

# Medicine Hat Minor Softball Association (MHMSA)

*hereinafter referred to as the "Association"*

## Policies & Procedures Manual

Updated 01/09/2023



[www.medhatminorsoftball.ab.ca](http://www.medhatminorsoftball.ab.ca)





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# 1.0 INTRODUCTION

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Over time, much deliberation and trial and error, the following rules, regulations, policies, procedures and guidelines have evolved.

## 1.1 Statements

### Identity Statement

Medicine Hat Minor Softball Association, is a non-profit organization in good standing as a member of the Alberta Amateur Softball Association (AASA) and an affiliate of Softball Alberta and Little League Alberta Softball. Medicine Hat Minor Softball Association was incorporated under the Societies Act on November 4, 1993.

### Mission Statement

Medicine Hat Minor Softball Association is a non-profit organization which strives to promote the sport of softball, fitness and the concept of team sports within our community. Our mission is to be an outstanding youth sports organization that promotes character and skill development, teamwork and sportsmanship, friendship, community involvement through young leaders, citizenship and passion for the game. Athletes within our softball programs will aim to positively represent their community and association.

### Vision Statement

Medicine Hat Minor Softball Association's vision is one focused on the growth and retention of softball athletes, coaches, umpires and volunteers. MHMSA is working to advance softball in Southeastern Alberta through partnerships and positive relations. MHMSA is working with community partners and the City of Medicine Hat for expansion of facilities to support growth. MHMSA is an advocate for equitable resources for athletes. MHMSA works to increase inclusion, equality and diversity within all areas of our sport: athletes, coaches, umpires and volunteers.

## 1.2 Mandates

### House League Mandate

The mandate of the Association in regard to house league is to give athletes between the ages of 3 and 23 the opportunity to play organized softball. The emphasis shall be on fun and fair play regardless of ability.

### Provincial Teams Mandate

Provincial teams are groups of keenly interested ball players and their coaching staff who wish to represent the City of Medicine Hat and the Medicine Hat Minor Softball Association at tournaments and events outside of Medicine Hat. They will be committed to the extra effort required physically, mentally and financially. They will strive to achieve their highest personal goals, and team goals representing their community.

The mandate of the Association in regards to provincial teams is:

- a. To allow players registered in the Association to strive to play softball at their highest level in an environment of fairness and good sportsmanship.
- b. To allow a player's interest, skill and ability to open doors to compete at a higher level of softball. This opportunity will encourage players to continue playing beyond the boundaries of their minor softball years, perhaps; on a provincial or national team, or for a post secondary institute.
- c. To encourage players who have moved through the divisions of the Association to put something back into minor ball by stressing the importance of their first commitment to the house league teams and the goals of the Association. The extension of play to provincial teams will enhance the interest of all ball players in the house league and will strengthen the house league as a whole.
- d. To allow the provincial team to act as a yardstick to measure our Association's player development programs against that of other Associations.
- e. To provide the provincial team players with the extra time and training required to compete at a higher level.
- f. Set reasonable fees for participation in provincial teams.

Further policies related to provincial teams are located within the Operations section of this manual.

## 2.0 ADMINISTRATION

The official guide and rule book of the “Canadian Amateur Softball Association (Softball Canada)” will be recognized pertaining to all rules, excepting the rules and bylaws as laid down by the Medicine Hat Minor Softball Association.

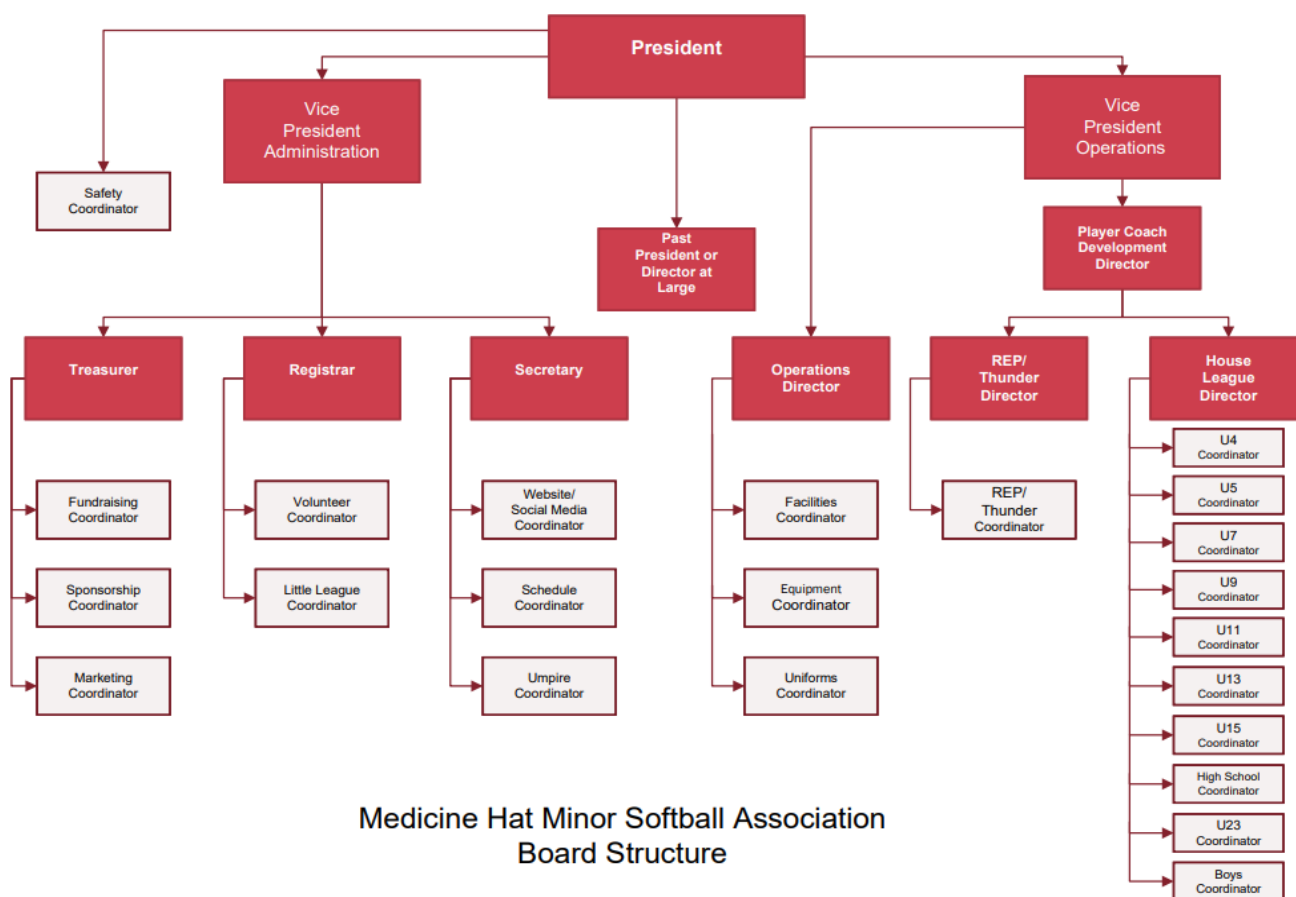
### 2.1 Bylaws

Refer to the document “Medicine Hat Minor Softball Association By-Laws”

### 2.2 MHMSA Board

Every effort will be made to fill all MHMSA Board member positions, but some positions may remain vacant throughout the year. The MHMSA Board is composed of both elected voting Directors and appointed non voting Coordinators.

#### Board Structure Chart



Medicine Hat Minor Softball Association  
Board Structure



## The Executive

The Executive will consist of eleven voting Directors who are elected to two year terms with the exception of the Past President/Director at Large who is elected to a 1 year term. The position of President must be filled by a standing member of the MHMSA Board.

Elected in Even Years	Elected in Odd Years
Vice President- Administration	President
Treasurer	Vice President of Operations
Rep/Thunder Director	Secretary
Registrar	House League Director
Operations Director	Player/Coach Development Director

## Coordinators

20+ Coordinators are appointed to one year terms and are non-voting positions. Coordinators are welcome to attend regular board meetings.

## Board Member Code of Conduct

- I understand that the goal of Medicine Hat Minor Softball is to provide softball/fastball for the youth in Medicine Hat and area, to build valuable life skills for the player through the game.
- I will be an advocate for all kids. Therefore, I will support all programs that are offered by MHMSA, and will work to make improvements as such.
- I agree to understand and abide by the by-laws, rules and policies of MHMSA, and will work to make changes as needed.
- Directors will attend regular board meetings, as determined at the annual AGM. Coordinators attendance is recommended during their active duties.
- I will know and understand the Code of Conduct for coaches, players and parents. As a board member, I recognize that I represent MHMSA, the Executive, and all programs. Therefore, I will act in accordance with all Codes of Conduct set down by MHMSA, and will set an example for others to follow. I will always hold myself to the highest level of conduct. Even as a coach, a parent, or a spectator, I remain representing MHMSA as a Board member.
- I will support the efforts of the MHMSA Board and will provide direction and assistance as needed. I am a valuable voice.
- I will recognize that as a board member, I am a part of a team. I shall always set aside personal differences that I may have with other members, and will strive to work as a team for the benefit of all kids which MHMSA serves. I will always work with the other board members and not make their duties more difficult by not doing mine. I will strive to communicate openly and effectively.



- h. I will always aim to do my best, to fulfill the requirements of my board position and should I be unable to fulfill the commitment I made to the MHMSA Board, I will step down.
- i. I recognize that I hold this position to benefit Medicine Hat and area youth, and not to serve my own interests, or for self recognition. I will never use my position as a board member for my own personal gain, or for the personal gain of family members or friends.
- j. When making decisions at the Executive level, I will always ask whether my decision benefits all kids.
- k. Written notice of resignation is a courtesy. I will issue my resignation at the end of season (end June) so that MHMSA can seek to find a replacement for nomination at the AGM in November.
- l. I recognize that it is a privilege to serve on the Medicine Hat Minor Softball Board. I further recognize that if I break this Code of Conduct, that my offense shall be reviewed by the remainder of the Executive under an Executive session. If the Executive finds by a majority vote of the members present that I have broken this Code of Conduct, I shall receive the following consequences:

**First Offense** – provide a written apology that shall be issued to the MHMSA Board and/or to any individual(s), team(s) or leagues that may be affected.

**Second Offense** – Position on MHMSA Board shall be terminated.

### **Removal from Board Position**

If a member of the Board (either Director or Coordinator) acts in a manner that is detrimental to the Association, or does not fulfill their duties in an acceptable manner, they may be removed from their position.

The Executive will review the action, or inaction, in a closed door session. The board member in question will be allowed to state their case. They will then be asked to leave the meeting and the remaining Executive shall vote on whether the member will be removed from their position.

Due to the seriousness of this matter, each Director, whether in attendance or not, shall be polled. The President will contact those not in attendance and, as accurately as possible, relay the findings of the meeting. A majority of all Executive in favor will result in the Board member in question being removed from their position.

### **Resignations**

A formal resignation must be presented in writing. Resignations out of courtesy are expected after the present ball season (end of June).

### **Knowledge Transfer**

Each board member shall keep a binder and/or digital folder of all information relevant to the position to pass on to the succeeding board member.



## 2.3 Executive/Director Duties

### President

- a. Whenever possible, chair all meetings of the Association.
- b. Whenever possible be an ex-officio member of all sub committees.
- c. In the case of any tied votes, cast the final ballot in addition to their original Executive vote.
- d. Co-sign all cheques written on behalf of, and on the account of the Association and shall co-sign, along with the Secretary, any documentation approved by the Executive required to be signed in regards to the Association.
- e. Establish the Associations goals for the coming season at the first board meeting, with the new Board.
- f. Ensure that the objectives and activities of the Association are carried out by the Executive.
- g. Point of contact for Zone 1, Softball Alberta, Softball Canada and Little League locally and provincially.
- h. Ensure MHMSA is represented at Zone 1 and Softball Alberta meetings.
- i. Write Letter of Recommendations and MHMSA award nominations at the provincial level.
- j. Acknowledge board member milestone awards.
- k. Ensure code of conduct and Board expectations are adhered to.
- l. Oversee the Vice President of Administration, Vice President of Operations, Past President/Director at Large and the Safety Coordinator.

### Vice President of Administration

- a. Assist the President with their duties, and shall, in the event of the inability of the President to perform their duties, assume the duties (on top of their Vice President of Administration role) of the President in his/her absence.
- b. Co-sign, along with the President, Vice President of Operations or Treasurer, all cheques on behalf of the Association.
- c. In the Secretary's absence, ensure minutes are taken and sent to the Secretary for proper storage and documentation.
- d. Monthly oversight of financials, specifically online review and verification of all electronic money transfers.
- e. Ensure all player transfers are managed prior to provincial and interprovincial deadlines.
- f. Assist in all grant applications.
- g. Oversee the Treasurer, Registrar and Secretary and assist if necessary.

### Vice President of Operations

- a. Assist the President with their duties.
- b. Co-sign, along with the President, Vice President of Administration or Treasurer, all cheques on behalf of the Association..



- c. Complete, or ensure completion of the Canada Summer Grant Application, and be responsible for the follow through of employees for diamond/grounds maintenance and upkeep.
- d. Recommend, organize and advocate for large scale facilities improvements.
- e. Work with the Director of Player Coach Development to ensure seasonal clinics are provided to enhance softball development with players and coaches.
- f. Oversee the Player Coach Development and Operations Director and assist if necessary

### **Past President or Director at Large**

- a. Advise and provide viewpoints on decisions, policy, procedure etc.
- b. Mentorship of the current President and Executive.

### **Treasurer**

- a. Be responsible for receiving, depositing, and disbursing all funds on behalf of the Association in accordance with the direction of the Executive.
- b. Responsible for all 3 bank accounts (General, Provincial, AGLC) for the Association.
- c. Co-sign, along with the President, Vice President of Administration or Vice President of Operations, all cheques on behalf of the Association.
- d. Collect correspondence from the mailbox and pass on to the appropriate Director for follow up.
- e. Keep a record of all financial transactions on behalf of the Association.
- f. Work with the Registrar and Volunteer Coordinator in regards to all incoming and outgoing monies related to registration processes.
- g. Process all refunds necessary.
- h. Present an updated breakdown of accounts at each of the 6 monthly meetings.
- i. Prepare the annual budget of the Association.
- j. Submit the required Society Annual Return to Alberta Consumer and Corporate Affairs within the specified time frame and preparation of financial statement.
- k. Complete any final auditing paperwork applicable to grant financials.
- l. Generate any invoices needed for MHMSA (missing uniforms or out of Association team fees).
- m. Oversee the Fundraising Coordinator, Sponsorship Coordinator and Marketing Coordinator and assist if necessary.

### **Secretary**

- a. Keep minutes of all board meetings and send out copies to each board member prior to the next meeting.
- b. Keep minutes of the Annual General Meeting.
- c. Oversee board member onboarding packages or training.
- d. Keep attendance records and ensure Code of Conduct is signed by all board members each year after the AGM election.
- e. Ensure all board members have submitted a Police Information Check.
- f. Assist the President in all outgoing correspondence.
- g. Draft and mail any mass mailings requested by the Executive.



- h. Prepare the agenda for all meetings.
- i. Book space for the AGM and all other meetings.
- j. Make any necessary updates to the Policy & Procedures Manual.
- k. Collect proof of insurance from all out of city teams playing within MHMSA house league.
- l. Oversee the Website Coordinator, Scheduling Coordinator and Umpire Coordinator and assist if necessary.

### **Registrar**

- a. Set the date for annual registration(s).
- b. Responsible for all aspects of online registration, for registration of players, coaches, umpires, board members, provincial teams, out of town players and all clinics.
- c. Distribute reports of compiled registration to the division coordinators, including coach sign ups, volunteer selection and any promotional report required (ie. bring a buddy or build a team).
- d. Complete the MHMSA Executive, team (players) and umpire registrations with Softball Alberta.
- e. Renew the Association VSPN # through the Government of Alberta's Volunteer Screening Program.
- f. Privacy contact person (*reference- Personal Information Protection Policy*).
- g. Oversee the Volunteer Coordinator and Little League Coordinator and assist if necessary.

### **Player/Coach Development Director**

- a. Arrange for player and coach clinics to enhance and develop softball in our community.
- b. Ensure the LTAD matrix is being followed in both REP/Thunder and house league programs.
- c. Supply all MHMSA coaches access to coaching materials.
- d. Be a point of contact for coach mentorship.
- e. Verify coach credentials.
- f. Confirm all coaches have submitted the required Police Information Check as per Volunteer Screening Policy.
- g. Oversee the House League Director and Rep/Thunder Director and assist if necessary.

### **Operations Director**

- a. Liaison for the City of Medicine Hat and surrounding town(s).
- b. Arrange diamond, gym and field house rental with the City of Medicine Hat according to the needs of the Association.
- c. Allocate the available diamond time equally between teams for practices.
- d. Coordinate available diamond times for league play with division coordinators.
- e. Maintain a good working relationship with the City of Medicine Hat and local school boards.



- f. Inspect diamonds for necessary repairs, make minor repairs and coordinate major repairs.
- g. Suggest and coordinate improvements to the diamonds.
- h. Order any applicable diamond maintenance supplies (shale, lime etc).
- i. Oversee the Facilities Coordinator, Equipment Coordinator and Uniforms Coordinator and assist if necessary.

### **Rep/Thunder Director**

- a. This position cannot be filled by a current REP/Thunder coach.
- b. Set coach application date, collect coach applications and arrange for coach selection committee, as per policy.
- c. Communicate coach selection to all coaches who applied and to the MHMSA Executive.
- d. Arrange for (2-3) assessments of each division and unbiased assessors (based on the guidelines from MHMSA Executive – mass or individual team assessments).
- e. Arrange for volunteers to run drills and registration for assessments. Ensure credibility of assessments.
- f. Explicitly explain assessment rubric to assessors so the process is accurate and credible.
- g. Arrange for any needed equipment or facility for assessments.
- h. Tally assessment data (with the President and either a Vice President or Director of Player/Coach Development) and advise coach of the assigned roster.
- i. Collect final roster, inclusive of assistant coaches and team manager.
- j. Liaison between MHMSA and the provincial program.
- k. Sit on any Provincial hosting committees.
- l. Work with the President, Rep/Thunder Coordinator and other communities to facilitate the Southern Alberta Softball Series.
- m. Collect Thunder award selections and the Sportsmanship and Character nominations and compile for MHMSA Executive vote.
- n. Oversee the Rep/Thunder Coordinator position and assist where needed.

### **House League Director**

- a. Point of contact for all House League Coordinators for any issues or assistance.
- b. Act as liaison between local schools, teacher reps and school boards.
- c. Plan U11, U13, U15 house league assessments: book facilities, arrange for assessors and individuals to run drills/registration.
- d. Tally assessment data for Division Coordinators draft.
- e. Ensure each division has a coach meeting and plan to attend.
- f. Book U11, U13, U15, U19 tournament weekends and communicate with Division Coordinators.
- g. Communicate with Division Coordinators which diamonds and times are available for divisions to build schedules. Collect all schedules from Division Coordinators and distribute where needed.
- h. Book photos for U4, U5, U7, U9 and U11 divisions.
- i. Order Medals for U11, U13, U15 and update trophy for U19/High School.



- j. Order MVP shirts if applicable for tournaments.
- k. Create house league award nominations platform and compile for MHMSA Executive vote. Contact winners.

## 2.4 Coordinator Duties

### Division Coordinators

- a. Act as the liaison between the Executive and coaches.
- b. Assist with problem solving when a concern arises as per policies related to coaches or players.
- c. For applicable divisions, organize the player draft with coaches. For divisions without a player draft, create team rosters.
- d. Draw up the house league schedule, and forward to the House League Director.
- e. Recruit coaches and assistants.
- f. Ensure each coach registers as a "Coach" via RAMP.
- g. Work with the Player/Coach Development Director to ensure each coach has submitted a Police Information Check, as per policy. Issue a Medicine Hat Police Solutions Code or Volunteer Letter if applicable.
- h. For applicable divisions, organize a coaches meeting.
- i. Supply each coach with a roster, division rules, medical forms for families to fill out, and insurance information.
- j. Organize tournaments for applicable divisions (U11-U19).
- k. Each Division Coordinator needs to communicate their rosters, coach lists and schedules to:
  - i. Uniform Coordinator - for correct issuing of: Jerseys, tshirts, and hats.
  - ii. Umpire Coordinator - for umpire coordination for applicable league games.
  - iii. Equipment Coordinator - for correct issuing of division appropriate equipment.
  - iv. Volunteer Coordinator - to ensure all volunteer jobs are being properly accounted for regarding volunteer commitment.
  - v. Schedule Coordinator- to ensure that all teams are set up, players and coaches are rostered and schedules are uploaded to RAMP.
- l. For applicable divisions, organize year end, possibly creating windup committees from members from each division team.
- m. Wind-Up planning, or allot team funds for individual team windups.
- n. Communicate canceled games and practices due to poor weather.
- o. For applicable divisions, reschedule any make-up games due to cancellations with coaches.
- p. Consult with Facilities Coordinator on diamond maintenance as necessary.
- q. For applicable divisions, be the liaison between any town teams playing in your division and the coaches and association (Brooks, Bassano, Irvine, Cypress County, Redcliff).





## **Safety Coordinator**

- a. Develop and update Emergency Action Plans.
- b. Develop and update policies and procedures for participant health and safety.
- c. Assist with reporting injuries to Softball AB as required.
- d. Ensure health and safety policies for employees are implemented.

## **Uniform Coordinator**

- a. Maintain accurate records of uniform inventory.
- b. Inspect and replace uniforms as needed.
- c. Coordinate with the Division Coordinators, the issuing of house league uniforms.
- d. Order the Learn to Play shirts for U4, U5, U7 and hats for U4-U11
- e. Order and distribute shirts for coaches.
- f. Coordinate with the Rep/Thunder Coordinator on the issuing of provincial uniforms and collect uniform deposit.
- g. On completion of the regular season, coordinate with the Division Coordinators, the return of the house league uniforms.
- h. Coordinate the return of provincial uniforms upon completion of the provincial tournaments.
- i. After all the uniforms have been returned, assess the need for replacement and make arrangements with suppliers to have the shortages or replacement uniforms ordered.
- j. Launder the uniforms at the end of the season.
- k. Ensure that a replacement invoice is issued for any uniforms that are damaged or not returned.

## **Equipment Coordinator**

- a. Maintain accurate records of equipment inventory.
- b. Ensure that all equipment bags complete with equipment, are in order, clean and ready for pick up by the Division Coordinators or coaches. Each equipment bag should have a sheet containing an equipment list that coaches are responsible for.
- c. Check with the Operations Director as to which diamonds will be used each season. Ensure that the equipment boxes or storage areas are complete with locks and the appropriate division equipment (bases, lime, spreaders, lock box, rakes, etc).
- d. Ensure equipment available for assessments and coaches meetings if required.
- e. Check equipment boxes periodically to ensure that the equipment is still in place and in good condition. Refill lime as needed.
- f. Purchase equipment as required. Try to split the purchase amount with all suppliers within the City of Medicine Hat.
- g. Arrange collection of equipment at the end of the season.
- h. Take note of the equipment that needs to be repaired or replaced and estimate the cost for the budget.
- i. After the season has ended, periodically check the lock up facility to ensure no damage has occurred.
- j. Every year, change the lock/codes/combinations on the equipment boxes as the keys become accessible to too many people.





## **Sponsorship Coordinator**

- a. Solicit annual sponsors for house league divisions and follow up on the receipt of funds.
- b. Update the sponsorship letter on a yearly basis.
- c. Collect sponsorship payments and submit them to the Treasurer.
- d. Collect a sponsorship logo in suitable formats for web posting, and forward to the Website Coordinator to have it included on our Association website.
- e. Send a thank you card/letters to sponsors.

## **Rep/Thunder Coordinator**

- a. Point of contact for all Rep/Thunder teams.
- b. Plan the annual Thunder Banquet - book date and facility and details.
- c. Ensure coaches have all team requirements:
  - i. Practice facility - build sign up documents and assign weekly practices.
  - ii. Equipment and uniforms - arrange with MHMSA Coordinators.
  - iii. REP coach manual.
  - iv. Banking documentation and association contacts (ex. Umpire Coordinator or Media Coordinator)
  - v. Forward rosters to Schedule Coordinator to set up the teams in RAMP.
- d. Ensure Thunder players are meeting house league commitments.
- e. Obtain sanctioning from Softball Alberta for teams wanting to host tournaments, ensure advertising through Softball Alberta and provide teams with hosting guidelines.
- f. Ensure teams that are traveling out of province have insurance.
- g. Ensure team results are being shared via MHMSA platforms and City of Medicine Hat – pass along to appropriate MHMSA Coordinators.
- h. Collect monthly Thunder team financials and send them to the Secretary for minute inclusion.
- i. Work with the President, Rep/Thunder Director and other communities to facilitate the Southern Alberta Softball Series.

## **Facility Coordinator**

- a. Suggest and coordinate improvements to diamond maintenance equipment (tractor, harrows, quad, etc).
- b. Book portable toilets.
- c. Ensure home plates, pitching rubbers, backstops, players benches, bleachers, and drop in sleeves or base pins are all functioning properly at each diamond.
- d. Point of contact for team requests and concerns. ie. diamonds needing to be groomed for special occasions.

## **Umpire Coordinator**

- a. The Association will recruit and pay umpires.
- b. The Umpire Coordinator will ensure all umpires have the proper training (clinic each year) and mentorship.
- c. Book annual clinics and forward all expenses to the Treasurer.

- d. Arrange for umpire equipment distribution, collection, cleaning and ordering any replacement equipment.
- e. Ensure all umpires are registered and insured with ASIA and MHMSA.
- f. Create a schedule for umpires per division.
- g. Book umpires for Thunder exhibition play and ensure that rates of pay are communicated to the teams.
- h. Send the Treasurer umpire cheque amounts for May and June.
- i. Track each umpire's year of service.

### **Fundraising Coordinator**

- a. Liaison with Alberta Gaming in regards to casinos.
- b. Schedule volunteers to work the casinos.
- c. Prepare the annual reports for Alberta Gaming.
- d. Maintain casino records.
- e. Communicate with Rep/Thunder Director & Coordinator to ensure fundraising of Thunder teams aligns with MHMSA guidelines/policy (ie. that team fundraising does not jeopardize MHMSA AGLC licensing).

### **Marketing Coordinator**

- a. Liaison between MHMSA and all forms of Media (radio, TV, newspaper); developing positive working relationships with each.
- b. Present the Executive with possible advertising options and pricing before the start of the season.
- c. Book and create advertising such as radio or TV ads, reader boards or newspaper or magazine ads; for registration, the AGM, camps, assessments, clinics offered by MHMSA, or for any vacant board positions. Note: the AGM must be advertised 4 weeks prior to the meeting date.

### **Website and Social Media Coordinator**

- a. Ensure the website content is kept current.
- b. Add MHMSA sponsorship logos to the website, and update on a yearly basis.
- c. Promote MHMSA through Facebook, Twitter, Instagram and any new platforms the Executive chooses to explore.
- d. Reply to all social media messages.
- e. Update the linked MHMSA smartermail email system.
- f. Ensure all individual team social media accounts are following the MHMSA Social Media Policy.

### **Little League Softball Coordinator**

- a. Register MHMSA and any applicable players with Little League Softball.
- b. Update affiliation, zone maps, and any pertinent documentation on a year to year basis.
- c. Assist and educate MHMSA teams on Little League Softball opportunities, policies and paperwork.
- d. Attend any Little League Softball meetings and report information to MHMSA.



- e. Forward any communication, emails or letter to MHMSA for record.

### **Volunteer Coordinator**

- a. Distribute volunteer reports to appropriate Directors or Coordinators (ie. for assessments, diamond clean up).
- b. Track attendance or completion of volunteer commitments.
- c. Follow through with families who did not complete or pay for their volunteer commitment(s).

### **Schedule Coordinator**

- a. Coordinate with House League Coordinators on season schedules.
- b. Create teams and roster players and coaches into the digital scheduling program (RAMP).
- c. Enter all REP and house league practices and games into a digital scheduling program (RAMP).
- d. Assist with tournament scheduling.

## **2.5 Internal Meetings**

More information regarding meetings can be found in the MHMSA Bylaws.

### **Annual Meeting**

The Association will hold an Annual General Meeting of its members between October 1st and November 30th in each year, of which notice in writing shall be delivered 30 days prior to the date of the meeting.

### **General Meeting**

General meetings of the society may be called at any time by the Secretary upon the instructions of the President or Executive by notice in writing to each member 7 days prior to the date of such meeting.

### **Special Meeting**

A special meeting shall be called by the President or Secretary upon receipt of petition by 1/3 of the members in good standing, setting forth the reasons for calling such meeting, which shall be delivered by one of the following: email, newsletter, website, text, social media or verbally by telephone, 7 days prior to the meeting

### **Board Meetings**

A meeting of the Board will be held at any time and place as determined by the President or any member of the MHMSA Executive.

The general public wishing to attend board meetings would not be discouraged from doing so, but they would be advised that unless their personal interest had been included in the agenda, they would only be there as observers and not able to participate in discussions. members of the general public who are on the agenda will be granted five minutes at the beginning of the meeting to express their concern.



## **Board Meeting Dates**

Board meetings will be scheduled at the AGM. MHMSA will schedule 6 or more regular monthly meetings.

## **Minutes**

Minutes of meetings will be sent to MHMSA board members as soon as possible. The minutes shall include any financial statements prepared by Division Coordinators and provincial teams, as well as the monthly listing of accounts paid prepared by the Treasurer.

## **2.6 External Meetings**

### **Alberta Amateur Softball Association (AASA) Meetings**

Delegates attending the AASA general meeting representing the Association will have their expenses reimbursed.

### **Reimbursement for Attending AASA Meetings**

#### **Purpose**

To reimburse delegates attending Alberta Amateur Softball meetings.

#### **Policy**

Delegates attending the AASA general meeting as a representative of the Association will have their meals, transportation and accommodations reimbursed subject to the following:

- a. Each delegate will receive \$100 per weekend for meal expenses. Receipts required.
- b. Each delegate will receive for accommodation expenses, the cost of a single occupancy room in the hotel selected by AASA for the meeting. Receipts required.
- c. Delegates are encouraged to travel together to reduce the transportation expenses. Mileage will be paid at a rate equivalent to the rate of the published in the current year Softball Alberta Handbook for Umpires. Passenger delegates are not eligible for mileage reimbursement.
- d. Any monetary allowance delegates receive from AASA will be deducted from the balance owing to the delegate from the Association.

## **2.7 Finances**

### **Fiscal Year**

The fiscal year of the Association shall be Sept 1 to Aug 31.

### **Signing Authority**

- a. The President, Vice President(s) and Treasurer shall be the signing authorities of the Association.
- b. All cheques must have 2 signatures. No blank cheques shall be pre-signed by one of the signing authorities.
- c. All E-transfers of the Association will require dual verification.



## **Bills, Invoices, and Receipts**

- a. Receipts will be issued for all funds received.
- b. A copy of all invoices, payments made will be retained as a permanent record.

## **Budget**

A draft budget will be prepared by the Treasurer and presented to the Executive for their approval at a special budget meeting to be held after the AGM and prior to January 31 of each year.

## **2.8 Fundraising**

If the Association undertakes fundraising, all divisions will participate in the fundraising activity. Every attempt will be made to get volunteers for the Casinos from all divisions.

Individual team fundraising (including but not limited to raffles and 50/50s) must be reported to the MHMSA Fundraising Coordinator. Activities of this nature affect MHMSA licensing through Alberta Gaming and proper channels must be followed.

## **2.9 Sponsorship**

Sponsor letters are sent out in January/February asking for sponsorship. Letters are first sent to all those who sponsored in the previous year. Additional letters will go out as seen fit.

Fees for sponsorship levels are located in Appendix A: Schedules of Fees and Payments.

All options ensure website exposure, newspaper exposure, as well as a team picture. Blastball sponsorship is allocated as division sponsorship per each location.

Costs of sponsorships are to be reviewed every two years.

Sponsorship money collected is used for Association costs listed under "Player Fees".

## **2.10 Registration**

### **Registration Timeline**

Jan 1st - the first Friday in March, regular fees will apply.

A non-refundable fee is applied to registration fees paid past the first Friday in March.

See Appendix A: Schedules of Fees and Payments for current fees. No registration after the 1st Friday in April will be accepted.

### **Players Fees**

Fees will be charged for each player. Fees will be subject to review and revision annually at the AGM. Please see Appendix A: Schedules of Fees and Payments for current fees.



## Included in Registration Fees

- a. Affiliation with AASA
- b. Player Insurance
- c. Uniforms
- d. Umpire fees for house league
- e. Team Equipment (on loan)
- f. House league Tournament Costs
- g. Year End Wind-up (for applicable divisions). Costs to a maximum of \$75 per team (A definition of team consists of 9-15 players)
- h. Field rental/maintenance/upkeep

## Financial Assistance

Players who cannot afford their fees will be directed to Kidsport and Jumpstart programs. In the event that these programs cease to exist, parents needing financial assistance from the Association will be required to write to the Executive stating their request for fee assistance.

## Refunds

Refunds are given less an administration fee prior to April 1st. Refunds are not given past the 1st of April – except on Executive approval. In such an event, commonly refunds are half of fees paid, to allot for ordered uniforms. See Appendix A: Schedules of Fees and Payments for current fees.

## Volunteer Commitment

Each family must complete one (1) Volunteer Commitment, per child. Failure to fulfill the commitment will result in the requirement for outstanding volunteer commitment balance to be paid prior to the following season registration being permitted. See Appendix A: Schedules of Fees and Payments for current fees.

## 2.11 Personal Information Protection

MHMSA is committed to safeguarding the personal information entrusted to us by our coaches, board members, players and volunteers. This privacy statement outlines the practices we follow in protecting personal information.

This privacy statement applies to MHMSA and to any person providing services on our behalf. A copy of this privacy statement is provided to any coach, board member, player, umpire or volunteer on request.

### What personal information do we collect?

We collect only the personal information that we need for the purposes of providing Softball to players.



MHMSA collects information through, but not necessarily limited to:

- a. Registration Forms
- b. Player Cards
- c. Score sheets
- d. Coach applications
- e. Police Information Checks

During the course of registering players and establishing the membership for MHMSA, parents, guardians or players have provided the Association with, or the Association has collected personal information regarding its registered players; which may also include information about his/her family and friends. The collection of such information is intended for the purpose of assisting the Association in establishing and managing a Softball Alberta Affiliated Organization.

Personal information collected about players may sometimes be used and disclosed to third parties, for a purpose intended to conduct MHMSA operations. Such third parties to which MHMSA would provide such information include but are not necessarily limited to the following:

- a. Applying for and making claims and adjustments for League and Player Insurance to Softball Alberta.
- b. Complying with contractual obligations entered into with the City of Medicine Hat with regards to City User Fees and city diamond utilization.
- c. Communications and player qualification procedures with other Softball Associations with respect to inter-league play, tournament play, play offs, awards, and other administrative functions necessary to running and operating MHMSA.
- d. Complying with any government requirements that may be legislated to minor sports.
- e. Providing information to emergency medical services personnel, hospitals, clinics, nurses or doctors of any Health Region or Authority, to which a player may have to be treated.
- f. We inform our players, coaches, board members and volunteers before or at the time of collecting personal information, of the purposes for which we are collecting the information. The only time we don't provide this notification is when a person volunteers information for an obvious purpose.

#### **How do we safeguard personal information?**

We make every reasonable effort to ensure that personal information is accurate and complete. We rely on individuals to notify us if there is a change to their personal information that may affect their relationship with our Association. If you are aware of an error in our information about you or your child, please let us know and we will correct it on request wherever possible. In some cases we may ask for a written request for correction.

We protect personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.





## MHMSA:

1. Has a privacy contact person – to which will be named each year at the beginning of the Softball season.
2. Keeps Records in paper files. We use appropriate security measures when destroying personal information, including shredding paper records.
  - a. Registration forms will be destroyed at season end prior to AGM.
  - b. Coach folders or coaching cards will be requested to be returned with equipment and subsequently destroyed.
  - c. Police Information Checks will be documented and returned in original form. No copies will be made, only a record as being received, reviewed and returned.
3. Keeps records in electronic form, send and receive personal information via fax or email. Personal information is accessible only to those who need it and due care is always exercised.
4. Our volunteers and board members sometimes take forms containing personal information home to work on. They must make sure the records are kept locked up when transporting via automobile and are not accessible to other household members once home.
5. Our volunteers, board members and coaches are aware of their obligation to protect privacy. Our board members, coaches and volunteers receive information about their obligation to protect personal information.
6. Our board members, coaches and volunteers know who our privacy contact is.
7. We post membership, team lists, team schedules, etc. on our website. Consent is obtained to post names, photographs, and other personal information on our website.

Personal information about players, parents, family, or friends collected by Medicine Hat Minor Softball Association will be held in strict confidence, except to the extent of enabling the Association to conduct the business of operating a Minor Softball Organization and disclosing such to third parties in the manner stated above. Medicine Hat Minor Softball Association will not publicly disclose such information for commercial or monetary gain. Medicine Hat Minor Softball is not responsible or liable for any third parties to which it had to disclose information.

## Questions and Complaints

If you have a question or concern about any collection, use or disclosure of personal information by MHMSA, or about a request for access to your own personal information, please contact our Privacy Control Representative or the President of MHMSA.

## 2.12 Inclusion

MHMSA supports and abides by the [Inclusion Policy of Softball Alberta as adopted on April 6, 2018](#) as a model to provide fair and equitable sporting opportunities to all minor athletes, race, religion, sexuality or gender identity.





## 2.13 Conflict of Interest

### Definitions

The following terms have these meanings in this policy:

**"Conflict of Interest"** - a real or seeming incompatibility between one's private interests and one's public or fiduciary duties.

**"Pecuniary Interest"** - an interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.

**"Non Pecuniary Interest"** - family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

**"Perceived Conflict of Interest"** - a perception by an informed individual that a conflict of interest exists or may exist.

**"MHMSA"** - Medicine Hat Minor Softball Association, henceforth known as MHMSA.

**"MHMSA member"** - as defined under MHMSA bylaws.

### Purpose

The purpose of this policy is to describe how MHMSA members will conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how MHMSA will make decisions in situations where conflicts of interest may exist.

This policy applies to all MHMSA members as defined under definitions.

### Obligations

Any real or perceived conflict, whether pecuniary or non-pecuniary, between a MHMSA members' interests and the interests of MHMSA, must at all times be resolved in favour of MHMSA.

MHMSA members will not:

- a. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with MHMSA unless such business, transaction or other interest is properly disclosed to MHMSA and approved by MHMSA.
- b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;



- c. In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
- d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with MHMSA, where such information is confidential or is not generally available to the public;
- e. Use MHMSA property, equipment, supplies or service for activities not associated with the performance of official duties with MHMSA without the permission of MHMSA;
- f. Place themselves in positions where they could, by virtue of being a MHMSA member, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- g. Accept any gift or favour that could be construed as being given in anticipation of or in recognition for, any special consideration granted by virtue of being a MHMSA member.

### **Disclosure of Conflict of Interest**

A MHMSA member will disclose a conflict of interest to the MHMSA Executive immediately upon becoming aware that there exist real or perceived conflicts of interest.

Any person who is of the view that a member of MHMSA may be in a position of conflict of interest may report this matter in writing to the MHMSA Executive.

### **Resolving Conflict of Interest**

Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a MHMSA member will be considered and decided upon by the MHMSA Executive, provided that:

- a. The nature and extent of the MHMSA member's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
- b. The MHMSA member does not participate in discussion on the matter giving rise to conflict of interest;
- c. The MHMSA member abstains from voting on the proposed decision or transaction;
- d. The MHMSA member is not included in the determination of quorum for the proposed decision or transaction; and
- e. The decision or transaction is in the best interests of MHMSA.



## 2.14 Volunteer Screening

### Definitions

The following terms have these meanings in this Policy:

**“Criminal Background Checks:-** are the process of securing information from the police about individuals. It may include a check of national or local and regional police records. At the end of the process, a report is issued which simply identifies whether or not someone has a criminal record.

**Criminal Record Check (CRC)** - A criminal record check will determine if a person has been charged or convicted of a crime, it is a search of adult convictions held within the RCMP National Repository of Criminal Records. \*Individuals residing outside the City of Medicine Hat boundary will be required to obtain a CRC from their local RCMP detachment.

**Police Information Check (PIC)** - A check of records as maintained by the local police force and the Canadian Police Information Center (CPIC); A Police Information Check (PIC), is a detailed criminal and police history, or a confirmation of the absence of any information, based on the personal information provided. The results will be provided on a Medicine Hat Police Service (MHPS) certificate letter. This check is based solely on Canada-wide information.

**Vulnerable Sector Check (VSC)** - A detailed check for criminal activity relating to vulnerable sectors of the community (such as with Vulnerable Persons), which verifies the existence of criminal records, as well as record suspensions (formerly pardons) for sex-based offenses, non-conviction information, and charges related to the predation of a child or other vulnerable person. It includes a search of the RCMP Canadian Police Information Centre (CPIC) system, Local Police Information, and the Pardoned Sex Offender database. They can be applied for through any local police force.

**“Vulnerable Individuals”** – A person under the age of 18 years old and/or a person who, because of age, disability or other circumstances, whether temporary or permanent, is in a position of dependence on others or is otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority.

**“Participants”** - is used as the generic term that represents players and athletes etc.

### Purpose

Medicine Hat Minor Softball Association (MHMSA) understands that screening personnel and volunteers is a vital part of providing a safe sporting environment and has become a common practice among sport organizations that provide programs and services to the community. MHMSA is responsible by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities and events. This Policy is one of several policy tools that MHMSA will use to fulfill its commitment to provide a safe environment and to protect its participants.



The purpose of screening is to identify individuals within MHMSA who may pose a risk to MHMSA and its participants.

### Application

1. Not all individuals associated with the MHMSA will be required to undergo screening through Criminal Background Checks. MHMSA will determine, as a matter of policy, which designated categories of individuals will be subject to screening.
2. For the purposes of this policy, “designated categories” are those classes of persons who work closely with participants and who occupy positions of trust and authority. Such designated categories include:
  - a. All individuals in paid employee positions including paid clinic instructors.
  - b. MHMSA board members - both elected Directors and appointed Coordinators.
  - c. Volunteer team staff including but not limited to, head coaches, assistant coaches, and managers.
3. It is the policy of MHMSA that:
  - a. All individuals in designated categories will be screened with Criminal Background Checks, there will be no exceptions.
  - b. Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the position.
  - c. MHMSA will not knowingly place in a designated category an individual who has a conviction for a “relevant offence”, as defined in this policy. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a position in a designated category without adversely affecting the safety of MHMSA or a participant, through the imposition of such terms and conditions as are deemed appropriate, the Screening Committee may approve a person’s participation in a designated category.
  - d. If a person in a designated position is charged with and/or subsequently convicted of a relevant offence, they will report this circumstance immediately to MHMSA who will take steps as are appropriate, including suspension, dismissal or expulsion, on a provisional basis and/or pending the conclusion of the investigation or criminal process.
  - e. If a person in a designated position provides falsified or misleading information, that person will immediately be removed from their designated position and may be subject to further discipline in accordance with MHMSA policies.
  - f. Coaches who have not resided in Canada for at least five (5) years must obtain the equivalent of a Vulnerable Sector Verification from any country where they have spent 183 days or more within the last five (5) years, prior to their arrival to Canada. If any of those documents are in a language other than English, the documents should be provided along with a translation from a certified translator.



## Screening Committee

1. The implementation of this policy is the responsibility of the Screening Committee which is a committee composed of a minimum of two MHMSA Directors that are appointed by the MHMSA Executive. MHMSA will ensure that the members appointed to the Screening Committee possess the requisite skills, knowledge and abilities to accurately screen documents and render decisions under this Policy.
2. The MHMSA Executive may, in its sole discretion, remove any individual of the Screening Committee. Where a position of the Screening Committee becomes vacant, either because an individual has been removed or because an individual has resigned, the Executive, at its sole discretion, will appoint a replacement.
3. The Screening Committee will carry out its duties, in accordance with the terms of this policy, independent of the Executive of MHMSA.
4. The Screening Committee is responsible for reviewing all Criminal Background Check documents, and based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within MHMSA. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists, or any other person.
5. Contents of the Criminal Background Checks shall be kept strictly confidential among the members of the Screening Committee.
6. Nothing in this Policy restricts or limits the Screening Committee from requesting further information from the individual on more than one occasion, subject to the individual's right to insist that the Screening Committee make a decision on the basis of the information before it.

## Procedure

Each person subject to this Policy will obtain and submit Criminal Background Checks following these procedures.

1. Each person subject to this Policy will obtain and submit the required Criminal Background Checks:
  - a. Within the City of Medicine Hat boundary, the individual will utilize the code issued from MHMSA to obtain an association paid for PIC/VSC. Once completed the individual must download a copy of their PIC/VSC from [policiesolutions.ca](http://policiesolutions.ca).
  - b. Outside the City of Medicine Hat boundary, the individual must request a Volunteer Screening Document from MHMSA and then submit to their local RCMP detachment to apply for a CRC and VSC.
  - c. Any individual in a paid position with MHMSA, (ex. Grounds crew or 3rd party clinic instructors) must obtain their own CRC/VSC independently.
2. A copy of each document will be delivered to the Screening Committee via email prior to beginning any duties. No copies will be made, only a record as being received, reviewed and then deleted.

3. Individuals who do not participate in the screening process by submitting Criminal Background Check documents, as outlined in this Policy, will become ineligible for the designated position until such time as Criminal Background Check documents are received. Notice of the ineligibility will be sent via email to the individual's last known email address on record with MHMSA.
4. After review of the Criminal Background Check documents, the Screening Committee will:
  - a. Approve an individual's participation in a designated category; or
  - b. Deny an individual's participation in a designated category; or
  - c. Approve an individual's participation in a designated category subject to terms and conditions as the Screening Committee deems appropriate.
5. If an individual's Criminal Background Check document reveals a relevant offence; the Screening Committee will notify the MHMSA President, render its decision and provide written notice.
6. The decisions of the Screening Committee are final and binding.
7. Nothing in this policy will prevent an individual from reapplying for a position with MHMSA at some point in the future, and submitting a new Criminal Background Check document.
8. Criminal Background Check documents are valid for a period of two years and Notwithstanding this, the Screening Committee may request that a staff person or volunteer in a designated category provide Criminal Background Check documents to the Screening Committee for review and consideration. Such a request will be in writing and will provide the reasons for such a request.

#### Relevant Offences

- a. If imposed in the last five years:
  - i. Any offence involving the use of a motor vehicle, including but not limited impaired driving.
  - ii. Any offence for trafficking and/or possession of drugs and/or narcotics.
  - iii. Any offence involving conduct against public morals.
- b. If imposed in the last ten years:
  - i. Any crime of violence including but not limited to, all forms of assault.
  - ii. Any offence involving a minor or minors.
- c. If imposed at any time:
  - i. An individual's conviction for any of the following Criminal Code offences:
    - o Any offence of physical or psychological violence
    - o Any crime of violence including but not limited to, all forms of assault
    - o Any offence involving trafficking of illegal drugs.
    - o Any offence involving the possession, distribution, or sale of any child-related pornography.
    - o Any sexual offence
    - o Any offence involving theft or fraud

## 2.15 Additional Tools for Ensuring Safe Sport

MHMSA utilizes the following additional measures to ensure safe sport for our membership:

### 1. Education

- a. Rule of Two - <https://coach.ca/rule-of-two>  
\*All teams are made with a minimum of 2 coaches, coaches are educated regarding this principle and a coach or manager of the same gender is assigned to each team.
- b. Respect in Sport for Activity Leaders [Respect in Sport - Respect Group Inc. | Harassment + Abuse Online Prevention Training](#)  
\*All MHMSA coaches are mandated to have this certification.
- c. All MHMSA Rep/Thunder program coaches must follow Softball Alberta coaching requirements, NCCP Making Ethical Decisions, Community Sport, Competition Introduction, Foundations of Softball, etc.
- d. All MHMSA coaches are encouraged, and reimbursed for taking the NCCP modules, Foundations of Coaching 1 & 2

### 2. Mentorship

Each coach is provided with Softball Canada, Little League Alberta and/or MHMSA coaching resources by the association Player/Coach Development Director

### 3. Application Forms/Reference Checks/Coaching Code of Ethics

- a. All MHMSA coaches are required to submit a signed copy of the Coaching Code of Ethics.
- b. All MHMSA coaches are required to submit an application form or expression of interest via RAMP and will be vetted by either MHMSA House League Coordinators or the MHMSA Rep/Thunder Coach selection committee.
- c. All coaches may have references requested. Rep/Thunder coaches must provide 2 references at the time of application.

### 4. Responsible Coaching Movement

- a. <https://coach.ca/responsible-coaching-movement>

## 2.16 Social Media

Should MHMSA engage in Social Media via Facebook, Twitter, Instagram or any new form of social media, the sites must be monitored by a MHMSA board member.

Should a MHMSA individual team or division team start a formal MHMSA social media page/group, etc., it must be for the sole purpose of communication.

No poor sportsmanship or abuse/harassment will be tolerated. All pages are required to be a positive reflection to the school and community. Any posts, photos or comments regarding alcohol, drug, or illegal activity will be grounds for the page (or account) to cease and the





individuals responsible to be suspended from play. Should any other abuse arise, on the first offense, the social media activity will cease.

Should a social media site become neglected or not used, it must be either closed, deactivated or all content removed to blank.

## 2.17 Parental Concerns

If a parent has a concern about a matter directly related to their child's team, the proper channel to present their concern is as follows:

1. Approach the child's coach before or after a game. Questioning a coach during a game is to be avoided.
2. Approach the Coordinator of the division involved.
3. Approach the House league Director or Rep/Thunder Director.
4. Approach the President and provide a written account of concern.
5. Approach the Executive at an Executive meeting.

It is understood, however, that concerns may be brought directly to the President or Vice President(s). If a parent has a concern with the Association, they should express their concern to the President in writing as well as in person. If a satisfactory resolution is not achieved, the parent may request to attend an Executive meeting to express their concern.

### Correspondence

Concerns received from parents or other interested parties will be acknowledged:

- a. Letters will be acknowledged by return mail
- b. Emails will be acknowledged by return email
- c. All concerns may be responded to by a phone call.

## 2.18 Abuse of Individuals Affiliated with the Association

\*Inclusive of board members

Players, coaches and spectators will be reprimanded for any abuse of individuals affiliated with the Association.

### Purpose

The Association will not tolerate abuse of umpires, players, coaches, spectators and opposing teams. Players, coaches and spectators will be reprimanded for any abuse of individuals affiliated with the Association.

### Policy

If anyone is accused of abuse of an umpire, player or coach, the following may be used as a guideline. The seriousness of the abuse will determine if harsher penalties should be imposed.



***Note:** The penalties and measures described in this policy should be considered **minimum** responses. The seriousness of each incident will determine an appropriate response that may exceed the minimum response.*

*In all cases where a suspension is issued, the Executive may apply Return to Play requirements that must be fulfilled before returning to games. The nature of these requirements remains the sole discretion of the MHMSA Executive, and may include but is not limited to completion of mandatory training.*

## **Player and Coach Penalties**

### **1. First Offense**

The player or coach will be ejected from the game, and the vicinity of the ballpark, by the umpire. If the umpire is intimidated by the offending individual, or is not comfortable ejecting them, the umpire must notify the President, through the umpire coordinator, immediately following the game. The offending individual shall receive an automatic one game suspension. The President will notify the offending individual of the suspension. It is understood that a suspension from a game will mean that the offending individual will not be allowed near the ballpark and its immediate vicinity.

### **2. Second Offense**

The second offense shall result in a minimum three game suspension and the offending individual will be notified in writing by the President.

### **3. Third Offense**

The third offense shall be brought to the disciplinary committee for determination of the length of the suspension. If the disciplinary committee considers the offense to be severe enough, the punishment determined by the disciplinary committee need not be sequential as outlined above. If a MHMSA board member witnesses an abuse, the MHMSA board member shall report the incident to the President immediately. The President will convene the disciplinary committee to review the incident. The disciplinary committee shall consist of the President, the Player/Coach Development Director, and each of the Coordinators above and below the division of the offender.

*When imposing a suspension, the following guidelines are recommended:*

1. Determine the length of the suspension.
2. Notify the suspended individual in writing stating the length and the conditions of the suspension. The notice should be hand delivered and witnessed or sent by registered mail.
3. Advise the suspended individual that they have the right to appeal within a predetermined time frame.

*If the suspension is appealed the following guidelines are recommended:*

1. Establish an impartial appeal committee consisting of 3 members plus one alternate, none of whom are members of the Association. The appellant has the right to reject one of the 3 members. If a member of the committee is rejected the alternate will replace the member removed and no further substitution will be permitted.
2. Notify the appellant in writing as to the date, location and time that the appeal will be heard. The notice must be hand delivered and witnessed or sent by registered mail.
3. If the appeal is upheld, a notice is sent to AASA requesting that the suspension be honored. AASA will uphold the appeal if they receive a notice that states:
  - a. The full name, address and phone number of the suspended individual.
  - b. Proof of notice to the suspended individual of an organized appeal hearing at a specific date, location and time.
  - c. Minutes of the appeal committee meeting AASA will send a letter to the appellant and advise them of the procedure to appeal the decision to AASA.

## Spectator Penalties

### 1. First Offense

On the first offense the spectator will be ejected from the game, and the vicinity of the ballpark, by the umpire or coach. If the umpire or coach is intimidated by the offending individual, or is not comfortable ejecting them, they must notify the President, immediately following the game.

The offending individual shall receive either a formal warning including the specifics of the MHMSA Abuse and Harassment Policy or an automatic one game suspension, depending on the severity. The President will notify the offending individual of the suspension or give the formal warning.

It is understood that a suspension from a game will mean that the offending individual will not be allowed near the ballpark and its immediate vicinity.

### 2. Second Offense

The second offense shall result in a minimum three game suspension and the offending individual will be notified in writing by the President.

### 3. Third Offense

The third offense for spectators behaving poorly will be a season long ballpark suspension. That individual will not be welcome to view or be involved in any MHMSA functions, tournaments, game play – either house or provincial. This suspension will be upheld by the MHMSA Executive and the offending individual will be notified in writing by the President.

If a MHMSA board member witnesses an abuse, the MHMSA board member shall immediately report the incident to the President. The President will convene the disciplinary committee to review the incident. The disciplinary committee shall consist

of the President, the Player/Coach Development Director, and each of the Coordinators above and below the division of the offender.

## 2.19 Harassment of Individuals Affiliated with the Association

\* Inclusive of board members

Players, coaches and spectators will be reprimanded for any harassment of individuals affiliated with the Association.

### Purpose

The Association will not tolerate harassment of umpires, players and coaches.

### Policy

If anyone is accused of harassment of an umpire, player or coach, the same punishment will be imposed as abusing an individual affiliated with the Association as outlined in the Abuse of Individuals Policy.

Personal harassment is any conduct, comment or gesture that is likely to cause offense or humiliation to an individual, or that might, on reasonable grounds, be perceived by that individual as placing a personal condition on making or staying on a team. Sexual harassment is any deliberate, unsolicited or unwelcome conduct, comment, gesture or contact of a sexual nature that is likely to cause offense or humiliation to any individual, or that might, on reasonable grounds, be perceived by that individual as placing a personal condition on making or staying on a team. Harassment may be verbal or physical. It may be one incident or a series of incidents.

While the following is not an exclusive list, harassment may include:

- a. Verbal abuse or threats.
- b. Electronic abuse or threats (including cell phones, internet, social media).
- c. Unwelcome remarks, jokes, innuendos or taunting about a person's body, attire, ethnic or national origin, religion, etc.
- d. Practical jokes which cause awkwardness or embarrassment.
- e. Unwelcome invitations or requests, whether indirect or explicit, or intimidation.
- f. Leering or other gestures.
- g. Unnecessary physical conduct such as touching, patting, pinching, and punching.
- h. Physical assault.

When demonstrating a skill, always ask permission of the individual first.



## 2.20 Poor Behavior of Individuals affiliated with the Association

Including players, coaches and spectators.

MHMSA has a zero tolerance policy for drug or alcohol usage, illegal behavior or rude, disrespectful conduct. Any behavior listed above taking place at a MHMSA event or game will result in immediate disciplinary action.

Coaches or players will be removed from the team, with information passed along to school administration. School administration may choose to utilize the quad-school policy, resulting in a 3 month suspension from all school activities and functions for students.

Parents and spectators, any violation of proper behavior at the MHMSA activities and games, will have suspensions the same as the Abuse of Individuals Policy.

## 2.21 Smoking, Vaping, and Cannabis

MHMSA supports the bylaw of the City of Medicine Hat prohibiting smoking in public parks and areas where children are present. MHMSA diamonds are considered public areas and the bylaw will be enforced during ball games.

Should the bylaw ever cease to exist, MHMSA remains committed to the health of our players and would prohibit smoking near the ball players.

Vaping and the consumption of Cannabis products are considered to be smoking activities for the purpose of this policy, and therefore also not permitted at or near diamonds where MHMSA activities are occurring. Violations will be dealt with according to the Abuse of Individuals Policy.

## 2.22 Alcohol Sales

MHMSA adopts a zero tolerance policy on the use and sale of alcohol at all games, practices and tournaments with the exception of large scale events being held i.e. Provincials, Westerns, Nationals, Canadians. If an event such as this should arise, use of alcohol will only be approved by a majority vote by MHMSA Executive.



## 3.0 OPERATIONS

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### 3.1 Equipment

Operations Director, Facility Coordinator and Equipment Coordinator have the authority to order equipment.

Purchases greater than \$500 will require the approval of the Executive.

### 3.2 Uniforms

- a. Only the Uniform Coordinator may purchase uniforms.
- b. Purchases greater than \$500 will require the approval of the Executive.
- c. All new jerseys must be approved by and belong to the Association.

#### Purpose

To establish procedures regarding the issuing of player uniforms.

#### Policy

To provide basic uniforms to registered players for use during competitive play.

#### Blastball (U4) and Tball (U5)

Uniforms will be a basic cotton t-shirt. Ball caps will be provided based on available funds and Executive majority vote.

#### U7, U11, U13, U15

Will be supplied a jersey on a loan basis and must be returned at the end of the season. Jersey/uniforms not returned will be issued a bill for the replacement cost. Ball caps will be provided based on available funds and an Executive majority vote for U7 and U11.

#### High School

Uniforms are supplied to teams, and are high school specific. See Policy Association Logo(s) and Images for additional information.

#### Provincial Teams

Will be supplied with Medicine Hat Thunder jerseys. All jerseys must be approved and procured by Medicine Hat Minor Softball Association. See Policy Association Logo(s) and Images for additional information.



## Administration of Uniforms

### Records

The Uniform Coordinator will maintain records of on hand uniforms. The Uniform Coordinator will coordinate with the Division Coordinators, the issuing of house league uniforms and record sheets for the Coordinators and the coaches of each division.

The Uniform Coordinator will coordinate with the Rep/Thunder Coordinator, the uniform requirements for the provincial teams in each division and distribute the record sheets for each team.

### Collection

On completion of the regular season, the uniform coordinator will arrange with the Division Coordinators the return of the house league uniforms and the record sheets. When reasonable effort has been made by the coaches and the directors to collect a uniform, but to no avail, a bill shall be issued for the replacement cost of the uniform.

On completion of the provincial tournaments, the Uniform Coordinator will coordinate the return of all provincial uniforms and the record sheets. Issue and return of provincial team uniforms are subject to a refundable deposit system as described in the Provincial Team Policy.

After all the uniforms have been returned; the Uniform Coordinator will assess the need for replacement and make arrangements with suppliers to have the shortages or replacement uniforms ordered.

The Uniform Coordinator will arrange to launder the uniforms at year end.

## 3.3 Association Logo(s) and Images

### Purpose

To provide a unified and consistent look for all MHMSA teams.

### Policy

All teams must use provided, approved logos appropriate for their division and nature of play. These logos and images are not to be altered without the express permission of the Executive.

### House League (All divisions up to High School)

- a. House league jerseys and hats will bear the MHMSA Fastpitch "star" logo.
- b. Other jerseys are not acceptable
- c. Alternate hats may be worn at the team's discretion.

### High School League

- a. High School teams will wear the jerseys associated with their respective High School.
- b. Other jerseys are not acceptable

- c. Teams may wear hats bearing the name or logo of the associated High School, or the MHMSA Fastpitch “star” logo.

## Provincial Teams:

### Player Uniforms, Apparel, and Equipment

Provincial team uniforms, apparel, and equipment (if applicable) will feature the authorized Medicine Hat “Thunder” logo, with the stylized word “Thunder” in script. All apparel must adhere to MHMSA provincial team uniform colors; red, black, and white.

### Coaching Staff Apparel

Team coaching apparel should be common between coaching staff, and uniform in style, trim, and color, as required by Section K-3 of the Softball Alberta Handbook.

### Grandfather Clause

The association is aware that provincial teams existing up to and including July 2019 have used logos that do not conform to current provincial team standards. These teams will be allowed to continue to use an already purchased apparel and equipment until they;

- a. leave the association or
- b. purchase replacement apparel or equipment.

All newly purchased apparel or equipment must use the approved logo.

## 3.4 Umpires

### Purpose

The regulation of umpires.

### Policy

- a. MHMSA requires umpires at U11, U13, U15, and High School divisions (including combined divisions when applicable).
- b. If an umpire is a registered player in the Association, they can only umpire games in divisions lower than their playing level.
- c. If an umpire is a non player, they must be registered with the Association for insurance purposes.
- d. Umpires will be supplied with equipment for use while umpiring league games. An equipment acknowledgment and receipt form must be completed and signed by the junior umpire coordinator and the junior umpire. Any equipment not returned is the responsibility of the junior umpire.
- e. Final payment will be held back until all of the equipment is returned.
- f. The umpire should carry a copy of the Associations zero tolerance policy regarding abuse of individuals affiliated with the Association.
- g. The Umpire Coordinator is responsible for dealing with situations that arise regarding conflicts between the umpires and the coaches or parents.

Remuneration rates for Umpires is located in Appendix A: Schedules of Fees and Payments



## 3.5 Coaching Clinics

The Association will cover the cost of the NCCP Introductory Course, for those wishing to remain coaching in the Association who have already provided at least one year of coaching service. After the individual has been assigned a team, they will be reimbursed for the cost of the clinic. If the clinic is only held outside of the City of Medicine Hat, the Executive will consider reimbursement on a case by case basis.

## 3.6 House League

### House League Play

- a. For all players in U11 and above, a batting helmet with a face guard/mask is mandatory.
- b. For all players U11 and above, a protective face mask is required for all players in the infield positions. An adult coach is not required to wear the pitching face mask.
- c. Assessments will be held in April for applicable divisions.
- d. All leagues will start the last full week of April.
- e. Each team shall play a minimum of 10 house league games, preferably 2 games per week. Any rainout games are to be rescheduled through the Division Coordinator pending diamond and time availability.
- f. House league play takes precedence over provincial team play.
- g. All coaches must read, sign and adhere to "The Coaching Code of Ethics" included in the coaching application or on the digital registration site.
- h. All coaches must have a Police Information Check and Vulnerable Sector Search completed on an every second year basis as per the Volunteer Screening Policy. All new coaches to MHMSA must complete a record check for year one regardless if they have coaches in other Minor sport associations the year prior. If a coach is not present, any adult in a coaching position requires a current Police Information Check and Vulnerable Sector Search submitted to MHMSA as per the Volunteer Screening Policy.

### House League Rules

- a. All current rules must be posted to the MHMSA website.
- b. If combining divisions – the rules of the higher division apply.

### House League Tournaments

House league tournaments will be held for U11, U13, U15, and High School divisions each season, upon Executive approval, and ample volunteers in place.

The High School division may opt for a playdown and tournament structure taking place within their weekly schedule, or a weekend tournament.

### Player Affiliation (House League)

#### Definition

Affiliation means that a player may be called up from their regular team in the Association to play on an equal or higher division team on an as needed basis.





## **Purpose**

To allow a team to replace sick, absent, injured or suspended players in order to bring the team back up to 9 players on a game by game basis.

## **Policy**

In the event that a team in house league play is unable to field 9 players, they may add a player from the same division or a lower age division to bring them back up to a maximum of 9 players, for that game only.

The intention of affiliate use is not to strengthen a team, and must not be used to reduce the playing time of any regular team member.

A player may not miss any event related to their own team in order to play as an affiliate for another team.

The use of affiliates must be agreed to by the coaches of both teams involved in the game. In case of a dispute, the following Executive members may be consulted for a ruling on if the affiliate(s) are to be allowed. The first Executive member listed is the first to be contacted, and the ruling of the first Executive member to do so will stand. In order, they are:

1. House League Director
2. Player/Coach Development Director
3. President

## **Out of City Teams and Players**

Out of city teams are welcome in the Association.

## **Purpose**

To increase participation and involvement in the Association

## **Policy**

Any out of city teams or individuals within Zone 1 are welcome to play in the Association.

Any out of city teams must supply their own uniforms and equipment. The equipment must meet AASA standards. Team rosters must be submitted to MHMSA, inclusive of birthdates and contact information. Proof of insurance is required and must be provided to MHMSA Secretary prior to season start.

Entry fees will be evaluated from year to year, based on the cost of umpires. See Appendix A: Schedules of Fees and Payments for current entry fees.



## 3.7 Provincial Teams

### Purpose

To outline the expectations and operations of provincial teams.

### Expectations

Provincial teams will consist of up to 14 keenly interested ball players who are fully registered and in good standing with the Association and their coaching staff who wish to represent the City of Medicine Hat and the Association at tournaments and events throughout the province, Canada and North America.

They will be committed to the extra effort required physically, mentally and financially. They will strive to achieve their highest personal goals, and team goals while representing their community.

Provincial teams are permitted to attend 3 out of town tournaments, requiring overnight stay, as well as the provincial tournament and any post-provincial opportunity (Westerns, etc). Exhibition games that do not require lengthy travel or overnight stay are encouraged. Approval for additional tournament play may be granted by submitting a proposal to the Rep/Thunder Director prior to applying for the tournament. The Rep/Thunder Director will consult with the MHMSA Executive to provide a ruling on if the additional play is allowed. It is imperative that all family members on the team requesting additional travel have had the opportunity to anonymously weigh in on the extra commitment, both time and financial.

Provincial teams will compete at the regional, provincial, western and national levels, where applicable, and some teams would be able to compete at the Southern Alberta Games, Alberta Games and other Associations provincial team tournaments.

### House League Consideration and Provincial Team Requirements

House league has priority over provincials. Any provincial practices or games must not interfere with house league activities. If combined house divisions exist, and a provincial team is pulling players from 2 house divisions, players may be moved to one house division to avoid interference.

Any player wanting to play provincial ball must participate in house league. All players must put in at least 2/3 of the season dedication to house league. This will be monitored by the Rep/Thunder Coordinator, house league and provincial rep program coaches. Any player making less than a 2/3 commitment to the house league team will be removed from the provincial team by the President, Vice President(s) or REP/Thunder Director. A warning may be issued but is only a courtesy and not expected.

Provincial team requirements will be laid out by the provincial coaching staff. Requirements such as, but not limited to, attendance, attitude and coachability could determine playing time. Athletes need to be aware that it is a privilege to play on a MHMSA provincial team and requires extra effort and commitment.



## Teams and Divisions

Provincial teams will be chosen from each age division. If there is sufficient interest, skill and coaches, there may be more than one team per division.

There may be more than 1 team per division, if:

1. The Rep/Thunder Director has communicated to the MHMSA Executive, there is sufficient interest, skill and coaches and
2. MHMSA has adequate resources to accommodate multiple teams, or must communicate possible limitations.

The teams would be ranked into provincial categories based on their skill levels, determined by the provincial coaching staff. For example, the higher skilled team may compete at a provincial B level and the next team could compete at a provincial C level. The higher skilled team will choose their competition level first, with each additional team choosing afterwards.

The justification of tiering, which is submitted to Softball Alberta, is also to be turned into MHMSA Rep/Thunder Director. Teams wishing to choose the same tiering level, will need MHMSA Executive approval.

Up to fourteen players will be selected per team.

Rosters, including pick-up and/or affiliated players (if applicable) will be compliant with Softball Alberta regulations, as stated in the Softball Alberta Handbook for the current season.

## Timeline

In order to allow provincial teams to apply for tournament events and plan their season properly, the following are critical deadline dates:

- a. Coach applications must be submitted by midnight on January 15th.
- b. Teams must be selected by the end of February.

MHMSA will strive to offer a team in each age division, however if there is insufficient coach applications or player interest, coach and team selection can happen at an alternate timeline.

## Fees

A try-out fee will be set and reviewed annually for participation in provincial team try-outs.

The try-out fee must be paid in full before participating in evaluations for Provincial teams. It is not refundable. See Appendix A: Schedules of Fees and Payments for current fees.

A Thunder fee will be set and reviewed annually for participation once selected for a provincial (Thunder team). This fee is paid directly to MHMSA, and will be separate from any additional team fees collected at an individual team level.



The Thunder fee must be paid in full after being selected as a player on a Thunder provincial team. See Appendix A: Schedules of Fees and Payments for current fees.

The purpose of the Thunder fee is to cover expenses related to the creation and maintenance of provincial teams, including but not limited to:

- a. Facility Expenses
- b. Equipment
- c. Uniforms
- d. Grants
- e. Awards

### **Under-aged/Over-aged Players**

An underaged player may try out for the division team above if a minimum of 10 players are assessed at their natural age division.

An *underaged player* may make a division team above if:

- a. They are assessed within the top 7 and assigned to Team 1.
- b. An underaged player may not play on any team above, unless it is Team 1, and at a higher or equivalent category (*ie - coming from U14B, would have to make U16B or U16A*). Should they not make Team 1, they can try out for their division's provincial team.
- c. Should a mass assessment take place on the same day, the player will have the option to try out for both assessments, or have their data utilized for both age divisions. Assessors will be notified of all underaged players.

An *overage player* may try out for the division team below if less than 10 players are assessed at their current age division. All overaged players must follow the roster requirements laid out by Softball Alberta.

### **Out of Association Players**

MHMSA will consider assigning "Out of Association" (not registered in MHMSA) players onto a provincial team, with the following conditions:

- a. A maximum of 3 roster spots per team are available for Out of Association Players, unless additional players are required to reach a viable roster.
- b. They may not be overage for the division.
- c. Players must be participating in a house league program, either in their own association or in MHMSA house league.

### **Assessments**

There will be a minimum of two assessment sessions and a player must attend at least one assessment to be considered for a team.

The assessment committee will consist of 3+ unbiased, softball/sport experienced community individuals, with a desire to help create MHMSA provincial teams. The actual skill stations will be conducted by MHMSA coaches, or softball/sport experienced community individuals. The MHMSA Rep/Thunder Director will arrange for these assessors and individuals able to conduct the assessed practice.

To maintain fairness, an assessor must not be related to any player trying out for the provincial team, and must be unbiased.

The assessors will rate each player on a numbering system of 1 to 5, with 5 being the highest. A rubric will be provided and explained. After assessment sessions have been completed, the Rep/Thunder Director, along with at least one of the following: President, Vice President(s) or Player Coach Development Director will total the rating of each player.

Individual ratings will be based on the session where the player had their highest rating. To maintain fairness, the totaling of the player ratings will be done separately from the assessment sessions, so that players are not aware of individual player ratings.

1. The 7 highest rated players will be automatically selected to the team.
2. Up to 7 additional players will be selected by the provincial coach (Team 1) from the remaining players being assessed who did not rate in the top 7.
3. Each player has 24 hours to accept their roster placement.
4. If a player declines, the provincial coach of Team 1 can choose an alternate player and that player has 24 hours to accept the roster placement.
5. Pending Policy 4.19.4 Teams and Divisions, after Team 1 has selected their entire roster (max 14 players), the next 7 highest rated players will automatically be selected to (Team 2).
6. Up to 7 additional players will be selected by the provincial coach (Team 2) from the remaining players being assessed.
7. A player who declines roster placement, will not be assigned to another team by the Assessment committee or Provincial Coordinator, regardless of assessment placement, but may be chosen by other teams.
8. After Team 2 has selected their entire roster (max 14 players), the process can repeat pending Policy 4.19.4 Teams and Divisions.

The provincial coach will submit the finalized roster to the MHMSA Rep/Thunder Director who will send out emails to the Thunder membership with season team rosters.

### U19/U23 Assessment Exemptions

As our association grows, we are encountering players unable to come to assessments due to being enrolled in education institutions outside of Medicine Hat that are too far to quickly travel to attend an assessment date. We do not want to exempt these players, often at age group(s) where registrants are limited provincially and these players have often been committed to softball and/or our program for many years.

Steps for U19/U23 Thunder assessment exemption:

1. A request must be made in writing by either the player or parent/guardian outlining why they are unable to attend an assessment and their history both with the sport and MHMSA. Those requests must be sent to the MHMSA President prior Jan. 31st.
2. A review of the request will take place by the MHMSA Executive and a subsequent vote to ensure it is in the best interest of all athletes to have this player assigned to the U19 or U23 roster. Notification of the decision will be emailed within 1 week of the receipt of the request.
3. If approved, the player will be assigned to the team roster. They will be allocated in the "Top 7".
4. The assigned placement is only applicable for one season, and must be reviewed each season following the above steps.

Any players outside of the U19/U23 age categories are expected to attend an assessment.

## Uniforms

Uniforms for provincial teams are governed by the same rules for all MHMSA teams described in the Uniform Policy.

## Uniform Deposit

Players selected for a provincial team will supply a deposit when receiving the uniform, by way of a cheque made out to *Medicine Hat Minor Softball Association*. The cheque will be returned upon the return of the uniform in reasonable condition. Failure to return the uniform in reasonable condition will result in the cheque being processed.

See Appendix A: Schedules of Fees and Payments for amount of deposit.

## Financial Operations

Each provincial team shall open a bank account, named according to the Treasurer letter issued to the team manager. Ex. MHMSA U11 Thunder. At the completion of the season, any funds left in the account shall be equally divided amongst the players or remaining balance to be absorbed by MHMSA to be earmarked into "provincial team expenses and development".

When the bank balance is at \$0, the account shall be closed. A financial statement (with supporting receipts if requested) must be submitted to the Association within 90 days of the last day of play for the season. If a coach does not make an effort to supply a financial statement within 90 days of being asked, and if it is still not available by the next season, that coach may not be able to ask for funds from the Association.

Each provincial team will be self-supporting. It is recommended that the provincial coach draw up a budget at the beginning of the season and collect an additional fee per player in accordance with the budget. This will cover the costs to pay for tournament fees, and other costs that may arise from the operation of the provincial team.

If a team or teams host an exhibition tournament, the profits from the tournament will be for the team(s) hosting. Tournament hosting guidelines will be made available by the Provincial Coordinator.

If a team does not have a sponsor, but someone affiliated with the team knows of a business that may be interested in sponsoring a team, they may approach the business, after approval from the MHMSA Sponsorship Coordinator. However, they may NOT approach businesses that already sponsor any function of the Association.

All team fundraising must be reported to the MHMSA Fundraising Coordinator. Raffles, 50/50s etc., need to be monitored due to association licensing.

## **Provincial Funds**

### **Purpose**

To establish a policy to assist in the funding for provincial teams.

### **Policy**

Provincial team registration with AASA:

- a. A grant of up to \$1000 per year, per provincial team, per affiliated team that attends the AASA Provincial tournament in the current year.
- b. A grant of up to \$1,000 to any team advancing to Western Canadians that are hosted outside of the province.
- c. A grant of up to \$500 to any provincial team advancing to Western Canadians that are hosted within the province.

These grants are contingent on the availability of funds.

## **Little League Competitive Teams**

Any provincial (REP) team/players wishing to pursue Little League Softball play at any level, must obtain the approval of the MHMSA Executive.

Each team competing within Little League Softball must have a manager committed to having the knowledge of Little League policies and rules and ensuring all documentation is in place.

MHMSA house league commitment applies to this team as well. See Policy.





## 3.8 Player Pick Up Process

### Pickups for Provincials

(Only for Categories NOT leading to Post-Provincial play) as per Softball Alberta.

Any team that enters Provincial Playoffs in a category which does not lead to Post Provincial play has the ability for pickups after the roster deadlines.

1. Teams are allowed two (2) pickups for Regional Qualifiers or Provincial Playoffs (pickups for a Regional Qualifier are carried through to Provincial Playoffs with no additional pickups unless the maximum number (2) is not met).
  - a. These pickups may only be selected from affiliated teams and from teams in the same classification or lower: MINOR (U17 & lower) - from within their own zone ADULT & U19 - as per the guidelines for the team roster.
  - b. Teams may use these two (2) pickups to fill out their roster but cannot drop or release players for the purpose of picking up.
  - c. Maximum roster size (including pickups) for ALL Minor and Post-Provincial FP teams is 17 players and all non-Post-Provincial Adult FP teams is 20 players.
  - d. Pickups shall not be approached until the end of their competition level.

Please note: Thunder policy is a maximum roster size of 14.

2. Pickups must be registered players at roster deadline with an affiliated team, including a team that has been eliminated through a Regional Qualifier or Provincial Playoffs. Players can only be picked up once and must be carried to the Provincial Finals.
3. Player Release & Pickup forms must be approved by the Softball Alberta office. The Player Release & Pickup forms must accompany team rosters to the Regional Qualifier/Provincial Playoffs and must be presented to the Softball Alberta Supervisor at the coaches meeting, prior to the team's first game. Player Release & Pickup forms are available from the Softball Alberta office / website.
4. Low Participation Status - (MINOR ONLY, an application must be submitted annually by April 15th), is the approval to pick up to four players from the surrounding area prior to a Regional Qualifier or Provincial Playoff. No additional pickups would be allowed should the team advance past the Regional Qualifier.
  - a. An application for Low Participation Status is only granted upon recommendation by the Zone District Organizer.
5. Players registered with affiliated teams of the same classification or lower are eligible to be picked up by provincial teams from their zone.



Minor teams registered in the 'C' and 'D' categories may not pick up from the 'A' category of the division lower.

Category/Level	COLUMN 1 Categories eligible for pick ups	COLUMN 2 Categories eligible for pick ups.
U19 C	U19 C,D	U17 B + lower
U19 D	U19 D	U17 B + lower
U17 B	U17 B, C, D	U15 A + lower
U17 C	U17 C, D	U15 B + lower
U17 D	U17 D	U15 B + lower
U15 B	U15 B, C, D	U13 A + lower
U15 C	U15 C, D	U13 B + lower
U15 D	U15 D	U13 B + lower
U13 A	U13 A, B, C, D	U11
U13 B	U13 B, C, D	U11
U13 C	U13 C, D	U11
U13 D	U13 D	U11
U11		U11 + lower

### Pickups for MHMSA Exhibition Play (10 or less players)

#### Option 1

Teams may pick up from their age group equivalent, regardless of level depending on:

1. The agreement of BOTH teams coaches \*Agreement may not be met if coaches feel the skill level is too far apart, or they are requiring pick up of specific position that cannot be accommodated
2. and any disclosure/approval required from exhibition host tournament or game,
3. and contingent on them not having their own game play or practice, unless approved by their team coach.

Ex. MHMSA U17C could pick up a player from MHMSA U17B

#### Option 2

If there are no excess players from similar aged Thunder teams, or if clauses 1,2 and 3 in Option #1 cannot be met, then players in the age group(s) of Thunder below will be a pick up



option. If there are multiple Thunder teams in the division below, please reference the Softball Alberta chart for the categories eligible for pick ups.

**Procedure** is to first ask:

1. Players that align from Column 1,
2. then players from Column 2 first listed
3. then players from Column 2 listed second

Ex. U17 B would ask first players/coaches from U17 C or D, if none available then U15 A, if none available then U15 B, C, D or U13 A, B, C, D or U11.

- a. Please note: Both team coaches should assess that safety of players is considered and that skill level is not too far apart. Should coaches require a pick up of a specific position that cannot be accommodated they may move through Procedure 1-3 but must be able to justify the decision should there be inquiries from families or MHMSA Executive.
- b. Coaches should always use diligence with communication between coaches.
- c. Players available to play are contingent on them not having their own game play or practice, unless approved by their team coach.

### Addition

Teams advancing to Post-Provincial Play do not have a Softball Alberta chart to reference. Utilize this template and the same Procedure listed above.

Category/Level	Column 1 Categories eligible for pick ups	Column 2 Categories eligible for pick ups.
U19 A	U19 A, B, C, D	U17 A + lower
U19 B	U19 B, C, D	U17 A + lower
U17 A	U17 A, B, C, D	U15 A + lower
U15 A	U15 A, B, C, D	U13 A + lower

### Option 3

If no underaged Thunder options are present then house league players, of the same age group, should be considered for game play.

### Additions to Rosters - Injury or short roster (11 or less)

All roster additions require the \$50 Thunder fee paid through Thunder RAMP registration and signed Thunder contract.

**Thunder team with only 1 team in the age division, or the lower tiered team in divisions with multiple Thunder teams:**

1. Player(s) will be added by an athlete who participated in the age division of Thunder tryouts and did not make a team. This is coach selection

If there were not any players, not added to a roster or unwilling to join a Thunder roster:

2. Player(s) can be added from a previous Thunder player who is not playing (up to 2 seasons removed), who has expressed interest to the coach and made a formal request to MHMSA President for consideration/addition to roster. The player must be of age to play on the team. A 3 person panel will make a decision on approval to join the roster.
3. If there is more interest than roster capacity (14) or coach roster size preference, a 1 day tryout will take place with (2) assessors. Players will not be assigned, rather it will be coach selection.

If there are no previous Thunder players to draw on to fulfill a roster, then an open tryout will be held. An email to all division participants will be sent 5 days prior to the tryout. 2 assessors will be in attendance and player(s) will be added as per coach selection.

If there is no interest from the house league, late assessment, the team looking to fill roster spots will have to utilize PICKUPS or opt out of game play.

#### **Higher tiered Thunder team, with 2+ teams in the age division:**

1. All Team 1 rosters will be made with a minimum of 12 players. Any addition needed to the Team will be on a case by case basis and submitted to the MHMSA President for approval by a \*3 person panel.

#### **Three Person Panel**

A panel of 3 MHMSA Executive will be selected from the below list, selection must take place from top to bottom, provided that none of them has players that may be on the proposed team or an identified real or perceived conflict of interest.

- a. President
- b. Vice President(s)
- c. REP/Thunder Director
- d. Player/Coach Development Director
- e. Any other member of the Executive, provided there are not adequate numbers based on the above to create a 3 person panel.

**Important:** There should not be any players attending practice or games (on diamond/in dugout) unless participating for the purpose of affiliation/pick up and with approval of the athlete's coach or Executive. Criteria must be fulfilled from affiliation/pick up options laid out above. Exception - joint practice with 2 Thunder teams.

#### **Violations**

Teams in violation of any Thunder policy or Pick up/Addition of players will be considered in poor standing with MHMSA. Any of the following may apply to teams with poor standing:

- a. Coach suspension or removal.
- b. Team suspension of practice & games.
- c. Team non-endorsed to attend Softball Alberta Provincials as a MHMSA Thunder team.

The full MHMSA Executive will review any consequences to be applied.

## 3.9 Provincial Coaches

### Selection

Coaches must apply to the Association by submitting the coach's application form along with all supporting documents.

The Thunder Coach Application with attached Scoring Matrix will be utilized to determine the head coach selection per team. In the event that multiple coaches apply for the same age division and score within 20% of each other, a committee will be convened to conduct coach interviews and select the team head coach.

This committee will consist of 3 of the following, provided that none of them has players that may be on the proposed team:

This committee will be selected from in the listed order of availability:

- a. President of the Association
- b. Vice President of Administration
- c. Player/Coach Development Director
- d. Rep/Thunder Director
- e. Director at Large
- f. Any other MHMSA Executive
- g. Any other member of the Board, provided there are not adequate numbers based on the above to create a 3 person panel.

For all divisions, the head coach must possess appropriate certifications as required by Softball Alberta regulations.

The Head Coach may select the remainder of their coaching staff once the team has been selected, subject to review and approval of the Rep/Thunder Director and in accordance with the Volunteer Screening Policy. The Executive reserves the right to appoint or deny any and all team staff positions at their discretion.

### Requirements & Duties

A girl's provincial team must have at least one female on the coaching staff and a boy's team must have at least one male on the coaching staff.

The MHMSA Executive also reserves the right with a majority vote to remove any coach who does not comply with Association policy.

When the team has been selected, the provincial coach shall organize practice time, tournament entries and the required registration. The team registration as well as the team roster must be handed into the Rep/Thunder Director by a date specified by the Director.

Provincial coaching requirements will follow that of what is required as published in the current year AASA Handbook.



## 3.10 Player Transfers

### Purpose

MHMSA acknowledges that there are circumstances wherein a player that resides within the MHMSA area would be desirous of, and potentially better served by, playing in another association. The purpose of the Player Transfers Policy is to provide a process for how a player transfer may be requested from MHMSA (in order to play for another association), and the criteria for when MHMSA will grant a player transfer request.

### Softball Alberta Policy

Player Transfers will always be subject to eligibility and criteria as specified in Softball Alberta's Player Transfer Policy.

Players with birthdays falling into the U15 or younger categories **must** request a transfer to play in non-resident associations. Players with birth years falling into the U17 or older age categories **do not** require a player transfer.

### Process for Request

For each season of provincial softball, Softball Alberta posts Player Transfer forms early in the same calendar year (approximately January 1st). These forms must be:

1. Completed by the parent/guardian of the player requesting transfer, and
2. Be approved by the releasing association, and
3. Be approved by the receiving association, and finally
4. Be approved by Softball Alberta.

MHMSA will receive request forms starting February 1st and ending February 8th of a given year for that season only. The form is to be submitted to the Player and Coach Development Director, with copies to the President.

A 5-person committee made up of the following positions (selected from in the listed order of availability) will review and decide upon each request.

- a. President
- b. Vice-President(s)
- c. Player and Coach Development Director
- d. Rep/Thunder Director
- e. Registrar
- f. Treasurer

Members of this committee may be appointed from other board positions and then from the membership at large *ad hoc* should any of the listed members be unavailable or be in conflict.



A decision on the request will be made within 7 days of receiving the request. All decisions are final.

### Criteria for Approval or Denial of Request

MHMSA adopts the spirit of Softball Alberta policy and Softball Canada's Long Term Player Development model in regard to player transfers.

In alignment with Softball Alberta's criteria for player transfers, there will **only** be two factors considered in approving a transfer request:

- a. No suitable teams exist in the local association, or
- b. Not enough players to compete on a team.

As such, requests will be approved if there are no suitable teams available in the player's age division for them to play on. Other factors will not be considered in approving requests.

### Finality and Duration of Transfer

Players granted transfers are not considered members of MHMSA for the season in which the transfer is granted. Once the transfer is approved, the player may not be placed onto an MHMSA team, with the exception of as a pick-up player should such circumstances be allowed by Softball Alberta policies.

Transfers are granted for single seasons **only**. Should a transfer expire and the player requires a transfer in a subsequent season, another request must be submitted, and is subject to the same criteria for approval as an initial request.



## 4.0 HEALTH & SAFETY

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### 4.1 Low Outdoor Temperatures

Outdoor athletic events, including practices and games, will be postponed or canceled when the outdoor temperature measures at or below 4 degrees Celsius, adjusted for windchill values.

Other weather related conditions (ie - snow on field) will result in postponement or cancellation of the outdoor event.

### 4.2 Extreme Heat

The health and safety of the players, coaches and umpires associated with Medicine Hat Minor Softball Association (MHMSA) is a top priority. Participating in outdoor softball activities in hot weather puts extra stress on the body and can increase the risk of serious heat related illness. Both the exercise itself and the air temperature and humidity can increase core body temperature.

This policy was developed to serve as a guide for MHMSA in assessing heat related risks to players, coaches, and umpires and to mitigate those risks. MHMSA reserves the right to cancel or modify any outdoor softball activity (practice, game, training session, tournament, etc.) based on their assessment of the heat related risks. MHMSA parents, coaches, players and umpires should also assess their own level of risk and use their own discretion when determining if they should attend any outdoor softball activities.

#### Decision Making Steps for Cancellations and Activity Modifications

Step 1	If extreme temperatures are occurring, forecasted or a Heat Warning is issued by Environment Canada, MHMSA will refer to <a href="https://weather.gc.ca/canada_e.html">https://weather.gc.ca/canada_e.html</a> to obtain further information on the warning and current temperatures.
Step 2	The current temperature will be checked with a specific focus on the “feels like” temperature which accounts for the humidity in measuring temperature.
Step 3	Using the chart below a decision will be made to either cancel or modify the activity. This decision will be made 1 hour prior to the scheduled activity.
Step 4	The Division Director will inform the head coaches of any teams affected by modifications or cancellations. All activity modification and cancellations will also be posted to MHMSA social media.
Step 5	If an activity goes ahead as scheduled, coaches are responsible to monitor temperature conditions throughout the activity and modify or cancel if needed.

## Extreme Heat Activity Chart

*\*This chart is to serve as a general guideline, some individuals may react to temperatures differently due to other factors such as medical conditions.*

Humidex Value "Feels Like"	Discomfort at Rest	Risk of Heat Related Illness	Activity Modification
Below 24C	None	Low	N/A
25C to 29C	Low	Moderate	- Increase drink breaks.
30C to 34C	Moderate	High	- Monitor participants, watch for signs of heat related illness. - Increase drink and cooling breaks. - Consider reducing the length of activity by 25% for younger age divisions (U11 and below).
35C to 39C	High	Very High	- Monitor participants very closely, watch for signs of heat related illness - Increase drink and cooling breaks in the shade. - Length of activity should be reduced by 25% for all age divisions.
40C +	EXTREME	EXTREME	ALL ACTIVITY CANCELED

## Tips for Preventing Heat Related Illness

- Reschedule** - If possible softball activities should be rescheduled for a cooler time of the day (mornings or evenings). Playing and practicing in hot conditions both increases the risk of heat illness and impairs performance. If an activity cannot be rescheduled it should be modified using the chart above.
- Wear Appropriate Clothing** - Choose lightweight, light-colored, breathable clothing. This type of clothing allows evaporative cooling to occur (evaporation of sweat). Heavier items of clothing can limit heat loss through this source.
- Pace Yourself** - If you're not accustomed to exercising in a hot environment, start slowly and pick up the pace gradually. If exertion in the heat makes your heart pound and leaves you gasping for breath, STOP all activity. Get into a cool area or into the shade, and rest, especially if you become lightheaded, confused, weak, or faint.
- Stay Hydrated**- Regular drink breaks to keep participants well-hydrated is imperative. Don't wait until you are thirsty to drink. It is however, essential to recognize that even well-hydrated participants can be affected by heat related illness.
- Cooling Breaks**- Frequent cooling breaks in the shade or cool building or vehicle (usually ninety seconds to three minutes) are required to allow the body's temperature to fall; these are different from 'drinks' breaks.
- Cooling Towels**- In addition to staying hydrated, using a cooling towel can help keep the body temperature low to prevent heat related illness.



- g. **Hat & Sunscreen** - Sunburn affects your body's ability to cool down and can make you dehydrated. If you must go outdoors, protect yourself from the sun by wearing a wide-brimmed hat, sunglasses, and by putting on sunscreen of SPF 15 or higher 30 minutes prior to going out. Continue to reapply it according to the package directions.

## 4.3 Lighting

All MHMSA outdoor events will abide by the "30/30 Rule" for lightning. See [Softball Alberta's Policy on Inclement Weather](#) for additional detail.

The *30/30 rule* (rule 1 and 2) says to shut down when lightning is 10 km's away. Use a "flash to bang" (lightning to thunder) count of five seconds equals 1.2 km's. Keep an eye on the sky. Note when skies darken or gusty winds develop. Have a place of shelter in mind, and a plan to get there.

**Rule 1:** When you can count less than 30 seconds between the lightning strike and the thunder, the storm is less than 10 km away. There is an 80% chance the next strike will happen within that 10 km. It is time to take cover. But, often, it's hard to remember to count off seconds, or how many, and keep tally of the score too, and pay attention to the game, and watch the sky, and so on. Too confusing! So, here's the trick. Sound can carry great distances when the atmosphere is stable and quiet, like early mornings. But sound doesn't travel nearly as far during a stormy afternoon. Essentially, if you can hear the thunder, you're in the strike zone. Take cover!

**Rule 2:** Wait 30 minutes after the last clap of thunder before resuming your activity. Naturally, watch for broken tree limbs, fallen power lines or flooding that may have been caused by the storm.

### General Safety information

*Move to a safe location:*

- a. A large permanent building or vehicle is best.
- b. Unsafe places are near metal or water; under trees; on hills, near electrical/electronic equipment.
- c. Lightning likes power lines, metal, electrical conductors, high places, prominent or tall objects. It looks for the easiest or shortest path to the ground.
- d. Safe places are homes and buildings. Close windows and doors then stay away from them. Lightning can go through both. It can strike through walls too, so stay away from outside walls if you can. Most cars and trucks are safe too. The metal body shields the interior (the tires have no effect). If you're caught in the open, try a valley or ravine. Get low. If you're in a wooded area, hide near a small tree or shrub.
- e. If no shelter is available, crouch down, feet close together with head tucked down. Don't lie flat. If you're in a group, spread out, so that individuals are several meters apart.



- f. Don't be the tallest object around. Stay away from the tallest objects too. Don't carry softball bats, or an umbrella. Don't wear metal cleats. Don't go under a tree or by a metal fence. Don't take cover in a stand-alone shed.
- g. More Canadians are killed or injured by lightning than by any other summertime weather event, and most of those affected are involved in a sporting event of some kind. Remember that even a small-for-his-age-nine-year-old is very tall when he is standing alone in center field.

## 4.4 Air Quality

If the Air Quality Health Index is a measure of 7 or higher a period of one hour before the outdoor event (game, tournament, practice, or other) is scheduled to commence, that event must be either;

- a. Delayed until AQHI measurements drop below 7, with all concerned parties approving the resumption or beginning of the event or,
- b. Postponed and the affected parties notified immediately or,
- c. Canceled.

### POCKET AIR AWARE “7” GUIDELINE

1	2	3	4	5	6	7	8	9	10	+
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Prior to starting any outdoor activity check “AQHI” for both current and forecasted air quality

**If Air Quality Health Index (AQHI) is between 4-6:**

- 1) Adjust play if possible by
  - Reducing intensity
  - Reducing duration
  - Providing rest periods
- 2) Assign an air monitor and provide instructions on how to interrupt play should the Index reach 7 or higher

If Air Quality Health Index reaches **7 or higher:**

**Abandon play immediately**

**Note:** The Air Quality Health Index “AQHI” is not real time reporting and can have a lag-time of over one hour. If air quality changes during outdoor activity you are advised to use your own discretion. Be aware of these three common symptoms:

- ◆ irritated eyes
- ◆ coughing
- ◆ difficulty breathing

## 5.0 HUMAN RESOURCES

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### 5.1 Operating Policy

The association's policies are not intended to contravene any applicable Labour codes or Human Rights legislations. If any contradiction exists, the applicable Labour Code and/or Human Rights Law will supersede the association's policy.

### 5.2 Employee Code of Conduct

MHMSA adopts this Employee Conduct and Work Rules Policy to ensure orderly operations and provide the best possible work environment. MHMSA expects employees and others who are engaged to provide services, such as temporary personnel, consultants and independent contractors, to follow these rules of conduct while on MHMSA work sites, attending MHMSA functions or otherwise performing work-related activity.

In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the organization, MHMSA complies with all applicable federal, provincial and local laws and regulations concerning employer/employee rights and obligations.

#### Procedures

MHMSA is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the organization are treated in a respectful and fair manner. Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of behavior that would be considered infractions of MHMSA rules of conduct. Such behavior may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive:

- a. Theft or inappropriate removal or possession of organization property or the property of a fellow employee or volunteer.
- b. Willful destruction of organization property, the property of a community partner, or the property of a fellow employee or volunteer.
- c. Working under the influence of alcohol, cannabis, or illegal drugs.
- d. Possession, distribution, sale, transfer or use of alcohol, cannabis, or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
- e. Fighting or threatening violence in the workplace.
- f. Sexual or other harassment.
- g. Using excessively abusive, threatening or obscene language.
- h. Using intimidation tactics and making threats.
- i. Sabotaging another's work.
- j. Making malicious, false and harmful statements about others.



- k. Publicly disclosing another's private information.
- l. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- m. Unauthorized disclosure of MHMSA confidential information.
- n. Falsifying records or reports, including one's time records or the time records of another employee.

## 5.3 Respectful Workplace

Medicine Hat Minor Softball Association is committed to providing a workplace which values diversity and where individuals are treated with fairness and dignity, and feel respected and safe. To that end, the organization in recognition of the Human Rights Act, makes every reasonable effort to provide a workplace free of discrimination based on any of the protected grounds of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, cognitive disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

### Discrimination

An employee has the right to work in an environment free of discrimination based on the prohibited grounds of discrimination.

### Harassment

Harassment is a form of discrimination which is prohibited by Human Rights laws. It is any inappropriate/objectionable conduct, comment, display, action or gesture by a person that is made on the basis of the prohibited grounds of discrimination, or is of a sexual nature.

Workplace-related harassment contrary to law, including sexual harassment and psychological harassment will not be tolerated and appropriate corrective action (up to and including termination) will be taken against any employee or volunteer found to have harassed another person.

Harassment includes any unwanted physical contact, attention or demand that negatively affects the working environment. Harassment will be considered to have taken place if a reasonable person ought to have known that the behavior was unwelcome. It can be one or more incidents and can take many forms such as:

- a. Verbal or written threats, abuse or intimidation;
- b. Unwelcome or insulting remarks, jokes or gestures about subjects such as a person's race, religion, disability, gender, age or sexual orientation;
- c. Displaying sexist, racist or other offensive pictures or posters;
- d. Leering, sexually suggestive remarks or objectionable gestures;
- e. Unnecessary physical contact, such as touching, patting, pinching or punching;
- f. Physical assault, including sexual assault;
- g. Malicious or uncalled-for interference with another's work;
- h. Refusal to work or co-operate with others; and



- i. Interfering with or damaging others' personal property.

All employees and volunteers have a responsibility to ensure the workplace is free of discrimination and harassment.

If an employee believes they have been the subject of or have observed discrimination or harassment, they must make it clear to the harasser(s) that the behavior is unwelcome and ask them to stop, record the incident (date, time, location, witnesses, if any) and immediately report it to their Supervisor and/or the President.

## Workplace Violence

The organization recognizes that violence in the workplace is a potential hazard that all employees face. For this reason, the organization has measures/procedures in place to minimize or eliminate the possibility of violent incidents, as well as prevent future incidents from occurring.

Violence by or against employees, volunteers, members, suppliers or other third parties will not be tolerated during work-related activities.

Violence is the attempted or actual exercise of physical force against a person and any threatening statement or behavior that gives anyone reason to believe that physical force will be used against them.

Violence includes any incident in which:

- a. An employee/volunteer threatens or assaults a member, co-worker or other individual in circumstances relating to them carrying out their job duties;
- b. An employee/volunteer is threatened or assaulted on a MHMSA worksite or in circumstances relating to them carrying out their job duties; and/or
- c. A member or visitor to the workplace is threatened or assaulted on a MHMSA worksite.

Violence may involve physically or psychologically aggressive behavior including but not limited to:

- a. Hitting, kicking, punching, pushing, shoving, slapping, pinching, grabbing, biting;
- b. Carrying weapons of any type;
- c. Throwing objects at an individual with a view to cause physical injury or fear;
- d. Destruction of workplace or others' property;
- e. Threats of violence;
- f. Intimidating behavior that creates a fear of physical violence; and
- g. Obscene or harassing phone calls, emails, social media posts/messages, or text messages.

Any incident of workplace violence should be reported to the President, who will take appropriate action in conjunction with the MHMSA Executive:



## 5.4 Conflict Resolution

### Purpose

Problems, misunderstandings and frustrations may arise in the workplace. It is MHMSA's intent to be responsive to its employees and their concerns. Therefore, an employee who is confronted with a problem may use the procedure described below to resolve or clarify their concerns.

The purpose of this policy is to provide a quick, effective and consistently applied method for an employee to present his or her concerns to the Executive and have those concerns internally resolved.

### Procedures

#### Step 1: Discussion with President

- a. Initially, employees should bring their concerns or complaints to the President.
- b. A meeting should be requested with the President within 5 working days of the incident that gave rise to the complaint.
- c. The President should respond in writing to the complaint within five days of the meeting held with the complainant employee.

#### Step 2: Written complaint and decision

1. If the discussion with the President does not resolve the problem to the mutual satisfaction of the employee and the President, or if the President does not respond to the complaint, the employee may submit a written complaint to the Executive.

The submission of the written complaint is due within five working days of the response from the President. The complaint should include:

- i. The problem and the date when the incident occurred.
  - ii. Suggestions on ways to resolve the problem.
  - iii. A copy of the President's written response or a summary of his or her verbal response and the date when the employee met with the President. If the President provided no response, the complaint should state this.
2. Upon receipt of the formal complaint, the Executive must schedule a meeting with the employee within five working days to discuss the complaint in which 5 impartial members of the Executive would be present, with one of those elected by those five as an official representative. Within approximately five working days after the discussion, the official representative should issue a decision both in writing and orally to the employee filing the complaint.

#### Step 3: Appeal of decision





- a. If the employee is dissatisfied with the decision of the official representative of the Executive, the employee may, within five working days, appeal this decision in writing to the Executive to request an audience with the entire Executive.
- b. The Executive and the employee will schedule a special meeting within 30 days to review the employee's appeal. The Executive will vote on whether to grant the appeal. This result is final and binding.

### **Additional Guidance**

If an employee fails to appeal from one level to the next level of this procedure within the time limits set forth above, the problem should be considered settled on the basis of the last decision, and the problem should not be subject to further consideration.

Because problems are best resolved on an individual basis, the conflict resolution procedure may be initiated only by individual employees and not by groups of employees. All complaints must be made in good faith.

Medicine Hat Minor Softball Association reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of disciplinary action may also vary, depending on factors such as the nature of the offense, whether it is repeated, the employee's work record and the impact of the conduct on the organization.

No MHMSA employee will be subject to retaliation for filing a complaint under this policy.

## **5.5 Employee Record Confidentiality**

MHMSA's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of the information. Additionally, the organization will only collect personal information that is required to pursue its operations and to comply with government reporting and disclosure requirements.

Personal information collected includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, social insurance number, date of birth, employment eligibility data, and school/college or certification credentials. All pre-employment inquiry information and reference checking records conducted on employees and former employee files are maintained in locked, segregated areas and are not used by the organization in the course of its operations.

Personal employee information will be considered confidential and as such will be shared only as required and with those who have a need to have access to such information. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need for such access.



Association-assigned information, which may include budget information, telephone directories, email lists, facility or location information and addresses, is considered by the organization to be proprietary information to be used for internal purposes only. The organization maintains the right to communicate and distribute such information as it deems necessary to conduct operations.

If an employee becomes aware of a material breach in maintaining the confidentiality of their personal information, the employee should report the incident to the President, who has the responsibility to investigate the incident and take corrective action. Please be aware that a standard of reasonableness will apply in these circumstances. Examples of the release of personal employee information that will not be considered a breach include the following:

- a. Personal telephone numbers or e-mail addresses may be distributed to board members in order to facilitate work schedules or operations.
- b. Employee identifier information used in salary or budget planning, review processes and for timekeeping purposes will be shared with board members..
- c. Employee's company anniversary or service recognition information will be distributed to appropriate board members..





# Appendix A: Schedules of Fees and Payments- 2023

## Registration Fees

Type	Fee Per Player
U4- Blastball	\$75.00
U5- Tball	\$120.00
U7	\$120.00
U9	\$120.00
U11	\$135.00
U13	\$155.00
U15	\$155.00
U19- High School	\$155.00
U23	\$155.00

## Other Fees

Type	Fee	Notes
Late Registration Fee- Per Player	\$25.00	Automatically charged after March 3, 2023
REP/Thunder Try Out Fee- Per Player	\$50.00	Tryout fee only- non refundable.
REP/Thunder Fee- Per Player	\$50.00	Charged after a player has been placed on a Thunder Team Roster.
Umpire Registration- Per Umpire	\$25.00	
Uniform Deposit- Per Player	\$100.00	Refundable upon return of uniform in satisfactory condition.
U4 & U5 Volunteer Commitment- Per Player	\$25.00	Payable to Medicine Hat Minor Softball Association. See Volunteer Commitment Policy.
U7- High School Volunteer Commitment	\$75.00	Payable to Medicine Hat Minor Softball Association. See Volunteer Commitment Policy.
Out of Town Team Entry Fee	\$150.00	

## Sponsorships

Type	Sponsorship Amount \$
Team	\$150.00
Event	\$200.00
Division	\$750.00

## Schedule of Payments

Umpires Season remuneration for umpires. Rates shall be reviewed every 2 years.	
1st Year	\$25.00/game
2nd Year	\$30.00/game
3rd Year	\$35.00/game
4th Year	\$40.00/game
Uncarded adult umpire	\$25.00-\$50.00/game

## Refunds

Before April 1st - Registration less a \$50 Administration Fee  
See Refund Policy for more information.

