball Alberta

Some key points to consider:

- **All affiliate players must be approved by Baseball Alberta prior to them being eligible to play.**
- The team must submit the *Affiliate Player Application* (completed and signed by the affiliate's parent unless 18 years of age) along with a \$25 processing fee to Baseball Alberta at least 3 working days prior to their first game to be played.
- In order to utilize an affiliate, the coach/team manager must contact the affiliate player's team coach to determine availability and to also discuss how the player will be utilized (coaches should come to agreement of innings/pitch counts to be pitched as those innings may affect the affiliate player's team).
- Affiliate players may only sign with one team and may only play up to 5 games throughout the entire schedule.
- No Affiliate players will be permitted for use at the Provincial Championships.

Coaches of Competitive Teams are expected to be familiar with the most current Baseball Alberta rule on affiliates and if they have any questions about the program they are encouraged to contact the Competitive Director for guidance as needed.

The Committee's expectations in the utilization of affiliate players are the following:

- Members first – every effort should be made to utilize BMBA/LBA players before seeking an affiliate player from another association.
- The team will be responsible for the Baseball Alberta fee.
- The Head Coach should make every effort possible to ensure the affiliate player has an opportunity to play.





Policy Name: **6.0 Coach Evaluations**

To ensure the ongoing development of the programs coaches a *Coach Evaluation Program* will be utilized.

### **Objectives of Evaluation Program**

The Coach Evaluation Program has been implemented with the following purposes:

- To ensure the ongoing development of the programs coaches.
- To support the coach's future coaching requests within the program – coaches with a strong evaluation will be given preferential consideration during the coach selection process.
- To ensure that the players/members are provided with coaches that are accepting of continuous improvement. Like the expectations on the young ball players to improve, the program seeks coaches that understand and acknowledge their need to improve.

### **Evaluation Program**

Evaluations of the Coaches within the program will be conducted by collecting information through the following:

- Parent feedback:
  - online survey at the conclusion of the season
  - in season feedback provided to committee members that will be documented for the coach evaluation process
- Player feedback:
  - online survey at the conclusion of the season
- Committee members:
  - feedback on coaching from a committee member will be documented for use in the coach evaluation process.

The Committee will collect, document, and compile information from all of the evaluation sources for each coach and retain for future coach selection processes. The Committee will prepare an overall "Feedback" package for each coach with the goal of taking the information presented for personal improvement. Preference will be to provide the feedback in a face-to-face meeting with the coach.



Policy Name: **7.0 Accountability and Disciplinary Process**

The Committee understands that an “Accountability and Disciplinary” process is required to be in place should an instance arise that needs to be dealt with. This offers a transparent guideline on how those situations will be handled.

This process is in place for:

1. Coaches
2. Parents
3. Players

Coaches, parents and players will be required to sign off on their respective “Code of Conduct” which will be held by the Committee should it be required if the conduct of an individual is called into question.

The following steps are to be followed should a concern arise that a member feels action needs to be taken to address:

- **Step 1 – Off-Field Manager:**
  - After following the “24 Hour” rule, the concern is to be submitted to the teams Off-Field Manager in writing.
  - Together, between the concerned individual, Off-Field Manager, Team Parent Liaison, and the Head Coach (only if the concern does not involve him/her) the concern will be discussed to see if a resolution can be found within the team.
  - A summary of the concern and resolution (if found) is to be submitted by the Off-Field Manager to the Division Director
  - If resolution is not found in **Step 1**, the concern is to be elevated to **Step 2**.
- **Step 2 – Division Director:**
  - The Off-Field Manager is to submit a summary of the concern and attempted resolution.
  - Between the concerned individual, Off-Field Manager, Team Parent Liaison, Head Coach (if not the subject of the concern) and the Division Director, discussion will be had to work towards finding a suitable outcome for all involved.
  - The Division Director will submit a summary of “Step 2” to the Committee.
  - If resolution is not found in **Step 2**, the concern will be escalated to the Committee for resolution.
- **Step 3 – Committee**
  - The Committee will take all previous information of the incident into account and formulate a resolution.
  - All efforts will be made to find a resolution that is satisfactory to everyone involved. The decision made by the Committee will be considered final.
- **Step 4 – Home Association**
  - After **Steps 1-3** have been exhausted, and the concerned individual is not satisfied with the actions taken they are to submit their concern in writing to the President of their Home Association.
  - The Committee will provide to the President documentation from **Steps 1-3** and will work with the President to bring closure to the concern.



# **BLACK GOLD COMPETITIVE PROGRAM**



## **Appendices**

# Black Gold Coaching Application

*\*This will be put online as a form\**

**Last Name:**

**First Name:**

**Address:**

**City:**

**Postal Code:**

**Home Phone:**

**Alternate Phone #:**

**Email:**

**Have you submitted a Criminal Record Check (CRC) to your home association within the last 2 years?**

- Yes
- No

**What age level are you applying to coach for?**

- 11U
- 13U
- 15U
- 18U

**Do you have a child trying out for the level you are applying to coach for?**

- Yes
- No

**What is your preferred coaching role?**

- Head Coach
- Assistant Coach
- No Preference

**Indicate below what coaching positions you have held in the last 5 years (2016 - 2020):**

**Please indicate below your NCCP#:**

**Please check below the NCCP qualifications that you have completed:**

- Initiation Coach Online**
- Initiation Coach Clinic**
- Teaching and Learning Clinic**
- Absolutes Clinic**
- Planning Clinic**
- Making Ethical Decisions Clinic**
- Respect in Sports Online**
- Regional and Provincial Coach Portfolio**
- Practice Evaluation**
- Pitching and Catching Clinic**
- Strategies Clinic**
- I have not yet completed and clinics**

**Describe below what your coaching philosophy will be for the age level you have indicated your interest in coaching:**

**Please list References below:**

**Please list Reference contact information:**

## ***Head Coach “Duties & Responsibilities”***

- Head Coaches, as chief team officials, shall be fully responsible for all activities of their team.
- Delegating responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged; however, ultimate responsibility for these activities’ rests with the Head Coach.
- Coaches and team management are expected to be responsive to directives of the Committee and operate the team within established policy and guidelines.
- Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop his/her potential.
- Recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse, or profanity is unacceptable and will be investigated by the Committee.
- Be sensitive to parent concerns, and be prepared to respond cordially when warranted.
- Commit to the continued development of all players for the full season, once players are selected to a team.
- Deal fairly with players at all times. Rewards or considerations to players or parents should be those reasonably available to all members of the team.
- Coaches should not accept gifts, favours or other considerations from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.
- Ensure proper supervision of the team, before, during, and after all games and practices and accept reasonable responsibility for the conduct, safety and wellbeing of their players.
- Ensure proper supervision and take responsibility for the team during all team functions.
- Develop a set of rules for the team, which are clearly communicated and enforced equally on all players.
- Encourage and motivate their players towards enjoyment of the game, team concept, and skill development.
- Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or Association.
- Comply with normal administrative directives by:
  - Holding a beginning of season parent meeting
  - Submitting a budget to parents and Division Directors as requested
  - Submitting financial statements on schedule
- All coaches shall hold a parent meeting shortly after the team has been made. Items to be covered include:
  - Proposed budget
  - Season plan
  - Coach, Parent, Player conduct expectations
  - Parent Roles required
- All coaches are encouraged to have a practice plan prepared for their practices.
- The coach is also to abide by the team rules that are agreed to with the team, which includes arrival times for games and practices.
- The coach is responsible to ensure that the team managers and treasurer also know their responsibilities.
- Coaches must participate in the “Coach Evaluation” process.

## ***Coach "Conduct Expectations"***

### **1.) Punctuality**

- a. I will lead by example and be punctual to all team practices, games, team events, etc.

### **2.) Priorities**

- a. As a coach my job is to:
  - i. Teach
  - ii. Mentor
  - iii. Motivate
  - iv. Be a positive role model
  - v. Always preach the importance of positivity, attitude, & effort

### **3.) Parent Coach**

- a. Having a player on this team presents its challenges. As a coach I always have to ask myself if the decisions being made are in the best interest of the team. If I question that this is the case with me or another coach, it is my job to bring this up to the coaching staff for discussion.

### **4.) Communication**

- a. It is my job as a coach on this staff to be a communicator. Whether it surrounds players, coaches, or parents, communication is vital and will ensure there are no misunderstandings.

### **5.) Respect**

- a. I will treat all players and opposing coaches with respect, being positive and constructive at all times. I will not use abusive language or actions and will control my anger at all times. I will insist that all parents, coaches, players and fans associated with my team follow my example.
- b. I will always treat the parents that are a part of this team with respect and all dealings with parent(s) will be done in a mature and understanding fashion.
- c. I will always reinforce the importance of positivity and our "Team First" mentality.
- d. I will treat all umpires with respect, recognizing that they are volunteers or young adults, and that baseball rules involve judgment. If I have complaints, I will use the appropriate methods of appeal during the game and avoid confrontational behavior on the field. After the game I may choose to go through the proper channels for resolution.
- e. I will promote sportsmanlike conduct, shaking hands with the opposing coach after each game, encouraging my team members to cheer positively, and shake hands with the other team in a sportsmanlike manner after the game. I will not tolerate negative cheering, trash-talking, or displays of anger or disrespect by my team.
- f. I will be drug and alcohol free while at any of my team's games and/or practices. I will not use any tobacco products in the dugout or on the playing field.

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**Signed**

## ***Parent “Conduct Expectations”***

### **1.) Negativity will not be tolerated.**

- a. We will not convey negative words towards my child, his teammates, the coaching staff, team manager, and other parents on this team or towards the Black Gold Baseball Program in general. This also pertains to social media.

### **2.) Punctuality**

- a. Practices – We will have our player at the field at a time that allows him to be ready to go on the field for the start of practice. Pulling into the parking lot or walking into the dugout when practice starts will be considered being late.
- b. Games – We will have our player at the field 1 hour and 15 minutes before game time
- c. Attendance at practices and games is expected. Any instances where my player will not be in attendance will be communicated with the Head Coach along with the reason why.

### **3.) Grievance Policy**

- a. Any grievance that a parent may have is to be communicated as per the “Accountability & Discipline” process outlined in the “*Black Gold Competitive Guidelines*” document. No grievance will be addressed if the “**24 Hour Rule**” is not followed

### **4.) Parent Roles**

- a. Throughout the year the Off-Field Manager will require assistance with duties. As parents on this team we will ensure that when a duty is assigned by the Off-Field Manager or we take on a role, that it is done to completion.

### **5.) Promote Positivity**

- a. The “Power of Positivity” is far reaching. We will do our best to demonstrate positivity towards this team for our player both at home and at the ball field. We also acknowledge that our player has been told by the coaching staff that we as parents are expected to demonstrate positivity towards this team, its players, its coaches, and its parent group.

### **6.) Social Media**

- a. We will not post any pictures of players, coaches, the team manager, or other player’s family members to any social media platform without their consent.

### **7.) Transparency**

- a. We understand that our player will be shown this “Parent Letter of Understanding” so that they are aware of what is expected of us as parents on this team. We have also been shown and understand the “Player Letter of Understanding” and the “Coach Letter of Understanding”

By signing this document we as parents understand what is presented and will respect and abide by its content.

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Player Name

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Parent

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Parent



## ***Player “Conduct Expectations”***

### **1.) On Field Expectations**

- a. Punctual
  - i. On the field ready to go for the start of practice or games
- b. Prepared
  - i. I will be in full uniform for all practices
  - ii. I will be in full uniform for all games
  - iii. I will have the necessary items to ensure I stay hydrated during team activities
- c. Effort
  - i. My best effort is expected at all practices and games
- d. Attitude
  - i. A positive attitude is the only option. Negative attitudes or negative body language can result in playing time consequences.
- e. Team Equipment
  - i. Team equipment will always be packed up and put away first before my own equipment.

### **2.) Social Media**

- a. I will not use social media (Facebook, Instagram, Twitter, etc.) to post any pictures of my teammates. I will not use social media in any way that degrades or shines a negative light on any member of this team or this program.

### **3.) “Team First” Mentality**

- a. I am not above any member of this team. A successful team needs to have players that fill roles that all work towards a common goal. **I will be a good teammate.**

### **4.) School & Home Responsibilities**

- a. I will not allow baseball to become an excuse as to why I have not done my school work or chores that I am expected to do at home. I will ensure that I use my time wisely to get my homework and any responsibilities at home done.

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Signed

# **BLACK GOLD COMPETITIVE PROGRAM**

## **SOCIAL MEDIA POLICY**

### **POLICY STATEMENT:**

- The BGCP recognizes the value of social media and the importance of social media as a key method of information exchange for participants in BGCP leagues and activities. The terms “social media” encompasses public communications through such internet mediums and websites as Twitter, Facebook, Instagram, Snapchat, LinkedIn, E-mail and any other electronic network that allows users to communicate electronically.
- The BGCP is committed to providing a sport environment in which all individuals are treated with respect and dignity. Each individual has the right to participate in an environment, including the social media information environment, which is free from inappropriate, inflammatory, or offensive content.

### **SOCIAL MEDIA GUIDELINES:**

- The BGCP treats individuals participating in its programs and activities who use social media to share information to the same standards as it does for other forms of media including radio, television, and print. In other words, information published on social media should be information that an individual would feel comfortable sharing with a journalist and having quoted in a newspaper.
- Each individual needs to use his/her best judgment at all times – pause before posting or sending. Once comments are sent or posted, they cannot be retracted. Ultimately, the individual is solely responsible for his/her comments.
- Refrain from divulging confidential information of a personal or team related nature. Only divulge information that is considered public.
- Everyone including Association members, officials, players, coaches, sponsors, and volunteers can review social media communications. It is expected that individuals will be aware of this and conduct themselves in an appropriate and professional manner at all times.
- **IF IN DOUBT, DO NOT POST OR SEND.**

## **SOCIAL MEDIA VIOLATIONS:**

- Any statement deemed to be publicly critical of BMBA, LBA or BGCP or detrimental to the welfare of a member Team or Individual. Negative or derogatory comments about any of the member Teams, Associations, Leagues, Officials, Coaches, Players, or any other stakeholder in BGCP programs or activities.
- Any form of bullying, harassment, intimidation, or threats against Players, Coaches, Officials or Committee Members.
- Photographs or other multimedia content which reflects negatively upon Players, Coaches, or Officials including but not limited to aspects such as alcohol abuse, public intoxication, hazing, or other conduct prohibited by the BGCP.
- Any content that discriminates on the basis of age, gender, disability, race, sexual orientation, or religion.
- Online activity that is meant to alarm other individuals or to deliberately misrepresent fact or truth.

## **DISCIPLINE:**

Violations of this policy will be thoroughly investigated and dealt with as per BGCP's Accountability and Disciplinary Process as set out in our Competitive Program Guidelines. If deemed serious enough, reporting the violations to local law enforcement will be considered.