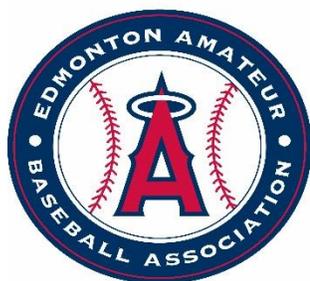


# Edmonton Amateur Baseball Association

9824A-44 Ave Edmonton, Alberta T6E-5E5

# Policies And Procedures

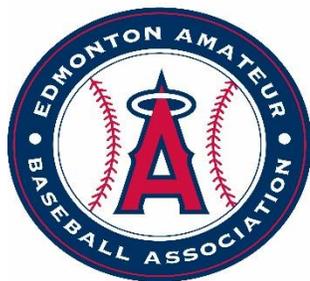


# Edmonton Amateur Baseball Association

9824A-44 Ave Edmonton, Alberta T6E-5E5

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# Edmonton Amateur Baseball Association

9824A-44 Ave Edmonton, Alberta T5E 5E5  
Mission Statement

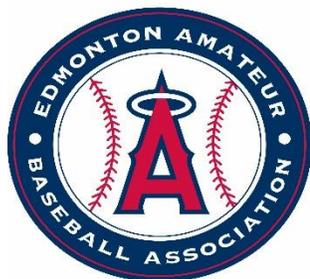
**To provide confidence, skill development and competitiveness to grow as a player, individual and as a friend through the sportsmanship of baseball.**

## Goals

- Provide equal opportunity for athletes to develop and implement their baseball skills.
- Provide young athletes the experience to play under proper definition of a team – a collection of players united in the pursuit of a common objective, and of which each player is an integral member.
- Promote good sportsmanship, honesty, and integrity through the different aspects of team play.
- Provide an experience that balances fun with safety and development of individual athletic abilities.
- Build character, self-esteem and personal confidence through team participation.
- Assist all players with the development and enhancement of their baseball skills and techniques.
- Develop and blend the particular skills of each individual into successful team play.

## Objectives

- Provide a safe environment in which all players have the right to play.
- Manage and regulate a house league and Rep division, including the players, coaches, umpires and the schedule as per Baseball Alberta Standards.
- Provide a comprehensive, quality baseball program that is valuable for our teams, players, sponsors, and the interested public both on and off the field.
- Provide an athletic program that will enhance the physical fitness of its athletes and promote positive lifelong health habits.
- Support coaches through training and experience to develop the necessary skills required to become coaches at respective levels of the game.



# Edmonton Amateur Baseball Association

9824A-44 Ave Coaches Code of Conduct

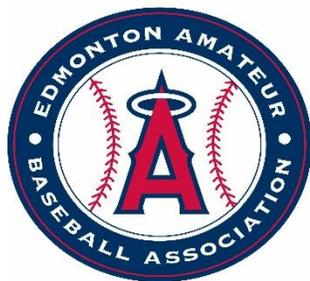
As a Coach, appointed by the Edmonton Amateur Baseball Association (EABA) Board of Directors, you have an important role in the development of the young children in our community. We strive to teach each child the positive values of trust, good sportsmanship, good citizenship, responsibility, respect, fair play and teamwork-Value they can use throughout their lives.

Baseball embodies the discipline of teamwork. Challenging players towards perfection of physical skills bringing into play the excitement of tactics and strategy.

The very nature of baseball teaches that while every player eventually strikes out, or is on a losing team, there is always another chance for success in the next at-bat or game. With that in mind, the EABA expects Coaches to adhere to the following Code of Conduct.

## **Coaches Shall:**

- Promote good sportsmanship, teach good fundamental skills, and have fun in the process.
- Realize, except and practice the principle that a team's reputation is built not only on its playing ability, but also on its sportsmanship, respect for the rules of the game and those associated with the game in addition to those who may, through their action facilitate the opportunity for the EABA to fulfill its mandate.
- Understand that verbal abuse of an official, coach, player, or spectator, including obscene gestures, will not be tolerated. Offenders can be removed from the playing field at the discretion of an umpire or EABA Board Member.
- Understand that coaches will refrain from complaining about perceived bad calls to players and fans.
- Understand all discussions will be held in conversational tones. Under no circumstance will a coach, fan, or player yell at an umpire, coach, fan or player.
- The lone exception to this rule is when a coach or player shouts to another coach or to a player during the course of a play; as a part of the play.
- Understand profanity is expressly forbidden at all times
- Understand alcoholic beverages, the use of illicit drugs (including marijuana) and all tobacco products are prohibited at all EABA games, practices and other EABA sponsored activities or events where EABA is an invited participant.

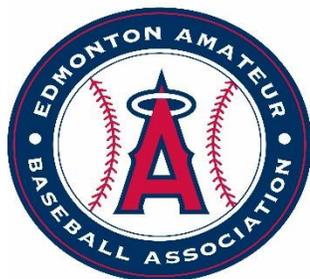


# Edmonton Amateur Baseball Association

9824A-44 Ave Players Code of Conduct

As a player of Edmonton Amateur Baseball Association all players must adhere to the following standards:

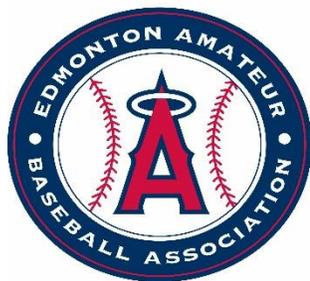
- Always remember that baseball is a game and is meant to be fun.
- Players will do their best at school and not let baseball interfere with their grades.
- Compete to the best of their abilities; every pitch, during every game.
- Hustle to every position when taking or leaving the field of play from the point of leaving or entering the dugout.
- Commit at every practice and game to improve and demonstrate that their Effort, Attention and Attitude are respectful of the commitment made by the coaches, team mates and others who volunteer their time to help them play as a member of EABA.
- Treat their coaches, teammates, family members, umpires and opponents with respect at all times.
- Not letting their personal success or failures affect their ability to compete for the team during practice and in all games.
- No use of foul or inappropriate language while representing EABA, including being involved in team functions or other baseball related opportunities.
- Do not debate Umpires decisions. They will not argue umpires calls. If they are ejected for any reason, they will accept further consequences as may be determined by the Coaching Staff and recommended to the EABA Board.
- Encourage good sportsmanship from fellow players, coaches, umpires and fans at every game and practice.
- Bring a strong desire to win, but also the ability to handle defeat. They will be humble in victory and gracious in defeat.
- Help maintain order and cleanliness of the team dugout, by picking up any loose equipment and refraining from horse play. They will ensure that they leave the dugout neater than they found it and respect all facilities.



# Edmonton Amateur Baseball Association

9824A-44 Ave Umpire Code of Conduct

- EABA will provide certification training through Alberta Baseball NUCP program for all persons interested in becoming an umpire. After attending a clinic each person will receive a certification number and card that is registered with Alberta Baseball.
- As an umpire your sole purpose is to ensure the safe, respectful and fair play of baseball. You are to be an arbiter of the game and aspire to learn, understand and apply the rules of the game in an impartial fashion. You are to dress and act in a professional manner at all times on and off of the field of play.
- Once the umpire has received the proper certification they are required to provide availability of dates that they are able to receive game allocations for from the Umpire Coordinator. Upon receiving game allocations all umpires are required to reply with acceptance or decline of that allocation date. Once an umpire has accepted the allocation assignment they are required to show up at the diamond and be ready to fulfill their required duties a minimum of 15 minutes before the start of the game. If an umpire needs to cancel an allocation they are required to inform the Coordinator 48 hours before the game date and time to ensure a replacement can be allocated.
- Umpires will be evaluated for level of knowledge and years of performance. This will dictate where you are allocated.
- The minimum age to receive certification in the NUCP program is 12 years old.



# Edmonton Amateur Baseball Association

9824A-44 Ave Members Safety Conduct

EABA is committed to providing and maintaining a safe environment and to responsibly manage all of the environmental aspects of our program.

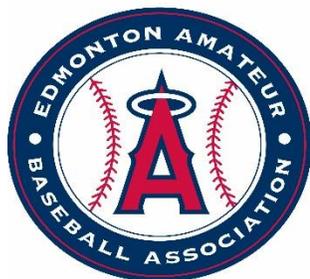
Safety is everyone's responsibility, all members have an obligation to protect their own health and safety and that of their fellow members.

EABA strives to:

- Identify, assess and manage the safety and environmental hazards and risks to which members are exposed.
- Comply with legislation, regulations and appropriate sporting standards for EABA, Baseball Alberta and the City of Edmonton.
- Monitor and enhance the safety practices through inspections, review, investigation and corrective action.
- Provide structures which support the continuous improvement of the EABA.
- All members are expected to understand and comply with the policies and practices of our association's various programs.

## Emergency Action Plan & Roles and Responsibility Policy

- In the event of an emergency situation refer to the emergency action plan manual provided to each Coach at the beginning of each season at all levels of play.
- The designated charge person of emergencies will make contact with senior Executives members of EABA immediately.
- Classification of emergencies are anything resulting in the dispatch of local medical, fire or police authorities and including off site medical treatment.
- Official report by the charge person of Emergency will be forwarded to Executives and report will be filed.



# Edmonton Amateur Baseball Association

9824A-44 Ave Edmonton, Alberta T5E 5E5

## Discipline Policy

EABA is committed to providing an environment in which all members are treated with respect. EABA has a responsibility to protect our young people from any abusive, damaging behaviour and provide them with a safe environment in which to develop their skills and build their self-confidence. **Please help and set a good example.**

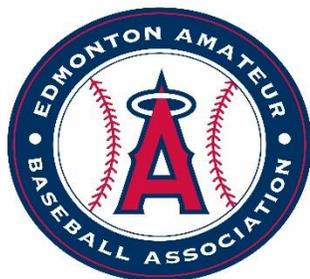
- Encourage the fans of your team to be supportive and positive. Have realistic expectations for our players, coaches and umpires.
- Commitment, teamwork, making friends, and gaining self-confidence are the important skills we are trying to teach.

In the event any unfortunate incidents should arise concerning a member of the coaching staff, an umpire, registered player, parent or EABA Executive member, we request that you allow at least a **24 hour cool-off period**. **After the 24 hour cool off period, if it is deemed to require further investigation, please contact the:**

- Team Manager or head coach to deal with the issue at the team level.
- If unsuccessful at the team level contact the Director responsible for that division and if warranted, request subsequent disciplinary actions to be taken.
- The Director will then bring the request forward to the EABA Board of Directors who will direct it to the Disciplinary Committee.

The Disciplinary Committee will consist of the **President, the Vice President or President's delegate and the division Director**. The Committee will review the situation and follow the procedure as described in the EABA Conduct and Discipline policy.

Severity of the action will be based on the type of infraction and history of infractions by that individual. Minor infractions may result in a suspension while major infractions may result in expulsion. Repeat offenders may be subject to a more severe suspension or expulsion.



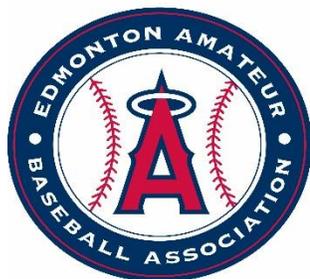
# Edmonton Amateur Baseball Association

## Example of a Minor Infraction T6E-5E5

- A single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers. Opponents, athletes, coaches, officials, administrators, spectators and sponsors.
- Unsportsmanlike conduct such as angry outburst or arguing.
- Noncompliance with the rules and regulations under which EABA and Baseball Alberta events are conducted.

## Example of Major Infractions

- Repeated incidents or disrespectful, offensive, abusive, racist, or sexist comments or behavior directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors.
- Playing under an assumed name, falsifying an affidavit or roster, or giving false information to tournament officials.
- Knowingly participating while ineligible.
- Knowingly competing with or against players who have been disqualified.
- Repeated unsportsmanlike conduct such as angry outbursts or arguing.
- Activities or behaviour which interfere with a competition or with any athlete's preparation for a competition.
- Pranks, jokes or other activities which endanger the safety of others.
- Deliberate disregard for the rules and regulations under which EABA, Baseball Alberta or Baseball Canada events are conducted.
- Any use of illicit drugs, narcotics, alcohol and any tobacco products.
- Use of banned performance enhancing drugs or methods.
- Any physical contact with an umpire or other game official.



# Edmonton Amateur Baseball Association

## 9824A Volunteer Screening and Certifications

### **Purpose of screening:**

The purpose of screening is to identify volunteers and contractors providing a service to EABA who pose a risk to children or youth. Screening is very important in sport organizations which is primarily volunteer-driven and which offers programs to young people. EABA has the legal responsibility to protect children and youth from unforeseen harm, and may be held responsible for failing to take reasonable measures in the area of screening volunteers and contractors who will be working directly with children and youth.

### **Purpose of Certifications:**

EABA is committed to providing our coaches with skill development and training required by Baseball Alberta and EABA. National Coaching Certification Program (NCCP) provides training opportunities to acquire or refine the skills knowledge required for coaching. Respect in Coaching ensures coaches are being ethical and maintain good sportsmanship on and off the field.

### **Board Members:**

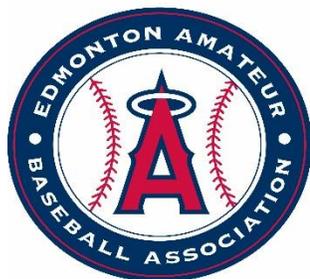
As representatives of EABA we are committed to providing a safe and welcoming environment to all players, coaches and parents. EABA board members will be required to conduct a Criminal Record Check in order to set the standards for the rest of the organization.

### **Coaches:**

EABA requires all House league and Rep coaches to complete their level one NCCP training, Respect in Coaching and have a Criminal Record Check. Rep Head Coaches will also require in addition level two NCCP for provincial round.

Certification and screening is required, failing to complete certification and screening can result in EABA asking coaches to step down.

- **House League Coaches Deadline May 31st**
- **Rep League Coaches Deadline June 30th**



# Edmonton Amateur Baseball Association

## Registration, Programs and Evaluation Guidelines

### Registration:

- All new players must register in person and provide Birth certificate and Alberta Health Care card.
- Returning players have the option of registering online or in person.
- Early registration fees will be in effect for all returning player, a \$25 late registration fee will be added to all players that register after the early registration deadline.
- \$150 postdated volunteer cheque will be required at the time of registration and will be shredded or returned (upon request) once volunteer commitment is fulfilled. Failing to volunteer will result in the cashing of volunteer cheque.
- \$100 postdated uniform cheque will be required at the time of registration and will be shredded or returned (upon request) once clean uniforms are returned back to EABA.
- All cheques that go NSF will be subject to a \$25 NSF charge or fee; therefore owed monies will be subject to remittance in guaranteed funds.

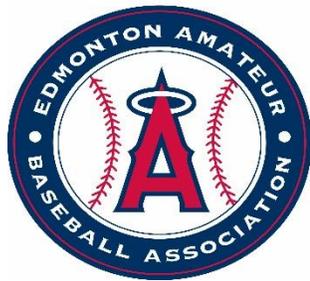
### Respect in Sports:

Respect in Sports is a program that empowers parent and ensure their child's safety, encourages positive and effective communication and creates a standard of respectful behaviour from all parents. **Respect in Sport Certification is required by every registered family.**

### Cancellation:

- Any player that withdraws from EABA prior to April 15th will be deducted a \$50 administration fee from refunded player registration fee's.
- Any player withdraws after April 16<sup>th</sup> EABA will be refunded half of the player registration fees.
- Any player withdraws from EABA after May 1st no refund will be issued.

(Some exception may apply)



# Edmonton Amateur Baseball Association

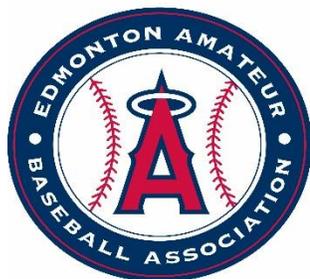
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## Programs:

- Winter Camps/ Conditioning camp
- Rally Cap and Rookie developmental camp
- “A” House Program (April- June), “AA” Rep Programs (April- August)
- Rookie Sr. and Jr Spring Season.
- Rally Cap Programs
- “A” Developmental Camps
- Fall Ball (September- October)

## Evaluations:

- EABA evaluates all players in Rookie to Midget- From “A” and “AA” levels.
- All players should attend 2 or more of the scheduled tryouts in the spring.
- All players will be evaluated fairly and without bias.
- In the case player is injured or unable to participate in tryouts, player should still attend the required amount of tryouts and assisting in any way possible.
- Any returning EABA players that are injured during evaluations will have a space held for them until they are physically able to show their abilities.
- Transfer player- refer to transfer rules on page 13



# Edmonton Amateur Baseball Association

9824A-44 Ave Transfer & Import Policy

The purpose of this policy is to protect the integrity of the EABA “A” and “AA” Programs and our mission to provide confidence, skill development and competitive program to grow our players within EABA.

## All Levels

All EABA Players **must register** with EABA prior to trying out with other associations and adhere to transfer rules.

No transfer request from “AA” to “AAA” will be entertained if player is not registered with EABA or has not paid a \$50 Registration fee prior to request for a transfer approval from EABA President. If in the case that an EABA player does not make a “AAA” team with another Association then EABA will deduct the Registration fee from remaining “AA” Rep fees owed to EABA. \$50 Registration fee is non-refundable.

Any “A” or “AA” player transfer request will not be entertained at any point unless EABA player level cannot be fielded or is at capacity.

All transfer requests need to come from the association the player wants to move to.

**Incoming-** entertained only with pre-approval from the outgoing association President or “AA” Director.

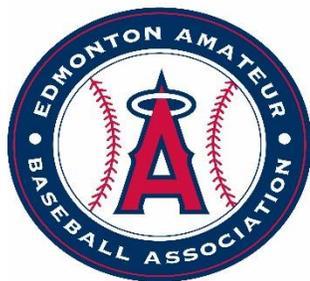
**Outgoing-** NO exceptions will be entertained prior to the completion of the “AA” REP Tryouts to ensure that EABA can field teams at the divisions set out at registration.

## AA Teams

No players that live within the EABA boundary area may be cut from a team when that team rosters an import player. No restrictions for the number of non-lateral imports or from which zone the player resides.

Some exception to this rule may be applied on a case by case basis where directors and President will be involved in final decision.

**An administration fee will be applied to all outgoing transfers with Baseball Alberta.**



# Edmonton Amateur Baseball Association

9824A development, Education and Support

## Skill

### Players:

EABA is committed to developing our players to provide them with opportunities to play at their highest level. We offer winter camps/ conditions camps to those players that want to develop their skills over the winter. During the regular season EABA may offer skill development clinics to those players that want to develop further.

### Coaching:

EABA is committed to supporting coaches training and education. We will fund training up to Provincial Coach Certification of the NCCP program, Respect in Coaching and Criminal record checks. Any further training can be negotiated. Technical Director will provide coaches with support to run effective practices and game techniques along with preseason coaches' clinics for all levels within EABA organization.

### Team Managers:

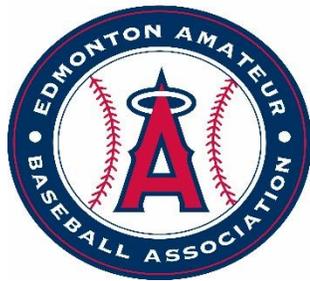
Team managers are there to support the coach and to be a direct liaison for the parents to the coaches. EABA will be there to support and council team managers on any question or concerns that come up during the year.

#### *Duties include:*

- Communicating with Parents about games, practices, tournaments and any cancellations.
- Ensuring all volunteer positions are fulfilled.
- Score sheets are filled out properly and sent into Baseball Alberta within 24 hours of game completion.
- Ensure all EABA communication is passed on the parents, players and coaches.

### Umpires:

- EABA will provide free enrollment to umpire clinics to all interested persons wishing to meet Alberta Baseball umping requirements.



# Edmonton Amateur Baseball Association

9824 Website, Social Media and Email Policy

## Policy Statement:

- EABA recognizes the value of social media and the importance of social media as a key method of information exchange for participants in EABA leagues and activities. The term “social media” encompasses public communications through such internet medium and websites such as Twitter, Facebook, Instagram, E-mail and any other electronic network that allows users to communicate electronically.
- EABA is committed to providing a sports environment in which all individuals are treated with respect and dignity.

## Social Media Guidelines:

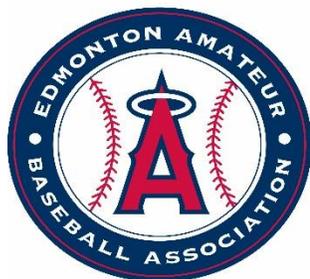
- EABA treats individual participating in its programs and activities that use social media to share information to the same standards as it does for other forms of media including radio, television, and print. In other words, information published on social media should be information that individual would feel comfortable sharing with a journalist and having quoted in a newspaper.
- Each individual needs to use his/her best judgement at all times-pause before posting or sending. Once comments are sent or posted, they cannot be retracted. Ultimately, the individual is solely responsible for his/her comments.
- **If in doubt, don't post or send.**

## Social Media Violations

- Any form of bullying, harassment, intimidation, or threats against Player, Parents, Coaches, Officials or Executive Board Members.
- Photographs or other multimedia content which reflects negatively upon Players, Parents, Coaches, Officials or Executive Board Members including but not limited to aspects such as alcohol abuse, public intoxication, hazing, or other conduct prohibited by EABA.
- Any content that discriminates on the basis of age, gender, disability, race, sexual orientation, or religion.

## Discipline

- Reported violations will be investigated and discipline will be determined the by Discipline Policy.



# Edmonton Amateur Baseball Association

9824A-44 Avenue North, Edmonton, Alberta T6E 1E1  
Payable Contractor Positions

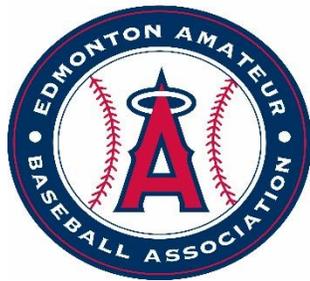
## Technical Director:

- Coordinate with level Directors and coaches for on field help during practices and local games.
- Assist the coaches develop practice plans and monitor progress throughout the season.
- Attend EABA Board meetings where their presence is required.
- Assist the Coach-in-Chief in the evaluations of the coaches for the season. Report issues and progress to the appropriate Director, this may or may not include formal surveys from other coaches, parents and players throughout the season.
- Attend the tryout evaluations for Mosquito levels and older and assist in placing players and coaches for the season.
- Be available via telephone / email for the coaches to ask questions throughout the season.
- Attend the coach's meeting at the start of the season to introduce the role of the Technical Coordinator and offer mentorship.
- Coordinate Rally Cap coach's training either via Alberta Baseball Association (ABA) representatives or by self.
- Will submit regular formal invoices for services provided.

## Facility and Field Maintenance:

Duties Include but not limited to:

- Routine weekly diamond Maintenance, including lawn mowing, shale raking, pitching mound maintenance, dugout sweeping, garbage pickup;
- Diamond preparation prior to games and practices
- Diamond rejuvenation
- Maintain field equipment
- Will submit regular formal invoices for services provided.



# Edmonton Amateur Baseball Association

## Book

Keeper 14 Ave Edmonton, Alberta T6E-5E5

- Monthly posting in Simply accounting
- Budget reports for Annual Board Meetings
- Prepare Financial Statements
- Prepare Audit for Casino and Raffle accounts
- Grant application
- Annual Society report
- Advise on financial issues and other duties requested by EABA

**Written Reports**- Edmonton Amateur Baseball Association may request that project plans, progress reports and final results be provided by the contractor.

**Termination**- Edmonton Amateur Baseball Association may terminate this agreement at any time by 10 days written notice to the Contractor. In addition if the Contractor fails or refuses to comply with written policies or reasonable directive of Edmonton Amateur Baseball Association, Edmonton Amateur Baseball Association may at any time terminate the engagement of the Contractor immediately and without prior notice to the Contractor.

**Independent Contractor**- The contractor is and will remain an independent contractor in his/her relationship to EABA and is not an employee of EABA. EABA shall not be responsible for withholding taxes with respect to the Contractor's compensation hereunder. The contractor shall have no claim against EABA hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensations, health or disability benefits, unemployment insurance benefits, or benefit of any kind.

Independent Contractor Agreement shall be amended on a year bases by Edmonton Amateur Baseball Association current Executive Board.

- **Contractors shall not hold a voting position within EABA Executive Board.**

## **Insurance Liability:**

- Due to insurance liability, EABA shall **not** permit any person who has not completed and submitted a driver's abstract to MHK Insurance to operate any EABA **insured operational motorized equipment.**