RIMBEY BLUFFTON MINOR BASEBALL ASSOCIATION

POLICY MANUAL

**Table of contents**

**Alcohol and Tobacco Policy Page?**

**Anti-Bullying Policy Page?**

**Coaches Code of Conduct Policy Page?**

**Confidentiality Policy Page?**

**Conflict Resolution Policy Page?**

**Evaluator Selection and Payment Policy Page?**

**General Code of Conduct Policy Page?**

**Over/Under Age Policy Page?**

**Parent Code of Conduct Policy Page?**

**Player Code of Conduct Policy Page?**

**Postseason Support Fund Policy Page?**

**Rep Team Budget and Fundraising Policy Page?**

**Rep Player Transfer Policy Page?**

**Signing Authority Policy Page?**

**Team Apparel Policy Page?**

**Uniform Policy Page?**

Alcohol and Tobacco Policy

Effective Date:

Supersedes:

Rimbey Bluffton Minor Baseball Association is committed to providing an environment free from the illegal use of alcohol and other drugs. In accordance with the laws of our province, consumption of liquor in public locations is strictly prohibited, including on and around ball diamonds, in the parking lot, dug outs and stands. Alcohol consumption by parents, players and coaches on team bus trips is also forbidden.

In accordance with Baseball Alberta guidelines, liquor is not permitted at any minor ball event, and a liquor license and liability insurance is required for a beer garden at Junior or Senior level events.

RBMB adheres to Baseball Canada Rule #4.06.1 that “the use of all tobacco products, including smokeless tobacco, by all on-field participants (players, coaches, managers, umpires, etc.) be prohibited at all competitions sanctioned by Baseball Canada, PENALTY: Automatic ejection from the game.” In addition, spectator smoking or use of smokeless tobacco products within 9 m/30 ft of the baseball diamond and field is strictly prohibited.

Recognizing the importance of coaches, parents and umpires being key role models for our ball players, RBMB hopes everyone embraces the essence of this policy in supporting our youth, in order to promote athleticism and good health.

Coaches Code of Conduct Policy

Effective Date:

Supersedes:

As a Coach, you are an essential part of assuring that the players and their families enjoy their experience with RBMB. You play an integral part in ensuring that the players learn to work together, sacrifice for the good of the team, enjoy winning, and deal appropriately with defeat - all while becoming physically fit and healthy. As a Coach, the responsibility rests with you to teach sound baseball technique and sportsmanship as well as serve as a role model for all involved. The players and their parents will be watching the way you respond to all situations. It is imperative that your conduct represent RBMB and yourself in a positive constructive manner.

As a Coach of RBMB, I agree to the following Code of Conduct:

1. I will treat all players and opposing coaches with respect, being positive and constructive at all times. I will not use abusive language or actions and will control my anger at all times. I will insist that all parents, coaches, players and fans associated with my team, follow my positive example;
2. I will treat all umpires with respect, recognizing that they are volunteers or young adults, and that baseball rules involve judgment. If I have complaints, I will use the appropriate methods of appeal during the game and avoid confrontational behaviour on the field. After the game I may choose to go through the proper channels for resolution;
3. I will promote sportsmanlike conduct, shaking hands with the opposing coach after each game, encouraging my team members to cheer positively, and shake hands with the other team in a sportsmanlike manner after the game. I will not tolerate negative cheering, trash-talking, or displays of anger or disrespect by my team;
4. I will not tolerate any form of bullying by players, coaches, team officials and parents. I will do my best to intervene should such circumstances arise and report to RBMB;
5. I will continuously improve my baseball coaching skill by keeping informed about sound principles of coaching, growth and development principles relating to children. I will attend coaching clinics to the best of my ability.
6. I will stress to the players and parents the importance of leaving each dugout, each ballpark, each tournament site in better shape than we found them;
7. I will monitor the behaviour of my team’s parents in the stands and will take action as necessary to ensure proper conduct;
8. I will conduct regular practices that will be used to teach sound baseball fundamentals, while being fun for all involved. I will be patient and remember that players improve at different rates. I will remember that players on my team have other interests and as well other obligations;
9. I will ensure all players are instructed on safety. I will check the equipment and facilities that we use to ensure they meet safety standards and are appropriate for the age and ability of my players. I will have a first aid kit on hand whenever my team is together;
10. I will remember that the game is for the players. I will stress to my players that they must abide by the rules of the game at all times;
11. I will emphasize skill development and player well being over my team and players winning; and
12. I will be drug, tobacco and alcohol free while at any of my team's games and/or practices and

I will insist that my fellow coaches along with the players follow the same code of conduct.

Confidentiality Policy

Effective Date:

Supersedes:

The Rimbey Bluffton Minor Baseball Association respects the privacy of its membership and the confidentiality of any and all information provided by the membership. RBMB will safeguard this information and utilize this information solely for the purposes of supporting the association’s mission statement

All registration information obtained from our membership is retained by the RBMB office staff. Access to this information is restricted to the President, Registrar, Office Staff and IT Support.

Procedure

1. All information obtained from the RBMB membership is retained only by the RBMB Office.
2. All communication to the RBMB membership will be through the RBMB Office only.
3. All communications must be approved by the President.
4. Any program that wishes to issue communication to the membership must follow the proper protocols for distribution and approvals.

Conflict Resolution Policy

Effective Date:

Supersedes:

In certain circumstances parents of RBMB players may have conflicting opinions with regards to coaching practices, team operations and operational procedures of RBMB. In all of the procedures described below, those involved in the resolution process will be free to interview any and all parties, including players, to assist them in their efforts.

Order of contact for Conflict Resolution is as follows: Team Off-field Manager

Head Coach Divisional Director VP Rep/HL

President Board of Directors

1. A 24 hour “cooling off” period will exist.
2. Any parent who has a concern should first approach the off-field manager and attempt to resolve the issue at that level. A response from the team official is expected within a 24-48-hour period before escalation.
3. If resolution has not been accomplished, the parent is then to contact the Coach, to which a response is to be expected within a 24-48 hour period.
4. If the parent does not feel that the issue has been resolved to a satisfactory degree, then the parent can contact the appropriate divisional Director to request their involvement. A response from the division Director is to be conducted within a 24-48 hour of notification.
5. If the parent does not feel that the issue has been resolved to a satisfactory degree, then the parent can contact the appropriate VP (Rep/Hl) to request their involvement. A response from the VP is to be conducted within a 24-48 hour of notification.
6. If no resolution is obtained, the Parent may then contact the President in efforts to resolve any issues at hand. The final level of involvement in the conflict resolution will involve consultation with the Team Official, Coach, Divisional Director, VP (HL/Rep) and the President.
7. If the parent does not feel that the issue has been resolved to a satisfactory degree, then the parent can contact the Board of Directors to request their involvement. A response from the Board of Directors is to be conducted within a 24-48 hour of notification.
8. Upon final review, resolutions determined by RBMB will be deemed to be final.

Note: If a RBMB Director, VP or the President happens to be a Coach of a team where a concern has been expressed, that person must recuse themselves from the level of decision where they would be typically involved. At the Director level, the decision will be reviewed by the Director at the next highest level of play. For Midget, the Midget Director of the alternate HL/Rep program will manage the dispute. At the VP HL / VP Rep level, the VP for the alternate program will handle the dispute. At the President Level, the Past President will manage the dispute.

General Code of Conduct Policy

Effective Date:

Supersedes: Original

Our philosophy is that the tools we provide as an association will allow our players to take their baseball talents to whatever level of competition they choose. Although the sport of baseball is our focus, athletics in general creates leaders in their schools and their community. Through proper guidance RBMB assists youth in developing the qualities of citizenship, discipline, teamwork and physical wellbeing.

Rimbey Bluffton Minor Baseball is committed to providing an environment in which all individuals are treated with respect. Furthermore, RBMB supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the values of RBMB.

1. Members may be subject to sanctions for engaging in any of the following behavior:
2. Not complying with the rules, guidelines or policies of RBMB, as adopted and amended from time to time (see all policies and guidelines as posted on RBMB website);
3. Deliberately disregarding the Rules of Baseball as amended from time to time;
4. Verbally or physically abusing an opponent, officials, umpires, spectators or sponsors;
5. Showing disrespect to officials, including the use of foul language and obscene or offensive gestures;
6. Abusing playing equipment or playing area;
7. Using tobacco products on-field at any RBMB sanctioned competition (see Alcohol and Tobacco Policy as posted on RBMB website);
8. Any other unreasonable conduct including but not limited to, abusive use of alcohol, non-medical use of drugs, use of alcohol by minors (see Alcohol and Tobacco Policy as posted on RBMB website).

Anti-Bullying Policy

Effective Date:

Supersedes:

Rimbey Bluffton Minor Baseball Association strives to provide a safe, welcoming sporting environment for all athletes. RBMB has a zero-tolerance policy regarding bullying of any form, including:

1. **physical** – pushing, shoving, hitting, damaging or stealing property that belongs to someone else
2. **social** – purposefully excluding others from a group or spreading gossip or rumours about them
3. **verbal** – disrespectful or hurtful name calling, mocking, or inappropriate comments based on gender, race, or other personal beliefs
4. **electronic** - (commonly known as **cyber-bullying)** - bullying that takes place over digital devices, through SMS, text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content.

An athlete who purposefully engages in bullying, promotes bullying or does not report bullying will be subject to discipline. The first line of report is to the team’s coach and or manager, if unresolvable the next reports are in order: division director, VP Rep/VPHL, President. A discipline committee will be formed as appropriate and will include the RMMB Executive and other resources as appropriate. Consequences may include immediate removal from the field, suspensions, removal from a roster and release from RBMB.

This policy applies to all members of RBMB including, but not limited to board members, coaches, athletes, family members and guests of athletes and is applicable as soon as the athlete registers with RBMB.

RBMB coaches will:

1. strive to create a positive atmosphere of respect and support.
2. communicate clearly to players that bullying among the team and/or members of other teams, officials, etc. will not be tolerated.

If parents witness or become aware of teasing, exclusion, threats or other forms of bullying, they

are encouraged to talk with the coach, off-field manager, or division director.

Over/Under Age Policy

Effective Date:

Rimbey Bluffton Minor Baseball Association aligns with the Baseball Canada Age Criteria for each specific division and encourages age appropriate athletic development. RBMB may consider requests for an exemption to the age criteria on a case by case basis. Over age players are defined as players that are over the age limit for the age specific division. Under age players are defined as players that are younger than the age limit for the age specific division.

When making the request, the parents/legal guardians of the minor must acknowledge and accept the risk that, despite the best efforts of RBMB to ensure player safety, underage players may be at an increased risk of injury.

In the Rep Divisions, in general, over or under age exemption requests (aside from those stated in the Baseball Alberta Handbook) will only be considered in exceptional circumstances such as unusual player development needs or to ensure the viability of a team.

The process for requesting an exemption is as follows:

1. complete the exemption request at the time of registration,
2. each request must be submitted with supporting information to substantiate the request.
3. The division director will evaluate the merits of each request and forward to the appropriate Review Panel\*. Should the request be supported;
4. the player will complete the evaluations for the division as determined by the Review Panel

The primary concern of RBMB being player safety, the following criteria in no particular order and not limited to, may be used in addition to evaluation results to determine appropriate placement:

1. development circumstances of the individual player
2. competencies at the time of evaluations
3. player placement does not materially disadvantage the balance of the players at their appropriate age division

\*The Review Panel will consist of the RBMB league Division Directors, the VPHL or VP Rep as appropriate and the Technical Coordinator.

Parent Code of Conduct Policy

Effective Date:

Supersedes:Original

Parents are an integral part in ensuring the success and enjoyment of the sport of baseball for all

those involved; players, coaches, managers, officials and themselves. As a direct influence on the

children playing the game, proper parental behaviour is of the utmost importance to support all

those involved and prove to be a positive role model.

As a Parent involved in the Rimbey/Bluffton Minor Baseball Association, I agree to the following

guidelines:

1. I will remember that children participate to have fun and that the game is for youth, not

adults.

2. I will inform the coach of any physical disability or ailment that may affect the safety of my

child or the safety of others.

3. I (and my guests) will be a positive role model for my child and encourage sportsmanship by

showing respect and courtesy, and by demonstrating positive support for all players, coaches,

officials and spectators at every game, practice or other sporting event.

4. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official,

coach, player, or parent such as booing and taunting; or using profane language or gestures.

5. I will not encourage any behaviors or practices that would endanger the health and wellbeing of

the athletes.

6. I will teach my child to play by the rules and to resolve conflicts without resorting to

hostility or violence.

7. I will require my child to treat other players, coaches, officials and spectators with respect

regardless of race, creed, color, sex or ability.

8. I will teach my child that doing one's best is more important than winning, so that my child

will never feel defeated by the outcome of a game or his/her performance.

9. I will praise my child for competing fairly and trying hard, and make my child feel like a

winner every time.

10. I will never ridicule or yell at my child or other participants for making a mistake.

11. I will respect the position of the officials and coaches before, during and after the games. If

I have any questions or concerns I will follow the RBMB Conflict Resolution Policy.

12. I will ensure a positive sports environment for my child that is free from drugs, tobacco, and

alcohol and I will refrain from their use around the ball diamond (see Alcohol and Tobacco Policy.

as posted on RBMB website).

I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

Failure to abide by the aforementioned policies and guidelines, may result in disciplinary action

that could include, but is not limited to the following:

● Verbal warning by official, head coach, and/or RBMB

● Written warning

● Parental game suspension with written documentation of incident kept on file by RBMB.

Parental season suspension

Player Code of Conduct Policy

Effective Date:

Supersedes: Original

As a Player, you play an important part in ensuring not only your, but your team-mate’s, coach’s, manager’s, parent’s and official’s baseball experience is one of respect, support and encouragement. You play an integral part in ensuring that players learn to work together, sacrifice for the good of the team, enjoy winning, and deal appropriately with defeat - all while becoming physically fit and healthy. It is imperative that your conduct represent RBMB and yourself in a positive constructive manner.

As a player for the Rimbey/Bluffton Minor Baseball Association, I agree to:

1. Respect my manager and coaches. The managers and coaches donate their time to our organization and my appreciation of their help should be reflected in all my actions on the playing field. It is my duty to listen to and follow the directions of my manager and coaches and to obey the rules set forth by the manager and coaches of the teams.
2. Respect my team members and other players. I will not insult, criticize or verbally abuse any other player. Such behavior does not promote but destroys team spirit and will not be tolerated by the Rimbey/Bluffton Minor Baseball Association.
3. Never resort to physical threats or actions to rectify a situation. Physical outbursts are unacceptable and will be dealt with using a zero-tolerance policy. Any occurrence will be immediately reported to RBMB and dealt with accordingly.
4. Display good sportsmanship at all times. As a representative of the Rimbey/Bluffton Minor Baseball Association, it is my responsibility to play fair at all times. I will display to others that competition is healthy, and I will not lower the standards of the Rimbey Bluffton Minor Baseball Association by engaging in unsportsmanlike conduct.
5. Be a contributor to the Rimbey/Bluffton Minor Baseball Association. I play baseball not only for my own personal pleasure and benefit but to assist in any way that further teaches the game of baseball. I will always give 100% to my team by doing the best job that I can. I will expect that my team will always support my effort in a positive manner.
6. Be proud to represent and be a player for the Rimbey/Bluffton Minor Baseball Association.
7. Adhere to the RBMB Alcohol and Tobacco Policy, as noted on the RBMB Website.
8. Have fun and enjoy the game at all times.

Rep Team Budget and Fundraising Policy

Effective Date:

Each rep team (head coach, team treasurer and off-field manager) will be responsible for establishing a budget for the season using the RBMB Budget Template.

Once the budget is prepared, it must be sent to each parent and the teams divisional director for review. Then the budget must be approved by a minimum 90% majority (one vote per athlete) through a secret ballot. Once approved, any amendments to the original budget require a new vote with a 90% approval from the team, each family provided with one vote per athlete. If a family does not vote in favour of the budget, they will be required to email the division director with their concerns to ensure their anonymity remains.

The team shall collect fees from each athlete’s family and or organize fundraising efforts that will result in sufficient funds to cover the season expenses and the operations of the team.

By using the record keeping template provided by RBMB, the team treasurer must keep a detailed receipt or expense log/bank ledger for all transactions in and out of the team bank account.

At the completion of the baseball season and after all expenses and revenues have been collected or paid, the team treasurer will submit records to the RBMB Book keeper. Following the Book Keeper’s review, the team treasurer may issue equal refunds to each athlete’s family providing there are remaining funds in the account. The maximum refund cannot exceed the amount of the individual contribution made by each family throughout the season. Any remaining funds following the refund will be donated to the RBMB Challenger Program.

**Fundraising**

Fundraising may include any activity that does not involve the solicitation of businesses that are current sponsors of RBMB, the sale or consumption of alcohol, tobacco or cannabis products. Fundraising activities should be tasteful and in accordance with the law.

For the purposes of raffles and or other prize draws, it is the responsibility of the team to ensure all requirements, licences and approvals dictated by the Alberta Gaming and Liquor

Commission and the County of Ponoka are followed.

Rep Player Transfer Policy

Rimbey/Bluffton Minor Baseball Association is committed to our players, families and community. We strive to provide our players with an experience that promotes athlete development, sportsmanship, teamwork, respect and a lifetime love for the game of baseball. We also recognize, respect and support the boundaries defined by Baseball Alberta with regard to other member associations and encourage the development of all baseball programs throughout the province. We recognize that many neighbouring communities offer different levels of programming that may not meet the specific needs of their athletes (i.e. no rep program offered or athletes wanting to play at a higher level). In an effort to provide the greatest possible development for our homegrown athletes, as well as provide a program of choice for athletes in some neighbouring communities, RBMB has developed the following policy in regards to imports and transfers in and out of our association:

**Loyalty Matters, Pride Matters, Teammates Matter**

Players from Rimbey/Bluffton who are adjudged to be of equal talent to that of import players will be given preference on all rep team rosters. We recognize that talent evaluation can be subjective and feedback will be sought from multiple sources…the coaching staff, independent evaluators, and the RBMB Rep Committee. Final approval on all transfers both into and out of the Association lies with the President of the Association. He/she will make a ruling based on the best interests of the Association and the individual athlete.

1. There will be no lateral transfers (i.e. AAA to AAA or AA to AA) either into or out of RBMB.
2. RBMB will not accept any transfers for third year U18 (Midget division) players unless such athlete has newly relocated to Rimbey/Bluffton zone. A player will be adjudged to be “newly relocated” if they have moved to Rimbey/Bluffton after the previous year’s Baseball Alberta roster submission deadline.
3. All imports must first register with their home association and must provide documentation of that registration at the first tryout date.
4. If an import athlete successfully makes an RBMB rep team, the Baseball Alberta transfer procedure will commence. The athlete will be required to pay two years of RBMB registration fees at that time. In the event that after the player’s first year with RBMB, their original home association starts an equivalent team, they will be eligible to return home and their second year of registration fees will be reimbursed. If the player chooses to try out for another association, they will forfeit their second year of registration fees. This process is in place to discourage athletes from “shopping around”

to find a team.

1. Families of import athletes are required to adhere to the same volunteer commitments (as outlined by the coach, off-field manager or Association) as local families for the duration of the season including regular season, playoffs and tournaments.
2. RBMB has implemented a cap on the number of imports that will be permitted at each level.\*\* For the purpose of this rule, athletes from Rimey/Bluffton area **without a rep program**  shall not be considered in the import numbers.
   * For Bantam AAA and Midget AAA, no more than 4 import players,
   * For PeeWee AAA, Bantam AA, Midget AA, no more than 3 import players,
   * For all other divisions, no more than 2 import players.

\*\* RBMB reserves the right to alter or adjust import cap levels if necessary to provide an adequate number of players to form a team.

\*RBMB reserves the right to alter or adjust this policy in order to protect the interests of the association and our athletes. All rulings and judgments regarding transfers into and out of the association are final except in situations where the Baseball Alberta appeal process may be applicable.

Signing Authority Policy

Effective Date:

Supersedes: Original

To ensure there is no conflict of interest for cheques issues by RBMB and ensure safeguards are in place on all bank accounts.

This policy deals with the rules regarding who can sign cheques issued by RBMB

1. All RBMB cheques require two signatures.
2. No person can sign a cheque issued to themselves or any immediate family member or where there is a perceived conflict of interest (i.e. payment to a vendor that employs a family member).
3. Under no circumstances are “blank” cheques to be issued. All cheques must include a specific payee and amount prior to signing.
4. No cheques are to be signed with an initial signature and the cheque remains “blank” awaiting details (payee, amount) and second signature.

Team Apparel Policy

Effective Date:

Supersedes: Original

Only approved RBMB apparel may be purchased or supplied as optional items to the RBMB uniform in accordance with the Uniform Policy or as optional team apparel.

The following is a list of approved items:

Any deviations from the apparel policy must be submitted in writing with a mock up if available to the Uniform Director, VP Rep, VP House League and President prior to the purchase of such goods.

Failure to comply with this policy can lead to disciplinary sanctions.

Uniform Policy

Effective Date:

Supersedes:

Only RBMB assigned or branded jerseys and uniforms shall be worn by players and coaches in all games (league, exhibition, any tournament, Western and National Championships) while representing RBMB.

Each player is required to sign the jersey waiver prior to receiving their jersey (usually at the time of registration). Jerseys must be returned laundered and in good order. RBMB will invoice the parent/guardian $25 for laundering and minor repairs or $75 for replacement of unreturned or irreparable jerseys. Baseball “A” teams are required to wear light grey pants, navy belt, Rimbey Bluffton Minor Ball jersey, and team ball cap.

Baseball “AA” teams are required to wear white pants, navy belt, Rimbey Bluffton Minor Ball jersey, and team ball cap.

Softball players are required to wear a charcoal knicker, Gold Pro-Feet brand socks, with matching belt, Rimbey Bluffton Minor Ball jersey, and team ball cap.

RBMB will have a limited supply Softball socks and belts on hand for purchase throughout the season.

RMBM will provide an apparel night where Rimbey Rays apparel, uniforms, equipment can be ordered during one night of the arena practices.

Requests for deviation from this Uniform Policy are to be submitted to: the Uniform Director, VP Rep, VP House League and President in writing prior to the purchase of such goods. A mock up of the requested deviation should be supplied, if available.

Failure to comply with this policy can lead to disciplinary sanctions.