

STRATHMORE AND DISTRICT MINOR BASEBALL (SMBA) HANDBOOK

Introduction

This handbook summarizes the policies and procedures that govern the operation of the Strathmore and District Minor Ball (SMBA).

Registration

- a. All registration will be via the Strathmore Minor Ball website www.strathmorebaseball.ca
- b. Registration dates will be set by the board, in general AA registration will close by January 31 annually and A will close by March 15 annually.
- c. Late registration will be at the discretion of the Division Director and Registrar.
- d. Registration must be paid in full prior to evaluations unless alternative arrangements have been made.

Program

1. General

SMBA operates a minor baseball program with the following divisions:

Division	Ages
T-Ball	6-7 years old by December 31 of the playing year
9U	8-9 years old by December 31 of the playing year
11U	10-11 years old by December 31 of the playing year
13U	12-13 years old by December 31 of the playing year
15U	14-15 years old by December 31 of the playing year
18U	16,17,18 years old by December 31 of the playing year

2. AA Program

- a. All players must be registered with SMBA by the registration deadline to be considered for the Competitive Program.
- b. Each division from U11 and up will have one or more teams. The number of teams will be determined by the Division Director based on enrolment numbers. Teams will participate in Baseball Alberta leading to Provincial, Western Canadian and National Championships.
- c. Players are expected to attend all practice, game, and team functions as planned. If families are taking extended vacations or have players with other commitments and will miss multiple team events during the season this needs to be discussed before the evaluation process. We do not want to take a spot from a full-time player for a part time player.

- d. Respect in Sport Parent (RIS) must be completed by a parent of any player in the program prior to the season. Players will not be allowed to participate in practices or games until it has been completed.
- e. Although SMBA player registration fees cover basic expenses related to Baseball Alberta registration, insurance, basic equipment/jerseys, etc. additional fees are collected by the Association through the team budgets once the team rosters are completed to offset various operating expenses related to the facilities, umpires, Baseball Alberta and specific team costs.
- f. Parents will sign and return the Code of Conduct prior to the start of play.
- g. Players may need to practice out of town occasionally dependent on diamond availability.

3. **A (Community Program)**

- a. All players must be registered with SMBA by the registration deadline to be considered for the Competitive Program.
- b. Each division from U11 and up will have one or more teams. The number of teams will be determined by the Division Director based on enrolment numbers. Teams will participate in Baseball Alberta leading to Provincial, Western Canadian and National Championships.
- c. Players are expected to attend all practice, game, and team functions as planned. If families are taking extended vacations or have players with other commitments and will miss multiple team events during the season this needs to be discussed before the evaluation process. We do not want to take a spot from a full-time player for a part time player.
- d. Respect in Sport Parent (RIS) must be completed by a parent of any player in the program prior to the season. Players will not be allowed to participate in practices or games until it has been completed.
- e. Although SMBA player registration fees cover basic expenses related to Baseball Alberta registration, insurance, basic equipment/jerseys, etc. additional fees are collected by the Association through the team budgets once the team rosters are completed to offset various operating expenses related to the facilities, umpires, Baseball Alberta and specific team costs.
- f. Parents will sign and return the Code of Conduct prior to the start of play.
- g. Players may need to practice out of town occasionally dependent on diamond availability.

4. **Evaluation Process and Team Selection**

- Refer to the SMBA Evaluation Process

5. **Coaching Selection**

- Refer to the SMBA Coaching Policy

6. **Board of Director Positions**

A. President

- Facilitate Meetings
- Coordinate overall operation of the Association.
- Assist in conflict resolution.
- Represents the Association
- Signing Authority for the Association
- Support the various committees established by the Board.

B. Vice President

- Works with the President to set direction of SMBA.
- Performs the duties of the President in the absence of the President.
- Signing authority for the association

C. Treasurer

- Responsible for the day-to-day financial affairs, payment of bills and revenue deposits.
- File annual financial statements and annual returns required by the association and by law.
- Budget preparation
- Arrange for the annual financial review.
- Monitoring expenditures as compared to budget and highlighting concerns to the Board as required.
- Coordinates the Casino Application process.

D. Secretary

- Responsible for maintaining accurate minutes of the Board of Director meetings and Annual General meeting.
- Sending out notices to the Board regarding scheduled meetings.
- Presenting minutes of the last meeting for approval.

E. Board Members

- Complete any duties as required by the appointed positions.
- Support and participate in any committees established by the Board.

7. Appointed Positions

Duly elected Board members will be appointed to perform one or more of the following positions. At the discretion of the Board, members of the public may be used to assist with certain positions.

A. Registrar

- Maintain a list of all members.
- Receive all player registrations for the regular season and camps.
- Manage all calls/emails to the association and forwarding questions to appropriate Board Members where required.
- Manage all coaching applications.
- Collect and file criminal record checks.
- Submit all team registrations and rosters to Baseball Alberta.

B. Division Directors

- Reviews registration information for number of players and volunteer information.
- Determines number of teams in both competitive and house league divisions.
- Attend and facilitate player evaluations where required.
- Assigns coaches to teams as determined by the coaching selection committee.
- Assigns players to appropriate teams. In the U11 Level and above this is based on the player evaluation results.
- Responds to inquiries from the membership applicable to the division of responsibility.

C. Coaching Director

- Coordination of the Coaching Selection process as defined by the SMBA Coach Selection policy.
- Coordination of NCCP coaching clinics.

D. Fastpitch Director

- Reports status updates to SMBA Board.
- Coordination of fastpitch committee.

E. Development Director

- Arrange for fieldhouse requirements for the Annual Winter Camp.
- Coordinate planning for program and coaching resources.
- Place players in appropriate age/skill groups for the camp and communicate groups to registrants.

F. Diamond Scheduler

- Schedule diamonds for all divisions in regard to league play, practices, and tournaments

G. Umpire Coordinator

- Scheduling umpires for all community league games.
- Scheduling umpires for all 11U and 13U AA games.
- Coordination of annual umpire clinics.

H. Equipment Director

- Ensures appropriate equipment is available for team usage.
- Orders new and replacement equipment as required.

I. Social Media Coordinator

- Oversees the SMBA Facebook, Instagram, and Website accounts.

J. Uniforms and Apparel

- Ordering of all apparel (hats, uniforms, shirts, etc.)
- Sizing and distribution to teams.

8. **Uniforms**

- SMBA will provide all uniforms and hats to players.
- Team members will need to provide ball pants, belt, and socks.

9. **Code of Conduct**

- Refer to the SMBA Code of Conduct

10. **Discipline Policy**

- Refer to the SMBA Discipline Policy

11. **Social Media Policy**

- Refer to the SMBA Social Media Policy

Revision	Date	Summary of changes
1	Nov 12, 2023	Initial Document
2	Nov 20, 2023	Formatting (Payton)