

# Moose Jaw ICE Program

## Policy and Procedure Manual

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### **Objective of the ICE program**

The Moose Jaw and District ICE program is designed to promote athlete development through a competitive high performance environment to be showcased at designated provincial championships. All efforts of the volunteers and coaches will be to field a competitive team in a safe and positive environment.

### **Coach Selection**

Call for coaches is to be made through Facebook and the MJMGFA website by September 30 every year for the following season. Coaches can apply to the ICE coordinator as designated on the website. The coach selection is to be made at the Board Meeting after the AGM. All applicants must submit a resume/detailed coaching history along with any applicable coaching certifications. All applications shall be considered by the MJMGF Board of Directors at the first meeting following the close of applications. The Board shall grant interviews to all qualified applicants, regardless of the number of applicants in a respective age group. If there is only one applicant to coach an ICE team, the

respective applicant shall not be automatically granted the position. The MJMGF must still approve the application based on the same criteria by which other applicants are judged. After the interview process the board will conduct secret-ballot voting to select a head ICE coach in each applicable age group.

### **Coach Criteria**

The coach

- must be in good standing with Softball Saskatchewan and with MJMGFA.
- Must either have or is willing and able to take the Introduction to Competition course from Softball Saskatchewan. Expenses and course fee to be incurred by the MJMGFA.
- Must be able to be in attendance for the designated provincial championships.
- Must agree and sign the policy and procedure manual and code of conduct.
- Must have a cleared criminal record check and vulnerable sectors check.
- Must sign and agree to the policy and procedure document.

Should there be more than one application to coach a particular ICE team, the applicant deemed to have finished 2<sup>nd</sup> through the selection process shall be appointed coach of the respective divisions' ICE 'B' team IF:

- 1) There are enough players to form a 'B' team in that age group.
- 2) THE MJMGF Board is satisfied with the qualifications and ability of the coach.

Should the MJMGF Board not feel there are any suitable candidates to coach a "B" team, another call for applications may be executed as soon as possible.

If a coach applies for a 'B' team it is with the understanding this will apply unless they resign due to their child playing on the 'A' team. **Any coach resigning for any reason other than the aforementioned will forfeit their right to coach an ICE team in any capacity for 2 years.**

### **Team Criteria**

MJMGFA is required to field a team in the following capacity regardless of skill development as per Softball Sask.

Squirt – 'A' Provincials

Pee Wee – 'A' Provincials

Bantam – 'B' Provincials

Midget – 'B' Provincials

Once all ICE teams have been selected, IF there are enough players 'cut' from the respective ICE teams that would like to organize an ICE team to compete in a lesser division (i.e. B or C), and there is at least one willing coach for that team, then a request may be made to the MJMGF Board. If multiple players have not tried out and attempt to form their own team with a visible attempt to circumvent the tryout process, they will forfeit their eligibility to play provincial fastball for that year.

### **Tryout Dates and Location**

Tryouts will be booked for some time in November or December at Yara Centre, to be booked and advertised on the MJMGF Facebook Page and website. Tryouts for all divisions will be held on the same dates, if possible, to alleviate costs. If a team is unyielding in agreeing to available dates that team shall be responsible for the full cost of their specific tryouts. The rental cost of the facility will be incurred for two tryout dates by MJMGF. If the tryout is outside and no cost is incurred the board will not prorate costs accordingly. Although the Yara Centre rental costs for ICE tryouts shall be borne by the MJMGF Board, any ICE team practices held at Yara Centre shall be borne by the respective team(s).

### **Tryout Procedure**

Each player will be graded in the following areas by objective parties outside the coaches and parents if possible:

- Hitting
- Fielding
- Throwing accuracy
- Base running

From the evaluations and the coach's observations on ball awareness, coachability and overall attitude a team will be picked. A coach will not have a team or player forced upon them due to outside pressure however they will need to be able to justify the players picked. All evaluations are to be handed in to the ICE coordinator once the team is picked. **Any person shown to attempt to intimidate or harass coaches or volunteers during or after the tryouts to influence the team will be subject to disciplinary action by the MJMGFA.**

### **Athlete Criteria**

Any athlete may try out with the ICE program under the stipulation:

- They are registered and in good standing with MJMGF
- They have paid the \$10.00 registration fee.
- They have signed the code of conduct agreement
- Their parents have signed the code of conduct agreement.
- They are willing and available to play in house league.
- They are within the age categories of the appropriate division trying out.
- They are able to make at least one tryout date.
- They are available to go to the corresponding provincials

No player outside the age categories may try out for the ICE program.

### **Player Transfer**

If a player was not picked for the corresponding ICE team and there are no other ICE teams in the respective age group), the player will be eligible to request a transfer to play for another community. Only players who have tried out for the ICE program will be afforded this option. If a player has not tried out or has shown not to give a reasonable effort to make the team, they will not be eligible for player transfer. All player transfers must be voted on by the MJMGF board.

### **Player Call-ups**

In many instances a team may not have enough players to safely play in a tournament. Teams are typically 12-13 players and if teams are short there is a challenge to ensure the athletes do not suffer overuse injuries. There are many different situations in this regarding 'A' players and 'B' players along with players who had not tried out for ICE prior to the season. In this when teams have been picked and an injury happens on an 'A' player it is appropriate to promote a 'B' player into the position.

If no "B" team or if this team is short the player must be picked from the following pool.

- Any player who tried out for the ICE program and was cut.
- A house league player the coach deems able to play at the ICE level.

Any deviation from this will be voted on by the MJMGF board.

### **Code of Conduct**

Every player and at least one parent or guardian must sign the code of conduct form to be eligible to be placed on an ICE team. If this has not been completed by the time the team has been picked the player forfeit their right to play in the ICE program and will not be granted a transfer to another program.

### **Team Roles**

#### **Head Coach**

- Organize and run practices
- Represent the ICE program at provincials
- Ensure a safe and positive environment for all athletes involved in the ICE program
- To the best of their ability, train and teach the athletes in the game of softball and help the players become contributors in the community.

#### **Assistant Coach – To be picked by the Head Coach**

- Assist the head coach with all player development duties and ensure the values of the ICE program are intact.

#### **Manager**

- To be picked if possible from the parent volunteers within the ICE team.
- Provide a finalized roster to the MJMGF prior to the appropriate provincial deadline.
- Handle the finances of the team
- Submit a completed budget prior to May 1 of the season to the ICE coordinator and a finalized budget by September 15 after the season.
- Keep all receipts of the team expenditures in case of an audit.

**The Manager position cannot be the spouse or direct relation of the head coach of the corresponding ICE team. If no volunteer steps up to take on this role, the team will be disbanded until someone is available. If no one is available, the team will not be supported by MJMGF.**

### **Harassment**

Any coach or parent witnessed intimidating or harassing other coaches or parents involved in the program may be subject to disciplinary action by the board. If allegedly inappropriate behavior occurs it is to be reported to the ICE coordinator and will be brought to the attention of the MJMGF Executive.

If the subject of the complaint is the ICE coordinator, then the complaint shall be reported to multiple members of the MJMGF Executive who shall then carry out an investigation and apply disciplinary measures, if warranted.

This procedure is intended to address, but not limited to, the following issues:

- Belittling athletes, coaches, volunteers and/or officials
- Use of foul and coarse language directed at officials and volunteers
- Any type of physical altercation or threat of physical altercation

This procedure is not to be utilized to address concerns about playing time. Playing time can be addressed with the coach in a respectful manner. The MJMGF board will not interject on ICE teams for playing time of individual athletes.

### **Equipment**

The following equipment will be provided by MJMGF to each ICE team.

- 3 appropriately sized bats
- 12 appropriately sized Softballs
- 1 bag
- 2 Helmets
- 1 fielder mask (Squirt Division Only)

Any practice equipment purchased by previous ICE teams in the respective division will be handed down to the appropriate team. This includes Batting nets, tees and other miscellaneous gear. It will be attempted to keep this gear together after the season to maintain continuity.

### **Jerseys**

A set of jerseys is available for use by any ICE team not wishing to purchase their own set for the athletes to keep.

If jerseys are purchased by the athletes, they must have appropriate numbers and given names only on the jerseys. No nicknames are to be allowed on the jerseys.

Advertising on the jersey is permitted given there are not any racial or lewd images on the jerseys.

### **Logo**

There is an official ICE logo to be utilized to represent the ICE program on jerseys and gear. Deviations from this logo or base colouring will not be permitted. Doing so will forfeit the right to represent the ICE program at provincials.

### **Fundraising**

Teams can fundraise on their own to subsidize costs for team expenditures. Any income from fundraising must be listed in the final budget report.

### **Tournaments**

Tournament entry will be at the discretion of the coaches of the ICE team. There is a list of tournaments on the Softball Sask Website to enter. Teams may not enter a tournament that falls on the same dates as the corresponding MJMGF house league tournament for the same age group, unless pre-approved by the MJMGF Board.

All costs incurred at a tournament will be incurred by the ICE team attending.

This includes:

- Entry Fee
- Travel and Accommodation costs
- Extra equipment cost (game balls, game sheets)

### **Provincials**

Provincial championships are located on the Softball Sask. Website. The corresponding ICE team coaches and players are to represent the MJMGF association to the best of their ability throughout the championships. MJMGF will be responsible for collecting rosters prior to the deadline and will pay for the entry fee of the championships.

### **National/ Western Canadians**

Teams wishing to enter these championships if they have won the corresponding provincials will have the registration fee incurred by the MJMGF. All other costs associated with nationals will be incurred by the team.

### **Season Ending Follow-up**

After the final championship completing the season the team will collect equipment and jerseys (if needed) from the players to be submitted to the ICE coordinator. A final budget as previously mentioned will be submitted to the ICE coordinator.

I certify I have read the policy and procedures and will attempted to the best of my ability to follow as close as possible.

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**Head Coach**

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**Witness**

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**Date**