



South West Edmonton

MINOR BASEBALL ASSOCIATION

POLICY MANUAL

Effective Sept, 2023

Board Approved on Sept 11, 2023

1.1 ALCOHOL AND TOBACCO POLICY

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

In accordance with Baseball Alberta guidelines, liquor is not permitted at any minor ball event.

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

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

1.2 ANTI-BULLYING POLICY

SWEMBA strives to provide a safe, welcoming sporting environment for all athletes. SWEMBA has a zero-tolerance policy regarding bullying of any form, including:

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

DISCIPLINARY ACTION

1. Report incident to the team coach and or manager.
2. If unresolvable, report to division director using the [incident report form](#).
3. A discipline committee will be formed from the SWEMBA Board. Consequences may include: immediate removal from the field, suspensions, removal from a roster and release from SWEMBA.

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

If parents witness or become aware of teasing, exclusion, threats or other forms of bullying, they are encouraged to talk with the coach, off-field manager, or division director.

2.0 COACH SELECTION, SCREENING, AND TRAINING

COACH SCREENING PROCESS:

1. All Head Coaches must complete the application process
The application asks for name, address, date of birth, prior experience, coaching philosophy, and two references.
2. All Coaches must complete the Vulnerable Sector Check (see policy 6.0)
3. All Coaches must meet the minimum NCCP requirements
4. Coach evaluation will be completed at the end of the season to identify coaches that promote a fun, safe, developmental program.

COACH SELECTION

1. For AA Head Coaches, the Selection Committee (see policy 4.0) will contact and interview the selected candidate.
2. For House and A level coaches, the division directors will contact the potential head coaches based on availability, previous coaching experience and skill development.

NCCP REQUIREMENTS

All coaches are required to complete the Respect in Sport Program and the head coach must complete Emergency Action Plan. This is a mandatory program for coaches at all levels. Details can be found here: <https://www.baseballalberta.com/respect-in-sport>

All coaches are encouraged to develop their baseball knowledge and coaching skills by participating in NCCP training. To start, coaches must register at <https://nccp.baseball.ca> and complete the two online modules. Registering online gives coaches access to a library of drills, skills and practice plans. After the completion of the online modules, coaches should attend NCCP clinics as outlined in the requirements above. NCCP clinics are hosted by various organizations in and around the Edmonton area and on various dates.

Scheduled NCCP clinics can be found here: <https://nccp.baseball.ca/index.php?page=180>

SWEMBA will reimburse coaches for the cost of NCCP clinics (up to Provincially Certified status) and Respect in Sport.

Please refer to the minimum requirements set by Baseball Alberta here: <https://www.baseballalberta.com/nccp-requirements/>

ALL COACHES MUST COMPLETE THE SAFE SPORT ELEARNING ONLINE MODULE.

ALL HEAD COACHES MUST COMPLETE THE EMERGENCY ACTION PLAN ONLINE MODULE.

| HOUSE AND A LEVEL COACHES

HEAD COACHES:

- Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) online modules
- Safe Sport eLearning online module

ASSISTANT COACHES:

- Either Respect in Sport online module or Safe Sport online module.

| 11U AA COACHES

COACHES ACCREDITATION WILL BE CHECKED ONCE INITIAL ROSTERS ARE SUBMITTED. THE BASEBALL ALBERTA OFFICE WILL SEND A LETTER TO COACHES NOT MEETING THE CERTIFICATION REQUIREMENTS ADVISING THEM IF THE INITIATION ONLINE MODULE IS NOT COMPLETED BY THE PROVINCIAL CHAMPIONSHIP WEEKEND THEN THAT COACH WILL NOT BE ALLOWED ON THE FIELD.

HEAD COACHES:

- Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) online modules
- Initiation Clinic
- Absolutes Clinic
- 11U Online Video Package
- My First Pitch online module
- Emergency Action Plan online module

ASSISTANT COACHES:

- Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) online modules
- Initiation Clinic
- 11U Video Package

| 13U AA & AAA COACHES

HEAD COACHES CERTIFIED 13U (AAA & AA TIER 1):

- Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) online modules
- Teaching and Learning Clinic
- Absolutes Clinic
- Planning Clinic
- Pitching and Catching Clinic
- 13U Online Video Package
- Online Portfolio
- 13U Portfolio Tasks
- Practice Evaluation
- Making Ethical Decisions Online Evaluation

HEAD COACHES TRAINED 13U (AA TIER 2 AND BELOW):

- Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) online modules
- Teaching and Learning Clinic
- Absolutes Clinic
- Planning Clinic

- Pitching and Catching Clinic
- 13U Online Video Package

ASSISTANT COACHES TRAINED 13U (AAA & AA TIER 1):

- Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) online modules
- Teaching and Learning Clinic
- Absolutes Clinic
- Planning Clinic
- Pitching and Catching Clinic
- 13U Online Video Package

ASSISTANT COACHES (AA TIER 2 AND BELOW):

- Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) online modules
- Baseball Alberta strongly recommends taking an Initiation Clinic

| 15U & 18U AA COACHES

HEAD COACHES (TIER 1):

- Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) online modules
- Teaching and Learning Clinic
- Absolutes Clinic
- Planning Clinic
- Pitching and Catching Clinic
- Online Portfolio
- Online Video Package (15U for 15U and 16+ for 18U)
- Practice Evaluation
- Making Ethical Decisions Online Evaluation

HEAD COACHES (TIER 2 AND BELOW):

- Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) online modules
- Teaching and Learning Clinic
- Absolutes Clinic
- Planning Clinic
- Pitching and Catching Clinic
- Online Video Package (15U for 15U and 16+ for 18U)

ASSISTANT COACHES (TIER 1):

- Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) online modules
- Teaching and Learning Clinic
- Absolutes Clinic
- Planning Clinic
- Pitching and Catching Clinic
- Online Video Package (15U for 15U and 16+ for 18U)

ASSISTANT COACHES (TIER 2 AND BELOW):

- Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) online modules
- Baseball Alberta strongly recommends taking an Initiation Clinic

| 15U & 18U AAA COACHES

HEAD COACHES (CERTIFIED 15U OR 16+ STATUS):

- Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) online modules
- Teaching and Learning Clinic
- Absolutes Clinic
- Planning Clinic
- Pitching and Catching Clinic
- Skills Clinic
- Strategies Clinic
- Online Portfolio
- Online Video Package (15U for 15U and 16+ for 18U)
- Portfolio Tasks (15U for 15U and 16+ for 18U)
- Practice Evaluation
- Game Evaluation Making Ethical Decisions Online Evaluation

ASSISTANT COACHES (TRAINED 15U OR 16+ STATUS):

- Coach Initiation in Sport and Coach Initiation in Baseball (Fundamentals) online modules
- Teaching and Learning Clinic
- Absolutes Clinic
- Planning Clinic
- Pitching and Catching Clinic
- Skills Clinic
- Strategies Clinic
- Online Video Package (15U for 15U and 16+ for 18U)

2.1 CODE OF CONDUCT COACHES:

THE RULE OF TWO:

To ensure all interactions and communications are in open, observable, and justifiable settings, Coaches must have another coach or adult present when conducting practices, meeting or any interaction with any player(s).

This Rule is further expanded upon in the Respect in [Coaches Training Module](#).

Examples:

Work as a team- A coach should have another coach or screened adult (parent or volunteer) present when interacting with participants.

Remain open to the public - Have a training environment that ensures all situations are open, observable and justifiable.

Plan transportation- Have at least two adults present when traveling with a participant(s), and refer to your club travel policy.

Be sensible- Be considerate of the gender of the participant(s) when selecting coaches or volunteers.

Transparent communication- Ensure that all communications are sent to the group and/or include parents or guardian, without one-to-one messaging.

- There should always be at least two coaches present or one coach and an approved adult during practices or other activities with the players. This is why each team is assigned one head coach and at least three assistants. Having multiple screened coaches or adult present ensure the safety of our players and coaches whether that is from compromising interactions or an emergency occurs.

- Coaches will update their availability in TeamSnap for all practices and games. This helps identify if another coach or approved adult is required to attend. The head coach will reach out to the approved individual to ensure their attendance. (Approved individuals can be screen adults, directors, coaches from another team, or screened managers)

- If only one coach can make the practice, the player's parents are required to remain in attendance, or the practice must be canceled.

If parents and players observe a coach not abiding by the Rule of Two policy the following occurs:

1. Remind the coach of the policy
2. Inform your division director who will contact the individual in question to teach, remind, or warn the coach.
3. If the behavior continues and is not corrected, an incident report will be filed. (See policy 2.5 Conflict resolution policy)

THE RESPONSIBILITIES OF EACH COACH INCLUDE:

1. I treat my participants with respect.
2. I avoid sarcasm, put-downs and ridicule.
3. I praise my participants for participating.
4. I look for positives and publicly identify them.
5. I have reasonable and realistic expectations of my participants.
6. I remind my participants not to get down on themselves, particularly during adversity.
7. I encourage laughter and a sense of humor.
8. I stay calm when participants make a mistake.
9. I quietly and privately correct a participant's mistake.
10. I am a role model of good sportsmanship.
11. I never allow participants to gloat over winning.
12. I never allow participants to complain about losing.
13. I encourage participants to treat the opposition and officials with respect and fair- ness.
14. I encourage participants to congratulate the opposition, win or lose.
15. I know and follow the Rule of Two policy

2.2 CODE OF CONDUCT PARENTS:

The responsibilities of each parent include:

1. Have your child to practices and games on time.
2. Encourage a “team mentality” on and off the field.
3. Recognize that baseball is a game of errors; be supportive when your child makes an error and emphasize the positive things they have done. The more confident our players are, the better they will play and the more fun they will have.
4. Be respectful of and **support the coaches and umpires** who are volunteering their time to help your child have fun and learn the wonderful sport of baseball.
5. **24 hour rule:** If you have an issue with anything during the year, I ask that you give it at least 24-48 hours and bring it to the Team Manager/Coach Liaison
6. Coaches will do their best to coach players on the fundamentals and mechanics of baseball - but also know that baseball and coaching is about players learning resilience, about dealing with failure, receiving feedback, and dealing with consequences - these are also valuable life lessons players are learning.
7. Be a positive role model - yell encouragements to our team, avoid criticisms from the stands and in particular please do not criticize the umpires.

2.3 CODE OF CONDUCT PLAYERS

The responsibilities of each player include:

1. Be on time (for practice and for games) - typically, for practice, be ready to go for start time. For games - we are typically at the field an hour before game time. Attendance for practices and games is mandatory - unless previously discussed and arranged with Coaching staff. Update Team Snap on a regular basis.
2. Be COACHABLE - means listening, means trying, means being open to feedback, means playing where the coach asks you to, and means asking for clarity if you do not understand something.
3. We look for positive things to say to each other both when we make good plays or make a mistake. We “Pick each other up”!
4. We make sure that we purposely involve each person on the team in group activities and discussions whenever possible.
5. Bullying (put downs, name calling, excluding or isolating team mates, whispering about team mates) are unacceptable.
6. If we see a teammate bullying another teammate, we either:
 - a. Step up and Speak up, or
 - b. Retreat and Report (to a coach or adult)
7. We never gloat over winning.
8. We never complain about losing.
9. We treat coaches, other players and umps with respect.
10. We will congratulate the opposition, win or lose.

11. We dress like a baseball player (socks, baseball pants, belt, cup, HAT, gear, etc)...at times, your coach may approve shorts for practice.
12. We recognize that we are young, developing athletes and that we will make mistakes and that is OK! We know that making mistakes is part of becoming better athletes and view mistakes as an opportunity to learn about and improve ourselves.

2.4 CONFIDENTIALITY POLICY

SWEMBA respects the privacy of its membership and the confidentiality of any and all information provided by the membership. SWEMBA will safeguard this information and utilize this information solely for the purposes of supporting the association's mission statement

All registration information obtained from our membership is retained by the SWEMBA board. Access to this information is restricted to the President, Division Director, Admin, Vice-President, Registrar, and Secretary.

PROCEDURE

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

2.5 CONFLICT RESOLUTION POLICY

If conflict arises within a team, regarding coaching, playing time, or organizational matters, below is the order of contact. *The Discipline Board and SWEMBA Board will be free to interview any and all parties, including players, to assist them in their efforts.

1. Contact team manager with issue
2. Head Coach
3. Division or Rep Director
4. SWEMBA president

Reminder – please use the 24-hour rule before approaching an individual. Give yourself 24 hours to approach the situation with a level-head.

If the team cannot resolve the situation or the complaint, then approach the division director. If the situation escalates to be brought before the president and the SWEMBA board, their decision is final.

If the conflict requires more immediate action:

1. Report incident to the team coach and or manager.
2. If unresolvable, report to division director using the [incident report form](#).
3. A discipline committee will be formed from the SWEMBA Board. Consequences may include: immediate removal from the field, suspensions, removal from a roster and release from SWEMBA.

3.0 DIAMOND ALLOCATION AND SCHEDULING POLICY

Policy in development

4.0 EVALUATIONS AND ASSESSMENTS EVALUATOR AND PROCEDURE

HOUSE LEAGUE

The division director, competitive director and 2-3 other evaluators evaluate the 5 tools of baseball with a common assessment rubric.

Players are given a total score and placed on teams by the following:

1. 11U/13U – the top 13-26 players are evenly distributed on 1-2 tier 1 teams (YEGA teams)
2. 9U – the top 13 players are placed on the 9U Elite team if desired.
3. 9U-18U House Team – player are placed on teams to create equally skilled teams with 1 reciprocal friend request considered.

REP LEAGUE

Evaluators

- a. Four independent evaluators – each of them kept their own evaluation / score sheets rating the kids as they viewed them. The evaluators scores were combined and averaged out to rank the kids accordingly.

Team Selection

- a. A team selection committee which consists of the 4 Directors – Rep and Division Directors use the rankings along with consideration regarding player attitude, athleticism, hustle, commitment, potential, etc to create the black, grey or red team.
- b. Once players were assigned to a team, a coach was then identified.

Coach Input

- a. The coach is given a list of his / her team after it was built by the selection committee.
- b. The coach can then provide input. If a coach wanted to make a case for certain player to be removed or added to their team, they could have a discussion with the committee providing reasoning for the deletion / addition of a player. The committee makes the final decision to place the player.

Team Selection for a AA team is based on the level of ability demonstrated at tryouts. At the AA level, a friend request does not contribute or impact your team placement. A player will be offered a spot in either the Black or Grey team. If they a player elects not to take his/her spot on the Black team, they cannot elect to be moved to the Grey team. If a player does not take their offered spot, they will be moved to house/tier 1 league and must attend house evaluations in April.

4.1 INJURED / ILL REP EVALUATION POLICY

For those players trying out for rep teams, it is the expectation that they attend all designated tryouts and evaluations. However, there may be circumstances around a player's health or physical condition may dictate that they cannot attend the required evaluations.

If a player is unable to attend a tryout due to injury or illness, the following steps must be taken by a player (or the parent of that player):

- Notify the evaluation coordinator informing them that the player has an injury that will prevent them from attending the evaluations
- Provide the evaluation coordinator a brief description of the injury for the purposes of determining if any of the evaluation activities can be done

This policy can not be applied to those athletes who do not have time for baseball tryouts / evaluations due to prioritizing other activities over baseball tryouts.

LONG-TERM INJURIES

Long Term Injuries are ones where the player is expected to miss tryouts as well as a significant portion of the playing season or when their timeline for return is not able to be determined. In this case, the focus is to help the athlete with development once they are able to return to play.

- The player will be evaluated on:
 - Potential to return playing withing the playing season
 - Previous level of Play and ability to play at the current level
 - Any portion of the tryout that they are capable of completing
 - Reports from previous coaches
- The player can be listed on the roster submitted to Baseball Alberta, but this will be an addition to the standard roster and will not take the place of another capable player.
- The player can return to practice with the team and will be treated as a spare roster player (the injured player, once recovered, can fill in for missing / injured players or at the discretion of the coach to be used in a limited role.

SHORT-TERM INJURIES / ILLNESS

Short Term injuries are ones where the player is unable to attend tryouts due to a short-term injury or illness, but will definitely be able to play most or all of the season. In this case the player can be given one of the roster spots if:

- There is a legitimate injury or illness preventing them from attending evaluations.
- The player would definitely play (top 50%) at that level based on:
 - Previous level of Play and ability to play at the current level
 - Any portion of the tryout that they are capable of completing
 - Reports from previous coaches

4.2 OVERAGE / UNDERAGE POLICY

SWEMBA aligns itself with the Baseball Canada Age Criteria for each division. SWEMBA may consider requests to play either over or under age on a case by case basis depending on level of skill or experience. Overage players are defined as players that are 1 year over the age limit for the age specific division. Underage players are defined as players that are younger than the age limit for the age specific division.

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

HOUSE LEVEL

At the House League level, underage players may request to play in a higher division, but must attend the higher levels evaluation to ensure that assessment is completed and the level of skill is appropriate. Please identify your request in the comment section of the registration form and then contact the appropriate division director to ensure that your request was noted.

Example: a Rally Cap aged player will register under their appropriate age category, comment that they request to be assessed at the 9U level. Contact the 9U (rookie) director to confirm assessment time.

Overage players will not be considered at the house level due to safety.

REP LEVEL

In accordance with the Baseball Alberta Handbook, female athletes have the option to play one year overage at each division of play.

Underage exemptions will only be considered in exceptional circumstances such as

1. If adding the player ensures the required number of players for the team.
2. Player placement doesn't materially disadvantage the balance of players at their appropriate age division. In other words, an underage player cannot replace a player of appropriate age and equal development level.

3. Player safety is maintained.

The process for requesting and accepting an exemption is the following:

1. Email the Competitive Director requesting the exemption. Provide supporting information to substantiate the request.
2. A review panel consisting of Competitive Director, Technical Coordinator, President, and Appropriate Division Director will review the request.
3. If approved, the player will attend tryouts for the division requested.

4.3 REP PROGRAM TEAM BANK ACCOUNT POLICY

Policy in development

4.4 REP TEAM BUDGET AND FUNDRAISING POLICY

Policy in development

4.5 REP PLAYER TRANSFER POLICY

Please refer to the Baseball Alberta transfer rules.

All players in the SWEMBA boundaries must tryout for

- AAA – Edmonton Expos
- AA – SWEMBA

Before being considered for a transfer to another association.

5.0 REFUND POLICY

SWEMBA will offer

- A full refund prior to House Assessments or Rep Tryouts.
- After House Assessments - a 50% refund will be made, not including the processing fees
- After Team Formation, SWEMBA will not issue a refund.

Acts of God:

If SWEMBA needs to issue refunds due to Acts of God, such as a pandemic, partial-full refunds will be given minus credit card fees.

6.0 VULNERABLE PERSON CHECK

SWEMBA places the highest priority on the safety and security of its Players. All individuals aspiring to coach any group of Players must submit to SWEMBA a current, valid and clean VSPIC before being authorized to coach.

DEFINITIONS

In this Policy,

“Coach” means a designated head coach or assistant coach of a SWEMBA team or group of Players;

“CRC” means a Criminal Record Check (“CRC”), as administered by the RCMP or other authorized police service;

“Player” means a player member of SWEMBA;

“President” means the duly-elected president of the SWEMBA board of directors;

“VSPIC” means Vulnerable Sector Police Information Check, as administered by a local police service.

STANDARDS

1. Each prospective Coach shall apply annually for a VSPIC.
2. No person shall be permitted to coach any Players at any time without first presenting for the President’s approval a clean VSPIC. The President (or designate) may approve or reject the submission in his or her discretion.
3. The President (or designate) will accept a VSPIC issued in conjunction with another organization provided that the VSPIC is no more than three (3) months old as of the date of the submission.
4. SWEMBA will administer at least one VSPIC application intake event prior to the start of each baseball season. A prospective Coach may apply for a VSPIC outside of these application events, and will be reimbursed for the application fee upon approval of his or her submission.
5. SWEMBA acknowledges that a Coach may request, during practices or games, the assistance of individuals not designated as Coaches. This policy is not intended to apply to such individuals as long as such requests are occasional in frequency.
6. For the purposes of this Policy, a CRC may be submitted in lieu of a VSPIC and may be approved on the same terms as a VSPIC approval, provided the CRC includes a vulnerable sector check clearance.

7.0 WEATHER POLICY

Poor Weather / Canceling of Games or Practice.

Please sign up to be notified when fields are closed by the city due to poor weather.

You can sign up here: https://www.edmonton.ca/activities_parks_recreation/sports-fields-ball-diamonds.aspx

PRACTICES

Your coach or team manager should notify you via TeamSnap if your practice has been canceled.

GAMES

The Umpire has the final say regarding canceling a game that has started.

Coaches from each team will be responsible for contacting each other and deciding if a game is going to be canceled prior to 4 pm on game day.

Coaches must email their director or the SWEMBA admin, so they can cancel the umpires scheduled for that game.

Please review Baseball Alberta's weather policies regarding lightening found here:

<https://www.baseballalberta.com/weather-policy>