

PMBA Coach Discipline Policy

Approved by PMBA Executive: January 15, 2026

Applies to all Coaches in Baseball and Softball Divisions

Purpose

This policy outlines PMBA's internal procedure for addressing concerns or breaches involving coaches. It ensures a fair, consistent, and documented process is followed when disciplinary action may be necessary.

1. When This Policy Applies

Disciplinary action toward a coach may be considered when a coach:

- Fails to follow PMBA policies (e.g., removing a player without executive approval),
- Breaches the PMBA **Coaches Code of Conduct**,
- Demonstrates inappropriate behaviour toward players, parents, umpires, or volunteers,
- Repeatedly disregards communication expectations or game/practice responsibilities,
- Creates an unsafe, exclusionary, or toxic team environment,
- Violates the terms of Baseball Alberta's coaching standards or Safe Sport requirements.
- Fails to adhere to established policies such as the Attendance Policy, Communication & Platforms Policy, Social Media & Public Conduct Policy, or Facility Usage Policy.

2. Reporting and Initiating a Review

Concerns may be reported by:

- An executive member or division coordinator,
- A parent, player, or team official,
- A fellow coach or assistant.

Concerns must be:

- Submitted in writing (email is acceptable),
- Sent to the **Division Coordinator, VP Baseball/Softball, or PMBA President**.

3. Review Process

Once a concern is received, the following steps apply:

Step 1: Initial Review

- The coordinator and/or executive member will review the details and determine if the concern is valid and actionable.
- If minor, the issue may be resolved informally.
- If moderate or serious, the matter moves forward for executive discussion.

Step 2: Notification and Response

- The coach will be informed of the concern in writing.
- They will be provided an opportunity to respond verbally or in writing before any decision is made.

4. Progressive Discipline Steps

PMBA follows a progressive discipline model whenever possible:

Step 1: Verbal Warning

For first-time or low-severity issues (e.g., communication lapses, late availability updates).

- Delivered by the division coordinator, a Vice President, or the PMBA President.
- Documented in an internal log.

Step 2: Written Warning

For repeated or moderate concerns (e.g., failure to notify executive before removing a player).

- Formal email or letter from the executive.
- Includes expectations for improvement and consequences if the issue continues.

Step 3: Executive Review and Sanctions

For ongoing or serious issues:

- The executive discusses the issue (with quorum if needed).
- Sanctions may include:
 - Temporary suspension from games or practices,
 - Mandatory meeting or retraining (e.g., Respect in Sport),
 - Removal from coaching duties for the current or future season(s),
 - Referral to Baseball Alberta if needed.

5. Emergency Suspension

If a coach's conduct poses an immediate risk to players, staff, or the association's reputation:

- An interim suspension may be issued by the **President** or a **Vice President**, pending full executive review.

6. Appeals

A coach may appeal disciplinary decisions by submitting a written appeal to the executive within **7 days** of receiving a written warning or sanction.

- The appeal will be reviewed by uninvolved executive members.
- A final decision will be made within **10 days**.

7. Policy Integration and Alignment

This policy works in conjunction with other PMBA documents, including the:

- Coach Code of Conduct
- Attendance Policy
- Discipline & Complaints Policy
- Communication & Platforms Policy
- Social Media & Public Conduct Policy
- Facility Usage Policy

Violations of any of the above may trigger this disciplinary process. Where multiple policies are involved, PMBA will review them in parallel to ensure consistent application of standards.

8. Documentation & Confidentiality

- All warnings, discussions, and outcomes will be documented and stored by the Secretary or a Vice President.
- Information will only be shared on a need-to-know basis and handled respectfully.