



Softball New Brunswick Provincial Team Program Handbook

WELCOME

On behalf of Softball New Brunswick, we welcome all players and parents to the New Brunswick Softball Provincial Team Program! This handbook is intended to provide clear information to all stakeholders of the Program (players, coaches, officials, parents, and spectators). Many young athletes dream about playing the game at the national level, but the qualities needed to get to that level are varied. Guided by Softball Canada's Long-Term Player Development Framework, the Provincial Team Program will allow athletes the opportunity to develop these qualities within the Podium Pathway and beyond.

We will provide a safe and friendly environment in which players can express themselves confidently and play the game "with a smile on their face". We will also endeavor to provide opportunities for New Brunswick players to compete on the national stage, generating opportunities for advancement within the sport and creating lifelong memories.

In January 2020, Softball New Brunswick Board of Directors implemented the Provincial Team Model at our annual Winter Board Meeting. This decision was made after significant research and input from our membership. The long-term goal of this program is to create a pathway for our athletes, coaches and managers from Timbits to High Performance while protecting our grass roots of players. The Softball New Brunswick Long Term Athlete Development implementation plan (2013 and revised for 2016) under the "Coaching Development" pillar indicated a clear need for a coaching pathway

to be created to provide knowledge and experience to coaches to ensure they gain valuable experience at provincials, Eastern Canadians and Canadian Championships.

As Fastpitch continues to grow in New Brunswick, Softball New Brunswick has been working to send more teams to Canadian Championships in all minor age categories on a yearly basis. Softball New Brunswick has developed a Minor Provincial Team Program brand, which will be known thus forth as **NB Selects**. **NB Selects** will be recognized by athletes, coaches, officials, and softball fans throughout the province and country. This program will give many NB athletes and coaches (both male and female) the opportunity to sport the **NB Selects** logo and colours as they represent Softball New Brunswick, the Provincial Team program, and Province of New Brunswick.

The Team NB program will encompass the following age categories:

- U15 Girls / Boys
- U17 Girls / Boys
- U19 Women's / U20 Men's

OUR GUIDING PRINCIPLES

1. To implement concise and transparent policies and procedures.
2. To promote participation opportunities for both players and coaches from across New Brunswick.
3. To develop a clear development pathway for players, coaches, and officials in New Brunswick - From Grassroots to High Performance.
4. To adhere to the Softball Canada **Athlete Development Matrix** in the development of our players.

OUR GOALS

1. Bring together the best players in New Brunswick for a like-skilled, like-minded training environment - "Best-with-Best"
2. To expose players to higher levels of competition.
3. To provide exposure to the National Team Program.
4. To aid in the development of well-rounded individuals by instilling sportsmanship and integrity.

NB Selects Brand

The Softball New Brunswick colours of green, white, and black will distinguish our players and coaches as members of the **NB Selects**. All **Selects** apparel and/or embroidered equipment must follow the Softball New Brunswick branding guidelines.

The **NB Selects** will have a designated social media presence (Facebook, Twitter, Instagram), which will be used to highlight the program, share results, and other relevant information (tryout information, schedules, etc).

Softball New Brunswick will work with the **Selects** program to develop promotional content, which will feature members in the program (images, videos, testimonials, etc.).

PROVINCIAL TEAM MODEL

- Provincial Teams will be made up of the top athletes in each age group from the province of New Brunswick (U15, U17, U19/U20) on both the male and female sides, to attend the annual Softball Canada Canadian Championships, and attending select tournaments within the Maritimes, Quebec, Ontario and/or USA as preparation. All Provincial Team events must be sanctioned and approved by SNB.
- Each player will still be required to play on a club team within their region.
 - *If there is no club team in your region, you may request a release prior to June 15th each year to play with a club team in the next closest region.*
 - *Players would be required to play in their appropriate Provincial Championship Tier with their club teams.*
 - *Softball New Brunswick may offer both Tier 1 and Tier 2 Provincial Championships in each minor category - depending on the interest of teams.*
 - *This will afford all teams the opportunity to participate in a Provincial Championship which is suited to their competitive level*
- Softball New Brunswick, Softball Prince Edward Island, Softball Nova Scotia, and Softball Newfoundland and Labrador have developed the Atlantic Softball League (ASL), which will designate 3 weekends on a yearly basis for Provincial Team competition to be held.
 - *On each weekend, each province will host one (1) age group for a tournament format competition, on a rotational basis.*
 - *The Atlantic Softball League will be open to Provincial Teams who are preparing to attend the upcoming Canadian Championship.*
 - *Canada Summer Games teams may be permitted to participate in the Atlantic Softball League in the year leading up to the Canada Summer Games. Pending approval from the Atlantic PSOs.*
 - *Softball New Brunswick will communicate the dates of the Atlantic Softball League weekends with the coaching staff by the end of January of the upcoming season.*

ELIGIBILITY

- The **NB Selects** program is open, on an equal opportunity basis, to all members of Softball New Brunswick Inc. in good standing who meet the minimum eligibility requirements. The minimum eligibility requirements for an athlete to be considered for selection to the **Selects** softball program are:
 1. Age Classification
 - a. U15 Team NB – Athletes must be 15 years of age or under who do not reach their 16th birthday during the current calendar year (Born 2007-2008 for the 2022 season)
 - b. U17 Team NB - Athletes must be 17 years of age or under who do not reach their 18th birthday during the current calendar year (Born 2005-2006 for the 2022 season)
 - c. U19 Team NB - Athletes must be 19 years of age or under who do not reach their 20th birthday during the current calendar year (Born 2004-2003 for the 2022 season)
 - d. U20 Team NB - Athletes must be 20 years of age or under who do not reach their 21st birthday during the current calendar year (Born 2002-2000 for the 2022 season)

Note: An athlete's first priority is to the age classification to which they are a member as outlined by Softball Canada and must try out in their age class (exception: under-age Canada Games Team Members). **Requests to play at a higher age classification must be made in writing to the technical director (technicaldirector@softballnb.ca) for consideration.**

2. Athletes must be residents of New Brunswick.
3. Tryouts are open to amateur athletes who are members in good standing with Softball New Brunswick Inc. and/or Softball Canada.
 - a. Athletes must be a registered member with Softball New Brunswick Inc. Athletes may inquire with the Softball New Brunswick Executive Director if they are registered.
4. In the year of the Canada Summer Games, any athlete who makes the Canada Summer Games team may have the opportunity to join their age classification's team for the Canadian Championships through consultation with the Technical Director and Provincial Team Coaching Staff. Players will be required to try out for the program

HEAD COACH

SELECTION PROCESS

Selection of the Head Coach is the responsibility of the Coaching Committee, with ratification by the Board of Directors of Softball New Brunswick.

CRITERIA:

1. If the Head Coach is male, at least one of the assistants must be female on the girls' team and be one of the on-field coaches.
2. Demonstrated coaching attributes: commitment, communication; reliability; punctuality; organization; teaching skills and knowledge of softball
3. Demonstrated knowledge of softball techniques and strategies
4. Positive role model for athletes, demonstrating integrity; honesty; fair play and leadership in honoring sport in their personal behavior and appearance
5. Make a commitment to the program for 1 year (Sept 1 - Aug 31)
6. Head Coach and their coaching staff are required to reapply for their position after their 1 year term.
7. All coaches must provide a criminal record check upon selection, but prior to team activities

JOB DESCRIPTION

GENERAL:

1. Attend meetings scheduled by the Softball NB leading up to the competitions and relay relevant information to Assistants, athletes and parents.
2. Shall report to and be responsible to the Technical Director
3. Shall promote the programs and services of Softball New Brunswick at all times
4. Shall operate within the Code of Conduct as established by Softball New Brunswick
5. The Head Coach may be required to attend Coaching Committee and Board Meetings upon request
6. Meet all deadlines for filling out and submitting forms in preparation for Competitions.
7. In consultation with the Technical Director, operate within the approved team budget.
8. Follow all Softball New Brunswick Constitution, By-Laws, Rules and Regulations
9. Catalogue, control and maintain all Softball New Brunswick program equipment. All equipment and material purchased by Softball New Brunswick are the property of Softball New Brunswick
10. Honor sponsorship, marketing promotions and commitments made by Softball New Brunswick
11. The Head Coach along with the Technical Director of SNB shall make contact with all athletes club coaches to identify training opportunities while respecting

club team's practice/game schedules to ensure cohesion among Provincial Team program and the Club system in New Brunswick.

COACH EDUCATION

1. Meet the Softball Canada Minimum Coaching Standards by May 1st the year of the games:
 - a. **All Age Categories:**
 - i. Head Coach must be **Competition - Introduction Certified**, Assistant Coaches must be **Competition - Introduction Trained**.
 - ii. Complete Safe Sport Training (including team managers)
 - iii. Note: Softball Canada has updated their coaching certification standards per age group as of November 2017. Please consult with the Technical Director to receive your coaching pathway for your age class team.
2. Attend professional development coaching education seminars as often as possible
3. Become familiar with Softball Canada Canadian Championship Technical Package. (i.e. eligibility; competition format; schedules; protest procedures)

HEAD COACH ROLE WITH ASSISTANT COACHES

1. Select assistants and share coaching duties according to the strengths of all coaches. Preferably, there should be a coach well versed in each of the following areas: outfield, infield, pitching/catching, hitting.

TEAM SELECTION/TRAINING

The Head Coach is responsible for selection/training of athletes in the Softball New Brunswick athlete pool by doing the following:

1. Plan activities, in cooperation with assistants, and attend all training camps and competitions
2. Ensure athletes receive training programs
3. Maintain a record system on athletes in the program including assessment and evaluation processes
4. Submit an attendance record of the athletes to the Technical Director after every camp & competition
5. Provide technical leadership to the athletes
6. Communicate, and cooperate with club team coaches
7. Plan and coordinate all activities for appropriate competition opportunities to best prepare athletes for elite competition

8. Communicate regularly with individual athletes regarding status, progress and expectations
9. Once athletes get down to a manageable number (maximum of 20) the Head Coach is expected to release and retain athletes in a uniform manner through written correspondence.
 - a. Athletes released from the training team may request to review their evaluation forms from the coaching staff. Requests must be made in writing within the appeal period (within 48 hours following the release).
 - b. All athletes asked to remain in the program will meet with the coaching staff to review their role on the team.
10. Once the final team is selected, the coaching staff may replace any athletes due to voluntary or involuntary actions, based upon policies outlined in this handbook
11. Softball New Brunswick does has an appeal process in place
12. The Head Coach will send out all correspondence via email
13. Once the final team is selected, a parent meeting will be set up to discuss the rest of the year, schedule, budget, etc.
 - a. Parent information meetings will also take place at each regional identification camp to explain expectations and commitment to the program.

ASSISTANT COACH JOB DESCRIPTION & SELECTION PROCESS

Selection of the Assistant coaches is the responsibility of the Head Coach, with ratification by the Board of Directors of Softball New Brunswick. Teams may carry up to 5 coaches including head coach as per Softball Canada's Championship guidelines.

CRITERIA:

1. If the Head Coach is male, at least one of the assistants must be female on the girl's team and be one of the on-field coaches.
2. Demonstrated coaching attributes: commitment, communication; reliability; punctuality; organization; teaching skills and knowledge of softball
3. Demonstrated knowledge of softball techniques and strategies
4. Positive role model for athletes, demonstrating integrity; honesty; fair play and leadership in honoring sport in their personal behavior and appearance
5. Make a commitment to the program for 1 year (Sept 1 - Aug 31)
6. All coaches must provide a criminal record check upon selection, but prior to team activities

COACH EDUCATION

1. Meet the Softball Canada Minimum Coaching Standards by May 1st the year of the games:

- a. **All Age Categories:**

- i. Assistant Coaches must be **Competition - Introduction Trained.**
- ii. Safe Sport Training

2. Attend professional development coaching education seminars as often as possible

Note: Softball Canada has updated their coaching certification standards per age group as of November 2017. Please consult with the Technical Director to receive your coaching pathway for your age class team.

3. Become familiar with Softball Canada Canadian Championships Technical Package. (i.e. eligibility; competition format; schedules; protest procedures)

JOB DESCRIPTION

General:

1. Shall promote the programs and services of Softball New Brunswick at all times
2. Shall operate within the Code of Conduct as established by Softball New Brunswick
3. Become familiar with Canadian Championship Technical Package in order to assist the Head Coach, if necessary
4. Shall attend all training camps and competitions
5. Shall perform coaching duties as discussed/delegated by the Head Coach. It is expected the assistants will be able to perform all the coaching duties necessary in one of three areas: pitching/catching; outfield or infield, hitting.
6. Assist the Head Coach in performing administrative duties, as delegated
7. Discuss decisions/policies/programs with Head Coach and support the Head Coach when communicating with athletes and parents
8. Assist the Head Coach in team selection
9. Assist the Head Coach in monitoring and evaluating athlete progress and performance
10. Help the Head Coach develop and enforce expected standards of behavior by athletes

TRAINING TEAM SELECTION

1. To be eligible for the training team, athletes must have attended one of the selection camps.
2. Size of the training team pool will be determined by the Technical Director and Team Coaching Staff. The training team will consist of:
 - a. Athletes who are selected from one of the ID/Selection camps.
3. Athletes may be added to the training team up to the Final Team selections being made.
4. An athlete who is selected to the training team is not guaranteed a roster spot on the final roster.
5. An athlete must be a current member of the training team at the time of final selection to be eligible for the final roster that will attend the championships.
6. Rationale in regard to any inclusion/exclusion of athletes related to the training team will be documented by the coaching staff and filed with the Technical Director of Softball New Brunswick
7. The structure and operation of the training team shall be the responsibility of the Head Coach, within the guidelines set out by the Technical Director and Softball New Brunswick. The training team athletes will undergo specialized training in all aspects of the game, and athletes for competition will be selected from the training team.
8. Every effort will be made to locate evaluation camps equitably across the province during the selection process. Training team practices should attempt to be based on the demographic domicile ratio of players on the team. i.e. 13 players – 4 players from Region 1, 4 from Region 4, 1 from Region 3 and 4 from Region 5. Practices would be scheduled according to % from each region.

TEAM SELECTION

1. The selection committee shall consist of the Coaching Staff as appointed by Softball New Brunswick Inc. and appointed Softball New Brunswick Evaluators.
 - a. The role of SNB Evaluator is to offer an objective, unbiased assessment of talent and assist in the athlete selection process.
 - b. See **Athlete Selection** for further information on the role of the SNB Evaluators.
2. Team selection will involve three phases: Initial Identification Camps, Training team, and Final Team selection.
 - a. Initial Identification Camps
 - i. There will be 3 initial Identification Camps held throughout the province
 - ii. Identification camps are open to all athletes who meet the criteria outlined above under **Eligibility**
 - iii. Athletes must attend a minimum of 1 Identification Camp, but may attend all 3 Identification Camps

- iv. After the final Identification Camp, successful athletes will be selected to the Training Team
 - v. Athletes who are not selected to the Training Team will receive written notification of their release from the program
- b. Training Team
- i. The training team will be comprised of no more than 20 athletes. Exact size of training team will be determined by the Technical Director and the Coaching Staff.
 - ii. Athletes will be guaranteed a minimum of one additional session after selection to the Training Team
 - iii. Members of the Training Team are not to be released from the program without a minimum of one on-field training session being offered
 - iv. Athletes released from the training team may request to review their evaluation forms from the coaching staff. Requests must be made in writing within the appeal period (within 48 hours following the release).
- c. Final Team
- i. Athletes selected to the Final Team will receive written notification of their selection.
3. Selection camp locations will be selected to ensure that athletes will not be required to travel more than 3 hours from place of residence to attend a camp. Although every effort will be made to meet this standard, this is subject to change based on availability of facilities and other limitations
4. Identification camps will be advertised at a minimum of 2 weeks prior to the camp via the following locations:
- a. Softball New Brunswick website
 - b. Softball New Brunswick Facebook
 - c. Softball New Brunswick Twitter
 - d. Softball New Brunswick Instagram
 - e. Softball New Brunswick email subscriptions
5. Athletes are required to attend a minimum of one (1) of the first three identification camps, although athletes are encouraged to attend all three (3) of the initial identification camps unless exceptional circumstances permit.
6. If an athlete is injured, sick or otherwise unable to attend an id/selection camp or evaluation event, he/she may request an exemption due to exceptional circumstances prior to or within 48 hours of a missed event. Requests must be made to the team Coaching Staff who will then forward the request to the Technical Director for review. If the circumstances are deemed to be “exceptional”, the athlete can be evaluated using information from other events;
- a. Circumstances other than injury or important family obligations may also be deemed exceptional by the coaching staff and require special consideration. See below for further information on “exceptional circumstances”.
 - i. **Exceptional Circumstances:** An occurrence over which an athlete has very little or no control that prevents the athlete from

participating in an Evaluative Event. Exceptional circumstance requests must be made in writing (preferably e- mail) to the coaching staff prior to an event or within 48 hours of its conclusion. Examples include serious injury, major illness, or a critical family issue. Exceptional circumstances do not include; participation in other sport related event(s), or academic obligations for in province athletes that are attending high school. The Selection Committee will consider exemptions for academic obligations as they relate to university students on an individual basis.

7. Throughout the selection process, flexibility will allow new athletes who move into the province or athletes that had never heard about the ID/Selection Camp process and would like an opportunity to be identified will be evaluated prior to the final team selection. This evaluation may be in the form of an invite to a training camp or the coach going to watch the athlete in competition.
8. Athletes will receive notification of selections via email.

ATHLETE SELECTION

1. Softball NB Provincial Teams will carry 13 athletes.
 - a. Requests to carry additional players may be made to the Technical Director and will be reviewed on an individual case basis.
2. Athlete selection will be done as a partnership between the Team NB Coaching Staff and SNB Evaluators. The selection process will be as follows:
 - a. During the tryout phase, athletes will be ranked from highest to lowest by the Team NB Coaching Staff and SNB Evaluators.
 - b. The selection of the top eight (8) athletes will be a joint decision between the Team NB Coaching Staff and SNB Evaluators based on collected data.
 - c. The final five (5) selections will be the decision of the Team NB Coaching Staff.
3. All player personnel decisions will be approved by the Technical Director prior to selections being made public.

SELECTION CRITERIA

1. The desired commitment standard expected of a successful athlete would be that they are expected to participate on a regular basis with a "Club" team in scheduled Club team practices and games.
2. Successful candidates must demonstrate availability and commitment to the New Brunswick Provincial Team Program as well as their regular club commitments during the competition cycle.
 - a. Athletes will be required to play "Club" ball if they are selected to the training team

- b. Athletes living outside of the province to attend educational based programs or nationals team training camps are expected to attend tryouts, but may be exempted from attending camps, practices, and games. Exemptions will be reviewed and granted by the Technical Director on a case by case basis.
- 3. The selection criteria to be considered in assessing the relative abilities of athletes for addition to the Training Team Pool/Roster Team will be based on the following:
 - a. Individual Player Evaluation (See Appendix A for Evaluation Tool)
 - i. Running
 - 1. Home - 1st
 - 2. 2nd - Home
 - ii. Hitting
 - 1. Machine swings (Front Toss if no pitching machine available)
 - 2. Exit Velocity (batting tee)
 - iii. Bunting (pitching machine or front toss)
 - 1. Sac bunts
 - 2. Bunt for base hit
 - iv. Infield
 - 1. SS – 1B (measure: velocity, accuracy and glove to glove time)
 - v. Outfield Accuracy
 - 1. Long distance throw accuracy (fly ball)
 - 2. Do or die throw (ground ball)
 - vi. Fielding (0-3 scale)
 - 1. Ground ball mechanics
 - 2. Fly ball mechanics
 - 3. Range – ground balls
 - 4. Range – fly balls
 - vii. Fitness
 - 1. Beep test
 - 2. Plank
 - 3. Broad Jump
 - 4. High Jump
 - viii. Pitching
 - ix. Catching
 - b. Other Considerations
 - i. Versatility - ability to play different positions to fulfill multiple roles.
 - ii. Game understanding / Situational Awareness – tactical softball sense
 - iii. Experience and current level of competition
 - iv. Enthusiasm - energy and emotion; support for other team members.
 - v. Personal Attitude - willingness to accept a role that could lead to team success.

- vi. Maturity - ability to adjust to situations dealing with adversity and to react in a positive and appropriate manner.
- vii. Level of Commitment - being able to take part in all activities.
- viii. Special skill(s) - skills relating to one particular role deemed vital to the team's success.
- ix. Ability to perform under pressure – game performance
- x. Attitude - attitude contributing to team cohesion.
- c. Rationale for "Other Considerations" listed in (3)(b) above:
 - i. Intangible considerations can affect the dynamics and performance of the team. The Team NB coaching staff will take into account "Other Considerations" in determining the needs of the group to build the best possible team.
 - ii. The sport of softball is not a measured or timed event. It is difficult to make selection decisions based solely upon objective criteria. Both "Primary Criteria" (3)(a) and "Other Considerations" (3)(b) include subjective components in the evaluation of skill level.
 - iii. It is the belief that considering a mix of "Primary Criteria" and "Other Considerations" will result in selecting athletes who will be better suited to complement each other thus forming a more effective team. For this reason, the scores allocated to each athlete attempting to make the team will not be the sole determinant of who gets selected, but will be a factor in the selection process.
 - iv. Description of how "Other Considerations" listed in Section (3)(b), above, will affect evaluations:
 - v. Extra consideration can be given for skills listed under "Other Considerations" where such skills would be considered vital to the team's success. Amount of importance may vary and will be directly dependent on the potential contribution in which these skills can bring to the Team's success.
 - vi. Assessment of athletes will be based on any and all information available including performance at camps, league games, tournaments, Provincial, Eastern and National Championships and information from club coaches.

ID/SELECTION CAMP AND TEAM FEES

1. Athletes wishing to participate in the program will pay the following registration fees:
 - a. Identification Camp - \$60/player
 - i. This fee will cover the first 3 scheduled identification camps
 - b. Training Team - Athletes selected to the training team will be guaranteed a minimum of one additional session after selection to the Training Team.

- c. Final Team
 - i. Each athlete will be responsible to pay a registration fee outlined by Softball New Brunswick (\$350). An example of some of the items the registration fee cover may be:
 - 1. Team Helmet and Face Mask
 - 2. Team Visor/Hat
 - 3. Two pairs of team socks
 - 4. Team Backpack
 - 5. Two Team Jerseys (to be returned upon completion of cycle)
 - 6. Canadian Championship Fee
 - 7. Atlantic Softball League Umpire Fees
 - 8. Indoor facilities rentals
 - ii. Additional costs for travel, accommodations, prep tournaments, etc. will be up to the players/parents. This will be determined and communicated by the coaching staff once the final team is selected.
 - d. Softball NB will provide use of equipment purchased by Softball New Brunswick, including catchers gear, balls, hitting tees, nets and other training equipment. Teams will be required to return at the end of their cycle to the Technical Director of Softball New Brunswick.
2. Reimbursement of expenses will be as follows:
- a. Travel:
 - i. No travel allowance for players
 - ii. Coaches may be reimbursed for team selection travel related expenses which will be withdrawn from the team operating budget. Softball New Brunswick is not responsible for coaches travel and/or expenses.
 - b. Meals:
 - i. Coaches may be reimbursed for team selection related meal expenses which will be withdrawn from the team operating budget. Softball New Brunswick is not responsible for coaches meals and/or expenses.
 - c. Team training expenses shall also include the rental of facilities and purchase of any additional equipment and supplies.

REMOVAL OF AN ATHLETE FROM ROSTER

- 1. Athletes may be added or removed from the training team at any time, at the discretion of the Head Coach based on guidelines outlined above.
- 2. Athletes who are selected to the team may be removed at any time leading up to and during competition on the following grounds:

- a. Voluntary withdrawal from the program. The athlete must inform the coaching staff in writing of their intentions to be removed from the training team.
- b. Code of conduct violation. An athlete may be removed from the training team should there be a breach of conditions outlined in the Code of Conduct
- c. Illness/Injury – In the event that an athlete selected to the training team suffers from an injury or illness which, in the opinion of a physician selected by the athlete, renders the athlete unable to fully participate in the events, the athlete can be recommended for removal from the training or final team.
 - i. This recommendation may be on a permanent or temporary basis.
 - ii. In determining the length of any period of removal from the training or final team, the coaching staff will heed the advice of the acting physician
- d. Inability or unwillingness to meet program requirements.

BUDGET & ANNUAL PLAN

1. The Technical Director and Head Coach will prepare a draft budget and annual plan for review by the Executive Director prior to submission to the Board of Directors. This draft budget shall include but not be limited to the following;
 - a. Objectives for the year
 - b. Expected equipment purchases, with estimated cost
 - c. Number of training sessions (practices, games)
 - d. Off-field activities – location, facility required
 - e. Umpires required at any activities
 - f. Professional development activities. e.g. NCCP certification by Head Coach or Assistant Coaches, seminars, etc.
 - g. Team apparel, team building, team windup, pictures, laundry
2. The Technical Director will review and should changes be necessary the Head Coach will be consulted. The Head Coach will follow the approved budget for the duration of the cycle, with all expenses being approved by the Technical Director.
3. The program Budget will be finalized in the Spring of each year.
4. All team finances MUST run through the Softball New Brunswick bank account. Head Coaches must request a cheque to be cut by the Executive Director, and outline what is the purpose of cheque.
5. The Executive Director shall be made aware of any requests for changes to the approved budget.
6. EQUIPMENT (includes uniforms or any other apparel)
 - a. All requests for team and or personal player equipment will be forwarded to the Technical Director for approval.

- b. All team equipment provided and purchased is the property of Softball New Brunswick. Personal equipment purchased by the athletes and approved by Softball New Brunswick is the property of the athletes. Team equipment may be used for Softball New Brunswick activities such as skills camps and coaching clinics, but can NOT be used for any unrelated softball activities. e.g. club teams.
 - c. An inventory will be done at the beginning & end of each cycle, with coaches itemizing all team equipment in their possession.
 - d. Inventory list will include date of purchase and cost of any team equipment purchased.
 - e. Coaches are required to return all team equipment by the end of their defined cycle.
7. FUNDRAISING
- a. The Executive Director/Technical Director must approve fundraising activities. A written proposal should be provided for consideration. If possible, fundraising activities should be included in the yearly budget proposal.
 - b. Any money earned through fundraising or money earned through tournament wins must be accounted for in the team budget meetings with the Technical Director.

CODE OF CONDUCT FOR ATHLETES

1. All team athletes shall conduct themselves in such a manner as to be an asset to the team and Softball New Brunswick, and a credit to their family, community and Province.
2. All team members shall abide by the policies and regulations outlined by Softball New Brunswick and team rules as established by the Coaching staff.
3. No player shall wear any apparel associating such person with any Softball New Brunswick club team at any team events or functions. Team NB gear should be worn when possible.
4. Swearing, fighting and unsportsmanlike conduct will not be tolerated. Coaches may administer sanctions against such athletes.
5. Vandalism will not be tolerated. All expenses incurred, as a result of vandalism, is the responsibility of the individual(s) involved.
6. Substances
 - a. Smoking of cigarettes/vaping and consuming alcoholic beverages at any games function (practice, game, team meeting, meals or other team events) on or off the field shall be prohibited. This includes the time between the completion of the team function and arrival home.

- b. Avoid the use of illegal and or banned narcotics and prescription drugs as determined by the Government of Canada, Sport Canada, the Province of New Brunswick and Softball New Brunswick.
- 7. Softball New Brunswick shall have the right to administer disciplinary measures and sanctions in the event of contravention of any of the above specified policies. Such disciplinary measures shall include but are not limited to:
 - a. Informal reprimand (verbal)
 - b. Formal reprimand (written)
 - c. Suspension from the program
 - d. Release from the program
- 8. If the proposed sanction by either Softball New Brunswick or the Head Coach is suspension or dismissal from the program, then the athlete (and parents) involved shall be entitled to an appeal hearing as outlined in the Appeals section of this document
- 9. The Head Coach is responsible for the actions of the athletes and shall administer disciplinary measures at their discretion for the following reasons:
 - a. Unjustified absences. Athletes are expected to let the coach know if they are unable to attend any team function. Not informing the coach is considered an unjustified absence.
 - b. Violation of team rules at all team functions or events.
 - c. Being untruthful to the coaching staff about absences or other matters.
 - d. Showing continuous lack of respect to coaching staff or fellow athletes.
 - e. Continuous poor effort at training camps or competitions.

MEDICAL REPLACEMENT POLICY

1. In the case of an injury to a player while trying out for selection to the Team, the decision to keep or release the player will be left up to the discretion of the Head Coach, after consultation with the parents and family physician.
2. In the case where a player on the team is injured prior to a Canadian Championship and is questionable whether they could play in the Championship, the decision to keep or release the player will be left up to the discretion of the Head Coach, after consultation with the parents and family physician.
3. In the case where a player on the team is injured prior to the Canadian Championship and is unable to play in the Canadian Championship, the Head Coach will select an alternate player from the training team.

CONFLICT OF INTEREST POLICY

1. A conflict of interest arises where a team member's (Coach, Team Leader, Trainer, Athlete, Provincial Committee Member or Staff, or any other person associated with the team) private interests are, or may be, in conflict with their official duty requirements. A conflict of interest can be either actual or perceived. An actual conflict is where a team member's private interests do, in fact, conflict or compete with the way they perform their official duties. A perceived conflict of interest is where a team member's private interests appear, or may appear, to influence their official duties, even though the person is not influenced in this way. The effects of real and perceived conflicts of interest will both be taken seriously. Accordingly, it is important that no athlete or coach shall use their position, or the knowledge gained there from, in such a manner that a conflict arises between the interest of the team and his or her personal interest.
2. Each team member has a duty to place the interest of the New Brunswick Provincial Team Program foremost in any dealings and has a continuing responsibility to comply with the requirements of this policy.
3. Each team member may not obtain for themselves, their relatives or their friends, a material benefit of any kind from their association with the New Brunswick Provincial Team Program, other than those normally associated with being a team member.
4. If a team member has an interest in a proposed transaction with the team, or in any organization involved with the transaction, he or she must make full disclosure of such interest before any discussion or negotiation occurs. The team member may be asked to withdraw from all or part of the discussion and decision-making processes as it relates to the identified conflict of interest.
5. If a team member is involved in a personal or family relationship with any other team member and one person in that relationship is in a position of power over another team member, he or she must make full disclosure to the Head Coach who shall ensure this information is passed on to Softball New Brunswick's Executive Director in a professional and discreet manner.
6. Any team staff member who is or becomes involved in a romantic relationship with an athlete in the New Brunswick Provincial Team Program must resign his/her position.
7. Any team member who is judged to be in a conflict of interest by the Board of Directors with respect to any matter coming before the New Brunswick Provincial Team Program shall be subject to any limitations as stipulated by the Softball New Brunswick Office Staff.
8. If a conflict of interest (actual or perceived) is identified, it should be reported to Softball New Brunswick's Executive Director.
9. Team members will not accept gifts or benefits where these would, or might appear, to improperly influence them in the performance of their duties. Neither will they give gifts or favors where this might appear designed to improperly influence others. This clause is not intended to include minor gifts such as, for example, gifts given or received at Christmas time.
10. Conflict of interest situations will be referred to Softball New Brunswick's Office Staff. The outcome of the decision will be communicated to the person(s) and/or group involved in a timely manner.

Appeal Process:

1. An appeal shall be heard ONLY on the grounds that the selection process and final decision were flawed (not because the athlete did not like the decision) in such a way that:
 - a. The Coaching Staff made a decision for which lacked authority;
 - b. The Coaching Staff failed to follow procedures in the approved selection criteria;
 - c. The Coaching Staff failed to consider relevant information or took into account irrelevant information in making the decision;
 - d. The Coaching Staff exercised its discretion for an improper purpose; and/or
 - e. The Coaching Staff made a decision that was unreasonable.
2. Timelines:
 - a. The athlete shall have 48 hours to request an appeal from the time of their notification of release.
 - b. The athlete must present their request in writing to the Executive Director who will forward the request to the appeals committee.
 - c. The Appeals Committee shall review the letter and decide whether or not the request has grounds for a hearing. They shall also review all selection procedure documentation from the selection committee.
 - d. If there are no legitimate grounds, the Chair of the Appeals Committee shall call the athlete advising them of the decision. This will be followed up with a formal letter to the athlete.
 - e. If the Appeals Committee feels there are grounds for an appeal hearing, the following procedures will take place:
 - f. The Chair of the Appeals Committee shall select a designated place, date and time to hear the appeal. This will be done no later than 48 hrs upon receipt of the appeal request.
 - g. The Appeals Committee shall hear the athlete's complaint. She/He may be accompanied by an athlete advocate (parent or guardian or legal advisor etc.).
 - h. The Appeals Committee will make a final decision at the appeal hearing and the decision shall be final and binding.
 - i. The Chair of the Appeals Committee will contact the athlete no later than 24 hrs after the hearing to advise them of the outcome. This can be done by either telephone or in person. It will be followed up by a formal letter and copy of the appeal findings and recommendation.
 - j. The chair of the Appeals Committee will contact the Head Coach by telephone to advise him of the outcome. This will be followed up by a copy of the formal letter to the athlete and copy of the appeal findings and recommendation.
 - k. The athlete who submits an appeal request must be prepared to cover their own expenses during the process (i.e.: travel to the hearing). The

organization will make an effort to utilize virtual platforms to minimize such expenses.

3. The Appeals Committee shall be comprised of:
 - a. Chair of the Committee (who will only vote in case of a tie);
 - b. 1 SNB Board member;
 - c. 1 Coach rep (not involved with the Provincial Team program or athlete);
 - d. 1 Provincial softball Coordinator;
 - e. 1 Athlete rep (not involved with the Provincial Team program or athlete)

Tryout Checklist:

1. Registration List
 - a. Player Full Name
 - b. Date of Birth
 - c. Parent/Guardian Name
 - d. Phone Number
 - e. Email Address
 - f. Club team they play for
 - g. Preferred Positions (top 2)
 - h. Any medical history the coaching staff should be made aware of
2. Independent Evaluators
 - a. 15-20 athletes expected at tryouts - 3 additional evaluators
 - b. 21-40 athletes expected at tryouts - 5 additional evaluators
 - c. 41+ athletes expected at tryouts - 5+ additional evaluators
3. Equipment
 - a. Cashbox - to gather registration fees (EMT preferred)
 - b. Clipboards
 - c. Stickers for Player ID's
 - d. Pens/Pencils
 - e. Measuring Tape
 - f. Beep Test CD
 - g. Radar Gun
 - h. Bases
 - i. Balls
 - j. Hitting Tees
 - k. Hitting Nets
 - l. Bats

