



2025 SOFTBALL MANITOBA INFORMATION HANDBOOK



Sport
MANITOBA

Rawlings
R Est. 1887





2025 COMPETITION CALENDAR

As of March 1, 2025

| 2025 MINOR FAST PITCH PROVINCIALS | | | | | |
|-------------------------------------|------------------------|---------------|------------------|-------------------|--|
| Category | Classification | Date | Location | Host Contact | E-Mail |
| U11 | AA Female | July 25-27 | Carman | Tasha Worms | tashaw@sperlingind.com |
| | A Female | June 27-29 | Buhler | Mike Klassen | mike75klassen@gmail.com |
| | Open Male | July 4-6 | Cross Lake | Kendall Robinson | kendall_robinson2016@hotmail.com |
| U13 | AAA Female | July 17-20 | Friedensfeld | Jason Plett | eastmanwildcatsaaa@gmail.com |
| | AA Female | July 25-27 | Brandon – ASNC | Marc Lyver | marclyver@hotmail.com |
| | A Female | July 4-6 | Buhler | Julie Van Leeuwen | julievanleeuwen77@gmail.com |
| | Open Male | July 4-6 | Cross Lake | Kendall Robinson | kendall_robinson2016@hotmail.com |
| U15 | AAA Female | July 24-27 | Ray Fennel Park | Joel Neufeld | jmneufeld@gmail.com |
| | AA Female | July 25-27 | Brandon – ASNC | Marc Lyver | marclyver@hotmail.com |
| | A Female | July 4-6 | Winkler | Winkler | c_remps@hotmail.com |
| | Open Male | July 4-6 | Cross Lake | Kendall Robinson | kendall_robinson2016@hotmail.com |
| U17 | AAA Female | July 17-20 | Quarry Park | Kirt Swanson | Kwswanson11@gmail.com |
| | AA Female | July 25-27 | Carman | Tasha Worms | tashaw@sperlingind.com |
| | A Female | July 11-13 | Steinbach | Mike Klassen | mike75klassen@gmail.com |
| | Open Male | July 4-6 | Cross Lake | Kendall Robinson | kendall_robinson2016@hotmail.com |
| U19 | AAA Female | July 17-20 | Quarry Park | Kirt Swanson | Kwswanson11@gmail.com |
| | A Female | July 11-13 | Crystal City | Kristi Guilford | kristiguilford@gmail.com |
| | Open Male | July 4-6 | Cross Lake | Kendall Robinson | kendall_robinson2016@hotmail.com |
| 2025 FAST PITCH PROVINCIALS | | | | | |
| 40+ & 50+ | Masters Men | June 13-14 | Inglis Beach | Megan Kowalchuk | megank@russellinn.com |
| 2025 SLO-PITCH PROVINCIALS | | | | | |
| ADULT – 55+ | Comp Rec A Rec B | TBD | TBD | Les Newman | lnewman@live.ca |
| 2025 WESTERN CANADIAN CHAMPIONSHIPS | | | | | |
| U13 | Female/Male | Aug 7-10 | Abbotsford, B.C. | Laura Macmillan | prog_champdirector@softball.bc.ca |
| U15 | Female/Male | Aug 1-4 | Calgary, AB | Kristen Severn | westernsyc2025@gmail.com |
| U17 | Female/Male | Aug 7-10 | Regina, SK | Kristina Kenny | rmsi@sasktel.net |
| U19 | Female | Aug 7-10 | Brandon, MB | Marc Lyver | marclyver@hotmail.com |
| 2025 CANADIAN CHAMPIONSHIPS | | | | | |
| U15 | Female | Aug 13-17 | Winkler, MB | Kristi Guilford | kristiguilford@gmail.com |
| | Male | Aug 13-17 | Winkler, MB | Kristi Guilford | kristiguilford@gmail.com |
| U17 | Female | July 30-Aug 3 | Warman, SK | Guy Jacobson | guy@softball.sk.ca |
| | Male | Aug 6-10 | Nappanee, ON | Jon Baker | jbaker@softballontario.ca |
| U19 | Female | July 30-Aug 3 | Surrey, BC | Diane St-Denis | Executive.Director@softball.bc.ca |
| U20 | Male | July 30-Aug 3 | Saskatoon, SK | Guy Jacobson | guy@softball.sk.ca |
| U23 | Male | Aug 23-27 | Kitchener, ON | Jon Baker | jbaker@softballontario.ca |
| Open | Female | July 30-Aug 3 | Saskatoon, SK | Guy Jacobson | guy@softball.sk.ca |
| | Male/Masters | Aug 27-31 | Kitchener, ON | Jon Baker | jbaker@softballontario.ca |
| Comp SP | Female/Male | Aug 10-16 | Surrey, BC | Diane St-Denis | Executive.Director@softball.bc.ca |
| 2025 CANADA SUMMER GAMES | | | | | |
| U19 Female | | August 9-16 | | St. John's, NL | |
| U20 Male | | August 18-24 | | St. John's, NL | |

SOFTBALL MANITOBA

2024 – 2025 BOARD OF DIRECTORS, COMMITTEES & STAFF

PRESIDENT

Larry Giesbrecht papageezy@gmail.com

VICE-PRESIDENT

Al Bruneau 1strikezone@gmail.com

REGIONAL DIRECTORS

| | | |
|----------------|-----------------|--|
| CENTRAL | Kristi Guilford | kristiguilford@gmail.com |
| EASTMAN | Adrian Brown | adrian@hammerdown.ca |
| INTERLAKE | Karli Reimer | Karli.reimer@gmail.com |
| NORMAN | VACANT | |
| NW ONTARIO | VACANT | |
| PARKLAND | Greg Boden | gregboden72@gmail.cim |
| WESTMAN | Bev Neufeld | bpneuf@gmail.com |
| WINNIPEG NORTH | Greg Bouchard | bouch18@mymts.net |
| WINNIPEG SOUTH | Al Bruneau | 1strikezone@gmail.com |

NON-VOTING

| | | |
|--------------------|--------------|--|
| PROVINCIAL UIC | Frank Fargey | jetswpg2.0@gmail.com |
| EXECUTIVE DIRECTOR | Don Klym | executivedirector@softball.mb.ca |

ADVISORY BOARD

| | | |
|------------------|--------------|--|
| MINOR | Brady Woods | woods.brady@gmail.com |
| ADULT FAST PITCH | Brenda Woods | dandbwoods@gmail.com |
| ADULT SLO-PITCH | VACANT | |
| UMPIRE | Tony Kuleza | tkuleza@gmail.com |

STAFF

| | | |
|--------------------|--------------|--|
| EXECUTIVE DIRECTOR | Don Klym | executivedirector@softball.mb.ca |
| FINANCE/ADMIN MGR. | Leigh Decker | softball@softball.mb.ca |
| PROGRAM COORD. | Monte Miller | coordinator@softball.mb.ca |

COMMITTEES

| | |
|----------------------------|---|
| Competition: | Frank Fargey / Kristi Guilford / Greg Boden / Don Klym |
| Development HP: | Brady Woods / Kayla Alexander |
| Development AA: | Greg Boden (Chair) / Greg Bouchard / Al Bruneau |
| Development Coach/Athlete: | Bev Neufeld |
| Officials: | Al Bruneau |
| Communication: | Karli Reimer |
| Minors: | Kristi Guilford (Chair) / Karli Reimer / Adrian Brown |
| Adults: | On Rotation – As required |
| Ethics: | On Rotation – As required (3 Directors & 1 Advisory) |
| Appeals: | On Rotation – As required (3 Directors/1 Advisory/1 non-member) |



SOFTBALL MANITOBA OFFICE
204-925-5673
www.softball.mb.ca

SOFTBALL MANITOBA

CONSTITUTION

Article I - NAME

The name of the organization shall be “Softball Manitoba” and herein the Constitution and By-Laws also be referred to as the Association or the Manitoba Softball Association.

Article II – HEAD OFFICE

The Head Office of Softball Manitoba is to be located in the City of Winnipeg in the Province of Manitoba.

Article III - JURISDICTION

1. Softball Manitoba claims jurisdiction over and recognizes its responsibilities as the governing body of softball, which includes Fast Pitch and Slo-Pitch softball as played by participants of Softball Manitoba.
2. Softball Manitoba is recognized by Softball Canada and Sport Manitoba as the governing body of amateur softball which includes both Fast Pitch and Slo-Pitch softball in Manitoba.

Article IV – MISSION, VISION, OBJECTIVES and CORE VALUES

1. Softball Manitoba’s Mission is to promote and develop softball at all levels, by providing leadership, programs and services to meet the needs of all participants, thus enhancing the profile of softball in Manitoba.
2. Softball Manitoba’s Vision is a unified softball community providing life-long, healthy opportunities that enhance participation and excellence for all.
3. Softball Manitoba’s Objectives are as follows:
 - a. To develop a representative organizational structure which is open, natural and progressive in nature, and is effectively managed in order to meet the goals of Softball Manitoba.
 - b. To provide the required resources to our participants in an efficient and effective manner in the following areas:
 - i. Administrative and support service.
 - ii. Recruitment, development and recognition of volunteer participation and staff.
 - c. To procure and manage efficiently the monies necessary to carry out those activities prioritized as most important by Softball Manitoba.
 - d. To create an effective communication system which will inform all parties, internal and external and will provide feedback for the Association’s decision-making process.
 - e. To provide proficiently run competitions for all of our participants, from recreational to elite categories.
4. Softball Manitoba provides the following Core Values:
 - a. Fair and inclusive access.
 - b. Ethical, respectful and moral behavior.
 - c. A safe, supportive and fun environment.

Article V – NOT-FOR-PROFIT-STATUS – NO GAIN FOR MEMBERS

The Corporation will be carried on without the purpose of financial gain for its members and any profits or other accretions to the Corporation will be used in promoting its objects.

Article VI - DISSOLUTION

Upon the dissolution of Softball Manitoba and after the payment of all debts and liabilities, its remaining property shall be distributed or disposed of to charitable organizations that carry on their work solely in Canada.

1. SOFTBALL MANITOBA

BY-LAWS

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Section 1 - INTERPRETATION

1.01 In these By-Laws, General Operating Rules and Divisional Operating Rules unless the context otherwise requires:

- a. "Appoint" includes "elect" and vice versa;
 - b. "Appointed member" is a person selected by the Board to sit on a Board Committee with the approval of the Board;
 - c. "Association" means Softball Manitoba or the Manitoba Softball Association.
 - d. "Board" means the Board of Directors of Softball Manitoba;
 - e. "By-Laws" means this by-law and all other by-laws of the Association from time to time in force and effect;
 - f. "Deputy Director" means an elected member of a Division who has full voting privileges when a Division Director is unable to attend a meeting. This applies to the Officials Division only.
 - g. "Directors" means the members of the Board of Directors
 - h. "Division" means the following segments of the Association – Adult, Minors, and Officials;
 - i. "Meeting of Voting Members" includes an Annual General Meeting of eligible voting members and/or a Special General Meeting of eligible voting members;
 - j. **"Member in Good Standing" – Association Members in good standing are those whose rights as members of the assembly are not under suspension as a consequence of disciplinary proceedings (discipline, suspension, outstanding fees, etc.).**
 - k. "Office" refers to the office of Softball Manitoba;
 - l. "President" means the President of the Board (or Interim President) elected in accordance with Section 5.07;
 - m. "Province" means Province of Manitoba;
 - n. "Quorum" means a specified number of voting members required, according to the By-Laws, to hold a legal meeting;
 - o. "Registered League" means a conference of three or more softball teams that have agreed to register for competition purposes and that are recognized by Softball Manitoba;
 - p. "Rules and Regulations" means those rules and regulations passed at the Annual General Meeting. They shall cover all By-Laws, General Operating Rules, and Divisional Operating Rules of Softball Manitoba;
 - q. "Rural" refers to those individuals who have their permanent residence in the seven (7) rural regions as follows:
 - a) Westman
 - b) Eastman
 - c) Interlake
 - d) Central
 - e) Parkland
 - f) Norman
 - g) Northwest Ontario
- Note: The Board may declare a person (*not including players*) whose involvement is primarily in the rural area but lives in Winnipeg to be Rural.
- r. "Softball" includes Slo-Pitch softball and Fast Pitch softball.
 - s. "Team" is a group of 9 or more players for Fast Pitch and 10 or more players for Slo-Pitch.
 - t. "Urban" within the boundaries of the City of Winnipeg. Softball Manitoba defines this as the Municipal Wards as defined by the City of Winnipeg.
 - u. "Voting Delegate" means those individuals appointed by each Division, in accordance with Section 2.03 and 2.04.
 - v. "Voting Member" includes any person or League within a Division affiliated with Softball Manitoba eligible to vote; Non-Voting Members (or Participants) includes all other persons or leagues within a Division affiliated with Softball Manitoba who do not hold voting privileges within Association business unless elected or appointed.

1.02 Interpretation

Except as otherwise provided in Section 1.01, words and expressions defined in the Act have the same meanings when used herein; and words importing the singular number include the plural and vice-versa; words importing gender include the masculine, feminine and neutral gender; and words importing persons include individuals, bodies corporate, partnerships, trusts and unincorporated organizations.

Section 2 - MEMBERSHIP

- 2.01 Softball Manitoba Membership shall be open to representatives of such organized Amateur Softball Associations and Leagues as are approved by the Directors of Softball Manitoba. All affiliated players, coaches, managers, umpires, league officials and other interested persons (as approved by the Board) of Softball Manitoba whether they be voting or non-voting, are participants of Softball Manitoba. This membership is for the current year only, from April 1st to March 31st of the following year.
- 2.02 Every participant shall uphold the Constitution and comply with these By-Laws, General and Divisional Operating Rules of Softball Manitoba.
- 2.03 Divisional Membership
- a. Divisions recognized at the Softball Manitoba Annual General Meeting shall be participants of the Association. Each Division shall be responsible for the operation of their specific area of jurisdiction within the guidelines of the Association including the power to pass, amend, and repeal applicable General Operating Rules and applicable Divisional Operating Rules.
 - b. The Divisions are:

| | | | |
|--------|-------|-----------|-----------|
| Minors | Adult | Officials | Slo-Pitch |
|--------|-------|-----------|-----------|
 - c. Membership Voting Structure - The voting members for each Division at the Annual General Meeting and any Special General Meeting of the Members will be as follows:
There will be a total of 30 voters not including life members eligible to vote. Any life members eligible to vote will be entitled to one (1) vote each.
The votes shall be allocated as follows:
 1. President – 1 Vote
 2. Director Norman Region – 1 Vote
 3. Director Parkland Region – 1 Vote
 4. Director Westman Region – 1 Vote
 5. Director Central Region – 1 Vote
 6. Director Interlake Region – 1 Vote
 7. Director Eastman Region – 1 Vote
 8. Director NW Ontario Region – 1 Vote
 9. Director Winnipeg North Region – 1 Vote
 10. Director Winnipeg South Region – 1 Vote
 11. Minor Advisory Board Representative – 1 Vote
 12. Fast Pitch Advisory Board Representative – 1 Vote
 13. Slo-Pitch Advisory Board Representative – 1 Vote
 14. Provincial Umpire in Chief – 1 Vote
 15. Officials Representative (Rural) – 1 Vote
 16. Officials Representative (Urban) – 1 Vote
 17. Officials Advisory Representative – 1 Vote
 - 18-25. Members at Large – Minors (4/4 Split UR) – 8 Votes
 - 26-28. Adult Members at Large - 3 Votes
 - 29-30. Official Members at Large - (1/1 Split UR) – 2 Votes

The members at large are allocated to the three divisions and the officials pro rata to the number of registered participants with Softball Manitoba in the season immediately previous to the meeting. This pro rata allocation will be subject to each division and the officials gaining a minimum of two additional votes.

Each group is responsible for choosing and notifying Softball Manitoba as to who will represent them at the meeting, but it is to be clearly understood that all constituents within each division or the officials should be equally represented (for example in minors the voters should be broken up between rural and urban, 'A' Leagues and 'AAA' Organizations).

An *example* from 2019 Registration of how the calculation will be made is set out below.

| Division | 2019 Registered Participants | % of Total | Votes |
|------------------|------------------------------|------------|-------|
| Minors | 5,028 | 70% | 8 |
| Adult Slo-Pitch | 1,470 | 20.5% | 2 |
| Adult Fast Pitch | 425 | 6% | 2 |
| Officials | 244 | 3.5% | 2 |

- d. The procedure for selecting Divisional Members At Large voting at the AGM will be as follows:
1. Minor Division Softball – Members At Large
This Division includes the Timbits, U11, U13, U15, U17 and U19 (Female) / U20 (Male) categories. Considerations for Minor Member at Large would be an 'A' League President (or designated League Executive Member) and/or 'AAA' Organization Presidents. Equal representation with a focus on balance between Rural and Urban, 'A' Leagues (including size / # of Teams) and 'AAA' League (s).
 2. Adult Division – Members At Large
This Division includes all Adult Fast Pitch and Slo-Pitch categories. These Members at Large votes are the additional representatives to carry their vote at the Annual General Meeting or any Special General Meeting of the Association. Selected Members at Large will be League Presidents or other League Executives. Selections are based on League size (# of Teams), Softball MB involvement and regionalization. Equal representation will be noted with a focus on balance between Rural and Urban and Recreation and Elite.
 3. Officials Division– Members At Large
The Provincial Umpire in Chief and UDC shall select one (1) rural and one (1) urban representative to carry their vote at the Annual General Meeting or any Softball Manitoba Special General Meeting as Officials Members at Large.

2.04 Advisory Board

The Advisory Board shall be composed of knowledgeable softball people who are prepared to act in an advisory capacity to the Board of Directors and that this Advisory Board shall consist of four (4) members. These 4 members are to be selected from within and representative of the 3 Divisions of the Association (Adult Fast Pitch, Adult Slo-Pitch, Minors and Officials). Four-year term limits would be set for the positions. Each respective Advisory Board member shall have one (1) vote at the Divisional AGM to which they represent.

2.05 Life Membership

Life Membership may be awarded to individuals who have rendered exceptional services to the Association provided that:

- a. Nominations for such membership are in the possession of the Executive Director thirty (30) days prior to the Annual General Meeting.
- b. Nominations for Life Membership are referred to the Advisory Board for review;
- c. Upon favorable recommendation from the Board and Advisory Board that notices of nomination are provided to the general membership fourteen (14) days prior to the Annual General Meeting;
- d. Two-thirds of the Delegates at the Annual General Meeting support the nomination(s); Life Members shall have voting privileges at the AGM and Special General Meetings of the Association.

Section 3 - MEETINGS

- 3.01 An Annual General Meeting shall be held no later than December 31st of each year, and after the Softball Canada Annual General Meeting, at such time and place as shall be determined by the Directors. Thirty (30) days-notice shall be given in writing to the voting membership of all Annual General Meetings.
- 3.02 Every General Meeting of the membership, other than an Annual General Meeting is a Special General Meeting.
- 3.03 A Special General Meeting may be called at any time by the Directors and must be called when requested in writing by any of the three (3) divisions of Softball Manitoba. Twenty-one (21) days-notice in writing shall be given for each Special General Meeting.

- 3.04 Notice of a General Meeting shall specify the place, the day, and the hour of the meeting and in case of special business, the general nature of that business. The accidental omission to give notice of a meeting to or the non-receipt of a notice by any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 3.05 A Quorum at any General Meeting shall be a simple majority at all times of the voting Delegates in good standing attending the General Meeting. Each voting member shall be entitled to one (1) vote at the General Meeting. No proxy votes shall be allowed at any meeting.
- 3.06 At the discretion of the Chairperson, non-voting Delegates in attendance at the General Meeting, provided they are participants/members in good standing with the Softball Manitoba shall have the right to address the meeting.
- 3.07 The President, or in his absence, the Vice-President, or in the absence of both, a member of the Board, as selected by the Board, shall preside at all Softball Manitoba Meetings.
- 3.08 Each Division shall submit a list of Voting Delegates to the Executive Director (21) days prior to the Annual General Meeting and fourteen (14) days prior to any Special General Meeting.
- 3.09 Telephone/Virtual Meetings - A meeting of the Board may be held by telephone conference call or Virtual. Where any Director is unable to attend a meeting, that Director may participate in the meeting by means of telephone/computer. Directors who participate in a meeting by telephone conference call/virtual are considered to have attended the meeting.

Section 4 - PROCEEDINGS AT GENERAL MEETINGS

- 4.01 Special Business is all business at a Special General Meeting except:
 - a. The consideration of the Financial Statement
 - b. The report of the Directors
 - c. The report of the auditors (annually)
 - d. The election of the Directors
 - e. The appointment of the auditor, if required
 - f. Such other business as, under these by-laws, ought to be transacted at an AGM, or business which is brought under consideration by the reports of the Directors issued with notice convening the meeting
 - g. Amendments of the Constitution
 - h. Amendments of the By-Laws
 - i. Amendments to the General Operating Rules
 - j. Amendments to the Division Operating Rules
- 4.02 No other business than the adjournment or termination of the meeting shall be conducted at a General Meeting at a time when a quorum is not present. If at any time during a General Meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 4.03 All Notices of Motion to amend the Constitution, By-Laws, General Operating Rules and Division Operating Rules of Softball Manitoba to be brought to a vote before the voting membership must be in writing to the Executive Director thirty (30) days prior to the Softball Manitoba Annual General Meeting. The Notices of Motion must be forwarded to the voting membership fourteen (14) days prior to said meeting.
- 4.04 All questions shall be decided by a simple majority vote, except in the case of amendments to the Constitution, By-Laws, General Operating Rules and Division Operating Rules where a two-thirds majority vote is required. The President (or Chair) shall vote only in the case of a tie.
- 4.05 Any question at a General Meeting shall be decided by a show of hands, except that:
 - a. The election of the President shall be made by secret ballot.
 - b. A secret ballot shall be held upon request of five (5) voting Delegates.

Section 5 - DIRECTORS AND OFFICERS

5.01 The Board of Directors shall consist of the President, Executive Director (non-voting), nine (9) Regional Directors, two (2) representing the City of Winnipeg (North and South) and one (1) each from each of the seven (7) Rural regions as defined in Section 1.01(p), with each serving alternate two (2) year terms (five (5) elected in Even Years and four (4) elected in Odd Years) and the existing Provincial Umpire in Chief.

The following Regional Directors will be elected in Even Years: Norman, Interlake, Central, Eastman and Winnipeg South.

The following Regional Directors will be elected in Odd Years: Parkland, Westman, NW Ontario and Winnipeg North.

- a. Candidates for President must be in good standing with Softball Manitoba. They may reside in any of the Regions and must be a permanent resident of the Province of Manitoba.
 - b. Candidates for Regional Directors must either be a permanent resident of the Region and have the support of at least one (1) League or 'AAA' Organization from the Region – or - may live outside the Region – but only if they receive unanimous support of all Leagues/AAA Organization in the Region. Leagues supporting candidates must be affiliated with Softball Manitoba (minimum 3 teams) and be in good standing.
 - c. If there are no nominees for a Regional Director position the Board of Directors will select a current Board Member to represent the region until the next AGM.
- 5.02 If any member of the Board is unable to continue in their position as Director, the position shall become vacant. The Board will fill the vacancy with an elected representative from the Board. Exception: within the Officials Division, the vacancy shall be filled by appointment by the Board with the recommendation by the Umpire Development Committee.
- 5.03 All Directors shall enter upon their official duties immediately after the completion of the Annual General Meeting and shall serve for their respective terms or until their successors have been elected or appointed.
- 5.04 The members may, by resolution passed at a General Meeting, remove any Director from office and the vacancy created by such removal may be filled according to 5.02. Any Director removed from the Board will receive notification of such in writing.
- 5.05 All nominations for the position of President or Regional Director of Softball Manitoba must be submitted to the Softball Manitoba Office one (1) calendar month prior to the AGM. All nominations must include:
- a. A nomination in writing.
 - b. A written letter of acceptance by the nominee.
 - c. Detailed resume of softball and related activities and a written letter of support from the league(s) nominating the candidate.
 - d. If so chosen, the President or Regional Director is automatically eligible to be placed on the ballot and not required to comply with 5.05 (a) – (c).
- 5.06 The UIC will be appointed annually at their Division AGM and announced no later than January 1st.
- 5.07 The President and Regional Directors shall be elected by secret ballot at the Annual General Meeting. The President or Regional Director must receive a majority of all votes cast. If no candidate receives a majority of the votes cast, the voting procedure will be repeated with the candidate receiving the fewest votes being dropped from the ballot for the subsequent vote.
- The following will also apply:
- a. Those eligible to be on the ballot are as follows:
 1. The Incumbent.
 2. Members who have the support of their Region or at least one (1) league from their region.
 - b. The President shall be elected for a three (3) year term.
 - c. Those members having the right to vote at the Annual General Meeting for President will be as follows:
 1. the President.
 2. the current Board of Directors.
 3. other Divisional Voting Members (as per section 2.03 (c)).
 4. Advisory Committee Members.

5. Life Members.

The maximum number of voting representatives will be a total of thirty (30) plus the number of Life Members present at any General Meeting.

- d. One Director will be elected as Vice President by the Board of Directors at their first meeting immediately following the AGM. Elections will be done by secret ballot. One Director will be elected to the Executive Committee by the Board of Directors at their first meeting immediately following the AGM. Elections will be done by secret ballot.
 - e. If the President is unable to fulfill the term of office, the Vice President shall immediately assume the duties of the President until such time an Advisory Board Member can convene a meeting of the Board to elect an Interim President. The Interim President will serve until the next Annual General Meeting.
 - f. An Advisory Board Member, unless up for election shall preside at this special meeting of the Board to decide upon an interim President and shall break a tie if necessary.
- 5.08 The President may be removed from office by resolution passed at a Special General Meeting where at least two-thirds majority shall be required of the voting Delegates.
- 5.09 The Board of Directors may from time to time appoint a Treasurer who shall sit as a member of the Finance Committee. Duties of the Treasurer shall be those included in the appointment. The Treasurer will report directly to the President.
- 5.10 A Director or Committee participant who has an interest or may receive personal gain, or who may be perceived as having an interest or receiving personal gain, in a proposed contract or transaction with Softball Manitoba shall disclose fully and promptly the nature and extent of such interest to the Board as the case may be; shall refrain from voting or speaking in debate on such contract or transaction; shall refrain from influencing the decision on such contract or transaction; and shall otherwise comply with the requirements of the Act regarding conflict of interest.

Section 6 - PROCEEDINGS OF THE DIRECTORS

- 6.01 The Board shall meet as often as deemed necessary for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings, as they think fit.
- 6.02 All meetings of the Board shall be open meetings with the following exceptions:
- a. all issues pertaining to personnel matters.
 - b. those issues that seventy-five percent (75%) of the Directors present, vote to discuss "in camera"
- 6.03 The Board may govern, regulate and make decisions respecting any matter concerning the affairs of Softball Manitoba and, in particular, but without limitation, has the authority to:
- a. appoint one or more persons to represent Softball Manitoba at the Softball Canada annual meeting and the Western Canadian Softball Association Annual General Meeting.
 - b. govern, regulate and make decisions respecting any matter concerning Amateur Softball in Manitoba;
 - c. govern, regulate and make decisions respecting any matter concerning Softball Manitoba Provincials;
 - d. suspend any member of Softball Manitoba for violating the rules and regulations of the Softball Manitoba;
 - e. rule that any player is ineligible to be a participant of or play for any team or in any league;
 - f. rule that any coach or manager is ineligible to coach or manage any team or in any league;
 - g. rule that any official of Softball Manitoba is ineligible to officiate in any affiliated league;
 - h. rule that any team is ineligible to play in any League; or Championship/Event
 - i. deal with, decide and settle any matter, issue or question not expressly provided for in the By-Laws, General Operating Rules, or Divisional Operating Rules of Softball Manitoba.
 - j. All decisions made by the Board are final.
- 6.04 The quorum for the transaction of business at any meeting of the Board shall be five (5) directors or such greater number as the Board may from time to time determine. The President (or Chair) shall not be included for purposes of establishing this quorum (voting is as per 4.04). Any Director who misses two (2) Board meetings (33%) may be removed as a Director for the remainder of their term (at the discretion of the Executive) – Effective Immediately.

- 6.05 The President shall be Chairman of all meetings of the Board, but if at any meeting the President is not present, the Vice-President shall act as Chairman; if neither is present, the Directors present may choose one of their number to be the Chairman at the meeting.
- 6.06 A Director may at any time request a meeting of the Board provided all Directors have been informed and a simple majority of Directors are in agreement.
- 6.07 The Directors may Delegate any, but not all, of their powers to Board Committees.
- 6.08 The Board may from time to time appoint such other Committees as it may deem advisable, but the functions of any such other Committees shall be advisory only.
- 6.09 A resolution in writing, signed by all Directors and placed with the minutes of the Directors is as valid and effective as if regularly passed at a meeting of the Directors.
- 6.10 Decisions outside of the approved budget which have financial impact on Softball Manitoba must be approved by the Executive Committee or Board.
- 6.11 Abstaining from voting on an issue shall not be recognized as a vote for or against a motion. The abstention will not be counted in the total ballots cast.

Section 7 - BOARD COMMITTEES

- 7.01 The standing Board Committees shall be as follows:
 - a. Executive Committee (includes Finance)
 - b. Competition Committee
 - c. Development Committee
 - d. Umpires Development Committee
 - e. Adult Division Committee
 - f. Minor Division Committee
- 7.02 The Board may from time to time appoint such other committees as deemed necessary.
- 7.03 Each of the Board Committees identified in 7.01 shall consist of:
 - a. Individuals appointed by the Board (regarding all of 7.01).
 - b. Committee 7.01 (a) decisions will be decided based on 1 vote per Committee Member.
 The Executive Committee shall consist of:
 - (a) President
 - (b) Vice-President
 - (c) Regional Director as elected by the Board
 - (d) Executive Director (non-voting)
- 7.04 A Director may serve as chairman of one (1) Board Committee or appoint a Chairman from the Committee with Board approval. Each Director must sit on one (1) Committee.
- 7.05 Committee Activity shall be reported by the Director in charge of the Committee at each Board Meeting.
- 7.06 Questions arising at any committee meeting shall be decided by a simple majority vote. Voting procedure is 1 vote per Division with the Committee Chair voting only in the case of a tie.
- 7.07 A Committee shall conform to any rules/changes imposed on it by the Board and report such changes at the next Board meeting.
- 7.08 The Executive Committee shall have the right to make decisions and act on such decisions without Board ratification. Decisions shall be reported at the next monthly meeting.
- 7.09 Each Director shall serve on a Committee for a one (1) year term minimum. The term shall begin immediately after the Annual General Meeting.

Section 8 - DUTIES OF OFFICERS

- 8.01 The President is the Chief Executive Officer of the Association and:
 - a. Shall preside at all meetings of the Association and of the Directors.
 - b. Shall supervise the other officers in the execution of their duties.
 - c. Shall apply and enforce all By-laws and Rules of Softball Manitoba.
 - d. May appoint at least one member of the Board to all Board Committees.
 - e. Shall be responsible for the approval of all accounts, bills, or commitments against Softball Manitoba before payment, acceptance or delivery. The President is empowered to make decisions on any single emergency expenditure of funds, without the approval of the Board or Membership, up to the amount of \$1000.00.
 - f. Shall exercise all duties and powers of the Board when it is impossible for him to obtain a vote of the Board in case of emergency.
 - g. Shall watch over the assets and records of Softball Manitoba.

- h. Shall perform such other acts and duties as may be incident to his office and may properly be required of him by the Board.
 - i. Shall sign the minutes of all meetings of the Board and Delegate any of his duties deemed expedient.
- 8.02 The Vice-President may assist the President in the discharge of his duties, and in the absence or disability of the President, may act in his stead until such time as an Advisory Board Member can convene a meeting of the Board to elect an Interim President. The Vice President may chair committee(s) as assigned by the Board.
- 8.03 The Regional Directors shall promote and direct the game of softball abiding by the Constitution and the Rules and Regulations of Softball Manitoba. They shall oversee Provincial Championships and sanctioned tournaments in this Division.
- 8.04 The Officials Director and Umpire Development Committee shall promote and direct the training and provision of umpires for all levels of softball, abiding by the Constitution and Rules and Regulations of Softball Manitoba.
- 8.05 The President or his designate, the Executive Director and one other member of the Board will be signing officers for Softball Manitoba. All Softball Manitoba cheques must bear the signatures of two signing officers.

Section 9 – PERMANENT EMPLOYEES

- 9.01 The Board shall approve the appointment of the following positions:
- a. Executive Director
 - b. Administrative Coordinator
- 9.02 Application for the above positions should be solicited and the duties of each position documented before an appointment is made.
- 9.03 Any employee so appointed shall be paid a salary or honorarium approved and determined by the Board.
- 9.04 The Executive Director shall be directly responsible to the President of Softball Manitoba. The Administrative Coordinator shall be directly responsible to the Executive Director.
- 9.05 Softball Manitoba Employees shall not be granted a vote at any Softball Manitoba meetings. Any member of the Board who applies for any paid position within Softball Manitoba will be required to take a leave of absence until such time as the position is filled.
- 9.06 If in the best interest of Softball Manitoba, the Executive may approve the hiring of part time, paid individuals to work on special projects. The duties of any position must be documented before any appointment is made.
- 9.07 Each appointment will be for the period from the time it is made until the incumbent resigns or the Board feels it is in the best interest of Softball Manitoba.
- 9.08 The Executive Director shall:
- a. Be responsible for the management of the Softball Manitoba Office on a daily basis.
 - b. Oversee the financial management of Softball Manitoba.
 - (i) Be responsible for supervising the receipt of all monies received by Softball Manitoba and for the deposits of the same in such bank, credit union, or trust company as may be designated by the Board.
 - (ii) Be responsible for supervising and completion of Grants and Funding applications.
 - (iii) Properly account for the funds of Softball Manitoba and keep such books and records as may be directed by the Board.
 - (iv) Present a full and detailed account of receipts and disbursements to the Board whenever requested.
 - (v) When directed by the Board, cause to be prepared an audited statement of the financial position of Softball Manitoba.
 - (vi) Close the financial books of Softball Manitoba on March 31st of each year, on which date all monies due to the Association are to be in the hands of the Executive Director.
 - (vii) Submit a final report on the past year's activities at the Annual General Meeting.
 - c. Assist with effective public relations.

- d. Provide leadership, direction and assistance to Staff, Board, Softball Manitoba Volunteers and Membership.
 - e. Ensure all Development and Competitive programs are carried out.
- 9.09 The Administrative Coordinator shall:
- a. Serve as the Office Administrator.
 - b. Carry out Accounting and Financial duties within the office. Assist in year-end audit and final report.
 - c. Liaison with the UIC and the ODC regarding the Officials Development Program.
 - d. Manage the Marketing and Promotion of the Association (including Website, Annual Awards, Bursary Program, etc.)
 - e. Manage the Association Database & Website.
 - f. Coordinate the Registration process (including teams, players, coaches and officials).
 - g. Receive direction from and report directly to the Executive Director

Section 10 - ANNUAL FEES

- 10.01 The Softball Manitoba annual membership fees for registration shall be established no later than January 31st.
- 10.02 Team Registration Fees, Provincial Entry Fees and Official's Registration Fees may vary (between Categories, Classifications and Levels).

Section 11 - FUNDRAISING BOND/CHEQUES RETURNED

- 11.01 Softball Manitoba reserves the right to charge a \$25.00 fee for cheques returned to the Association for any reason.
- 11.02 Outstanding debts may be taken to small claims court for recovery.
- 11.03 All teams receiving Funds from Softball Manitoba must have a Team Chequing Account. Personnel accounts will not be accepted.

Section 12 - BORROWING POWERS

- 12.01 Upon resolution passed by not less than three-quarters of the Board, Softball Manitoba may from time to time;
- a. Borrow money upon the credit of Softball Manitoba;
 - b. Issue, re-issue, sell or pledge bonds, debentures, notes or other evidence of indebtedness or guarantee of Softball Manitoba whether secured or unsecured; and
 - c. Mortgage, hypothecate, pledge or otherwise create an interest in or charge upon all or any property (including the undertaking and rights) of Softball Manitoba, owned or subsequently acquired, by way or mortgage, hypothecate, pledge or otherwise, to secure payment of any such evidence of indebtedness or guarantee of Softball Manitoba.
- 12.02 Nothing in this section limits or restricts the borrowing of money by Softball Manitoba on bills of exchange or promissory notes made, drawn, accepted or endorsed by or on behalf of Softball Manitoba.

Section 13 - AUDIT

- 13.01 The accounts of Softball Manitoba shall be annually examined and the correctness of the balance sheet and account book shall be ascertained by a firm of auditors appointed by the Board.
- 13.02 The auditor shall be remunerated for services at such sum as he/she (auditor) and Board shall mutually agree.

Section 14 – INDEMNIFICATION

- 14.01 Shall Indemnify - Softball Manitoba shall indemnify and hold harmless out of the funds of Softball Manitoba each Director and Officer from and against any and all claims, demands, actions or costs which may arise or be incurred as a result of occupying the position or performing the duties of a Director or Officer.
- 14.02 Shall Not Indemnify - Softball Manitoba shall not indemnify a Director or Officer or any other individual for acts of fraud, dishonesty, or bad faith.
- 14.03 Insurance - Softball Manitoba may purchase and maintain insurance for the benefit of its Directors and Officers, as the Board may determine.

Section 15 - TRAVEL PERMITS

- 15.01 Any team, player, coach, manager or umpire wishing to travel outside of Manitoba to participate in any softball competition must have a travel permit issued by the Softball Manitoba office.
- a. No team, player, coach, manager or official may travel outside of Canada to participate in any softball competition at the same time the team, player, coach, manager or umpire has an obligation to participate in any Softball Manitoba sanctioned competition such as a Provincial Championship. Failure to observe these regulations could result in suspension and/or other action.
- 15.02 Any umpire wishing to travel outside of Manitoba to participate/officiate in any softball competition must have a travel permit issued by the Officials Director (PUIC) or his designate. Failure to observe these regulations could result in suspension and/or other action.

Section 16 - ALTERATION OF THE CONSTITUTION, BY-LAWS, GENERAL OPERATING RULES AND DIVISIONAL OPERATING RULES

- 16.01 Amendments to the Constitution, By-Laws, General Operating Rules and Divisional Operating Rules shall be made by recommendation only from the Board/Executive Committee.
- 16.02 A Notice of Motion to amend the Constitution, By-Laws, General Operating Rules and Divisional Operating Rules must be forwarded in writing to the Executive Director thirty (30) days prior to the Annual General Meeting. The Executive Director shall forward copies of all Notices of Motion to the voting Delegates fourteen (14) days prior to the Annual General Meeting.
- 16.03 Constitution, By-Laws, General Operating Rules and Divisional Operating Rules may be enacted, repealed, or amended at an Annual General Meeting by at least a two-thirds majority of votes cast by voting Delegates.
- a. Approved changes to the Constitution, By-Laws, General Operating Rules and Divisional Operating Rules may not be reversed or changed at a subsequent Annual General Meeting prior to the approved change being implemented for at least a period of three (3) years.
- 16.04 When a Notice of Motion has not been served as provided for in (16.02), the Notice of Motion may be brought to the floor at any Annual General Meeting by a unanimous vote of Delegates present.
- 16.05 Any changes by Softball Canada that effects Softball Manitoba's Constitution, By-Laws, General Operating Rules and Divisional Operating Rules may be accepted upon recommendation from The Board.

Section 17 - BONDED

- 17.01 The following individuals must be bondable:
- a. Permanent Employees;
- b. Board of Directors;
- c. Clinicians
- Anyone who has signing authority for Softball Manitoba must be bonded.
- 17.02 If an individual cannot be bonded, the said individual may not hold that office or position.

Section 18 - RULES OF ORDER

- 18.01 At all Softball Manitoba meetings, items not covered by this Constitution and By-Laws shall be governed by Roberts Rules of Order (Modified Version).

GENERAL OPERATING RULES

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Article 1 – Registration of Teams

A. Leagues and/or Associations

1. Softball leagues/associations must apply annually for Softball Manitoba membership for the current year only, from April 1st to March 31st of the following year. Application for Minor membership must be in the Softball Manitoba office no later than June 1st of each year (June 15th for Adult Fast Pitch and Slo-Pitch). Any deadline day will be the first working day following the deadline if it falls on a Saturday, Sunday, or holiday. Minor and Adult Division Team Registration forms received after the Divisions' deadlines will not be reviewed by the Division. No Exceptions. These late registration applications must be reviewed and approved or denied by the Softball Manitoba Executive Committee. Team registrations received after the Divisions' deadlines that are denied will be accepted for insurance purposes only. Minor and Fast Pitch Division players/coaches registering late will be ineligible to participate in any Softball Manitoba or Softball Canada sanctioned events. The Slo-Pitch Division will allow late registration and accept all late Team Registration Forms until July 15th if submitted with a late fee of \$100.00 per roster.
It is the responsibility of the League to ensure that all Team registration forms are completed properly and into Softball Manitoba by the team registration deadline. Team registration forms must be channeled through the League concerned. Softball Manitoba will not accept a Team registration form directly from any team that is registered with an affiliated league.
2. When applying for membership each year, a league/association must complete Softball Manitoba membership forms as per instructions issued:
 - a. League Executive List - Provide League Executive names, e-mails, addresses and phone #s to Office.
 - b. Team Contact List - Provide a list of all league participants and the names, e-mails, mailing addresses and telephone numbers of two contacts for each team in the league. Because player signatures are no longer required (other than Minor 'A' Female), Softball Manitoba requires at least one coach signature per team in your League approving the data on their Team Registration Form as submitted.
 - c. Indicate the category of each team in the league/association applying for membership.
 - d. Indicate the classification of each team applying for membership.
 - e. Provide a list for each team of the names of all team participants (including coaches and certification) and their mailing address, telephone numbers and email address (if applicable).
 - f. All information above must be provided electronically to Softball Manitoba.
 - g. The Head Coach is responsible to ensure their players are only listed on 1 roster unless otherwise allowed.
 - h. Ensure players pay the annual player registration fee required.

NOTE: If application for membership is not completed as indicated in Article 1 – Registration of Teams, A – (1) & (2) by June 1st (June 15th for Adult), the league or team will forfeit all membership rights including voting privileges with Softball Manitoba.

Article 2 – Rules of Play

The playing rules, as printed in the Official Softball Rule Book adopted by Softball Manitoba, shall govern all championship play. However, special playing rules approved by Softball Manitoba will take precedence over the playing rules in the Official Softball Rule Book.

Article 3 – Hosting Regulation

A. General

1. Provincial Championships must be conducted in accordance with Softball Manitoba's General and Divisional Operating Rules. Excluded are all Canadian or Western Canadian Championships hosted in Manitoba.
2. Any registered League or Organization may apply to host a Provincial Championship, in a classification or category of their choosing provided they are in Good Standing with The Association.
3. Softball Manitoba will appoint a Delegate for each event. The Delegate will ensure that the tournament is conducted as per Softball Manitoba General and Divisional Operating Rules. This Delegate will be responsible for determining player eligibility (in accordance with the Softball Manitoba Office) and will also head up the protest committee. The Delegate has the final authority in all matters relating to the competition.
4. Softball Manitoba will post the draws <http://www.softball.mb.ca> once completed.
5. The Association will provide appropriate awards for all Provincial Championships.
6. Any Provincial Championship date may be changed as approved by the Division and Softball Manitoba.

B. Provincial Championship Format/Draw

1. Provincial Championship draws will be determined by Softball Manitoba once all provincial entries (for that event) have been received/approved.
2. Draw Type dependent on number of team entries in event. (Full Round-Robin/Modified /Pools/Playoffs)
3. Whenever possible round-robin and group round-robin will be played. Draws will be designed to ensure that all teams are guaranteed at least 3 games. No team will be eliminated with only one event loss. Following round robin play 'A' events will use the single round knockout formula in the playoffs and 'AAA' will use the Page Playoff. The "if game" no longer exists and teams can be eliminated with only one event loss."

C. Host Committee Responsibilities

1. The hosting body will be responsible for providing all the necessary equipment and services for the proper conducting of the playoff.
2. No hosting body may charge an admission charge to participants in a Special Playoff or Provincial Championship without receiving prior permission to do so from the Association.
3. Where the host does not provide a scorekeeper, the home team will be designated as the official scorekeeper.
4. The hosting body will be responsible for all pre-and post-tournament publicity.
5. The host must ensure that an updated record of the official draw is maintained at all times for the benefit of participants. The official draw shall be posted in a location accessible to all concerned.
6. Ensure that the daily results reach all media that received pre-tournament publicity.

D. Areas of Importance

1. Playing Facilities and Equipment
 - a. Suitable/sufficient softball diamonds available to play the number of games required in the time allotted.
 - b. Indicate the availability of the following support areas.
 1. Central control (Delegate area).
 2. Pre-tournament meeting room.
 3. Umpire meeting and change rooms.
 4. Posted schedule and result area.
 5. Canteen facilities.
 6. Washroom facilities - indoor/outdoor.
 7. Parking area and proximity to diamonds.
 8. Home Run Fences.
 - c. Provide all necessary field equipment.
 1. Home and pitching plates.
 2. Double base and bases for 2nd and 3rd base.
 3. Foul flags (flexible if possible)
 4. Tape measure.
 5. Marking equipment.
 6. Rakes & shovels, etc., must be available along with a supply of infield material if needed to keep diamonds playable.
 7. Adequate groundskeeping should be provided to ensure that the diamonds and equipment are maintained in a playable condition at all times.
 - d. Only Softball Canada approved Worth/Rawlings balls (provided by Softball Manitoba) may be used. The type & size of ball will be determined by Softball Manitoba.

E. Officials

1. Officials for each Championship will be the responsibility of Softball Manitoba and its UDC.
2. A 1-Umpire System will be used for all 'A/AA' Division Round-Robin games. A 2-Umpire System will be used for all 'A/AA' Division Tiebreaker and Playoff games and for all 'AAA' games in U13, U15 and U17 categories (Round-Robin, Tiebreaker and Playoff Games). A 3-Umpire System will be used for all 'AAA' games in the U19 category (Round-Robin, Tiebreaker and Playoff games). A 2 or 3-Umpire System will be used for all Open (Adult) Division games (Round-Robin, Tiebreaker and Playoff games) at the discretion of Softball MB.
3. Softball Manitoba is responsible for the payment of Provincial Championship umpire fees.

F. Scorekeepers

1. One (1) Official Scorekeeper must be assigned to each game in progress.
2. Scorekeepers must ensure an accurate record of the game is maintained at all times.
3. Once complete, each scoresheet is to be given to the Delegate at the conclusion of each game.
4. Where the host does not provide a scorekeeper, the home team will be designated as being responsible to keep score for the game and submit sheet to Delegate after the game.

G. Protest Committee

1. The host body shall appoint a Protest Committee which is to be made up of at least three (3) people who are familiar with the rules and who are knowledgeable in the game of softball. Two of these three (3) will include the Delegate and the event UIC that were assigned to the Championship by Softball Manitoba.
2. Any properly registered protest, as defined below, must be considered and decided upon before the game may continue.
 - a. The Protest Committee for all Provincial Championships shall consist of three (3) people selected by the Softball Manitoba Delegate as outlined below:
 - i. i) the Softball Manitoba Delegate or Assistant Delegate
 - ii. ii) the Umpire-in-Chief or Deputy Umpire-in-Chief
 - iii. iii) an individual appointed by the Softball Manitoba Delegate
 - b. All game play protests must be made at the time of the play in question (i.e., before the next pitch). The home plate umpire must announce the outcome of the protest.
 - c. There shall be no protests on:
 - i. i) the rescheduling of games
 - ii. ii) the contents of a line-up card
 - d. Upon arrival of the Protest Committee, the protesting team will supply the committee with the protest fee of \$250.00 (cash or certified cheque). Failure to do this will nullify the protest and the game shall continue immediately. If the protest is upheld, the fee will be returned after the game.

H. Accommodation

1. The host body (in the application) must include:
 - a. The quantity and type of accommodation available, both in housing and food service.
 - b. Other accommodations available within a reasonable travel distance.
 - c. Possible camping or tenting areas.

NOTE: Leagues or teams participating in the Provincials are responsible for reserving their own accommodation.

I. Host Committee

1. The Host should serve as contact for inquiries related to accommodation, meetings, locations, etc.
2. The Host (in the application) must identify the Host Committee Chairperson and Alternate. (Contact #s).

J. Additional Information

1. Upon application the Host Committee should include
 - a. other diamonds available within a reasonable travel distance.
 - b. any additional activities the host body is prepared to offer such as social activity, evening barbecue, etc.

K. Equipment and Services Checklist (All Categories)

| | |
|--|---|
| Softball Diamonds | Field Equipment |
| Central Control Area (for Delegate and Event UIC) | Pre-Tournament Meeting |
| Publicity | First Aid Kit and ice/ice packs (recommended) |
| Protest Committee | Proper restroom facility |
| Umpire change facility | Umpire & Delegate water |
| Groundskeeping | Scorekeeping |
| Awards Presentation (Medals or Prizes). Photos of the top 3 finishers provided to Softball MB in each event. | |

Article 4 - Sanctioned Competition

A. Rules

1. All Softball Manitoba sanctioned competition will be conducted in order and accordance with the following regulations:
 - a. The Softball Manitoba General and Divisional Operating Rules
 - b. The Softball Canada By-Laws and Special Operating Rules
 - c. The Softball Canada Rulebook
 - d. The WCSA By-Laws and Special Operating Rules (as per WCSA Handbook)

B. Officials

1. One umpire will be appointed Event Umpire-in-Chief. This appointment will be made by the PUIC and the Umpire Development Committee. The Event UIC shall be responsible for assigning the officials for the Championship.
2. Duties of the Event UIC shall include the following:
 - a. Hold a pre-tournament meeting with the assigned officials prior to first game of Championship.
 - b. Participate in Pre-Championship meeting with Delegate and Team Representatives.
 - c. Serve as a member of the Protest Committee.
 - d. Submit event expense report / other duties - as outlined in Umpires Handbook.

C. Smoking, Alcohol and Substance Abuse

1. Smoking will not be allowed on the field or the players' benches while a game is in progress. The game is considered in progress once team participants enter the field to prepare to start their warm-up.
2. There is to be no drinking of alcoholic beverages or consumption of other drugs before, during, or after any game at, or near any game site. It is the responsibility of the team coach and manager to ensure that no persons with alcoholic beverages or other drugs are on or near the bench area. Failure to observe this regulation could result in forfeiture of the game as well as further action by the Delegate and Softball Manitoba.

D. Draws

1. Additional Draw Information is listed in the Divisional Operating Rules. Whenever possible round-robin and group round-robin will be played. Draws will be designed to ensure that all teams are guaranteed at least 3 games.
2. In the event of delays or cancellations due to rain or other uncontrollable circumstances, alternate types of playoff draws will be available:
 - a. Succeeding games may be boosted or re-scheduled into other times, or onto other available diamonds.
 - b. Competing teams must be available to play and are expected to co-operate to the fullest extent in attempting to complete their respective playoffs.
3. If a playoff cannot be completed due to weather conditions, unplayable facilities or other uncontrollable circumstances, the Delegate, after consultation with the tournament committee, has the right to declare co-winners or joint winners of the playoff.
If a decision is made to reschedule the playoff at a later date, it will be held or completed the following weekend if possible at the same or an alternate location.
4. When criteria is used to determine team placement, should the home team score the winning run in the last inning, the inning shall be counted as a full inning.

ARTICLE 5 - Provincial Championship Duties

A. Softball Manitoba Office & Divisional Responsibilities

1. Confirm as soon as possible after the entry deadline the number of teams that will be participating in each event.
2. Develop draws, based on and including:
 - a. General rules of team placement in groups including distribution of rural/urban teams, league representation, seeding and previous year's schedule, if available/relevant.
 - b. Game times with reference to number of innings & games per day per team.
 - c. Provide tie-breaking rules.
 - d. Provide the final playoff format.
3. Provincial Championship participants (Leagues or teams) are responsible to book their own accommodations.

4. The event Umpire-in-Chief or his designate is to be provided with a copy of the draw.
5. Opening ceremonies, if held, shall be confirmed with the host, as to time, available time and length of ceremony.
6. The Office will provide the Delegate a provincial championship kit consisting of:
 - a. Rule Book
 - b. Draw
 - c. Playoff and hosting regulations & By-Laws
 - d. Plaques and medallions as applicable
 - e. Rawlings Softballs and Rawlings/Worth banner
 - f. Team Registration Information including Pickups
 - g. Blank Championship Team Rosters for participating teams to complete
 - h. Scoresheets and lineup cards
7. The Event Umpire-in-Chief or designate is to provide sufficient umpires for all championships. This includes a pre-determined number of umpires per game.
8. Hosts are to arrange for official scorekeepers. In the event that scorekeepers are not available, the Delegate is to advise the home team that they must provide the official scorekeeper.

B. Delegate Duties

1. Ensure that all the necessary equipment and information is available.
2. Conduct the pre-tournament meeting with reference to information provided.
3. Liaison with the Event Umpire-in-Chief to ensure sufficient qualified umpires are on site and that a Protest Committee is formed.
4. Meet with the host to ensure all conditions are met; verify actual diamond numbers to listed schedule diamonds. The host is to provide one member of the Protest Committee. Finalize official scorekeeping arrangements - provided by the Host or by the home team.
5. Check Softball Manitoba Championship Team Rosters to confirm eligibility of players. This should be done before play begins if possible. If any question arises in regard to the eligibility of a player, the player's coach or manager should be informed as soon as possible. By making the coach or manager aware of the eligibility questions, the coach or manager may be able to keep the player in question out of the game until the problem is resolved.
6. Important - Before you make any decision on team or player eligibility or any rulings that will affect the outcome of any game, check the By-Laws, Playoff Regulations, draw, etc. completely. If you are not sure how to interpret the By-Laws or Playoff Regulations, contact a Softball Manitoba Director for clarification.
7. Monitor the progress of the event, making changes to the draw as necessary.
8. Present the awards and take photos (with Worth/Rawlings banner).
9. Return event kit promptly. Included should be your report on the tournament. The report must include the final score of all games and Delegate and Officials Expense report. If possible please forward the 2 expense reports to the Office electronically.

Article 6 - Hosting Regulations for Western Canadian Softball Championships

1. Hosting bodies for WCSC held in Manitoba must abide by Hosting Rules/Regulations of the WCSC Association in addition to the following:
 - a. Once a host has been selected, the Softball Manitoba Director on the WCSC Board or their designate will meet with the Host Committee to review all responsibilities, commitments and expectations to be followed by the Hosting Committee.
 - b. Host sites should have a minimum of two (2) diamonds/category.
2. Umpire Game Fees (as determined by the WCSC Draw) in total, will be paid by the Host to the Tournament U.I.C. prior to the Umpire Meeting. The U.I.C. will ensure that all officials receive their game fees prior to departure of the championship. Any differences (rainouts, tiebreakers, other) between Official Opening Draw and Final number of games in regards to Total Game Fees will be amended between Host Chair and UIC.
3. Hosting Rules/Regulations of the WCSC Association available from Softball Manitoba Office.



SOFTBALL MANITOBA MEMBERSHIP PACKAGE BENEFITS

- Safety Benefits: Insurance Coverage for all participants including coaches, players, managers, clinicians, officials and league volunteers
- Access to Policies and Procedures regarding Ethics, Anti-Harassment and Zero Tolerance concerning Officials, Players, Coaches, Committee Involvement.
- Access to Special Achievement Opportunities including Softball Manitoba's Bursary Program, Awards Program and the Hall of Fame & Museum
- Access to Development Grants (if eligible) for Bi-lateral and Inner-City Programs, Travel Grants for Upgrading (out of Province Coach & Official Clinics) Women to Watch Grants
- Access to Softball Canada's Programs
- Access to the Canpitch Program (introduces and develops the fundamental skills of windmill pitching to Canada's children and youth. Manitoba Canpitch instructors teach a nationally standardized program).
- Score books
- Rule books
- Softball Manitoba Softball Academy
- Access to Registered Umpires
- Officials Travel Opportunities (Provincials/Westerns/Canadians)
- Access to Other Softball MB Development Programs (Skills, NCCP & NOCP)
- Access to Certified Learning Facilitators and Clinicians
- Provincial Championship Eligibility
- Provincial Championship Awards Opportunities
- Western Canadian Championships Eligibility
- Canadian Championships Eligibility (Open)
- Provincial Games Teams Identification Opportunities (Manitoba Games & Canada Summer Games)
- Softball Manitoba Website
- RAMP Registration
- Promotional Opportunities through Softball Manitoba's Database
- Canada Games Sport for Life Resource Centre
- Canada Games Sport for Life Training Centre (if eligible)



SOFTBALL MANITOBA 2025 FEE STRUCTURE & DEADLINES




| CATEGORY | PLAYER FEE | REGISTRATION DEADLINE | PROVINCIAL ENTRY FEE | | PROVINCIAL DEADLINE |
|---|-------------|--------------------------|----------------------|------------|-----------------------|
| MINOR | | | | | |
| Timbits Softball | \$25/player | June 1 st | N/A | | N/A |
| U11 | \$35/player | June 1 st | A Female | \$400/team | June 1 st |
| | | May 9 th | AA Female | \$450/team | May 16 th |
| | | June 1 st | Open Male | \$500/team | June 1 st |
| U13 | \$35/player | June 1 st | A Female | \$400/team | June 1 st |
| | | May 9 th | AA Female | \$450/team | May 16 th |
| | | January 31 st | AAA Female | \$500/team | June 1 st |
| | | June 1 st | Open Male | | |
| U15 | \$35/player | June 1 st | A Female | \$400/team | June 1 st |
| | | May 9 th | AA Female | \$450/team | May 16 th |
| | | January 31 st | AAA Female | \$500/team | June 1 st |
| | | June 1 st | Open Male | | |
| U17 | \$35/player | June 1 st | A Female | \$400/team | June 1 st |
| | | May 9 th | AA Female | \$450/team | May 16 th |
| | | January 31 st | AAA Female | \$500/team | June 1 st |
| | | June 1 st | Open Male | | |
| U19 | \$35/player | June 1 st | A Female | \$400/team | June 1 st |
| | | January 31 st | AAA Female | \$500/team | June 1 st |
| | | June 1 st | Open Male | | |
| ADULT (Fast Pitch & Slo-Pitch) | | | | | |
| U23, Competitive, Intermediate | \$35/player | June 1 st | \$450.00/team | | July 1 st |
| Recreation, Orthodox | \$35/player | July 15 th | \$450.00/team | | July 15 th |
| 55+ | \$35/player | July 15 th | \$300.00/team | | July 30 th |





Official balls for the Provincial, Western and Canadian Championships:

Minors & Fast Pitch



-  For U11 Girls and Boys:
11" Red Dot PX11RYLC COR .47, 375 LBS
-  For U13, U15, U17, U19 Minor Female and Women's:
12" Red Dot PX2RYLC COR .47, 375 lbs. Compression
-  For U13, U15, U17, U19 Minor Male and Men's:
12" K-Master Y120YCC COR .47, 375 lbs. Compression

Slo-Pitch **WORTH**

-  For Senior Women's:
11" Super Green Dot YSX11RSC3 - COR .44, 375 lbs. Compression
-  For Men's, Master Men's and Co-Ed:
12" Hot Dot SBC12HDSY - COR .52, 275 lbs. Compression



WORTH



SOFTBALL MANITOBA

2025 Minor Division Operating Rules

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MINOR DIVISION OPERATING RULES

1. REGISTRATION:

A. Age Categories & Classification

1. The Minor Division will accept application for membership from leagues and teams who are willing to comply with and abide by all rules and regulations as adopted by the Association. All teams must register according to how they play in their leagues. Categories and classifications recognized by the Division are listed below:

Female Categories/Classification

- U11 Female Age Category register under the 'A' Classification only.
- U13 Female Age Categories include the 'A', 'AA' & 'AAA' Classifications.
- U15 Female Age Categories include the 'A', 'AA' & 'AAA' Classifications.
- U17 Female Age Categories include the 'A', 'AA' & 'AAA' Classifications.
- U19 Female Age Categories include the 'A', 'AA' & 'AAA' Classifications.

RAMP Female Registration.

- 'AAA' Regional Players Identified by their 'AAA' Organizations will be Classified as 'AAA'.
- 'A' All other players registering through 'A' Leagues will be Classified as 'A'.
- 'AA' The 'AA' Classification is a program for 'A' athletes seeking added competition and development following their 'A' Club program. (non-conflicting schedule – August Provincials). A drop down box ('AA') in RAMP is available for those 'A' athletes seeking additional participation as per the 'AA' Program Plan.

RAMP Male Categories/Classifications and Registration

- ALL Male Classifications are 'OPEN'. Athletes are recorded as 'AAA'.

LEARN TO PLAY

- ALL LEARN TO PLAY athletes (Female/Male/Co-ed) will register LEARN TO PLAY with the choice of Level I (ages 5-6) and Level II (ages 7-9). These athletes are recorded as 'A'.

2. Classification - Boundaries:

- i) The boundaries for Softball Manitoba's Minor 'AAA' Rural Regional Organizations shall be those recognized by Softball Manitoba (as per Sport Manitoba's 2016 Rural Map/Boundaries). Players representing their Rural Regional Organizations must reside within these boundaries. The boundary for Softball Manitoba's **3** Minor 'AAA' Urban Regional Organizations is the City of Winnipeg, divided into **three (3) regions** with each **region** representing the **3** current AAA softball organizations. The following organizations would exist in the areas below:
Manitoba Angels - west of the Red River, north of the Assiniboine River, as per the electoral boundaries of the City of Winnipeg. Adding athletes residing in the Westdale Community Club catchment.
Smitty's Terminators - west of the Red River, south of the Assiniboine River, as per the electoral boundaries of the City of Winnipeg.
Winnipeg Lightning - East of the Red River, as per the electoral boundaries of the City of Winnipeg. Adding athletes residing in the Rural Municipality of East St. Paul.

The Urban Boundaries outlined above come in effect January 1, 2025. All athletes listed on a AAA roster at all age groups prior to January 31, 2024, would be grandfathered to their current organization regardless of their urban/rural address. Once an athlete leaves the program they are grandfathered to - They must return to the organization in their catchment.

- In U13 AAA category if a particular region does not have a team in the player's category/classification, in which event the player may at their option to play for a team in a different region in the player's age category/classification.
- In U13 AAA category, a player is released from a team in the region in which they resides, in which case the player may play for a team in another region at their option, and the team from which the player is released shall complete a consent form with a copy going to the league, the transferred regional team and Softball Manitoba.

- ii) Boundary for the A teams shall be the "Province of Manitoba". For these Purposes, the Community/Community Centre boundaries shall be those recognized by the rural Community Centers as their particular boundaries. A player shall play on the Community/Community Center team entered in the Softball Manitoba recognized Minor League from the particular area in which he or she resides, unless:
- That particular Community/Community Center does not have a team in the player's category, in which event the player may at their option play for any other team in the League in the player's age category.
 - That League does not have a team in the player's category in which event the player at their option may play for any team in another League in the player's age category with proper approvals from both leagues.
 - The player is released from the team in the League from the Community Center in the particular area in which they resides, in which case the player may play for any team in the League at their option from which the player is released shall complete a consent form with a copy going to the League, the transferred team and Softball Manitoba. The player is released from the Community Center team and the League in which case the player may play for any team in another League. Both the releasing team and the League shall complete a consent form with a copy going to the transferred team and the League and to Softball Manitoba for approval.

Coaches and Managers will be held responsible to ensure only eligible players are registered on team rosters. In the event of any discrepancies, a player's eligibility to play on a particular team, the Executive of the League will rule. Any coach who knowingly signs an ineligible player, the coach and the ineligible player may be subject to suspension.

- iii) 'AA' – Players registering 'A' are eligible to play 'AA' on the specified times during the 'A' season and unrestricted following the 'A' age category provincial – check RAMP 'AA' dropbox. 'AA' may include up to 3 teams per Age Category per Region. (as per the regions defined within 'AAA'). AA Provincials to be scheduled in late July/early August and play will be restricted to specific nights and/or specific weekends so that A programs are not hampered. (Determined by Softball Manitoba Minor Committee).
- iv) A player cannot attend multiple tryouts and must choose one team/catchment for the purpose of tryouts at the AAA & AA levels. Example – Players with multiple addresses due to separated parents (Exception: Grandfathered athletes).

3. U13, U15, U17 and U19 'AAA' Categories

- a. The U13, U15, U17 and U19 'AAA' Categories will be run under the auspices of the **three (3)** Winnipeg based 'A' Organizations, Manitoba Angels, Smitty's Terminators and Winnipeg Lightning and the six (6) Rural Regions, Central Energy, Eastman Wildcats, Interlake Phillies, Norman, Parkland and Westman Magic. No 'AAA' for Norman and Parkland in **2024**.
- b. The number of 'AAA' teams in the U13, U15, U17 and U19 categories will be restricted to one team from each of the **three (3)** Winnipeg based 'AAA' Organizations and one team from each of the four (4) existing Rural Regional Organizations.
- c. In the U13AAA, U15AAA, U17AAA and U19AAA category players must attend an evaluation camp within their home region. Players who are not invited to be rostered on their AAA regional team are eligible to play with one of their regional AA team(s). Players will not be released from their region to play for another AAA organization.
- d. For the U13, U15, U17 and U19 'AAA' category teams are permitted no new out of region players. Returning players can remain within their current organization, if released they must return to the region in which they reside first.
- e. Under extenuating circumstances only, a region may be exempt from the boundary rules, in order to form a team, subject to the approval of the Softball MB Minor Committee.

- f. Team Registration – all 'AAA' teams (9 player minimum) must complete Softball Manitoba RAMP registration signed by all players, coaches and manager by January 31st for the upcoming season.

B. Individual Teams

1. Any team participating in a league must apply for membership through their League. However - In order to foster and develop minor softball, individual minor team registrations will be considered from teams outside the City of Winnipeg. They will be accepted provided there is only one team within a category within the Community and may register as 'A' (Female) or 'Open' (Male).

C. Player Registration

1. Each Minor team shall have no less than nine (9) and no more than seventeen (17) players registered with Softball Manitoba. A player may not register with more than one (1) team. Registered Players are all those listed as in #6.
2. Any player who registers with more than one team in the same group during the current season, will be automatically suspended from all competitions for the balance of the season.
3. Further to the above, a player may only participate in that specific Provincial Championships within which the player has registered.
4. All Minor Division Teams are allowed to have a maximum of four (4) players who are eligible to participate from a younger age category. If a team would like to have more players who are eligible from a younger age category, they will have to get approval from the Minor Committee.
5. Minor Open Male and Female 'A' players are not required to sign Team Registration Forms, however they must be listed complete with Name, Date of Birth, Address, Phone and e-mail.

D. Late Registration

1. Registered softball leagues/associations are members with Softball Manitoba for the current year only (May 1st to April 30th of the following year). Application for Minor membership must be in the Office no later than June 1st of each year. Any deadline day will be the first working day.
2. Team applications received after the deadline must be reviewed and approved or denied by the Softball Manitoba Executive Committee. Team registrations received after the Minor Division's deadline that are denied will be accepted for insurance purposes only. Late registrants are ineligible to participate in any Softball Manitoba sanctioned events. (Provincial Championships, Western Canadian Championships, Canadian Championships, National Team events, etc.).
3. All late registration forms must be submitted by the League to the Softball Manitoba office.
4. Any late registrations accepted by the Softball Manitoba Executive Committee will be charged a late registration fee of \$100.00.

E. Additions

1. A team has until June 22nd to make any changes (additions only) to its playing roster for the current season (teams north of the 53rd parallel have until June 30th).

Note: No Minor player may be deleted from one team and added to another team during the current season.

2. Written requests to Softball Manitoba for deletion from a roster by any player before March 15th will be honored. The player would then be free to sign any other roster. The Minor Committee will deal with request for deletion after March 15th on an individual basis.
3. Additions (players / coaches) can register on the respective Leagues RAMP website up to June 22. Changes will need to be approved by the League and Softball Manitoba.
4. When a player or coach is being added to a team roster, the respective League must inform Softball Manitoba in order to get approval.

5. The onus is on the individual team manager/coach and the league in which the team plays to ensure that all registration procedures are performed correctly with Softball Manitoba by the late registration deadline.

F. Fill Rule:

1. The purpose of the Fill Rule is to sustain a full capacity of teams at the AAA level and to ensure that each region is able to field a viable team. Effort must be made to recruit players within home regions. Special consideration will be given to areas that have adequate number of players but do not have pitchers or catchers.
2. The Fill athlete must be a fully eligible player as defined by Softball Manitoba and have attended tryouts in their home catchment area, but not have been selected to their home region's team.
3. Fill athletes cannot displace a regional athlete who has demonstrated the capacity to compete or develop to a competitive AAA level of play.
4. All Fill players are to return to their home regional for tryouts in the following year.
5. Fill players released from the team in their catchment area for three (3) consecutive years are no longer considered property of their home catchment. These players will be grandfathered with the team they rostered with in 2022 and the rule and any further grandfathering will be dropped in 2023.

Maximum Fill Players per Team:

Organizations/Teams applying through the Fill Rule may add a maximum of FOUR (4) fill players to bring its roster up to twelve (12) players.

Decision Making Authority:

Decisions to release AAA players from a home region/catchment is the responsibility of the AAA Organization President. It is their responsibility to take into consideration how the release of an athlete impacts the programs and development of the teams in their region.

Fill Rule Tracking Information Required:

Organizations requesting player(s) through the Fill Rule must provide the following information to Softball Manitoba:

- Completed release form signed by the League/Organization President requesting the release of the player and the League/Organization President releasing the player.

The Player Release Form can be found on our website under FORMS.

Fill Rule information required by Softball MB for processing requests is the direct responsibility of the Organization applying. Data received will be recorded and applied to decisions regarding Player Movement Requests. This information also provides the Association with a history on Player Movement (Registering Out of Region) plus overall aspects of Regional and Organizational Stability.

G. Residence Rule

1. A player registering with Softball Manitoba must be a bona fide resident of the Province by June 15th (June 30th north of the 53rd parallel).
2. Any request for membership by non-residents after June 15th (June 30th north of the 53rd parallel) must be presented by the league and/or team in writing to the Division Executive for consideration and approval where warranted.

2. REPRESENTATION TO CANADIANS, WESTERN CANADIANS OR PROVINCIALS

1. Provincial Representation – The following outlines how Softball Manitoba will determine which registered teams will advance from Minor Provincial Championships on to Canadian Championships and Western Canadian Championships. On the Provincial Entry Form - Teams must indicate whether or not that they are prepared to represent the Province at the Championships. Once indicated, failure to represent the Province at these Championships will result in suspension, fine or further action.
 - a. U13 Females and U13 Open Males - The top two finishing teams at each respective Provincial Championship that indicate that they are prepared to represent the Province on their Provincial Entry Form will represent MB at the upcoming Western Canadian Championships. In most years MB is eligible to have three teams represented at WCSCs per category.

- b. U15, U17 and U19 Open Males - The top two finishing teams at each respective Provincial Championship that indicate that they are prepared to represent the Province on their Provincial Entry Form will represent MB at the upcoming Canadian and Western Canadian Championships. In host years MB is eligible to have three teams represented at WCSCs per category. Canadian Championships are open to a maximum of four MB teams per category.
- c. U15, U17 and U19 Females. Softball Canada has determined that the Canadian Championships for the U15, 17 and 19 categories will be Open Entry Championships however teams will need to qualify to participate. Therefore:
 - i. All teams wishing to compete to a Canadian Championship or WCSC must participate in the 'AAA' Provincial Championships.
 - ii. All teams entering the Provincial Championship must be prepared to represent the Province at the Canadian or WCSC. Should a team fail to attend a Canadian or WCSC that they qualify for, the team will be faced with a minimum fine of \$1,500 together with any other further action imposed by the Board of Directors of Softball Manitoba. The additional fines and or penalties will depend on the facts of the individual situation, as adjudicated by the Directors, and may include where warranted, the suspension of the coaches of the team.
 - iii. The two highest ranking teams in the Provincial Championship will represent the Province at the Canadian Championships. The next two highest ranking teams in the Provincial Championship will represent the Province in the WCSC. EXCEPTION – Event Hosts. In special circumstances where the host of the Canadian Championships and/or Western Canadians are looking for more teams, there may be the possibility that another Manitoba team may attend these championships. This will be decided on an event basis by the Minor Committee.
 - iv. In the event that one of the top two highest ranking teams in the Provincial Championship is also the host of Canadians then the third ranking team will attend Canadians. In the event that one of the top two highest ranking teams in the Provincial Championship is also the host of the WCSC's they will not be obligated to attend Canadians and the fourth ranking team will assume that responsibility.
 - v. The number of Manitoba teams attending each Championship (Canadians or Westerns) will be a ruling made by the Minor Committee. Based on Provincial Championship standings - Teams that do not attend the Championship they qualify for (CCs or WCSCs) will not be eligible to participate in the other.
2. Host teams for WCSC and Canadian Championships must have participated in the Provincial Championship for the category/classification being hosted in the current year.
3. Teams representing Manitoba must have any and all changes to its Official Players List approved by the Softball Manitoba Office and must abide by the following:
 - a. The team may add as many players as the rules of the Championship permits but the playing roster may not exceed 17 players.
 - b. The order of the pickups will be as follows.
 - i. The Highest ranking team at Provincials attending Canadians.
 - ii. The 2nd highest ranked team at Provincials attending Canadians.
 - iii. Any other subsequent teams attending Canadians as per order of finish.
 - iv. The Highest ranking team attending WCSCs.
 - v. The 2nd highest ranking team attending WCSCs.
 - vi. The 3rd highest ranking team attending WCSCs.
 - c. The first team selecting pickups will have 24 hours following the Championships to make their pickups and notify the Softball Manitoba Office of the names of the pickups. The second and all subsequent teams will have 24 hours to make their pickups and notify the Office of the names of their pickups.

- d. Once a player has refused the first team to ask them to play in a Canadian/WCSC, the player forfeits their right to play with another team in either a Canadian or Western Championship.
- e. Once a player has refused their own club team in writing to play in a Canadian/ WCSC, the player forfeits the right to play with another team in either a Canadian Championship or WCSC.
4. The initial pick-up contact should be informing the coach or manager of the team with which the player is registered. Once the coach has been informed the player can be approached. All changes to a team roster must be submitted to the Office for approval. Teams will be allowed to contact a maximum of three players.
5. Should a team or player decide not to participate in their respective Provincial Championship competition they will not be eligible to be picked up to attend a Canadian Championship or a Western Canadian Championship.
6. Minor players may only participate in one (1) Western Canadian Softball Championship.
7. Players playing in a Canadian Championship cannot be picked up by a team going to a WCSC.
8. Any team representing Manitoba in a Canadian Championship/WCSC competition that wishes to add players to its roster from a category other than its own registered category must receive approval permission from the Minor Committee to do so.
9. When a host site and group has been selected and approved by Softball Manitoba to host any Canadian Championship or WCSC, that hosting body has the right to choose a host team(s) to compete in the competition. If the Association hosts an event the Committee involved will decide on the host team. Host Team to be determined by June 1st – Year of Competition.

3. PROVINCIAL COMPETITION

A. Entry

1. All Softball Manitoba Provincial Championships are 'Open' events for those teams registered within those Age Categories & Classifications. Any team registered with Softball Manitoba that wishes to enter an Open Provincial competition for which it is eligible must complete an entry form and pay an entry fee by the entry deadline date established by Softball Manitoba.
2. Team entries received in the Office after the deadline will be accepted by Softball Manitoba up until June 15th and any team entering late will be assessed an additional \$100.00.
3. Any team withdrawing from the competition after June 15th or failing to meet its commitments will be considered a no show and will automatically default its entry fee.

B. Championship Team Rosters

1. Unless indicated differently prior to registration deadlines, the first seventeen (17) players properly registered and signed on the Softball Manitoba team registration form will be considered to be the players registered with Softball Manitoba for Provincial Championship play.
 - a. Each team shall have no less than nine (9) no more than seventeen (17) registered with Softball Manitoba at any one time.
 - b. A certified coach must be the coach that signs the line-up card for all games.
2. A team must also register at least one (1) coach or manager and may register as many as five (5).
3. A coach or manager not registered as a player will not be allowed to participate as a player in any Softball Manitoba sanctioned competition.
4. All coaches must sign the Championship Team Roster.
 - a. Any player, coach or manager or other person who falsifies the Championship Team Roster in any manner will be automatically suspended from the current season and further action may be taken against the individuals and teams concerned.
 - b. If any coach or manager does not officially sign the Championship Team Roster, the individual will not be allowed to participate in any Softball Manitoba sanctioned competition with that team.
 - c. A coach or manager may be registered as the coach or manager of more than one registered team, provided the teams are not of the same Classification within the same Category.

- d. A coach or manager cannot qualify as the certified coach or manager for more than one team in any Provincial Championship where the winner represents the Province in National or WCSC competition. (within the same Category/Classification).

C. Coaching Certification

Leagues/teams are responsible for ensuring that all of their teams/coaches have met the Coaching Certification Requirements

Note: Please refer to the chart on page M 13 for the coach certification requirements to attend Minor Provincials, Westerns and Canadians.

Requirement for all coaches and managers attending Minor Provincial Championships:

In addition to the Coaching Certification Requirements listed below, coaches and managers must complete the Respect in Sport course and have a clear Criminal Record Check, both within the last five years to be eligible to participate in any of the Softball Manitoba Minor Provincial Championships.

All teams attending Canadian Championships/WCSC - One of the registered coaches/managers must be Competition Introduction - Certified.

1. Teams participating in a Provincial Championships not leading to a Western Canadian or a Canadian Championship require a registered Community Softball Ongoing Participation - Trained level coach.
2. Teams participating in a Provincial Championship leading to a Western Canadian or a Canadian Championship are required to follow Softball Canada's Coaching Certification Requirements as follows (See Page M13 for age category specifics);

Managers/Coaches are eligible to participate in Canadian Championships under the following provisions:

- i. They are signed to the current Softball Canada or Provincial/Territorial Team Registration Certificate of their team.
 - ii. The Head Coach is Competition Introduction - Certified in the National Coaching Certification Program and is in attendance at all games and on the team's bench. All Assistant Coaches are Competition Introduction - Trained.
 - iii. If the Head Coach is not fully Certified and in attendance at all games and on the team's bench, then all coaching staff will not be allowed on the field or in the coaches box at a Canadian Championship. If the Head Coach is Certified and in attendance at all games and on the team's bench then the coaching staff (coach, assistant coaches, and manager) may go on the field. If an Assistant Coach is not Trained they will not be allowed on the field or in the coaches box.
 - iv. A province/territory sending a team to a Canadian Championship without the Head Coach Competition - Introduction Certified will be fined \$2,500.
 - v. Managers and Coaches may not participate as players unless they are so registered.
3. If, for any justifiable reason, the certified coach or manager registered with a team is unable to meet the coaching commitments necessary for the team to compete at any of the above mentioned championships, the team may replace its certified coach with another certified coach who can meet all further coaching requirements. The pick-up coaches must be properly registered no later than June 22nd (June 30th north of the 53rd parallel) and approved for the Championship they are participating at least ten (10) days prior.
 4. The certified coach or manager substitute must be with the team in the dugout or on the field when it participates in a Provincial Championship. (Teams that do not meet the proper coach certification requirements by June 22nd are ineligible for an approved substitute.) Any team, which earns the right to represent the Province in WCSC/Canadian competition through a Provincial Championship, will forfeit this right if the team did not meet the above requirements.

Note: A team forfeiting its right to represent the Province in a WCSC/Canadian competition because it did not meet the above coaching requirements will be replaced as Provincial representative by the next highest team in the Provincial Championship standings, which did meet the coaching requirements. If no other team indicated intent to represent the Province at a WCSC/Canadian, the team forfeiting will face further action. (\$1500 fine).

5. The certified coach must sign the line-up card at the pre-game meeting for all games.

D. Uniforms

1. In Provincial Championships, not leading to a WCSC/Canadian Championships, the required uniform is matching tops with numbers, as outlined in the Softball Canada Rulebook. However, teams are encouraged to wear full uniforms whenever possible.
2. Any team participating in a Provincial Championship, leading to a WCSC/Canadian Championships must be in full uniform (including matching ball caps and/or visors) as outlined in the Softball Canada rulebook. Teams representing the Province in Canadian/Western Competition must meet the uniform requirement of Softball Canada and the Western Canada Softball Association.
3. Coaches and managers must be in coordinating team colors.
4. Pants/sliding pants or pads. (Minor players' pants may be either long or short in style). Players may wear a uniform solid color pair of sliding pants or pads. It is not mandatory that all players wear sliding pants or pads, but if more than one player wears them, they must be alike in color and style. No player may wear ragged, frayed, or slit legs on exposed sliding pants or pads.

Clarification: This rule also applies to spandex and any other shorts worn underneath the uniform but partially exposed. The "color" rule does not apply to temporary sliding pants or pads which are typically put on prior to at bat and removed after the player is put out or scores.

5. Pickup players may wear their own or the competing teams uniform, but not a combination of both.

E. Equipment

1. Cleats - For all levels of minor play, no metal cleats or shoes with detachable cleats are allowed in any division. Hard plastic, nylon or polyurethane spikes similar to a metal sole and heel plate or shoes with detachable cleats that could leave an exposed fastener are NOT allowed. Exception – U15 'AAA' and ALL U17 and U19 Players are allowed to wear metal cleats.
2. Face Guards- All Minor players will be required to wear a batting helmet complete with approved mask when batting and/or running. Exception – U19 Males Category
3. Pitchers Masks - Mandatory for U11, U13 and U15 pitchers to wear face protector. Players wearing a protective face mask can wear their hat / cap backwards.

F. Provincial Competition - Pickups

1. All Minor teams must compete in Provincial Championship with its registered players.
2. If a team entered in the Provincial Championship may add a maximum of four (4) pickup players to bring its roster up to twelve (12) players.
3. Pickup players must come from a team:
 - a. Registered with Softball Manitoba.
 - b. Within the same Community/Community Club.
 - c. 'A' Classification pickup players may only come from the same classification ('A').
 - d. All 'A' Classification pickup players must come from 'A' classification in the same or lower Age category. Clarification: 'AAA' Classification players may not be picked up.
4. If no pickup players are available that meet the criteria, the team may request permission to pick up players meeting the criteria from the nearest community club, community, League or Region at the discretion of the Minor Committee.
5. All pickups must have approval prior to the Provincial. Teams must notify the Softball Manitoba office of their approved pick-ups prior to the Provincial.
6. Players may only participate in one Minor provincial/year.

G. Provincial Competition - Draws

1. All 'AAA' Provincial Championships U13-U19 to be a full round robin playoff format which includes a page playoff system. The page playoff system consists of the first place team playing the 2nd place team with the winner advancing to the final and the loser advancing to the semi final.

The 3rd place team will play the 4th place team with the winner advancing to the semi-final and the loser being eliminated. Any ties after the completion of the round robin portion of the Championship will be broken by criteria with the exception of a tie for 4th place. All 'AAA' Championships should include a playoff round in which Gold, Silver and Bronze will be determined. These Provincial Championships will be played over four (4) days.

H. Provincial Competition - Pre-Tournament Meeting

1. At all Provincial Championships, all teams must have a team rep at the pre-tournament meeting. Any team not represented at the meeting - at the discretion of the Supervisor - the opposing team will have the option of being Home or Away throughout the entire Round Robin portion of the draw.
2. Each team coach/manager shall complete the Championship Team Roster provided by the Delegate. All team participants, including coaches/managers are to be listed. The Championship Team Roster should be returned to the delegate before the team begins its first game or at the pre-tournament meeting.
 - a. Include any authorized pickup players with their home team affiliation shown.
 - b. Players' names shall be printed in full, both first and last names.
 - c. Each coach/manager must sign the Championship Team Roster.
 - d. Identify the team's certified coach, if applicable for the championship.
 - e. Ensure all team participants arriving late, sign the form (or line-up card in plate official's possession) before playing. This is the team's responsibility.
3. A Protest Committee will be available for all games. A properly registered and accepted protest, as defined in the official rulebook, will be ruled on immediately. The game is to proceed from that point once the decision of the Protest Committee has been given to the participants. The Protest Committee must meet once they have the information from the umpires and the team.

I. Provincial Competition - Eligibility Check

1. Player's names can be checked to ensure eligibility.
2. Only players listed on the Championship Team Roster will be eligible to participate in the Championship. Time may not permit the Supervisor to check all forms before the beginning of the tournament or before a team's first game, so teams are urged to check the eligibility of all players and pickups before play begins.
3. If a player is not entered on the Championship Team Roster before it is turned in to the Supervisor the team manager should request the plate umpire to allow any late arriving player(s) to sign the game card as proof of eligibility. The umpire should then turn in the game card to the Supervisor following the game. The team manager should also inform the delegate that the player had signed the game card as proof of eligibility.
4. Official line-up cards are to be completed and submitted to the official scorer and umpire at the start of each game. The plate umpire retains the card for the duration of the game.
 - a. A player's name shall not be in the starting line-up unless the player is present in the team area and in uniform.
 - b. All available substitutes should be listed in the designated place by their last name, first name and uniform number.
 - c. Eligible roster members may be added to the substitute list at any time during the game.
 - d. The name of the head coach/manager must be listed on the line-up card.

J. Provincial Competition - Penalties Imposed for Eligibility Violations

1. Use of an ineligible player in any game(s) will result in:
 - a. The offending team automatically losing the game(s).
 - b. The ineligible player(s) will be suspended until end of the competition.
 - c. The automatic suspension for the balance of the competition of any coach or manager who knowingly uses an ineligible player.
 - d. Softball Manitoba taking possible further action against a coach or manager who knowingly uses an ineligible player.
 - e. The possible suspension of the offending team for the balance of the competition (Determined by the Supervisor in consultation with the Protest Committee).
2. It is the responsibility of a competing League to inform Softball Manitoba in writing in advance of the Provincial Championships about any player, coach, manager or team official who is under suspension by the league.

Note: Any team affiliated with a league is representing the league in Provincial Competition so the onus is on the league to ensure that all participants are in good standing.

K. Provincial Competition - Scorekeepers/Line-Up Cards

1. The home team will be the official scorekeeper in each game. It is up to both teams to check the score with the official scorekeeper at the end of each inning.
 - a. The score sheet maintained by the official scorekeeper is to be signed by the plate umpire after each game.
 - b. The official score sheet is the only one that will be considered by Softball Manitoba as being a record of the game. All score sheets with the final score clearly marked are to be turned over to the Supervisor following each game.
2. The team manager or coach must provide the official scorekeeper with a game line up at least fifteen (15) minutes before game time.
 - a. The line-up card must show the first and last names of all possible substitute players.
 - b. The home team has the right to request that the away team provide its line up first, but the plate umpire will make final decision in this regard.
 - c. Line-up cards must be turned over to the plate umpire before each game.
 - d. If a substitute player is missed from the lineup card, the Softball Canada rule will then apply.

L. Provincial Competition - Game Play

1. The Draw shall determine the “home” team for each game and if not done, the toss shall be done at the Pre-Championship meeting.
 - a. The toss shall be made by the Event UIC, Supervisor or plate umpire.
 - b. Home team, as determined, must occupy the third base bench.
 - c. In an “if necessary” game, the home team shall be the top seeded team entering the “if” game or a coin toss.
2. Games are to be started at the times posted on the official draw.
 - a. A team not ready to play at the posted time will lose that game by default.
 - b. If a team in a Provincial Championship defaults two of its scheduled games, the team will be defaulted out of the tournament.
 - c. A team and/or league failing to meet its Provincial Championship obligations may be subject to further disciplinary action by Softball Manitoba.
3. Coaches will be held responsible for the conduct of their teams and players at all times.
 - a. Managers, coaches and team captains are to be identified to the umpires prior to each game and will be the only people authorized to discuss the game or decisions with the umpires or officials once the game is underway.
 - b. The officials will have the full support of Softball Manitoba in controlling and discouraging displays of poor sportsmanship or unacceptable conduct.
 - c. Player or team suspensions will be considered in enforcing proper participation.
4. A five (5) minute infield practice will be allowed each team before its first game of the Championship.
 - a. The “away” team is to take its infield practice first and the “home” team second.
 - b. The plate umpire and/or the delegate will notify each team to take its infield practice, and the five (5) minute allowance starts once notification is given.
5. The length of all playoff games (3, 5, 6 or 7 innings) will be determined before the start of the competition.
 - a. Under extenuating circumstances, the delegate has the right to change the length of the game.

M. Provincial Competition – Rescheduling

1. If for any reason the competition is not completed on the dates scheduled and is rescheduled:
 - a. Each team continuing to compete will be required to complete a new list of eligible players and meet all other eligibility requirements of the competition.
 - b. Eligible players who did not participate in the first stage of the competition may participate in the rescheduled competition providing:
 - i. They sign the new list of eligible players.
 - ii. They are listed on the game card before any rescheduled game begins or continues.
 - c. Any pickup players approved for the original competition will not be eligible for the re-scheduled event unless they have been approved by the Minor Committee.

N. Provincial Competition - Awards

The Association will provide appropriate awards for all Provincial Championships:

- a. A plaque and medals for the Provincial Champions.
- b. Medals for second and third place teams.

4. INFORMATION FOR TEAMS ENTERING PROVINCIAL CHAMPIONSHIPS

A. Information

1. Playing Rules
 - a. All Provincial Championship will be conducted in accordance with the Softball Canada Rulebook, the Association By-Laws and General Operating Rules and the Division Operating Rules.

B. Team Participation

1. Ensure your team meets all necessary requirements for entry into the Provincial competition.
 - a. Team/Players are registered and entered as per Softball Manitoba deadlines.
 - b. Proper equipment. (Uniform requirements / Bat list / Equipment / etc.)

C. Coaching Certification

1. Ensure coaching staff is properly certified as is written in Division Operating Rules.

D. Notification of Game Times/Pre-Tournament Meeting

1. Softball Manitoba will post the Provincial Championship Draws at the earliest possible date.
2. At all Provincial Championships, all teams must have a team representative at the pre-tournament meeting. Any team not represented at the meeting - at the discretion of the Delegate - the opposing team will have the option of being Home or Away throughout the entire Round Robin portion of the draw.

E. Travel and Accommodation:

1. Teams are responsible for their own travel and accommodation expenses.

5. TRAVEL TO CANADIAN/WESTERN CANADIAN SOFTBALL CHAMPIONSHIPS

Funding:

Teams representing the Province at Canadian/WCS Championships must be prepared to finance their trip. Any funds allocated by Softball Manitoba will be based on the number of teams traveling; the distance traveled, competition length and team participation in Association fundraising events (i.e. Goldeyes).

6. MINOR PROVINCIAL CHAMPIONSHIP INFORMATION

The entry fee for all Minor Division Provincial Championships is due on June 1st.

NOTE: Coaches must be certified & signed on roster by June 22nd to ENTER any of the above listed Provincial Championships.

Individual team entries will be accepted from Softball Manitoba affiliated teams for Provincial Championships as listed on the Competition Calendar on the inside back cover of the Information Handbook and the website.

1. Teams are eligible for "Open" Provincials in the categories for which they are registered.
2. All teams including host teams entering Open Provincials must complete the online registration and submit their fees by June 1st.
4. Any team withdrawing from the competition after June 15th or failing to meet its commitments will be considered a no show and it will automatically default its entry fee and further action may be taken against the team as a unit or its individual participants.
5. Coaching Certification Requirements - Refer to Chart and Section 3 C - Coaching Certifications.
6. Full uniforms as outlined in the Softball Canada Rulebook are required for all Provincials leading to a National/WCSC. Matching tops with numbers are required for all others.
7. The maximum playing roster is 17 for all categories in Provincials (Maximum roster for Canadians/WCSC is also 17).

8. All teams must have a Team Representative at the Pre-Tournament meeting. Any team not represented will be subject to penalty.
9. The type of draw(s) will depend on the number of entries in each category. Each team is guaranteed a minimum of two games, but Softball Manitoba will make every effort to develop a draw that will give teams more games.
10. Draws will be posted as soon as possible after the entry deadline.
11. If for any reason the Tournaments are not played or completed on the scheduled dates, teams must be prepared to play whenever games are scheduled.
12. After a team has registration for Provincials online, they must send in their entry fee (non-refundable). This can be done by e-transfer sent to softball@softball.mb.ca (password: softball). The e-transfer should include a note as to what team the fee is covering (example: U13 A Females Provincials – Bonivital East). If needed, a cheque can be used to pay the entry fee and should be mailed to:

Softball Manitoba
428-145 Pacific Avenue
Winnipeg MB R3B 2Z6

7. MINOR DIVISION COACHING CERTIFICATION REQUIREMENTS

| MALE | | | | FEMALE | | | |
|------|---|---|---|-------------|--|----------|-----------|
| AGE | PROVINCIALS | W.C.S.C. | CANADIANS | AGE | PROVINCIALS | W.C.S.C. | CANADIANS |
| U11 | Community Softball FOCS Part 1 MED + Evaluation | | | U11 A/AA | Community Softball FOCS Part 1 MED + Evaluation | | |
| U13 | Community Softball FOCS Part 1 MED + Evaluation | Competition Intro. FOCS Part 1 & 2 MED + Evaluation | | U13 AAA | Head Coach: Competition Intro – Certified FOCS Part 1 & 2 and MED + Evaluation | | |
| U15 | Community Softball FOCS Part 1 MED + Evaluation | Competition Intro. FOCS Part 1 & 2 MED + Evaluation | Competition Intro. FOCS Part 1 & 2 MED + Evaluation | U13 A/AA | Community Softball FOCS Part 1 MED + Evaluation | | |
| U17 | Community Softball FOCS Part 1 MED + Evaluation | Competition Intro. FOCS Part 1 & 2 MED + Evaluation | Competition Intro. FOCS Part 1 & 2 MED + Evaluation | U15 AAA | Head Coach: Competition Intro – Certified Assistant Coaches: Competition Intro – Trained All Coaches: FOCS Part 1 & 2 and MED + Evaluation | | |
| U19 | Community Softball FOCS Part 1 MED + Evaluation | Competition Intro. FOCS Part 1 & 2 MED + Evaluation | Competition Intro. FOCS Part 1 & 2 MED + Evaluation | U15 A/AA | Community Softball FOCS Part 1 MED + Evaluation | | |
| | | | | U17 AAA | Head Coach: Competition Intro – Certified Assistant Coaches: Competition Intro – Trained All Coaches: FOCS Part 1 & 2 and MED + Evaluation | | |
| | | | | U17 A/AA | Community Softball FOCS Part 1 MED + Evaluation | | |
| | | | | U19 AAA | Head Coach: Competition Intro – Certified Assistant Coaches: Competition Intro – Trained All Coaches: FOCS Part 1 & 2 and MED + Evaluation | | |
| | | | | U19 A | Community Softball FOCS Part 1 MED + Evaluation | | |

FOCS = Foundations of Coaching Softball
 MED = Making Ethical Decisions

All registered Minor Division softball coaches and managers are required to complete the 3-hour online training “Respect in Sport Program”. See Below. Coaches who certified prior to 2018 must re-certify in 2023 (RIS certification renewal requirements every 5 years).

Sport Manitoba – Respect in Sport Program

Sport Manitoba believes in being proactive in ensuring sport in our province is safe and welcoming for all participants. Respect in Sport helps us promote those values through a simple and convenient online training course for coaches and sport leaders. It is designed as a tool to assist coaches in identifying and dealing with abuse, neglect, harassment, and bullying in sport. Respect in Sport is a required online training program for all coaches and managers registered with a Provincial Sport Organization in Manitoba.

<https://sportmanitoba.respectgroupinc.com/>

Softball Manitoba – Coach Screening

All registered Softball Manitoba coaches and managers (Minor & Adult) are required to complete a Criminal Record Check every 5 years as part of their registration. For more information, review Softball Manitoba's Screening Policy in the Policy section of the Information Handbook.

CANPITCH PROGRAM



What is the Canpitch Program?

Canpitch is Softball Canada's national pitching program created to provide a standardized curriculum based on Softball Canada's Long-Term Player Development framework to introduce and develop the skill of windmill pitching to children and youth. The primary objective of the program is to provide a vehicle to enhance the development of pitching skills and knowledge of players across Canada especially at the grassroots level. Throughout the program pitchers will:

- learn and develop the fundamental skills of pitching.
- meet other players and develop friendships.
- see their progress as they move from one stage of pitching development to the next following a clearly defined pathway.
- be introduced to the concepts of fair play, fitness, safety, teamwork, and the importance of a positive attitude.
- have a fun, memorable experience.

How can I arrange a Canpitch Program for my Club or League?

To arrange a Canpitch Program in your area please contact Softball Manitoba's Master Pitching Instructor Greg Bouchard at bouch18@mymts.net

How does the Canpitch Program work?

The Canpitch Program currently has three developmental levels with plans to add more in the future:

- 1) Fundamentals (ages 8-10)
- 2) Learning To Train (ages 11-13)
- 3) Training To Train (ages 14-17)

All participants will be evaluated at the beginning of the program and will be trained at the level that best suits their developmental needs. The Canpitch Program is offered in a 6-week block. It is expected that a pitcher would likely participate in more than one 6-week block over the course of the year. This structure allows the pitcher time to participate in other activities and interests as well as ensures their long-term development over their career.

Canpitch Fundamentals (Ages 8-10)

The Fundamental stage is the entry level for young pitchers. At this level, pitchers should learn two basic concepts: proper grip and how to deliver the ball towards the target. Emphasis is also placed on smooth, rhythmic wrist and arm action. Structured Lessons: 60 minute session once per week. Additional Practice Time: Participants are encouraged to practice one additional session per week on their own time with parents.

Canpitch Learning To Train (Ages 11-13)

In the Learning To Train stage, pitchers continue to learn fundamental pitching skills. The goal of this stage is to systematically build on the skills learned in the Fundamentals stage by increasing the speed of the motion and throwing to basic targets while maintaining proper mechanics. Structured Lessons: 60 minute session once per week. Additional Practice Time: At least 20 minutes one to two times per week with a coach, catcher or parent.

Canpitch Training To Train (Ages 14-17)

Pitchers at this stage are beginning to understand the skills associated with being a successful pitcher. Improving velocity, control, and ball movement are the next priorities in the progression of skill development. Pitchers at this stage will be encouraged to develop at least two (2) pitches: a fastball and a change-up (females) or the drop ball and change-up (males). Based on the instructor's assessment, the drop ball, curve ball and rise ball may also be introduced at this stage based on the pitcher's size, strength, and ability. Structured Lessons: 60 minute session once per week. Additional Practice Time: At least 20 minutes up to 3 times per week with a coach, catcher or parent.

Where can I find more Program Information?

To learn more about the Canpitch Program visit: www.softball.ca. In Manitoba – You can contact Greg Bouchard at bouch18@mymts.net Sarah Shotton at sarahshotton13@gmail.com Cara Miller at cmiller22@hotmail.com

EVERY KID DESERVES A SAFE, POSITIVE SPORT EXPERIENCE.

Help prevent abuse in sport by registering for quality sport programs, teaching kids their rights, and disrupting inappropriate behaviour.

And, if you see experience or witness abuse, call the Safe Sport Line.

LEARN MORE AT [SPORTMANITOBA.CA/SAFESPORT](https://sportmanitoba.ca/safesport)



Scan the QR code to
add the Safe Sport Line
to your contacts.

Sport
MANITOBA

SOFTBALL MANITOBA

2025 Fast Pitch Division Operating Rules

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Fast Pitch Division Operating Rules

1. REGISTRATION

A. Classification

1. The Fast Pitch Division will accept application for membership from leagues, teams or associations who are willing to comply with and abide by all rules and regulations as adopted by the Association. For Classification purposes, categories and classifications recognized by the Association are listed below:

| CATEGORY | CLASSIFICATION | | GENDER | | CO-ED |
|--------------|----------------|---|--------|---|-------|
| | AAA | A | M | F | |
| Masters | X | | X | X | |
| Senior | X | X | X | X | X |
| Intermediate | | X | | X | |
| U23 | X | X | X | X | |
| Orthodox | | X | X | X | X |

2. Maximum Roster Size:
 - o Teams entering Provincials = 17 players. (Exception - Masters = 20)
 - o Teams not entering Provincials = 20 players.

B. Individual Teams

1. Individual applications from Fast Pitch teams in the following classifications shall be accepted:
 - a. For Men's and Women's Senior AAA - All registered players must be permanent residents of a Manitoba community by June 15th of the current season.
 - b. For Men's and Women's Masters - To qualify for registration in this classification, and, further to that, for any Association sanctioned Competition, players must meet the following age requirements:
 - i. Women's Fast Pitch (Masters) - all registered players on a team must have reached their 35th birthday during the calendar year of registration.
 - ii. Men's Fast Pitch (Masters) - all registered players on a team must have reached their 40th birthday during the calendar year of registration.

C. Player Registration

1. A player may register with more than one (1) team providing they do not sign on more than one team in each of the following groupings:
 - Group 1: One (1) of Senior Women's Fast Pitch, U23 Women, Intermediate Women's Fast Pitch.
 - Group 2: One (1) of Senior, Minor, Men's and Women's SP
 - Group 3: One (1) of Co-Ed Fast Pitch
 - Group 4: One (1) of Co-Ed Slo-Pitch
 - Group 5: One (1) of U23 Men
 - Group 6: One (1) of Masters Fast Pitch
2. Any player who registers with more than one (1) team in the same group during the current season, will automatically be suspended from all softball competition for the balance of the season. Should a minor and adult (Senior, U23) Fast Pitch team require a player or players to sign a roster for both teams in order to have both teams have sufficient players to field a team they may apply to the Minor & Fast Pitch Directors for an exception to this rule. Such an exception must be requested and obtained BEFORE the team registration forms with the dual signed players are submitted to the Softball Manitoba office, or the request will not be considered, and the exception will not be granted.
3. Further to the above, a player may only participate in that specific Provincial sanctioned competitions within which the player has registered. Registered Players are all those listed as per #4 below.
4. Fast Pitch players must be listed (as in the past) complete with Name, Date of Birth, Address, Phone and e-mail (if possible). All teams must be fully registered through RAMP by the Division Registration Deadline dates.

D. Late Registration

1. Softball leagues/associations must apply annually for membership in Softball Manitoba membership for the current year only, from May 1st to April 30th of the following year. Application for Fast Pitch membership must be in the hands of the Association Registrar not later than June 15th of each year. Any deadline day will be the first working day following the deadline if it falls on a Saturday, Sunday or holiday.
2. Team applications received after the Divisions' deadlines will not be reviewed by the Division or Association Registrar. No Exceptions. All late registration applications Must be reviewed and approved or denied by the Softball Manitoba Executive Committee. Team registrations received after the Divisions' deadlines that are denied can be accepted for insurance purposes only. All individuals will be ineligible to participate in any Softball Manitoba or Softball Canada sanctioned events. (Provincial Championships, Western Canadian Championships, Canadian Championships, National Team events, etc.).

E. Re-Classification

1. If any league/team wishes to register any of its team(s) in a lower category or classification than the previous year, the following conditions must be met:
 - a. Complete Softball Manitoba team registration form.
 - b. Submit, in writing, to the Division a request for re-classification at the time of application (separate from league/team contact sheets and/or team registration form).
2. Re-classification of a league and/or team can be approved by the Division.
3. The Division has the right to re-classify any league or team from the category or classification in which it is registered to another category or classification, if the re-classification is considered to be in the best interest of softball.
4. Re-classification can take place at any time during the year.

F. Additions and Deletions

1. A team has until the Addition/Deletion deadline of July 30th, to make any changes to its team registration form for the current season.
2. Any player, coach or manager who has not complied with the above procedures by the addition/deletion deadline (July 30) will be automatically deleted from the online registration and will be considered as not registered with the team for the current season. The individual(s) will not be allowed to participate in any Softball Manitoba sanctioned competition.
3. The onus is on the individual team manager and the league in which the team plays to ensure that all registration procedures are performed correctly with Softball Manitoba by the late registration deadline.

G. Player Transfer/Movement

1. A player is considered to be registered with Softball Manitoba once a league has assigned that player to their respective team on RAMP. No player should assume that he/she has been deleted from the original team's roster before the registration deadline.
 - a. Any request for transfer from one team to another must come from the player concerned and must be accompanied by an online release from the team holding the original registration.
 - b. Any request for registration or transfer, after the final registration date, must be submitted to the Division Executive for consideration and approval and should be accompanied by approval in writing from the league(s) involved.
 - c. Under extenuating circumstances, a player has the right to plea to the Executive for transfer without a signed release.
 - d. The onus is on the player to obtain an online release from the team holding his original registration before he/she registers with another team.

H. Residence Rule

1. In the U23, Senior Open, and Masters categories all but one player on any team registering with Softball Manitoba must be a bona fide resident of the area served by Softball Manitoba by June 15th (June 30th north of the 53rd parallel).

2. In the Senior 'AAA' Men's and Senior 'AAA' Women's categories all but three (3) players on any team registering with Softball Manitoba must be a bona fide resident of the area served by Softball Manitoba by June 15th (June 30th north of the 53rd parallel). Only one (1) of these three (3) players will be allowed to be a pitcher.
3. Non-Canadian Citizens - Players, Coaches and Managers that are not Canadian citizens or landed immigrants may participate in a Canadian Championship provided that they have been continuous residents of Canada for one calendar year prior to the dates of the championship in which they wish to participate and meet all other residency requirements. Each team in the U23 and Senior categories at a Canadian Championship will be allowed one player exception subject to all of the following requirements.
 - a. They meet Softball Canada official residency date of May 1st
 - b. They have full time residency in the Province/Territory where they are registered
 - c. They represent the Province/Territory in which they were registered by the official residency date.

Note: These players would be considered imports and be subject to and part of the numbers of the import rules under DOR 1H2
4. Any request for membership by non-residents after June 15th (June 30th north of the 53rd parallel) must be presented by the league and/or team in writing to the Division Executive for consideration and approval where warranted.

2. CANADIAN/WCSC/PROVINCIAL COMPETITION (AAA/AA/A)

1. An Open Fast Pitch Provincial Championship will be held for the following categories who qualify under existing Softball Manitoba General & Divisional Operating Rules. Minimum 3 teams per category/Classification to hold event.
 - a. Adult "AAA" Men's Categories (leading to Canadian Championships)
 - b. Adult "AAA" Women's Category (leading to Canadian Championships)
 - c. Adult U23 "AAA" Men's Category (leading to Canadian Championships)
 - d. Senior "AA" Men's Categories (WCSCs)
 - e. Senior "AA" Women's Categories (WCSCs)
 - f. Masters "AA" Men's and Women's Categories (WCSCs)
 - g. Recreation "A" Men's Categories
 - h. Recreation "A" Women's Categories
 - i. Recreation "A" Orthodox Co-Ed / Mens / Womens
2. Teams entering Provincial competition leading to a Canadian or WCSC must confirm their intent to represent the Province by June 1st. If the Championship team forgoes the opportunity to represent the Province the second place team will then have the opportunity to represent the Province (3rd, 4th, etc.).
3. In a year when Manitoba has the right to send two representatives to a WCSC, the Provincial Championship team and the second place team will have the opportunity to represent Manitoba (then the 3rd, 4th, etc.).
4. Membership in Softball Manitoba does not guarantee any league or team automatic entry into a Provincial Championship competition.
5. Any Fast Pitch team that has earned the right to represent Manitoba in a Canadian/WCSC Championship will no longer be eligible to participate in any other Provincial Championship competition during the same year.
6. Host teams for WCSC must have participated in the Provincial Championship for the category/classification being hosted in the current year. (if held)
7. A registered team representing Manitoba must have any and all changes to its Championship Team Roster approved by its Division and must abide by the following:
 - a. The team may add as many players as the rules of the Championship permits, but the playing roster may not exceed seventeen (17); twenty (20) for Masters.
 - b. Where a host team and a Provincial Championship team are competing in the same Canadian/WCSC competition, the Championship team will have the right to choose its pick-up players first.
 - c. Should the host team win the Provincial Championship, they will have the right to choose their pick-up players first.

- d. If a Defending Champion does not enter the Provincial Championship, the order of pickups for Canadian Championships will be Provincial Champions, Defending Champions, Host. This also applies to Defending Champions in WCSC.
- e. The Provincial Champion in all Fast Pitch categories, is to notify the Board within forty-eight (48) hours following the Championship with the names of intended pick-ups. The host may contact players other than the intended pick-ups of the Provincial Champions after the initial forty-eight (48) hours. If more than one Provincial championship leading to a Canadian Championship or a WCSC are held on the same weekend, priority for pick-ups shall be as follows: a) Senior "AAA" Champion gets 1st priority of players eligible on other Senior "AAA" registered teams; b) Senior "AA" Champion gets 1st priority of players eligible on other Senior "AA" registered teams.
- f. The initial pick-up contact should be made with the coach or manager of the team with which the player is registered. Players are not to be approached directly to see if they are willing to be picked up. All changes to a Championship Team Roster which has been approved by the Division must be submitted to the Office.
8. Any player picked up for a Canadian/WCSC Championship may also participate with his own team in Provincial Championship competition but cannot be picked up by any other team in Provincial Championship competition.
9. Players playing in a Canadian Championship cannot be picked up by a team going to a Western Canadian Championship.
10. Players will be allowed to participate in more than one fast pitch championships and more than one slow-pitch championship provided they are not held concurrently, with their province/territory's approval.
11. When a host site and group has been selected and approved by Softball Manitoba to host any WCSC/Canadian Championship, that hosting body has the right to choose a host team(s) to compete in the competition. If the Association hosts an event the Division involved will decide on the host team. Host Team to be determined by June 1st – Year of Competition.

3. PROVINCIAL COMPETITION - HOSTING

1. All bids to host Provincial Championships must be submitted to the Fast Pitch Division before the Fast Pitch Annual General Meeting and the year prior to the actual competition.

4. PROVINCIAL COMPETITION - ENTRY

1. Any team registered with Softball Manitoba that wishes to enter a Provincial Championship for which it is eligible must complete an entry form and pay an entry fee by the deadline date (June 15th). Fast Pitch Teams wanting to travel - Teams entering Provincial Championships leading to Canadian or Western Canadian Championships - must complete a Provincial Entry form including their intent that they are prepared to represent the Province at these Championships by June 1st.
2. Team entries received by Softball Manitoba after the deadline will be accepted up until the time the draw has been made for the competition, but any team entering late will be assessed an additional late entry fee of \$100.00.
3. Any team entry received after the draw is made cannot be accepted by the office and can only be approved by the Division.
4. Any team withdrawing from the competition after the draw is made or failing to meet its commitments at the competition or further commitments as a result of its standings in the competition will automatically default its entry fee and further action may be taken against the team as a unit or its individual participants.

5. PROVINCIAL COMPETITION – CHAMPIONSHIP TEAM ROSTERS

1. At Provincial Championships, coaches will be provided with a Championship Team Roster. Players will be requested to sign the Team Roster prior to competing in the provincial competition. The maximum playing roster is 17 for all categories in Provincials except Masters (20). Maximum roster for Canadians/WCSC is 17 with the exception of WCSCA Masters (20).
 - a. Teams shall have no less than nine (9) and no more than seventeen (17) players registered at any one time (Masters – 20).
 - b. Co-Ed Orthodox teams must have no less than five (5) male players and five (5) female players registered with the Association at any one time.

2. A team must also register at least one (1) coach or manager and may register as many as five (5).
3. A coach or manager not registered as a player will not be allowed to participate as a player in any Softball Manitoba sanctioned competition.
4. All players, coaches and managers must sign the Championship Team Roster.
 - a. Any player, coach or manager or other person who falsifies the Championship Team Roster in any manner will be automatically suspended from the current season and further action may be taken against the individuals and teams concerned.
 - b. If any player, coach or manager does not officially sign the Championship Team Roster, the individual will not be allowed to participate in that Provincial Championship.
 - c. A coach or manager may be registered as the coach or manager of more than one registered team, provided the teams are not of the same classification within the same Category.

6. PROVINCIAL COMPETITION - COACHING CERTIFICATION REQUIREMENTS

1. Any team participating in any Provincial Championship leading to a Canadian Championship are required to follow Softball Canada's Coaching Certification Requirements as follows:

Managers and Coaches are eligible to participate in Canadian Championships under the following provisions:

- They are signed to the current Softball Canada or Provincial/Territorial Team Registration Certificate of their team.
- The Head Coach is Competition Introduction: Certified in the National Coaching Certification Program and is in attendance at all games and on the team's bench. All Assistant Coaches are Competition Introduction: Trained.
- If the Head Coach is not fully Certified and in attendance at all games and on the team's bench, then all coaching staff will not be allowed on the field or in the coaches box at a Canadian Championship. If the Head Coach is Certified and in attendance at all games and on the team's bench then the coaching staff (coach, assistant coaches, and manager) may go on the field. If an Assistant Coach is not Trained they will not be allowed on the field or in the coaches box.
- A province/territory sending a team to a Canadian Championship without the Head Coach Competition - Introduction Certified will be fined \$2,500. (Two Thousand Five Hundred Dollars).
- Managers and Coaches may not participate as players unless they are so registered.

If, for any justifiable reason, the certified coach or manager registered with a team is unable to meet the coaching commitments necessary for the team to compete at any of the above mentioned championships, the team may replace its certified coach with another certified coach who can meet all further coaching requirements. The pick-up coaches must be properly registered no later than June 22nd (June 30th north of the 53rd parallel) and approved for the Championship they are participating at least ten (10) days prior.

The certified coach or manager substitute must be with the team in the dugout or on the field when it participates in a Provincial Championship. (Teams that do not meet the proper coach certification requirements by June 22nd are ineligible for an approved substitute.) Any team, which earns the right to represent the Province in WCSC/Canadian competition through a Provincial Championship, will forfeit this right if the team did not meet the above requirements.

Note: A team forfeiting its right to represent the Province in a WCSC/Canadian competition because it did not meet the above coaching requirements will be replaced as Provincial representative by the next highest team in the Provincial Championship standings, which did meet the coaching requirements. If no other team indicated intent to represent the Province at a WCSC/Canadian, the team forfeiting will face further action. (\$2000 fine).

The certified coach must be the coach that signs the line-up card at the pre-game meeting for all games.

Competition Introduction: TRAINED Requirements:

- Foundations of Coaching Softball: Part 1
- Foundations of Coaching Softball: Part 2
- Softball Competition Introduction Clinics (Weekend #1 & Weekend #2)
- Multi-Sport Module: Making Ethical Decisions + Online Evaluation

Competition Introduction: CERTIFIED Requirements:

- Foundations of Coaching Softball: Part 1
- Foundations of Coaching Softball: Part 2
- Softball Competition Introduction Clinics (Weekend #1 & Weekend #2)
- Multi-Sport Module: Making Ethical Decisions + Online Evaluation
- Coach Portfolio Submitted
- On-Field Evaluation

Any team participating in a Provincial Championship leading to a Western Canadian Championship competition:

One of the registered coaches/managers must be fully certified as an NCCP Softball coach. This coach/manager must be in attendance at all games and on the team's bench.

- Require one of the registered coaches/managers to be fully certified in NCCP 'Community Softball' or NCCP Level 1 (Softball).

EFFECT: If a Province/Territory sends a team that participates in a Western Canadian Championship without the required Level Coach/Manager, the Province/Territory will be assessed a \$250.00 penalty by the WCSA and the team will NOT be allowed to use base coaches during the Championship.

The following criteria will also apply:

- a. The coach or manager must be signed no later than June 30th. Exception: Any championships scheduled prior to June 30th, coaches must be signed 10 days prior to the Championship.
- b. The certified coach or manager or approved substitute must be with the team in the dugout or on the field when it participates in a Provincial Championship. Any team which earns the right to represent the Province in WCSC/Canadian competition through a Provincial Championship will forfeit this right if the team did not meet the above requirements.

Note: A team forfeiting its right to represent the Province in a WCSC/Canadian competition because it did not meet the above coaching requirements will be replaced as Provincial representative by the next highest team in the Provincial Championship standings which did meet the coaching requirements.

2. Any team representing the Province in WCSC/Canadian competition must be accompanied to the competition by the certified coach or manager registered through Softball Manitoba's online registration, or by an approved substitute certified coach.
3. A certified coach or manager must be registered on the team's roster by June 30th if that team wishes to host or to qualify as host team for any Canadian or Western Canadian competition.
4. If, for any justifiable reason, the certified coach or manager registered with a team is unable to meet the coaching commitments necessary for the team to compete at any of the above mentioned championships, the team may appeal in writing to the Association for permission to replace its certified coach or manager with another certified coach or manager who can meet all further coaching requirements.
5. A certified coach or manager may be registered as the certified coach or manager of one team and be registered as a player with another team but that individual cannot be registered with two teams in any competition in which both teams potentially play each other.

7. PROVINCIAL COMPETITION - UNIFORMS

1. All teams participating in Provincial Championships leading to Canadian Championships or Western Canadian Championships must be in full uniforms as outlined in the WCSC Handbook and Softball Canada rulebook.

2. All team participants must be dressed appropriately. This includes managers, coaches, etc. Only participants in uniform will be allowed on the field or on the players' benches and dugout area.
3. Coaches/Managers must be in coordinating team colors.
4. In Co-Ed Orthodox the minimum acceptable uniform is matching tops with numbers as out lined in the Softball Canada rulebook. However, teams are encouraged to wear full uniforms whenever possible.
5. Pick-up players may wear their own or the competing team uniform, but not a combination of both.
6. Pants/sliding pants or pads. All players pants shall be either all long or all short in style. Players may wear a uniform solid color pair of sliding pants or pads. It is not mandatory that all players wear sliding pants or pads, but if more than one player wears them, they must be alike in color and style. No player may wear ragged, frayed, or slit legs on exposed sliding pants or pads. Clarification: This rule also applies to spandex and any other shorts worn underneath the uniform but partially exposed. The "color" rule does not apply to temporary sliding pants or pads which are typically put on just before the player bats and removed after the player is put out or scores.
7. Teams are encouraged to wear full uniforms whenever possible.

8. PROVINCIAL COMPETITION - SENIOR CO-ED SPECIAL PLAYING RULES

1. A team shall consist of 5 males and 5 females. A team may field 8 - 10 players during the game. At any time where there are not at least 8 players, with no more than 5 of one gender, then the game will be considered a default.
2. A team may have one female and/or one male as the designated player(s) (DP).
3. The batting order shall be 5 consecutive males and 5 consecutive females, with either rotation starting the order.
4. Substitutions shall be male for male, female for female.
5. Male pitchers pitch to the male rotation. Female pitchers pitch to the female rotation.
6. Upon exchange of pitchers, the pitcher being relieved assumes a fielding position.
7. Pitching distances shall be 40 feet - female and 46 feet for male. Both pitching plates are set up on the diamond and remain on the diamond for the entire game.
8. 3 warm up pitches are allowed at the beginning of an inning and upon the exchange of male and female pitchers.
9. Pitching delivery guidelines as per Softball Canada rulebook.

9. PROVINCIAL COMPETITION - CO-ED ORTHODOX

1. Field dimensions shall be 60' base paths and 43' pitching distance.
2. There shall be no more than six (6) players of either gender on the field and in the batting order at any time, nor no fewer than three. The offensive and defensive components when using a DP shall count as one player and must be of the same gender. They may play in any position including pitching.
3. Substitutions shall be male for male, female for female, unless substituting to replace a gender in excess of the minimum three.
4. Pitching delivery guidelines as per Softball Canada rulebook.
5. Metal Cleats are not allowed.

10. PROVINCIAL COMPETITION - PRE TOURNAMENT MEETING

1. At all Provincial Championships, all teams must have a team representative at the pre-tournament meeting. Any team not represented at the meeting - at the discretion of the Supervisor - the opposing team will have the option of being Home or Away throughout the entire Round Robin portion of the draw.
2. Each team coach/manager shall complete the Championship Team Roster provided by the Supervisor. All team participants, including coaches/managers are to be listed and signed. The Championship Team Roster must be returned to the Supervisor before the team begins its first game or at the pre-tournament meeting.
 - a. Include any authorized pickup players with their home team affiliation shown.
 - b. Players names shall be printed in full, both first and last names.
 - c. Identify the team's certified coach, if applicable for the tournament/playoff.

11. PROVINCIAL COMPETITION - ELIGIBILITY CHECK

1. Player's names will be checked against the official registration filed with Softball Manitoba to ensure eligibility.
2. Only players listed on the Championship Team Roster at the Championship will be eligible to participate. Time may not permit the delegate to check all forms before the beginning of the tournament or before a team's first game, so teams are urged to check the eligibility of all players and pickups before play begins.

12. PROVINCIAL COMPETITION - PENALTIES IMPOSED FOR ELIGIBILITY VIOLATIONS

1. Use of an ineligible player in any game(s) will result in:
 - a. The offending team automatically losing the game(s).
 - b. The ineligible player(s) will be suspended until end of the competition.
 - c. The automatic suspension for the balance of the competition of any coach or manager who knowingly uses an ineligible player.
 - d. Softball Manitoba taking possible further action against a coach or manager who knowingly uses an ineligible player.
 - e. The possible suspension of the offending team for the balance of the competition (Determined by the delegate in consultation with the Protest Committee).
 - f. Possible additional action against the offending team may also be taken at a later date.
2. It is the responsibility of a competing league to inform Softball Manitoba in writing in advance of the Provincial Championship about any player, coach, manager or team official who is under suspension by the league.

13. PROVINCIAL COMPETITION - SCOREKEEPERS/LINE-UP CARDS

1. An official scorekeeper shall be assigned for each game by the Host Championship Committee. If no scorekeeper is provided, the home team will be designated as the official scorekeeper. It is up to the teams to check the score with the official scorekeeper at the end of each inning.
 - a. The score sheet maintained by the official scorekeeper is to be signed by the plate umpire after each game.
 - b. The official score sheet is the only one that will be considered by the Association as being a record of the game. All score sheets with the final score clearly marked are to be turned over to the Supervisor following each game.
2. The team manager or coach must provide the official scorekeeper with a game line up at least fifteen (15) minutes before game time.
 - a. The lineup card must show the first and last names of all possible substitute players.
 - b. The home team has the right to request that the away team provide its line up first, but the plate umpire will make final decision in this regard.
 - c. If a substitute player is missed from the lineup card, the Softball Canada rule will then apply.

14. PROVINCIAL COMPETITION - GAME PLAY

1. Softball Manitoba shall determine the "home" team for each game and if not done, the toss shall be done at the Pre-tournament meeting.
 - a. The toss shall be made by a designated playoff official or plate umpire.
 - b. Home team, as determined, must occupy the third base bench. This playoff regulation may be changed by the Delegate to ensure that a team playing another team more than once does not always have the benefit of the final at bat.
 - c. In an "if necessary" game, the selection of being the home team or visiting team shall be that of the team that lost the coin toss in the scheduled final.
2. Games are to be started at the times posted on the official draw.
 - a. A team not ready to play at the posted time will lose that game by default.
 - b. If a team in a Provincial Championship defaults two of its scheduled games, the team will be defaulted out of the tournament.

- c. A team and/or league failing to meet its Provincial Championship obligations may be subject to further disciplinary action by the Association.
3. The managers and coaches will be held responsible for the conduct of their teams and players at all times.
 - a. Managers, coaches and team captains are to be identified to the umpires prior to each game and will be the only people authorized to discuss the game or decisions with the umpires or officials once the game is underway.
 - b. Provincial Championship officials and umpires will have the full support of Softball Manitoba in controlling and discouraging displays of poor sportsmanship or unacceptable conduct.
 - c. Player or team suspensions will be considered in enforcing proper participation.
4. A five (5) minute infield practice will be allowed each team before its first game of the Championship.
 - a. The "away" team is to take its infield practice first and the "home" team second.
 - b. The plate umpire and/or the delegate will notify each team to take its infield practice, and the five (5) minute allowance starts once notification is given.
5. The length of all playoff games (three, five or seven innings) will be determined before the start of the competition.
 - a. Under extenuating circumstances, the delegate has the right to change the length of the game.
6. In all Fast Pitch Championships the following will occur:
 - a. Length of Games. The length of each game is seven (7) innings.
 - b. Run Ahead Rule.
 - i. In any games where runs for and against have no bearing on the standings, a team losing may concede defeat after two and a half (2 ½) innings in a seven (7) inning game. The losing coach/manager must inform the plate umpire of the decision to concede.
 - ii. In all categories, games will end after 2½, 3, 3 ½ or 4 complete innings of play if there is a difference of fifteen (15) runs.
 - iii. In a seven (7) inning controlled game if the home team is winning by 10 or more runs the game will end after 3½ of play. A game will end after 4 complete innings of play if the visiting team is winning by 10 or more runs.
 - iv. Games will end after four & a half (4 ½), five (5), five & a half (5½), six (6), or six & a half (6 ½) innings of play if there is a difference of seven (7) runs.
 - c. Tie Breaking. Tie Breaker Rule shall be used in all Fast Pitch Championship games after seven (7) full innings have been played. This will be continued for each subsequent inning until a winner is determined. If for any reason, the game is stopped, it shall resume from the exact point it left off.
 - d. Suspended Play. If for any reason, the game is stopped, it shall resume from the exact point it left off. This applies to all games during the scheduled championship dates. Games suspended to following days or weekend shall be restarted.
7. Incomplete games, which are called will be rescheduled from the point where the game is called:
 - a. Restart of such games must be made with the same lineup as existed when the game was called.
 - b. Subsequent play will follow the rules for substitute players as defined in the official rule book.
 - c. However, if the competition cannot be completed by the scheduled dates, any games in progress at the time of suspension will be considered as no contest and will not be resumed at the point of suspension when the competition is rescheduled.
8. If for any reason the competition is not completed on the dates scheduled and is rescheduled at another time:
 - a. Each team continuing to compete will be required to complete a new list of eligible players and meet all other eligibility requirements of the competition.
 - b. Eligible players who did not participate in the first stage of the competition may participate in the rescheduled competition providing their names appear on a new list of eligible players.
 - c. Any pickup players approved for the original competition will not be eligible for the re-scheduled event unless they have been approved by the Division.
9. A Protest Committee will be available for all games. A properly registered and accepted protest, as defined in the official rule book, will be ruled on immediately. The game is to proceed from that point once the decision of the Protest Committee has been given to the participants. The Protest Committee must meet off the diamond once they have the information from the umpires and the team.

15. EQUIPMENT SPECIFICS

1. Refer to Softball Canada Rulebook for Equipment Specifics.
2. Shoes with metal cleats or spikes are illegal for all Softball Manitoba sanctioned Co-Ed/Orthodox competitions.

16. PROVINCIAL COMPETITION - AWARDS

Softball Manitoba will provide appropriate awards for all Provincial Championships that will be presented at the completion of the tournament:

1. A keeper plaque for the Provincial Champions.
2. Individual awards for participants of the Provincial Championship team.

17. CANADIAN CHAMPIONSHIP/WCSC COMPETITION PICKUPS

1. The following is the ranking of categories and classifications listed from highest (1) to lowest (3):
 1. Adult "AAA"
 2. U23 "AAA"
 3. Adult "AA"

NOTE: Teams are allowed to select players within their own age categories first (and not according to the rankings above).

18. REVIEW OF INFORMATION FOR TEAMS ENTERING PROVINCIAL CHAMPIONSHIPS

A. Information

1. Playing Rules
 - a. All Provincial Championship will be conducted in accordance with the Softball Canada rulebook, WCSA Handbook, Softball Manitoba By-Laws, General Operating Rules and Division Operating Rules.

B. Team Participation

1. Ensure your team meets all necessary requirements for entry into the Provincial competition.
 - a. Make-up of team. Refer to Division Operating Rules – Championship Team Rosters for Provincial Play.
 - b. Pick-ups (if applicable). Refer to Divisional Operating Rules.
 - c. Proper Uniform and Equipment. Refer to Divisional Operating Rules.
 - d. Know and meet appropriate deadlines.

C. Coaching Certification

1. Ensure Coach is properly certified as is written in DORs Coaching Certification Requirements.

D. Notification of Game Times/Pre-Tournament Meeting

1. Softball Manitoba will post the Draw at the earliest possible date.
2. A team representative must attend pre-tournament meeting.

E. Travel and Accommodation

1. Teams are responsible for their own travel and accommodation expenses.

19. TRAVEL TO CANADIAN/WESTERN CANADIAN SOFTBALL CHAMPIONSHIP

A. Funding:

Teams representing the Province at Canadian/Western Canadian Championships must be prepared to finance their trip. Any funds allocated by the Fast Pitch Division will be based on the number of teams traveling; the distance traveled and team participation in Association fundraising events.

20. FAST PITCH “OPEN” PROVINCIAL CHAMPIONSHIPS

| CLASSIFICATION | ENTRY FEE | ENTRY DEADLINE |
|--------------------------------|-----------------|----------------|
| Adult ‘AAA’ / ‘AA’ Men / Women | \$450.00 | JUNE 1 * |
| Adult ‘A’ Men / Women /Coed | \$450.00 | JUNE 15 * |

IMPORTANT NOTE: Teams with the intent to travel to Western Canadian or Canadian Championships are required to submit an entry form and fees to Softball Manitoba by June 1st.

Teams not interested in advancing to Canadians and Western Canadians have until June 15th to enter Provincial Championships.

NOTE: Coaches must be certified and registered on roster by June 30th to ENTER any of the above listed Provincial Championships.

21. PROVINCIAL CHAMPIONSHIP ENTRY INFORMATION

1. Please refer to the General/Division Operating Rules for detailed information.
2. Teams are eligible for “Open” Provincials in the categories for which they are registered.
3. Coaching Certification Requirements - Refer to page FP 6 – FP 7.
4. Full uniforms as outlined in the Softball Canada Rulebook are required for all Provincials, except Senior/Co-ed/Orthodox. This rule will be strictly enforced. Failure to meet the uniform requirements will result in the forfeiture of the team provincial championship bond
5. Provincial Championship Player Registration - Players will be requested to sign the Championship Team Roster prior to competing in the provincial competition. The maximum playing roster is 17 for all categories in Provincials (maximum 17 registered on the Softball Canada Team Registration Certificate). Maximum roster for Canadians/WCSC is 17 with the exception of Masters for Provincials and WCSA - 20. Maximum Roster Size for teams not entering Provincials is 20.
6. All teams must have a Team Representative at the Pre-Tournament meeting. Any team not represented may be subject to penalty.
7. The type of draw(s) will depend on the number of entries in each category. Each team is guaranteed a minimum of two games, but Softball Manitoba will make every effort to develop a draw that will give teams more games. No championships will be held for categories with less than three (3) entries.
8. Draws will be posted as soon as possible after the entry deadline.
9. If for any reason the Tournaments are not played or completed on the scheduled dates, teams must be prepared to play whenever games are scheduled.
10. Teams entering Provincials without the intent to attend WCSCs or CCs are required to submit a Provincial Entry Form and Fees by June 15th. Any team withdrawing from the competition after the draw is made or failing to meet its commitments at the competition or further commitments as a result of its standings in the competition will automatically default its entry fee and further action may be taken against the team as a unit or its individual participants.
11. Fast Pitch Teams wanting to Travel. Teams entering Provincial Championships leading to Canadian or Western Canadian Championships must complete a Provincial Entry Form and check off their intent that they are prepared to represent the Province at these Championships by June 1st.
12. After a team has registration for Provincials online, they must send in their entry fee (non-refundable). This can be done by e-transfer sent to softball@softball.mb.ca (password: softball). The e-transfer should include a note as to what team the fee is covering (example: Ladies FP League Provincials – Team Name). If needed, a cheque can be used to pay the entry fee and should be mailed to:

**Softball Manitoba
428-145 Pacific Avenue
Winnipeg MB R3B 2Z6**

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SOFTBALL MANITOBA

2025 Slo-Pitch Division Operating Rules

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SLO-PITCH DIVISION OPERATING RULES

1. REGISTRATION & MEMBERSHIP

A. Classification

The Slo-Pitch Division will accept application for membership from leagues, teams or associations who are willing to comply with and abide by all rules and regulations as adopted by the Association.

Categories, ages and classifications are recognized by the Division as listed below:

| CATEGORY | CLASS | REGISTRATION Deadline | ADD-DELETE Deadline | COMPETITIONS |
|--------------|-------|--------------------------|------------------------|-----------------|
| ADULT MENS | 'AAA' | June 1 | July 30 | Softball Canada |
| ADULT WOMENS | 'AAA' | June 1 | July 30 | Softball Canada |
| ADULT MENS | 'AA' | June 15 | July 30 | Western Canada |
| ADULT WOMENS | 'AA' | June 15 | July 30 | Western Canada |
| ADULT MENS | 'A' | July 15 | July 30 | Manitoba |
| ADULT WOMENS | 'A' | July 15 | July 30 | Manitoba |
| ADULT COED | 'A' | July 15 | July 30 | Manitoba |
| 55+ | 'A' | July 15 | July 30 | Manitoba |

Once a team or player has been classified, they remain at that classification until the completion of the softball year (including provincials).

B. Registration of Teams

Softball leagues must register their teams annually for membership with Softball Manitoba.

Teams/Players must be fully registered through RAMP with fees paid to the Softball Manitoba office no later than listed above. Any deadline day will be the first working day following the deadline if it falls on a Saturday, Sunday or Holiday. The onus is on the individual team and the league to ensure that all registration procedures are performed correctly with Softball Manitoba. Softball Manitoba Registration Package.

Leagues registering teams must complete and submit the Softball Manitoba Registration Package as instructed and include the following:

1. League Executive List - Provide the names, e-mails, mailing addresses and telephone numbers for the League Executive.
2. Team Contact List - Provide a list of all league participants and the names, e-mails, mailing addresses and telephone numbers (home and work) of one contact for each team in the league.
3. Softball Manitoba online RAMP Registration link.

Online Registration Notes:

1. A coach or manager not registered as a player will not be allowed to participate as a player in any Softball Manitoba sanctioned competition.
2. A player not registered as a coach or manager will not be allowed to participate as a coach or manager in any Softball Manitoba sanctioned competition.
3. Any individual wishing to register as a player/coach must be registered and signed sections as BOTH a player and coach on both the current registration form.
4. Each team shall have no less than ten (10) no more than twenty (20) players registered with Softball Manitoba at any one time.
5. Online RAMP Registration must be channeled through the League. Softball MB will not accept a registration form directly from any team that is registered with an affiliated league.

C. Additions/Deletions

1. A team has until the late registration deadline of July 30th, to make any changes to its playing roster for the current season.

2. Late Non-registered Player Additions (for Softball Manitoba/Softball Canada sanctioned tournament events only) that are accepted between August 1st - August 15th will be assessed a \$100.00 fine per team.
3. Additions (players, coaches or managers) will need to register on the respective Leagues RAMP website prior to July 30.
4. When a player or coach is being added to a team roster, the respective League must inform Softball Manitoba in order to get approval.
5. The onus is on the individual team and the league in which the team plays to ensure that all registration procedures are performed correctly with Softball Manitoba by the late registration deadline.

D. Late Registration

1. Late registration of teams will be accepted until August 15th. Any late registration forms will be subject to a fine of \$100.00 per roster.
2. The late registration fee must be received by Softball Manitoba before the team is considered registered with Softball Manitoba.
3. No team will be eligible to participate in any Softball Manitoba sanctioned competition during the current year if its registration form is not in the hands of Softball Manitoba by the late registration deadline.
4. All late registration must be submitted by the League.

E. Residence Rule

1. A player registering with Softball Manitoba must be a resident of the Province by July 15th (July 30th north of the 53rd parallel).
2. Any request for membership by non-residents after July 15th (July 30th north of the 53rd parallel) must be presented by the league and/or team in writing to the Division for approval.

2. MEETINGS

1. The Divisional Directors will meet throughout the year as required.
2. All meetings shall be open to all members in good standing of the division.

3. DUTIES OF DIRECTORS

1. To communicate the duties of the Division.
2. To ensure adequate Divisional Representation on all Softball Manitoba Slo-Pitch Business.

4. REPRESENTATION AT CANADIAN CHAMPIONSHIPS AND/OR PROVINCIALS

AAA

Any registered Men's or Women's team that meets all Softball Manitoba requirements will be eligible to enter the AAA Provincial Championship. The winners of each Provincial will be declared Competitive champion and will be awarded the 1st opportunity to represent the Province in the SP Canadian Championship the following year. The top four (4) teams will be awarded the first opportunity to represent the province.

AA

Any registered Men's or Women's team that meets all Softball Manitoba requirements will be eligible to enter the AA Provincial Championship. The winners of each Provincial will be declared Competitive champion and will be awarded the 1st opportunity to represent the Province in the SP Western Canadian Championship the following year. The top four (4) teams will be awarded the first opportunity to represent the province.

A

With the exception of teams/players classified 'AAA' and 'AA' by Softball Manitoba, any registered Men's, Women's, or Co-Ed team that meets all Association requirements will be eligible to enter the 'A' Provincial Championships. Separate Provincial Championships will be held in 'A' for the 55+ Category.

1. It is the responsibility of the winning team's coach or manager to ensure Provincial representation at the Canadian Championships. Failure to comply could lead to disciplinary action being taken by Softball Manitoba toward the team manager and his/her team Coach.

Teams entering Provincials leading to a Canadian Championship must confirm their intent to represent the Province at the time of entry. If the championship team forgoes the opportunity to represent the Province, the Provincial representative will be determined as per the format outlined by the Division.

2. In order to host a Canadian Championships a team must submit a bid in accordance to Softball Manitoba and Softball Canada policies and guidelines to the Slo-Pitch Division. The bid must be approved by the Softball Manitoba Board of Directors.
3. A registered team representing Manitoba must have any and all changes to its Championship Team Roster approved by the Office and/or its Division and must abide by the following:
4. The team may add as many players as the rules of the Championship permits. Canadian Championship playing rosters may not exceed seventeen (17) men / twenty (20) women. Provincial Championship playing rosters may not exceed seventeen (17) men / twenty (20) women.
5. A registered team representing Manitoba at a CANADIAN CHAMPIONSHIPS
 - a. Teams representing the Province at Canadian Championships must prepare to finance their trip.
 - b. Teams indicating their intention to travel are eligible for funding.
 - c. All traveling teams must be properly registered by June 1 (AAA) / June 15 (AA) in order to be eligible to receive funding
 - d. Funds allocated will be based on the number of teams travelling; the distance travelled, number of event days and participation in Association fundraising events.

5. PROVINCIAL COMPETITION - HOSTING

1. Bids to host Provincial Championship must be submitted to the Annual General Meeting in the year prior to the actual competition.

6. PROVINCIAL COMPETITION - ENTRY

1. In order to be eligible to participate in Provincial Championship competition, each team must register online for the category it wishes to enter and pay the Provincial Entry Fee by the deadline date determined by Softball Manitoba.
2. Any team entering late will be assessed an additional late entry fee of \$100.00. Late entries will be accepted up until the time the draw has been made.
3. Softball Manitoba will not host a Championship that has less than 3 registered teams by the entry deadline.

7. PROVINCIAL COMPETITION – UNIFORMS & EQUIPMENT

1. In order to participate in Provincial play all categories/classifications require matching tops with uniform numbers as per Softball Canada rulebook.
2. All team participants must be dressed appropriately. This includes managers, coaches, etc. Only participants in uniform will be allowed to participate as player on the playing field. Coaches/Managers must be in coordinating team colors.
3. Helmets - Softball Manitoba recommends that approved Helmets be worn for Hitting and Base running.
4. Facial Protection - Softball Manitoba recommends that face masks and head protection be worn by all Pitchers.

8. PROVINCIAL COMPETITION - CHAMPIONSHIP TEAM ROSTERS

1. Co-Ed teams must have no less than seven (6) male players and seven (6) female players registered with Softball Manitoba at any one time. Five (5) male and five (5) female players must be in the game at all times.
2. The Slo-Pitch Division will classify players and/or teams according to the highest classification for which they are registered.
3. A team must also register at least one (1) coach or manager and may register as many as five (5).
4. A coach or manager not registered as a player will not be allowed to participate as a player in any Softball Manitoba sanctioned competition.

5. All players, coaches and managers must be entered on a Softball Manitoba online RAMP Registration.
 - a. Any player, coach or manager or other person who falsifies the online registration in any manner will be automatically suspended from the current season and further action may be taken against the individuals and teams concerned.
 - b. If any player, coach or manager does not officially sign the Championship Team Roster, the individual will not be allowed to participate in any Softball Manitoba sanctioned competition with that team.
 - c. A coach or manager may be registered as the coach or manager of more than one registered team, provided the teams are not of the same classification within that category.
6. Teams entering the 'AAA' Provincial Championships may add players from other registered teams as long as a signed release is obtained from the coach/manager of the pickup team. If an eligible player is unable to obtain a release from their team, they may appeal to the Slo-Pitch Committee for their ruling. Teams are not to exceed the maximum number of seventeen (17) men / twenty (20) women players on their roster.
7. Final player lists must be submitted ten (10) days prior to championship.

9. PROVINCIAL COMPETITION - AGE RESTRICTIONS

1. Apply to Seniors 55+ category only - All players on a team must have reached their respective birth dates during the calendar year of registration.

10. PROVINCIAL COMPETITION - PRE TOURNAMENT MEETING

1. At all Provincial Championships, all teams must have a team representative at the pre-tournament meeting.
2. Each team coach/manager shall complete the Championship Team Roster provided by the Supervisor. All team participants, including coaches/managers are to be listed. This form must be completed and returned to the delegate as soon as possible (prior to the 1st game if possible).
 - a. Include any authorized pickup players with their club team affiliation shown.
 - b. Players' names shall be printed in full, both first and last names.
 - c. Each player, coach/manager must sign the Provincial Championship Team Roster.
 - d. Ensure all team participants arriving late, sign the form before playing - this is the team's responsibility.
 - e. No players or coaches may be added at this meeting. All Championship Team Roster's must be finalized ten days prior - No exceptions.
3. Bats – Machine Inspection of bats as per Softball Canada rulebook (if machine testing available) or per Softball Canada's approved list (listed on Softball Canada and Softball Manitoba websites).

11. PROVINCIAL COMPETITION - ELIGIBILITY CHECK

1. Player's names will be checked against the TRF's filed with Softball Manitoba to ensure eligibility.
2. Only players listed on the Championship Team Roster and who have signed the form at the Championship will be eligible to participate in the play-off. Time may not permit the delegate to check all forms before the beginning of the tournament or before a team's first game, so teams are urged to check the eligibility of all players and pickups before play begins.
3. If a player has not signed the Championship Team Roster before it is turned in to the Delegate and cannot find the Delegate in order to sign before a game, the team manager should request the plate umpire to allow the player to sign the game card as proof of eligibility. The umpire should then turn in the game card to the delegate following the game in order that the signature can be checked. The team manager should also inform the delegate that the player had signed the game card as proof of eligibility.

12. PROVINCIAL COMPETITION - PENALTIES IMPOSED FOR ELIGIBILITY VIOLATIONS

1. Use of an ineligible player in any game(s) will result in:
 - a. The offending team automatically losing the game(s)
 - b. The ineligible player(s) will be suspended until end of the competition.
 - c. The automatic suspension for the balance of the competition of any coach/manager.
 - d. The Association taking possible further action against a coach or manager.

- e. Possible additional action against the offending team may also be taken at a later date.

13. PROVINCIAL COMPETITION - SCOREKEEPERS/LINE-UP CARDS

1. An official scorekeeper shall be assigned for each game by the Host Championship Committee. Where the host does not provide a scorekeeper, the home team will be designated as the official scorekeeper. It is up to both teams to check the score with the official scorekeeper at the end of each inning.
 - a. The official score sheet is to be signed by the plate umpire after each game.
 - b. The official score sheet is the only one that will be considered by Softball Manitoba as being a record of the game. All score sheets with the final score clearly marked are to be turned over to the delegate following each game.
2. The team manager or coach must provide the official scorekeeper with a game line up at least fifteen (15) minutes before game time.
 - a. The lineup card must show the first and last names of all possible substitute players.
 - b. After entering the line up on the official score sheet, the official scorekeeper will turn the lineup cards over to the plate umpire before each game.
 - c. If a substitute player is missed from the lineup card, the Softball Canada rule will then apply.
 - d. Because of the re-entry rule, all eligible players must be listed on the individual game cards given to the official scorekeeper before each game. Players not listed on the game card will not be able to participate in that game.

14. PROVINCIAL COMPETITION - GAME PLAY

1. The Draw Master shall determine the "home" team for each game and if not done, the toss shall be done at the Pre-tournament meeting.
 - a. The toss(s) shall be made by the Supervisor or designate.
 - b. Home team, as determined, must occupy the third base bench. This playoff regulation may be changed by the delegate to ensure that a team playing another team more than once does not always have the benefit of the final at bat.
2. Games are to be started at the times posted on the official draw.
 - a. A team not ready to play at the posted time will lose that game by default.
 - b. If a team in a Provincial Championship defaults two of its scheduled games, the team will be defaulted out of the tournament.
3. The coaches will be held responsible for the conduct of their teams and players at all times.
 - a. Managers, coaches and team captains are to be identified to the umpires prior to each game and will be the only people authorized to discuss the game or decisions with the umpires or officials once the game is underway.
 - b. The playoff officials and umpires will have the full support of Softball Manitoba in controlling and discouraging displays of poor sportsmanship or unacceptable conduct.
 - c. Player or team suspensions will be considered in enforcing proper participation.
4. A five (5) minute infield practice will be allowed each team before its first game only.
 - a. The "away" team is to take its infield practice first and the "home" team second.
 - b. The plate umpire and/or the delegate will notify each team to take its infield practice, and the five (5) minute allowance starts once notification is given.
5. The length of all playoff games will be determined before the start of the competition.
 - a. Under extenuating circumstances, the delegate has the right to change the length of the game.
6. In all Slo-Pitch categories the following will occur.
 - a. Length of Games: The length of each game is seven (7) innings.
 - b. Run Ahead Rule: In any games where runs for and against have no bearing on the standings, a team losing may concede defeat after two and a half (2 ½) innings in a seven (7) inning game. The losing coach/manager must inform the plate umpire of the decision to concede. Games will end after four and a half (4 ½), five (5), five and a half (5 ½), six (6), or six and a half (6 ½) innings of play if there is a difference of fifteen (15) runs.

- c. **Tie Breaking:** – Round –robin or Playoff and Championship Games. Starting with the top of the eighth (8) inning and each half inning thereafter, the offensive team shall begin its turn at bat with the player who is scheduled to bat last in that respective half inning being placed on 2nd base. The player who is running can be substituted in accordance with the substitution rules.
 - d. **Home run rule:** (applicable on fields with minimum dimension for classification as per Softball Canada Rule Book) - Maximum seven (7) for men / Maximum five (5) for women and co-ed. Once maximum home runs have been attained (ball hit over the fence) any balls hit fair over fence, the batter will be declared an out.
 7. **Suspended Play:** If for any reason, the game is stopped, it shall resume from the exact point it left off. This applies to all games during the scheduled championship dates. Games suspended to following days or weekend shall be restarted.
 8. **Incomplete games,** which are called for any reason, will be rescheduled from the point where the game is called
 - a. Restart of such games must use the same line-up as existed when the game was called.
 - b. Subsequent play will follow the rules for substitute players as defined in the official rulebook.
 - c. However, if the competition cannot be completed by the scheduled dates, any games in progress at the time of suspension will be considered as no contest and will not be resumed at the point of suspension when the competition is rescheduled.
 9. **If for any reason the competition is not completed on the dates scheduled and is rescheduled at another time.**
 - a. Each team continuing to compete will be required to complete a new list of eligible players and meet all other eligibility requirements of the competition.
 - b. Eligible players who did not participate in the first stage of the competition may participate in the re-scheduled competition providing:
 - i. They sign the new list of eligible players.
 - ii. Any pickup players approved for the original competition will remain eligible.
 10. **A Protest Committee** will be available for all games. Registered protests, as defined in the official rulebook, will be ruled on immediately. The game is to proceed from that point once the decision of the Protest Committee has been given to the participants. The Protest Committee must meet off the diamond once they have the information from the umpires and the team.

15. PROVINCIAL COMPETITIONS - SUSPENSIONS

1. Any player participating in Slo-Pitch Provincials that are suspended for any reason will remain suspended for the balance of the tournament. Further disciplinary action may be taken on behalf of Softball Manitoba with proper notification being given to the player in question.

16. PLAYER TRANSFER/MOVEMENT

1. A player is considered to be registered with Softball Manitoba once a league has assigned that player to their respective team on RAMP.
 - a. Any request for transfer from one team to another must come from the player concerned and must be accompanied by an online release from the team holding the original registration.
 - b. Under extenuating circumstances, a player has the right to appeal to the Division for transfer without a signed release.
 - c. The onus is on the player to obtain an online release from the team holding his original registration before he signs with another team.
Note: No player should assume that they have been deleted from the original team's roster before the registration deadline.

17. REVIEW OF INFORMATION FOR TEAMS ENTERING PROVINCIAL CHAMPIONSHIPS

A. Information

1. Special Playing Rules
 - a. All Provincial Championships will be conducted in accordance with the Softball Canada rulebook, Softball Manitoba By-Laws, General Operating Rules and Division Operating Rules and any amendments by Softball Canada during the calendar year unless the Slo-Pitch Division chooses otherwise.

B. Team Participation

1. Ensure your team meets all necessary requirements for entry into the Provincial competition.
 - a. Make-up of team. Refer to Section 9 Provincial Championship Team Rosters
 - b. Players to sign Championship Team Roster.
 - c. Pick-ups (if applicable).
 - d. Proper equipment. Refer to Softball Canada Rulebook.
 - e. Know and meet appropriate deadlines.

C. Notification of Game Times/Pre-Tournament Meeting

1. Softball Manitoba will advise the team of the time of their first game at the earliest possible date.
2. A team representative (coach/manager) must attend pre-tournament meeting.

D. Provincial Competition - Awards

Softball Manitoba will provide appropriate awards for all Provincial Championships:

1. A keeper plaque for the Provincial Champions.
2. Individual awards for participants of the Provincial Championship team.

18. SENIOR SLO-PITCH PROVINCIAL CHAMPIONSHIP INFORMATION

SENIOR MASTER PROVINCIAL COMPETITION

1. Any team registered with the Manitoba Senior Slo-Pitch Tournament League (MSSTL) that wishes to enter the Provincial Championship must complete/pay an online entry form by July 1st.
2. Given sufficient entries, three divisions Competitive, Recreational A and Recreational B will be used. Any female reaching 50 and any male reaching 55 by December 31st will be eligible, the calendar year will apply at all times in establishing age.
3. Provincial Championship Team Rosters may have up to a maximum of 20 players plus 3 non-playing coaches/managers. MSSTL Winnipeg League teams' rosters will be those submitted to Softball Manitoba (SMB) through online RAMP registration (ADD/DELETE deadline July 1). MSSTL non-Winnipeg League teams' rosters will be those submitted to SMB through the MSSTL (ADD/DELETE deadline July 6). **All teams will be allowed three (3) pick-ups whose names must be submitted ten (10) days prior to the Championship start. Pick-ups must be registered with Softball Manitoba through Ramp and be from a non-competing team in the current years provincial playdown.**

SPECIAL PLAYING RULES:

Softball Canada Slo-Pitch rules and the Manitoba Senior Slo-Pitch Tournament League (MSSTL) Special Playing rules (see msstl.coffeecup.com) will apply. The Softball Manitoba (SMB) Provincial Grievance Committee will consist of the, a) Executive Director SMB, b) SMB Umpire-In-Chief and c) MSSTL President.

A partial summary of the rules include:

1. **Standardized Strike Zone:** Any legally pitched ball that touches any part of the mat or home plate shall be a strike. The pitched ball shall have an arc from 6 to 12 feet. The pitcher may pitch from between 50 – 60 feet.
2. **Base Paths:** Distance between the bases shall be 65 feet.
3. **Scoring Line:** A scoring line/2nd home plate will be utilized. Any runner touching the hitter's home plate shall be called out.
4. **Contact:** MSSTL Division I (Competitive Division) and Division II (Rec Division(s)) rules will be followed. For the Rec Division(s) this includes 11 defensive players on the field and overrunning of bases is permitted. Upon overrunning 2nd or 3rd base safely, the runner must retouch that base before advancing to the next base. Failure to retouch will result in the runner being called out.

5. **Courtesy Runners:** A batter reaching 1st base can request a courtesy runner at any time, but the same courtesy runner may not be used more than once per inning. In addition, once a player uses a courtesy runner, the player may not become a courtesy runner during that game.
6. **Courtesy Runner from Home Plate:** Courtesy runners from home plate are allowed. A courtesy runner from home plate must start from a position 9 feet outside the third base line. Any courtesy runner from home plate, who runs before the ball is hit will be declared out by the umpire. When a courtesy runner from home is used, the hitter may not cross the 1st base commitment line (located 21 feet from home plate). In the event that the hitter crosses the 1st base commitment line, the hitter will be called out.
7. **Gender Rule:** Teams must have at least 1 female player in the game at all times. Only women are allowed to bunt. No defensive realignments are allowed when women come to bat. All infielders must be behind the infield baselines until the ball is hit. The catcher must stay in the box prior to contact.

An approved 11 inch ball may be used when women are batting. Four consecutive balls to a male batter that precedes a female batter, will result in the male batter advancing to 2nd base and the subsequent women advancing to 1st base. All on base runners at the time of the 4 ball walk, advance two bases.

8. **Unlimited Batting Order** - All teams may use an unlimited number of players in the batting order. In the event of injury that entails permanent removal from that game and no substitute is available, the batter is out the first time through the order; the second time through the order and thereafter, the spot is skipped with no out recorded.
9. **Game Length:** Games will be 7 innings long.
10. **Tied games after regulation time:** (International Tie Breaker System will be used) If the game is tied at the end of the time limit or the end of the seventh inning, whichever comes first, the international tie breaker rule will be used for ONE EXTRA INNING. The offensive team will begin its turn at bat with the player scheduled to bat LAST in that half inning being placed at 2nd base. For example, if the No. 5 batter is to lead off, the No. 4 batter in the batting order should be placed at 2nd base. A substitute—referring to a player who has NOT already played in the game—may be inserted for the runner. Each team begins their portion of the extra inning in this fashion, with zero outs and regular 3 strike, 4 ball rules to apply. If the score remains tied at the end of one extra inning, the game will be recorded as a tie.
11. **Three Out Ball:** The three out rule will apply. A maximum of five runs per inning shall apply until the final inning when there is no limit (open inning) on runs scored. The umpire will call an end to any game where the run differential is greater than 15 after 5 or 6 innings.
12. **Sliding:** Sliding is not permitted in the Recreational Division(s).
13. **Maximum Runs per Inning:** A maximum of 5 runs per inning shall apply until the final inning when there shall be no limit on the number of runs that may be scored.
14. **Legal Bats** - The Softball Manitoba Slo-Pitch bat protocol will be adhered to and can be found at (http://msstl.coffeecup.com/slo-pitch_bat_check_protocol_2016.pdf). A list of non-approved bats can be reviewed at http://msstl.coffeecup.com/sc_non_approved_bat_list_june_2016.pdf. Bats are subject to inspection prior to each game. Anyone found using an illegal bat will be called out and will be ejected from the game.
15. **Home Team** will be determined by a coin toss at the beginning of each game in the preliminary round of the SMB Provincial play downs.
16. **Division Winners & Runners-Up:** Awards will be made to all Division Winners & Runners-Up, provided sufficient entries.

A large, shaded baseball with visible stitching is positioned behind the main title text.

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SOFTBALL MANITOBA

2025 Minor Provincial Competition Special Playing Rules

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U11 A Female/Male Special Playing Rules

1. **Length of Game:** Teams play games of no more than five (5) innings or ninety (90) minutes, whichever occurs first. Time limits begin at the conclusion of the Plate Conference just prior to Game Time. At the 90-minute mark, the plate umpire notifies teams and the inning is then completed. There will be no time limit in any Provincial Championship Medal games.
2. **Run Ahead Rule:** In a five (5) inning-controlled game if one team is up by thirteen (13) runs after 2 ½ or 3 innings or up by seven (7) runs after 3 ½ or 4 innings, the "Run Ahead Rule" is in effect.
3. **Tie Breaking:** The International Tiebreaker Rule shall be used in all games at the completion of regulation play. This will be continued for each subsequent inning until a winner is determined.
4. **Suspended Play:** If for any reason, the game is stopped, it shall resume from the exact point it left off (unless listed otherwise below). This applies to all games during the scheduled championship dates.
 - a. Restart of such games must be made with the same line-up as existed when the game was called.
 - b. Subsequent play will follow the rules for substitute players as defined in the official rulebook.
 - c. Any games in progress at the time of suspension will be considered as:
 - i. Where games have completed 3 innings (2½ if home team is ahead) of a scheduled 5 inning game then the game shall be considered complete and will not be resumed or restarted.
 - ii. If the game has not completed the required number of innings to be considered a complete game, then play will be rescheduled to a later date and restarted.
5. The "conference rule" (in regard to pitchers) is waived.
6. The "Designated Player rule" is not permitted.
7. Teams may use "Little Leaguer" or "Play grounder" bats in all sanctioned Softball Manitoba competitions.
8. Minor catchers must wear the protective helmet and mask with attached throat protector. In addition, all catchers in all categories of the Minor Division are required to wear a glove, chest protector, shin guards and athletic support (boys and girls). All of this equipment is to fit properly.
9. The dropped third strike rule shall not apply. The batter is out. Base runners may advance at their own risk with liability to be put out.
10. The infield fly rule is waived.
11. The offensive team shall have a max. of 6 runs per inning or three (3) outs, whichever comes first.
12. The substitution rule does not apply. Players may be substituted freely without penalty. All eligible players shall be listed on the line-up card and shall bat in the order shown.
13. Pitchers can't pitch more than two (2) innings in a game. One pitch (legal or illegal) thrown in an inning shall count as an inning pitched.
14. Once a batter reaches four (4) balls in the count, the batter will receive the number of soft toss pitches to continue the strike count when four (4) balls are reached. (Example: the count was 4 balls, 1 strike, the batter would receive 2 soft tosses). Every soft toss thrown will be considered a strike. On a soft toss hit, the hitter may advance to 2nd base as able, but will not advance past 2nd base. Runners on base may advance a maximum of two (2) bases on a soft toss hit.
15. Stealing bases (2nd & 3rd) is always allowed when the ball is alive. Stealing Home is prohibited. Runners may advance Home only on a hit ball.
16. U11 will use a larger home plate: (21" inches).
17. The Official Ball will be the Rawlings 11" Red Dot PX11RYLC.
18. When playing in a game with a run-limit per inning, a catcher may be substituted out when the offensive team has two out OR one run less than the run limit in that inning.

U11 AA Female Special Playing Rules

1. **Length of Game:** Teams play games of no more than five (5) innings or ninety (90) minutes, whichever occurs first. Time limits begin at the conclusion of the Plate Conference just prior to Game Time. At the 90-minute mark, the plate umpire notifies teams and the inning is then completed. There will be no time limit in any Provincial Championship Medal games.
2. **Inning Ending Game Flow:** There will be a 2 minute turnaround when switching from offense to defense and vice versa. Teams not following this rule will be penalized for stalling the game and will be charged a conference. (See #6 – Conference Rule).
3. **Run Ahead Rule:** In a five (5) inning-controlled game if one team is up by thirteen (13) runs after 2 ½ or 3 innings or up by seven (7) runs after 3 ½ or 4 innings, the “Run Ahead Rule” is in effect.
4. **Tie Breaking:** The International Tiebreaker Rule shall be used in all games at the completion of regulation play. This will be continued for each subsequent inning until a winner is determined.
5. **Suspended Play:** If for any reason, the game is stopped, it shall resume from the exact point it left off (unless listed otherwise below). This applies to all games during the scheduled championship dates.
 - a. Restart of such games must be made with the same line-up as existed when the game was called.
 - b. Subsequent play will follow the rules for substitute players as defined in the official rulebook.
 - c. Any games in progress at the time of suspension will be considered as:
 - i. Where games have completed 3 innings (2½ if home team is ahead) of a scheduled 5 inning game then the game shall be considered complete and will not be resumed or restarted.
 - ii. If the game has not completed the required number of innings to be considered a complete game, then play will be rescheduled to a later date and restarted.
6. The "conference rule" (in regards to pitchers) is waived.
7. The “Designated Player rule” is not permitted.
8. Teams may use “Little Leaguer” or “Play grounder” bats in all sanctioned Softball Manitoba competitions.
9. Minor catchers must wear the protective helmet and mask with attached throat protector. In addition, all catchers in all categories of the Minor Division are required to wear a glove, chest protector, shin guards and athletic support (boys and girls). All of this equipment is to fit properly.
10. The dropped third strike rule shall not apply. The batter is out. Base runners may advance at their own risk with liability to be put out.
11. The infield fly rule is waived.
12. The offensive team shall have a max. of 6 runs per inning or three (3) outs, whichever comes first.
13. The substitution rule does not apply. Players may be substituted freely without penalty. All eligible players shall be listed on the line-up card and shall bat in the order shown.
14. A pitcher may only pitch two (2) innings maximum per game. One pitch (legal or illegal) thrown in an inning shall count as an inning pitched.
15. In the event a player is injured during the game and is unable to take their turn at bat, the player will be removed from the batting order and out for the balance of the game, unless the player's coach announces that the player will be able to continue to play prior to the team's next at bat.
16. Once a batter reaches four (4) balls in the count, the batter will receive the number of soft toss pitches to continue the strike count when four (4) balls are reached.
(Example: the count was 4 balls, 1 strike, the batter would receive 2 soft tosses). Every soft toss thrown will be considered a strike. On a soft toss hit, the hitter may advance to 2nd base as able, but will not advance past 2nd base. Runners on base may advance a maximum of two (2) bases on a soft toss hit.
17. Stealing bases (2nd & 3rd) is always allowed when the ball is alive. Stealing Home is prohibited. Runners may advance Home only on a hit ball.
18. U11 will use a larger home plate: (21" inches).
19. The Official Ball will be the Rawlings 11" Red Dot PX11RYLC.
20. When playing in a game with a run-limit per inning, a catcher may be substituted out when the offensive team has two out OR one run less than the run limit in that inning.

U13 A Female Special Playing Rules

1. **Length of Game:** Teams play games of no more than five (5) innings or ninety (90) minutes, whichever occurs first. Time limits begin at the conclusion of the Plate Conference just prior to Game Time.. At the 90-minute mark, the plate umpire notifies teams and the inning is then completed. There will be no time limit in any Provincial Championship Medal games.
2. **Run Ahead Rule:** In a five (5) inning-controlled game if one team is up by thirteen (13) runs after 2 ½ or 3 innings or up by seven (7) runs after 3 ½ or 4 innings, the “Run Ahead Rule” is in effect.
3. **Tie Breaking:** The International Tiebreaker Rule shall be used in all games at the completion of regulation play. This will be continued for each subsequent inning until a winner is determined.
4. **Suspended Play:** If for any reason, the game is stopped, it shall resume from the exact point it left off (unless listed otherwise below). This applies to all games during the scheduled championship dates.
 - a. Restart of such games must be made with the same line-up as existed when the game was called.
 - b. Subsequent play will follow the rules for substitute players as defined in the official rulebook.
 - c. Any games in progress at the time of suspension will be considered as:
 - i. Where games have completed 3 innings (2½ if home team is ahead) of a scheduled 5 inning game then the game shall be considered complete and will not be resumed or restarted.
 - ii. If the game has not completed the required number of innings to be considered a complete game, then play will be rescheduled to a later date and restarted.
5. The “conference rule” (in regard to pitchers) is waived.
6. The “Designated Player rule” is not permitted.
7. Teams may use “Little Leaguer” or “Play grounder” bats in all sanctioned Softball Manitoba competitions.
8. Minor catchers must wear the protective helmet and mask with attached throat protector. In addition all catchers in all categories of the Minor Division are required to wear a glove, chest protector, shin guards and athletic support (boys and girls). All of this equipment is to fit properly.
9. The dropped third strike rule shall not apply. The batter is out. Base runners may advance at their own risk with liability to be put out.
10. The Infield Fly Rule is in effect.
11. The offensive team shall have a max of six runs per inning or three (3) outs, whichever comes first.
12. The Pitching Distance will be 38 feet.
13. Pitchers can't pitch more than three (3) innings in a game. One pitch (legal or illegal) thrown in an inning shall count as an inning pitched.
14. The substitution rule does not apply. Players may be substituted freely without penalty. All eligible players shall be listed on the line-up card and shall bat in the order shown. Substitutions must be reported to the Plate Umpire.
15. In the event a player is injured during the game and is unable to take their turn at bat, the player will be removed from the batting order and out for the balance of the game, unless the player's coach announces that the player will be able to continue to play prior to the team's next at bat.
16. When playing in a game with a run-limit per inning, a catcher may be substituted out when the offensive team has two out OR one run less than the run limit that inning.
17. The Official Ball will be the Rawlings 12' Red Dot PX12RYLC.

U13 AA Female Special Playing Rules

1. **Length of Game:** Teams play games of no more than six (6) innings or ninety (90) minutes, whichever occurs first. Time limits begin at the conclusion of the Plate Conference just prior to Game Time. At the 90-minute mark, the plate umpire notifies teams and the inning is then completed. There will be no time limit in any Provincial Championship Medal games.
2. **Run Ahead Rule:** In a 6 (six) inning-controlled game if one team is up by thirteen (13) runs after 3 ½ or 4 innings or up by seven (7) runs after 4 ½ or 5 innings the "Run Ahead Rule" is in effect.
3. **Tie Breaking:** The International Tiebreaker Rule shall be used in all games at the completion of regulation play. This will be continued for each subsequent inning until a winner is determined.
4. **Suspended Play:** If for any reason, the game is stopped, it shall resume from the exact point it left off (unless listed otherwise below). This applies to all games during the scheduled championship dates.
 - d. Restart of such games must be made with the same line-up as existed when the game was called.
 - e. Subsequent play will follow the rules for substitute players as defined in the official rulebook.
 - f. Any games in progress at the time of suspension will be considered as:
 - iii. Where games have completed 3 innings (2½ if home team is ahead) of a scheduled 5 inning game then the game shall be considered complete and will not be resumed or restarted.
 - iv. If the game has not completed the required number of innings to be considered a complete game, then play will be rescheduled to a later date and restarted.
5. The "conference rule" (in regards to pitchers) is waived.
6. The "Designated Player rule" is not permitted.
7. Teams may use "Little Leaguer" or "Play grounder" bats in all sanctioned Softball Manitoba competitions.
8. Minor catchers must wear the protective helmet and mask with attached throat protector. In addition all catchers in all categories of the Minor Division are required to wear a glove, chest protector, shin guards and athletic support (boys and girls). All of this equipment is to fit properly.
9. The dropped third strike rule shall not apply. The batter is out. Base runners may advance at their own risk with liability to be put out.
10. The Infield Fly Rule is in effect.
11. The offensive team shall have a maximum of six runs per inning or three (3) outs, whichever comes first.
12. The substitution rule does not apply. Players may be substituted freely without penalty. All eligible players shall be listed on the line-up card and shall bat in the order shown. Substitutions must be reported to the Plate Umpire.
13. The Pitching Distance will be 38 feet.
14. A pitcher may only pitch three (3) innings maximum per game. One pitch (legal or illegal) thrown in an inning shall count as an inning pitched.
15. In the event a player is injured during the game and is unable to take their turn at bat, the player will be removed from the batting order and out for the balance of the game, unless the player's coach announces that the player will be able to continue to play prior to the team's next at bat.
16. When playing in a game with a run-limit per inning, a catcher may be substituted out when the offensive team has two out OR one run less than the run limit that inning.
17. The Official Ball will be the Rawlings 12' Red Dot PX12RYLC.

U13 AAA Female/Male Special Playing Rules

1. **Length of Game:** Teams play games of no more than six (6) innings with no time limit.
2. **Run Ahead Rule:** In a 6 (six) inning-controlled game if one team is up by thirteen (13) runs after 3 ½ or 4 innings or up by seven (7) runs after 4 ½ or 5 innings the "Run Ahead Rule" is in effect.
3. **Tie Breaking:** The International Tiebreaker Rule shall be used in all games at the completion of regulation play. This will be continued for each subsequent inning until a winner is determined.
4. **Suspended Play:** If for any reason, the game is stopped, it shall resume from the exact point it left off (unless listed otherwise below). This applies to all games during the scheduled championship dates.
 - a. Restart of such games must be made with the same line-up as existed when the game was called.
 - b. Subsequent play will follow the rules for substitute players as defined in the official rulebook.
 - c. Any games in progress at the time of suspension will be considered as:
 - i. Where games have completed 4 innings (3 ½ if the home team is ahead) of a scheduled 6 inning game, then the game shall be considered complete and will not be resumed or restarted.
 - ii. If the game has not completed the required number of innings to be considered a complete game, then play will be rescheduled to a later date and restarted.
5. The "conference rule" (regarding pitchers) is waived.
6. Pitchers can't pitch more than three (3) innings in a game. One pitch (legal or illegal) thrown in an inning shall count as an inning pitched.
7. Pitching Distance will be 38 feet.
8. Each player must play a minimum of 2 innings. In a "Run Ahead" game, a team will not be penalized if they are not able to play all team members.
9. The Infield Fly Rule is in effect.
10. The dropped third strike rule shall not apply. The batter is out. Base runners may advance at their own risk with liability to be put out.
11. The substitution rule does not apply. Players may be substituted freely without penalty. All eligible players shall be listed on the line-up card and shall bat in the order shown. Substitutions must be reported to the Plate Umpire.
12. The offensive team shall have a maximum of six runs per inning or 3 outs, whichever comes first.
13. When playing in a game with a run-limit per inning, a catcher may be substituted out when the offensive team has two out OR one run less than the run limit that inning.
14. The Official Ball will be the Rawlings 12' Red Dot PX12RYLC.

U15 A Female Special Playing Rules

1. **Length of Game:** Teams play games of no more than five (5) innings or ninety (90) minutes, whichever occurs first. Time limits begin at the conclusion of the Plate Conference just prior to Game Time. At the 90 minute mark, the plate umpire notifies teams and the inning is then completed. There will be no time limit in any Provincial Championship Medal games.
2. **Run Ahead Rule:** In a five (5) inning controlled game if one team is up by thirteen (13) runs after 2 ½ or 3 innings or up by seven (7) runs after 3 ½ or 4 innings, the “Run Ahead Rule” is in effect
3. **Tie Breaking:** The International Tiebreaker Rule shall be used in all games at the completion of regulation play. This will be continued for each subsequent inning until a winner is determined.
4. **Suspended Play:** If for any reason, the game is stopped, it shall resume from the exact point it left off (unless listed otherwise below). This applies to all games during the scheduled championship dates.
 - a. Restart of such games must be made with the same line-up as existed when the game was called.
 - b. Subsequent play will follow the rules for substitute players as defined in the official rulebook.
 - c. Any games in progress at the time of suspension will be considered as:
 - i. Where games have completed 3 innings (2½ if home team is ahead) of a scheduled 5 inning game; or 5 innings (4 ½ if home team is ahead) of a scheduled 7 inning game, then the game shall be considered complete and will not be resumed or restarted.
 - ii. If the game has not completed the required number of innings to be considered a complete game, then play will be rescheduled to a later date and restarted.
5. The offensive team shall have a max of six runs per inning or three (3) outs, whichever comes first.
6. All players are in the batting line-up and unlimited defensive substitutions are allowed (subject only to the pitching limitations). In the event a player is injured and is unable to bat they will be removed from the batting order without penalty, but will not be eligible to return for the balance of the game. In the event that the removal of a player reduces the number of players below 9, standard Softball Canada rules will apply. All substitutions must be reported to the Plate Umpire.
7. Pitchers may pitch no more than 4 innings for a 7 inning game and 3 innings for a 5 inning game. One pitch thrown in an inning constitutes an inning pitched. In the event that a game goes into extra innings the limitation on innings is waived.
8. When playing in a game with a run-limit per inning, a catcher may be substituted out when the offensive team has two out OR one run less than the run limit that inning.
9. The “conference rule” is in effect. A maximum of five (5) conferences are allowed in a game. The sixth (6) conference will result in a pitching change. Each subsequent conference will result in another pitching change.

U15 AA Female Special Playing Rules

1. **Length of Game:** Teams play games of no more than seven (7) innings or ninety (90) minutes, whichever occurs first. Time limits begin at the conclusion of the Plate Conference just prior to Game Time. At the 90 minute mark, the plate umpire notifies teams and the inning is then completed. There will be no time limit in any Provincial Championship Medal games.
2. **Run Ahead Rule:** In a seven (7) inning controlled game if one team is up by thirteen (13) runs after 4 ½ or 5 innings or up by seven (7) runs after 5 ½ or 6 innings, the "Run Ahead Rule" is in effect.
3. **Tie Breaking:** The International Tiebreaker Rule shall be used in all games at the completion of regulation play. This will be continued for each subsequent inning until a winner is determined.
4. **Suspended Play:** If for any reason, the game is stopped, it shall resume from the exact point it left off (unless listed otherwise below). This applies to all games during the scheduled championship dates.
 - d. Restart of such games must be made with same line-up as existed when the game was called.
 - e. Subsequent play will follow the rules for substitute players as defined in the official rulebook.
 - f. Any games in progress at the time of suspension will be considered as:
 - iii. Where games have completed 3 innings (2½ if home team is ahead) of a scheduled 5 inning game; or 5 innings (4 ½ if home team is ahead) of a scheduled 7 inning game, then the game shall be considered complete and will not be resumed or restarted.
 - iv. If the game has not completed the required number of innings to be considered a complete game, then play will be rescheduled to a later date and restarted.
5. The "conference rule" is in effect. A maximum of five (5) conferences are allowed in a game. The sixth (6) conference will result in a pitching change. Each subsequent conference will result in another pitching change.
6. The offensive team shall have a maximum of six runs per inning or three (3) outs, whichever comes first.
7. All players are in the batting line-up and unlimited defensive substitutions are allowed (subject only to the pitching limitations). Substitutions must be reported to the Plate Umpire.
8. In the event a player is injured and is unable to bat they will be removed from the batting order without penalty, but will not be eligible to return for the balance of the game. In the event that the removal of a player reduces the number of players below 9, standard Softball Canada rules will apply.
9. A pitcher may only pitch four (4) innings maximum per game. One pitch thrown in an inning constitutes an inning pitched. In the event that a game goes into extra innings the limitation on innings is waived.
10. When playing in a game with a run-limit per inning, a catcher may be substituted out when the offensive team has two out OR one run less than the run limit that inning.

U15 AAA Female/Male Special Playing Rules

1. **Length of Game:** Teams will play a 7 inning game with no time limit.
2. **Run Ahead Rule:** In all provincials leading to Western or Canadian championships the Run Ahead Rule will be the same as that Western or Canadian Championship Run Ahead Rule. (15) runs after 2 ½ or 3 innings or (10) runs after 3 ½ or 4 innings or (7) runs after 4 ½ or 5 innings the “Run Ahead Rule” is in effect.
3. **Tie Breaking:** The International Tiebreaker Rule shall be used in all games at the completion of regulation play. This will be continued for each subsequent inning until a winner is determined.
4. **Suspended Play:** If for any reason, the game is stopped, it shall resume from the exact point it left off (unless listed otherwise below). This applies to all games during the scheduled championship dates.
 - a. Restart of such games must be made with same line-up as existed when the game was called.
 - b. Subsequent play will follow the rules for substitute players as defined in the official rulebook.
 - c. Any games in progress at the time of suspension will be considered as:
 - i. Where games have completed 5 innings (4 ½ if the home team is ahead) of a scheduled 7 inning game, then the game shall be considered complete and will not be resumed or restarted.
 - ii. If the game has not completed the required number of innings to be considered a complete game, then play will be rescheduled to a later date and restarted.
5. Softball Canada substitution and line-up rules are in effect – batting nine (9). Designated player and flex rules are in effect. Softball Canada Line-up is comprised of players currently in the game on offense and defence, including the DP and the Flex player. All substitutions must be reported to the plate umpire.
6. The “conference rule” is in effect. A maximum of five (5) conferences are allowed in a game. The sixth (6) conference will result in a pitching change. Each subsequent conference will result in another pitching change.

U17 A Female Special Playing Rules

1. **Length of Game:** Teams play games of no more than seven (7) innings or ninety (90) minutes in length, whichever occurs first. Time limits begin at the conclusion of the Plate Conference just prior to Game Time. At the 90 minute mark, the plate umpire notifies teams and the inning is then completed. There will be no time limit in any Provincial Championship Medal games.
2. **Run Ahead Rule:** In a seven (7) inning controlled game if one team is up by thirteen (13) runs after 4 ½ or 5 innings or up by seven (7) runs after 5 ½ or 6 innings, the "Run Ahead Rule" is in effect.
3. **Tie Breaking:** The International Tie Breaker Rule shall be used in all games at the completion of regulation play. This will be continued for each subsequent inning until a winner is determined.
4. **Suspended Play:** If for any reason, the game is stopped, it shall resume from the exact point it left off (unless listed otherwise below). This applies to all games during the scheduled championship dates.
 - a. Restart of such games must be made with the same line-up as existed when the game was called.
 - b. Subsequent play will follow the rules for substitute players as defined in the official rulebook.
 - c. Any games in progress at the time of suspension will be considered as:
 - i. Where games have completed 5 innings (4½ if home team is ahead) of a scheduled 7 inning game then the game shall be considered complete and will not be resumed.
 - ii. If the game has not completed the required number of innings to be considered a complete game, then play will be rescheduled to a later date and restarted.
7. All players are in the batting line-up and unlimited defensive substitutions are allowed (subject only to the pitching limitations). In the event a player is injured and is unable to bat they will be removed from the batting order without penalty, but will not be eligible to return for the balance of the game. In the event that the removal of a player reduces the number of players below 9, standard Softball Canada rules will apply. All substitutions must be reported to the plate umpire.
8. The "conference rule" is in effect. A maximum of three (3) conferences are allowed in a game. The fourth (4) conference will result in a pitching change. Each subsequent conference will result in another pitching change.

U17 AA Female Special Playing Rules

1. **Length of Game:** Teams play games of no more than seven (7) innings or ninety (90) minutes in length, whichever occurs first. Time limits begin at the conclusion of the Plate Conference just prior to Game Time. At the 90 minute mark, the plate umpire notifies teams and the inning is then completed. There will be no time limit in any Provincial Championship Medal games.
2. **Run Ahead Rule:** In a seven (7) inning controlled game if one team is up by thirteen (13) runs after 4 ½ or 5 innings or up by seven (7) runs after 5 ½ or 6 innings, the “Run Ahead Rule” is in effect.
3. **Tie Breaking:** The International Tie Breaker Rule shall be used in all games at the completion of regulation play. This will be continued for each subsequent inning until a winner is determined.
4. **Suspended Play:** If for any reason, the game is stopped, it shall resume from the exact point it left off (unless listed otherwise below). This applies to all games during the scheduled championship dates.
 - d. Restart of such games must be made with the same line-up as existed when the game was called.
 - e. Subsequent play will follow the rules for substitute players as defined in the official rulebook.
 - f. Any games in progress at the time of suspension will be considered as:
 - iii. Where games have completed 5 innings (4½ if home team is ahead) of a scheduled 7 inning game then the game shall be considered complete and will not be resumed.
 - iv. If the game has not completed the required number of innings to be considered a complete game, then play will be rescheduled to a later date and restarted.
5. The “conference rule” is in effect. A maximum of three (3) conferences are allowed in a game. The fourth (4) conference will result in a pitching change. Each subsequent conference will result in another pitching change.
6. The offensive team shall have a maximum of 6 runs per inning or 3 outs, whichever comes first.
7. All players are in the batting line-up and unlimited defensive substitutions are allowed (subject only to the pitching limitations). In the event a player is injured and is unable to bat they will be removed from the batting order without penalty, but will not be eligible to return for the balance of the game. In the event that the removal of a player reduces the number of players below 9, standard Softball Canada rules will apply. All Substitutions must be reported to the Plate Umpire.

U17 AAA Female/Male Special Playing Rules

1. **Length of Game:** Teams will play a 7 inning game with no time limit.
2. **Run Ahead Rule:** In all provincials leading to Western or Canadian championships the Run Ahead Rule will be the same as that Western or Canadian Championship Run Ahead Rule. (15) runs after 2 ½ or 3 innings or (10) runs after 3 ½ or 4 innings or (7) runs after 4 ½ or 5 innings the “Run Ahead Rule” is in effect.
3. **Tie Breaking:** The International Tiebreaker Rule shall be used in all games at the completion of regulation play. This will be continued for each subsequent inning until a winner is determined.
4. **Suspended Play:** If for any reason, the game is stopped, it shall resume from the exact point it left off (unless listed otherwise below). This applies to all games during the scheduled championship dates.
 - a. Restart of such games must be made with the same line-up as existed when the game was called.
 - b. Subsequent play will follow the rules for substitute players as defined in the official rulebook.
 - c. Any games in progress at the time of suspension will be considered as:
 - i. Where games have completed 5 innings (4½ if home team is ahead) of a scheduled 7 inning game then the game shall be considered complete and will not be resumed.
 - ii. If the game has not completed the required number of innings to be considered a complete game, then play will be rescheduled to a later date and restarted.
5. Softball Canada substitution and lineup rules are in effect – batting nine (9). Designated player and flex rules are in effect. Softball Canada line-up is comprised of players currently in the game on offence and defense, including the DP and the Flex player. All Substitutions must be reported to the Plate Umpire.
6. The “conference rule” is in effect. A maximum of three (3) conferences are allowed in a game. The fourth (4) conference will result in a pitching change. Each subsequent conference will result in another pitching change.

U19 A Female Special Playing Rules

1. **Length of Game:** Teams play games of no more than seven (7) innings or 90 minutes in length, whichever occurs first. Time limits begin at the conclusion of the Plate Conference just prior to Game Time. At the 90 minute mark, the plate umpire notifies teams and the inning is then completed. There will be no time limit in any Provincial Championship Medal games.
2. **Run Ahead Rule:** In a seven (7) inning controlled game if one team is up by fifteen (15) runs after 2 ½ or 3 innings or up by 10 (10) runs after 3 ½ or 4 innings or up by seven (7) runs after 4 ½ or 5 innings the “Run Ahead Rule” is in effect.
3. **Tie Breaking:** The International Tiebreaker Rule shall be used in all games at the completion of regulation play. This will be continued for each subsequent inning until a winner is determined.
4. **Suspended Play:** If for any reason, the game is stopped, it shall resume from the exact point it left off (unless listed otherwise below). This applies to all games during the scheduled championship dates.
 - a. Restart of such games must be made with the same line-up as existed when the game was called.
 - b. Subsequent play will follow the rules for substitute players as defined in the official rulebook.
 - c. Any games in progress at the time of suspension will be considered as:
 - i. Where games have completed 5 innings (4½ if home team is ahead) of a scheduled 7 inning game then the game shall be considered complete and will not be resumed.
 - ii. If the game has not completed the required number of innings to be considered a complete game, then play will be rescheduled to a later date and restarted.
5. All players are in the batting line-up and unlimited defensive substitutions are allowed (subject only to the pitching limitations). In the event a player is injured and is unable to bat they will be removed from the batting order without penalty but will not be eligible to return for the balance of the game. In the event that the removal of a player reduces the number of players below 9, standard Softball Canada rules will apply.
6. The “conference rule” is in effect. A maximum of three (3) conferences are allowed in a game. The fourth (4) conference will result in a pitching change. Each subsequent conference will result in another pitching change.

U19 AAA Female/Male Special Playing Rules

1. **Length of Game:** Teams will play a 7 inning game with no time limit.
2. **Run Ahead Rule:** a. In all provincials leading to Western or Canadian championships the Run Ahead Rule will be the same as that Western or Canadian Championship Run Ahead Rule. (15) runs after 2 ½ or 3 innings or (10) runs after 3 ½ or 4 innings or (7) runs after 4 ½ or 5 innings the “Run Ahead Rule” is in effect.
3. **Tie Breaking:** The International Tiebreaker Rule shall be used in all games at the completion of regulation play. This will be continued for each subsequent inning until a winner is determined.
4. **Suspended Play:** If for any reason, the game is stopped, it shall resume from the exact point it left off (unless listed otherwise below). This applies to all games during the scheduled championship dates.
 - a. Restart of such games must be made with the same line-up as existed when the game was called.
 - b. Subsequent play will follow the rules for substitute players as defined in the official rulebook.
 - c. Any games in progress at the time of suspension will be considered as:
 - i. Where games have completed 5 innings (4½ if home team is ahead) of a scheduled 7 inning game then the game shall be considered complete and will not be resumed.
 - ii. If the game has not completed the required number of innings to be considered a complete game, then play will be rescheduled to a later date and restarted.
5. Softball Canada substitution and line-up rules are in effect – batting **nine (9)**. Designated player and flex rules are in effect.
6. The “conference rule” is in effect. A maximum of three (3) conferences are allowed in a game. The fourth (4) conference will result in a pitching change. Each subsequent conference will result in another pitching change.

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Deanna Mitchell



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Rianne Ryan-Vermlest



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coach

2008 - 2009 Smitty's A-2
Team - Inducted 2017



Evelyne Holenski
coach



Roy Holenski
coach

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For information, contact:

Manitoba Softball Hall of Fame and Museum
C/O Softball Manitoba
428-145 Pacific Avenue
Winnipeg, MB R3B 2Z6
Phone: 204.925.5673
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REMINGTON SUITE (1 SUITE)

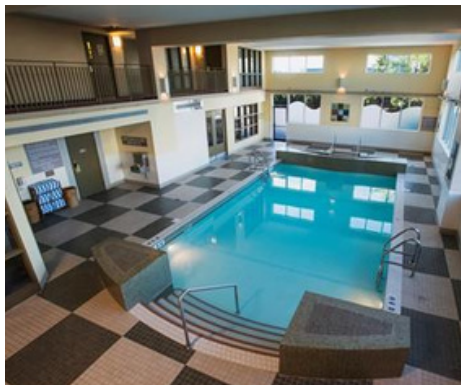
Remington suite 550 sq. ft. located on 6th floor with key card access, all features and perks of executive suite with addition of a bigger living room with dining area and a soaker tub for the romantic getaways.

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Saturday to Sunday: 7:00 am - 10:30 pm



OUT AND ABOUT

- Polo Park Shopping Centre (5 Minutes)
- Speedworld Indoor Kart Track (3 Minutes away)
- Assiniboine Park & Zoo (10 Minutes)
- Canadian Museum for Human Rights (20 Minutes)
- The Forks Market (20 Minutes)
- Royal Aviation Museum of Western Canada (2 minutes)
- Gardens at The Leaf (10 minutes)
- Winnipeg Art Gallery (15 Minutes)

SOFTBALL MANITOBA CODES OF CONDUCT & STANDARDS

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SOFTBALL MANITOBA COACH'S CODE OF ETHICS

Commitment to the Players:

1. Coaches shall provide a copy of the Coach's and Player's Code of Ethics to each athlete in their program.
2. Coaches shall put the welfare of their athletes above all else while maintaining professional relationships with them.
3. All games shall be conducted within the letter and intent of the rules of Softball.
4. Coaches shall encourage the athletes to exhibit sportsmanship at all times.
5. Coaches shall not discriminate on the basis of race, religion, sexual orientation, age, national or ethnic origin, or qualified handicapped or disabled persons.
6. Coaches shall follow league, national governing body and Provincial/Territorial rules regarding drug, alcohol and tobacco use.

Commitment to your Program:

1. Coaches shall behave in such a way that they shall bring credit to themselves.
2. Coaches shall exhibit professionalism in their actions, words and attire.
3. Coaches shall act in full accordance with league, Provincial/Territorial and National Governing Body rules.
4. Coaches shall immediately report any violation of league or governing body rules regardless of how minor they believe the violation to be.
5. Dissatisfaction with the implementation of league and governing body rules shall be addressed through the proper channels and not through the media and through public opinion.

Commitment to Other Coaches:

1. A coach has an obligation to be honest and forthright during the recruiting process. A coach must refrain from making derogatory statements about another coach or program.
2. Coaches shall treat their colleagues with dignity and respect.
3. Coaches shall honor all relationships with their colleagues. They shall avoid conflicts of interest and exploitation of these relationships.
4. Coaches must make athletes aware that they may move anytime between August 15th and March 15th without penalty or consequence. They may attend more than one try-out camp without penalty (elite leagues).
5. Between March 15th and August 15th, registered players on teams may not be contacted or picked up to play in any other competition by other coaches without their own team's coaches' knowledge and consent. The only exception being "after the completion of the Provincials", where Westerns and Canadian Championships are concerned. Athletes' Championships must be completed until any contact can be made.

Commitment to Umpires:

1. All game umpires shall be treated in a professional and respectable manner at all times.
2. Any displeasure with an umpire's actions or conduct shall be addressed through the proper channels and not through the media or through public opinion.
3. Softball Manitoba participants shall strive to develop positive working relations with the umpires.

Coach's Fair Play Code

1. Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests.
2. Teach your players that rules of the game are mutual agreements, which no one should evade or break.
3. Avoid over coaching the talented players. The "just average" players need and deserve equal opportunity.
4. Remember that children play for the fun and enjoyment and that winning is only part of it. Never ridicule or yell at the players for making mistakes or losing a competition.
5. Develop team respect for the ability of opponents, as well as for the judgment of officials and opposing coaches.
6. Follow the advice of a physician when determining when an injured player is ready to play again.
7. Remember that players need a coach that they can respect. Be generous with your praise when it is deserved and set a good example.
8. Make a personal commitment to keep yourself informed on the newest coaching principles and techniques.
9. Create opportunities to teach sportsmanship.
10. Help players understand the fundamental philosophical differences between the games they play and professional games shown on TV. The professional is an entertainer and a wage earner whose play often reflects these facts.
11. Make athletes aware of the physical fitness values of sports and their life-long recreational value.
12. Remember no recruiting between March 15th and August 15th. (Or longer - Athletes' Championships must be completed until any contact can be made).
13. Coaches shall actively use their influence to enhance sportsmanship by their spectators working closely with parents and other fans.

Coach's Recruiting Code:

1. Recruitment of players during the competitive season shall be prohibited. Have respect for athletes and do not place players in positions of torn loyalties.
2. Allow a "cooling off" period after a season before discussing a team change with a player.
3. Have respect for fellow coaches and their programs.
4. Between March 15th and August 15th, registered players on teams may not be contacted or picked up to play in any other competition by other coaches without their own team's coaches' knowledge and consent. The only exception being "after the completion of the Provincials", where Westerns and Canadian Championships are concerned. Athletes' Championships must be completed until any contact can be made.
5. Sell your program and accomplishments only. Don't degrade and down talk opposing coaches and programs.
6. Let athletes and parents know how the player fits into your program in the short term and the long term. REMEMBER A PROMISE IS A COMMITMENT.
7. Recruit only for your own program. Cross recruiting is strictly prohibited.
8. Always show professionalism. Be courteous and respectful.
9. The use of sponsorships/scholarships or cash rewards as "bribery" shall be prohibited in the recruitment of players.

SOFTBALL MANITOBA OFFICIAL'S CODE OF ETHICS

Fair Play Code:

1. Softball Manitoba has entrusted us to assist them in the development of our youth through athletics. The proper operation of such a process requires that officials shall be independent, impartial and responsible to people they serve.
2. An official must devote time, thought and study to the rules of the game and the mechanics necessary to carry out these rules so that one may render effective and credible service in a fair and unbiased manner.
3. An official must work with fellow officials and Softball Manitoba in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate of points or rules at issue.
4. An official must resist every temptation and outside pressure to use one's position as an official to benefit oneself. Under all circumstances, officials must avoid promoting the special interest of any person or group of persons other than the athletes we serve.
5. An official must constantly uphold the honor and dignity of the avocation in all personal conduct and relations with the athletes, coaches' administrators, colleagues, and the public, to be a worthy example to the athletes under one's jurisdiction.
6. An official will be prepared both physically and mentally, dress according to expectations and maintain a proper appearance that is befitting the importance of the game and Softball Canada's expectations.
7. The official shall avoid the use of tobacco products, drugs, and alcohol at the contest site.
8. Every member of the officiating profession carries a responsibility to act in a manner becoming a professional person. The conduct of any official influences the attitude of the public toward the profession in general as well as toward the official in particular.

Commitment to Athletes and Coaches

1. I will make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the athletes.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any athlete either by word or action. I will not tolerate unacceptable conduct toward officials, other athletes, spectators or myself.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual athlete.
6. I accept my role as a teacher and role model for fair play, especially with young participants.
7. I will remain open to constructive criticism and show respect and consideration for different points of view.

SOFTBALL MANITOBA PLAYERS CODE OF ETHICS

Fair Play Code for Athletes

1. I will participate because I want to, not just because my parents or coaches want me to.
2. I will play by the rules, and in the spirit of the game.
3. I will control my temper --- fighting and "mouthing off" can spoil the activity for everybody.
4. I will respect my opponents.
5. I will do my best to be a team player.
6. I will remember that winning isn't everything --- that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays/performances --- those of my team and of my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
9. I will remember that when I play or practice the game of softball, wherever I am, I represent my team, my city, my province, but most of all myself.
10. Remember no recruiting of players signed on a Softball Manitoba roster is allowed between March 15th and August 15th of any year. Please report any violations of this rule to Softball Manitoba (204-925-5673) so they may pass it on to the appropriate people. EXCEPTION: Players out of the country/out of province or any unsigned player are liable to be recruited at any time up to June 15th.
11.
 - a. You have no obligation to commit yourself to any team between the dates of August 15th and March 15th. You can go and play anywhere at all during this time with no consequence or penalty.
 - b. After March 15th players desiring a release from their current team may apply to the Softball Manitoba for a release (this does NOT guarantee a release but you have the right to do this).
12. The use of sponsorships/scholarships or cash rewards as "bribery" shall be prohibited in the recruitment of players.

SOFTBALL MANITOBA COACHING STANDARDS

These guidelines apply to all members of a team's coaching staff: head coaches, assistant coaches, team managers and team assistants.

While some of these expectations may apply more to the head coach than to the other team members, the goal is for these expectations to be well understood and consistently adhered to by all members of the team's coaching staff, including players and parents.

A coach is not expected to be perfect, but it is imperative that they hold themselves to the highest standards in terms of team ethics and integrity.

As a coach, how you carry yourself on and off the field is critical as your behaviour is modelled by players and parents and reflects on your team and the organization. As such, please ensure you follow these standards at all times or when reasonably practical.

POSITIVE COACHING

1. I will set a good example by modelling the same basic expectations set for players and parents. If an expectation is reasonable for a parent or player, I should be expected to follow those same standards.
2. I will consciously and appropriately provide positive and constructive reinforcement to my players, with the ultimate goal of personal and professional development. I understand that this significantly impacts a player's passion to play the game and ability to learn.
3. I understand that winning is important, but the primary objective is promoting an inclusive environment of growth and learning. We will always try to win the game, but winning will be secondary to a commitment to our core values.
4. I will practice self-control, setting a positive example for others. The game is full of exciting moments and passion, but as a coach, I have a responsibility to remain calm and professional in my interactions with everyone on and off the field.

RULES

5. I will practice high ethical standards and only direct my team to play within the rules. We will always play within the rules of fair play, regardless of whether these rules are enforced. Do we remove the reference to "attempt" and leave as "I will"?
6. I will have a thorough understanding of the rules of the game and those applicable to the tournaments in which we play.
7. I will consistently promote, explain, and enforce team rules. While severity, frequency and context will matter, enforcing rules fairly is important.
8. I will have clear expectations for players regarding team philosophy and approach. Beyond rules, players need to clearly understand how we, as a team, will consistently approach the game.

FAIRNESS

9. I will treat all athletes fairly, including my own. I will do my best to evaluate players and assign roles in an unbiased light, with the overall objective of putting the entire team in a position for success.
10. I will treat all our players with the respect they deserve. My role is to teach the game of softball and some life lessons along the way. These are children developing into young adults, and they all deserve my respect.

11. I will determine roles, positions, lineups and playing time in good faith. These things will be determined based on an honest assessment of ability, effort, teamwork, preparedness, execution and fulfillment of team rules and philosophy.

PREPAREDNESS

12. I will do everything I can to best prepare my players for the situations they will face. We will use practice as a time to cover relevant game-based situations so that players are best positioned to succeed.
13. I will be physically and mentally prepared. I will provide proper equipment and do my best to be prepared for any reasonably foreseeable situation.
14. I will arrive early to practices and games to ensure I am well-prepared and organized before the players arrive.
15. I will tailor drills and exercises to the age and skill level of the players with a focus on both individual and team strategies.

SAFETY

16. I will always enforce safety, including the proper use of equipment.
17. I will emphasize the importance of a proper warmup before practices and games.
18. I will teach and enforce proper throwing, catching and sliding techniques to reduce the risk of injury.

SPORTSMANSHIP

19. I will respect decisions made by the umpires. While I may not always agree with them, I will do my best to have respectful discussions with a calm demeanor if those situations arise.
20. I will be a role model for my players regarding good sportsmanship, teamwork, and self-worth. I realize that players and families will often follow my lead. It is important that we all practice good sportsmanship and respect for others and ourselves.
21. I will respect the opposing team, coaches, players and fans. While games can get intense, we will practice friendly competition and show respect for our opponents.

COMMUNICATION

22. I will clearly communicate schedules and team info with families in a timely manner. I will use email, text messaging, team apps, or other appropriate means to keep families properly informed.
23. I will promote an environment where I am approachable for fair discussions with players and parents. While players and parents may not always agree with my decisions, it is important that I effectively explain the team position/rationale and that they see their coach as someone they can approach with an open dialogue.
24. I will make an effort to get to know all players and families personally. Throughout the season, we will become a softball family. As the coach, I am responsible for getting to know players and families outside of their softball world to better understand and communicate with them.

TEAM MANAGEMENT

25. I understand a team manager must be appointed to help organize team activities and support communications efforts once the team is formed.
26. I will ensure there is transparency and financial accountability when it comes to the team's budget and expenses. I will be fiscally responsible with team funds and clearly communicate the financial commitment to families.

As a head coach, assistant coach, team manager or team assistant, you are expected to adhere to these rules at all times or when reasonably practical. While no one is perfect, the main thing is that you make a consistent effort to help nurture a positive environment for all.

SOFTBALL MANITOBA PARENT STANDARDS OF CONDUCT

The following is a set of standards of conduct that all parents are required to follow this season. These standards will help establish clear expectations for all. Players and coaches will also have regular discussions about their team goals, values and expectations to create a positive, respectful environment.

Your family is an extension of the team's softball family, and as a result, you are expected to commit to team rules and expectations.

Parent Standards of Conduct

- 1. I will show respect for the umpires. They will sometimes make a difficult call, but the umpire's job is not easy. Voicing my displeasure will not improve the situation.**
- 2. I will stay away from the dugout during games and practices. My job as a parent is to cheer on the team. While not easy, I will let go and allow my child to perform, succeed, and fail under the guidance of the coaches.**
- 3. I will refrain from coaching from the stands and allow coaches to coach. I know that providing potentially conflicting messages during a game can be confusing to my child and my interactions may contribute negatively to my child's ability to focus. If there is something I believe my child needs to know, I will talk to them about that or work on that situation at another time. Whether my child remembers these things during a game is not my responsibility. I will allow them to learn and fail.**
- 4. I will be a role model for my child regarding good sportsmanship, teamwork, and self-worth. These things start with the adults, and the players will behave accordingly. We will take pride in how we carry ourselves and treat others.**
- 5. I am responsible for the behaviour of my family members at games and practices. Friends and family may attend games to cheer on my child, and I will ensure they also handle themselves according to these standards.**
- 6. I will provide encouragement and support for my child. My child needs to hear my positive encouragement throughout the game, and I will ensure it is appropriate and not disruptive.**
- 7. I will provide encouragement and support for all players on the team even when mistakes are made. We're in this together!**
- 8. I will respect the opposing team, coaches, and fans. They are the same as us in many ways, but wear different uniforms. Appreciation for their performance and respect for their abilities will contribute to a positive game environment.**
- 9. I understand that winning is important to the team, but the primary objective is promoting an environment of growth and learning. They will win. They will lose. They will make mistakes. The most important thing is what they learn from success and failure.**

10. I will get to know the team culture and values and reinforce them with my child. I will provide reminders when they are not being met.
11. I will support the coach's message. While I will not always agree with the coach, I also understand that contradicting that message is counterproductive.
12. I will help my child embrace their role, no matter what it is. I may disagree with where my child hits or plays in the field, but it is important that I help my child embrace and master that role for the best possible experience.
13. I will help nurture a positive environment on and off the field. I will do my best to keep a positive tone as I realize my reactions impact my child, the team, other parents, and the organization.
14. I will refrain from public complaints about coaches and other players with parents. While I will not always agree with how the team is coached, I know these reactions do not help. Negativity is toxic.
15. If there are disagreements about my child's role on the team, I will have my child schedule a time to discuss this with the coaches. If I still have questions after my child discusses their role with the coaches, I can schedule a time to discuss this with the coach.
16. I will not approach the coaches about disagreements with their coaching, style, or philosophy during or after games. If I have an issue, I will wait 24 hours and bring it up using the proper channels.
17. I will respect the challenges the coaches face and the time commitment they make. I know that coaching isn't easy. It's a significant contribution of time and energy, often with the side effect of stress.
18. I will do everything within my control to make this a positive experience for my child, other players, families, and coaches. I will do my part to contribute to the organization's softball family!

All we ask is that you do your best to follow these standards. While you are not expected to be perfect, the main thing is that everyone makes a consistent effort to help nurture a positive environment for all.

If these standards are neglected or ignored, depending on the severity and frequency of infractions, your actions may impact your child's standing on this team.

**SOFTBALL MANITOBA
FAIR PLAY CODE FOR SPECTATORS**

1. I will remember that children play sport for their enjoyment. They are not playing to entertain me.
2. I will not have unrealistic expectations. I will remember that child athletes are not miniature professionals and cannot be judged by professional standards.
3. I will respect the official's decisions and I will encourage participants to do the same.
4. I will never ridicule an athlete for making a mistake during a competition. I will give positive comments that motivate and encourage continued effort.
5. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
6. I will show respect for my team's opponents, because without them there would be no game.
7. I will not use bad language, nor will I harass athletes, coaches, or officials or other spectators.

SOFTBALL MANITOBA ZERO TOLERANCE POLICY REGARDING ABUSE OF OFFICIALS

Verbal and physical abuse of umpires is as unacceptable as verbal and physical abuse of players.

Softball Manitoba has a zero-tolerance policy for umpire abuse, disputing judgment calls, or displays of poor sportsmanship. Umpires shall only be spoken to positively and constructively. It is acceptable to question the interpretation of a rule, but only in a courteous non-confrontational manner.

Umpire Abuse: any deliberate action by a coach/player/spectator that makes an umpire feel physically threatened, verbally intimidated, or emotionally humiliated. Disrespectfully objecting to calls, yelling at, publicly calling out, and constantly disagreeing with an umpire verbally or through physical gestures can be deemed umpire abuse.

Judgment Calls - a judgment call is a decision made by an umpire using their opinion of what they have seen. **An umpire's judgment call is final.** Judgment calls include ball/strike, safe/out, interference/obstruction, catch/no-catch, fair/foul, etc.

Verbal Reporting

It is inherent within the Softball Manitoba community to protect umpires from abuse. All Softball Manitoba members are bound to report any incident of umpire abuse to the league UIC within 24 hours of the occurrence of the incident. The League UIC will follow-up with the umpire and the person who submitted the report and contact the league president (or designate) to initiate discipline. **Note that an ejection is not required for the initiation of disciplinary procedures related to umpire abuse. Youth/novice umpires are not expected/required to eject coaches.**

Discipline

The penalties for any confirmed case of umpire abuse by a coach, player or spectator will be determined by the league committee and will be appropriate to the severity of the incident. Repeat offenders will face longer penalties. An ejection from a game is NOT a prerequisite for facing discipline.

Ejections

- Ejected coaches or spectators cannot remain on the surrounding field areas, including grandstands, and must vacate all field areas promptly after an ejection.
- Ejected coaches will receive an automatic 1-game suspension, unless otherwise communicated by league UIC's.
- Any incident that involves physical abuse (shoving, bumping) or the threat of physical abuse will result in an immediate indefinite suspension and notification of proper authorities. A manager or coach wishing to be reinstated must appear before the Softball Manitoba Disciplinary Committee for a hearing.

Written Follow-Up

Umpires will provide a written report of confirmed instances of umpire abuse within 72 hours.

TEAM WINDUPS

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SOFTBALL MANITOBA POLICIES

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1. ABUSE POLICY

Updated: January 2022 - Reformed Softball Canada Policy

PURPOSE

1. Softball Manitoba is committed to a sport environment free from abuse. The purpose of this Policy is to stress the importance of that commitment by educating Participants about abuse, outlining how Softball Manitoba will work to prevent abuse, and how abuse or suspected abuse can be reported to and addressed by Softball Manitoba.

ZERO TOLERANCE STATEMENT

2. Softball Manitoba has zero tolerance for any type of abuse. Participants are required to report instances of abuse or suspected abuse to Softball Manitoba to be immediately addressed under the terms of the applicable policy.

EDUCATION – WHAT IS ABUSE

3. Vulnerable Participants can be abused in different forms.
4. The following description of Child / Youth Abuse has been modified and adapted from Ecclesiastical's Guidelines for Developing a Safety & Protection Policy for Children / Youth / Vulnerable Adults:

CHILD / YOUTH ABUSE

5. "Child abuse" refers to the violence, mistreatment or neglect that a child or adolescent may experience while in the care of someone they depend on or trust. There are many different forms of abuse and a child may be subjected to more than one form:
 - a) Physical abuse involves single or repeated instances of deliberately using force against a child in such a way that the child is either injured or is at risk of being injured. Physical abuse includes beating, hitting, shaking, pushing, choking, biting, burning, kicking or assaulting a child with a weapon. It also includes holding a child under water, or any other dangerous or harmful use of force or restraint.
 - b) Sexual abuse and exploitation involve using a child for sexual purposes. Examples of child sexual abuse include fondling, inviting a child to touch or be touched sexually, intercourse, rape, incest, sodomy, exhibitionism, or involving a child in prostitution or pornography.
 - c) Neglect is often chronic, and it usually involves repeated incidents. It involves failing to provide what a child needs for his or her physical, psychological or emotional development and well-being. For example, neglect includes failing to provide a dependent child with food, clothing, shelter, cleanliness, medical care, or protection from harm.
 - d) Emotional abuse involves harming a child's sense of self-worth. It includes acts (or omissions) that result in, or place a child at risk of, serious behavioral, cognitive, emotional, or mental health problems. For example, emotional abuse may include aggressive verbal threats, social isolation, intimidation, exploitation, or routinely making unreasonable demands. It also includes exposing the child to violence.
6. An abuser may use a number of different tactics to gain access to children, exert power and control over them, and prevent them from telling anyone about the abuse or seeking support. The abuse may happen once, or it may occur in a repeated and escalating pattern over a period of months or years. The abuse may change form over time.
7. Abuse of children or youth in sport can include emotional maltreatment, neglect, and physical maltreatment.
 - a) Emotional Maltreatment – A coach's failure to provide a developmentally-appropriate and supportive environment. Emotional abuse is at the foundation of all other forms of maltreatment (sexual, physical and neglect). In sports, this conduct has the potential to cause emotional or psychological harm to an athlete when it is persistent, pervasive or patterned acts (i.e., yelling at an athlete once does not constitute maltreatment). Examples of emotional maltreatment include:
 - i. Refusal to recognize an athlete's worth or the legitimacy of an athlete's needs (including complaints of injury/pain, thirst or feeling unwell)

- ii. Creating a culture of fear, or threatening, bullying or frightening an athlete
 - iii. Frequent name-calling or sarcasm that continually “beats down” an athlete’s self-esteem
 - iv. Embarrassing or humiliating an athlete in front of peers
 - v. Excluding or isolating an athlete from the group
 - vi. Withholding attention
 - vii. Encouraging an athlete to engage in destructive and antisocial behavior, reinforcing deviance, or impairing an athlete’s ability to behave in socially appropriate ways
 - viii. Over-pressuring; whereby the coach imposes extreme pressure upon the athlete to behave and achieve in ways that are far beyond the athlete’s capabilities
 - ix. Verbally attacking an athlete personally (e.g., belittling them or calling them worthless, lazy, useless, fat or disgusting).
 - x. Routinely or arbitrarily excluding athletes from practice
 - xi. Using conditioning as punishment
 - xii. Throwing sports equipment, water bottles or chairs at, or in the presence of, athletes
 - xiii. Body shaming – making disrespectful, hurtful or embarrassing comments about an athlete’s physique
- b) Neglect - acts of omission (i.e., the coach should act to protect the health/well-being of an athlete but does not). Examples of neglect include:
- i. Isolating an athlete in a confined space or stranded on equipment, with no supervision, for an extended period
 - ii. Withholding, recommending against, or denying adequate hydration, nutrition, medical attention or sleep
 - iii. Ignoring an injury
 - iv. Knowing about sexual abuse of an athlete but failing to report it
- c) Physical Maltreatment - involves contact or non-contact behavior that can cause physical harm to an athlete. It also includes any act or conduct described as physical abuse or misconduct (e.g., child abuse, child neglect and assault). Almost all sport involves strenuous physical activity. Athletes regularly push themselves to the point of exhaustion. However, any activity that physically harms an athlete—such as extreme disciplinary actions or punishment—is unacceptable. Physical maltreatment can extend to seemingly unrelated areas including inadequate recovery times for injuries and restricted diet. Examples of physical maltreatment include:
- i. Punching, beating, biting, striking, choking or slapping an athlete
 - ii. Intentionally hitting an athlete with objects or sporting equipment
 - iii. Providing alcohol to an athlete under the legal drinking age
 - iv. Providing illegal drugs or non-prescribed medications to any athlete
 - v. Encouraging or permitting an athlete to return to play prematurely or without the clearance of a medical professional, following a serious injury (e.g., a concussion)
 - vi. Prescribed dieting or other weight-control methods without regard for the nutritional well-being and health of an athlete
 - vii. Forcing an athlete to assume a painful stance or position for no athletic purpose, or excessive repetition of a skill to the point of injury
 - viii. Using excessive exercise as punishment (e.g., stretching to the point of causing the athlete to cry, endurance conditioning until the athlete vomits)
8. Importantly, emotional and physical maltreatment does not include professionally-accepted coaching methods (per the NCCP) of skill enhancement, physical conditioning, team building, discipline, or improving athletic performance.
9. Potential warning signs of abuse of children or youth can include:
- a) Recurrent unexplained injuries
 - b) Alert behavior; child seems to always be expecting something bad to happen
 - c) Often wears clothing that covers up their skin, even in warm weather
 - d) Child startles easily, shies away from touch or shows other skittish behavior

- e) Constantly seems fearful or anxious about doing something wrong
- f) Withdrawn from peers and adults
- g) Behavior fluctuates between extremes (e.g., extremely cooperative or extremely demanding)
- h) Acting either inappropriately beyond their age (like an adult; taking care of other children) or inappropriately younger than their age (like an infant; throwing tantrums)
- i) Acting out in an inappropriate sexual way with toys or objects
- j) New adult words for body parts and no obvious source
- k) Self-harm (e.g., cutting, burning or other harmful activities)
- l) Not wanting to be alone with a particular child or young person

VULNERABLE ADULT ABUSE

10. Although individuals may be abused at virtually any life stage – childhood, adolescence, young adulthood, middle age, or old age – the nature and consequences of abuse may differ depending on an individual’s situation, disability, or circumstance.
11. Abuse of vulnerable adults is often described as a misuse of power and a violation of trust. Abusers may use a number of different tactics to exert power and control over their victims. Abuse may happen once, or it may occur in a repeated and escalating pattern over months or years. The abuse may take many different forms, which may change over time:
 - a) Psychological abuse includes attempts to dehumanize or intimidate vulnerable adults. Any verbal or non-verbal act that reduces their sense of self-worth or dignity and threatens their psychological and emotional integrity is abuse. This type of abuse may include, for example
 - i. Threatening to use violence
 - ii. Threatening to abandon them
 - iii. Intentionally frightening them
 - iv. Making them fear that they will not receive the food or care they need
 - v. Lying to them
 - vi. Failing to check allegations of abuse against them
 - b) Financial abuse encompasses financial manipulation or exploitation, including theft, fraud, forgery, or extortion. It includes using a vulnerable adult’s money or property in a dishonest manner or failing to use a vulnerable adult’s assets for their welfare. Abuse occurs any time someone acts without consent in a way that financially or personally benefits one person at the expense of another. This type of abuse against a vulnerable adult may include, for example:
 - i. Stealing their money, disability cheques, or other possessions
 - ii. Wrongfully using a Power of Attorney
 - iii. Failing to pay back borrowed money when asked
 - c) Physical abuse includes any act of violence – whether or not it results in physical injury. Intentionally inflicting pain or injury that results in either bodily harm or mental distress is abuse. Physical abuse may include, for example:
 - i. Beating
 - ii. Burning or scalding
 - iii. Pushing or shoving
 - iv. Hitting or slapping
 - v. Rough handling
 - vi. Tripping
 - vii. Spitting
 - d) All forms of sexual abuse are also applicable to vulnerable adults
12. Potential warning signs of abuse of vulnerable adults can include:
 - a) Depression, fear, anxiety, passivity
 - b) Unexplained physical injuries
 - c) Dehydration, malnutrition, or lack of food
 - d) poor hygiene, rashes, pressure sores
 - e) Over-sedation

PREVENTING ABUSE

13. Softball Manitoba will enact measures aimed at preventing abuse. These measures include screening, orientation, training, practice, and monitoring.

SCREENING

14. Persons in Authority who coach, volunteer, officiate, deliver developmental programs, or who accompany a team to an event or competition, who are paid staff, or otherwise engage with Vulnerable Participants who fall under Softball Manitoba's authority shall be screened according to the organization's Screening Policy.
15. Softball Manitoba will use the Screening Policy to determine the level of trust, authority, and access that each Person in Authority has with Vulnerable Participants. Each level of risk will be accompanied by increased screening procedures which may include the following, singularly or in combination:
 - a) Completing an Application Form for the position sought (which includes alerting Person in Authority that they must agree to adhere with the organization's policies and procedures (including this Abuse Policy))
 - b) Completing a Screening Declaration Form
 - c) Providing letters of reference
 - d) Providing a driver's abstract (for Individuals who transport Vulnerable Individuals)
 - e) Other screening procedures, as required
16. A Person in Authority's failure to participate in the screening process or pass the screening requirements as determined by a Screening Committee, will result in the Person in Authority's ineligibility for the position sought.

ORIENTATION AND TRAINING

17. Softball Manitoba will deliver orientation and training to those Persons in Authority who have access to, or interact with, Vulnerable Participants. The orientation and training, and their frequency, will be based on the level of risk, as described in the Screening Policy.
18. Orientation may include, but is not limited to: introductory presentations, facility tours, equipment demonstrations, parent/athlete meetings, meetings with colleagues and supervisors, orientation manuals, orientation sessions, and increased supervision during initial tasks or period of engagement.
19. Training may include, but is not limited to: certification courses, online learning, mentoring, workshop sessions, webinars, on-site demonstrations, and peer feedback.
20. At the conclusion of the orientation and training, Softball Manitoba will maintain a record that the Person in Authority has received and completed the training.

PRACTICE

21. When Persons in Authority interact with Vulnerable Participants, they are required to enact certain practical approaches to these interactions. These include, but are not limited to:
 - a) Limiting physical interactions to non-threatening or non-sexual touching (e.g., high-fives, pats on the back or shoulder, handshakes, specific skill instruction, etc.)
 - b) Ensuring that Vulnerable Individuals are always supervised by more than one Person in Authority
 - c) Ensuring that more than one person is responsible for team selection (thereby limiting the consolidation of power onto one Person in Authority)
 - d) Ensuring that all electronic communication with Vulnerable Participants is open and observable
 - e) Ensuring that parents/guardians are aware that some non-personal communication between Person in Authority and Vulnerable Individuals (e.g., coaches and athletes) may take place electronically (e.g., by texting) and that this type of communication is now considered to be commonplace, especially with older Vulnerable Individuals (e.g., teenagers). Persons in Authority are aware that such communication is subject to Softball Manitoba's Code of Conduct and Ethics and Social Media Policy.
 - f) When traveling with Vulnerable Participants, the Person in Authority will not transport Vulnerable Participants without another adult present and will not stay in the same overnight accommodation location without additional adult supervision.

MONITORING

22. Softball Manitoba will regularly monitor those Person in Authority who have access to, or interact with, Vulnerable Participants. The monitoring will be based on the level of risk, as described in the Screening Policy.
23. Monitoring may include, but is not limited to: regular status reports, logs, supervisor meetings, supervisor on-site check-ins, feedback provided directly to the organization (from peers and parents/athletes), and regular evaluations.

REPORTING ABUSE

24. Reports of abuse that are shared confidentially with a Person in Authority by a Vulnerable Participant may require the Person in Authority to report the incident to parents/guardians, Softball Manitoba or the police. Persons in Authority must respond to such reports in a non-judgemental, supportive and comforting manner but must also explain that the report may need to be escalated to the proper authority or to the Vulnerable Participant's parent/guardian.
25. Complaints or reports that describe an element of abuse will be addressed by the process(es) described in Softball Manitoba's Discipline and Complaints Policy.

2. APPEAL POLICY & PROCEDURE

Updated: October, 2023

- A. Any member of the association who is affected by a decision of the Board of Directors, of any committee of the Board of Directors, or of anybody or individual who has been Delegated authority to make decisions on behalf of the Board of Directors, shall have the right to appeal that decision, provided there are sufficient grounds for the appeals.
- B. An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds include Softball Manitoba:
 - i. Making a decision for which it did not have authority or jurisdiction as set out in the by-laws, general operating rules or division operating rules;
 - ii. Failing to follow procedures as laid out in the by-laws, general operating rules or division operating rules;
 - iii. Making a decision which was influenced by bias;
 - iv. Failing to consider relevant information or taking into account irrelevant information in making the decision;
 - v. Exercising its discretion for an improper purpose; And/or
 - vi. Making a decision that was unreasonable, having regard to the terms of reference or criteria upon which the decision was to be made.
 - vii. Failing to make its decision in accordance with criteria and/or principles established and approved by Softball Manitoba for the purpose of the decision in question.
- C. When dealing with minor age players, the coach/parent/legal guardian has the right to appeal on behalf of the minor player.
- D. The following procedures shall be followed when filing an appeal:
 - i. Any formal appeal must be made in writing to the Association office and shall be received within 7 days from the date on which they received notice of the decision.
 - ii. The written appeal shall contain all pertinent details;
 - iii. The appeal must be accompanied by a thousand-dollar (\$1,000.00) fee (cash or certified cheque).
- E. Within 7 days of receiving the notice of appeal, the president or their designate shall decide whether or not the appeal is based on one or more of the categories of possible errors by Softball Manitoba as set out in Section 2. The president or their designate shall not determine if the error has been made, only if the appeal is based on such an allegation of error by Softball Manitoba.

- F. If the appeal is denied on the basis of insufficient grounds, the appellant shall be notified of this decision in writing, giving reasons. This decision is at the discretion of the President and two neutral divisional Directors (Board Members not affiliated with the division regarding the plea) and may not be appealed.
- G. Any party wishing to initiate an appeal beyond the seven (7) day period must provide a written request stating reasons for an exemption to this requirement. The decision to allow, or not allow an appeal outside the seven (7) day period shall be at the sole discretion of the President or their designate.
- H. Once a formal appeal has been received, the Appeal Committee shall meet at the call of the Committee Chairman.
- I. The structure of the Appeal Committee shall be as follows:
 - i. A Chairman who is a member of the Advisory Board.
 - ii. Three (3) other Division Representatives, excluding the Division involved in the appeal who were not in attendance when the offence was dealt with.
 - iii. One member of the Appeal Committee must be a concerned citizen who is not a member of Softball Manitoba.
- J. Any member or the coach/parent/legal guardian of a minor player who is appealing will have the right to have witnesses on an individual basis appear before the Appeal Committee to give witness on his behalf.
- K. When the Appeal Committee has been called together, the following shall occur:
 - i. All parties concerned will be notified as to when and where the Appeal Committee will meet to discuss the appeal;
 - ii. All parties concerned with the appeal should be available at the specified time to provide information or answer questions;
 - iii. A written report shall be given to the President by the Appeal Committee Chairman immediately following the appeal meeting;
 - iv. Appeal or protest fees will be returned to the member appealing or protesting if the appeal or protest is upheld. If rejected, at anytime during the Appeal Process, Softball Manitoba will retain the fee.
- L. The decision of the Appeal Committee is final.

3. CONCUSSION POLICY

Updated: January, 2022 – Reformed Softball Canada Policy

Softball Manitoba has developed the Softball Manitoba Concussion Protocol to help guide the management of athletes who may have a suspected concussion as a result of participation in Softball Manitoba activities, which include, Softball Manitoba camps, games and Championships (hereinafter Softball Manitoba Activities).

PURPOSE

This protocol covers the recognition, medical diagnosis, and management of Softball Manitoba participants who may sustain a suspected concussion during a Softball Manitoba Activity. It aims to ensure that athletes with a suspected concussion receive timely and appropriate care and proper management to allow them to return back to their sport safely. This protocol may not address every possible clinical scenario that can occur during Softball Manitoba Activity but includes critical elements based on the latest evidence and current expert consensus.

WHO SHOULD USE THIS PROTOCOL?

This protocol is intended for use by all individuals who interact with athletes inside and outside the context of Softball Manitoba Activity, including athletes, parents, coaches, officials, trainers, and licensed healthcare professionals.

For a summary of the Softball Manitoba Concussion Protocol please refer to the Softball Manitoba Sport Concussion Pathway figure at the end of this document.

1. PRE-SEASON EDUCATION

Despite recent increased attention focusing on concussion there is a continued need to improve concussion education and awareness. Optimizing the prevention and management of concussion depends highly on annual education of all Softball Manitoba Stakeholders (athletes, parents, coaches, officials, trainers, licensed healthcare professionals) on current evidence-informed approaches that can prevent concussion and more serious forms of head injury and help identify and manage an athlete with a suspected concussion.

Concussion education should include information on:

- the definition of concussion,
 - possible mechanisms of injury (MOI),
 - common signs and symptoms,
 - steps that can be taken to prevent concussions and other injuries from occurring in sport,
 - what to do when an athlete has suffered a suspected concussion or more serious head injury,
 - what measures should be taken to ensure proper medical assessment,
 - Return-to-School and Return-to-Sport Strategies, and
 - Return to sport medical clearance requirements
- Who: Softball Manitoba Stakeholders
- How: Pre-season Concussion Education Sheet

All parents and athletes are encouraged to review the Pre-season Concussion Education Sheet with their coach prior to the first practice of the season (some associations, if this policy has been adopted by an association, may require athletes and parents to review and submit a signed copy). In addition to reviewing information on concussion, it is also important that all Softball Manitoba Stakeholders have a clear understanding of the Softball Manitoba Concussion Protocol. For example, this can be accomplished through pre-season in-person orientation sessions for Softball Manitoba Stakeholders.

2. HEAD INJURY RECOGNITION

Although the formal diagnosis of concussion should be made following a medical assessment, all Softball Manitoba Stakeholders are responsible for the recognition and reporting of athletes who may demonstrate visual signs of a head injury or who report concussion-related symptoms. This is particularly important because many sport and recreation venues will not have access to on-site licensed healthcare professionals.

A concussion should be suspected:

- in any athlete who sustains a significant impact to the head, face, neck, or body and demonstrates ANY of the visual signs of a suspected concussion or reports ANY symptoms of a suspected concussion as detailed in the Concussion Recognition Tool 5.
- if an athlete reports ANY concussion symptoms to one of their peers, parents, teachers, or coaches or if anyone witnesses an athlete exhibiting any of the visual signs of concussion.

In some cases, an athlete may demonstrate signs or symptoms of a more severe head or spine injury including convulsions, worsening headaches, vomiting or neck pain. If an athlete demonstrates any of the 'Red Flags' indicated by the Concussion Recognition Tool 5, a more severe head or spine injury should be suspected, and Emergency Medical Assessment should be pursued.

- Who: Softball Manitoba Stakeholders
- How: Concussion Recognition Tool 5

3. ONSITE MEDICAL ASSESSMENT

Depending on the suspected severity of the injury, an initial assessment may be completed by emergency medical professionals or by an on-site licensed healthcare professional where available. In cases where an athlete loses consciousness, or it is suspected an athlete might have a more severe head or spine injury, Emergency Medical Assessment by emergency medical professionals should take place (see 3a below). If a more severe injury is not suspected, the athlete should undergo Sideline Medical Assessment or Medical Assessment, depending on if there is a licensed healthcare professional present (see 3b below).

3A. EMERGENCY MEDICAL ASSESSMENT

If an athlete is suspected of sustaining a more severe head or spine injury during a game or practice, an ambulance should be called immediately to transfer the patient to the nearest emergency department for further Medical Assessment.

Softball Manitoba Stakeholders should not make any effort to remove equipment or move the athlete until an ambulance has arrived and the athlete should not be left alone until the ambulance arrives. After the emergency medical services staff has completed the Emergency Medical Assessment, the athlete should be transferred to the nearest hospital for Medical Assessment. In the case of youth (under 18 years of age), the athlete's parents should be contacted immediately to inform them of the athlete's injury. For athletes over 18 years of age, their emergency contact person should be contacted if one has been provided

- Who: Emergency medical professionals

3B. SIDELINE MEDICAL ASSESSMENT

If an athlete is suspected of sustaining a concussion and there is no concern for a more serious head or spine injury, the athlete should be immediately removed from the field of play.

Scenario 1: If a licensed healthcare professional is present

The athlete should be taken to a quiet area and undergo Sideline Medical Assessment using the Sport Concussion Assessment Tool 5 (SCAT5) or the Child SCAT5.

The SCAT5 and Child SCAT5 are clinical tools that should only be used by a licensed healthcare professional that has experience using these tools. It is important to note that the results of SCAT5 and Child SCAT5 testing can be normal in the setting of acute concussion. As such, these tools can be used by licensed healthcare professionals to document initial neurological status but should not be used to make sideline return-to-sport decisions in youth athletes. Any youth athlete who is suspected of having sustained a concussion must not return to the game or practice and must be referred for Medical Assessment.

If a youth athlete is removed from play following a significant impact and has undergone assessment by a licensed healthcare professional, but there are NO visual signs of a concussion and the athlete reports NO concussion symptoms then the athlete can return to play but should be monitored for delayed symptoms.

In the case of national team-affiliated athletes (age 18 years and older), an experienced certified athletic therapist, physiotherapist or medical doctor providing medical coverage for the sporting event may make the determination that a concussion has not occurred based on the results of the Sideline Medical Assessment. In these cases, the athlete may be returned to the practice or game without a Medical Clearance Letter but this should be clearly communicated to the coaching staff. Players that have been cleared to return to games or practices should be monitored for delayed symptoms. If the athlete develops any delayed symptoms the athlete should be removed from play and undergo medical assessment by a medical doctor or nurse practitioner.

Scenario 2: If there is no licensed healthcare professional present

The athlete should be referred immediately for medical assessment by a medical doctor or nurse practitioner, and the athlete must not return to play until receiving medical clearance.

- Who: Athletic therapists, physiotherapists, medical doctor
- How: Sport Concussion Assessment Tool 5 (SCAT5), Child Sport Concussion Assessment Tool 5 (Child SCAT5)

4. MEDICAL ASSESSMENT

In order to provide comprehensive evaluation of athletes with a suspected concussion, the medical assessment must rule out more serious forms of traumatic brain and spine injuries, must rule out medical and neurological conditions that can present with concussion-like symptoms, and must make the diagnosis of concussion based on findings of the clinical history and physical examination and the evidence-based use of adjunctive tests as indicated (i.e CT scan). In addition to nurse practitioners, medical doctors[1] that are qualified to evaluate patients with a suspected concussion include: pediatricians; family medicine, sports medicine, emergency department, internal medicine, and rehabilitation (physiatrists) physicians; neurologists; and neurosurgeons.

In geographic regions of Manitoba with limited access to medical doctors (i.e. rural or northern communities), a licensed healthcare professional (i.e. nurse) with pre-arranged access to a medical doctor or nurse practitioner can facilitate this role. The medical assessment is responsible for determining whether the athlete has been diagnosed with a concussion or not. Athletes with a diagnosed concussion should be provided with a Medical Assessment Letter indicating a concussion has been diagnosed. Athletes that are determined to have not sustained a concussion must be provided with a Medical Assessment Letter indicating a concussion has not been diagnosed and the athlete can return to school, work and sports activities without restriction.

- Who: Medical doctor, nurse practitioner, nurse
- How: Medical Assessment Letter

[1] Medical doctors and nurse practitioners are the only healthcare professionals in Manitoba with licensed training and expertise to meet these needs; therefore all athletes with a suspected concussion should undergo evaluation by one of these professionals.

5. CONCUSSION MANAGEMENT

When an athlete has been diagnosed with a concussion, it is important that the athlete's parent/legal guardian is informed. All athletes diagnosed with a concussion must be provided with a standardized Medical Assessment Letter that notifies the athlete and their parents/legal guardians/spouse that they have been diagnosed with a concussion. and may not return to any activities with a risk of concussion until medically cleared to do so by a medical doctor or nurse practitioner.

Because the Medical Assessment Letter contains personal health information, it is the responsibility of the athlete or their parent/legal guardian to provide this documentation to the athlete’s coaches, teachers, or employers. It is also important for the athlete to provide this information to sport organization officials that are responsible for injury reporting and concussion surveillance where applicable.

Athletes diagnosed with a concussion should be provided with education about the signs and symptoms of a concussion, strategies about how to manage their symptoms, the risks of returning to sport without medical clearance and recommendations regarding a gradual return to school and sport activities. Athletes diagnosed with a concussion are to be managed according to their Return-to-School and Sport-Specific Return-to-Sport Strategy under the supervision of a medical doctor or nurse practitioner. When available, athletes should be encouraged to work with the team athletic therapist or physiotherapist to optimize progression through their Sport-Specific Return-to-Sport Strategy. Once the athlete has completed their Return-to-School and Sport-Specific Return-to-Sport Strategy and are deemed to be clinically recovered from their concussion, the medical doctor or nurse practitioner can consider the athlete for a return to full sports activities and issue a Medical Clearance Letter.

The stepwise progressions for Return-to-School and Return-to-Sport Strategies are outlined below. As indicated in stage 1 of the Return-to-Sport Strategy, reintroduction of daily, school, and work activities using the Return-to-School Strategy must precede return to sport participation.

RETURN-TO-SCHOOL STRATEGY

The following is an outline of the Return-to-School Strategy that should be used to help student-athletes, parents, and teachers to collaborate in allowing the athlete to make a gradual return to school activities. Depending on the severity and type of the symptoms present student-athletes will progress through the following stages at different rates. If the student-athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage. Athletes should also be encouraged to ask their school if they have a school-specific Return-to-Learn Program in place to help student-athletes make a gradual return to school.

| Stage | Aim | Activity | Goal of each step |
|-------|--|--|---|
| 1 | Daily activities at home that do not give the student-athlete symptoms | Typical activities during the day as long as they do not increase symptoms (i.e. reading, texting, screen time). Start at 5-15 minutes at a time and gradually build up. | Gradual return to typical activities |
| 2 | School activities | Homework, reading or other cognitive activities outside of the classroom. | Increase tolerance to cognitive work |
| 3 | Return to school part-time | Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day. | Increase academic activities |
| 4 | Return to school full-time | Gradually progress | Return to full academic activities and catch up on missed school work |

SOFTBALL-SPECIFIC RETURN-TO-SPORT STRATEGY

The following is an outline of the Return-to-Sport Strategy that should be used to help athletes, coaches, trainers, and medical professionals to partner in allowing the athlete to make a gradual return to sport activities. An initial period of 24-48 hours of rest is recommended before starting the Softball-Specific Return-to-Sport Strategy. If the athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage. It is important that youth and adult student-athletes return to full-time school activities before progressing to stage 5 and 6 of the Softball-Specific Return-to-Sport Strategy.

It is also important that all athletes provide their coach with a Medical Clearance Letter prior to returning to full contact sport activities.

| Stage | Aim | Activity | Goal of each step |
|-------|-----------------------------|---|---|
| 1 | Symptom-limiting activity | Daily activities that do not provoke symptoms | Gradual re-introduction of work/school activities |
| 2 | Light aerobic activity | Walking or stationary cycling at slow to medium pace. No resistance training | Increase heart rate |
| 3 | Sport-specific exercise | Low to moderate intensity individual running, throwing and outfield catching. No in-field, catching or pitcher position practice | Add movement |
| 4 | Non-contact training drills | High intensity running (including non-contact base running), throwing, out-field and in-field catching. Non-contact individual and team drills. Batting cage or taking pitches from a coach. May start progressive resistance training. Individual catcher and pitching position practice | Exercise, coordination and increased thinking |
| 5 | Full contact practice | Following medical clearance High intensity full contact practice and scrimmage | Restore confidence and assess functional skills by coaching staff |
| 6 | Return to sport | Normal game play | |

- Who: Medical doctor, nurse practitioner and team athletic therapist or physiotherapist (where available)
- How: Return-to-Learn Strategy, Sport-Specific Return-to Sport Strategy, Medical Assessment Letter

6. MULTIDISCIPLINARY CONCUSSION CARE

Most athletes who sustain a concussion while participating in sport will make a complete recovery and be able to return to full school and sport activities within 1-4 weeks of injury. However, approximately 15-30% of individuals will experience symptoms that persist beyond this time frame. If available, individuals who experience persistent post-concussion symptoms (>4 weeks for youth athletes, >2 weeks for adult athletes) may benefit from referral to a medically supervised multidisciplinary concussion clinic that has access to professionals with licensed training in traumatic brain injury that may include experts in sport medicine, neuropsychology, physiotherapy, occupational therapy, neurology, neurosurgery, and rehabilitation medicine.

Referral to a multidisciplinary clinic for assessment should be made on an individualized basis at the discretion of an athlete's medical doctor or nurse practitioner. If access to a multidisciplinary concussion clinic is not available, a referral to a medical doctor with clinical training and experience in concussion (e.g. a sport medicine physician, neurologist, or rehabilitation medicine physician) should be considered for the purposes of developing an individualized treatment plan. Depending on the clinical presentation of the individual, this treatment plan may involve a variety of health care professionals with areas of expertise that address the specific needs of the athlete based on the assessment findings.

- Who: Multidisciplinary medical team, medical doctor with clinical training and experience in concussion (e.g. a sports medicine physician, neurologist, or rehabilitation medicine physician), licensed healthcare professionals

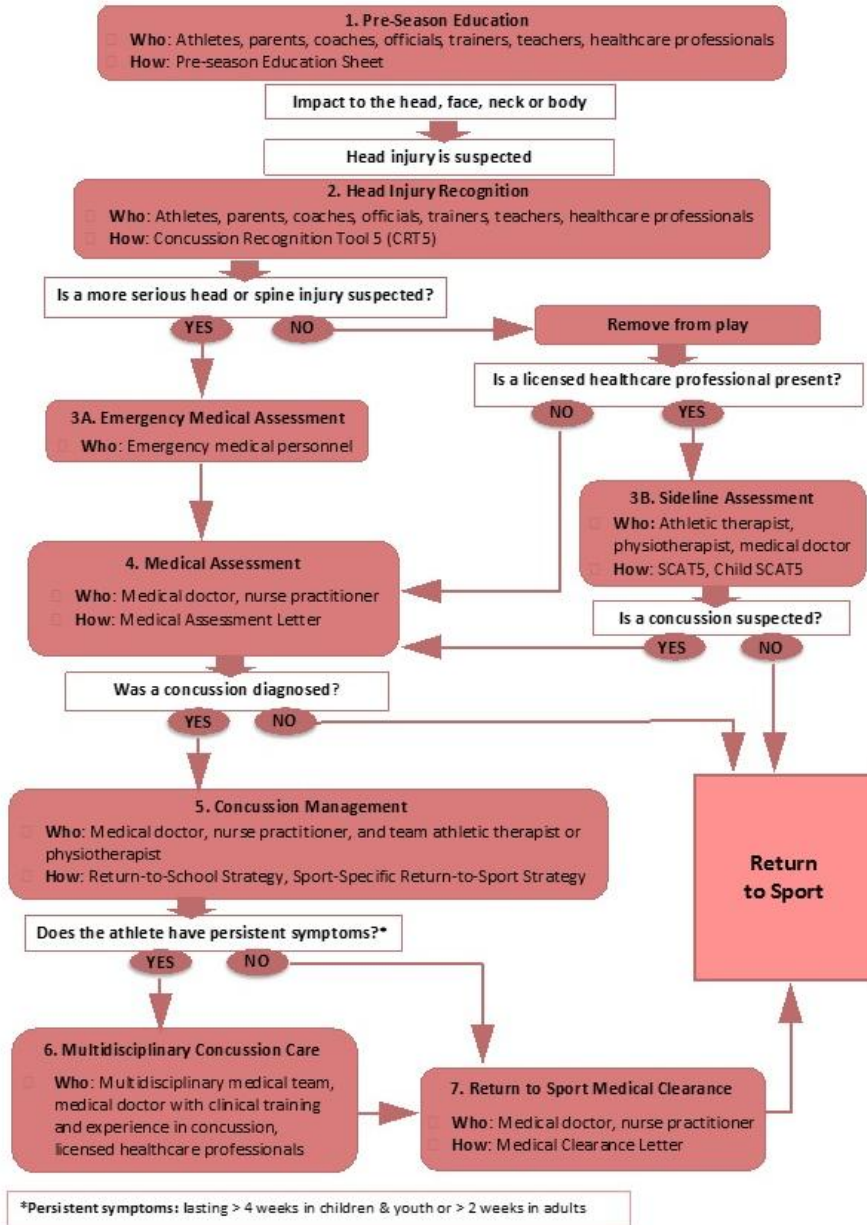
7. RETURN TO SPORT

Athletes who have been determined to have not sustained a concussion and those that have been diagnosed with a concussion and have successfully completed their Return-to-School and Softball-Specific Return-to-Sport Strategy can be considered for return to full sports activities. The final decision to medically clear an athlete to return to full game activity should be based on the clinical judgment of the medical doctor or nurse practitioner considering the athlete's past medical history, clinical history, physical examination findings and the results of other tests and clinical consultations where indicated (i.e. neuropsychological testing, diagnostic imaging). Prior to returning to full contact practice and game play, each athlete that has been diagnosed with a concussion must provide their coach with a standardized Medical Clearance Letter that specifies that a medical doctor or nurse practitioner has personally evaluated the patient and has cleared the athlete to return to sports. In geographic regions of Manitoba with limited access to medical doctors (i.e. rural or northern communities), a licensed healthcare professional (such as a nurse) with pre-arranged access to a medical doctor or nurse practitioner can provide this documentation. A copy of the Medical Clearance Letter should also be submitted to sports organization officials that have injury reporting and surveillance programs where applicable.

Athletes who have been provided with a Medical Clearance Letter may return to full sport activities as tolerated. If the athlete experiences any new concussion-like symptoms while returning to play, they should be instructed to stop playing immediately, notify their parents, coaches, trainer or teachers, and undergo follow-up Medical Assessment. In the event that the athlete sustains a new suspected concussion, the Softball Manitoba Concussion Protocol should be followed as outlined here.

- Who: Medical doctor, nurse practitioner
- Document: Medical Clearance Letter

APPENDIX A - SOFTBALL CANADA CONCUSSION PATHWAY



APPENDIX B - PRE-SEASON CONCUSSION EDUCATION SHEET FROM SOFTBALL CANADA

WHAT IS A CONCUSSION?

A concussion is a brain injury that can't be seen on x-rays, CT or MRI scans. It affects the way an athlete thinks and can cause a variety of symptoms.

WHAT CAUSES A CONCUSSION?

Any blow to the head, face or neck, or somewhere else on the body that causes a sudden jarring of the head may cause a concussion. Examples include getting body-checked in hockey or hitting one's head on the floor in gym class.

WHEN SHOULD I SUSPECT A CONCUSSION?

A concussion should be suspected in any athlete who sustains a significant impact to the head, face, neck, or body and reports *ANY* symptoms or demonstrates *ANY* visual signs of a concussion. A concussion should also be suspected if an athlete reports *ANY* concussion symptoms to one of their peers, parents, teachers, or coaches or if anyone witnesses an athlete exhibiting *ANY* of the visual signs of concussion. Some athletes will develop symptoms immediately while others will develop delayed symptoms (beginning 24-48 hours after the injury).

WHAT ARE THE SYMPTOMS OF A CONCUSSION?

A person does not need to be knocked out (lose consciousness) to have had a concussion. Common symptoms include:

- | | |
|-------------------------------------|---------------------------------------|
| • Headaches or head pressure | • Easily upset or angered |
| • Dizziness | • Sadness |
| • Nausea and vomiting | • Nervousness or anxiety |
| • Blurred or fuzzy vision | • Feeling more emotional |
| • Sensitivity to light or sound | • Sleeping more or sleeping less |
| • Balance problems | • Having a hard time falling asleep |
| • Feeling tired or having no energy | • Difficulty working on a computer |
| • Not thinking clearly | • Difficulty reading |
| • Feeling slowed down | • Difficulty learning new information |

WHAT ARE THE VISUAL SIGNS OF A CONCUSSION?

Visual signs of a concussion may include:

- | | |
|--|---|
| • Lying motionless on the playing surface | • Blank or vacant stare |
| • Slow to get up after a direct or indirect hit to the head | • Balance, gait difficulties, motor incoordination, stumbling, slow labored movements |
| • Disorientation or confusion or inability to respond appropriately to questions | • Facial injury after head trauma |
| | • Clutching head |

WHAT SHOULD I DO IF I SUSPECT A CONCUSSION?

If any athlete is suspected of sustaining a concussion during sports they should be immediately removed from play. Any athlete who is suspected of having sustained a concussion during sports must not be allowed to return to the same game or practice.

It is important that ALL athletes with a suspected concussion undergo medical assessment by a medical doctor or nurse practitioner, as soon as possible. It is also important that ALL athletes with a suspected concussion receive written medical clearance from a medical doctor or nurse practitioner before returning to sport activities.

WHEN CAN THE ATHLETE RETURN TO SCHOOL AND SPORTS?

It is important that all athletes diagnosed with a concussion follow a step-wise return to school and sports-related activities that includes the following Return-to-School and Return-to-Sport Strategies. It is important that youth and adult student-athletes return to full-time school activities before progressing to stage 5 and 6 of the Return-to-Sport Strategy.

Return-to-School Strategy¹

| Stage | Aim | Activity | Goal of each step |
|-------|--|--|---|
| 1 | Daily activities at home that do not give the student-athlete symptoms | Typical activities during the day as long as they do not increase symptoms (i.e. reading, texting, screen time). Start at 5-15 minutes at a time and gradually build up. | Gradual return to typical activities. |
| 2 | School activities | Homework, reading or other cognitive activities outside of the classroom. | Increase tolerance to cognitive work. |
| 3 | Return to school part-time | Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day. | Increase academic activities. |
| 4 | Return to school full-time | Gradually progress. | Return to full academic activities and catch up on missed schoolwork. |

Sport-Specific Return-to-Sport Strategy

| Stage | Aim | Activity | Goal of each step |
|-------|-----------------------------|---|--|
| 1 | Symptom-limiting activity | Daily activities that do not provoke symptoms. | Gradual re-introduction of work/school activities |
| 2 | Light aerobic activity | Walking or stationary cycling at slow to medium pace. No resistance training | Increase heart rate |
| 3 | Sport-specific exercise | Low to moderate intensity individual running, throwing and outfield catching. No in-field, catching or pitcher position practice | Add movement |
| 4 | Non-contact training drills | High intensity running (including non-contact base running), throwing, out-field and in-field catching. Non-contact individual and team drills. Batting cage or taking pitches from a coach. May start progressive resistance training. Individual catcher and pitching position practice | Exercise, coordination and increased thinking |
| 5 | Full contact practice | Following medical clearance High intensity full contact practice and scrimmage | Restore confidence and assess functional skills by coaching staff |
| 6 | Return to sport | Normal game play | |

HOW LONG WILL IT TAKE FOR THE ATHLETE TO RECOVER?

Most athletes who sustain a concussion will make a complete recovery within 1-2 weeks while most youth athletes will recover within 1-4 weeks. Approximately 15-30% of patients will experience persistent symptoms (>2 weeks for adults; >4 weeks for youth) that may require additional medical assessment and management.

HOW CAN I HELP PREVENT CONCUSSIONS AND THEIR CONSEQUENCES?

Concussion prevention, recognition and management require athletes to follow the rules and regulations of their sport, respect their opponents, avoid head contact, and report suspected concussions.

TO LEARN MORE ABOUT CONCUSSIONS PLEASE VISIT:

Parachute Canada: www.parachutecanada.org/concussion

SIGNATURES (OPTIONAL): The following signatures certify that the athlete and his/her parent or legal guardian have reviewed the above information related to concussion.

Printed name of athlete

Signature of athlete

Date

Printed name of parent

Signature of parent

Date

4. CODE OF CONDUCT & ETHICS

Updated: January, 2025

“Organization” refers to: Softball Manitoba

Definitions

1. The following terms have these meanings in this Code:
 - A. “Individuals” – Individuals employed by, or engaged in activities with, the Organization including, but not limited to, athletes, coaches, convenors, referees, officials, volunteers, managers, administrators, committee members, and Directors and Officers of the Organization
 - B. “Workplace” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the Organization’s office, work-related social functions, work assignments outside the Organization’s offices, work-related travel, and work-related conferences or training sessions

Purpose

2. The purpose of this Code is to ensure a safe and positive environment (within the Organization’s programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the Organization’s core values.
The Organization supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

Application of this Code

3. This Code applies to Individuals’ conduct during the Organization’s business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with the Organization’s activities, the Organization’s office environment, and any meetings.
4. An Individual who violates this Code may be subject to sanctions pursuant to the Organization’s Discipline and Complaints Policy. In addition to facing possible sanction pursuant to the Organization’s Discipline and Complaints Policy, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline associated with the particular competition.
5. An employee of the Organization found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third party during business hours, or at any Organization event, will be subject to appropriate disciplinary action subject to the terms of the employee’s Employment Agreement (if applicable).
6. This Code also applies to Individuals’ conduct outside of the Organization’s business, activities, and events when such conduct adversely affects relationships within the Organization (and its work and sport environment) and is detrimental to the image and reputation of the Organization. Such applicability will be determined by the Organization at its sole discretion.

Responsibilities

7. Individuals have a responsibility to:
 - A. Maintain and enhance the dignity and self-esteem of the Organization members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct

- iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
 - v. Consistently treating individuals fairly and reasonably
 - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- B. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
- i. Written or verbal abuse, threats, or outbursts
 - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts
 - iii. Leering or other suggestive or obscene gestures
 - iv. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
 - v. Practical jokes which endanger a person's safety, or negatively affect performance
 - vi. Any form of hazing where hazing is defined as "Any potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking athlete by a more senior teammate, which does not contribute to either athlete's positive development, but is required to be accepted as part of a team, regardless of the junior-ranking athlete's willingness to participate.
This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate based on class, number of years on the team, or athletic ability."
 - vii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
 - viii. Unwelcome sexual flirtations, advances, requests, or invitations
 - ix. Physical or sexual assault
 - x. Behaviours such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
 - xi. Retaliation or threats of retaliation against an individual who reports harassment to the Organization
- C. Refrain from any behaviour that constitutes workplace harassment, where workplace harassment is defined as vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan, or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment include, but are not limited to:
- i. Bullying
 - ii. Repeated offensive or intimidating phone calls or emails
 - iii. Inappropriate sexual touching, advances, suggestions or requests
 - iv. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
 - v. Psychological abuse
 - vi. Personal harassment
 - vii. Discrimination
 - viii. Intimidating words or conduct (offensive jokes or innuendos)
 - ix. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- D. Refrain from any behaviour that constitutes workplace violence, where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force

- against the worker, in a workplace, that could cause physical injury to the worker. Types of behaviour that constitute workplace harassment include, but are not limited to:
- i. Verbal threats to attack a worker
 - ii. Sending to or leaving threatening notes or emails for a worker
 - iii. Making threatening physical gestures to a worker
 - iv. Wielding a weapon in a workplace
 - v. Hitting, pinching or unwanted touching of a worker which is not accidental
 - vi. Throwing an object at a worker
 - vii. Blocking normal movement or physical interference of a worker, with or without the use of equipment
 - viii. Sexual violence against a worker
 - ix. Any attempt to engage in the type of conduct outlined above
- E. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
 - ii. Display of sexually offensive material
 - iii. Sexually degrading words used to describe a person
 - iv. Inquiries or comments about a person's sex life
 - v. Unwelcome sexual flirtations, advances, or propositions
 - vi. Persistent unwanted contact
- F. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Organization adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Organization's Discipline and Complaints Policy. the Organization will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Organization or any other sport organization
- G. Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- H. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- I. Refrain from consuming tobacco products, or recreational drugs while participating in the Organization's programs, activities, competitions, or events
- J. In the case of adults, avoid consuming alcohol in competitions and situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Organization's events
- K. Respect the property of others and not willfully cause damage
- L. Promote the sport in the most constructive and positive manner possible
- M. When driving a vehicle with an Individual:
- i. Not have his or her license suspended;
 - ii. Not be under the influence of alcohol or illegal drugs or substances; and
 - iii. Have valid car insurance
- N. Adhere to all federal, provincial, municipal and host country laws
- O. Refrain from engaging in deliberate cheating which is intended to manipulate the outcome of a competition and/or not offer or receive any bribe which is intended to manipulate the outcome of a competition

- P. Comply, at all times, with the Organization's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

Directors, Committee Members, and Staff

- 8. In addition to section 7 (above), the Organization's Directors, Committee Members, and Staff will have additional responsibilities to:
 - A. Function primarily as a Director or Committee Member of the Organization; not as a member of any other particular member or constituency
 - B. Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Organization's business and the maintenance of Individuals' confidence
 - C. Ensure that the Organization's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
 - D. Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Organization
 - E. Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
 - F. Behave with decorum appropriate to both circumstance and position
 - G. Keep informed about the Organization's activities, the provincial sport community, and general trends in the sectors in which they operate
 - H. Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Organization is incorporated
 - I. Respect the confidentiality appropriate to issues of a sensitive nature
 - J. Respect the decisions of the majority and resign if unable to do so
 - K. Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
 - L. Have a thorough knowledge and understanding of all the Organization governance documents
 - M. Conform to the bylaws and policies approved by the Organization

Coaches

- 9. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
 - A. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
 - B. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
 - C. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
 - D. Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
 - E. Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
 - F. Act in the best interest of the athlete's development as a whole person
 - G. Comply with the Organization's Screening Policy, if applicable
 - H. Report to the Organization any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
 - I. Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco

- J. Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
- K. Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
- L. Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights
- M. Dress professionally, neatly, and inoffensively
- N. Use inoffensive language, taking into account the audience being addressed

Athletes

- 10. In addition to section 7 (above), athletes will have additional responsibilities to:
 - A. Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program
 - B. Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
 - C. Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
 - D. Adhere to the Organization's rules and requirements regarding clothing and equipment
 - E. Never ridicule a participant for a poor performance or practice
 - F. Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
 - G. Dress to represent the sport and themselves well and with professionalism
 - H. Act in accordance with the Organization's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

Officials

- 11. In addition to section 7 (above), officials will have additional responsibilities to:
 - A. Maintain and update their knowledge of the rules and rules changes
 - B. Work within the boundaries of their position's description while supporting the work of other officials
 - C. Act as an ambassador of the Organization by agreeing to enforce and abide by national and provincial rules and regulations
 - D. Take ownership of actions and decisions made while officiating
 - E. Respect the rights, dignity, and worth of all individuals
 - F. Not publicly criticize other officials or any club or association
 - G. Assist with the development of less-experienced referees and minor officials
 - H. Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of the Organization, athletes, coaches, other officials, and parents
 - I. Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
 - J. Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
 - K. Honour all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
 - L. When writing reports, set out the true facts and not attempt to justify any decisions
 - M. Dress in proper attire for officiating

Parents/Guardians and Spectators

12. In addition to paragraph 7 above, Parents/Guardians and Spectators at events will:
 - A. Encourage athletes to compete within the rules and to resolve conflicts without resorting to hostility or violence
 - B. Condemn the use of violence in any form
 - C. Never ridicule a participant for making a mistake during a performance or practice
 - D. Provide positive comments that motivate and encourage participants' continued effort
 - E. Respect the decisions and judgments of officials, and encourage athletes to do the same
 - F. Support all efforts to remove verbal and physical abuse, coercion, intimidation, and sarcasm
 - G. Respect and show appreciation to all competitors, and to the coaches, officials and other volunteers
 - H. Not harass competitors, coaches, officials, parents/guardians, or other spectators

Review and Approval

13. This policy will be reviewed as needed by Softball Manitoba's Board of Directors.
14. This Policy was approved by the Organization's Board of Directors on January 29, 2025.

5. CONFLICT OF INTEREST POLICY

Updated: January, 2025

Definitions

1. The following terms have these meanings in this Policy:
 - A. "Conflict of Interest" – A situation where an individual, or the organization they represent, has a real, potential or perceived direct or indirect interest competing with Softball Manitoba's interests, resulting in a real or seeming incompatibility between one's private interests and one's fiduciary duties to Softball Manitoba.
 - B. "Member" - All categories of membership defined in the Softball Manitoba Bylaws, as well as to all individuals engaged in activities with or employed by Softball Manitoba, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel).
 - C. "Non-Pecuniary Interest" – An interest that an individual may have in a matter which may involve family relationships, friendships, volunteer positions or other interests that do not involve the potential for financial gain or loss.
 - D. "Pecuniary Interest" - An interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated.
 - E. "Perceived Conflict of Interest" – A perception by an informed person that a conflict of interest exists or may exist.
 - F. "Person" – Any Member, family member, friend, customer, client, sponsor, colleague, legal person or organization.

Purpose and Application

2. The purpose of this Policy is to describe how Members will conduct themselves in matters relating to real or perceived conflicts of interests, and to clarify how Softball Manitoba will make decisions in situations where conflicts of interest may exist.
3. This Policy applies to all Members as defined in the Definitions section.

Obligations

4. Members will fulfill the requirements of this policy. Members will not:

- A. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with Softball Manitoba;
- B. Knowingly place themselves in a position where they are under obligation to any Person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
- C. In the performance of their official duties, accord preferential treatment to any Person in which Members have an interest, financial or otherwise;
- D. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Softball Manitoba, where such information is confidential or is not generally available to the public;
- E. Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of Softball Manitoba, or in which they have an advantage or appear to have an advantage on the basis of their association with Softball Manitoba;
- F. Use Softball Manitoba property, equipment, supplies or services for activities not associated with the performance of official duties with Softball Manitoba without the permission of Softball Manitoba;
- G. Place themselves in positions where they could, by virtue of being a Softball Manitoba Member, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- H. Accept any gift or favor that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Softball Manitoba Member.

Disclosure of Conflict Of Interest

- 5. At any time that a Softball Manitoba Member becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Executive Director (and if the Executive Director is in a conflict, to the President) immediately.

Reporting a Conflict Of Interest

- 6. Any Member who is of the view that another Member may be in a position of conflict of interest shall report this matter to the Executive Director (and if the Executive Director is in a conflict, to the President). Such a complaint must be signed and in writing. Anonymous complaints may be accepted upon the sole discretion of Executive Director (and if the Executive Director is in a conflict, to the President).

Resolving Complaints of a Real or Perceived Conflict Of Interest

- 7. Upon receipt of a complaint, the Executive Director, or if the Executive Director is in a conflict, the President will consult with the Board of Directors who will determine whether or not a conflict of interest exists provided the alleged Member has been given notice of and the opportunity to submit evidence and to be heard at such meeting.
- 8. After hearing the matter, the Board of Directors will determine whether a real or perceived conflict of interest exists and if so what appropriate actions will be imposed.
- 9. Where the Member accused of being in a real or perceived conflict of interest acknowledges the facts, he or she may waive the meeting, in which case the Board of Directors will determine the appropriate actions.
- 10. If the Softball Manitoba Member accused of being in a real or perceived conflict of interest chooses not to participate in the meeting, the meeting will proceed in any event.
- 11. The Board of Directors may apply the following actions singly or in combination for real or perceived conflicts of interest:
 - A. Removal or temporary suspension of certain responsibilities or decision making authority;
 - B. Removal or temporary suspension from a designated position;
 - C. Removal or temporary suspension from certain Softball Manitoba teams, events and/or activities;
 - D. Expulsion from Softball Manitoba;
 - E. Other actions as may be considered appropriate for the real or perceived conflict of interest.

12. Failure to comply with an action as determined by the Board of Directors will result in automatic suspension of membership in Softball Manitoba until such time as compliance occurs.
13. The Board of Directors may determine that an alleged real or perceived conflict of interest is of such seriousness as to warrant suspension of designated activities pending a meeting and a decision of the Board of Directors.

Resolving Conflicts in Decision-Making

14. Decisions or transactions that involve a real or perceived conflict of interest that have been disclosed by a Softball Manitoba Member may be considered and decided upon by Softball Manitoba Board of Directors provided that:
 - A. The nature and extent of Member’s interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
 - B. The Member does not participate in discussion on the matter giving rise to the conflict of interest;
 - C. The Member abstains from voting on the proposed decision or transaction;
 - D. The Member is not included in the determination of quorum for the proposed decision or transaction; and
 - E. The decision or transaction is in the best interests of Softball Manitoba.

Softball Manitoba Decision-Makers

15. Members wishing to obtain a position as a decision-maker (Director or Committee Member,) within Softball Manitoba must declare their professional interests and any potential conflict of interests prior to being declared eligible by the Board of Directors for a position as a decision-maker within Softball Manitoba.
16. In the event that a Softball Manitoba Member neglects to disclose a professional interest or any potential conflicts of interest, this Policy will apply.

Decision Final and Binding

17. Any decision of the Board of Directors in accordance with this Policy may be appealed in accordance with the Softball Manitoba’s Appeal Policy.

Declaration Regarding Conflict Of Interest

I have read the Softball Manitoba Conflict of Interest Policy, I agree to be bound by the obligations contained therein, and I commit to avoid any real or perceived conflict of interest. I also commit to disclosing the existence of any real or perceived conflict of interest to the Board of Directors, as soon as it is known to me.

I declare the following interests which may represent a potential conflicting interest:

I also pledge to inform Softball Manitoba and the Board of Directors of any other member of Softball Manitoba who I feel is in a position of any real, perceived or potential conflict of interest.

Name

Signature

Date

6. DISCIPLINE AND COMPLAINTS POLICY

Updated: January, 2025 - Reformed Softball Canada Policy

* Indicates a section that has been adapted from the UCCMS

PURPOSE

1. Participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with Softball Manitoba's policies, By-laws, rules and regulations, and Code of Conduct and Ethics. Non-compliance may result in sanctions pursuant to this Policy.

PRINCIPLES

2. *The following principles guide the findings and determinations under this Policy:
 - a) Any form of Maltreatment violates the integrity of Participants and undermines the values of Canadian sport.
 - b) Sanctions imposed will reflect the seriousness of the Maltreatment and the harm to those affected and the values of Canadian sport.

APPLICATION OF THIS POLICY

3. This Policy applies to all Participants.
4. This Policy applies to matters that may arise during Softball Manitoba's business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with Softball Manitoba's activities, and any meetings.
5. This Policy also applies to Participants' conduct outside of Softball Manitoba's business, activities, and events when such conduct adversely affects relationships within Softball Manitoba (and its work and sport environment), is detrimental to the image and reputation of Softball Manitoba, or upon the acceptance of Softball Manitoba. Applicability or acceptance will be determined by Softball Manitoba at its sole discretion.
6. *This Policy applies to alleged breaches of the Code of Conduct and Ethics by Participants who have retired from the sport where any claim regarding a potential breach of the Code of Conduct and Ethics occurred when the Participant was active in the sport. In addition, this Policy will apply to breaches of the Code of Conduct and Ethics that occurred when the Participants involved interacted due to their mutual involvement in the sport or, if the breach occurred outside of the sport environment, if the breach has a serious and detrimental impact on the Participant(s).
7. This Policy does not prevent immediate discipline or sanction from being applied as reasonably required. Further discipline may be applied according to this Policy. Any infractions or complaints occurring within competition will be dealt with by the procedures specific to the competition, if applicable. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only.
8. An employee of Softball Manitoba who is a Respondent will be subject to appropriate disciplinary action in accordance with any of Softball Manitoba's applicable policies, as well as the employee's Employment Agreement, if applicable. Violations may result in a warning, reprimand, restrictions, suspension, or other disciplinary actions up to and including termination of employment.

ALIGNMENT

9. Softball Manitoba recognizes that Participants may also be registered with Provincial/Territorial Organizations and/or Local Associations. Softball Manitoba requires that Provincial/Territorial Organizations submit discipline decisions rendered at the Provincial/Territorial level involving Participants to Softball Manitoba.

ADULT REPRESENTATIVE

10. Complaints may be brought for or against a Participant who is a Minor. Minors must have a parent/guardian or other adult serve as their representative during this process.

11. Communication from the Discipline Chair or Case Manager, as applicable, must be directed to the minor's representative.
12. A Minor is not required to attend an oral hearing, if held.

REPORTING A COMPLAINT

13. Any person may report a complaint to Softball Manitoba or to Softball Manitoba's Case Manager (when identified). If a Case Manager has not been previously identified, Softball Manitoba will appoint an independent Case Manager and direct that person to receive the complaint.
14. Softball Manitoba may, in its sole discretion, act as the Complainant and initiate the complaint process under the terms of this Policy. In such cases, Softball Manitoba will identify an individual representative of the organization.

CASE MANAGER RESPONSIBILITIES

15. Upon receipt of a complaint, the Case Manager has a responsibility to:
 - a. Determine the appropriate jurisdiction to manage the complaint and consider the following:
 - i. Whether the complaint should be handled by the appropriate Provincial/Territorial Organization or by Softball Manitoba. In making this decision, the Case Manager will consider:
 1. whether the incident has occurred within the business, activities or events of the Provincial/Territorial Organization or Softball Manitoba. If the incident has occurred outside of the business, activities or events of any of these organizations, the Case Manager will determine which organization's relationships are adversely affected or which organization's image or reputation will be detrimentally affected by the incident; and
 2. if the Provincial/Territorial Organization is otherwise unable to manage the complaint for valid and justifiable reasons, such as a conflict of interest or due to a lack of capacity
 - ii. If the Case Manager determines that the complaint or incident should be handled by the appropriate Provincial/Territorial Organization, that Provincial/Territorial Organization may use its own policies to resolve the dispute or may adopt this Policy. In such instance, any reference to Case Manager below shall be understood as a reference to the Provincial/Territorial Organization's Case Manager and references to Softball Manitoba shall be understood to be references to the Provincial/Territorial Organization
 - b. Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy and, if so, the complaint will be dismissed immediately and the Case Manager's decision to dismiss the complaint may not be appealed;
 - c. Propose the use of alternative dispute resolution techniques;
 - d. Determine if the alleged incident should be investigated pursuant to the Investigations Policy; and/or
 - e. Choose which process (Process #1 or Process #2) should be followed, and may use the following examples as a general guideline:
 - a) Process #1 - the Complaint alleges the following incidents:
 - i. Disrespectful, abusive, racist, or sexist comments or behaviour
 - ii. Disrespectful conduct
 - iii. Minor incidents of violence (e.g., tripping, pushing, elbowing)
 - iv. Conduct contrary to the values of Softball Manitoba
 - v. Non-compliance with Softball Manitoba's policies, procedures, rules, or regulations
 - vi. Minor violations of the Code of Conduct and Ethics

- b) Process #2 - the Complaint alleges the following incidents:
 - i. Repeated minor incidents
 - ii. Any incident of hazing
 - iii. Behaviour that constitutes harassment, sexual harassment, or sexual misconduct
 - iv. Major incidents of violence (e.g., fighting, attacking, sucker punching)
 - v. Pranks, jokes, or other activities that endanger the safety of others
 - vi. Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition
 - vii. Conduct that intentionally damages Softball Manitoba's image, credibility, or reputation
 - viii. Consistent disregard for Softball Manitoba's bylaws, policies, rules, and regulations
 - ix. Major or repeated violations of the Code of Conduct and Ethics
 - x. Intentionally damaging Softball Manitoba's property or improperly handling Softball Manitoba's monies
 - xi. Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics
 - xii. A conviction for any Criminal Code offense
 - xiii. Any possession or use of banned performance enhancing drugs or methods

Process #1: Handled by Discipline Chair

- 16. The Discipline Chair will be a Director of the Board, or an individual appointed by the President of Softball Manitoba to handle the duties of the Discipline Chair. The President may choose to appoint three (3) individuals to serve as Discipline Chair and, in this case, decisions of the Discipline Chair will be by majority vote.
- 17. The Discipline Chair appointed to handle a complaint or incident must be unbiased and not in a conflict of interest situation

SANCTIONS

- 18. Following the determination that the complaint or incident should be handled under Process #1, the Discipline Chair will review the submissions and may:
 - a. Recommend mediation;
 - b. Make a decision;
 - c. Ask the Complainant and the Respondent for either written or oral submissions regarding the complaint or incident; or Convene the parties to a meeting, either in person or by way of video or teleconference in order to ask the parties questions
- 19. Thereafter, the Discipline Chair shall determine if a breach occurred and, if so, if one or more sanctions should be applied (see: Sanctions).
- 20. The Discipline Chair will inform the Parties of the decision, which will take effect immediately.
- 21. Records of all sanctions will be maintained by Softball Manitoba.

Request for Reconsideration

- 22. The sanction may not be appealed until the completion of a request for reconsideration. However, the Respondent may contest the sanction by submitting a Request for Reconsideration within four (4) days of receiving the sanction. In the Request for Reconsideration, the Respondent must indicate:
 - a. Why the sanction is inappropriate;
 - b. Summary of evidence that the Respondent will provide to support the Respondent's position; and
 - c. What penalty or sanction (if any) would be appropriate.
- 23. Upon receiving a Request for Reconsideration, the Discipline Chair may decide to accept or reject the Respondent's suggestion for an appropriate sanction.

24. Should the Discipline Chair accept the Respondent's suggestion for an appropriate sanction, that sanction will take effect immediately.
25. Should the Discipline Chair not accept the Respondent's suggestion for an appropriate sanction, the initial complaint or incident will be handled under Process #2 of this Policy.

Process #2: Handled by Case Manager

Case Manager

26. Following the determination that the complaint or incident should be handled under Process #2, the Case Manager has a responsibility to:
 - a. Determine whether the complaint is frivolous and/or within the jurisdiction of this Policy
 - b. Propose the use of Softball Manitoba's Dispute Resolution Policy
 - c. Appoint the Discipline Panel, if necessary
 - d. Coordinate all administrative aspects and set timelines
 - e. Provide administrative assistance and logistical support to the Discipline Panel as required
 - f. Provide any other service or support that may be necessary to ensure a fair and timely proceeding

Procedures

27. If the Case Manager determines the complaint is:
 - a. Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately
 - b. Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties that the complaint is accepted and of the applicable next steps
28. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
29. The Case Manager will establish and adhere to timelines that ensure procedural fairness and that the matter is heard in a timely fashion.
30. After notifying the Parties that the complaint has been accepted, the Case Manager may propose using Softball Manitoba's Dispute Resolution Policy with the objective of resolving the dispute. If applicable, and if the dispute is not resolved, or if the parties refuse to use the Dispute Resolution Policy, the Case Manager will appoint a Discipline Panel, which shall consist of a single Arbitrator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Discipline Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Discipline Panel's members to serve as the Chair.
31. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing may be an oral in-person hearing, an oral hearing by telephone or other communication medium, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:
 - a. The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing or an oral hearing by telephone or other communication medium
 - b. Copies of any written documents which the parties wish to have the Discipline Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing
 - c. The Parties may engage a representative, advisor, or legal counsel at their own expense
 - d. The Discipline Panel may request that any other individual participate and give evidence at the hearing
 - e. The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious, and shall place such weight on the evidence as it deems appropriate
 - f. The decision will be by a majority vote of the Discipline Panel

32. If the Respondent acknowledges the facts of the incident, the Respondent may waive the hearing, in which case the Discipline Panel will determine the appropriate sanction. The Discipline Panel may still hold a hearing for the purpose of determining an appropriate sanction.
33. The hearing will proceed in any event, even if a Party chooses not to participate in the hearing.
34. If a decision may affect another party to the extent that the other party would have recourse to a complaint or an appeal in their own right, that party will become a Party to the current complaint and will be bound by the decision.
35. In fulfilling its duties, the Discipline Panel may obtain independent advice.

Decision

36. After hearing and/or reviewing the matter, the Discipline Panel will determine whether an infraction has occurred and, if so, the sanctions to be imposed. Within fourteen (14) days of the hearing's conclusion, the Discipline Panel's written decision, with reasons, will be distributed to all Parties, the Case Manager, and Softball Manitoba. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued before the end of the fourteen (14) day period. The decision will be considered a matter of public record unless decided otherwise by the Discipline Panel.

Sanctions

37. *Prior to determining sanctions, the Discipline Chair or Discipline Panel, as applicable, will consider factors relevant to determining appropriate sanctions which include:
 - a. The nature and duration of the Respondent's relationship with the Complainant, including whether there is a Power Imbalance;
 - b. The Respondent's prior history and any pattern of inappropriate behaviour or Maltreatment;
 - c. The ages of the individuals involved;
 - d. Whether the Respondent poses an ongoing and/or potential threat to the safety of others;
 - e. The Respondent's voluntary admission of the offense(s), acceptance of responsibility for the Maltreatment, and/or cooperation in the process of Softball Manitoba;
 - f. Real or perceived impact of the incident on the Complainant, sport organization or the sporting community;
 - g. Circumstances specific to the Respondent being sanctioned (e.g. lack of appropriate knowledge or training regarding the requirements in the Code of Conduct and Ethics; addiction; disability; illness);
 - h. Whether, given the facts and circumstances that have been established, continued participation in the sport community is appropriate;
 - i. A Respondent who is in a position of trust, intimate contact or high-impact decision-making may face more serious sanctions; and/or Other mitigating and aggravating circumstances
38. *Any single factor, if severe enough, may be sufficient to justify the sanction(s) imposed. A combination of several factors may justify elevated or combined sanctions.
39. *The Discipline Chair or Discipline Panel, as applicable, may apply the following disciplinary sanctions, singularly or in combination:
 - a. **Verbal or Written Warning** - A verbal reprimand or an official, written notice and formal admonition that a Participant has violated the Code of Conduct and Ethics and that more severe sanctions will result should the Participant be involved in other violations
 - b. **Education** - The requirement that a Participant undertake specified educational or similar remedial measures to address the violation(s) of the Code of Conduct and Ethics
 - c. **Probation** - Should any further violations of the Code of Conduct and Ethics occur during the probationary period, will result in additional disciplinary measures, likely including a period of suspension or permanent ineligibility. This sanction can also include loss of privileges or other conditions, restrictions, or requirements for a specified period of time

- d. **Suspension** - Suspension, either for a set time or until further notice, from participation, in any capacity, in any program, practice, activity, event, or competition sponsored by, organized by, or under the auspices of Softball Manitoba. A suspended Participant is eligible to return to participation, but reinstatement may be subject to certain restrictions or contingent upon the Participant satisfying specific conditions noted at the time of suspension
 - e. **Eligibility Restrictions** - Restrictions or prohibitions from some types of participation but allowing participation in other capacities under strict conditions
 - f. **Permanent Ineligibility** - Permanent ineligibility to participate, in any sport, in any capacity, in any program, activity, event, or competition sponsored by, organized by, or under the auspices of Softball Manitoba and/or any sport organization subject to the UCCMS
 - g. **Other Discretionary Sanctions** - Other sanctions may be imposed, including, but not limited to, other loss of privileges, no contact directives, a fine or a monetary payment to compensate for direct losses, or other restrictions or conditions as deemed necessary or appropriate
40. *The Discipline Chair or Discipline Panel, as applicable, may apply the following presumptive sanctions which are presumed to be fair and appropriate for the listed Maltreatment:
- a. Sexual Maltreatment involving a Minor Complainant shall carry a presumptive sanction of permanent ineligibility;
 - b. Sexual Maltreatment, Physical Maltreatment with contact, and Maltreatment related to interference or manipulation of process shall carry a presumptive sanction of either a period of suspension or eligibility restrictions.
 - c. While a Respondent has pending charges or dispositions in violation of the criminal law, the presumptive sanction shall be a period of suspension
41. A Participant's conviction for a Criminal Code offense shall carry a presumptive sanction of permanent ineligibility from participating with Softball Manitoba. Criminal Code offences may include, but are not limited to:
- a. Sexual Maltreatment involving a Minor Complainant shall carry a presumptive sanction of permanent ineligibility;
 - b. Sexual Maltreatment, Physical Maltreatment with contact, and Maltreatment related to interference or manipulation of process shall carry a presumptive sanction of either a period of suspension or eligibility restrictions.
 - c. While a Respondent has pending charges or dispositions in violation of the criminal law, the presumptive sanction shall be a period of suspension
42. Unless the Discipline Panel decides otherwise, any disciplinary sanctions will begin immediately, notwithstanding an appeal. Failure to comply with a sanction as determined by the Discipline Panel will result in an automatic suspension until such time as compliance occurs.
43. Records of all decisions will be maintained by Softball Manitoba.

Appeals

44. The decision of the Discipline Panel may be appealed in accordance with Softball Manitoba's Appeal Policy.

SUSPENSION PENDING A HEARING

45. The Chief Executive Officer and President may, after consultation and at their sole discretion, determine that an alleged incident is of such seriousness as to warrant suspension of a Participant pending completion of a criminal process, the hearing, or a decision of the Discipline Panel. If the complaint is against either the President or Chief Executive Officer, such decision shall be made by Discipline Panel, upon application by the Complainant.

CONFIDENTIALITY

46. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, the Discipline Panel, and any independent advisors to the Discipline Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

TIMELINES

47. If the circumstances of the complaint are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the complaint, the Discipline Panel may direct that these timelines be revised.

RECORDS AND DISTRIBUTION OF DECISIONS

48. Other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, sport clubs, etc., may be advised of any decisions rendered in accordance with this Policy.
49. *Softball Manitoba recognizes that a publicly-available searchable database or registry of Respondents who have been sanctioned, or whose eligibility to participate in sport has in some way been restricted, may be maintained and may be subject to provisions in the UCCMS.

7. INCLUSION, DIVERSITY AND ACCESS POLICY

Updated: January, 2022 - Reformed Softball Canada Policy

DEFINITIONS

The following terms have these meanings in this Policy:

- a) "Individuals" – All members and registered participants, as defined by the Softball Manitoba bylaws, as well as all Individuals engaged in activities with Softball Manitoba, including but not limited to; athletes, coaches, referees, directors, managers and administrators.
- b) "Underrepresented Group" – a group of individuals with shared personal characteristics that Softball Manitoba has identified as under-represented or one that has had barriers to accessing Softball Manitoba's resources, programs, and initiatives. This includes but is not limited to; children in low income families, Indigenous people, people with disabilities, seniors, newcomers to Canada, and members of the LGBTQ2S+ communities.

POLICY STATEMENT

Softball Manitoba is committed to providing a sport and work environment that provides fair and inclusive access.

PURPOSE

The purpose of this policy is to outline Softball Manitoba's commitment to inclusion and access in all programs, services, and operations.

SCOPE AND APPLICATION

This Policy applies to all Softball Manitoba Individuals, including, but not limited to; staff, Board members, volunteers, athletes, coaches, and officials.

PROVISIONS

Softball Manitoba prohibits discriminatory practices.

Softball Manitoba supports inclusion and access for all participants including those considered to be a member of an Underrepresented Group.

Softball Manitoba will endeavour to increase the opportunities for participation in Softball Manitoba leadership and programs by:

- a) Supporting inclusion, equity, and access for Under-Represented Groups

- b) Ensuring that the achievement of equitable opportunities is a key consideration when developing, updating, or delivering Softball Manitoba's programs and policies
- c) Ensuring that individuals from Under-Represented Groups have no barriers to participation in Softball Manitoba's programs, training, and coaching opportunities
- d) Dealing with any incidence of discriminatory behaviour according to Softball Manitoba's Code of Conduct and Ethics and Discipline and Complaints Policy

Softball Manitoba will incorporate equity principles in all strategies, plans and actions of the organization, including its technical programs, operations, business management, sponsorship, marketing, media and communications.

DECISION MAKING

Softball Manitoba will encourage balanced representation by Under-Represented Groups on its Board and on all committees.

Softball Manitoba will continually monitor and evaluate its inclusion, diversity, and access progress.

COMMUNICATIONS

Softball Manitoba will ensure that Under-Represented Groups are portrayed equitably in promotional materials and official publications, and that gender-neutral language is used in all communications.

EVALUATION

Softball Manitoba will continually monitor and evaluate its inclusion, equity, diversity and access progress.

8. PRIVACY POLICY

Updated: January, 2025

Purpose of this Policy

Privacy of personal information is governed by the Personal Information Protection and Electronics Documents Act ("PIPEDA"). This policy describes the way that Softball Manitoba collects, uses, retains, safeguards, discloses and disposes of personal information, and states Softball Manitoba's commitment to collecting, using and disclosing personal information responsibly. This policy is based on the standards required by PIPEDA, and Softball Manitoba's interpretation of these responsibilities.

Background

1. Softball Manitoba's Mission is to promote and develop softball at all levels, by providing leadership, programs and services to meet the needs of all participants, thus enhancing the profile of softball in Manitoba.
2. Softball Manitoba's Vision is a unified softball community providing life-long, healthy opportunities that enhance participation and excellence for all.
3. Softball Manitoba's Objectives are as follows:
 - To develop a representative organizational structure which is open, natural and progressive in nature, and is effectively managed in order to meet the goals of Softball Manitoba.
 - To provide the required resources to our participants in an efficient and effective manner in the following areas:
 - Administrative and support service.
 - Recruitment, development and recognition of volunteer participation and staff.
 - To procure and manage efficiently the monies necessary to carry out those activities prioritized as most important by Softball Manitoba.
 - To create an effective communication system which will inform all parties, internal and external and will provide feedback for the Association's decision-making process.
 - To provide proficiently run competitions for all of our participants, from recreational to elite categories.

4. Softball Manitoba provides the following Core Values:

- Fair and inclusive access.
- Ethical, respectful and moral behavior.
- A safe, supportive and fun environment.

Personal Information

Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics (e.g., gender, age, income, home address or phone number, ethnic background, family status), their health (e.g., health history, health conditions, health services received by them) or their activities and views (e.g., religion, politics, opinions expressed by an individual, an opinion or evaluation of an individual). Personal information, however, does not include business information (e.g., an individual's business address and telephone number), which is not protected by privacy legislation.

Accountability

The Executive Director is the Privacy Officer and is responsible for the monitoring information collection and data security, and ensuring that all staff receive appropriate training on privacy issues and their responsibilities. The Privacy Officer also handles personal information access requests and complaints. The Privacy Officer may be contacted at the following address: 321-145 Pacific Avenue, Winnipeg, MB R3B 2Z6.

Purpose

Personal information will only be collected by Softball Manitoba to meet and maintain the highest standard of organizing and programming the sport of softball. Softball Manitoba collects personal information from prospective members, members, coaches, umpires, participants, managers and volunteers for purposes that include, but are not limited to, the following:

- a) Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of communicating about Softball Manitoba's programs, events and activities.
- b) NCCP number, education, resumes and experience for database entry at the Coaching Association of Manitoba to determine level of certification and coaching qualifications.
- c) Date of birth, athlete biography, and member club to determine eligibility, age group and appropriate level of play.
- d) Social Insurance number for issuing of T4A's.
- e) Criminal records check and related personal reference information for the purpose of implementing Softball Manitoba's volunteer screening program.
- f) Personal health information including provincial health card numbers, allergies, emergency contact and past medical history for use in the case of medical emergency.
- g) Athlete information including height, weight, uniform size, shoe size, feedback from coaches and trainers, performance results for athlete registration forms, outfitting uniforms, media relations, and various components of athlete and team selection.
- h) Athlete whereabouts information including sport/discipline, training times and venues, training camp dates and locations, travel plans, competition schedule, and disability, if applicable, for Canadian Centre for Ethics in Sport inquiries for the purposes of out-of-competition drug testing.
- i) Body weight, mass and body fat index to monitor physical response to training and to maintain an appropriate weight for competition.
- j) Marketing information including attitudinal and demographic data on individual members to determine membership demographic structure, and program wants and needs.
- k) Name, address, phone number, cell phone number, fax number and e-mail address for the purpose of providing insurance coverage, managing insurance claims and conducting insurance investigations.

If a purpose has not been identified herein, Softball Manitoba will seek consent from individuals when personal information is used for a purpose not already consented to. This consent will be documented as to when and how it was received.

Consent

Consent is required to be obtained by lawful means from individuals at the time of collection, prior to the use or disclosure of the personal information. If the consent to the collection, use or disclosure was not obtained upon receipt of the information, consent will be obtained prior to the use or disclosure of that information. Softball Manitoba may collect personal information without consent where reasonable to do so and where permitted by law.

By providing personal information to Softball Manitoba, individuals are consenting to the use of the information for the purposes identified in this policy.

Softball Manitoba will not, as a condition of a product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the specified purpose.

An individual may withdraw consent to the collection, use or disclosure of personal information at any time, subject to legal or contractual restrictions, provided the individual gives one week's notice of such withdrawal to Softball Manitoba. The Privacy Officer will advise the individual of the implications of such withdrawal.

Limiting Collection

All personal information will be collected fairly, by lawful means and for the purposes as specified in this policy. Softball Manitoba will not use any form of deception to obtain personal information.

Limiting Use, Disclosure and Retention

Personal information will not be used or disclosed by Softball Manitoba for purposes other than those for which it was collected as described herein, except with the consent of the individual or as required by law.

Personal information will be retained for certain periods of time in accordance with the following:

- a) Registration data and athlete information will be retained for a period of seven years after an individual has left a program of Softball Manitoba, in the event that the individual chooses to return to the program;
- b) Parental/family information will be retained for a period of seven years after an individual has left a program of Softball Manitoba, in the event that the individual chooses to return to the program;
- c) Information collected by coaches will be retained for a period of seven years after an individual has left a program of Softball Manitoba, in the event that the individual chooses to return to the program.
- d) Employee information will be retained for a period of seven years in accordance with Manitoba Customs and Revenue Agency requirements.
- e) Personal health information will be immediately destroyed when an individual chooses to leave a program of Softball Manitoba.
- f) Marketing information will be immediately destroyed upon compilation and analysis of collected information.
- g) As otherwise may be stipulated in federal or provincial legislation.

Personal information that is used to make a decision about an individual will be maintained for a minimum of one year of time to allow the individual access to the information after the decision has been made.

Softball Manitoba may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where Softball Manitoba has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court or otherwise as permitted by applicable law. Documents will be destroyed by way of shredding and electronic files will be deleted in their entirety. When hardware is discarded, Softball Manitoba will ensure that the hard drive is physically destroyed.

Accuracy

Softball Manitoba will use accurate and up-to-date information as is necessary for the purposes for which it is to be used, to minimize the possibility that inappropriate information may be used to make a decision about an individual.

Safeguards

Personal information is protected by security safeguards appropriate to the sensitivity of the information against loss or theft, unauthorized access, disclosure, copying, use or modification.

Methods of protection and safeguards include, but are not limited to, locked filing cabinets, restricted access to offices, security clearances, need-to-know access and technological measures including the use of passwords, encryption and firewalls.

The following steps will be taken to ensure security:

- a) Paper information is either under supervision or secured in a restricted area.
- b) Electronic hardware is either under supervision or secured in a restricted area at all times. In addition, passwords are used on computers.
- c) Paper information is transmitted through sealed, addressed envelopes or in boxes by reputable courier/delivery companies.
- d) Electronic information is transmitted either through a direct line or is encrypted.
- e) Staff are trained to collect, use and disclose personal information only as necessary to fulfill their duties and in accordance with this policy.
- f) External consultants and agencies with access to personal information will provide Softball Manitoba with appropriate privacy assurances.

Openness

Softball Manitoba will publicize information about its policies and practices relating to the management of personal information. This information is available through this policy, on Softball Manitoba's web site or upon request by contacting the Privacy Officer.

The information available to the public includes:

- a) The name or title, address and telephone number of Softball Manitoba's Privacy Officer.
- b) The forms that may be used to access personal information or change information.
- c) A description of the type of personal information held by Softball Manitoba, including a general statement of its approved uses.

Individual Access

Upon written request, and with assistance from Softball Manitoba, an individual may be informed of the existence, use and disclosure of his or her personal information and will be given access to that information. As well, an individual is entitled to be informed of the source of the personal information along with an account of third parties to whom the information has been disclosed.

Requested information will be disclosed to the individual within 30 days of receipt of the written request at no cost to the individual, or at nominal cost relating to photocopying expenses, unless there are reasonable grounds to extend the time limit.

If personal information is inaccurate or incomplete, it will be amended as required. An individual may be denied access to his or her personal information if:

- a) This information is prohibitively costly to provide;
- b) The information contains references to other individuals;
- c) The information cannot be disclosed for legal, security or commercial proprietary purposes;
- d) The information is subject to solicitor-client or litigation privilege.

Upon refusal, Softball Manitoba will inform the individual the reasons for the refusal and the associated provisions of PIPEDA.

Challenging Compliance

An individual may challenge Softball Manitoba's compliance with this policy and PIPEDA, by submitting a challenge in writing.

Upon receipt of a written complaint, Softball Manitoba will:

- a) Record the date the complaint is received;
- b) Notify the Privacy Officer who will serve in a neutral, unbiased capacity;
- c) Acknowledge receipt of the complaint by way of telephone conversation and clarify the nature of the complaint within three days of receipt of the complaint;
- d) Appoint an investigator using Softball Manitoba personnel or an independent investigator, who will have the skills necessary to conduct a fair and impartial investigation, and who will have unfettered access to all files and personnel, within ten days of receipt of the complaint.
- e) Upon completion of the investigation and within 25 days of receipt of the complaint, the investigator will submit a written report to Softball Manitoba.
- f) Notify the complainant of the outcome of the investigation and any relevant steps taken to rectify the complaint, including any amendments to policies and procedures, within 30 days of receipt of the complaint.

An individual may appeal a decision made by Softball Manitoba under this Policy, in accordance with Softball Manitoba's policies for appeals.

9. RESPECT IN SPORT POLICY

Updated: January, 2025

Purpose

1. Softball Manitoba is committed to creating a sport environment in which all individuals are treated with respect and dignity. Coaches and Leagues have a responsibility to create a sporting environment that is free of harassment and abuse.
2. Softball Manitoba requires that all coaching staff participating in softball completed the online Respect in Sport (RIS) Program and maintain their RIS certified status (5 year term) as required by Sport Manitoba.

Scope and Application

1. The policy applies to all coaches and managers registered with; or named on an official team roster; or under the jurisdiction of Softball Manitoba.
2. Any coach or manager not having completed the program or maintained certified status by June 1st of the current season will be removed from their role until they have completed or re-certified in the RIS Program.

3. In addition, Leagues will be fined \$50 per coaching staff member who does not have RIS completed by June 1st. The \$50 fee is non-refundable.

Enforcement

Non-compliance of this policy may result in further discipline as determined by the Board of Directors.

Review and Approval

This policy was approved by the Board of Directors on January 29, 2025, and will be reviewed by the Board as required.

10. SAFE SPORT POLICY

Updated: January, 2022 – Reformed Softball Canada Policy

* Indicates a section that has been adapted from the UCCMS

Purpose

1. This Policy describes how Softball Manitoba aims to provide a safe sport environment.

Commitment to True Sport Principles

2. Softball Manitoba commits to the True Sport Principles which are:
 - a. Go for It – Rise to the challenge – always strive for excellence. Discover how good you can be.
 - b. Play Fair – Play honestly – obey both the letter and spirit of the rules. Winning is only meaningful when competition is fair.
 - c. Respect Others – Show respect for everyone involved in creating your sporting experience, both on and off the field. Win with dignity and lose with grace.
 - d. Keep it Fun – Find the joy of sport. Keep a positive attitude both on and off the field.
 - e. Stay Healthy – Place physical and mental health above all other considerations – avoid unsafe activities. Respect your body and keep in shape.
 - f. Include Everyone – Share sport with others. Ensure everyone has a place to play.
 - g. Give Back – Find ways to show your appreciation for the community that supports your sport and helps make it possible.

Commitment to a Sport Environment Free from Maltreatment

3. *Softball Manitoba makes the following commitments to a sport environment free from Maltreatment:
 - a. All Participants in sport can expect to play, practice and compete, work, and interact in an environment free from Maltreatment.
 - b. Addressing the causes and consequences of Maltreatment is a collective responsibility and requires the deliberate efforts of all Participants, sport stakeholders, sport club administrators and organization leaders.
 - c. Participants in positions of trust and authority have the general responsibility to protect the health and well-being of all other Participants.
 - d. Adult Participants have a specific ethical and statutory duty and the additional responsibility to respond to incidents of Maltreatment involving Minors and other Vulnerable Participants.
 - e. All Participants recognize that Maltreatment can occur regardless of age, sex, sexual orientation, gender identity or expression, race, ethnicity, Indigenous status, or level of physical and intellectual disability and their intersections. Moreover, it is recognized that those from traditionally marginalized groups have increased vulnerability to experiences of Maltreatment.

- f. All Participants recognize that individuals who have experienced Maltreatment may experience a range of effects that may emerge at different time points and that can profoundly affect their lives.
- g. All adults working with children and youth have a duty to prevent or mitigate opportunities for misconduct.
- h. In recognition of the historic vulnerability to discrimination and violence amongst some groups, and that continues to persist today, Participants in positions of trust and authority have a duty to incorporate strategies to recognize systemic bias, unconscious bias, and to respond quickly and effectively to discriminatory practices

Pledge

- 4. The stakeholders, members, and leaders of Softball Manitoba are expected to live the True Sport Principles and Softball Manitoba pledges to embed the True Sport Principles in its governance and operations in the following ways:
 - a. Conduct Standards – Softball Manitoba will adopt comprehensive conduct standards that are expected to be followed by Participants
 - b. Athlete Protection – Softball Manitoba will provide coaches and other stakeholders with general and sport-specific athlete protection guidelines
 - c. Dispute Resolution and Investigations – Softball Manitoba will have dispute resolution processes that are confidential and procedurally fair and that require independent investigation for certain alleged violates of the conduct standards
 - d. Strategy – Softball Manitoba will have strategic plans that reflects the organization’s mission, vision, and values
 - e. Governance – Softball Manitoba will have a diverse blend of sport leaders and will adhere to principles of good governance
 - f. Risk Management – Softball Manitoba will intentionally manage risks to their operations and events through the use of risk management plans and/or risk registries

Conduct Standards

- 5. Softball Manitoba will adopt a Code of Conduct and Ethics that describes standards of conduct and behaviour for all Participants. General standards of conduct will apply to all Participants and specific standards will be described for positions within the organization. The Code of Conduct and Ethics will have specific sections, including but not limited, to:
 - a. Athletes
 - b. Coaches
 - c. Officials
 - d. Directors and Committee Members
 - e. Parents and Spectators
- 6. The Code of Conduct and Ethics will contain detailed definitions of key terms, including:
 - a. Harassment
 - b. Maltreatment
 - c. Workplace Harassment
 - d. Workplace Violence
 - e. Discrimination
- 7. The Code of Conduct and Ethics will include the following definition of Hazing:
 - a. Hazing is a form of conduct that exhibits a potentially humiliating, degrading, abusive, or dangerous activity expected of a junior-ranking individual by a more senior individual, which does not contribute to either individual’s positive development, but is required to be accepted as part of a team or group, regardless of the junior-ranking individual’s willingness to participate. This includes, but is not limited to, any activity, no matter how traditional or seemingly benign, that sets apart or alienates any teammate or group member based on class, number of years on the team or with the group, or ability

8. Softball Manitoba will adopt an Abuse Policy that will define “vulnerable individuals” and describe the types of abuse (e.g., Physical Abuse, Sexual Abuse, Emotional Abuse, and Neglect) that Vulnerable Participants may be subjected to.

Anti-Doping

9. The Code of Conduct and Ethics will indicate that Softball Manitoba adopts and adheres to the Canadian Anti-Doping Program.
10. Softball Manitoba will adopt an Anti-Doping Policy that further clarifies their commitment to drug-free sport.

Social Media

11. Softball Manitoba will adopt a Social Media Policy that describes standards of conduct that are expected on social media by Participants. The Social Media Policy will indicate specific conduct standards and risks that are common and/or exclusive to social media. The Social Media Policy will highlight the importance of responsible coach-athlete interaction on social media and will provide examples of violations of conduct standards.

Athlete Protection

Screening

12. Softball Manitoba will adopt a comprehensive Screening Policy that requires some Participants to pass a screening process before being permitted to interact with athletes. The Screening Policy will:
 - a. Categorize positions in the organization as ‘Low Risk’, ‘Medium Risk’, and ‘High Risk’ and require progressive screening measures for individuals serving in each category of risk
 - b. Describe how frequently some Participants must obtain a police records check and which type of check(s) they must obtain
 - c. Describe how frequently some Participants must submit Screening Disclosure Forms and Screening Renewal Forms
 - d. Empower a Screening Committee to prohibit Participants who do not pass screening from participating in certain positions
 - e. Empower a Screening Committee to attach conditions to a Participant’s participation in certain positions
13. Softball Manitoba will develop an Athlete Protection Policy that can be used by coaches, managers, medical personnel, and other Persons in Authority. Softball Manitoba may provide training on the policy and take steps to ensure the policy is being implemented. Softball Manitoba will conduct a regular review of the policy to add and/or modify new content as appropriate.

Resources

14. Softball Manitoba will regularly provide information to Participants about resources and training related to athlete protection. Resources and training opportunities can include:
 - a. CAC Safe Sport Training
 - b. NCCP modules
 - c. Respect in Sport
 - d. Commit to Kids
 - e. Red Cross – Respect Education Courses

Athlete Engagement

15. Softball Manitoba will engage with athletes to determine the level of success of their athlete protection measures as well as to identify any gaps or athlete concerns. This engagement may take the form of:
 - a. Anonymous athlete surveys
 - b. Athlete involvement in organizational decision-making
 - c. Independently-led athlete outreach consultations

Dispute Resolution

16. Softball Manitoba will have a comprehensive suite of dispute resolution policies that will include:
 - a. Discipline and Complaints Policy

- b. Appeal Policy
 - c. Dispute Resolution Policy
 - d. Event Discipline Procedure
17. Taken together, the suite of dispute resolution policies will include the following features:
- a. An independent individual to whom complaints can be submitted
 - b. Sanctions for violations of conduct standards
 - c. Mechanism for suspension of individuals pending the conclusion of the process
 - d. Non-biased and experienced case managers, decision-makers and/or investigators
 - e. Protection from reprisal for submitting complaints
 - f. Anonymity for the complainant in cases of whistleblowers
 - g. Independency of appeal procedures (when appeals are permitted)
 - h. Opportunity for alternate dispute resolution
 - i. Investigations of certain complaints (e.g., when required by law and/or when the complaint involves harassment, abuse, or discrimination)
 - j. In-event discipline procedures (when an event does not have its own disciplinary procedures)

Alignment

18. Softball Manitoba recognizes the importance of safe sport for athletes and participants across the country. Softball Manitoba requires:
- a. Provincial/Territorial Organizations and Local Associations to report discipline decisions to Softball Manitoba, PTSOs, and Local Associations
 - b. The distribution of discipline decisions to all Provincial/Territorial Organizations and to applicable Local Associations
 - c. Softball Manitoba, PTSOs, and Local Associations to recognize and enforce sanctions imposed by Softball Manitoba, PTSOs, and Local Associations

Obligations – Reporting and Third-Party Case Management

19. The policies of Softball Manitoba will include requirements that certain complaints must be reported to government entities, local police forces, and/or child protection agencies.
20. The policies of Softball Manitoba will include requirements that certain complaints (e.g., those related to harassment, discrimination, and abuse) should be handled by an independent third party that has no affiliation with Softball Manitoba.

Records

21. Softball Manitoba will retain records of decisions that have been made pursuant to the organization's policies. These records may be shared with other individuals or organizations, including but not limited to, national sport organizations, provincial sport organizations, multi-sport organizations, and government entities.

Governance and Operations

22. Softball Manitoba will have a comprehensive Strategic Plan in which athlete protection and safe sport are top priorities for the organization.
23. Softball Manitoba will adopt a Conflict of Interest Policy that will guide decision-makers and ensure that conflicts are declared before a decision is made.
24. Softball Manitoba will adopt an Equity and Inclusion Policy that will encourage inclusion, equity and access in their administration, policies, programs, and activities and provide Under-Represented Groups with a full and equitable range of opportunities to participate and lead.
25. Softball Manitoba will pursue a governance structure that reflects the diversity of the athletes and stakeholders within the sport, that adheres to all applicable federal and/or provincial/territorial legislation, and that moves toward a national alignment strategy for the sport in Manitoba.
26. Softball Manitoba will continually monitor and evaluate its policies, practices, and procedures.

11. SANCTIONED & UN-SANCTIONED MINOR SOFTBALL POLICY

Updated: February 2024

The following policy provides information regarding sanctioned and non-sanctioned programs and information for participating in non-sanctioned programs and activities during the softball season.

Softball Season

Softball Manitoba defines the softball season as being from April 1st through to August 31st of each year. This applies to both athletes and coaches.

Sanctioned Programs

Sanctioned softball programs include activities of minor teams (their players and coaches) that are affiliated with Softball Manitoba through their local minor Softball Association or League.

Non-Sanctioned Programs

Include activities of teams, leagues, tournaments, or clinics that are not approved or sanctioned by Softball Manitoba.

Softball Manitoba Programs

Players and coaches wishing to participate in Softball Manitoba programs such as the Softball Manitoba Provincial Championships, Softball Canada National Championships, Western Canada Softball Association Championships, Softball Canada National Team programs, Canada Games and Manitoba Summer Games must be committed to fulfilling their obligations to these programs. Access to these programs is a privilege offered to and reserved for the members of Softball Manitoba. Players and coaches who do not fulfill their commitments to these programs may be removed or released.

Softball Manitoba recognizes that players and coaches have the right to choose the type of programming they wish to participate in; however, Softball Manitoba wishes to protect the integrity of the programs we and our member associations and leagues provide. As such, we have created this Sanctioned/Non-Sanctioned Minor Softball Program Policy.

Insurance

Players and coaches participating in non-sanctioned softball programs and activities are not insured through Softball Manitoba's insurance program.

Frequently Asked Questions

- 1) ***Can my athlete play both Softball Manitoba sanctioned and non-sanctioned softball at the same time during the defined softball season?***

No, players must be committed to fulfilling their obligation to their minor softball association, league and team.

- 2) ***If my athlete plays an entire season of non-sanctioned softball, can they return to Softball Manitoba sanctioned programs and activities the following softball season?***

Yes, providing their minor softball association accepts the player's registration.

- 3) ***Can I coach both a sanctioned softball team and a non-sanctioned softball program at the same time during the season?***

No, coaches must be committed to fulfilling their obligation to their minor softball association, league and team.

12. SCREENING POLICY

Updated: January, 2025

PURPOSE

Softball Manitoba recognizes that screening of personnel is a vital part of providing a safe and secure sporting environment. It is imperative that Softball Manitoba ensures a mutually beneficial experience for all persons involved in Softball Manitoba (SM) activities, therefore SM requires all individuals in Designated Categories to be screened before they can be insured members within SM.

POLICY STATEMENT

Screening will be an ongoing process performed by Softball Manitoba to identify individuals involved in SM activities who may pose a risk to the organization and/or its participants.

APPLICATION OF THIS POLICY

1. Failure or refusal to participate in the screening process as outlined in the policy, will result in automatic ineligibility.
2. Personnel in Designated Categories will be required to obtain a CRC, CARC and complete a SDF.
3. This policy applies to Personnel of all ages who fall under the roles listed in the chart below.
4. Not all positions pose a risk of harm to SM or its participants and therefore Personnel will be screened with different tools as determined by SM.

| Role | Level of Risk | Screening and Training Requirements | Frequency of Requirements |
|--|---------------|---|---|
| Softball Coach Under the Age of 18 | Low | Respect in Sport & Rule of Two Background Check: Reference Letter from League President | RIS: Every five years Reference Letter form annually |
| Softball Coach (Learn to Play & Adult) | Low | Respect in Sport & Rule of Two Background Check: CRC | RIS & Background Check: Every five years Screening Disclosure form annually |
| Minor Softball Coach (U11 – U19 A/AA) | Medium | Respect in Sport, Rule of Two, NCCP training Background Check: CRC | RIS & Background Check: Every five years Screening Disclosure form annually |
| Minor Softball Coach (U13 – U19 AAA) | High | Respect in Sport, Rule of Two, NCCP training & certification Background Check: CRC along with CARC | RIS, Background Check and CARC: Every five years Screening Disclosure form annually |
| Travelling Umpire (Summer Games, WCSC & Nationals) | Medium/High | NCCP training Background Check: CRC along with CARC | Background Check and CARC: Every five years Screening Disclosure form annually |
| Performance Coach | High | Respect in Sport, Rule of Two, NCCP training & certification Background Check: CRC along with CARC | RIS, Background Check and CARC: Every five years Screening Disclosure form annually |

| | | | |
|-----------------------|-----------------|---|---|
| Learning Facilitator | High | Respect in Sport, Rule of Two, NCCP training & certification Background Check: CRC along with CARC | RIS, Background Check and CARC: Every five years Screening Disclosure form annually |
| Staff & Board Members | Medium/ High | Background Check: CRC along with CARC | Background Check and CARC: Every five years Screening Disclosure form annually |

DEFINITIONS

5. "Personnel" – includes members, volunteers, employees, and contractors whose position with SM is one of trust or authority or interaction with minors. Personnel may include but are not limited to, coaches, umpires, trainers, coordinators, SM Management Committee and SM staff.
6. "Criminal Record Check" (CRC) – a search of the Winnipeg Police Service and / or RCMP records database to determine whether the individual has a criminal record.
7. "Child Abuse Registry Check" (CARC) – a search with the Province of Manitoba Child Abuse Registry to determine whether an individual has been found to have abused a child.
8. "Screening Disclosure Form" (SDF) – a screening tool to be completed by personnel in Designated Categories and includes the form as attached to this policy or other documents approved by SM.
9. "Designated Categories" - for the purposes of this policy, "Designated Categories" are those classes of persons who work closely with athletes and who occupy positions of trust and authority within SM. This policy applies to personnel in the following designated classes:
 1. All individuals in paid staff positions
 2. All Management Committee members
 3. All coaches affiliated with Team Manitoba/Travel Teams, whether paid or volunteer
 4. All umpires travelling to Major Championships
 5. All persons involved in the delivery of a developmental program, including camps and clinics
 6. All persons, association, or league coaches/managers and/or all individuals in a position of authority within an association or league

POLICY

10. All positions will have a clear set of guidelines about appropriate behavior and conduct as outlined in the Softball Manitoba Code of Conduct & Ethics.
11. SM will not knowingly place in a Designated Category an individual who has a conviction for a 'relevant offence', as defined in this policy (point 23 below).
12. However, where the Screening Committee is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a position in a Designated Category without adversely affecting the safety of SM, an athlete, or member of SM, the Screening Committee may approve a persons' placement in a Designated Category.
13. If a person in a Designated Category subsequently receives a conviction for, or is found guilty of, a relevant offense, they MUST report this circumstance immediately to SM.
14. If a person provides falsified or misleading information, that person will immediately be removed from their position and may be subject to further discipline in accordance with SM policies.

SCREENING COMMITTEE

15. The implementation of this policy is the responsibility of the SM Screening Committee which will be made up of Softball Manitoba's Executive Committee.

16. The Screening Committee will carry out its duties in accordance with the terms of this Policy, independent of the Board of Directors of SM.
17. Using reasonable efforts, the Screening Committee is responsible for supporting SM staff in the receiving and reviewing of all CRC, CARC and SDF and, based on such reviews, shall make decisions regarding the appropriateness of individuals filling positions in Designated Categories within SM. In carrying out its duties, the Screening Committee may consult with independent experts including lawyers, police officers, risk management consultants, volunteer screening specialists, or any other person.

SCREENING TOOLS

18. SM may use any combination of screening tools it determines necessary to screen Personnel. Screening tools may include but are not limited to: interviews, reference checks, and submission of a CRC and/or CARC and/or SDF.
 - 18.1 Interview** - may be used to determine suitability and interest for a Designated Category. Interviews will be conducted, as authorized by SM.
 - 18.2 Reference Checks** - Professional and personal reference may be required to be submitted. Potential volunteers are requested to provide signed consent giving the organization permission to contact the provided references.
 - 18.3 CRC approved agencies are:**
 - 18.3.1** Mybackcheck.com
 - 18.3.2** Municipal Police (i.e. Winnipeg Police Service)
 - 18.3.3** Royal Canadian Mounted Police (RCMP)
 - 18.3.4** Ontario Provincial Police (OPP)
 - 18.4 CARC approved agency is:**
 - 18.4.1** Province of Manitoba Child & Family Services

PROCEDURE

19. Each person subject to this policy will obtain and submit to SM head office electronically (Ramp), a CRC and CARC from the agencies as outlined under paragraph 18 – Screening Tools, of this policy, the SDF and, if required, a letter of good standing from the person's previous softball organization, if any, in the case of a transfer from out of province or country to Softball Manitoba.
20. The CRC and CARC certificates uploaded to Ramp will be a copy of the original document. Personnel must keep their original documents in case SM requires them.
21. Individuals who do not submit a CRC, CARC, SDF and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed and will be ineligible for participation in SM sanctioned events and programs until such time as the CRC, CARC, SDF and letter of good standing, if required, is received.
22. SM Staff will receive and review all CRC, CARC, SDF, and letters of good standing, if required, and determine whether the individual is,
 - 22.1** Eligible based on no offences being revealed.
 - 22.2** Further Review is Required: a relevant offence is revealed.
In the event that a screening tool reveals a relevant offence, the Screening Committee will review the case. The individual will be advised that their application will be placed on hold until the review is complete, and a decision has been made.
23. The Review may include the following:
 - 23.1** Consideration of the relevant offence. For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
 - 23.1.1** If imposed in the last five (5) years:
 - i) Any offence involving the use of a motor vehicle, including but not limited to impaired driving.
 - ii) Any violation for trafficking and/or possession of drugs and/or narcotics.
 - iii) Any offence involving conduct against public morals.

- 23.1.2** If imposed in the last ten (10) years:
- i) Any crime of violence including but not limited to, all forms of assault.
 - ii) Any offence involving a minor or minors.

- 23.1.3** If imposed at any time:
- i) Any offence involving the possession, distribution, or sale of any child-related pornography.
 - ii) Any sexual offence.
 - iii) Any offence involving theft or fraud.

23.2 A request for documentation from the individual describing the relevant offence and any pertinent information the individual feels the screening committee should consider.

24. Once the review is completed the Screening Committee will review and by majority vote, will:
- 24.1** Approve an individual's participation in a Designated Category; or
 - 24.2** Approve with Conditions an individual's participation in a Designated Category. The Screening Committee will set the terms and conditions which they deem to be appropriate.
 - 24.3** Deny an individual's participation in a Designated Category
25. Where the Screening Committee denies an individual's participation in a Designated Category or approves an individual's participation in a Designated Category subject to terms and conditions, the reasons for such decision will be provided, in writing, to the individual and the SM Management Committee.
26. Nothing in this policy will prevent an individual from re-applying for a Designated Position with SM at some point in the future, and submitting a new CRC, CARC and SDF and letter of good standing, if required.
27. CRC and CARC are valid for the entire period the individual is a member of MB and an SDF must be completed at the request of SM. Notwithstanding this, the Screening Committee may request that a person in a Designated Category provide a CRC, CARC or SDF to the Screening Committee for review and consideration at any point in time. Such request will be in writing and will provide the reasons for such a request.

RECORDS

28. The Screening Committee will not retain copies of CRC and CARC.
29. The following records will be retained/documented:
- 29.1** Written records of communication with individuals whose CRC, CARC or SDF indicate a relevant offence.
 - 29.2** Copies of decisions and written reasons for decisions made by the SM Screening Committee.
 - 29.3** Validity dates of CRC and CARC, original copies will be returned or destroyed.
30. All records will be maintained in a confidential manner and will not be disclosed to others except with the written permission of the individual, as required by law, or for use in legal, quasi-legal or disciplinary proceedings conducted by SM.

APPEALS

31. The decisions of the Screening Committee are final and binding with no right of appeal, and will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with SM.

REVIEW AND APPROVAL

32. This policy was approved by the Board of Directors of Softball Manitoba on January 30, 2025. This policy is not a static document and will be reviewed by the Board of Directors of SM on an annual basis.

13. SOCIAL MEDIA POLICY

Updated: January, 2022 – Reformed Softball Canada Policy

PREAMBLE

1. Communication occurs through both face-to-face interactions and electronic interactions. Electronic communication can happen in a social medium (such as Facebook, Instagram, and Snapchat) and in a non-social electronic medium (such as texting, virtual meeting platforms and email).
2. Softball Manitoba recognizes that communication between all Participants should be guided by principles that ensure the safety of the Participants and that maintain and strengthen effective relationships.
3. Softball Manitoba further recognizes that minor athletes, who are Vulnerable Participants, prefer in many cases to communicate through electronic interaction. Softball Manitoba strives to ensure that athletes are protected during electronic interactions with Persons in Authority and that they are not placed in a vulnerable situation.

DEFINITIONS

4. Terms in this Policy are defined as follows:

- a. **Electronic Communication Media** – Communication media that is primarily for connecting with other users without a content-sharing or social networking purpose. Electronic communication media includes email, texting (SMS), Facebook messenger, video sessions, WhatsApp, virtual meeting platforms, and other similar applications.
- b. **Interpersonal Communication** – Communication that occurs between two or more Participants within a communication medium.
- c. **Participants** – Refers to all categories of individual members and/or registrants defined in the By-Laws of Softball Manitoba as well as all people engaged in activities with, Softball Manitoba including, but not limited to Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, and Directors and Officers. Participants are subject to the policies of Softball Manitoba.
- d. **Person in Authority** – A Participant who holds a position of authority within Softball Manitoba including, but not limited to, coaches, managers, support personnel, supervisors, and Directors. There is typically a Power Imbalance between Persons in Authority and other Participants.
- e. **Power Imbalance** – A Power Imbalance may exist where, based on the totality of the circumstances, a Participant has a duty of care or supervisory, evaluative, or other authority over another Participant. A Power Imbalance may also exist between an athlete and other adults who are Persons in Authority. Maltreatment occurs when this power is misused.
- f. **Public Communication** – Communication that is or was posted publicly, such as on a Participant's social media platform.
- g. **Responsible Coaching Movement** – A call to action for sport organizations, parents, and coaches to enact responsible coaching across Canada – on and off the field (<https://coach.ca/responsiblecoaching-movement>).
- h. **Social Media** – Communication media that permits users to create or generate content, share that content, and network with other users. Social media includes YouTube, Facebook, Instagram, LinkedIn, Tumblr, TikTok, Snapchat, Twitter, and other similar websites and applications.
- i. **Vulnerable Participants** – Includes children/youth (minors) and vulnerable adults (people who, because of age, disability or other circumstance, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by people in positions of trust or authority).

CONTEXT

5. The type and nature of Interpersonal Communication depends on the context in which the communication occurs. Interpersonal Communication may change when different stakeholders are involved. For example, expectations surrounding adult-adult communication are different than adult-teen communication (which carries the most risk of maltreatment). Further, a primary goal of the coach-athlete relationship in the high-performance stream is to create a positive and healthy training and competition environment.

PRINCIPLES

6. The following principles reflect Softball Manitoba's values, and guide this Policy:
 - a. Softball Manitoba is committed to the Responsible Coaching Movement and to making sport safer for everyone, Particularly Vulnerable Participants.
 - b. Conduct and behaviour that occurs in Electronic Communication and Social Media – both Public Communication and Interpersonal Communication – is subject to the Code of Conduct and Ethics and Discipline and Complaints Policy.
 - c. Persons in Authority must use Electronic Communication and Social Media that are appropriate for the context in which the communication occurs.
 - d. Regular communication is an important requirement for nourishing effective and healthy relationships.
 - e. An open and observable environment facilitates healthy exchanges among the coach, athlete, and parent/guardian triangle which is necessary for communication with Vulnerable Participants.
7. The table below has been developed to guide Persons in Authority in their interactions with athletes of various ages. The table assesses the vulnerability of the athlete due to their age, the frequency of contact needed with the athlete due to their context, and their risk of maltreatment. The final column of the table determines whether (and how) the Person in Authority should be communicating with their athletes on Electronic Communication Media ("ECM") and/or Social Media ("SM").
8. It is expected that the contact needed between Persons in Authority and high-performance athletes would be more frequent because there is more information to convey to further the athlete's development, and a closer relationship between athlete and coach is beneficial.
9. Maltreatment includes physical, psychological, and sexual maltreatment, as well as other types of misconduct such as neglect, grooming, retaliation, and other behaviours that are described in the Code of Conduct and Ethics.

| AGE OF ATHLETE | COMPETITION STREAM (HIGH PERFORMANCE) | | | |
|----------------|---------------------------------------|------------------------------------|-----------------------------|--------------------------------------|
| | <u>Vulnerability Due to Age</u> | <u>Frequency of Contact Needed</u> | <u>Risk of Maltreatment</u> | <u>Communicate on ECM or SM?</u> |
| Athletes 13-18 | Moderate | Moderate - High | High | Yes – with many conditions (Level 1) |
| Athletes 19+ | Low | High | Moderate | Yes – with some conditions (Level 2) |

GUIDELINES

10. The following guidelines (Appendix A) have been developed:
 - a. **Ideal Practices** – Ideal (best) practices for Persons in Authority when they communicate with athletes of different ages and in different sport contexts.
 - b. **Guide for Persons in Authority** – Specific tips for Persons in Authority (primarily coaches) to assist them with their communication in Electronic Communication and social media.
 - c. **Guide for Athletes** – Specific tips for athletes to assist them with their communication in Electronic Communication Media and Social Media.

- d. **Guide for Parents** – Specific tips for parents/guardians to monitor, participate in, and/or be aware of the communication between Persons in Authority and their children.

GENERAL

11. An individual who believes that a Participant’s Electronic Communication and/or Social Media activity is inappropriate or may violate Softball Manitoba’s policies and procedures should report the matter to Softball Manitoba in the manner outlined in the Discipline and Complaints Policy.
12. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Participant from being subject to the Discipline and Complaints Policy.

Appendix A – Ideal Practices and Guidelines

Ideal Practices – Competition Stream (High Performance Sport)

| Medium | Athletes 13-18 | Athletes 19+ |
|---|---|---|
| | <i>Level 1</i> | <i>Level 2</i> |
| Email | Email athletes when necessary. Stick to non-personal communication. Alert or copy parents/guardians. | Email athletes when necessary. |
| Text | Text athletes when necessary. Stick to non-personal communication. Alert or copy parents/guardians. | Text athletes when necessary. |
| Facebook | Avoid initiating contact. Accept requests if necessary. All communication must be public. Inform parents/guardians. | Avoid initiating contact. Accept requests if necessary. All communication must be public. |
| Instagram | Avoid initiating contact. Accept requests if necessary. All communication must be public. Inform parents/guardians. | Avoid initiating contact. Accept requests if necessary. All communication must be public. |
| Twitter | Avoid initiating contact. Accept requests if necessary. All communication must be public. Inform parents/guardians. | Avoid initiating contact. Accept requests if necessary. All communication must be public. |
| Snapchat | Do not follow athletes on Snapchat. Block follow requests. | Avoid following athletes on Snapchat. |
| TikTok | Do not follow athletes on TikTok. Block follow requests. | Avoid initiating contact. Accept requests if necessary. All communication must be public. |
| Team Communication Platforms (e.g., TeamSnap) | Add athletes when necessary. Stick to non-personal communication. Alert or copy parents/guardians. | Add athletes when necessary. |

CONDITIONS AND EXCEPTIONS

Level 1 – Communication with Many Conditions

Communication at this level is the riskiest. Because of the frequency of contact needed with high performance athletes, and recognizing that regular communication promotes more effective relationships, Persons in Authority can communicate with athletes on Electronic Communication Media and Social Media but must take several precautions when they do so. Communication should be open and observable whenever possible. If it is not possible to have open and observable communication on a particular medium, Persons in Authority should maintain a log or record of the communication and make it available to Softball Manitoba or to the athlete’s parent/guardian whenever requested.

To communicate non-personal information, Electronic Communication should be used by Persons in Authority to inform athletes and their parents/guardians at the same time. For example, any emails should be copied to a parent/guardian, and team communication on WhatsApp should include parents/guardians. In some circumstances, non-personal communication can occur on these media without including a parent/guardian (such as an athlete informing a coach that they will be late for practice) but parents/guardians must be aware that this communication may occur and they should know that they can ask for it to cease.

Persons in Authority can be available to the athlete to receive messages about personal issues on the athlete's preferred communication medium – but these messages must be logged and available to Softball Manitoba and/or to the athlete's parent/guardian. Persons in Authority should avoid initiating contact on Social Media but may accept 'friend' or 'follow' requests provided any communication that occurs on Social Media is restricted to content and material that furthers the development of the athlete's athletic goals or experience (such as training videos or comments about the sport). These interactions must be Public Communication (not private messaging) and parents/guardians must know that it may occur. A Social Medium that defaults to automatically deleting content after a set time period (such as Snapchat) cannot be used.

Level 2 – Communication with Some Conditions

At this level, communication on Electronic Communication Media and Social Media is permitted but Persons in Authority should take some precautions. All communication should be Public Communication, whenever possible, and should be open and observable. However, recognizing that Persons in Authority and athletes at this level are adults, communication that is of a personal nature may occur on an Electronic Communication Medium and it is not necessary to copy a second adult. This communication should be logged and available to Softball Manitoba if requested.

To protect the integrity of the coach-athlete relationship, Persons in Authority should avoid initiating contact on Social Media but can be available to the athlete to receive messages about personal issues on the athlete's preferred communication medium. Persons in Authority may accept 'friend' or 'follow' requests provided any communication that occurs on Social Media is Public Communication (not private messaging). A Social Medium that defaults to automatically deleting content after a set time period (such as Snapchat) should be avoided.

GUIDELINES FOR PERSONS IN AUTHORITY

General – All Levels

- a) You must model appropriate behaviour befitting your role and status in connection with Softball Manitoba.
- b) Ensure you host an information session for parents/guardians and athletes at the beginning of your season that clearly outlines communication standards and how you will be communicating with the athletes throughout the season.
- c) Ensure all electronic and social communication is professional, unambiguous, and on-topic. Avoid emojis and unspecific language that can be interpreted in multiple ways.
- d) Be aware that you may acquire information about an athlete that imposes an obligation of disclosure on your part (such as seeing pictures of underage athletes drinking during a trip).
- e) Athletes will search for your Social Media accounts. Be prepared for how you will respond when an athlete attempts to interact with you on Social Media.
- f) Annually review and update the privacy settings on all your Social Media accounts.
- g) Consider creating separate Social Media accounts for the express purpose of communicating with Vulnerable Participants. Access should be provided to other Persons in Authority and to Softball Manitoba so that the accounts are open and observable.

- h) Consider monitoring or being generally aware of athletes' public Social Media behaviour to ensure compliance with the Code of Conduct and Ethics and this Policy.
- i) Persons in Authority may not demand access to an athlete's private posts on Twitter, Instagram, or Facebook.
- j) Avoid adding athletes to Snapchat and do not send snapchats to athletes.
- k) Do not post pictures or videos of athletes on your private Social Media accounts.
- l) Keep selection decisions and other official business off Social Media.
- m) Never misrepresent yourself by using a fake name or fake profile.
- n) Avoid association with Facebook groups, Instagram accounts, or Twitter feeds with explicit sexual conduct or viewpoints that might offend or compromise your relationship with an athlete.
- o) Do not delete your communication history with Vulnerable Participants in any medium.
 - p) Be prepared to accept that Softball Manitoba (or parents/guardians) may request logs or records of your communication history. Become familiar with some of the methods to save and download messages:
 - i. Saving and Printing Instagram Messages
 - ii. Download Instagram Messages (chrome plugin)
 - iii. Saving Chat History (WhatsApp)
 - iv. Transferring iPhone Messages
 - v. Saving Text Messages

Level 1

- a) Ensure that parents are aware if some interactions may take place on Social Media and Electronic Communication Media and the context for those interactions.
- b) Attempt to make communication with athletes on Electronic Communication and Social Media as one-sided as possible. Be available for athletes if they initiate contact – athletes may wish to have this easy and quick access to you – but avoid imposing yourself into an athlete's personal media space.
- c) Never accept communication from one athlete while blocking another athlete. Be consistent in your use of Social Media to communicate with all athletes.
- d) Consider using TeamSnap or another league and team management application that allows nonpersonal communication to occur through the application/website and be directed at both parents/guardians and Vulnerable Participants at the same time.
- e) Do not initiate "friend" or "follow" requests with athletes on Facebook. Never pressure athletes to "friend" or "follow" you.
- f) Consider managing your Social Media so that athletes do not have the option to follow you on Twitter or Instagram or send you a "friend" request on Facebook.

Level 2

- a) Choosing not to engage with Social Media is an acceptable strategy. Be prepared to inform athletes why you will not engage in this space and explain which media you will use to communicate with them.
- b) Never require athletes to join Facebook, join a Facebook group, subscribe to a Twitter feed or Instagram account, or join a Facebook page about your group or organization.
- c) If you use a Social Medium to communicate, do not make the Social Medium the exclusive location for important information. Duplicate important information in Electronic Communication Media (like on a website or via email).
- d) Exercise appropriate discretion when using Social Media for your own personal communications (with friends, colleagues, and other Persons in Authority) with the knowledge that your behaviour may be used as a model by athletes.

General – Video Sessions

- a) Video sessions should be recorded, when possible. Recording video sessions documents the interaction and serves to 'open' the environment. Your sport organization, the athlete and/or a minor athlete's parent/guardian (when applicable) should be permitted to view the recording.

- b) Video sessions with groups of athletes (such as a team) should be attended by at least two adults (preferably coaches). One-on-one video sessions should be either recorded with permission and/or attended by another adult and/or the athlete's parent/guardian (when applicable). No one-on-one video session with a minor athlete should take place without a parent/guardian's knowledge.
- c) Provide a clear statement of professional standards expected of all attending individuals prior to any video session. Provide an outline and agenda of the video session to athletes and to the athlete's parent/guardian (when applicable) prior to the session. Any breaches of professional standards that occurred during the session must be communicated to parents/guardians of minor athletes after the session.
- d) Sessions should avoid overly personal communication and focus on training/coaching.
- e) Video sessions should be held in a professional setting. Your video stream must show a neutral background (avoid bedrooms and bathrooms).
- f) Dress professionally (to the point of over-dressing) and reduce socialization.
- g) Inform your sport organization that you intend to communicate with athletes via video session. If you intend to provide instruction or skills training, your organization may need to sanction the session and/or parents/guardians of minor athletes may need to sign an agreement or a waiver.

GUIDELINES FOR ATHLETES

General – All Levels

- a) Set your privacy settings to restrict who can search for you and what private information other people can see.
- b) Coaches, teammates, officials, or opposing competitors may all add you to Facebook or follow you on Instagram or Twitter. You are not required to follow anyone or be Facebook friends with anyone.
- c) Avoid adding Persons in Authority to Snapchat and do not send snapchats to Persons in Authority.
- d) If you are under the age of 18, make sure that your parent/guardian is aware of any Electronic Communication and/or Social Media interactions that you have with your coach or another Person in Authority.
- e) If you feel harassed by someone in an Electronic Communication Media and/or Social Media interaction, report it to your parent/guardian, a Person in Authority, or to Softball Manitoba.
- f) You do not have to join a fan page on Facebook or follow a Twitter feed or Instagram account if you do not want to.
- g) Content posted or shared on Social Media, relative to your privacy settings, is considered Public Communication. In most cases, you do not have a reasonable expectation of privacy for any material that you post or share.
- h) Content posted on Social Media is almost always permanent – consider that other individuals may take screenshots of your content (even snapchats) before you can delete them.
- i) Avoid posting pictures of, or alluding to, participation in illegal activity or banned substances such as: speeding, physical assault, harassment, drinking alcohol (if underage), smoking marijuana, etc.
- j) Model appropriate behaviour in Social Media befitting your status as a) an athlete, and b) a participant within Softball Manitoba. As a representative of Softball Manitoba, you have agreed to the Code of Conduct and Ethics and must follow that Code when you post material and interact with other people through Electronic Communication and Social Media.
- k) Be aware that your public Facebook page, Instagram account, or Twitter feed may be monitored by your coach or another Person in Authority, or by Softball Manitoba. Content or behaviour on Social Media may be subject to sanction under the Discipline and Complaints Policy.
- l) If you attend a video session, your video stream should show a neutral background (avoid bedrooms and bathrooms).

GUIDELINES FOR PARENTS / GUARDIANS

General

- a) You can request copies of any communication that occurs on Electronic Communication Media between a Person in Authority and your Vulnerable Participant.
- b) You can request that any communication that occurs on Electronic Communication and/or Social Media between a Person in Authority and your Vulnerable Participant be logged and available to you.
- c) You can inform Persons in Authority that they are not permitted to contact your Vulnerable Participant on any (or a specific) Social Medium.
- d) Inform Softball Manitoba if a Person in Authority interacted with your Vulnerable Participant in an Electronic Communication Medium or Social Medium without your knowledge.
- e) Inform Softball Manitoba if a Person in Authority initiated an interaction with your Vulnerable Participant on a Social Medium.

Level 1

- a) Be aware that Participants between the ages of 13 and 18 often prefer to discuss personal and non-personal matters on Electronic Communication Media or Social Media rather than face-to-face. Permitting your Vulnerable Participant to have this option (with certain conditions) to connect with a Person in Authority may improve their athletic experience and personal development.
- b) Consider joining any Public Communication that occurs on a Social Medium between a Person in Authority and your Vulnerable Participant (such as by tagging a coach and your athlete on a Twitter thread or by adding a comment to an Instagram post).

14. SUSPENSION POLICY

Updated: November, 2021

Softball Manitoba has the right to suspend or expel any league, team, player, coach or manager, umpire and any other person associated with a team, league or the Association for:

- a. Refusing to obey a ruling of Softball Manitoba.
- b. Proven foul play or unfair/un-sportsmanlike conduct, individually or collectively, at any sanctioned Softball Manitoba competition or meeting in the interest of the game.
- c. Negligence to pay assessments owed to Softball Manitoba.
- d. Persistent infringement of the laws of the game or the rules of Softball Manitoba.

Upon official notification, Softball Manitoba will uphold suspensions handed down by other national softball organizations including but not limited to Softball Canada, Provincial /Territorial Softball Associations and SPN.

Action shall not be taken by Softball Manitoba until such time as the member has been notified of the nature of the complaint against them and has been given a fair opportunity to explain/defend themselves.

In exceptional circumstances, the President may issue an interim suspension of less than 30 days. The suspension must be made in writing by registered mail or delivered in person.

Participants are to be notified in writing within forty-eight (48) hours of receiving the complaint.

The member must respond in writing within seventy-two (72) hours of written notice from the association

Within seven (7) days a committee consisting of a minimum of three (3) members of the Executive will rule.

The suspension may be for a given period, e.g.: a game, a competition or for a specific period of time.

All individuals or team(s) who have been suspended by Softball Manitoba may not compete in any Softball Manitoba sanctioned competition (i.e.: Provincials, or Inter-Provincial play) nor participate in any manner in any Softball Manitoba activity. Suspended individuals are not permitted to take part in any aspects of coaching including participating in practices, clinics, etc. with any Softball Manitoba teams, including the organization they were part of prior to the suspension. It is the responsibility of the former organization (or any Softball Manitoba registered member for that matter) to report any such violation of the suspension to Softball Manitoba. Violation of the suspension will result in further action. (example - increase length of the current suspension and further action may also be taken against the Team the suspended individual is caught working with).

A list of suspensions shall be provided annually to the appropriate Divisions for use at their Annual General Meetings as information only.

Suspension (other than Life Suspensions) will be lifted after a five-year (from date of AGM) period.

15. TRANSGENDER & NON-BINARY INCLUSION POLICY

Updated: January, 2022 – Reformed Softball Canada Policy

PURPOSE

The Organization believes that all Participants deserve respectful and inclusive environments for participation that value the individual's gender identity and gender expression. The Organization wants to ensure that all Participants have access to programming and facilities in which they feel comfortable, supported, and safe. The Organization is committed to implementing this policy in a fair and equitable manner.

SCOPE

This Policy applies to all programs, events and activities directly organized by Softball Manitoba, including, but not limited to, training camps, tournaments and Canadian Championships. Outside the scope of this Policy is any team selection, activity, event or program that falls within the scope of the World Baseball Softball Confederation, which are dictated by World Baseball Softball Confederation rules and regulations.

GUIDING PRINCIPLES

Softball Manitoba supports the recommendations outlined in *Creating Inclusive Environments for Trans Participants in Canadian Sport*, the guidance document published by the Canadian Centre for Ethics in Sport (CCES). Softball Manitoba adopts the best practices outlined in the document and has used the four Policy Guidance statements in the development and application of this *Transgender and Non-Binary Inclusion Policy*. The Policy Guidance statements are:

- a) Individuals participating in development and recreational sport (LTAD stages Active Start, FUNdamental, Learn to Train, Train to Train, Train to Compete (until international federation rules apply) and Active for Life) should be able to participate in the gender with which they identify and not be subject to requirements for disclosure of personal information beyond those required of cisgender.
- b) Hormone therapy should not be required for an individual to participate in high-performance sport (LTAD stages Train to Compete and Train to Win) in the gender category that is consistent with their gender identity, unless the sport organization can prove that hormone therapy is a reasonable and bona fide requirement.

- c) Individuals should not be required to disclose their trans identity or history to the sport organization in order to participate in high-performance sport (LTAD stages Train to Compete and Train to Win) unless there is a justified reason requiring them to do so.
- d) Surgical intervention should not be required for an individual to participate in high-performance sport (LTAD stages Train to Compete (once international federation rules become a factor) and Train to Win) in the gender category that is consistent with their gender identity.

In addition, we recognize that Gender identity is not fixed in time and may shift. A Participant should not be required to identify within a fixed gender identity across an indeterminate amount of time.

DEFINITIONS

The following terms have these meanings in this document:

- a) "*Organization*" – Softball Manitoba
- b) "*Bona fide*" – Acting in good faith, without deception or fraud
- c) "*Cisgender*" – A term to describe a person whose gender identity corresponds with their birth-assigned sex (e.g., someone whose gender identity is male and was assigned male at birth)
- d) "*Gender*" – The socially constructed roles, behaviours, activities and attributes that a society assigns to masculinity or femininity
- e) "*Gender binary*" – A social system whereby people are thought to have either one of two genders: man or woman. These genders are expected to correspond to sex assigned at birth: male or female. In the gender binary system, there is no room for diversity outside of man or woman, for living between or outside of these genders
- f) "*Gender Expression*" – The way an individual communicates their gender identity to others. This is done through behaviour, body language, voice, emphasis or de-emphasis of bodily characteristics, choice of clothing, hairstyle, and wearing make-up and/or accessories. The traits and behaviours are labeled as masculine, androgynous, feminine are culturally- and geographically-specific and change over time;
- g) "*Gender Identity*" – A person's innermost sense of their own gender. This can include man, woman, both, neither or something else entirely. There are lots of words people may use to talk about their gender identity and expression;
- h) "*Gender Affirming Procedures*" – Medically-supervised program of treatment to transition a person's body to align with their gender identity through hormone therapy, surgery, and/or other procedures
- i) "*Intersex*" – Refers to a combination of features that distinguish male and female anatomy
- j) "*Non-binary*" – People whose gender identity is neither exclusively female nor male. Some individuals self-identify as non-binary, whereas others may use terms such as genderqueer, bi- or polygender, genderfluid, gender non-conforming, or agender. Non-binary people may or may not conform to societal expectations for their gender expression and gender role, and they may or may not seek gender affirming medical or surgical care.
- k) "*Participant*" – Includes all individuals employed by or engaged in Softball Manitoba activities and programs
- l) "*Sex*" – The classification of people as male, female or intersex. Sex is usually assigned at birth (with the exception of intersex) and is based on an assessment of a person's reproductive system, hormones, chromosomes and other physical characteristics, most notably by external genitalia
- m) "*Transgender*" – An umbrella term that describes people with diverse gender identities and gender expressions that do not conform to stereotypical ideas about what it means to be a girl/woman or boy/man in society. It includes but is not limited to people who identify as transgender, transsexual, cross dressers (adjective), or gender non-conforming (gender diverse or genderqueer)
- n) "*Transgender Girl/Woman*" – Someone who was assigned the male sex at birth, but whose gender identity is female
- o) "*Transgender Boy/Man*" – Someone who was assigned female sex at birth, but whose gender identity is male

ACTIONS FOR INCLUSION

The Organization strives to welcome all Participants, non-binary, cisgender and transgender, to participate in our programs and to experience softball.

The Organization pledges to:

- a) Provide this *Policy* to Organization staff, Directors, national team coaches, managers, and Provincial/Territorial members and provide education on the importance of transgender and non-binary inclusion and what this entails in terms of practices, policies, procedures and norms of behaviour.
- b) Provide registration forms and other documents that allow:
 - a. the Participant to indicate their gender identity and expression, rather than their sex or gender;
 - b. the Participant to abstain from indicating a gender identity with no consequence to the Participant;
 - c. the Participant the opportunity to indicate the pronoun(s) they use; and
 - d. the Participant to indicate the name they go by on a daily basis (called a Lived Name), if different from their legal name.
- c) Maintain organizational documents and the Organization's website in a manner that promotes inclusive language and images
- d) Refer to Participants by their lived name and pronouns
- e) Work with transgender and non-binary athletes on the implementation, monitoring, and/or modification of this *Policy*
- f) When the Organization has the authority to determine Participants' use of washrooms, change rooms, and other facilities, the Organization will permit individuals to use the facilities of their gender identity
- g) Ensure uniforms and dress codes that respect a Participant's gender identity and gender expression
- h) Determine Eligibility Guidelines for transgender and non-binary Participants (as described in this *Policy*)

ELIGIBILITY GUIDELINES - EXCEPTIONS

When applicable, the eligibility guidelines of the World Baseball Softball Confederation, and/or any major international Games organization regarding transgender and non-binary athlete participation will supersede the eligibility guidelines as outlined in this *Policy*.

ELIGIBILITY GUIDELINES

As a general guiding principle for the Organization's eligibility guidelines, the Organization supports the following statement from *Creating Inclusive Environments for Trans Participants in Canadian Sport*:

Based on this background and available evidence, the Expert Working Group felt that trans[gendered] athletes should be able to participate in the gender with which they identify, regardless of whether or not they have undergone hormone therapy. Exceptions could be made if a sport organization is able to provide evidence that demonstrates hormone therapy is a reasonable and bona fide requirement (i.e., a necessary response to a legitimate need) to create a fair playing field at the high-performance level (p. 19)

At both recreational and competitive levels, a Participant may participate in either their sex assigned at birth or the gender category in which they identify or choose in the case of a non-binary Participant.

Participants are not required to disclose their transgender or non-binary identity or history to the Organization or any of the Organization's representatives (e.g., coaches, staff, Directors, officials, etc.).

All athletes must be aware that they may be subject to doping control testing pursuant to the Canadian Anti-Doping Program. Trans athletes undergoing gender reassignment are encouraged to contact the Canadian Centre for Ethics in Sport (CCES) to determine what procedures, if any, are required to obtain a Therapeutic Use Exemption (TUE).

CONFIDENTIALITY

The Organization will not disclose to outside parties any documentation or information about a Participant's gender identity and expression. A transgender or non-binary Participant's privacy and confidentiality will be respected.

ONGOING MONITORING

The Organization commits to monitoring ongoing developments regarding national and international participation guidelines for transgender and non-binary athletes and pledges to monitor the implementation, review and/or revise this Policy whenever new information becomes available.

RESOLVING GENDER IDENTITY AND EXPRESSION ISSUES

Softball Manitoba has a zero tolerance for bullying and abuse. Should an individual feel they have been subject to, or witness, discrimination, bullying, harassment, sexual harassment, vilification or victimization based on gender identity or expression, they should take appropriate action through the Organization's *Discipline and Complaints Policy*. Should the individual not feel safe in doing so, they should seek assistance from the Organization's CEO for advice and support or action on their behalf.

APPEAL

Any decision rendered by the Organization in accordance with this Policy may be appealed in accordance with the Organization's *Appeal Policy*.

16. WHISTLEBLOWER POLICY

Updated: January, 2022 – Reformed Softball Canada Policy

Purpose

1. The purpose of this Policy is to allow Workers to have a discrete and safe procedure by which they can disclose incidents of wrongdoing in the workplace without fear of unfair treatment or reprisal.

Application

2. This Policy only applies to Workers who observe or experience incidents of wrongdoing committed by Directors or by other Workers.
3. Incidents of wrongdoing or misconduct observed or experienced by participants, volunteers, spectators, parents of participants, or other individuals not employed or contracted by Softball Manitoba can be reported under the terms of Softball Manitoba's Discipline and Complaints Policy and/or reported to Softball Manitoba's Board or Chief Executive Officer to be handled under the terms of the individual Worker's Employment Agreement or Contractor Agreement, as applicable, and/or any other relevant and applicable Softball Manitoba policy.
4. Matters reported under the terms of this Policy may be referred to be heard under Softball Manitoba's Discipline and Complaints Policy, at the discretion of the Board of Directors.

Wrongdoing

5. Wrongdoing can be defined as:
 - a. Violating the law;
 - b. Intentionally or seriously breaching of Softball Manitoba's Code of Conduct and Ethics;
 - c. Intentionally or seriously breaching Softball Manitoba's policies for workplace violence and harassment;

- d. Committing or ignoring risks to the life, health, or safety of a participant, volunteer, Worker, or other individual;
- e. Directing an individual or Worker to commit a crime, serious breach of a policy of Softball Manitoba, or other wrongful act; or
- f. Fraud.

Pledge

- 6. Softball Manitoba pledges not to dismiss, penalize, discipline, or retaliate or discriminate against any Worker who discloses information or submits, in good faith, a report against a Worker under the terms of this Policy.
- 7. Any individual affiliated with Softball Manitoba who breaks this Pledge will be subject to disciplinary action.

Reporting Wrongdoing

- 8. A Worker who believes that a Director or another Worker has committed an incident of wrongdoing should prepare a report that includes the following:
 - a. Written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s);
 - b. Identities and roles of other individuals or Workers (if any) who may be aware of, affected by, or complicit in, the wrongdoing;
 - c. Why the act or action should be considered to be wrongdoing; and
 - d. How the wrongdoing affects the Worker submitting the report (if applicable).

Authority

- 9. The Softball Manitoba Board of Directors will receive any reports made under this policy.
- 10. After receiving the report, the Board of Directors has the responsibility to:
 - a. Assure the Worker of Softball Manitoba's Pledge
 - b. Connect the Worker to the Alternate Liaison if the individual feels that he or she cannot act in an unbiased or discrete manner due to the individual's role with Softball Manitoba and/or the content of the report
 - c. Determine if the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious)
 - d. Determine if Softball Manitoba's Whistleblower Policy applies or if the matter should be handled under Softball Manitoba's Discipline and Complaints Policy
 - e. Determine if the local police service be contacted
 - f. Determine if mediation or alternate dispute resolution can be used to resolve the issue
 - g. Determine if Softball Manitoba's Chairperson and/or Chief Executive Officer should or can be notified of the report
 - h. Begin an investigation

Alternate Liaison

- 11. If the Worker feels that the Board of Directors is unable to act in an unbiased or discrete manner due to the individual's role with Softball Manitoba and/or the content of the report, the Worker should contact the following individual who will act as an independent liaison between the Worker and the Board of Directors:

Steven J. Indig, LLB
Sport Law & Strategy Group
SJI@sportlaw.ca

- 12. The Alternate Liaison will not disclose the Worker's identity to the Board of Directors or to anyone affiliated with Softball Manitoba without the Worker's consent.

13. A Worker who is unsure if he or she should submit a report, or who does not want to have his or her identity known, may contact the Alternate Liaison for informal advice about the process.

Investigation

14. If the Board of Directors determines that an investigation should be launched, the Board of Directors may decide to contract an external investigator. In such cases, Softball Manitoba's Chief Executive Officer and/or President may be notified that an investigation conducted by an external investigator is necessary without the nature of the investigation, content of the report, or identity of the Worker who submitted the report being disclosed. Softball Manitoba's Chief Executive Officer and/or President may not unreasonably refuse the decision to contract an external investigator
15. An investigation launched by the Board of Directors or by an external investigator should generally take the following form:
 - a. Follow-up interview with the Worker who submitted the report
 - b. Identification of Workers, participants, volunteers or other individuals that may have been affected by the wrongdoing
 - c. Interviews with such-affected individuals
 - d. Interview with the Director(s) or Worker(s) against whom the report was submitted
 - e. Interview with the supervisor(s) of the Director(s) or Worker(s) against whom the report was submitted
16. In all stages of the investigation, the investigator will take every precaution to protect the identity of the Worker who submitted the report and/or the specific nature of the report itself. However, Softball Manitoba recognizes that there are some instances where the nature of the report and/or the identity of the Worker who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.
17. The investigator will prepare an Investigator's Report – omitting names whenever possible and striving to ensure confidentiality – that will be submitted to Softball Manitoba's President and/or Chief Executive Officer for review and action.

Decision

18. Within fourteen (14) days after receiving the Investigator's Report, Softball Manitoba's President and/or Chief Executive Officer will take corrective action, as required. Corrective action may include, but is not limited to including:
 - a. Enacting and/or enforcing policies and procedures aimed at eliminating the wrongdoing or further opportunities for wrongdoing;
 - b. Revision of job descriptions; or
 - c. Discipline, suspension, termination, or other action as permitted by Softball Manitoba's Bylaws, provincial employment legislation, any relevant and applicable Softball Manitoba policy, and/or the Worker's Employment Agreement or Contractor Agreement.
19. The corrective action, if any, will be communicated to the investigator who will then inform the Worker who submitted the report.
20. Decisions made under the terms of this Policy may be appealed under the terms of Softball Manitoba's Appeal Policy provided that:
 - a. If the Worker who submitted the initial report is appealing the decision, the Worker understands that his or her identity must be revealed if he or she submits an appeal, and
 - b. If the Director or Worker against whom the initial report was submitted is appealing the decision, the Worker or Director understands that the identity of the Worker who submitted the report will not be revealed and that Softball Manitoba will act as the Respondent

Confidentiality

21. Confidentiality at all stages of the procedures outlined in this Policy – from the initial report to the final decision – is assured for all individuals (the Worker, the Worker(s) against whom the report is submitted, and the individuals interviewed during the investigation). An individual who intentionally breaches the confidentiality clause of this Policy will be subject to disciplinary action.

OFFICIAL SOFTBALL

OF



SATURDAY
NOVEMBER 25, 2023



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