

Lake Cowichan District Minor Baseball Association

Policy Manual - Created May 2018

Table of Contents

- 1. REGISTRATION OF PLAYERS**
- 2. FINANCES**
- 3. FUNDRAISING AND GAMING**
- 4. EQUIPMENT AND APPAREL**
- 5. STATISTICS**
- 6. PUBLICITY AND PROMOTION**
- 7. TEAM COMPOSITION**
- 8. TOURNAMENTS**
- 9. Field Allocation**
- 10. PLAYER MOVEMENT**
- 11. AFFILIATE PLAYERS**
- 12. RULES OF PLAY**
- 13. RISK MANAGEMENT**
- 14. Umpires**
- 15. SPONSORSHIP**
- 16. EXECUTIVE OFFICERS**
 - i. Past President (non-elected)**
 - ii. President**
 - iii. 1st Vice President – Mediator – Complaints/Investigations, disciplinary chair**
 - iv. 2nd Vice President – Development**
 - v. Treasurer**
 - vi. Secretary**
 - vii. Equipment manager**
 - viii. Umpire-in-Chief**
 - ix. Risk Manager**
 - x. Head Association coach**
 - xi. Registrar**
 - xii. Field Coordinator**
 - xiii. Fundraising Coordinator**
 - xiv. Sponsorship Coordinator**
 - xv. 1st year directors**
 - xvi. 2nd year directors**
 - xvii. Concession Coordinator**
- 17. TEAM OFFICIALS**
- 18. TEAM OFFICIALS, PLAYER, field OFFICIAL, AND FAN CONDUCT**
- 19. ABUSE**
- 20. APPEALS PROCESS**

1 Registration of players

The division of players is determined by the age of the player on the 31st day of December of the current year.

LEVEL

AGE (years)

Rally Cap Jr.

4 - 5

Rally Cap Sr.

6 - 7

Tadpole

8- 9

Mosquito

10 - 11

Peewee

12 – 13

Bantam

14 - 15

Midget

16, 17, and 18

The Executive Committee on an annual basis sets registration fees. Lake Cowichan Minor Baseball Association (LCDMBA) will hold a registration in the Fall for the following April season. Registrants who register on Set registration dates (date subject to change from year to year) of the current year for the April season will pay the set registration fee. Set by the association and subject to change from year to year. Returning Registrants who register after set registration dates are subject to a \$20 late registration fee and may be put on a wait list. Registration will be complete by March 1st. Full Payment due by April 1. Registrants that have not paid in full by April 1, will be charged a \$20 late fee. All cheques are payable to LCDMBA. All NSF and stop payment cheques shall result in the following:

- Immediate suspension of field privileges until payment is received.
- Member will not be in “good standing”.

Registration fees do not include the cost of tournaments, other team-related expenses.

A post-dated cheque for jersey deposit is required from all players at the time of registration. Up to four post-dated cheques may be made out for the 20th of each month (October to January) of the current year as those will be the cheque cashing dates. If grant assistance is received (e.g. KidSport) it will be credited back to the Association. Should all fees have been paid prior to receiving assistance; a refund will be given to the applicant. All players and team officials must be registered with BC Baseball liability insurance before going on either the field or the players’

bench. The Registrar will notify each Team Manager with lists of players who are covered prior to any field usage. LCDMBA will pay BC Baseball insurance premiums for team officials as follows: Six (6) team officials for Initiation –Midget. Refunds will be provided for the full registration amount, less the cost of insurance. No refunds after April 1. Requests for refunds after April 1 to be made by notifying the LCDMBA Registrar in writing. All refunds will be brought before the LCDMBA executive for acceptance. Refund cheques will be mailed. All players wishing to try out for non-LCDMBA available teams will pay the full registration amount for their division with LCDMBA, and then they must pay the non-LCDMBA try-out fee. If the player is accepted to the try-out team, they will be transferred by LCDMBA as well as their full registration amount to the new association. The player will be refunded or be obligated to pay any difference in registration or team fees. Registration for new players to the Association will be accepted any time after registration but no later than April 8, but may be waitlisted due to team size.

The following are required for registration:

- Copy of player’s birth certificate.
- Copy of player’s Provincial Health Care card.
- Proof of residence (e.g. telephone, hydro, cable statement and parent’s driver’s license showing address where player moved to). Parents may be asked to provide additional proof of registry.

Registration fees, paid in full at the time of registration. Declaration of Residence and monies owed, if applicable.

NOTE: Registration will not be accepted until the Registrar is provided with all of the above.

2 FINANCES

Ensure LCDMBA’s financial activities are properly planned, controlled and reported. Produce financial information in accordance with generally accepted accounting principles that are meaningful and useful in decision making to the Executive Committee and to the membership. Ensure the integrity of LCDMBA’s accounting system. The Treasurer will prepare the annual budget for Executive Committee approval, prior to registrations. The approved budget should be presented to the membership at the Annual General Meeting. The Treasurer establishes a Chart of Accounts that is revised as needed.

The Treasurer ensures all financial transactions have the appropriate coding and are recorded accurately in the general ledger. The annual financial statements of LCDMBA are subject to an annual review engagement by an independent accountant as per the Society Act. The “reviewed” annual financial statements **may** be presented to the membership at the Annual General Meeting. Any two (2) of the following 4 (3) positions shall have cheque signing authority for LCDMBA:

Treasurer
President
1st Vice President
Secretary

Before signing, these authorities should ensure the transaction is:

1. Properly approved by the LCDMBA executive as baseball expenses
2. Consistent with the terms of the initiating purchase document
3. Coded correctly
4. Legally chargeable to LCDMBA

LCDMBA bank accounts shall be reconciled monthly by the Treasurer. The Treasurer is responsible for establishing effective systems that control the receipt, collection and safeguarding of all monies to which the Association is entitled.

LCDMBA discourages the remittance of cash through the mail, preferring:

1. Cheque
2. Money Order

Cheques and money orders should be stamped immediately upon receipt: "For Deposit only to the Credit of LCDMBA". All monies received by LCDMBA must be promptly (a deposited, with the exception of post dated registration cheques. All monies received must be recorded promptly in the accounting system and kept in a safe or locked drawer from the time it is received until the time it is deposited. A receipt should be issued when payment has been made by cheque or money order. A receipt must be issued for a cash payment at the time of the exchange. Only the Treasurer, President, Vice President's may initiate the purchase of goods and services, provided it has been budgeted for. Other Executive Committee members may be delegated authority for specific and approved transactions. Initiating documents must be issued prior to the goods or services being received or performed. The following qualify as initiating documents: An email approval from the Treasurer or President. LCDMBA pays only current charges on invoices. Any interest or late charges should be removed. LCDMBA shall strive to pay all invoices within thirty (30) days of invoice date. All amounts due to LCDMBA must be entered promptly as an accounts receivable and maintained in the accounts until collected or forgiven. Amounts due (work performed, goods supplied and services rendered) must be recorded as revenue in the period they occur. Doubtful accounts must be pursued promptly and vigorously. Account receivables may be written off only with Treasurer approval. A capital budget shall be prepared annually by the Treasurer, and presented to the Executive Committee approval. The capital budget should support any purchase of capital assets, otherwise Executive Committee approval is required. The Treasurer, or relevant delegated budgetary authority, as applicable, must approval capital purchases in advance. Capital assets are recorded and controlled in the Association's financial system: By location and major category of asset.

Cost is the amount spent to acquire, install, construct, develop and/or rehabilitate a capital asset. Movable capital assets such as baseball equipment should be clearly identified as property of LCDMBA. Capital assets are amortized over their estimated useful lives at a rate established by the Treasurer, following generally accepted accounting principles. Gains or losses from the disposal of capital assets are recorded as miscellaneous revenue or expense in the financial

system. Executive members traveling on Society business must obtain prior approval from the Treasurer, unless the travel has been budgeted for. The President or Treasurer must verify and approve travel claims prior to reimbursement. Executive members may incur travel expenses when they are on Association business and traveling outside of the LCDMBA borders (e.g. Duncan to Ladysmith).

TRAVEL EXPENSE TYPE

Mileage: 0.45 per kilometer from point of departure

Per Diem: \$10.00 breakfast*; \$10.00 lunch and \$15.00 dinner**

Accommodation: As per receipt

Other Transportation: As per receipt

(*) On travel status prior to 7:00 AM.

(**) On travel status after 6:00 PM.

All of the above must be per-approved by the executive. Failure to do so, expenses will not be covered.

When Executive members combine personal travel with Association travel, expenses and per-diem allowances are not reimbursed beyond the costs incurred had personal travel not taken place. Any additional costs are the responsibility of the Executive member.

3 FUNDRAISING AND GAMING

All teams wishing to fund raise must submit an annual budget proposal to the executive Committee for approval. All team fundraising must be approved by the executive Committee and coordinated through the executive. Note: The executive will put limits on all fundraising (ie: dates, amount, and area) as to ensure that all teams have equal and non-overlapping of fundraising events by other teams. The executive also has control to ensure that the community is not overwhelmed by our teams' fundraising efforts. All teams must keep an accurate account of fundraised money (e.g.: bottle drives, car washes, etc.) by members and this must be submitted to the Treasure with each deposit. All teams must keep an accurate account of gaming money; anything requiring a gaming license (e.g. 50/50 ticket sales, raffles, etc.) and this must be submitted to the Treasure with each deposit. All gaming events must be coordinated through the Treasure. The Executive Committee prior to the event must approve all year-end team functions. All teams may refund seed money to families. Seed money may be defined as money paid by families throughout the season, prior to any fundraising activities. Refunds may not exceed a family's original fees paid. Excess fund raised money cannot be refunded. All funds raised by teams can only be used for baseball-related functions as planned for in the Team's annual budget or as approved by the Treasurer Committee. LCDMBA can front money to Lake Cowichan teams for up to one away tournament. In order to do so, a formal letter must be submitted from the team to the executive treasurer. Fronting money to teams for away tournaments will be based on a year to year basis. Factors, such as receiving the grant and that teams are hosting their own tournament will depend greatly on if the executive will front the money for up to one tournament.

4 EQUIPMENT AND APPAREL

The Association requires a jersey deposit and must receive a post-dated cheque for June of the season's year. Jerseys must be returned no later than two (2) weeks after the final game of the season, otherwise the jersey deposit cheques will be cashed. All team apparel (e.g. jackets, vests or tracksuits) must be approved by the Executive Committee. No equipment alterations will be permitted unless approved by the Equipment Manager or Executive Committee. (Example: name bars, advertising, or any other attachments or additions to the equipment). All jerseys shall be washed regularly, dried carefully and handled with care. The Team Manager is required to return all equipment including jersey's by June 30th of the current year. Jersey's must be handed in, in complete sets. Families wishing to use the Association's equipment during the off-season, for baseball purposes only will make arrangements with the Equipment Coordinator to re-issue the equipment upon payment of a FIVE HUNDRED (\$500.00) DOLLAR deposit. Each team will be assigned 20 baseballs, which must be returned at the end of the season. Cost will be assessed annually.

5 STATISTICS

Score sheets shall be provided to all divisions at the start of the season. Team statistics shall be kept at the discretion of the team officials. Each Team's head coach or Manager will ensure that score sheets are completed and turned in to the appropriate person(s) after both home and away games.

6 PUBLICITY AND PROMOTION

It is essential that LCDMBA maintains a high profile and supports a healthy environment for the players, locally, provincially and nationally. All information released to the media shall be positive in nature. Every news item must include sponsor names. The sponsor for the visiting team should be included where possible. The Association name needs to be included in all advertisements. Any derogatory or inflammatory information concerning LCDMBA that is released to the media by any member shall result in immediate action of the LCDMBA Discipline Committee towards the offending member. The Executive for LCDMBA is responsible for the Approval of all sponsorship.

7 TEAM COMPOSITION

The Association will pay for Five (5) properly certified team officials on Recreational teams from Rally Cap JR to Midget, (Coaches, Manager) Note: Any team official who resigns from their position before the regular season may not hold any team position for the next complete season. All teams within the LCDMBA are named as follows: Lake Cowichan team sponsor, team division, Lakers ie. Johel Brothers Peewee Lakers. Teams representing LCDMBA after the regular season and playoffs must obtain approval from the Executive Committee to do so. All players and team officials must have the BC Baseball insurance in place prior to going on the field or player's bench. Any non-compliance will be referred to the Discipline Committee. The LCDMBA Executive committee must approve all team officials.

8 TOURNAMENTS

All tournaments hosted by LCDMBA must be sanctioned by BC Baseball. They must also receive prior approval by the Executive Committee. LCDMBA teams wishing to attend tournaments outside British Columbia or host International or Inter-Provincial teams must receive approval through the Executive Committee and BC Baseball forty-five (45) days prior to the event. All teams hosting tournaments must receive their tournament fees from the Association or team attend. NO personal cheques will be accepted. Written requests for hosting tournaments must be submitted no later than the February executive meeting. Tournaments hosted by LCDMBA will be subject to a fee determined by the Executive. LCDMBA reserves the right to collect up to and no more than \$50 per team registered in LCDBBA tournaments. All teams wishing to attend Tournaments outside of regular season District must first obtain permission from LCDMBA. The tournament's proposed budget and the name of a tournament Coordinator appointed by the team must be submitted at this time. The tournament's final budget and list of team attendees must be submitted to the Treasurer thirty (30) days prior to the tournament date. The Association will cover initial payment for the basic tournament sanctioning with the expectation that the Association will be repaid. Upgrading costs must be covered by the tournament. To participate in tournaments hosted by the Association, eligible LCDMBA teams will be required to pay entry fees, except where they fulfill an allocation of volunteer hours. The Executive will approve volunteer schedules prior to permitting the foregoing of entry fees. LCDMBA teams attending tournaments must obtain Association cheques from the Treasurer. All team tournament monies must be on deposit with the Treasurer prior to an Association cheque being issued. All LCDMBA teams will only attend tournaments sanctioned by BC Baseball.

9 FIELD ALLOCATION

LCDMBA field contracts cover a fifteen (15) week period, generally from late March to mid-June. Recreational Teams: target is 1 practice s per week in this time frame. All field bookings must be made through the Field Coordinator. The Field Coordinator is empowered to re-assign any previously allocated Field time for playoff or league obligations. Each team is responsible to use their allocated field or notify the Field Coordinator with a minimum of 5 (5) day's notice, where possible. As field space becomes available, the Field Coordinator will notify the Managers accordingly. Should a team wish to purchase field space, they must notify the Field Coordinator directly for billing purposes to the relevant team(s). The Field Coordinator must provide the Treasurer with a list of field space purchased by teams for the previous month by the third Tuesday of each month so that billing recovery can be accomplished.

10 PLAYER MOVEMENT

All players must register in a division based upon their age. Any player wishing to play in a higher division must apply, in writing, to the Executive Committee. The Executive Committee will approve or deny the request. Similarly, if a player requests to move down a division, a written application must be sent to the LCDMBA for approval. The governing body of the League(s) affected by these moves must also approve all requests for player movement. All player movement from Team to Team, must be approved by the Executive, team managers and coaches. Coaches are not permitted to approach players from other teams or their parents directly regarding player movement unless authorized by the Executive, coach and/or their Team managers. Recreational team selections must offer all players equal field sessions. The objective

in non-competitive baseball is to have all teams composed of approximately equal caliber in each division. After initial player evaluations, the Association Head Coach will make every effort to create balanced teams using the player evaluations. The teams in each division will then play each other in a round robin series to determine how even the teams are. The head coach will then analyze the results, and if necessary, make further player moves to balance teams. Any non-resident players must receive permission from their home Association and LCDMBA prior to attending Competitive tryouts or Recreational player evaluations. The proper transfers must be completed and forwarded to the appropriate governing body. The LCDMBA will protect the interests of LCDMBA players before accepting non-resident players. If the non-resident player's application is accepted by the Executive Committee, the non-resident player's Association is required to immediately provide the Registrar with the following: The annual membership fees for registration. Confirmation of any field requirements as set forth by the Executive Committee.

The Executive Committee will consider granting permission for Transfer to outside Association on the following conditions:

- There is no team specific for the player in LCDMBA.
- Player is required to assist outside Association in facilitating a Team in a specific division.

The Executive Committee will review and advise the applicant on the outcome of his application. All Transfers accepted by the Association are made on an annual basis as set out above. Any player wishing to attend tryouts for a Competitive Team must register for Competitive tryouts at annual registration.

11 AFFILIATE PLAYER MOVEMENT

The following must be followed prior to using affiliate players: The Coach must provide a list of affiliate players to the Association President. The President must initially contact the player's parents. No member of the coaching staff will approach a player personally. Players and parents must agree. The coach must inform the player's coach prior to each game required to determine availability ie. game importance, coaches to agree on availability. All coaches will do their best to ensure that all players are given equal field time. Players taking excessive amounts not paying attention, or being insubordinate to their coaches, disrespectful to other players, officials, spectators or violating team and Association rules may find themselves benched during a game by their coach or moved to another position for their safety. Coaches must explain the reasons for the benching to the offending player.

12 RULES OF PLAY

All LCDMBA members shall abide by the playing rules set out by: BC Baseball and Duncan Minor baseball. Association rules adopted by the LCDMBA as per our Constitution and By-Laws. LCDMBA Baseball Operations Policy Manual. A suspended player is not permitted to play games or act as a game official until the period of suspension has been served. A suspended player may attend practices. Coaches have the authority to not have suspended players at practices until suspension is done. Any suspended player or team official must explain their actions, in writing, as required by the Executive Committee. This player or team official may face further suspensions by LCDMBA Executive. Teams will be provided all current and relevant information regarding Rules of Play prior to the start of the season. The 2nd Vice President will be able to answer any questions regarding Rules of Play for the current season.

13 RISK MANAGEMENT

Risk Management is everyone's responsibility, therefore, all members of the Team/Association shall "assist, identify, assess, control and minimize" the risk of bodily injury. Each Team will roster and certify a Safety Person. The Safety Person must attend all games and practices. If the safety person cannot attend another certified safety person must be in attendance. This can include another team's safety person, with their prior approval. The team's safety binder must be with the team at all events. The Safety Person will be the liaison between the Team and the Association via the Risk Manager. Should a player need to be removed from a practice or game for any reason, the said player is to be accompanied by any two (2) adults from the HCSP emergency response system, namely, a team assistant coach, Safety Person or designated parent. At no time is a player to be in a room without two (2) adults present.

Return to Play:

In the event of a serious injury or illness, where a player is unable to finish a practice or game and is unable to participate in the next scheduled practice or game, it is recommended that a doctor's note be provided to the team manager. The safety of the player is the priority. It is imperative that communication between player, parents and coaching staff take place. If unsure of the extent of an injury, then one should err on the side of caution and seek medical attention. The Team Safety Person will follow the LCDMBA Injury Report Protocol as follows: The Team Safety Person will be responsible for providing the Injury Report to the parent/guardian of the injured player. The Team Safety Person will be responsible for reporting and filing the completed Injury Report with the Risk Manager within the prescribed time limit. The Risk Manager will ensure Injury Report completion. The Risk Manager will be responsible for all administration regarding the Injury Report within the prescribed time limit.

14 Umpires

Any person wishing to be an umpire must register through BC Baseball and complete the test. The LCDMBA will provide notification of all BC Umpire certification clinics for umpires. Umpires (18+) must receive a clear criminal record check from the RCMP. Note: CRCs can take a long time so it is suggested that umpires start the process in early January. LCDMBA will not allow umpires to call a game if their CRCs have not been handed in by April 15 of that ball season. LCDMBA umpires will be reimbursed their certification fees annually at the discretion of the Umpire-in-Chief (UIC), and based on a minimum of three (3) games. If games are canceled and the UIC or Umpire Assignor is not notified (24-hour notice) in time to cancel the umpires, they will be paid their fees and any required travel allowance, by the offending team. This does not apply if the cancellation of the game is due to weather. The cancellation for a game due to weather can only be cancelled by the association President or the Umpire and chief. Games can be called during the game due to weather by the assigned umpire. To book an umpire for a game, 72-hours notice is required. Any umpire official that does not show up is to be reported to the UIC and may be subject to discipline. Where the number of umpire officials present is less than the number scheduled (1 or more umpires do not attend game), the total fee assessed for the full complement shall be evenly split between those officials who attended the game. The UIC shall provide the President with a list of all tournament on-field officials 7 (seven) days prior to the commencement of tournament play. All LCDMBA officials shall abide by the Dress Code and Code of Conduct, as outlined by the Umpire in Chief. Any infractions are to be dealt with by the LCDMBA Disciplinary Committee of LCDMBA accordingly.

15 SPONSORSHIP

LCDMBA Team sponsorship fees will be set by the Executive Committee on an annual basis as set out in the Sponsorship package. Team members, officials and parents are strictly forbidden to solicit local businesses for donations without prior approval from the Executive Committee. LCDMBA will provide a list of current sponsors already supporting minor baseball Teams in our organization. *Team Managers check with Equipment Manager each year to see if jerseys are to be returned with sponsors banner left on or taken off.*

16 EXECUTIVE OFFICERS

Executive members who resign before their elected term has completed shall not be allowed to hold any executive position for LCDMBA, for the next year. The Past President shall attend all meetings and advise as required to ensure a smooth transition for the new Executive Committee.

The President (elected) shall preside at all meetings of the Executive Committee, Annual General and Special General meetings. The President shall perform all the duties usually associated with the office of President. The President shall be impartial, fair, patient and courteous, while conducting the meetings with tact and decisiveness, and ensuring that all business is attended to. The President shall have the power to discipline any team, player, team official, or member. The President sits on all coach Approval Committees.

1st Vice President (elected) Mediator – Complaints/Investigations, Disciplinary chair. In the absence of the President the 1st Vice President shall have all the powers and duties of the President. As Complaints Investigator, the 1st Vice President shall Chair any Complaints Investigation Committee. A Complaints Investigation Committee shall be composed of three (3) Executive Committee members including the 1st Vice President; they will attend to any complaint issues. The 1st Vice President shall attempt to mediate a solution, or attend to the complaint, by way of an investigation of facts surrounding the complaint and prepare a report for the President.

The 1st Vice President sits on all coach Approval Committees.

The 1st Vice President is responsible for verifying all Criminal Record Checks.

The 1st Vice President must choose two other Executive members to sit with him on the Disciplinary Committee.

The 1st Vice President amends and maintains policy and it's manual.

The Secretary (elected) is responsible for all Association records, processing of correspondence from the Executive Committee, maintenance of the Constitution and By-Laws and coordination of the Association website if no one else has been appointed. The Secretary shall record all the minutes of any Executive, General or Special meetings. He/She is responsible for creating the meeting agenda, recording all meeting minutes and distributing the Minutes to the Executive Committee. The Secretary shall supply any documents to the Executive committee requested.

The Treasurer (elected) shall ensure that financial statements are presented to the Executive Committee at every monthly meeting. The Treasurer will establish a budget and ensure that teams are trained on proper accounting practices. The Treasurer will acquire gaming licenses, for LCDMBA events to which they are needed. The treasurer will retrieve mail and pass it along to the necessary bodies for processing.

The Equipment Coordinator (appointed) is responsible for inventory, distribution, maintenance, collection and purchase of all necessary equipment for the Association with Executive Committee approval of a budget. The Equipment Coordinator is also responsible to ensure balls, bats and any practice equipment required is ready for the start of the season. The Equipment Coordinator works with an Equipment Liaison from each arena to oversee equipment. The Equipment Coordinator liaises with the Treasurer and the Registrar for collection of jersey deposits and their disbursement upon return of jersey.

Umpire-in-Chief (UIC) (appointed) shall serve as an Officer of the Executive Committee, attend Executive Committee meetings and is responsible for setting up a schedule of umpires for the Competitive Program and the supervision of a Recreational Program Referee Assignor for each arena. The UIC may appoint an Umpire Assignor with no Executive Committee voting privileges for each arena. The UIC reports to the Executive Committee on the administration of all Association referees and provides the Executive Committee with information relating to BC Baseball rules, regulations and directives. The UIC works closely with the 2nd Vice President to set up a schedule of referees for each tournament. Works with each Tournament Coordinator during tournaments to ensure field officiating runs smoothly.

The UIC must have the following qualifications:

- Knowledge of the rules, procedures, and interpretations
- Good communication and organizational skills
- Certification in the BC Baseball Officiating Program is recommended

The Umpire and Chief will promote and develop umpire training and development programs.

Risk Manager (appointed) The Risk Manager is responsible for coordinating the development of all volunteers. The Risk Manager is responsible to ensure that each team has a Safety Person roistered. The Risk Manager is responsible to ensure that all policies and responsibilities of Safety are administered. The Risk Manager is responsible to ensure that each Team develops guidelines regarding releasing players from activities and that these guidelines are communicated clearly to parents/guardians of players at the beginning of each season. The Risk Manager is responsible to ensure that the Return to play policy is strictly adhered to.

Association Head Coach (appointed) works with all association coaches to ensure that all qualifications are up-to-date and to ensure coaches receive all pertinent information from BC Baseball and other governing bodies. The Association Head Coach liaises with BC Baseball District Coaching Coordinator regarding coaching clinics and recommends coaches to the Executive Committee for attendance at higher-level clinics. The Association Head Coach will establish, organize, develop and/or maintain an effective system that will promote the development of coaches, through training programs, clinics, etc., within the Association. The Association Head Coach must keep up-to-date coach profiles and perform evaluations of coaches during games and practices. A general baseball knowledge is necessary and coaching experience is preferred. The Association Head Coach administers the selection of candidates for the team divisions coaching positions and provides direction to the executive in fulfilling its mandate to select coaches for the various divisions and presents lists for selection of coaches to the Executive Committee for approval. The Association Head Coach will establish, organize,

develop and/or maintain an effective system that will promote the development of coaches The Association Head Coach will evaluate and present a list of potential coaches for all divisions to the executive before each season. The Association Head Coach will select and notify all coaches

Tournament Coordinator (appointed) will work with Field coordinator to book the appropriate amount of field time for a given Tournament. The Tournament Coordinator will work with the fundraising Coordinator to ensure that teams are fundraising in accordance with LCDMBA's fundraising policy. The tournament Coordinator working with the team manager will create rules and registration package. The Tournament coordinator will have and manage a template for tournament operation and lay out.

Registrar (appointed) Changes in the roster must be immediately communicated to the Association Registrar and the League Registrar shall determine the registration dates and venues, ensure all registration forms are filled out completely and accurately, ensure the financial requirements of registration are complete and correct and members are in good standing prior to registering for a new season. The Registrar will continue to maintain membership throughout the season.

Field Coordinator (appointed) will contract for field time rental on behalf of the Association. The field Coordinator shall coordinate the scheduling, re-scheduling, exchange and cancellation of fields time with appropriate Committee members. The Field Coordinator shall approve Field time for all games, exhibition game times through Coordinators and/or Team managers prior to scheduling of games. The Field Coordinator works with the Association tournament coordinator to arrange field time for tournaments. The Field Coordinator will work within a budget and ensure that field bills from all fields are correct. The Field Coordinator will provide field schedules to the LCDMBA Webmaster. The Field Coordinator must by the third Tuesday of each month provide the Association Treasurer with a list of field space purchased by Teams for the previous month so that billing recovery can be accomplished.

Fundraising Coordinator (appointed) shall be in charge of fundraising. The Fundraising coordinator shall maintain and track all fundraising solicitations, payments. The Fundraising Coordinator shall coordinate all fundraising and ensure the Association's compliance with Gaming Rules and Regulations. The fundraising Coordinator will work with all team fundraising and bring all team requests to the executive. The Fundraising Coordinator will ensure that all team fundraising is done in the guidelines established by the Executive.

Sponsorship Coordinator (appointed) will be in charge of managing sponsors for teams and Association. The sponsorship coordinator will ensure that all association sponsors are notified of special LCDMBA events, as well as the appropriate gratitude and recognition of the sponsor. The Sponsorship Coordinator will be responsible for soliciting and encouraging new sponsors.

Manager Coordinator (appointed) will be the liaison between teams and Executive. Assist other managers in day to day operations. Managers to be appointed by Executive and to have been discussed with the Head Coach of that team.

1st year Directors (elected) are expected to attend all executive meetings. 1st year Directors are expected to stay with the executive for 2 yrs as directors progressing to a 2nd yr director. 1st year Directors are expected to volunteer for special events, and support other members in their day to day tasks.

2nd year Directors (elected) same as 1st year directors, except to maintain their executive position they must be reelected to a new seat on the Executive as they have served two terms as a director.

Concession Coordinator (appointed) is responsible for maintaining a clean concession. Making sure the concession is well stocked. The Concession Coordinator must have all spending approved by the LCDMBA Treasurer. The Concession Coordinator in writing must put expectations of how they would like the concession to be set up and taken down by teams/parent helpers. This can be hung in the concession as well as sent out to team managers to send out to parent helpers.

17 TEAM OFFICIALS

Recreational coaches must hold the following certification: All Coaches must have approved coaching certificate, and a criminal record check current to the year they will be coaching. Note: Criminal record checks will be required for every season of coaching. CRC's must be viewed by the 1st Vice President by April 15 of that baseball season. Any team official who does not have their CRC in before will not be able to coach for the rest of that ball season. All coaches, both Recreational and Competitive, are to hold a mandatory team meeting on or by the 2nd practice of the current season. It is suggested that they hold regular team meetings throughout the season. Coaches must ensure the development of all players, yet be reasonable with their demands of the players. Ridiculing, yelling, or otherwise degrading players for errors or losing a competition is not condoned by LCDMBA. Coaches must not overplay the more talented players. Recreational baseball players shall receive an equal share of field time, unless disciplinary action is necessary. The Association Head Coach will monitor all coaches throughout the season. Should a coaching complaint arise, the team manager, Association Head Coach, will notify the 1st Vice President to investigate the complaint. Coaches will ensure that all players are properly dressed for field and activities. The coach shall have the authority to suspend any player on the Team, with just cause, for one (1) game and must notify the 1st Vice President immediately upon doing so. If the coach feels further action is necessary they must notify the 1st Vice President and in consultation with the President, will proceed as deemed appropriate. Coaches must attend any coach meetings required throughout the season. The Association Head Coach must be informed of any coach suspensions within 24-hours of the notification of the suspension.

Team managers To notify the appropriate division Coordinator of any exhibition games. Is to enforce the use of the 24-hour rule when dealing with complaints. Those individuals with a complaint are to reassess their concern after a 24-hour period has elapsed and if they still feel strongly about their concern, they are to put the same in writing and provide it to the team manager. The team manager is to attempt to mediate any complaints; those that cannot be successfully mediated will be forwarded to the 1st Vice President for further mediation and consultation, finally, in written form to the 1st Vice President at which time it will be handled strictly as per the procedures in LCDMBA. All complaints are to be presented to the Executive

Committee in letter form and be delivered either by hand or by Canada Post. The team manager is responsible for the collection of team jerseys and banners; the delegation of team duties such as fundraising, media coverage, time keeping, etc. Ensure that all game reports are forwarded to the League Commissioner via email within 48 hours. Reports are properly filled out and legible. Ensure Head Coach is advised of any changes to the schedule. The team manager is the key to a successful year and will be available to parents that need to talk, a good listener and an effective liaison between parents and coaches

Team Safety The Team Safety will work directly with the Executive Risk Manager. The Team safety will manage and maintain the safety binder for all players and team officials. The Safety must be present at all games and practices or team events, or have another registered Safety (another team's Safety that is recorded) at the event with access to the team Safety binder. Team Safety is responsible for knowing the address of the field whether at home or away. They are the person to direct paramedics to any injured individual, if required.

18 Parent, Player, Coaches, and Field Officials

All players, parents, coaches, and on-field officials must read and understand the appropriate code of conduct form. These forms will be signed and dated every year and handed into the 1st Vice President. If not completed by said date, the child of that parent will not be allowed on the field until it has been completed. Fans that are ejected from any minor baseball game will be required by LCDMBA to: Banned from 10 games and all LCDMBA events until the ten games are served. Must write letters to the team, executive and officials, of why and how their actions were wrong and how they plan to be corrected. Team Officials, player's field officials and fans must all remember that we are all representing LCDMBA no matter where we are and it is expected that everyone will act responsibly. LCDMBA reserves the right in the case of inappropriate actions, to review each case individually and take action that the Executive Committee feels is appropriate to stop that inappropriate action from happening again.

19 ABUSE

LCDMBA supports the efforts of BC Baseball in recognizing and combating abuse and harassment in Minor Baseball. It is the policy of LCDMBA that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. LCDMBA expects every parent, volunteer and Committee member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment. It is the policy of LCDMBA that harassment, in all its forms, will not be tolerated during the course of any LCDMBA activity or program. Accordingly, all LCDMBA executive members, volunteers, team or field officials and parents/guardians are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing behavior, responding promptly and informally to minor incidents of harassment. Players and other participants are expected to refrain from harassing behavior and are encouraged to report incidents of harassment.

20 APPEALS

Any individual wishing to appeal a suspension assessed and/or a decision made by a member Association, League or Team, must: a) First appeal to the member Association, League, or Team in question and exhaust all levels of appeal as specified in the By-Laws and Regulations of the member Association, League or Team in question. b) The individual, if dissatisfied with the final appeal decision of the member Association, League or Team in question, may then appeal the suspension and/or decision to the Society. c) Upon receipt of an appeal, the Executive Director of the Society shall immediately notify the Association, League or Team in question of the appeal in writing. a) Be delivered to the Executive Director of the Society within twenty-one (21) days from the date of the notice advising of the suspension or decision. b) Be in writing, outlining all particulars pertaining to the case. The Appeal Committee will only review a decision or hear an appeal under one of the following conditions: a) New evidence not used in the original hearing can be presented which may have an effect on the decision. b) An appeal may be filed on the grounds of irregularities in the proceedings of the original hearing that may have caused an unjust decision. c) An appeal may be filed on the grounds that the decision of the original hearing was too severe. d) An appeal may be filed on the grounds that there is proof to establish that the decision of the original hearing was reached in an unjust manner. The appeal shall be dealt with by the Appeal Committee within fourteen (14) days of its receipt electronically or written, unless a mutual agreement is reached by both parties to extend this time. If the appellant has requested a personal appearance, the appeal shall be dealt with within forty-five (45) days of receipt unless an extension to this deadline is granted by the Vice President. Copies of any written documents which all parties wish to have the Society's Appeal Committee consider shall be provided to the Society's Executive Director at least seven (7) days in advance of the hearing provided that nothing in this paragraph shall prevent the submission of additional documents relevant to the appeal. Any decision from a protest is final and cannot be appealed.

PLAYER LAST NAME: _____

LCDMBA PLAYER CONTRACT

It is the intention of this CONTRACT to promote fair play and respect for all participants within the Association. All players must sign this CONTRACT stating that they will observe the principles of the Fair Play Code before being allowed to participate in baseball.

FAIR PLAY CODE:

- I will play baseball because I want to, not because others want me to.
- I will play by the rules of baseball and in the spirit of the Game.
- I will control my temper - fighting or “mouthing-off” can spoil the activity for everyone.
- I will respect my opponents.
- I will do my best to be a true player.
- I will remember that winning isn’t everything - that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays and performances - those of my team and my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

I agree to abide by the principles of the Code of Conduct as set by BC Baseball and supported by the LCDMBA. I also agree to abide by the rules, regulations and decisions as set by the LCDMBA.

Submit both PLAYER and PARENT/GUARDIAN signed contracts to TEAM MANAGER.

PLAYER signature _____

PARENT/GUARDIAN signature _____

DATE _____



PLAYER LAST NAME: _____

LCDMBA PARENT/GUARDIAN CONTRACT

It is the intention of this CONTRACT to promote fair play and respect for all participants within the Association. All parents/guardians must sign this pledge before their child will be allowed to participate in baseball and must continue to observe the principles of Fair Play.

FAIR PLAY CODE:

- I will not force my child to participate in baseball
- I will remember that my child plays baseball for his or her enjoyment, not mine.
- I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning so that my child will never be defeated by the outcome of the game.
- I will make my child feel like a winner every time by offering praise for competing fairly and hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn by example.
- I will applaud good plays and performances by both my child's team and their opponents.
- I will never question the official's judgement or honesty in public.
- I recognize officials are being developed in the same manner as players.
- I will support all efforts to remove verbal and physical abuse from children's baseball games.
- I will respect and show appreciation for the volunteers who give their time to baseball for my child.

I agree to abide by the principles of the Code of Conduct as set by BC Baseball and supported by the LCDMBA. I also agree to abide by the rules, regulations and decisions as set by the LCDMBA.

Submit both PLAYER and PARENT/GUARDIAN signed contracts to TEAM MANAGER.

PARENT/GUARDIAN signature _____

PARENT/GUARDIAN signature _____

DATE _____



OFFICIAL's LAST NAME: _____

LCDMBA Team Officials' Contract

It is the intention of this contract to promote fair play and respect for all participants within the LCDMBA. All coaches must sign this CONTRACT before being allowed to participate in baseball and must continue to observe the principles of Fair Play.

FAIR PLAY CODE:

- I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
- I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
- I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
- I will not ridicule or yell at my athletes for making mistakes or for performing badly.
- I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the athletes' ages and ability.
- I will remember that children need a coach they can respect.
- I will be generous with praise and set a good example.

I agree to abide by the principles of the Code of Conduct as set by BC Baseball and supported by the LCDMBA. I also agree to abide by the rules, regulations and decisions as set by the LCDMBA.

OFFICIAL's signature _____

DATE _____

