



**PONOKA MINOR BALL
ASSOCIATION (PMBA)**

Policies & Guidelines Handbook

www.ponokaminorball.com

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REGISTRATION

01. AGM Attendance Policy

PMBA holds an Annual General Meeting (AGM) prior to each season. A registration fee draw is held during the meeting, with each registered player receiving one entry into the draw.

All adult members in good standing, as defined in the PMBA Bylaws, are eligible to attend and vote at the AGM. Each adult member is entitled to one vote. A family may have more than one adult member, depending on the number of parents or legal guardians listed across their player registrations.

Youth players may attend the meeting with a parent or guardian but are not eligible to vote or participate in the draw.

02. Late Registration Policy

There will be a **\$30.00 late registration fee** applied to any registration that occurs after the registration deadline established for each division and caliber (A, AA, etc.).

Late registrations will only be accepted if there is room within the division and level of play that the individual wants to register in. Individuals wanting to inquire about registering after the applicable registration deadline will need to contact the appropriate Executive Member.

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

03. Refund Policy

Refunds requested prior to the registration deadline may be subject to an administrative fee. Refunds after the deadline are only issued in exceptional cases, such as season-ending injury or relocation, and are evaluated individually. Tryout fees, if applicable, are non-refundable once tryouts begin. For full eligibility criteria, timelines, and refund amounts, refer to the ***full PMBA Refund Policy***.

04. Competitive & Provincial Rep Programs (A/AA/AAA)

PMBA may offer extended season opportunities through participation in Baseball Alberta or Softball Alberta provincial events (A, AA, or AAA level). Additional fees, practices, and commitment expectations may apply.

For full details on how players are selected for these teams, including evaluation and assignment processes, refer to the ***PMBA Roster Assignment Policy***.

05. Fundraising Policy

As of the 2025 season, PMBA fundraising is included directly in the registration fee. Each registrant receives one raffle booklet valued at \$50 (10 x \$5 tickets). Families who sell the booklet may keep the proceeds as they have already paid for it during registration.

While additional booklets may be requested, the funds from any extra booklets sold must be returned to PMBA, as they were not covered by a fundraising deposit.

EQUIPMENT, UNIFORMS, & APPAREL

06. Required Equipment & Protective Gear

| Item | Learn to Play & 9U / U9 | Community Leagues | Competitive Leagues & Provincials | Notes |
|----------------------------|-------------------------|-------------------|-----------------------------------|---|
| Ball Helmet | Yes | Yes | Yes | |
| Bat | Provided by PMBA | Provided by PMBA | Provided by PMBA | Each team is provided with a selection of bats. It is recommended for players to try the team's bats before making an optional purchase |
| Catchers Glove & Equipment | Provided by PMBA | Provided by PMBA | Provided by PMBA | Players may make an optional purchase. However, keep in mind that positions of play on any team are not guaranteed. |
| Cleats | Optional (plastic) | Preferred | Yes | Plastic cleats are needed for 'baseball' divisions lower than 15U. 'Baseball' divisions 15U & 18U have the option of metal cleats. |
| Glove (fielding) | Yes | Yes | Yes | |
| Gloves (batting) | Optional | Optional | Optional | |
| Protective Cup | Optional | Yes | Yes | |
| Water Bottle | Yes | Yes | Yes | |

Face Masks for Coaches, Managers, and Volunteers:

A coach, manager, or any other volunteer when warming up a pitcher at home plate, in the bullpen or elsewhere, *MUST* be wearing at least a face mask.

Helmets & Face Masks for Catchers (Players)

Catchers in all age categories and levels of play are *ALWAYS* required to wear a protective helmet and mask while catching. This includes practice and warm-up situations such as the bullpen or between innings. Throat protectors are also mandatory for all catchers and umpires. Extension masks are acceptable provided that the throat area is adequately covered in conjunction with the chest protector.

07. Uniform & Apparel Policy

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

Logo'd Apparel Availability

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

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

Use of the PMBA, Bulls Baseball, or Toros Softball Logos

Individuals may request use of the various PMBA logos for creation of personal items. All requests are to be emailed to ponokamb.president@gmail.com and must be reviewed/approved by the PMBA Executive prior to use.

Sponsored Apparel

Sponsored apparel with any of the PMBA logos must be done through the business PMBA has contracted to provide logo'd apparel. Any new apparel item that is not already available through the list of apparel items provided by the contracted business, *MUST* be approved by the PMBA Executive prior to ordering.

Jerseys

The PMBA is responsible for providing a set of jerseys to each team (players and coaches) for all teams of any age division or level of play. If Competitive teams with a longer season are wanting to order custom jerseys with players names as keepsakes, all players' parents on a team must vote 'yes' unanimously to do so. PMBA will *not* pay for the custom jerseys, they will be considered an additional cost outside of registration fees. Afterwards, any custom jerseys *MUST* be approved by the PMBA Executive prior to ordering them.

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

The following tables apply to ALL COACHES and PLAYERS when playing GAMES:

Baseball

| Item | 9U | Community & A Provincials | Competitive AA | Notes |
|-----------------------|-----------------------|---------------------------|-----------------------|---|
| Pants - Gray | Optional | Yes | No | Can wear either long or short style pants |
| Pants - White | No | No | Yes | Can wear either long or short style pants |
| Jersey | Yes, Provided by PMBA | Yes, Provided by PMBA | Yes, Provided by PMBA | Jersey <i>must</i> be tucked in during games |
| Belt | Optional | Yes | Yes | Forest/Dark Green |
| Socks | Optional | Yes | Yes | When wearing short style pants, you <i>must</i> wear forest/dark green socks. |
| Hat | Optional | Yes | Yes | Black with current seasons approved logo. Adjustable, flex-fit or pro-fit. |
| T-Shirt / Long-Sleeve | Optional | Optional | Optional | If wearing either a short or long sleeve shirt under the jersey when playing games, it must be forest/dark green . |

Softball

| Item | Learn to Play | U9 | U11 to U17 | Notes |
|-----------------------|-----------------------|-----------------------|-----------------------|---|
| Pants - Black | No / Optional | Optional | Yes | Can wear either long or short style pants |
| Jersey | Yes, Provided by PMBA | Yes, Provided by PMBA | Yes, Provided by PMBA | Jersey <i>must</i> be tucked in during games |
| Belt | Optional | Optional | Yes | Forest/Dark Green |
| Socks | Optional | Optional | Yes | When wearing short style pants, you <i>must</i> wear forest/dark green socks. |
| Hat | Optional | Highly Recommended | Yes | Black with current seasons approved logo. Adjustable, flex-fit or pro-fit. |
| T-Shirt / Long-Sleeve | Optional | Optional | Optional | If wearing either a short or long sleeve shirt under the jersey when playing games, it must be forest/dark green . |

COACHING & OTHER VOLUNTEER ROLES

08. Criminal Record Check (CRC) / Vulnerable Sector Check (VSC) Policy

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

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

09. Coaching Certification & Requirements Policy

To determine the coaching certification and additional requirements that the PMBA, Baseball Alberta and/or Baseball Canada, Softball Alberta and/or Softball Canada requires for individuals to be a Head or Assistant Coach for the upcoming season in any division, please visit the PMBA website and select the Coaches tab.

10. Coaching Certification & Requirements - Reimbursement Policy

All coaches are required to complete relevant certification and screening based on the division and level of play. This typically includes training through the NCCP system, Safe Sport education, and a valid Vulnerable Sector Check (VSC). PMBA reimburses eligible training costs.

Detailed coaching requirements for Baseball, including module specifics and age-level expectations, are outlined in the **PMBA Baseball Coaching Requirements document**. At this time, certification expectations for Softball are managed in collaboration with the VP of Softball and may be adapted based on provincial guidance.

11. Volunteer Positions Policy

PMBA relies on parent volunteers to create a supportive and organized season. While not all roles are mandatory, each team will require help with coaching, managing, scorekeeping, and game-day responsibilities. Additional roles may include fundraising, financial tracking, and organizing team events. A complete breakdown of available roles and responsibilities is provided in the PMBA Volunteer Roles document. Please speak with a division coordinator, coach or team manager to learn how you can contribute.

WEATHER

12. Weather, Lightning, and Air Quality

PMBA follows a clear set of guidelines for responding to weather-related risks, including lightning, poor air quality, excessive heat, and unsafe field conditions. For safety protocols and responsibilities related to cancellations, delays, or evacuations, please refer to the full PMBA Weather, Lightning, and Air Quality Policy.

DISCIPLINE & COMPLAINTS

13. Discipline & Complaints Policy

PMBA is committed to maintaining a respectful, inclusive, and positive environment for all players, parents, coaches, and volunteers. The Association follows a formal process for receiving, investigating, and resolving complaints or concerns. Additional policies apply depending on the individual's role.

For full procedures and role-specific guidelines, please refer to the following standalone documents:

- PMBA Discipline & Complaints Policy
- PMBA Player Discipline Policy
- PMBA Coach Discipline Policy
- PMBA Parent Discipline Policy

PLAYER MOVEMENT BETWEEN DIVISIONS / ASSOCIATIONS

14. Underage Policy

The PMBA accepts requests to move underage players up a division based on the following criteria laid out by Baseball Alberta 9U-18U divisions. Softball Alberta does not have criteria regarding underage players.

- a. The individual *SHOULD* be a second / last year player (based on year of birth) in their age appropriate division.
- b. Underage players *MUST* register in their appropriate age division and then contact in writing (email, letter) the Vice President of Baseball/Softball, informing this Executive Member of their request to move up / tryout in the higher division.
- c. If a player wants to be moved up to 9U/U9 or a higher division, the appropriate Executive Member will contact the parents after the registration deadline to let them know if there is room based on the number of players registered in the division. Moving a player up a division *MUST NOT* leave the team(s) in the player's age appropriate division with a short roster or the age division they are moving up to with too many players on the roster as per the Roster Size Guideline. This will be determined by the PMBA Executive on a per division basis.
- d. If the player wants to try out for a Competitive team, they *MUST* Evaluate on the team based on the Roster Selection – Evaluated On / Coach Picks Policy. **They CANNOT be a Coach Pick.** If the player does not make the Competitive team in the higher division, they will have the opportunity to play on a Community team in the higher division if there's room on the roster or they will play in their age appropriate division. Moving a player up a division *MUST NOT* leave the team(s) in the player's age appropriate division with a short roster or the division they are moving up to with too many players on the roster as per the Roster Size Guideline. This will be determined by the PMBA Executive on a per division basis.
- e. **If it's determined at any point during the season that it's not in the best interest of the player (eg. safety, skill set, cognitive ability, emotional ability, etc.) to play in the higher division the player will be moved to a team in their age appropriate division for the remainder of the season.**

15. Overage Policy

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

Note: Overage rules for players are dictated by Baseball Alberta and Softball Alberta.

16. Import Policy

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

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

If a player's home association does not offer a competitive level team (eg. Baseball Alberta REP 'AA'), or their home association does not have the required number of players to field a competitive team, PMBA *WILL NOT* consider that player to be an import. However, any and all release transfer processes will still need to be completed by the player's home association.

“Grandfathered” Players: Players that have played at any level (Community or Competitive) for two consecutive seasons or longer with PMBA, will not be considered imports by PMBA standards. However, the proper paperwork will still be required in regard to Baseball Alberta and Softball Alberta's Player Release Guidelines. If an imported player that's been grandfathered into PMBA chooses to register in any future seasons with another association, they will no longer be considered to be grandfathered in as a PMBA player.

PMBA, at this time, does not have any predetermined import caps. Import capping will be determined on a need-to-need basis, by the Executive Members, depending on multiple factors, including but not limited to; number of Ponoka residents registered for a Competitive team, and whether any Ponoka players that would need to be cut from a Competitive team will, or will not, have a Community team to play on.

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

17. Player Transfers Policy

Players requesting a transfer from the PMBA to another minor ball association must follow any Player Transfer Guidelines set out by Baseball Alberta or Softball Alberta. The PMBA will not consider a

transfer request until the registration deadline for the division of the transfer request has been reached. At that time the PMBA Executive will review the number of registered players in the applicable division and determine if releasing the player(s) will be detrimental to the PMBA. For example, if 10 players are registered, and 2 of those players want to transfer to another association (offering the same level) which would then leave only 9 players registered and not enough for a team, the transfer forms would not be signed releasing the player(s) to another minor ball association. The ability / skill set of the player will also be taken into consideration when the PMBA Executive considers the request.

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

ROSTER SIZES & TRYOUTS / EVALUATIONS

18. Roster Size Guideline

The minimum : maximum roster sizes *aimed* for by the PMBA are:

| COMMUNITY (Baseball / Softball) | Min : Max | PROVINCIAL (Baseball / Softball) | Min : Max |
|---|------------------|--|------------------|
| Learn to Play: | 8 : 10 | 11U / U11 | 11 : 13 |
| 9U / U9 | 8 : 12 / 13 | 13U / U13 | 11 : 13 |
| 11U / U11 | 10 : 14 / 13 | 15U / U15 | 11 : 13 |
| 13U / U13 | 10 : 14 / 13 | 18U / U17 | 12 : 15 / 13 |
| 15U / U15 | 11 : 14 / 13 | | |
| 18U / U17 | 11 : 15 / 13 | | |

Head Coaches can apply to the PMBA Executive (through the appropriate Executive Member) if they would like to decrease / increase the minimum / maximum roster size for their team. The application *must* be in writing (email, letter) with justification in regard to the reason for wanting to decrease / increase the number of roster spots allowed for that season.

19. Community Evaluations & Competitive Tryouts

PMBA's process for evaluating players and forming both community and competitive teams is outlined in the ***PMBA Roster Assignment Policy***. This policy includes details on timelines, evaluation procedures, team balancing considerations, and the decision-making process used for team formation at all age levels and calibres of play.

UMPIRES

20. Umpire Certification

Umpires officiating Baseball Alberta or Softball Alberta sanctioned games must be certified to do so. Annual re-certification is necessary when umpiring both Baseball and Softball

Baseball

About: https://www.baseballalberta.com/en/page/umpires_about/about_the_nucp.html

Clinics: https://www.baseballalberta.com/en/page/umpires/nucp_clinics.html

Softball

About/Clinics: <https://www.softballalberta.ca/umpires/zone-clinics/>

21. Umpire Reimbursement & Apparel/Tools

PMBA umpires that are taking certification for the 1st time or recertification for the 1st time (2nd year) will be reimbursed the cost of the clinic once they've umpired 3 games that are scheduled by the PMBA. There is no reimbursement for umpires taking their 3rd year, or higher, of recertification.

Upon completion of the 1st year of certification, PMBA will supply the umpires with an official shirt and toolset that includes a ball/tool belt, counter and brush. PMBA will not supply these items during recertification years, if umpires have misplaced these items they will need to purchase new ones themselves.

PMBA does not supply chest protectors, masks, shin guards, shoes or pants. These items are the responsibility of the umpire to purchase. However, we do have extra chest protectors and shin guards that can be loaned to umpires on a game to game basis but need to be returned after each game in case another umpire is needing these tools.

22. Umpire Conduct & Concerns

All umpires deserve to be treated with respect. Concerns related to professionalism, behaviour, or application of rules should be submitted using the procedure outlined in the PMBA Umpire Concern & Conduct Policy. ***Judgment calls (e.g., balls and strikes, safe/out) are final and not subject to appeal.***

OTHER

23. Additional Policies, Codes & Documents

PMBA has adopted several standalone documents that offer detailed guidance on specific topics. These policies, codes, and agreements apply across all divisions and roles. They are available on the PMBA website or by request from a member of the executive.