

# SPEI Prospects Performance Guidelines

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## SPEI PROSPECTS PROGRAM

### OBJECTIVES:

- To select Prospect teams to best represent PEI.
- To further the development of Softball on PEI.
- To ensure fairness in the selection of Prospect teams.

### 1. Prospect Teams

Prospect teams are under the jurisdiction of SPEI and shall follow the guidelines set down by SPEI. All Prospect teams will carry the name "Prospect". The deadline to submit a roster will be May 1st.

### 2. Sanction Required

High performance teams must obtain a travel permit from SPEI to participate in games and tournaments outside of PEI. If travelling out of the country, additional insurance may be required.

### 3. Selection of Team Head Coaches

1. Prospect team coaches shall be chosen by a Selection Committee consisting of three members of SPEI. This is in the event of more than one applicant, or the applicant is not suitable for the job. The recommendations of the committee are to be ratified by the SPEI board. Assistant coaches must be named and submitted to the board for approval.
2. The selection committee will be chaired by the High Performance Director, provided that they will not be applying for a position or the immediate family member of someone who is applying. In the event of a conflict of interest, the board will appoint another member of the board who is not in conflict.
3. Selection of each coach shall be by simple majority vote. In the case of a tie, the Chair will cast the deciding vote. In the case of 3 coaches or more applying for the same position, if after a vote there is a tie between 2 coaches, the members shall vote again on only those 2 coaches. If they are tied after the second vote, the chair will again cast the deciding vote. The committee will present their selection to the Board to be confirmed.
4. All open positions will be advertised electronically, including, social media platforms and the SPEI website. The advertisement must include a deadline. If no applications are received by the deadline, the position will be reopened.
5. All applications must be received on or before the date stated in the advertisement. Applications received after said date will not be accepted, unless the board approves.
6. Coaching applications should include:

- Position applying for
  - Credentials
  - Experience
  - Leadership qualities
  - Read and understood the Prospect Performance policy
  - Criminal record check: All high-performance head coaches must be fully trained/certified at the required level as set forth by Softball Canada, by June 15<sup>th</sup> of the competition season.
7. The selection committee will interview each applicant. The selection committee will meet prior to the interviews to define the questions and scoring system for coach selection.
  8. All applicants will be notified of the results five to seven business days after the selection committee interviews.

#### **4. Selection of Team Staff**

1. For all female Prospect teams both the head and assistant coaches must be 21 years of age and one of the coaches must be female.
2. All Prospect assistant coaches must be fully trained/certified at the required level as set forth by Softball PEI by June 15<sup>th</sup> of the competition season, pending the availability of the evaluator.
3. The head coach will recommend assistant coaches and team managers to the SPEI board. All recommendations are subject to board ratification.
4. All coaches are required to submit a criminal record check by January 12th. Softball PEI can provide a request for CRC.

#### **Team Requirements**

\*Priority for Prospect players and coaches is club ball. All Prospect players must register and play club ball with their respective associations.

#### **Competitions\Training**

1. All Prospect teams must attend their respective SPEI sanctioned events (ex. Maritime League -U15/U17).
2. All team staff are expected to be present at all required competitions, subject to extenuating circumstances as determined by the board.
3. Maritime tournaments prior to the start of club season can be approved by SPEI. Please email SPEI with your expression of interest in a tournament prior to registering (ex. Moncton Classic – May)
4. Additional exhibition games in the Maritimes can be scheduled during the club season with prior authorization of SPEI, with the understanding teams need to avoid club ball conflicts.
5. Prospect teams will train once a week in a centralized location.

#### **Administrative**

1. The head coach is responsible for all team staff.

2. Team staff must present a seasonal budget along with a seasonal calendar of events to the parents of the team members and SPEI prior to the start of indoor/outdoor training as a team.
3. All teams must have a separate team specific account with a written letter of approval from Softball PEI.
4. Softball PEI will require the following documents:
  - o April 30<sup>th</sup> - Proposed budget
  - o June 30<sup>th</sup> - Budget/financial statement
  - o September 15<sup>th</sup> - Final Financial statement
5. Receipts should be provided for all payments to the team.
6. Teams must submit a year-end report, a financial report/bank statements and return all jerseys and equipment (if provided) by September 15<sup>th</sup>.

## **6. Prospect Team Expenses**

1. Team players are responsible to cover the costs associated with playing on a Prospects team.
2. These costs may include but are not limited to:
  - o Event registration fees
  - o Field/Gym rental fees
  - o Travel costs (ground transportation)
  - o Accommodations and food costs
  - o First Aid supplies
  - o Uniform costs (could include team clothing)
  - o Umpire costs
  - o Team social functions (could include a year-end social)
  - o Bank fees
3. Travel and accommodations for team staff (Head and Assistant Coach) are subject to the discretion of each team and must be presented as part of the budget to the parents.
4. Prior to purchasing and ordering team equipment and clothing, the Prospect team's budget must be approved by Softball PEI.
5. Any gear provided to your Prospect's team by Softball PEI and any gear your Prospects team purchases must be returned to Softball PEI.

## **7. Team Selection Eligibility**

1. Athletes selected to a Prospects team will also be expected to be playing on a local club team, are required to attend club team practices and games. It will be the responsibility of the club team staff to report any concerns to their association, who will then inform Softball PEI of the incident. Softball PEI will make the final determination in these situations.
2. Athletes trying out for a Prospects team must meet the following age requirements (as of December 31st):
  - o U17 - 16 or 17 years of age
  - o U15 - 14 or 15 years of age
  - o U13 - 12 or 13 years of age
3. Athletes are expected to sign and abide by the SPEI Code of Conduct, as well as any of other team rules outlined by the team staff.

## **Eligibility Exceptions**

Any exception to the eligibility requirements must be approved by the SPEI board prior to tryouts.

## **Selection Procedure**

1. Tryout dates, times, and divisions will be advertised in advance.
2. Each division should have a minimum of 4 tryouts prior to players being released; commencing after Whitecaps final rosters are released for their respective divisions.
3. Players must participate in no less than 75% of the advertised tryouts or they will be disqualified from team selection. Exceptions must be approved in advance by the SPEI board.
4. Tryouts should accommodate players in all areas of the province.
5. All Prospect team players will be selected by the coaches of the respective division under the supervision of SPEI.
6. Notification of team selections is at the discretion of team coaches in consultation with the players attending. It is the responsibility of the head coach to clearly communicate the notification method prior to the final tryout.