

MARINERS

Complete guidebook for coaches, managers,
players and fans.

The Prospect Road Community Minor Baseball Association (PRCMBA) provides recreational and competitive baseball through a cooperative sport environment consisting of coaches, managers, players, officials and volunteers.

Table of Contents

| | |
|--|----|
| Message from the board..... | 5 |
| Mission..... | 6 |
| Vision..... | 6 |
| Values..... | 6 |
| Rep (Competitive) Baseball..... | 7 |
| Rec (House League) Baseball | 7 |
| Registration..... | 9 |
| Import Players..... | 10 |
| Age | 10 |
| Late Registration | 10 |
| Competitive Tryout Sessions..... | 10 |
| Player Movement..... | 12 |
| Programs/Levels | 13 |
| Rally cap | 13 |
| Goals | 13 |
| 6U Recreational (Rec) Ages 4-6 (must turn 5 by Dec 31) | 14 |
| 8U Recreational (Rec) Ages 7-8..... | 14 |
| 11U Recreational - Ages 9-11..... | 15 |
| 11U Competitive - Ages 9-11 | 15 |
| 13U Competitive - Ages 11-13 | 15 |
| 15U Competitive - Ages 13-15 | 15 |
| 18U Competitive - Ages 15-18 | 16 |
| Uniform Policy..... | 16 |
| Junior Coaching Program | 17 |
| Roles..... | 18 |
| JR Coach | 18 |
| Trainee/younger player | 18 |
| Field regulations..... | 19 |
| Roles and expectations..... | 20 |
| Executive..... | 20 |

| | |
|---|----|
| President | 20 |
| Vice-President | 20 |
| Treasurer | 21 |
| Registrar | 21 |
| Secretary | 22 |
| Equipment and Field Manager and Co-Chair..... | 22 |
| Fundraising Co-ordinator and Co-Chair | 22 |
| Communications Director | 23 |
| Field Scheduler | 23 |
| Program Director | 23 |
| Rep Director Duties – Competitive teams | 23 |
| Rec Director Duties – Recreation teams..... | 24 |
| Coaches | 25 |
| Coaching clinics..... | 25 |
| Vulnerable sector information..... | 26 |
| Managers | 27 |
| Players..... | 28 |
| Officials..... | 28 |
| Playing up..... | 28 |
| Associate Players..... | 29 |
| Code of conduct | 30 |
| Athlete Expectations..... | 31 |
| Parent/Guardian Expectations..... | 32 |
| Dispute resolution policy | 33 |
| Fundraising Policy | 33 |

Message from the PRCMBA Executive

Baseball has been alive in our communities for many years. Our league, PRCMBA, is built on a foundation created by many enthusiastic volunteers from past to present. We are excited to work together with our coaching teams, players, managers and volunteers to make this an amazing community of baseball for our kids.

This handbook has been created as a guide for procedures and practises which have been adopted by the PRCMBA for each baseball season.

Let's play ball!

Mission

Ethics and character form the foundation of our organization. Our mission is to provide the best possible environment for our players and coaches to develop a love of baseball and become ambassadors for the sport in our communities. While competition is at the heart of the game, equally important to this organization is the promotion of discipline, teamwork, sportsmanship, honesty and integrity at all levels. PRCMBA encourages a respect for the game, through hard work, determination and most importantly, having fun.

Vision

PRCMBA is committed to providing a safe and fun environment where youth from all our communities can find opportunities for personal growth and athletic development. PRCMBA believes in the importance of leadership and character development and encourages youth involvement at all levels of our baseball league through our Junior Coaching Program.

Values

PRCMBA values include:

- Respect, positive attitude, and fun by all involved
- Fair play and tolerance
- Perseverance, courage, character
- Mentorship of players and coaches
- Development of athletes, coaches and officials
- Developing a love and respect for the game of baseball
- Volunteer contributions
- Community involvement

Divisions

Rep (Competitive) Baseball

Competitive minor baseball requires commitment from the players, coaches, parents/guardians, team staff and the PRCMBA executive. Competitive teams are formed in 11U, 13U, 15U and 18U age groups. Selection for competitive teams begins once registration is closed. The PRCMBA competitive director will review the number of players registered for competitive teams in each age group. The number of players selected to a single competitive team will be capped at a maximum of 13 and will require a minimum of 10 players. The maximum and minimum caps numbers are targets and are subject to change on a team-by-team basis, at the discretion of the Competitive director in collaboration with the team head coach and the PRCMBA executive.

If after registration, the number of players exceeds the maximum, a tryout session may be required to establish the final competitive team roster. (See Competitive Tryout section)

After the tryout process is complete, any players not assigned to a competitive team are then assigned to Rec/House league teams when numbers allow. In all circumstances if after all our best efforts there are players who there is not space for within PRCMBA, the executive will work with other local leagues to help ensure everyone gets to play.

Baseball Nova Scotia's 'Fair Play' policy is in effect for all regular season games in competitive minor baseball, but coaches are free to play as required for any playoff or tournament games. Team staff also reserve the right to sit a player as a disciplinary measure (See [Code of Conduct](#) section). Travel will be required during the season as *Away Teams* encompass all of mainland Nova Scotia. Any tournament entry fees (included as part of registration fee) are paid by PRCMBA but all other related expenses (hotel, meals, etc.) are the responsibility of individual players and/or parents/guardians. Though competitive/rep baseball may be more involved, and a higher level of commitment required, the fundamentals of learning, fun, and development in the spirit of baseball sportsmanship shall be maintained.

Rec (House League) Baseball

This is considered the type of minor baseball that focuses on a less competitive atmosphere but still requires a commitment to the team. House league teams are comprised of players who did not register for competitive tryouts, as well as players who did tryout but were not selected for a rep (competitive) team. There isn't much travel associated within this setting as *Away Teams* are located within the general HRM

area. Rec teams may compete in provincial tournaments or other tournaments, but it is not required or expected. However, teams may enter if Players, Coaches and, Parents reach agreement and are willing to do so; the registration cost will be covered by the Association. Baseball Nova Scotia's 'Fair Play' policy is in effect for **all games including tournaments and playoffs** for recreational baseball. Though rec/house baseball may require a more basic commitment, the fundamentals of learning, fun, and development in the spirit of baseball sportsmanship shall be maintained.

Registration

Registration period will be broken into 2 phases:

- Phase 1: Registration for returning PRCMBA players.
- Phase 2: Registration open to players within the route 333 community.

Phase1: Registration for returning PRCMBA Players:

- The registration will be open, in all age groups, to all returning PRCMBA players. A returning player is defined as a player who is in good standing and have registered with the PRCMBA in either of the previous baseball seasons. During phase 1 all players will be registered in their selected age groups and either competitive or rec teams. Final rosters may be subject to competitive tryouts.

Phase 2: Open registration:

At the conclusion of phase 1, the PRCMBA will open phase 2 registration which will be open to anyone of age residing within the Route 333 community. Players registering in phase 2 will select their age group and either competitive or rec team.

If at the completion of phase 1, the number of players registered for a competitive team has exceeded the maximum numbers of players then:

- A player, who is not a returning player, will be placed on a waiting list.
- A player, who is a returning player (defined as a player who is in good standing and have registered with the PRCMBA in either of the previous 2 baseball seasons, is registered on the competitive team. Final rosters are subject to competitive tryouts.

At the conclusion of registration, the PRCMBA executive will meet to review registration results and formulate teams and/or establish tryout dates. If there are not enough players to formulate a team, the PCMBA executive will meet to decide to either extend registration in targeted age groups or advise registered players that they can be released and register in other associations.

If the phase 2 waiting list is enough to formulate a team, the PRCMBA competitive and rec directors will hold a tryout for the waiting list players to determine team placement (competitive/rec). Balancing sessions will be held to determine final competitive/rec team rosters in the event 2 or more comp/rec teams can be filled.

Import Players

As the mission and values of PRCMBA are to ensure baseball opportunities for children residing within the route 333 communities' priority will be given to this group. At completion of registration should there still be a need for players to help compose a team import players will be considered. An import player is a player not residing within the PRCMBA boundaries. Import players wishing to be considered will be given an opportunity to register provided they receive a release and are in good standing with their home association and with the understanding the release is for 1 year only and player will be returned to their home association at completion of the season.

Age

When a player registers, they are first placed in the proper division based on their birthdates within the calendar year. For example: if a player turns 12 by December, they must register for our 13U program as they would be over age in that calendar year. **Note:** *this means that even if your player is 12 for the entirety of the time they play that season, they are still required to play 13U by **BNS rules**.* The only exception is female players who may play in any division 1 year over age.

Following the final registration time, the executive will look at the numbers and begin the formation of teams and assignment of coaches. If there are only enough players from any division to form only one team, that team will most likely be registered with BNS as a Competitive Team. If there are enough players to form 2 or more teams, we will likely have a Recreational team as well as a competitive team; division to be decided by tryouts. **Note:** *players who miss one (or more) of the tryouts run the risk of not making the cut.*

Late Registration

If after the final registration date, we have an appropriate number of players to form a team(s), registration will be considered closed and there will be no late registration allowed. If we have been unable to make a team(s) in a division we will consider late registrations on a first come first served basis and based on needs for that division. Decisions on whether a player will be considered for late registration will be first examined by the executive and by coaches where necessary.

Competitive Tryout Sessions

Once registration is closed, a tryout session may be scheduled to finalize competitive rosters. Tryouts will be organized and be the responsibility of the-Competitive Tryout Committee who will be appointed by the PRCMBA executive and Competitive Director to ensure there is no conflict of interests arising. The schedule and drills will be

organized by the committee. A minimum of 2 tryout session over 2 days will take place. All players are encouraged to attend both sessions. Players will be evaluated based on desire, commitment, baseball sense and ability. The tryout committee will make a final decision on the competitive team rosters.

Players not assigned to a competitive team will be assigned to Rec/House league teams when numbers allow. In all circumstances if after all our best efforts there are players who there is not space for within PRCMA, the executive will work with other local leagues to help ensure everyone gets to play.

Player Movement

Depending on need, players may be *called up* on a permanent basis from the division below before registration of a team's yearly roster. In this case, several factors will be looked at by the PRCMBA executive and the appropriate coordinator. Some of these reasons include, but are not limited to:

- Age of the player
- Safety of the player
- Skill and ability of the player
- Disciplinary record of the player
- Impact on both teams concerned

Note: When players are moved on a temporary basis as an [Associated Player](#) (AP), these same principles will be considered.

Programs/Levels

Rally cap

PRCMBA U6 and U8 programs have opted into a modified version of Baseball Nova Scotia's RALLY CAP Initiative as defined below.

The Cap Program is an initiative to enhance players' and coaches' first experience with the game. The program helps teams teach players the five FUNdamentals of baseball in a fun and safe environment. The program is designed for young baseball players in our 6U and 8U levels and is designed to ensure players are consistently active and engaged while practising/playing.

Goals

- Create a fun environment in which children and adults are actively engaged together in the game of baseball.
- Develop fundamental motor skills, teach baseball skills and basic rules to our players.
- Experience success with an emphasis on good sportsmanship.
- Promote increased self-esteem among children and adults.
- Recruit new coaches, volunteers and players.

6U Recreational (Rec) Ages 4-6 (must turn 5 by Dec 31)

This program is for children who are 5-6 during the calendar year. This program's intention is to teach the love of the game. It will be a fun environment first and foremost with an emphasis on first developing fundamental motor skills followed by simple baseball skills- remember it's about FUNdamentals 😊. Our goal is to have the kids excited to come to the baseball field. Once they have the love of the game, the passion to learn will increase.

8U Recreational (Rec) Ages 7-8

This program is for children ages 7-8 during the calendar year. This division will challenge the children more and will consist of regular scheduled games and practices. This will be a more structured environment in that the kids will be learning skills as well as the rules and regulations of the game. It is the intent of the executive to have a self-sufficient Rec league within our association.

Players will be in this program will also play teams in the Hammonds Plains Rec Program. There will be one game a week held in Hammonds Plains or our home field.

PRCMBA always requires at least one parent or guardian to be at the field while our U6 and U8 players are attending the program. Come join your child as they learn baseball skills and acquire a love of this great game!

11U Recreational - Ages 9-11

Whenever we have enough players for 2 or more teams at this level, we will create a rec team. This division is for the kids and parents who are interested in playing and learning baseball without the intense schedule and travel commitments of the competitive leagues but still requires a commitment to be available for the majority of practices as well as games. This will ensure a fun and successful season for all players and coaches. The 11U rec team will play in an interlock league with teams from Hammonds Plains Baseball Association and will be provided Mariners caps as part of their fees while still following the Rally Cap practise scenario. This consists usually of 1-2 practices a week to be determined by the head coach with the addition of 1-2 games a week. There may also be a *local* tournament (registration fee covered by the league) if team staff are in agreement and there are enough players available.

11U Competitive - Ages 9-11

This division is for our more competitive minded, higher skilled players who want to commit more to playing and learning baseball. Our 11U rep team will be playing in the Bluenose League which consists of teams from all over mainland Nova Scotia. The league tries it's best to limit travelling, but there is usually an overnight stay involved during the summer (registration fee covered by the league). Also, there will be weekend doubleheaders both home and away.

13U Competitive - Ages 11-13

This division is for our more competitive minded, higher skilled players who want to commit more to playing and learning baseball. Our 13U rep team will be playing in the Bluenose League which consists of teams from all over mainland Nova Scotia. The league tries it's best to limit travelling, but there is usually at least one overnight stay involved during the summer (registration fee covered by the league). Also, there will be weekend doubleheaders both home and away.

15U Competitive - Ages 13-15

This division is for our more competitive minded, higher skilled players who want to commit more to playing and learning baseball. Our 15U rep team will be playing in the Bluenose League which consists of teams from all over mainland Nova Scotia. The league tries it's best to limit travelling, but there is usually at least one overnight stay involved during the summer (registration fee covered by the league). Also, there will be weekend doubleheaders both home and away.

18U Competitive - Ages 15-18

This division is for our more competitive minded, higher skilled players who want to commit more to playing and learning baseball. Our 18U rep team will be playing in the Bluenose League which consists of teams from all over mainland Nova Scotia. The league tries it's best to limit travelling, but there is usually at least one overnight stay involved during the summer (registration fee covered by the league). Also, there will be weekend doubleheaders both home and away.

Uniform Policy

Players in 6U and 8U will be provided with a Mariners t-shirt and baseball cap that is theirs's to keep.

11U and up will be required to pay a \$50 deposit to their team manager to receive a Mariners baseball Jersey at the start to the season. The deposit will be returned once the jersey is returned at the end of the season. Players will be required to purchase their own ball pants. Teams are not permitted to purchase their own jersey's without permission of the Association.

Junior Coaching Program

PRCMBA has transitioned from the Mentorship Program to the JR Coaching Program. We will accept volunteers from within the association of dedicated present players (15U – 18U) who may be interested in pursuing a coaching position within the PRCMBA. Training will be provided, and on completion, a schedule will be posted whereby older players (15U – 18U) will be tasked to mentor the younger players (6U – 13U). The basis is governed by both the Competitive Director and Recreation Director in liaison with the PRCMBA President and all coaching staff.

The intention is for the JR Coaches to assist the younger players to accomplish a better approach to not only the game of baseball but also the ethics of baseball and character development as a person. This will be achieved in a manner by which Jr Coaches participate in practices to assist Head Coaches in accomplishing a productive training atmosphere. Under the direction of the coaching staff, JR Coaches will participate in selective practices throughout the season. Appropriate practice/lesson plans for the day will be carried out by the applicable Head Coach/Assistant Coaches, and Jr Coaches will help in drill demonstrations, position specific instruction, and skill development coupled with the mentorship of the younger players whom they are helping.

It's encouraged that Jr Coaches, teams, trainee, and coaching staff participate, value, and recognize the importance of Mentorship not only to the young but the older players alike. This program allows senior players a way to give back to the Association by sharing the knowledge, skill set, fundamentals, and community spirit we have hoped to have instilled in them over the years. It provides experience in a sports atmosphere of participating with younger children and could help guide JR Coaches in future professional or voluntary positions.

Roles

JR Coach

- Modelling– What JR Coaches do is as important as what they say. They need to be themselves but know that their trainees are watching their actions and listening to their words.
- Focus on the positive– Trainees should receive five words of encouragement for every critique. JR Coaches should verbalize when they notice good effort with words of encouragement and support.
- Seek opportunities to help trainee improve– JR Coaches should keep an eye out for skills that trainees need to work on so they can learn to give constructive criticism at opportune times.
- Encourage– Helping trainee build self-esteem and self-confidence is a crucial part of the process.
- Personal Growth- JR Coaches should be open to learning from their trainee as well and recognize the importance of helping others in their own personal growth.

Trainee/younger player

- Develop a growth mindset– Maintain a teachable spirit by being hungry for feedback.
- Be a team player– Prioritize team success and be a part of building team chemistry.
- Pursue mastery– Give maximum efforts at practice and games, have patience in the process of getting better and understand JR Coaches were once in your shoes.
- Take risks– Be open to trying what's suggested, be flexible enough to adjust when needed and track progress.
- Have a Positive Attitude– Take the first step to a great mental game with a can-do attitude.

Field regulations

First and foremost, everyone: players, parents/guardians, team staff, Executive, volunteers, and spectators, are to remember that the opportunity to play baseball is a privilege and respect is to be demonstrated at all times as your actions not only reflect on you but on our club as well. Our home field should be a place we can be proud to invite other teams to play at and visitors should go away with a positive impression of both our home field and our league. By the time you reach the field as a player or spectator, volunteers have already been at the field for an hour preparing for the game, sometimes longer in particular if it has rained during the day or days before. Please be mindful of this and remember we are all working hard to make sure your player gets to play ball. Other specific regulations set by either PRCMBA, HRM or BNS are as follows:

- No smoking or alcohol on or off the field.
- Only players, team staff, and PRCMBA Executive members are permitted on the field or in the dugout.
- Respect for officials, home and away teams, all other spectators is expected.
- Place garbage in appropriate cans and if you see garbage around please pick that up as well.

Roles and expectations

Executive

President

Duties and responsibilities of the President are as follows:

- To act as a liaison between PRCMBA Executive and members i.e. coaches, managers, players, parents/guardians.
- To work together with the Vice President and Coordinators to settle disputes and present solutions to parties involved.
- To keep abreast generally of the activities of PRCMBA and its members.
- To ensure that the Executive members are properly informed.
- Together with the Vice-president, to develop and set the agendas for meetings of the PRCMBA.
- To act as chair at meetings of the Executive.
- To work with the Vice-President to ensure the smooth transition to each new season of ball.
- Maintain positive relationships with other minor baseball associations.
- Liaison appropriate information to/from outside agencies such as:
 - Baseball Canada
 - Baseball Nova Scotia
 - Baseball Nova Scotia Umpire Division.

Vice-President

Duties and responsibilities of the vice-president are as follows:

- Acts as the president in his or her absence.
- Together with the president, develops and sets the agendas for meetings of the PRCMBA.
- Assist and work with the president as needed.
- Work with the President to ensure the smooth transition to each new season of ball.

Treasurer

The treasurer oversees all aspects of financial management, working closely with other members of the executive to safeguard the organization's finances.

It is important to note that although the Treasurer ensures that these responsibilities are met, some of the work may be delegated to a sub-committee for example a fundraising committee.

In summary, the Treasurer is responsible for:

- General financial oversight
- Grant submissions and fundraising
- Financial planning and budgeting
- Financial reporting
- Banking, book keeping and record keeping
- Control of purchases
- Oversight of individual team finances

Given these responsibilities, the Treasurer typically acts as an information and reference point for the executive: clarifying financial implications of proposals; confirming legal requirements; outlining the current financial status; and retrieving relevant documentation.

Registrar

The registrar is responsible for reporting to the PRCMBA Executive on the correct registration status of players, coaches and managers. The Registrar's primary responsibility is receiving player registrations (including contact information), placement of players into age appropriate divisions and the distribution of information to PRCMBA Executive for informing coaches of team status. In addition, the Registrar must communicate effectively with BNS and other applicable associations on the registration of teams including rosters and providing payment. The Registrar must work effectively with the Treasurer to maintain the systems of payment and collection.

Secretary

The role of the Secretary is to support the executive in ensuring the smooth functioning of the board.

In summary, the Secretary is responsible for:

- Ensuring meetings are effectively organized and minutes circulated
- Maintaining effective records and administration
- Upholding the legal requirements of governing documents
- Communication and correspondence

Given these responsibilities, the Secretary often acts as an information and reference point for the executive and any other committee members: clarifying past practice and decisions; and retrieving relevant documentation.

Equipment and Field Manager

The equipment manager plays a key role in ensuring teams have everything they require and that all their tools are in good working order. Duties include:

- Maintaining an inventory list of current equipment.
- Pricing and purchasing approved equipment.
- Ensuring the safety and good operation of equipment.
- Distribution of equipment to appropriate coordinators or coaches.
- Ensuring all equipment is returned to the league at the end of the season so a proper inventory can be performed.
- Organize/inspect baseball field maintenance and conditions as required ensuring they are safe/adequate and relay any concerns to PRCMBA Executive so that proper measures can be taken to rectify deficiencies.

Fundraising Co-ordinator

Reporting to the PRCMBA Executive, the Fundraising Coordinator will lead fundraising initiatives, including planning, follow up and completion of special event activities. Coordinate and follow up on sponsor initiatives, increase communications with the community via social media, letters, posters and building relationships with local businesses. Liaison with team managers on behalf of the PRCMBA Association for all community-based fundraising initiatives.

Communications Director

Reporting to the PRCMBA Executive, the Communications Director is responsible for the writing and editing of communications materials for external and internal communications. This includes electronic newsletters, development of new communication strategies (including more web-based interactive strategies and social media), communications for special events and general community outreach. The Communications Director is the main administrator of the PRCMBA goalline webpage, maintaining online rosters, online practice/game schedules, special event notifications and any other IT based functions that the webpage may need to remain current and correct.

Field Scheduler

Reporting to the PRCMBA Executive on Association required baseball field requirements. This position is also responsible to the Prospect Road Community Center as a liaison to baseball field scheduling in our local area (Bill Zinck, Brookside Dirt/Gravel, Terrence Bay, and Dover) for the community. The Field Scheduler handles a variety of tasks related to setting, changing, and maintaining team schedules by utilizing computer spreadsheets and databases to keep track of baseball field records, create daily, weekly, monthly, seasonal and special event schedules and any changes that may follow for a variety of reasons.

Program Director

PRCMBA has a Director for both our rec teams as well as our competitive teams. These Directors, with the guidance of the executive, will oversee all operating aspects of the teams within PRCMBA such as but not limited to player safety, selection/placement, training/development. The director's will ensure all necessary information is shared with the PRCMBA President/VP and other Executive members as required.

Rep Director Duties – Competitive teams

- In concert with the President and Vice President, responsible for selection and placement of players and coaches at the start of the season.
- Suggest training, supplementary materials etc., which will enhance player and coach experience.
- run the initial coaches' meetings for the start of the season and ensure all coaches have what they need in terms of support and equipment for the season.

- Be responsible annually for making sure BNS is involved in coach support where available.
- Competitive team equipment procurement through Equipment Manager.
- Where possible, the Director will take the lead in dispute resolution for all competitive teams.
- Implement and maintain the [Junior Coaching Program](#) along with the Recreation Director and the Executive.

Rec Director Duties – Recreation teams

- Implement and oversee the [Rally Cap program](#) for levels 6U, 8U and 11U Rec.
- With the help of BNS, suggest training, supplementary materials etc., which will enhance player and coach experience.
- Director will run the initial coaches' meetings for the start of the season and ensure all coaches have what they need in terms of support and equipment for the season.
- Recreation team equipment procurement through Equipment Manager
- Where possible, the Director will take the lead in dispute resolution for all rec teams.
- Implement and maintain the [Junior Coaching Program](#) along with the Director and the Executive.

Coaches

The Head Coach shall be the primary person of responsibility, first level of dispute resolution and spokesperson within a team. All coaches and managers shall obtain a compulsory vulnerability sector/criminal record check and remain appropriately trained through NCCP. Team Staff with PRCMBA shall consist of the head coach, assistant coaches and manager. This goal of this group is to achieve the following:

- Provide a safe physical and mental environment including regularly inspecting the fields and equipment used for practice and competition as well as ensuring there are no occurrences of bullying, harassment or singling out of players or staff by any person associated within the team.
- Teach the rules of baseball to players and other coaching staff by incorporating them into individual and team instruction explaining in the detail appropriate to the level being played
- Teach the fundamental skills of baseball keeping in mind that baseball is a game, and therefore, be sure that our players have a fun yet productive, practice and/or game experience.
- Communicate not only with players and their parents, but also with other team staff, umpires, and PRCMBA Executive members in a positive way that demonstrates that you have the team and PRCMBA interest at heart.
- All levels of administrative discipline that require a player to sit shall be reported to the appropriate Program Coordinator.
- Develop proper competitive etiquette by maintaining a focus which is not on winning at all costs, but on coaching kids to compete well, do their best, improve their baseball skills, and strive to win within the rules. Help your players be physically fit so they can play baseball safely and live a healthy lifestyle.
- Following the principles of the PRCMBA Throwing/Pitching/Fielding program offered free of charge to all team staff.

Coaching clinics

These will be offered by PRCMBA when possible and are fully refundable at the end of the season provided the participant completed the coaching season with us.

Vulnerable sector information

PRCMBA coaches and managers as well as anyone who participates as a volunteer requires the following background checks to be up to date:

1. Criminal Records Check (CRC) and this check must include the Vulnerable Sector Check
2. Child Abuse Registry (CAR) check.

Please note that these are two separate and distinct background checks. The CRC is completed through the police or an online background check (for example, mybackcheck.com) and the Child Abuse Register check is completed through the Department of Community Services (Government of NS).

Both these checks remain valid for a period of 3 years. Please forward your certification to the PRCMBA registrar at prcmba.registrar@outlook.com.

PRCMBA will cover the cost of these checks. If you would like a letter to request a check for free please contact the PRCMBA registrar or submit receipts at the end of the season to be reimbursed.

Managers

The team manager is responsible for making sure the logistics are taken care of so the games, practices and off field events, run smoothly for the team.

- The manager shall attend as many games as possible and should find someone to take over for them in the event they will be absent from a game.
- Provide accurate rosters for the coaches (both teams) and the umps.
- Set up scorekeeper and pitch counter; often the manager keeps score.
- Responsible for team correspondence with regard to practice and game times and cancellations due to field closures: [field closure website](#), as well as tournament info and registration.
- Responsible for entering scores online with BNS
- Responsible for team finances. If a team decides they would like to fundraise they can get funds up to \$100 for supplies from the Association to get things started. Manager will need to produce receipts for how this money has been spent. Example of how a manager might run a team fundraiser:
 - Purchase drinks etc., to be sold at tourneys and/or games to grow budget.
 - Team building events such as team bbq's etc., where supplies are needed in advance.

Players

Players should at all times be ambassadors for the sport and for our league; participating in coaching, the Junior Coaching Program, as well as attending team practises and games.

Officials

PRCMBA promotes a positive, working relationship between players and umpires. We encourage an atmosphere of cooperation with and respect for our umpires, rather than the traditional adversarial relationship. Players are encouraged to take the ump course and become umpires themselves; PRCMBA covers the cost of these courses at the end of the season provided the player has umped for the season

Playing up

PRCMBA believes that the best way for players to develop naturally is to play the proper number of seasons in the division where they belong (by birth date). We also understand that there are times when a player may request to be moved up for various reasons. When this happens, the executive and appropriate coordinator, in consultation with the coach from both affected seasons, will make the final decision as to whether the player should move up to the next level or stay in the level they are naturally in. Some of the factors which will be considered when a player requests to play up are as follows:

- Birthdate- how close is the player to the next division.
- Are there others at the players level who are older than the person requesting to be moved.
- Does the player have the skill level to move up.
- Does the player have any discipline issues from previous season.

Associate Players

There are times when in order for a coach to field a team for a game or tournament, they must look to the previous level to call up a player(s). The rules for how many players and how often they can be called up are determined by BNS and are found in the BNS rules and are NOT made up by the coaches.

The coach in need will discuss with the previous level coach which players are best suited to play up. Some of the factors which coaches will consider when determining which players should be called up are as follows:

- Skill level of the younger player/call-up
- Size of the call-up- especially when calling up to the higher levels such as 18U or 15U when pitching becomes a faster/harder
- Discipline record of the call-up
- Permission of parent/guardian
- Age of the player

Code of conduct

If you have any concerns as a parent/guardian, we ask you not to approach any Manager/Coach with any complaint(s) at or after games in front of other Teammates, Coaches, Parents, opposing teams, or Officials; this includes on the field or in the parking lot. If you have a complaint you would like heard, wait 24 hours (considered a cool-down period) and then contact the Manager/Coach by email to arrange a meeting either by phone or in person.

PRCMBA is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. PRCMBA encourages the reporting of all incidents of harassment.

Conduct of all volunteers in the association shall be measured by *discipline, teamwork, sportsmanship, honesty and integrity* which is consistent with our mission and the best interests of baseball.

All members, including players, coaches, umpires and team personnel shall abide by the rules and regulations associated with all baseball events, both on and off the field and shall conduct themselves in a reasonable and acceptable manner.

The Coaching Staff shall be responsible for team conduct and shall be accountable for all behaviors not in keeping with the mission of PRCMBA.

Athlete Expectations

Note: *To be signed by all players at the beginning of the season prior to taking the field for practise.*

With the understanding that PRCMBA believes that it is the responsibility of all its members, athletes included, to promote respect and goodwill we expect the following from our players:

- Players must conduct themselves in a matter that reflects well on themselves, their family, and Prospect Road Communities Minor Baseball Association (PRCMBA) program.
- Players will treat teammates, other players, coaches, officials, and parents with respect always.
- Players should make every effort to arrive on time for games and practises. Adequate notice should be provided to the team manager or coach if player is going to miss or be late for a practise, game or event.
- Athletes must be dressed appropriately and wear required gear for practice and games.
- Abusive behaviour by athletes towards fellow athletes, coaches, parents, officials, will not be tolerated; this includes bullying, online bullying, and negative language. Depending on the severity of the incident, a warning may be given for the first offense at the discretion of the coaches. Athletes may be removed from the program depending on the severity of the abusive behaviour.
- Arguing of calls or disrespect of Officials (name calling, kicking dirt, drawing line in sand) are all grounds for ejection from the game.
- Any player ejected from a game by an Official will be required to sit for the next game as well.
- Throwing gear i.e. bats, helmets, gloves etc., will not be tolerated and the player may be asked to sit for part or all of the game at the discretion of the coaches for a first offence and multiple games for further offences.
- PRCMBA is not responsible for stolen property that occurs at the field.
- All players should ensure uniforms are turned in to their team manager at the end of the season.

PRCMBA Player

Parent/Guardian Expectations

Note: *To be signed by all parents at the beginning of the season prior to their player taking the field for practise.*

With the understanding that PRCMBA believes that it is the responsibility of all its members, parents/guardians included, to promote respect and goodwill we expect the following from our parents/guardians:

- Please remember that athletes participate to have fun and that the sport is for youth, not adults.
- Parents will inform the Manager/Coach of any physical disability or ailment that may affect the safety of any athlete or the safety of others.
- Parents should make every effort to ensure their player(s) arrive on time and properly equipped for games and practises. Adequate notice should be provided to the team manager or coach if player is going to miss or be late for a practise, game or event.
- Parents will not speak, or engage on social media, in a negative manner about any athlete, coach, official, or parent of PRCMBA or otherwise.
- Parents will not enter the dugout unless invited by the coach.
- Parents should be positive role models for athletes and encourage sportsmanship by showing respect and courtesy, and by demonstrating support for all athletes and team members.
- Parents will not engage in any kind of unsportsmanlike conduct with any athlete, coach, official, or other parent(s).
- Parents will respect the coaches in front of others and will take the time to speak in a calm manner in a private and agreed upon time and place and understand that coaches are volunteers and are coaching because they love the game.
- Parents are to ensure their player(s) uniform is turned into the team manager at the end of the season.

PRCMBA Parent/Guardian

Dispute resolution policy

Please follow our [Code of Conduct](#) and wait 24 hours before approaching any coach or manager with your issue. If after this cool-down period, you still feel you have a complaint or question you would like to have addressed we would ask that you email your coach and/or manager to respectfully make them aware of your concern. The coach or manager will then contact you by email to attempt to answer your inquiry or to make arrangements to discuss your concern either by phone or in person. In the event the coach or manager is unable to provide resolution to an inquiry the coach/manager will then take the issue to the next level.

Where possible, disputes should follow the hierarchy of:

- Coach and/or manager
- Program Co-ordinator
- Vice President and/or President

Fundraising Policy

To keep registration costs down within our small association and in an attempt to keep PRCMBA baseball a lower cost and local summer sport option, widespread fundraising is required to provide funds for the purpose of:

- field maintenance
- team equipment (required and enhanced)
- training equipment
- indoor conditioning camps
- uniforms (pants included)
- Baseballs
- end of year gatherings
- general operating costs

PRCMBA has adopted a “Participation Fundraising Policy”. All teams within the Association must participate in any association wide fundraising initiative. PRCMBA does recognize that due to summer schedules not all players from every team will be able to participate fully. Any team affiliated within our association must still provide input to these fundraising efforts in order for them to be successful and balanced.