

Representative Program Manual



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NANAIMO MINOR SOFTBALL ASSOCIATION

APPENDIX A – COMPETITIVE POLICY - Code of Ethics

It is difficult to specify in exact terms all of the actions which could be deemed as prejudicial to the practices of Amateur Coaching and the best interest of the Nanaimo Minor Softball Association (NMSA).

The following are codes of ethics for the administrators, parents, coaches, and players of NMSA Softball teams. **This updated 'Competitive Policy' is effective October 1, 2025.**

A. Administrator's Code

1. Ensure equipment provided meets safety standards and is appropriate to the maturity of the athletes.
2. Distribute a code of ethics for good sportsmanship.
3. Assist parents, coaches, players, sponsors, and physicians in understanding their authority and responsibility for fair play in sports.
4. Ensure proper supervision is provided by certified, proven coaches capable of promoting good sportsmanship and good technical skills.
5. Offer coaching clinics to improve the standard of coaching and technical skills.

B. Coach's Code

1. Be reasonable in your demands on the player's time, energy and enthusiasm. Remember they have other interests.
2. Teach your players that rules of the game are mutual agreements, which no one should evade or break.
3. Treat all players equally; do not show favoritism either through comments or actions.
4. Never ridicule or yell at the players for making mistakes or losing a game.
5. Ensure all equipment meets safety standards and is appropriate to the age of the players.
6. The scheduling and length of practice times should take into consideration the maturity level of the players.
7. Develop team respect for the ability of opponents as well as for the judgment of the umpires and opposing coaches.
8. Do not publicly question or ridicule the umpires' decision.
9. Follow the advice of a physician when determining when an injured player is ready to play.

10. Remember that children need a coach they can respect. Be generous with your praise when it is deserved, and set a good example.
11. Make a personal commitment to keep yourself informed on sound coaching principles and the principles of the growth and development of children.

C. Parent's Code

1. Remember children are involved in organized sports for their enjoyment, not yours.
2. Encourage your child to always play by the rules.
3. Teach your child that an honest effort is as important as victory.
4. Turn defeat into victory by helping your child work toward skill development and good sportsmanship.
5. Never ridicule or yell at your child for making a mistake or losing a game.
6. Remember children learn by example. Applaud good plays by your team and by the members of the opposing team.
7. Do not publicly question or ridicule the umpires' decision.
8. Support all efforts to remove verbal and physical abuse from children's sports.
9. Recognize the value and importance of volunteers, coaches, executives, etc. They give their time and resources to provide a place for your child to play.
10. Don't use profane language or harass players, coaches or umpires.

Note : All parents will be required to sign a "Code of Conduct" which forms part of this policy and before which the player cannot attend practices or games.

D. Player's Code

1. Play for the fun of it, not to please your parents or coach.
2. Play by the rules.
3. Never argue with the umpires' decision. Let your coach ask any necessary questions.
4. Control your temper – no yelling or swearing, disrespectful comments, throwing bats, helmets, or other equipment.
5. Work equally hard for yourself and your team

6. Be a good sport. Cheer for all good plays, yours and your opponents.
7. Treat all players as you would like to be treated.
8. Remember the goals of the game are to have fun, improve your skills and feel good.
9. Cooperate with your coach, teammates and opponents, for without them, you have no game.

E. Violations

Violations will be handled by the NMSA Executive and may lead to administrative penalties which could encompass suspension, ejection, revoking of privileges and dismissal of any person found in violation. The following items are examples of breaches of the NMSA Code of Ethics:

1. NMSA Coaches should adhere to the standards of personal and Amateur Sport behavior which reflect credit on NMSA and the whole process and practice of Sports Coaching. (fail to meet standard)
2. Coaches should not misrepresent their qualifications, affiliations or amateur coaching competence to the NMSA or to their athletes. (misrepresentation)
3. All coaches must complete and hand in the CONSENT FOR DISCLOSURE OF CRIMINAL RECORD INFORMATION form to the RCMP and report all convictions or alleged criminal activities that specifically involved them to the NMSA. (criminal record check)
4. Acts of misconduct and gross misconduct will not be accepted of NMSA coaches.
 - a. Examples of misconduct are:
 - i. Lack of application
 - ii. Unreasonable/unexplained absences
 - iii. Willful damage to equipment
 - iv. Unwarranted forfeiture of games
 - b. Examples of gross misconduct are:
 - i. Physical (violence)
 - ii. Any verbal/physical/sexual abuse of athletes, opponents, and officials
 - iii. Dishonesty
 - iv. Alcohol/drug abuse
 - v. Falsification/misrepresentation

5. Coaches shall refrain from public criticism of fellow coaches. Differences of opinions should be dealt with on a personal basis. More serious disputes should be brought to the attention of the NMSA Board of Directors.
6. No smoking while coaching and show respect from refraining from smoking in front of athletes.
7. No drinking alcoholic beverages when working with athletes.
8. Never allow or give an underage athlete alcoholic beverages.
9. Never condone the use of drugs or other performance enhancing substances.
10. Recognize and accept when to refer to athletes to other coaches. It is unacceptable for a coach to hold back a talented athlete to obtain personal benefit or reward.
11. Respect the athlete's dignity. Criticism shall be directed at the performance and not the performer. It is inappropriate to make demeaning comments of a personal nature since positive self-concept is one of the goals of effective coaching.
12. The coach must act in the best interest of the athlete's development as a whole person.
13. The coach must act with integrity in performing all duties owed to the athletes, the sport, and other members of amateur coaching, parents and the fans.
14. The coach must always treat opponents and officials with due respect and encourage athletes to do likewise.
15. Coaches must consider the athlete's future health and well being as foremost when making decisions regarding an injured athlete's ability to continue playing or training.
16. Coaches should pursue other avenues to expand their credentials as an amateur coach.
17. Ensure the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes.
18. Communicate and cooperate with the athlete's parents/legal guardians, involving them in management decisions pertaining to their child's development.
19. At no time become intimately and/or sexually involved with their athletes.

F. Fair Play Guidelines

Integrity, fairness and respect are the principles of fair play. A fair play coach believes and teaches that sport is an ethical pursuit, one that builds character and shapes attitudes.

As an association, our fair play aims are to:

- Help our athletes develop a positive self image
- Promote respect for the rules, officials, their decisions and opponents
- Encourage a constructive attitude toward competition
- Develop a sense of dignity under all circumstances
- Provide an equal opportunity to learn new skills
- Encourage individuals to continue participation in sport

As a coach your job is not only to teach how to hit a ball, but also to teach how to win and lose gracefully. We must remind them that sport is meant to be fun. The athletic skills these young people learn from us may only be used for a few years. The attitudes they develop towards themselves and others will last a lifetime.

G. Coach and Player Selection Guidelines

1. Objectives:

1. To strengthen the competitive Fastpitch Rep System within District 2 and that of Softball BC
2. To provide a Fastpitch Rep System (both “A” & “B”) whereby the athletes may remain in their own association and catchment area.
3. To provide competent coaches to the Rep program.
4. To provide a Fastpitch Rep System whereby the athletes will obtain optimum exposure for scholarship opportunities, community recognition, and possible selection to a Canadian National, Provincial or Olympic team.
5. To promote community and provincial spirit and pride.
6. To enhance the development of youth through “Excellence in Sport”

2. Coach Selection Method

1. All Coaches, Assistant Coaches and Managers who are interested in coaching or managing, whether it is “A” or “B” teams must complete the application form as provided by the NMSA and submit it to the NMSA Executive on or before **July 31st of each year**. In submitting the application, each prospective coach and/or manager must have read and agreed to abide by the selection guidelines and the code of ethics. Coaching requirements for U13(B&C), U15(C), U17(C) and U19(C) must have minimum NCCP Community-Sport On-Going Participation with

completion of Making Ethical Decisions. For U13(A&B), U15(A&B), U17(A&B) and U19(A&B), minimum NCCP Introduction to Competition Training (attended clinics 1&2) with completion of Making Ethical Decisions Evaluation.

2. In addition, each applicant must apply for and complete a current criminal record check (CRC) or Screening Form. (Information at president@nanaimosoftball.ca) Once all applications have been received, a selection committee as appointed by the NMSA Executive will review the application and criminal record checks. The background checks will encompass interviews of players, parents, officials, and any evaluation forms concerning the applicant.
3. The selection committee will provide NMSA executives a list ranking their choices of applicants for each category by the date specified. The NMSA executive, acting as a committee of the whole, will make the final selection of coaches.
4. All NMSA Coaches must adhere to the Coach Selection Guidelines as well as the Code of Ethics. Failure to do so will be considered a breach of process, and upon review by NMSA, could result in dismissal of the offender(s).
5. No selection of players nor any distribution of equipment may be made until the selected coach and manager have been approved by the Board at a general meeting. No initial meetings of the selected players, parents, or other associated persons may take place without a member of the Board in attendance.
6. Alternatively, the Board may determine that coaches from the previous season will continue with the same division. In such cases, reapplication is not required.
7. The Board reserves the right to remove a coach from their position at any time if it determines that such action is in the best interests of the Association, the team, or its players. Grounds for removal may include, but are not limited to, conduct inconsistent with the Association's Code of Conduct, failure to fulfill coaching responsibilities, or any other circumstances deemed by the Board to warrant removal.

The coaching staff of a NMSA Team should consist minimally of the following personnel:

- One (1) head coach
- One (1) assistant coach
- One (1) manager
- One (1) treasurer (The team treasurer will hold no other position with the team)

3. Head Coach Position

Preferential consideration may be given to an individual who has applied for this position and has exceeded the minimum requirements as outlined in the Coach Selection Method.

Coaches' children should be able to compete at the level the coach has applied for. All coaches' references and/or Past Associations will be checked.

All head coaches will have N.C.C.P certification by the start of the current season. This policy is as outlined by Softball BC.

Head Coach and treasurer are responsible for submitting dual signed team financial statements at the end of the season to the executive.

4. Assistant Coach Position

All Assistant Coaches must have as a minimum, NCCP Competition Training (Clinic 1). Assistant coaches' children should be able to compete at the level for which the assistant coach has applied. All coaches' references and/or past associations will be checked.

Coaches are required to attend meetings throughout the season when requested by NMSA Executive.

5. Player Selection method

1. All interested Rep fastpitch players shall start out practicing together in the applicable divisions, ie U13 – U19, etc.
2. Should the number of athletes in a particular division be such that it becomes ineffective to have all practicing together, it will be left to the discretion of the coaches involved to implement a system whereby the practice numbers are manageable. Bearing in mind each athlete must be given a fair and equal opportunity to compete for a position of his/her choice. NMSA will assist in this matter if deemed necessary.
3. All of the coaches, in their respective divisions are expected to attend these practices and participate equally in the running of the same.
4. The first team shall comprise those athletes who have expressed the desire to play competitive ball as well as those players who possess the ability to compete on this team.
5. Remaining athletes not selected to the First Team are to be filtered into the Second Team for consideration and possible selection.
6. Each team in the competitive divisions must, by the applicable deadline, have a minimum of 9 and no more than 12 players selected to their roster.

7. Each coach will provide to the NMSA Registrar a team roster, complete with name, association, phone #, birthday and Softball BC #, for those athletes that will comprise their roster.
8. Selection of the Teams by the Coaches will take place as soon as possible.
 - a. First Team rosters are to be finalized by no later than 5 days after tryouts.
 - b. Second Team rosters are to be finalized by no later than 7 days after tryouts.
9. This will ensure the House System in each respective Member Association may form their teams with minimal delay.
10. If the situation arises where, due to injury, illness, or unforeseen circumstance rendering a preselected player unable to play, and a First Team needs to recruit a player after the selection process has taken place, the First Team coach will observe the following guidelines:
 - a. The coach will contact the NMSA Competitive Director. The Competitive Director will then proceed in the following manner:
 - i. Approach the Second teams and their coaches and encourage any of them to consider playing for the first team.
 - ii. Should a player choose to move to the First team from a Second team, the Competitive Director will assist in finding a replacement player for that team.
 - iii. If there is no response from these teams, the President will then advise the home associations of the opening on the team and request their assistance in finding a suitable player.
11. If the situation arises where, due to injury, illness, or unforeseen circumstances rendering a preselected player unable to play, and a Second team needs to recruit a player after the selection has taken place, the Second Team coach will observe the following guidelines:
 - a. The coach will contact the NMSA President. The President will then advise the home associations of the opening on the team and request their assistance in finding a suitable player.
12. All divisional coaches concerned must inform one another of their desired selections of athletes prior to the rosters being finalized and those athletes being advised.
13. Underage players will not be able to play up a division without the written permission from the NMSA Executive. Exceptions include those who are playing up to "A" ball where "A" ball is not available in their own age category. This will come into effect August 1, 2026.

14. The cost to play with the NMSA will be determined each season by the NMSA Executive. Athletes selected to a roster must submit completed registration forms and fees to NMSA by November 1st.
15. All athletes will be issued a uniform described below.
16. Any request to vary from these guidelines must be submitted in writing to the NMSA Executive by December 1 of the past season. *NOTE: a playing uniform will not be issued to an athlete until that individual's registration fee has been collected.*

H. General

The NMSA must ensure the Coaches within the Rep Program are not only qualified through the National Coaching Certification Program but also possess the skills, experience and personality to succeed.

NMSA will encourage Coaches to complete additional and applicable courses, and to participate in coaching seminars. NMSA will seek opportunities to further advance the coaching skills of their coaches and encourage others to become involved in coaching.

i. General Policies

Policy statements are defined at NMSA Executive and annual general meetings.

a) Travel expenses:

1. **\$2,000.00** to an 'A' NMSA team traveling to a National Championship.
2. **\$1,000.00** to any NMSA team traveling to a Western Canadian Championship.
3. **\$300.00** to a team(s) traveling to a Provincial Championship or BC Summer Games to a maximum total of \$1000.00/year as committee finances dictate. Funds will be approved if funds are available.

Travel is defined as not being capable of returning home at the end of the day's play. The amount paid will be at the discretion of the committee as the budget allows.

b) Uniforms:

All uniforms must display Nanaimo Diamonds Logo (or Name) and follow NMSA team colors (red, white, black and silver). Refer to APPENDIX B – NMSA & Nanaimo Diamonds Uniform policy and Guidelines.

Each team is responsible for the purchase of jerseys, ball pants, and belts. NMSA is responsible for the purchase of hats (one each per player).

NMSA provides **\$110** towards each registered player to cover jersey contributions, socks and gear. If fees are outstanding, funds will be withheld. All rostered players are required to be registered prior to the team receiving the funds.

Teams can use the NMSA contribution to purchase gear (bat, bags, game balls, other). Receipts will be required along with a detailed list of all equipment purchased to be submitted to NMSA at the conclusion of the season. This equipment belongs to NMSA and needs to be returned to NMSA at the end of each season or in the case that the team collapses.

Teams are permitted to purchase matching undershirts, sweatshirts, jackets, etc. in the NMSA colors.

c) Coaches Dress Code:

Coaches' dress code is black shorts/or pants and matching tops. NMSA will provide. Softball BC dictates coaches wear:

- Team hat
- Team shirt

d) Team Funding:

1. Each team must have only **one** dedicated team bank account. All funds must run through this account. This account is subject to review by NMSA at any time.
2. Teams once finalized are required to have a parent meeting at which time an initial budget will be made. The initial budget will be given to the NMSA Executive at that time. Initial budgets need to be sent to NMSA Executive no later than February 28th.
3. Class D BC gaming raffles will be applied for by individual teams. Each team will be responsible for providing BC Gaming with an Event Summary Report. Any other gaming licenses must be applied for by NMSA.
4. All teams are responsible to adhere to BC Gaming Rules and Regulations. Refer to BC gaming website. Failure to comply can inhibit teams from future gaming licenses.
5. All gaming funds must be reported in team budgets and bank statements. Class D licenses will be administered by each team. Other licenses applied for by NMSA will flow through NMSA gaming accounts. Each team must complete gaming event summary reports for all licensed events as required by BC Gaming.
6. All funds in the team account are considered to be team funds raised by the team and as such are to be disbursed by the team equally to all players and as such, no refunds are made under any circumstances. In the event that a player, whether a regular team member or a pickup player, no longer remains a team member, the player will be reimbursed 50% of the NMSA

registration fee up to January 30th after which no refund will be made. The player would not be entitled to any portion of funds in the team account that the team earned at any time to fund team trips or expenses. Any monies returned are subject to the return of all equipment assigned to the player.

7. The team treasurer will hold no other position with the team, such as coach, assistant coach or manager. There are to be a minimum two (2) signing officers for the team account. Cheques must be signed by two persons who have different last names, different addresses (physical and postal) , and in any event cannot be related.
8. Each team must keep a monthly bank statement and copies of all transactions which can be supplied to NMSA if needed. Money given to parents for items paid must be made out to a parent/guardian name (who has signed all applicable forms as a parent/guardian). NMSA does not accept refunds/cheques/payments made out to cash as transactions. Each transaction will be entered in the team ledger and appear on every monthly bank statement.
9. Each team must supply a final income and expense statement versus budget to the NMSA after the playing season and in any event no later than September 30th. Attached to this statement will be a copy of all monthly bank statements. ***Head Coach and treasurer are responsible for submitting dual signed team financial statements at the end of the season to the executive.***
10. Any remaining funds will not be divided out to players. NMSA has the right to audit team financials at any time.
11. **Each team is allowed a maximum \$200 to be held over to the next season. Any remaining funds after July 30th must be surrendered to NMSA to be held in trust for the team for the next season.**
12. Field Allocations will be fairly assigned by the Field/Scheduling Director.
13. Each team will receive a maximum of **\$400 per season for umpires**. All teams are required to pay the umps directly.
14. At any time, team staff can request a board member to attend a team meeting. These requests are made through the President.
15. Teams must notify the UIC of games needed or booked so that payments can be made to Umpires.

e) Team Equipment:

The NMSA will supply to each team:

- 1 pairs of black or red catcher's shin guards

- 1 black or red catcher's chest protector
- 1 black or red catcher's mask and helmet with throat protectors
- 12 new game balls
- 12 softies indoor
- 1 equipment bag

If equipment is damaged the team must contact the equipment director. Any equipment stolen must be reported to NMSA.

All equipment that has been issued by NMSA must be returned at the end of the season. Equipment can be requested prior to January if required.

f) Tryouts:

Tryouts for all teams will start no earlier than August 15th in any year.

g) Sponsorships:

Teams may solicit sponsorship funding from any business or individual. The sponsor's name may be added to the team banner.

h) Off-Season Training:

NMSA will provide each Rep team with \$500 in funding to support off-season training.

i) Registration:

*****All Players must be registered and the registration fee paid by November 1st.***

1. All coaches will be given a registration form to be completed and handed in to the Registrar by the above date.
2. All registration fees must be paid to NMSA. All players must use online registration. Payment arrangements can be made through NMSA Registrar.

J) Summation

This policy "Competitive Policy" is the official policy of NMSA and will not be revised or the effects changed without the majority consent of the Board of Directors of NMSA.

Player Code of Conduct

This policy is intended for all players of minor sports and outlines the accepted role of the players towards the coaching staff, other players, and other parents/spectators. A player should:

1. Always play by the rules.
2. Play for the fun of it, not to please your parents or coach.
3. Never argue with the umpire's decision.
4. Control your temper – no yelling, swearing, or disrespectful comments.
5. Work hard for yourself and your team.
6. Be a good sport. Cheer for all good plays – both yours and your opponents.
7. Treat all players as you would like to be treated.
8. Remember the goals of the game are to have fun, improve your skills, and feel good.
9. Cooperate with your coach, teammates, and opponents.
10. Work towards skill development and good sportsmanship.
11. Never ridicule or yell at a teammate or opponent for making a mistake
12. Recognize the value and importance of volunteers, coaches, and all members of the softball community.
13. Do not use profane language or harass players, coaches, or umpires.

Player/Guardian Agreement

I, _____ being a parent or guardian of _____ have read and explained this policy to the player and agree that the player will abide by the rules as set out in this policy. I understand that any conflict with these rules may result in the cancellation of the player's activity on this team.

Signature of Player

Signature of Parent

Date

Parent Code of Conduct

I, the undersigned, agree to:

1. Remember children are involved in organized sports for their enjoyment, not yours.
2. Encourage your athlete to always play by the rules.
3. Teach your athlete that an honest effort is as important as a victory.
4. Help your athlete work towards skill development and good sportsmanship.
5. Never ridicule or yell at the athletes for making a mistake or losing a game.
6. Remember children learn by example. Applaud good plays by your team and the members of the opposing team.
7. Do not question or ridicule the umpires' decision.
8. Support all efforts to remove verbal and physical abuse from youth sports.
9. Recognize the value and importance of volunteers, coaches, and all members of the softball community. They give their time and resources to provide opportunities for your children to play.
10. Do not use profane language or harass players, coaches, or umpires.

Note: All players will be required to sign a “Code of Conduct” before the player attends games or practices.

I, _____, being a parent or guardian of _____, a player on the _____ coached by _____ have read this policy and agree to abide by the rules as set out in this policy. I understand that any conflict with these rules may result in the cancellation of the payer's activity on this team.

Signature

Date