



**TWIN CENTRE MINOR BASEBALL
POLICY HANDBOOK**

VERSION 1.1
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Contents

Vision Statement.....	5
Code of Conduct.....	5
Policy Statement.....	5
Scope.....	5
Purpose.....	6
Application of this Code.....	6
Responsibilities.....	6
Coaches.....	8
Athletes.....	9
Parents, Guardians, and Spectators.....	10
Parent Code of Conduct.....	10
Player Code of Conduct.....	11
Failure to follow:.....	11
Policy Review.....	11
Diversity, Equity, and Inclusion Policy.....	12
Policy Statement.....	12
Scope.....	12
Responsibilities.....	12
Definitions.....	12
Non-Discrimination.....	13
Benefits.....	14
Inclusive Language.....	14
Reporting and Addressing Discrimination.....	14
Fair Play Policy.....	14
Purpose.....	14
Expectations.....	14
Exceptions.....	15
Player Release Policy.....	16
Purpose.....	16
Definitions.....	16
Resident Players.....	16
Non-resident players.....	16
Anti-Discrimination and Anti-Harassment Policy.....	17
Policy Statement.....	17
Scope.....	17



Definitions	17
Complaints	20
Investigation	20
Confidentiality	21
Results of Investigation.....	21
Criminal Matters	21
Threats, Reprisals, or Retaliations and Bad Faith Complaints.....	21
Record Keeping	22
Policy Review.....	22
Diversity, Equity, and Inclusion Policy	22
Policy Statement	22
Scope	22
Vision.....	23
Responsibilities	23
Definitions	23
Benefits.....	24
Programming.....	24
Policy Review.....	24
Health & Safety Policy	25
Policy Statement	25
Scope	25
Risk Assessment	25
Equipment Safety	25
First Aid and Medical Assistance.....	25
Hydration and Nutrition	25
Environmental Safety	25
Emergency Procedures	26
Compliance with Regulations	26
Discipline & Complaints Policy	26
Policy Statement.....	26
Scope	26
Reporting a Complaint	27
Mediation.....	27
Case Manager	27
Minor Infractions	28
Major Infractions	29



Criminal Convictions	30
Confidentiality	30
Timelines	30
Records and Distribution of Decisions	30
Volunteer Screening Policy.....	31
Policy Statement	31
Screening Process	31
Scope	31
Definitions:	31
Application	32
Minor Application	32
Screening Tools	32
Policy	32
How to Obtain a Police Information Check with Vulnerable Sector Verification	33
Procedure.....	33
Relevant Offences.....	34
Records.....	34
Risk Management Policy	35
Policy Statement	35
Scope	35
Risk Management Framework.....	35
Roles and Responsibilities.....	35
Emergency Response Plan.....	36
Communication and Training.....	36
Review and Revision.....	36
Compliance and Reporting	36



Vision Statement

Twin Centre Minor Baseball (“TCMB”) a local Township of Wellesley group serving multiple communities, is committed to ensuring that children and youth of all genders and abilities have access to organized sports and the chance to participate in them. TCMB’s primary goal is to promote a fun and safe environment by providing tiered levels of competition with an emphasis on developing skills in sport, team play, and life skills. We prioritize the development of coaching skills in addition to fostering growth in our players and umpires.

Our group comprises of community volunteers who share a passion for softball, children, and youth, and who are dedicated to promoting local sports and the future growth of softball and our community. As a group, we are committed to promoting inclusivity and openness, as well as fostering leadership skills among both youth and adults in our community.

Code of Conduct

Policy Statement

1. Twin Centre Minor Baseball (“TCMB”) strives to create a welcoming and inclusive environment for all individuals regardless of their age, gender, race, religion, sexual orientation, or any other characteristic. We are committed to promoting a respectful, safe, and harassment-free organization for all individuals.
2. As a member of TCMB, you are expected to conduct yourself professionally and ethically, treating others with respect and dignity. Our Code of Conduct serves as a guide to help you understand the values and principles that we uphold as an organization.
3. Respect for others – TCMB values diversity and believes that everyone should be treated with respect and dignity. Discriminatory behavior, harassment, or bullying of any kind is not tolerated at TCMB.

This includes but is not limited to:

- a) Comments or actions that are sexist, racist, homophobic, or discriminatory in any way.
- b) Unwanted physical contact, gestures, or advances.
- c) Verbal or written abuse or threats.
- d) The use of derogatory or insulting language.
- e) Posting offensive material online or via any other communication platform.
- f) Any other behavior that makes another person feel uncomfortable, unsafe, or unwelcome.

More information can be found in the TCMB **Anti-Discrimination & Anti-Violence Policy**, and **Diversity, Equity, and Inclusion Policy**.

Scope

4. This policy applies to all individuals who are within the membership category. Individuals are all categories of membership as defined in TCMB's By-Laws, as well as all individuals engaged in activities with TCMB including, but not limited to, teams, athletes, coaches, officials, volunteers, managers, administrators, directors, spectators of TCMB events and parents of TCMB members.

Purpose

5. The purpose of this Code of Conduct ("Code") is to ensure a safe and positive environment (within TCMB programs, activities, and events) by making all individuals aware that there is an expectation, at all times, of appropriate behavior consistent with the values of TCMB as set out in section 5 of this Code.
6. TCMB is committed to providing an environment in which all individuals are treated with respect. TCMB supports equal opportunity and prohibits discriminatory practices. Individuals are expected to conduct themselves at all times in a manner consistent with the values of TCMB which include fairness, integrity, accountability, excellence, accessibility, innovation, and respect. Conduct that violates this Code may be subject to sanctions pursuant to TCMB's policies.

Application of this Code

7. This Code applies to conduct that may arise during the course of TCMB business, activities, and events including, but not limited to, its environment, competitions, practices, training camps, tryouts, travel, and any meetings of TCMB.
8. The Code also applies to the conduct of individuals that may occur outside of TCMB's business, activities, events, and meetings when such conduct adversely affects relationships with TCMB (and its work and sport environment) and is detrimental to the image and reputation of TCMB. Such applicability will be made by TCMB in its sole discretion.

Responsibilities

9. All individuals have a responsibility to:
 - a) Maintain and enhance the dignity and self-esteem of TCMB members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, colour, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability, or economic status.
 - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, and members.
 - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct.
 - iv. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory.
 - v. Consistently treating individuals fairly and reasonably.
 - vi. Ensuring adherence to the rules of softball and the spirit of those rules.

- b) Refrain from any behavior that constitutes harassment, where harassment is defined in the Ontario Human Rights Code as engaging in a course of vexatious comment or conduct, (e.g., unwanted, offensive, intimidating, hostile, or inappropriate) related to one or more of the prohibited grounds that is known or ought reasonably to be known to be unwelcome. These grounds include a person's race, creed, colour, religion, age, sex or sexual orientation, same-sex partnership status, marital or family status, citizenship, ethnic origin, ancestry, place of origin, or disability. Harassment is a form of discrimination.

Types of behaviour that constitute harassment include, but are not limited to:

- i. Written or verbal abuse, threats, or outbursts.
- ii. The display of visual material which is offensive or which one ought to know is offensive in the circumstances.
- iii. Unwelcomed remarks, jokes, comments, innuendo, or taunts.
- iv. Leering or other suggestive or obscene gestures.
- v. Condescending or patronizing behavior, which is intended to undermine self-esteem, diminish performance or adversely affect working conditions.
- vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance.
- vii. 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 team-mate, 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 team-mate based on class, number of years on the team, or athletic ability."
- viii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing.
- ix. Unwelcomed sexual flirtations, advances, requests, or invitations.
- x. Physical or sexual assault.
- xi. Behaviors such as those described above that are not directed toward a specific individual or group but have the same effect of creating a negative or hostile environment.
- xii. Retaliation or threats of retaliation against an individual who reports harassment to TCMB.

- c) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcomed sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature.

Types of behavior 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. Unwelcomed sexual flirtations, advances, or propositions.
- vi. Persistent unwanted contact.

- d) Refrain from the use of power or authority in an attempt to coerce another person to engage in

inappropriate activities.

- e) In the case of adults, avoid consuming alcohol or other impairment-inducing substances in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with TCMB events.
- f) Respect the property of others and not willfully cause damage.
- g) Promote softball in the most constructive and positive manner possible.
- h) Adhere to all federal, provincial, and municipal laws.
- i) Comply at all times with the By-Laws, policies, procedures, rules, and regulations of TCMB as adopted and amended from time to time.

Coaches

10. In addition to section 8 of TCMB's Code of Conduct (above), coaches have 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.
11. Coaches will:
 - a) Meet the highest standards of credentials, integrity, and suitability including, but not limited to, submitting to a Vulnerable Sector Check so that the softball community is satisfied it has minimized the risk of an unsafe environment.
 - b) Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of an illegal substance.
 - c) 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, alcoholic beverages and/or tobacco/vaping products.
 - d) Respect all other teams and athletes from other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of coaching, unless first receiving approval from the coach who is responsible for the team or athlete(s) involved.
 - e) Not engage in a sexual relationship with an athlete under the age of 18 years, 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 such athlete.
 - f) 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 right of participants who are in a vulnerable or dependent position and less able to protect their own rights.

- g) Dress professionally, neatly, and inoffensively.
- h) Use inoffensive language, taking into account the audience being addressed.

Athletes

12. In addition to section 8 of TCMB's Code of Conduct (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
- b) Participate and appear on time, well-nourished, and prepared to participate to one's best abilities in all competitions, practices, training sessions, events, activities, or projects.
- c) Properly represent oneself and not attempt to enter a competition for which one is not eligible, by reason of age, classification, or other reasons.
- d) Adhere to TCMB's rules and requirements regarding clothing and equipment.
- e) Never ridicule a participant for poor performance or practice.
- f) Act in a sportsmanlike manner and do not display appearances of violence, foul language, or gestures to other players, officials, coaches, or spectators.
- g) Dress in a manner representative of TCMB with a focus on neatness, cleanliness, and discretion.

Coaches Code of Conduct

I will:

- Teach each of my players that the rules of the game of softball are mutual agreements that no one should evade or break.
- Develop team respect for the ability of opponents as well as for the judgment of umpires and opposing coaches.
- Be professional in my manner and accept responsibility for my actions by displaying high standards in language.
- Display control, respect, dignity, and professionalism to all involved with softball including opponents, coaches, officials, umpires, scorekeepers, administrators, and spectators, and inspire team players to do the same.
- Operate within the rules and spirit of the game.
- Abide by and respect the regulations governing softball and the organizations and individuals administering those regulations.
- Be a positive role model for softball and my athletes.
- Always respect game officials' decisions.

I will not:

- Engage in, or tolerate, offensive, insulting, or abusive language or behavior to any other participant in the game of softball.

Parents, Guardians, and Spectators

13. In addition to section 8 of TCMB's Code of Conduct (above), parents/guardians of individuals and spectators at events will:
- a) Encourage athletes to play by the rules and resolve conflicts without resorting to hostility or violence.
 - b) Never ridicule a participant for poor performance or practice.
 - c) Respect the decisions and judgment of officials and encourage athletes to do the same.
 - d) Not question the judgment or honesty of an official or a TCMB supervising member.
 - e) Respect and show appreciation to all competitors and to the coaches, officials, and other volunteers who give their time to the sport.
 - f) Keep off of the Competition area and not interfere with events or calls.

Parent Code of Conduct

I will:

- Enroll my child for the pure enjoyment of the game and the opportunity to learn the skill of the sport.
- Recognize that at a ball diamond, my child's development is in the hands of volunteers who are giving their time and energy for the sake of all participants.
- Remember that my child plays baseball for his/her enjoyment, not mine.
- Respect the decisions of the Coaches, whether at practice, special events, or during a game.
- Never verbally abuse the Coach, Assistant, Manager, Trainer, or Official. I will remember that they have difficult jobs and will not undermine them by contradicting, interfering, or questioning their character, motivation, or judgment in public. I will not engage in or encourage gossip. I will take concerns to the proper TCMB officials.
- Conduct myself in an adult manner by attending games, practices, special events, and by being positive and encouraging to all players at all times.
- Encourage my child to play by the rules and to resolve conflicts without resorting to hostility, profanity, verbal or physical violence.
- Turn defeat into victory by helping my child work towards skill improvement and good Sportsmanship.
- Remember that children learn best by example. I will applaud good plays by our team and by members of the opposing team.
- Accept that I remain responsible, as a parent, for the safety of my child while they are participating in TCMB activities. I will therefore do my part to protect and enhance their safety.
- Understand and accept that violation of this Code may result in disciplinary action of some kind up to and including revoking of membership and all rights associated with membership
- Understand that school takes precedence over Softball
- Agree to abide by the principles of this Code and the Softball Ontario Code supported by TCMB.
- Agree to abide by the constitution, rules, regulations, and decisions as set by TCMB.
- Abide by the 24hr rule and allow 24hrs to pass before reporting any concern to the coaching staff.

I will not:

- Publicly question the officials' judgment and/or honesty.
- Use violence, harassment, or abuse.

Player Code of Conduct

I will:

- Play ball by the rules of baseball, and in the spirit of the game.
- Make a commitment to my team at all times by attending all practices, games, meetings, and special events, and by playing to the best of my ability.
- Respect my coaches at all times. I will remember that my coaches are providing me with the opportunity to learn and play the game of baseball.
- Respect the safety of other players by playing the game within the rules at all times.
- Remember that winning is not everything – that having fun, improving skills, making friends, and doing my best are also important.
- Respect the Officials and their decisions at all times.
- Play for the fun of it; not just to please my parents and coaches.
- Accept the decision of the coaching staff and game officials and show them respect.
- Work equally hard for my team and myself – my team's performance will benefit and so will my own.
- Do my best to be a true team player. I will treat all players, as I would like to be treated
- Not interfere with, bully, or take unfair advantage of any player.
- Remember that I am representing my team, my community, and my sponsor at all times. Including traveling to and from the ball game.
- Understand that school takes precedence over baseball.
- Agree to abide by the principles of this Code and the Ontario Softball Association Code supported by TCMB.
- Agree to abide by the constitution, rules, regulations, and decisions as set by TCMB.
- Accept disciplinary action if I violate the rules of the game.

I will not:

- By my actions support the abuse of any other player, coach, umpire, or other officials.

Failure to follow:

14. Discipline sanctions that may be imposed by TCMB include the following, singly or in combination, depending on the nature and severity of the case:
 - a) Verbal or written apology.
 - b) Letter of reprimand.
 - c) Removal of certain privileges of membership.
 - d) Suspension from membership for a defined period of time.
 - e) Indefinite suspension from membership to be reviewed at a future time.
 - f) Termination of membership or employment.

15. Failure to comply with a sanction as determined by TCMB will result in automatic suspension of membership in TCMB until such time as the sanction is fulfilled.

Policy Review

16. To ensure this policy remains current and up to date it will be reviewed and updated at least once every year, or when TCMB becomes aware of information that requires changes.
17. TCMB reserves the right to update this policy at any time.

Policy: Code of Conduct

Ratification Date: April 21, 2023

Review Date: April 23, 2023

Diversity, Equity, and Inclusion Policy

Policy Statement

Twin Centre Minor Baseball (“TCMB”) is dedicated to cultivating an inclusive and equitable environment for all participants, including players, coaches, officials, volunteers, and fans. We believe that baseball should be a sport where individuals of all genders have equal access, opportunities, and support.

Scope

This policy applies to all members of TCMB, encompassing any employee, director, officer, coach, athlete, team personnel, official, parent, guardian, or volunteer associated with TCMB.

Responsibilities

All TCMB members are entrusted with consistently treating others with dignity and respect, exhibiting conduct that embodies inclusion. This includes:

- Respecting the dignity and diversity of all individuals.
- Creating an inclusive environment free from discrimination, harassment, and bullying.
- Enhancing awareness of potential unconscious bias hindering our ability to be inclusive and collaborative.
- Prioritizing conscious inclusion to intentionally drive diversity, equity, and belonging.

Definitions

- a) **Diversity** is the demographic mix of the WSA community. Involves recognizing and respecting everyone’s unique qualities and attributes but focuses particularly on groups that remain underrepresented.
- b) **Equity** is the fair and respectful treatment of all people. Involves creating opportunities and reducing disparities in opportunities and outcomes for diverse communities. It also acknowledges that these disparities are rooted in historical and contemporary injustices and disadvantages.
- c) **Equity-deserving groups** are communities that identify barriers to equal access, opportunities, and resources due to disadvantage and discrimination, and actively seek social justice and

reparation. This marginalization could be created by attitudinal, historic, social, and environmental barriers based on characteristics that are not limited to age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation, and creed.

- d) **Discrimination** is defined in the Ontario Human Rights Code as differential treatment based upon one's membership in one of the groups protected in the areas of employment under the Code: race, creed, colour, religion, age, sex (including pregnancy), or sexual orientation, same-sex partnership status, marital or family status, citizenship, ethnic origin, ancestry, place of origin or disability, and which can result in unfavourable, adverse impact or preferential treatment. It can also be defined as treating an employee differently and less than others in the terms and conditions of employment because of one of the prohibited grounds mentioned above.
- e) **Harassment** is defined in the Ontario Human Rights Code as engaging in a course of vexatious comment or conduct, (e.g., unwanted, offensive, intimidating, hostile, or inappropriate) related to one or more of the prohibited grounds that is known or ought reasonably to be known to be unwelcome. These grounds include a person's race, creed, colour, religion, age, sex or sexual orientation, same-sex partnership status, marital or family status, citizenship, ethnic origin, ancestry, place of origin, or disability. Harassment is a form of discrimination.
- f) **Gender** is a person's internal sense of being male, female, or some combination of male and female, or neither male nor female. Can also be defined as the totality of physical and behavioral traits that are designated by a culture as masculine or feminine.
- g) **Gender Equity** is the fair allocation of resources, programs, and decision-making to all individuals without discrimination on the basis of gender identity. Gender Equity also involves addressing any imbalances in the benefits available to individuals of different gender identities. For the purposes of this policy, when we consider gender equity issues, we are referring to the experiences of girls, women, and those who identify as women.
- h) **Gender Identity** is each person's internal or individual experience of gender. It is their sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex. Gender identity is fundamentally different from a person's sexual orientation.
- i) **Inclusion** is the means of creating an environment where everyone feels welcome and respected, focusing on groups that remain underrepresented. It means creating the conditions to have the opportunity to fully participate with WSA, and. It is important to note that while an inclusive group is diverse, a diverse group is not always inclusive. As an inclusive sports organization, WSA strives for equity and respects, accepts, and values differences.
- j) **Member** is defined as any employee, director, officer, coach, athlete, team personnel, official, parent, guardian, or volunteer of or associated with WSA.

Non-Discrimination

TCMB prohibits discrimination based on gender, gender identity, gender expression, sexual orientation, or any other characteristic protected by applicable laws. Discrimination includes, but is not limited to, unequal treatment, harassment, and exclusion.

Benefits

TCMB recognizes the numerous benefits of equity, diversity, and inclusion, including:

- Strengthening and enlarging the organization by fully representing the population base.
- Attracting a broader membership through inclusivity.
- Enhancing knowledge sharing and improving sport safety for all by fostering collaboration.
- Establishing an equitable, diverse, and inclusive organization where all members feel valued and empowered.

Inclusive Language

TCMB encourages the use of inclusive and respectful language, avoiding stereotypes and derogatory comments related to gender and sexual orientation.

Reporting and Addressing Discrimination

Reports of discrimination conflicting with TCMB's diversity policy should be directed to the TCMB Executive for confidential and prompt investigation. Any member found in violation of this policy may face appropriate disciplinary action, including removal from TCMB.

Policy: Diversity, Equity, and Inclusion Policy

Ratification Date: January 31st, 2024

Review Date: January 31st, 2024

Fair Play Policy

Purpose

Our Fair Play Policy is firmly rooted in prioritizing the well-being and development of our young players. We steadfastly reject any "win at all costs" mentality across all age groups within the TCMB Softball Association. Our youth Softball League is dedicated to nurturing a love for the game, educating children about its rules, fostering sportsmanship, and promoting teamwork.

Expectations

- The safety of our players is paramount.
- Every member of the organization including coaches, players, and parents must agree to and abide by the TCMB Code of Conduct.
- Emphasis is placed on teaching fundamental softball skills while ensuring the season remains enjoyable for all participants.
- Each player will receive instruction tailored to their skill level, with opportunities for advanced skill development when feasible.
- Every player listed on the roster will have the chance to participate, with coaches striving to provide equal playing time.

- Teams will utilize a continuous batting order to ensure fair opportunities for all players throughout the season.
- Parents are required to communicate with coaches regarding player absences.

Ages U7 & U9

- Players will have the chance to experience various positions to enhance their skills.
- Position rotations will occur during games and practices, facilitating exposure to different roles.
- Aspiring pitchers will be encouraged to practice pitching, with game opportunities contingent upon skill level.

U11 & U13

- Pitching and catching opportunities will be available during practices, with game roles determined by proficiency.
- While every player will have the chance to play at least three innings per game, specific positions will be at the coach's discretion.

U15 & U17

- Players excelling in pitching and catching will be selected for these positions during games.
- Game-time participation will be at the coach's discretion, ensuring fair opportunities for all players.

Exceptions

Local League (All Levels except T-ball and Coach Pitch):

- In certain league or tournament settings, coaches may have discretion over player positions.
- Minimum playing time requirements are upheld, with no player sitting out an entire game.

Select or Representative Softball (Ages U9 & U11)

- Similar exceptions apply, with an emphasis on balancing competitive play with fair participation.

Select or Representative Softball (Ages U13, U15, U17)

- Playing time is earned based on dedication and skill.
- While no player will sit out an entire game during the regular season, playing time may vary based on performance and coach's discretion.

Policy: Fair Play Policy

Ratification Date: January 31st, 2024

Review Date: January 31st, 2024

Player Release Policy

Purpose

The purpose of this policy is to define the guidelines used in the release of players from Twin Centre Minor Baseball ("TCMB"). All guidelines will remain in accordance with those of OASA, ORSA, PTCMB, South Oxford, South Perth, Huron Perth, North Waterloo, Nith River Local League and all other Associations that TCMB affiliates with. The directives outlined in this policy are designed to foster a supportive environment for both resident and non-resident players, promoting local softball and providing competitive opportunities.

Definitions

Resident Player – A player that lives inside the regional borders of Wellesley Township.

Non-Resident Player – A player that lives outside the regional borders of Wellesley Township.

Resident Players

1. All resident players must register with Twin Centre Minor Baseball.
2. Release will be granted only under the following conditions:
 - a) TCMB does not have enough players registered at that level and player movement from one level lower cannot be accommodated.
 - b) TCMB has an excessive amount of players (14 to 19) at a specific level in that 2 full teams of at least 10 or 11 each cannot be made.
 - c) A player is requesting a release to play hardball as hardball is not offered by TCMB.
3. Releases if granted will only be valid for a period of 1 year.
4. Once a player has been released from TCMB for 2 consecutive seasons with their new centre, they no longer need a release from the TCMB to continue playing in that centre.
5. Should the player wish to return to their home centre they do not need a release from the last centre they played for.

Non-resident players

1. A player cannot register with TCMB unless the player has proof of registration (copy of registration form) from Home Centre (and defined radius by OASA) and a release from all said Centre Reps.
2. If there is no appropriate team to play on in the home centre player must sign with the closest nearby centre that has his division of play unless he gets a release from that nearest centre. The release is for one year only. The player would then be free to sign with a centre in conjunction with OASA policies and/or league/organizational policies.
3. Once a player has played two consecutive seasons with TCMB, they then become the property

of the TCMB. They will need a release from TCMB if they wish to play in any other centre but their original home centre. The player may return to their own original home centre if they wish, and a release would not be required.

4. Players wishing to pass through TCMB to play in another center will be handled as follows:
 - a. Release will be granted immediately if TCMB already has a full team at the rep level and no additional players are required.
 - b. If players are required, the coach of our rep team at that age group will be allowed to contact the player and their family to encourage them to play for TCMB.
 - c. If a player still wishes for a release after the coach has made his/her sales pitch, then the release will be granted.

Policy: Player Release Policy

Ratification Date: April 21, 2023

Review Date: January 31st, 2024

Anti-Discrimination and Anti-Harassment Policy

Policy Statement

1. Twin Centre Minor Baseball ("TCMB") is committed to providing a sport and work environment that is safe, welcoming, inclusive, and respectful. Simply stated, TCMB will not tolerate discrimination or harassment in any form. This policy outlines the measures that TCMB has taken and will continue to take to prevent and protect against discrimination and harassment in accordance with the Ontario Human Rights Code.

Scope

2. This policy applies to all members of TCMB. This includes any employee, director, officer, coach, athlete, team personnel, official, parent, guardian, or volunteer of or associated with TCMB.
3. It applies to discrimination and harassment that may occur during the course of all TCMB business, activities, and events.
4. Harassment and discrimination arising within the business, activities, and events of clubs, provincial/territorial associations, affiliates, or partners of TCMB will be dealt with using the policies and mechanisms of such other organizations.

Definitions

5. **Discrimination** is defined in the **Ontario Human Rights Code** as differential treatment based upon one's membership in one of the groups protected in the areas of employment under the Code: race, creed, colour, religion, age, sex (including pregnancy), or sexual orientation, same-

sex partnership status, marital or family status, citizenship, ethnic origin, ancestry, place of origin or disability, and which can result in unfavourable, adverse impact or preferential treatment. It can also be defined as treating an employee differently and less than others in the terms and conditions of employment because of one of the prohibited grounds mentioned above.

6. **Harassment** is defined in the **Ontario Human Rights Code** as engaging in a course of vexatious comment or conduct, (e.g., unwanted, offensive, intimidating, hostile, or inappropriate) related to one or more of the prohibited grounds that is known or ought reasonably to be known to be unwelcome. These grounds include a person's race, creed, colour, religion, age, sex or sexual orientation, same-sex partnership status, marital or family status, citizenship, ethnic origin, ancestry, place of origin, or disability. Harassment is a form of discrimination.

The above definition of harassment is broad enough to include harassment prohibited under the Ontario Human Rights Code, as well as what is often called "psychological harassment" or "personal harassment".

Harassment can be thought of as any behaviour that demeans, embarrasses, humiliates, annoys, alarms, or verbally abuses a person and that is known or would be expected to be unwelcome. These behaviours include words, gestures, intimidation, bullying, or other inappropriate activities. Generally speaking, any action or behaviour – from rumors, swearing, verbal abuse, pranks, arguments, property damage, vandalism, sabotage, pushing, theft, physical assaults, psychological trauma, and anger-related incidents, are all examples of harassment.

7. **Sexual Harassment** is engaging in a course of vexatious comment or conduct against another person because of sex, sexual orientation, gender identity, or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome; or making a sexual solicitation or advance by someone in a position to grant or deny a benefit in an unwelcome manner.

This may include but is not limited to:

- rough or vulgar humour or language related to sexuality, sexual orientation, or gender
 - displaying or circulating pornography, sexual images, or offensive sexual jokes in print or electronic form
 - leering or inappropriate staring
 - unnecessary physical contact, including inappropriate touching
 - asking for hugs, dates, or sexual favours
 - making gender-related comments about someone's physical characteristics, mannerisms, or conformity to sex-role stereotypes
 - verbally abusing, threatening, or taunting someone based on gender or sexual orientation
8. **Bullying** is an aggressive behaviour of harassment, usually but not always directed at one person. While bullying is a form of aggression, the actions can be both obvious and subtle. Bullying is usually seen as acts or verbal comments that could 'mentally' hurt or isolate a person in the workplace. Sometimes, bullying can involve negative physical contact as well. Bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade, or humiliate a person or group of people. It has also been described as the

assertion of power through aggression. It can also include the isolation of others and deliberately leaving others out.

Examples include but are not limited to:

- Spreading malicious rumors, gossip, or innuendo.
- Excluding or isolating someone socially.
- Intimidating a person.
- Undermining or deliberately impeding a person.
- Physically abusing or threatening abuse.
- Removing areas of responsibility without cause.
- Establishing impossible tasks that will set up the individual to fail.
- Withholding necessary information or purposefully giving the wrong information.
- Making jokes that are 'obviously offensive' by spoken word or using other electronic messaging such as but not limited to, Facebook, Snapchat, Instagram, etc.
- Intruding on a person's privacy by pestering, spying, or stalking.
- Yelling or using profanity.
- Criticizing a person persistently or constantly.

9. Other definitions:

- **Member**— any employee, director, officer, coach, athlete, team personnel, official, parent, guardian, or volunteer of or associated with TCMB.
- **Complaint** - A complaint is any act, treatment, behavior, or state which an employee perceives as unfair or unjust.
- **Complainant** – The party alleging the infraction.
- **Occurrence** – means an occurrence of harassment and violence in the workplace.
- **Respondent** – The alleged infracting Party, one who responds to the complaint.
- **Trivial Complaint** - Means trifling; inconsiderable; of small worth or importance.
- **Frivolous Complaint** - Means lacking a legal basis or legal merit; a matter that has little prospect of success; not serious, not reasonably purposeful.
- **Vexatious Complaint** - Means without reasonable or probable cause or excuse; harassing; annoying; instituted maliciously or on the basis of improper motives; intended to harass or annoy.
- **Bad Faith Complaint** - Means brought with an ulterior motive: for example, motivated by ill will, hostility, malice, personal animosity, lack of fairness or impartiality, or lack of total honesty such as withholding information. It includes serious carelessness, recklessness, and intentional fault.
- **Malice** - Desire to inflict harm or suffering upon someone or action taken with the intention to harm someone.

- **Interpersonal conflict** refers to any type of conflict involving two or more people. Interpersonal conflict is a normal, common occurrence in relationships. Anytime more than one person is involved, there are going to be different values, opinions, and thoughts. There are many different causes of interpersonal conflict, including differing points of view, personality mismatches, cultural differences, diverse upbringings, or conflicting values and beliefs. Conflicts are more likely to arise when people are dealing with frustration, stress, pent-up anger, or a lack of communication about lingering issues.

If a reported complaint is deemed as interpersonal conflict, TCMB encourages all individuals and parties to communicate openly, collaborate, and use problem-solving and negotiation techniques to resolve their interpersonal conflicts.

Complaints

10. Any person may make a complaint under this policy to an Official of TCMB. For the purposes of this policy, an 'Official' is any person in a responsible staff or volunteer position with TCMB.
11. Complaints to an Official must be timely (within 30 days of the incident giving rise to the complaint).
12. Reports of alleged or suspected discrimination or harassment may be made verbally or in writing to info@tcmb.ca. Complaints must include as much information as possible, including an account of the incident(s), where and when the incident(s) occurred, the persons involved, and the names of witnesses, if any. Provide any other evidence or information that may be relevant to the complaint, such as emails, handwritten notes, text messages, and photographs.
13. Immediately upon receipt of a complaint, an investigation will be started, and additional information and context will be sought.

The investigation may include:

- a review of the details of the incident;
 - separate interview(s) with the parties involved and any witnesses;
 - examination of any relevant documents, emails, notes, photographs, or video;
 - a decision about whether the complaint constitutes discrimination and/or harassment;
 - the preparation of a report which summarizes the incident, the steps of the investigation, the evidence collected, and any findings.
14. TCMB will take appropriate measures to ensure that employees and/or witnesses involved in filing the complaint are protected, as necessary.

Investigation

15. TCMB will investigate the complaint to determine if the complaint is substantiated and will set forth recommendations to resolve the complaint.
16. TCMB may determine that the alleged conduct is of such seriousness as to warrant immediate

suspension or removal of the individual pending an investigation and decision.

Confidentiality

17. Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint of discrimination and harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, investigate the complaint or incident, take corrective action, or otherwise as required by law.
18. While the investigation is ongoing, the individual who has allegedly experienced discrimination or harassment, the alleged perpetrator(s), and any witnesses should not discuss the incident or complaint or the investigation with each other or other workers or witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation. All records of the investigation will be kept confidential.

Results of Investigation

19. Discipline sanctions that may be imposed by TCMB include the following, singly or in combination, depending on the nature and severity of the case:
 - Verbal or written apology;
 - Letter of reprimand;
 - Removal of certain privileges of membership;
 - Suspension from membership for a defined period of time;
 - Indefinite suspension from membership to be reviewed at a future time;
 - Termination of membership or employment.
20. Failure to comply with a sanction as determined by TCMB will result in automatic suspension of membership in TCMB until such time as the sanction is fulfilled.

Criminal Matters

21. Notwithstanding the procedures set out in this policy, any person to whom this policy applies who is convicted of an offense under Section 5 of the Criminal Code of Canada (Sexual Offenses, Public Morals, and Disorderly Conduct), or is convicted of a similar offense of sexual nature, will face automatic suspension from TCMB for a period of time corresponding to the length of their criminal sentence and may face further disciplinary action by TCMB in accordance with this policy.

Threats, Reprisals, or Retaliations and Bad Faith Complaints

22. Any TCMB member has the right to make a complaint or enforce their rights under this policy without threats, reprisals, or retaliation. TCMB prohibits threats, reprisals, or retaliation in relation to the policy and such actions will be treated in the same manner as discrimination or harassment.

23. Any TCMB member who makes a malicious or bad faith complaint violates the policy and may become the subject of a complaint under this policy. A malicious or bad faith complaint means that a person has made a complaint under this policy that they knew was untrue. Submitting a complaint in good faith, even where the complaint cannot be proven, is not a violation of this policy.

Record Keeping

24. TCMB will keep records of the investigation including:
- A copy of the complaint or details about the incident.
 - A record of the investigation including notes.
 - A copy of the investigation report (if any).
 - A summary of the results of the investigation that were provided to the complainant and respondent.
 - A copy of any corrective action taken to address the complaint or incident.
25. All records of the investigation will be kept confidential. The investigation documents and report should not be disclosed unless it is necessary to investigate an incident or complaint, take corrective action, or otherwise as required by law.

Policy Review

26. To ensure this policy remains current and up to date it will be reviewed and updated at least once every year, or when TCMB becomes aware of information that requires changes.
27. TCMB reserves the right to update this policy at any time.

Policy: Anti-Discrimination and Anti-Harassment Policy

Ratification Date: April 21, 2023

Review Date: April 22, 2023

Diversity, Equity, and Inclusion Policy

Policy Statement

1. Twin Centre Minor Baseball ("TCMB") is committed to embracing and encouraging differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, and other characteristics that make us unique.

Scope

2. This policy applies to all members of TCMB. This includes any employee, director, officer, coach, athlete, team personnel, official, parent, guardian, or volunteer of or associated with TCMB.

Vision

3. Be yourself, and change the world. Our vision at TCMB is for every person to use their unique experiences and backgrounds together—to spark solutions that create a better, healthier world.

Responsibilities

4. All TCMB members are responsible for treating others with dignity and respect at all times and are expected to exhibit conduct that reflects inclusion. This includes:
 - Respecting the dignity and diversity of all people.
 - Creating an inclusive environment that is free from discrimination, harassment, and bullying.
 - Enhancing their awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another.
 - Focusing on conscious inclusion to be more intentional with their actions to drive diversity, equity, and belonging.
5. If you believe you have been subjected to or witnessed any discrimination that conflicts with the TCMB's diversity policy and initiatives, seek assistance from the organization.
6. Anyone who is associated with TCMB who does not comply with this Policy and/or is found to have engaged in discrimination, harassment, or bullying, will be subject to appropriate disciplinary action, up to removal as a member of TCMB.

Definitions

7. **Diversity** is the demographic mix of the TCMB community. Involves recognizing and respecting everyone's unique qualities and attributes but focuses particularly on groups that remain underrepresented.
8. **Equity** is the fair and respectful treatment of all people. Involves creating opportunities and reducing disparities in opportunities and outcomes for diverse communities. It also acknowledges that these disparities are rooted in historical and contemporary injustices and disadvantages.
9. **Equity-deserving groups** are communities that identify barriers to equal access, opportunities, and resources due to disadvantage and discrimination, and actively seek social justice and reparation. This marginalization could be created by attitudinal, historic, social, and environmental barriers based on characteristics that are not limited to age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation, and creed.
10. **Discrimination** is defined in the **Ontario Human Rights Code** as differential treatment based upon one's membership in one of the groups protected in the areas of employment under the Code: race, creed, colour, religion, age, sex (including pregnancy), or sexual orientation, same-sex partnership status, marital or family status, citizenship, ethnic origin, ancestry, place of origin or disability, and which can result in unfavourable, adverse impact or preferential treatment. It can also be defined as treating an employee differently and less than others in the terms and conditions of employment because of one of the prohibited grounds mentioned above.

11. **Harassment** is defined in the **Ontario Human Rights Code** as engaging in a course of vexatious comment or conduct, (e.g., unwanted, offensive, intimidating, hostile, or inappropriate) related to one or more of the prohibited grounds that is known or ought reasonably to be known to be unwelcome. These grounds include a person's race, creed, colour, religion, age, sex or sexual orientation, same-sex partnership status, marital or family status, citizenship, ethnic origin, ancestry, place of origin, or disability. Harassment is a form of discrimination.
12. **Gender** is a person's internal sense of being male, female, or some combination of male and female, or neither male nor female. Can also be defined as the totality of physical and behavioral traits that are designated by a culture as masculine or feminine.
13. **Inclusion** is the means of creating an environment where everyone feels welcome and respected, focusing on groups that remain underrepresented. It means creating the conditions to have the opportunity to fully participate with TCMB, and. It is important to note that while an inclusive group is diverse, a diverse group is not always inclusive. As an inclusive sports organization, TCMB strives for equity and respects, accepts, and values differences.
14. **Member** is defined as any employee, director, officer, coach, athlete, team personnel, official, parent, guardian, or volunteer of or associated with TCMB.

Benefits

15. TCMB recognizes the following benefits of equity, diversity, and inclusion:
 - Building a larger, stronger, and more effective organization: by fully representing the population base and tapping the resources of every member.
 - Attracting more members to the organization by being inclusive of all members.
 - Increasing knowledge sharing and improving the safety of sport for all by working together and building equal partnerships.
 - Creating an equitable, diverse, and inclusive organization by helping TCMB to provide conditions where all members feel welcomed, supported, included, valued, and empowered to succeed.

Programming

16. Ensure that the achievement of equitable opportunities is a key consideration when developing, updating, or delivering programs and policies.
17. Provide opportunities for leadership development for individuals of all gender, race, sexuality, disability, religion, ethnicity, and creed.

Policy Review

18. To ensure this policy remains current and up to date it will be reviewed and updated at least once every year, or when TCMB becomes aware of information that requires changes. TCMB reserves the right to update this policy at any time.

Policy: Diversity, Equity, and Inclusion Policy

Ratification Date: April 21, 2023

Review Date: April 22nd, 2023

Health & Safety Policy

Policy Statement

1. Twin Centre Minor Baseball (“TCMB”) is committed to providing a safe and healthy environment for all participants involved in TCMB’s softball activities. The following health and safety policy outlines our commitment to minimizing risks and ensuring the well-being of everyone involved in softball activities.

Scope

2. This policy applies to all members of TCMB. This includes any employee, director, officer, coach, athlete, team personnel, official, parent, guardian, or volunteer of or associated with TCMB.

Risk Assessment

3. We will conduct a thorough risk assessment for all softball activities to identify potential hazards and assess the risk associated with each activity. We will take steps to minimize risks by implementing appropriate control measures.

Equipment Safety

4. We will ensure that all softball equipment is maintained in good working condition and is regularly inspected for any signs of damage or wear and tear. Any equipment found to be defective will be immediately removed from use. All participants will be required to wear appropriate safety gear, such as helmets, pads, or gloves, as applicable for softball activities.

First Aid and Medical Assistance

5. Each team will have access to a First Aid Kit in their team-assigned equipment bag. During all softball activities, the contents of the First Aid Kit will be used to provide immediate medical attention to any participant who sustains an injury. All participants will be required to provide their medical history and any relevant information about any pre-existing medical conditions.
6. In the event that emergency medical assistance is needed, the coach will call or have another team representative call 9-1-1 to request further assistance.

Hydration and Nutrition

7. We will encourage participants to maintain proper hydration and nutrition during sports activities by providing access to water and sports drinks and offering healthy food options as appropriate.

Environmental Safety

8. We will monitor environmental conditions, such as temperature, humidity, and air quality, to ensure that participants are not exposed to unsafe conditions. In cases where extreme weather

or environmental conditions are present, we will suspend sports activities until conditions are safe for participants.

Emergency Procedures

9. TCMB will have a documented emergency procedure in place for all sports activities. This procedure will include a plan for responding to injuries, evacuating the area, and notifying emergency services if necessary.

Compliance with Regulations

10. TCMB will comply with all applicable laws, regulations, and standards related to sports activities, including but not limited to, child protection, concussion management, and sports equipment safety.

By implementing this health and safety policy, TCMB aims to create a safe and healthy environment for all participants involved in softball activities. We will review and update this policy regularly to ensure that it remains relevant and effective in minimizing risks and promoting safety.

Policy: Health & Safety Policy

Ratification Date: April 21, 2023

Review Date: April 22nd, 2023

Discipline & Complaints Policy

Policy Statement

1. Twin Centre Minor Baseball (“TCMB”) is committed to providing an environment in which all Individuals involved with TCMB are treated with respect. Membership in TCMB, as well as participation in its activities, brings many benefits and privileges. At the same time, individuals and participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with TCMB’s policies, bylaws, rules and regulations, and Code of Conduct and Ethics.
2. Irresponsible behaviour by Individuals can result in severe damage to the integrity of TCMB. Conduct that violates these values may be subject to sanctions pursuant to this Policy. Since discipline may be applied, TCMB provides individuals with the mechanism outlined in this Policy so that complaints are handled fairly, and expeditiously.

Scope

3. This policy applies to all members of TCMB. This includes any employee, director, officer, coach, athlete, team personnel, official, parent, guardian, or volunteer of or associated with TCMB.

4. This Policy applies to discipline matters that may arise during the course of TCMB's business, activities, and events including, but not limited to, competitions, practices, tryouts, training clinics, travel associated with TCMB activities, and any meetings.
5. This Policy does not prevent discipline from being applied, during a competition or event, according to specific procedures in place for the particular event. Further discipline may be applied according to this Policy.
6. Discipline matters and complaints arising within the business, activities, or events organized by entities other than TCMB will be dealt with pursuant to the policies of these other entities unless requested and accepted by TCMB at its sole discretion.

Reporting a Complaint

7. Any Individual may report any complaint to TCMB. Such a complaint must be in writing and signed and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted at the sole discretion of TCMB.
8. Complaints are to be submitted to info@tcmb.ca
9. A Complainant wishing to file a complaint outside of the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the complaint outside of the fourteen (14) day period will be at the sole discretion of TCMB. This decision may not be appealed.
10. At TCMB's discretion, TCMB may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, TCMB will identify an individual to represent TCMB.

Mediation

11. Before any complaint proceeds to the formal stage, the dispute may be referred to mediation upon the consent of the parties.

Case Manager

12. Should mediation not resolve the dispute, TCMB will appoint a Case Manager to oversee the management and administration of complaints submitted in accordance with this Policy and such an appointment is not appealable. The Case Manager is not required to be a member of TCMB. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy and to implement this Policy in a timely manner.
13. More specifically, the Case Manager has a responsibility to:
 - a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
 - b) Determine if the complaint is a minor or major infraction.

- c) Coordinate all administrative aspects of the complaint.
 - d) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.
14. The Case Manager will inform TCMB if the incident is to be dealt with as a minor infraction or major infraction and the matter will be dealt with according to the applicable section relating to the minor or major infraction.
 15. This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behaviour that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this Policy.
 16. 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. Further sanctions may be applied but only after a review of the matter in accordance with the procedures set out in this Policy.

Minor Infractions

17. Minor infractions are single incidents of failing to achieve expected standards of conduct that generally do not result in harm to others, TCMB, or the sport.

Examples of minor infractions can include, but are not limited to, a single incident of:

- a) Disrespectful, offensive, abusive, racist, or sexist comments or behaviour.
 - b) Disrespectful conduct such as outbursts of anger or argument.
 - c) Conduct contrary to the values of TCMB.
 - d) Being late for, or absent from, TCMB events and activities at which attendance is expected or required.
 - e) Non-compliance with TCMB's policies, procedures, rules, or regulations.
 - f) Minor violations of TCMB's Code of Conduct and Ethics.
 - g) Tampering.
18. All disciplinary situations involving minor infractions will be dealt with by the appropriate person who has authority over both the situation and the individual involved. If applicable, discipline-specific to the particular event or competition shall be applied. The person in authority can be but is not restricted to being staff, officials, coaches, judges, organizers, or TCMB's decision-makers.
 19. Provided that the Respondent being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident, procedures for dealing with minor infractions will be informal (compared to the procedures for major infractions) and will be determined at the discretion of the person responsible for discipline of such infractions (as noted above).
 20. Penalties for minor infractions, which may be applied singularly or in combination, include the following:

- a) Verbal or written reprimand from TCMB to one of the Parties.
- b) Verbal or written apology from one Party to the other Party.
- c) Service or other voluntary contribution to TCMB.
- d) Removal of certain privileges of membership for a designated period of time.
- e) Suspension from the current competition, activity, or event.
- f) Any other sanction considered appropriate for the offense.
- g) Discipline specific to the event or competition, if applicable.

21. Minor infractions that result in discipline will be recorded and records will be maintained by TCMB. Repeat minor infractions may result in further such incidents being considered a major infraction.

Major Infractions

22. Major infractions are instances of failing to achieve the expected standards of conduct that result or have the potential to result in harm to other persons, to TCMB, or to the sport.

Examples of major infractions include, but are not limited to:

- a) Repeated minor infractions.
- b) Any incident of hazing.
- c) Incidents of physical abuse.
- d) Behaviour that constitutes harassment, sexual harassment, or sexual misconduct.
- e) Pranks, jokes, or other activities that endanger the safety of others.
- f) Conduct that intentionally interferes with a competition or with any athlete's preparation for a competition.
- g) Conduct that intentionally damages TCMB's image, credibility, or reputation.
- h) Disregard for TCMB's bylaws, policies, rules, and regulations.
- i) Major or repeated violations of TCMB's Code of Conduct and Ethics.
- j) Intentionally damaging TCMB property or improperly handling TCMB monies.
- k) Abusive use of alcohol, any use or possession of alcohol by minors, or use or possession of illicit drugs and narcotics.

23. Major infractions occurring within competition may be dealt with immediately, if necessary, by an appropriate person having authority. In such situations, disciplinary sanctions will be for the duration of the competition, training, activity, or event only. If applicable, discipline specific to the particular event or competition shall be applied. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy.

24. Penalties for major infractions, which may be applied singularly or in combination, include the following:

- a) Verbal or written reprimand from TCMB to one of the Parties
- b) Verbal or written apology from one Party to the other Party
- c) Service or other voluntary contribution to TCMB
- d) Expulsion from TCMB
- e) Removal of certain membership privileges
- f) Suspension from certain teams, events, and/or activities
- g) Suspension from all activities for a designated period of time

- h) Payment of the cost of repairs for property damage
 - i) Any other sanction considered appropriate for the offense
25. Unless TCMB decides otherwise, any disciplinary sanctions will begin immediately. Failure to comply with a sanction as determined by TCMB will result in automatic suspension until such time as compliance occurs.
26. Major infractions that result in discipline will be recorded and records will be maintained by TCMB.

Criminal Convictions

27. An Individual's conviction for any of the following Criminal Code offenses will be deemed a major infraction under this Policy and will result in expulsion from TCMB and/or removal from TCMB's competitions, programs, activities and events upon the sole discretion of TCMB:
- a) Any child pornography offences
 - b) Any sexual offences
 - c) Any offence of physical or psychological violence
 - d) Any offence of assault
 - e) Any offence involving trafficking of illegal drugs

Confidentiality

28. The discipline and complaints process is confidential and involves only the Parties, the Case Manager, and any independent advisors to TCMB. 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

29. 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, TCMB may direct that these timelines be revised.

Records and Distribution of Decisions

30. Minor and major infractions that result in discipline, as well as decisions of any appeals, shall be recorded and maintained by TCMB.
31. Other organizations may be advised of any decisions.

Policy: Discipline & Complaints Policy

Ratification Date: April 21, 2023

Review Date: April 23, 2023

Volunteer Screening Policy

Policy Statement

1. Twin Centre Minor Baseball (“TCMB”) recognizes its responsibility to prioritize the safety and well-being of children, young adults, parents, and volunteers engaged in its programs. With an unwavering commitment to fostering a secure, wholesome, and enjoyable softball experience within our community, TCMB pledges to uphold the following policy.

Screening Process

2. Screening is an ongoing process aimed at identifying any individual, whether paid or unpaid, volunteer or staff, who may pose a risk to children, youth, or other vulnerable persons. It involves assessing the risks associated with specific volunteer positions and implementing appropriate measures to mitigate those risks. Screening occurs before individuals commence volunteering and continues throughout their involvement.

Scope

3. This policy applies to all personnel of TCMB, encompassing employees, directors, officers, coaches, athletes, team personnel, officials, parents, guardians, or volunteers associated with TCMB.

Definitions:

4. **Volunteer:** An individual who willingly offers their time, services, or expertise to assist an organization, cause, or community without expecting monetary compensation or personal gain.
5. **Personnel:** Individuals whose position within TCMB involves trust or authority, particularly concerning finances, young people, or individuals with disabilities.
6. **Participant:** A broad term referring to individuals participating in programs or utilizing services offered by sports organizations.
7. **Duty of Care:** The legal principle outlining the responsibilities of individuals and organizations to employ reasonable measures in safeguarding participants.
8. **Vulnerable Person:** An individual temporarily or permanently unable to protect themselves from harm due to age, disability, or handicap.
9. **Position of Trust:** A role within an organization or community where an individual holds significant responsibility, influence, or authority, often concerning vulnerable individuals.
10. **Vulnerable Sector Check:** The Vulnerable Sector Check is restricted to applicants seeking employment and/or volunteering, in Canada, who are in a position of authority or trust relative to vulnerable individuals. It is a collection of offence information, including convictions, outstanding warrants, charges and judicial orders available from a local police agency's records management system and other systems/records where authorized. This check will include sexual offence

convictions for which the individual has received a record suspension where authorized by the Minister of Public Safety and Emergency Preparedness.

Application

11. A Vulnerable Sector Check (VSC) is required for the following who work closely with athletes and who occupy the following designated positions of trust and authority within TCMB:

- Coaches
- Trainers
- Managers
- Chaperones
- Directors
- Volunteers who deliver any of the following programs to minors:
 - Learn to Play
 - Blastball
 - Try Softball
 - Spring Training
 - TCMB Clinics
 - TCMB Tryouts
- Any other position, whether paid or volunteer, that involves interaction with minor participants.

Minor Application

12. In lieu of a VSC, any personnel under the age of 18 who wishes to apply for any designated position may submit a letter of reference from someone in a leadership position in softball, including coaches or executive members. The individual must be supervised by an adult and cannot be placed in a leadership position.

Screening Tools

13. In its screening process, TCMB may use any combination of screening tools it determines necessary to screen personnel. At a minimum, personnel will submit VSCs. Additional screening tools may include but are not limited to application forms, interviews, and reference checks.

Policy

14. It is TCMB's policy that:

- a) VSCs are mandatory for all adult personnel in Designated Positions. There are no exceptions.
- b) Failure to participate in the screening process as outlined in this policy will result in the individual being ineligible for any of the Designated Positions.
- c) TCMB will not knowingly place in a Designated Position an individual who has a conviction for a 'relevant offence', as defined in this Policy.
- d) If a person in a Designated Position subsequently receives a conviction for, or is found

- guilty of, a relevant offence, they must report this circumstance immediately to TCMB.
- e) If a person provided falsified or misleading information, that person will immediately be removed from their position and may be subject to further discipline in accordance with TCMB's Policy Relating to Member Conduct.

How to Obtain a Police Information Check with Vulnerable Sector Verification

- a) VSCs must be obtained before an individual can fill a Designated Position. Proof of the VSC must be submitted to TCMB prior to interacting with minor participants.
- b) Personnel may obtain a VSC by visiting a local police station, submitting two pieces of government issued identification (one of which must have a photo), and completing paperwork, OR, by visiting <https://www.wrps.on.ca/en/services-reporting/background-or-record-checks.aspx>
- c) Fingerprinting may be required if there is a match with the individual's gender and birth date.
- d) The VSC fee is determined by each region's police force. TCMB will reimburse Personnel for the expense.

Procedure

- a) Personnel must submit proof of the completed VSCs to TCMB.
- b) Personnel who do not submit a VSC prior to a TCMB-sanctioned event will not be ineligible for participation in TCMB-sanctioned events and may not interact with minor participants and will receive a notice to this effect. Personnel will be informed that their application and/or position will not proceed until such time as the VSC is received.
- c) TCMB will receive and review all VSCs and determine whether the documents reveal a relevant offence.
- d) After reviewing a VSC, TCMB will:
 - Approve an individual's participation in a Designated Position; or
 - Deny an individual's participation in a Designated Position; or
 - Approve an individual's participation in a Designated Position subject to terms and conditions as TCMB deems appropriate.
- e. If an individual's VSC does not reveal a relevant offence, the individual is eligible for a Designated Position.
- f. If an individual's VSC reveals a relevant offence, TCMB will render its decision and provide notice of its decision to the individual.
- g. Should an individual experience delays in obtaining the VSC, relating to administrative delays from the local police station, TCMB may approve an individual's participation in a Designated Position for a designated period of time. This approval may be revoked at any time. The delay in obtaining the VSC must be supported by evidence.
- h. Decisions by TCMB are final and binding and may not be appealed.
- i. VSC are valid for a period of three (3) years and Screening Disclosure Forms must be completed

on an annual basis. Notwithstanding this, TCMB may request that an individual in a designated category provide a VSC to TCMB for review and consideration. Such requests will be in writing and will provide the reasons for such a request.

Relevant Offences

For the purposes of this Policy, guidelines, and examples of a 'relevant offence' may be any of the following:

1. If imposed in the last five years:
 - a. Any offence involving the use of a motor vehicle, including but not limited to impaired driving.
 - b. Any violation for trafficking and/or possession of drugs and/or narcotics.
 - c. Any offence involving conduct against public morals.
2. If imposed in the last ten years:
 - a. Any crime of violence including, but not limited to, all forms of assault.
 - b. Any offence involving a minor.
3. If imposed at any time:
 - a. Any offence involving the possession, distribution, or sale of any child-related pornography.
 - b. Any sexual offence involving a minor.
 - c. Any offence involving theft or fraud.

Records

15. TCMB collects personal information from VSCs and other sources and is obligated to keep that information confidential, and to use it only for the purposes for which the individual agrees it can be collected. Information can only be disclosed to individuals who are assigned by the organization to make decisions about hiring or refusing potential volunteers.
16. There shall be no dissemination or disclosure of the information to any other agency, body, or organization without the specific approval of the applicant. Once the information is used to compare to the organization's criteria for hiring or rejecting a potential volunteer for a specific position, the information shall be destroyed (shredded/mulched) or kept in such a manner to prevent unauthorized access. (For example, in a locked cabinet with limited access).
17. All information will be collected pursuant to TCMB's Privacy Policy.

Policy: Volunteer Screening Policy

Ratification Date: January 31st, 2024

Review Date: January 31st, 2024

Risk Management Policy

Policy Statement

1. Twin Centre Minor Baseball (“TCMB”) is dedicated to fostering a culture of risk awareness, responsibility, and accountability across all its activities. Recognizing that effective risk management is integral to achieving its objectives, TCMB is committed to identifying, assessing, and managing risks effectively to protect its members and stakeholders.
2. Twin Centre Minor Baseball (“TCMB”) is dedicated to fostering a culture of risk awareness, responsibility, and accountability across all its activities. Recognizing that effective risk management is integral to achieving its objectives, TCMB is committed to identifying, assessing, and managing risks effectively to protect its members and stakeholders.
3. It's important to note that this policy complements TCMB's existing policies and procedures, many of which already incorporate risk management measures.

Scope

4. The purpose of this Risk Management Policy is to outline the principles, procedures, and responsibilities for identifying, assessing, mitigating, and monitoring risks within TCMB. This policy encompasses all activities, events, and operations conducted by the association and aims to ensure the safety of participants, spectators, volunteers, and stakeholders while safeguarding the association's assets and reputation.

Risk Management Framework

5. **Risk Identification:** TCMB shall proactively identify potential risks associated with its activities, including but not limited to player injuries, property damage, financial losses, and reputational harm.
6. **Risk Assessment:** Risks shall be assessed for their likelihood and impact. A risk matrix will categorize risks into high, medium, or low-risk categories.
7. **Risk Mitigation:** Upon identifying and assessing risks, TCMB shall develop and implement risk mitigation strategies, which may include implementing safety protocols, acquiring insurance, providing training, and establishing emergency response plans.
8. **Risk Monitoring and Review:** Risks and risk mitigation measures will be continuously monitored. Periodic reviews of the risk management plan and policies will ensure their effectiveness and relevance.

Roles and Responsibilities

9. **Executive:** The TCMB Executive is responsible for setting the strategic direction for risk management within the association. They are accountable for approving the risk management policy and overseeing its implementation.

10. **Association Members and Volunteers:** All members, volunteers, and participants are expected to adhere to safety guidelines, report risks, and contribute to risk management efforts within the association.
11. **Insurance Providers:** TCMB shall maintain appropriate insurance coverage to mitigate financial risks associated with liability, property damage, and other insurable risks.

Emergency Response Plan

12. TCMB shall maintain an up-to-date Emergency Response Plan (ERP) outlining procedures for responding to various emergencies, including but not limited to medical emergencies, severe weather, or security incidents. All members and volunteers should be familiar with the ERP and trained in its implementation.

Communication and Training

13. TCMB will communicate its risk management policies and procedures to all stakeholders. Regular training and awareness programs will be conducted to ensure that all individuals involved with the association are knowledgeable about their roles in managing risks.

Review and Revision

14. This Risk Management Policy shall be reviewed annually or as needed to ensure its effectiveness and relevance. Any necessary revisions will be made to adapt to changes in TCMB's activities or operating environment.

Compliance and Reporting

15. All members, volunteers, and stakeholders are expected to comply with this policy. Any breaches of the policy or incidents involving risks should be promptly reported to the Risk Management Committee for investigation and corrective action.
16. This Risk Management Policy represents TCMB's commitment to safeguard its members and stakeholders while promoting a safe and secure environment for all activities. It is the responsibility of every member, volunteer, and stakeholder to contribute to the successful implementation of this policy.

Policy: Risk Management Policy

Ratification Date: January 31st, 2024

Review Date: January 31st, 2024