



Policies and Procedures

Northumberland Baseball Association

Revised January 5th, 2015

**PORT HOPE & DISTRICT MINOR NORTHUMBERLAND BASEBALL ASSOCIATION
POLICY & PROCEDURES MANUAL
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ARTICLE 1 – INTRODUCTION & PURPOSE

The Policy & Procedures has been developed for those involved in ~~Port Hope & District Minor~~Northumberland Baseball Association, to enable them to carry out the objectives of the Association. The policies and procedures are essential to the smooth and efficient operation of the Association. It has been designed to allow Association members to participate and understand the activities more completely. It is anticipated that this Manual will be reviewed annually and adjusted by the membership to accommodate changing circumstances. However, during the season, the responsibility of interpreting the Policies & Procedures will lie solely with the Executive of the PH&DMBANBA.

ARTICLE 2 – NAME

- A. This Association shall be known as the “~~Port Hope & District Minor~~Northumberland Baseball Association Incorporated” or by the initials “PH&DMBANBA”.
- B. As a member of the Eastern Ontario Baseball Association (EOBA), the Ontario Baseball Association (Baseball Ontario or OBA) and the Canadian Federation of Amateur Baseball (Baseball Canada or CFAB), the ~~Port Hope & District Minor~~Northumberland Baseball Association (~~Baseball Port Hope~~) shall abide by the rules set out by these governing bodies.

ARTICLE 3 – MISSION STATEMENT

- A. The object of the Association shall be to foster and improve the game of baseball within the boundaries of the ~~Port Hope & District Minor~~Northumberland Baseball Association.
- B. To promote excellence throughout all aspects of the PH&DMBANBA program including the development of physical abilities, good moral standards, fair play, and mental well being of all participants.
- C. To protect and promote the mutual interests of the members.

ARTICLE 4 – AFFILIATION

- A. The PH&DMBANBA shall operate in whatever leagues, exhibition games, and tournaments as may be approved by the OBA and EOBA.
- ~~B. The PH&DMBA house league will operate within the rules and operations of the Durham Eastern Interlock League (DEIL)~~

CD. The activities of the ~~PH&DMBANBA~~, will be carried out without purpose of gain for its members and any profits to the organization shall be used in promoting its aims and objectives.

DE. In the event of the dissolution or winding-up of the ~~PH&DMBANBA~~, all its remaining assets, after payment of liabilities, shall be distributed in accordance with the provisions of the applicable legislation.

ARTICLE 5 – MEMBERSHIP-RE: AGM

Classes of Membership

There shall be the following classes of membership in the PH&DMB, namely;

(a) Executive Member

(b) General Members

(c) Players

(d) Team Managers and Coaches

ARTICLE 6 – ANNUAL GENERAL MEETING

A. The ~~Port Hope & District Minor~~Northumberland Baseball Association Annual General Meeting is to be held in the month of October at a time and location to be decided upon by the Executive.

B. Notice of the AGM Meeting is to be provided at least three (3) weeks prior to the date selected.

C. All members of the immediate Executive in good standing shall have a vote at the Annual General Meeting and at any other meeting of the ~~Port Hope & District~~MinorNorthumberland Baseball Association.

D. Nominations for the Executive must be proposed in writing and submitted to the Secretary by September 30th each year.

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ARTICLE 7 – ORDER OF BUSINESS (ANNUAL GENERAL MEETING)

- A. Welcome
- B. President's Address
- C. Treasurer's Report
- D. Executive Correspondence
- E. Committee Reports
- F. General Business
- G. Election of Officers and Directors

ARTICLE 8 – ~~PH&DMB~~NBA EXECUTIVE

A. The Executive of the ~~Port Hope & District Minor~~Northumberland Baseball Association shall be comprised of the following elected and appointed positions:

Elected Officers shall include,

- 1. President
- 2. Vice-President
- 3. Secretary
- 4. Treasurer

Appointed positions shall be deemed Directors (8 positions) and shall include,

- 1. Equipment Manager
- 2. Registrar
- 3. Diamond Scheduler
- 4. Rep Director
- 5. House-League Director
- 6. Coaching & Player Development Director
- 7. Website Director
- 8. Sponsorship & Special Events Director

B. To run for President of the ~~Port Hope & District Minor~~Northumberland Baseball Association, the candidate should have served on the ~~PH&DMB Association~~NBA Executive for the previous two consecutive years.

C. Any ~~Port Hope & District Minor~~Northumberland Baseball Association Executive member who misses three (3) consecutive meetings without valid reason shall relinquish their position within the ~~PH&DMB Association~~NBA. Any particulars of special circumstances will be decided by a ~~PH&DMB~~Northumberland Baseball Association vote.

D. All Executive members shall be responsible for notifying the Secretary of the ~~Port Hope & District Minor~~Northumberland Baseball Association twenty-four (24) hours prior to a scheduled Executive Meeting of his/her inability to attend and the reasons thereto.

E. Executive Meetings shall be held monthly, except for December. Should the need arise; additional or special meetings may be scheduled at any time by the President or upon request of four (4) or more Executive members.

F. All items, which require a vote, require only a simple majority of ~~the Port Hope & District Minor~~Northumberland Baseball Association Executive.

G. The President shall vote only to break a tie.

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become Directors of the ~~Port Hope & District Minor~~Northumberland Baseball Association. The current Executive of the ~~PH&DMB~~NBA shall decide on these potential Directors by a vote.

I. All Executive Members of the ~~Port Hope & District Minor~~Northumberland Baseball Association must produce a valid “police check” every three (3) years in order to remain in good standing with the Executive.

J. Quorum: A quorum at any meeting of the board shall be a simple majority of directors, present in person, at least one of whom must be the President, Vice-President or designate.

K. Any member of the ~~PH&DMB~~Northumberland Baseball Association executive may be removed from office for conduct detrimental to the ~~PH&DMB~~Northumberland Baseball Association at a meeting of the ~~PH&DMB~~Northumberland Baseball Association Board of Directors upon a resolution approved by $\frac{3}{4}$ of the votes cast in respect of such resolution. Notice must be given at least 7 calendar days prior to the meeting to all members of the ~~PH&DMB~~Northumberland Baseball Association Board of Directors of the intention to bring such a resolution before the meeting.

ARTICLE 9 – DUTIES OF THE EXECUTIVE

A. President

B. Vice-President

C. Secretary

D. Treasurer

E. Equipment Manager

The registrar shall be responsible for setting dates for registration and manage the registration of all players within ~~PH&DMB~~Northumberland Baseball Association. He/she will ensure all registration monies have been collected and deposited into the ~~PH&DMB~~Northumberland Baseball Association bank account.

G. Diamond Scheduler

The diamond scheduler shall act as the liaison between the PH&DMB Northumberland Baseball Association and the Parks, Recreation and Culture Department of the Town's of Port Hope and Cobourg with regards to facilities. He/she shall work with the Rep and House-League Directors determining scheduling needs for both games and practises. He/she will ensure the billing invoices received from the Town's of Port Hope and Cobourg are accurate prior to payment.

H. Rep Director

The rep director will assist the rep managers and coaches in dealings, correspondence and EOBA rosters. The rep director will be responsible for receiving release requests on behalf of PH&DMB the Northumberland Baseball Association and bringing them forward to the executive as per 'Article 17' of our Policies & Procedures and notifying the parents accordingly. The rep director shall attend all EOBA meetings as representation of our Association and express our concerns and interests.

I. House-League Director

J. COACHING & PLAYER DEVELOPMENT DIRECTOR

The director of coaching and player development is responsible for the planning, organization and implementation of all Baseball related programs within the Northumberland Baseball Association. He/she shall also be responsible for the evaluation of all of the coaches within the NBA and will assist in the evaluation of all players registered in the NBA.

K. WEBSITE DIRECTOR

The website director is responsible for all of the online initiatives emanating from the Northumberland Baseball Association, including the organizations home page, Facebook page, Twitter feed, etc ..

L. SPONSORSHIP & SPECIAL EVENTS DIRECTOR

The sponsorship and special events director is responsible for securing and keeping a detailed record of the sponsors for all Rep and House League teams in the Northumberland Baseball Association. The director shall also ensure that the sponsors are provided with information pertaining to their sponsored team, including communication of the NBA's appreciation for the sponsors' support. In addition, the director is to be put in charge of all of the NBA's special events away from the diamond, including the year-end banquet.

ARTICLE 10 – PROTECTION OF THE EXECUTIVE

A. Limitation of Liability-No Executive Member of the PH&DMBA-NBA shall be liable for the acts, receipts, neglects or defaults of any other Executive Member or employees or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to property

acquired by order of the Board or for or on behalf of the Association, or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Association shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom any of the moneys, securities or effects of the Association shall be deposited, or for any loss occasioned by any error of ~~judgement~~judgment or oversight on his or her part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his or her office or in relation thereto unless the same are occasioned by his or her own willful neglect or default.

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B. Indemnity-Every Member of the Association, and his or her heirs, executors and administrators and estate and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Association from and against:

- a) or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her in or about the execution of the duties of his or her office; and
- b) All other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs of the Association; except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

ARTICLE 11 – RULES OF THE EXECUTIVE

A. The Executive shall conduct the financial affairs of the Association and maintain adequate and proper records of meetings, voting on adopted rules and regulations and financial matters.

B. The Executive shall arrange an annual meeting once a year at an appropriate date to conduct elections of Officers and presents a financial statement regarding the activities of the Association.

C. The Executive shall be responsible and approve or reject the appointment or application of sponsors for teams to be registered under the Association, the terms and conditions pertaining to such sponsorship, and the collection and administration of funds received from accepted sponsors. Sponsorship will not be accepted from establishments that are considered to be adult entertainment or drinking establishments.

D. The Executive shall; from funds available to it, provide equipment and uniforms to each team registered under the Association.

E. The Executive will provide for the payment of umpires for house-league and rep teams for regular season and play-off home games. The Executive will also provide funding for Tournament Entry Fees for House-League Championship Tournaments and Rep team EOBA and OBA Championship Tournaments. All tournament entries are to be approved by the Executive.

F. The Executive shall arrange insurance coverage for players and personnel registered under the Association through registration with the EOBA or other affiliated organizations.

G. The Executive shall not be responsible for activities other than league games, practises, clinics or tournaments sanctioned by the Executive.

H. The Executive shall not be responsible for exhibition games or tournaments, other than the EOBA league play-offs and OBA playoff tournament.

I. The Executive shall not be responsible for travel arrangement or accommodations of individual teams or players to meet the established scheduled games, sanctioned tournaments or other team activities.

J. The Executive shall not be responsible for unapproved expenses incurred by coaching staff or registered players.

ARTICLE 12 – CONFLICT OF INTEREST

A. No person who holds a job title on the ~~Port Hope & District Minor~~Northumberland Baseball Association Executive shall hold an Executive position, coach or have voting power in any other baseball association, other than the Eastern Ontario Baseball Association (EOBA), the Ontario Baseball Association (Baseball Ontario or OBA) and the Canadian Federation of Amateur Baseball (Baseball Canada or CFAB).

B. All Executive members must declare a conflict of interest if he/she stands to gain from any financial and/or personal decisions made by the ~~Port Hope & District~~MinorNorthumberland Baseball Association.

C. The Executive has the right to determine a conflict of interest case.

ARTICLE 13 – FINANCES

A. Wherever and whenever feasible and financially practical, purchases made by the ~~Port Hope & District Minor~~Northumberland Baseball Association are to be conducted under the following priorities;

1. Sponsors of the ~~PH&DMB~~NBA
2. Local merchants
3. outside suppliers

B. All requests for league equipment must be made through the Equipment Manager. Purchases will be authorized by the Equipment Manager in accordance with the approved operating budget set by the executive. Purchases over \$1000.00 must be tendered.

C. Any costs, which are incurred yearly by the ~~Port Hope & District Minor~~Northumberland Baseball Association, do not require the approval of the Executive.

D. All bills that do not fall in Article 13 need approval for payment.

E. ALL teams and committee, who fundraise in any manner or spend any money, MUST submit in writing a financial statement detailing all income and expenses to the ~~PH&DMB~~Northumberland Baseball Association treasurer prior to September 30th of the playing year.

F. ALL teams must have a zero balance at the end of the playing season. Monies cannot be carried over to the following season.

G. It shall be the policy of the ~~Port Hope & District Minor~~Northumberland Baseball Association that at the end of the fiscal year a minimum operating amount of \$5,000.00 shall be available for the purposes of purchasing equipment, etc. Prior to registration fees being received.

H. The ~~Port Hope & District Minor~~Northumberland Baseball Association will approve the budget for the following year no later than the February Executive meeting.

I. Registration amounts for each series for the following year shall be determined in conjunction with the Budget process no later than the February meeting.

ARTICLE 14 – FUNDRAISING

A. The ~~Port Hope & District Minor~~Northumberland Baseball Association Executive must approve all fundraising campaigns (including but not limited to sponsorships, donations, sales and draws) on an annual basis or as a required basis.

B. Any team wishing to raise additional funds on an individual basis must apply to the ~~Port Hope & District Minor~~Northumberland Baseball Association Executive for approval. Fund raising events are not to solicit current sponsors or indicate that the ~~PH&DMB~~Northumberland Baseball Association sanctions the fundraiser.

ARTICLE 15 – SPONSORSHIPS

A. Sponsorship fees are determined on an annual basis in accordance with ~~PH&DMB~~the Northumberland Baseball Association financial needs.

ARTICLE 16 – REGISTRATION

A. All players must be properly registered **prior** to participating in any ~~Port Hope & District Minor~~Northumberland Baseball Association try-out, practise or game.

B. Player registration fees for the following year are to be set by the Executive no later than the February meeting.

C. No post-dated cheques will be accepted. If NSF cheques occur; a \$25.00 NFS (non-sufficient funds) fee will be assessed and added to the monies owing; participation will be suspended for all ~~PH&DMB~~NBA activities.

D. If a player is injured or decides he/she does not wish to play;

1. Prior to April 30th, a full refund will be given.

2. April 30th and before May 30th, a \$20.00 administration fee will be charged

3. After May 30th, no refund will be given

4. All applications for refunds must be submitted to the Registrar for approval. Refund cheques been approved will be issued within a seven (7) day period.

ARTICLE 17 – RELEASES

The ~~Port Hope & District Minor~~Northumberland Baseball Association is not mandated to release any player. The ~~PH&DMB~~Northumberland Baseball Association encourages residents ~~of Port Hope~~located within our organization's boundaries to play for the ~~PH&DMB~~Northumberland Baseball Association.

~~No releases will be given below Bantam level.~~ All release requests will be considered at the next scheduled board meeting of the Northumberland Baseball Association and will be evaluated on a case by case basis.

~~No previous decisions will have a bearing on the release before the board at the moment. No player will be released between May 15th and September 15th of the playing year or until all tryouts for their age group have concluded. Some exceptions may apply, (process outlined below).~~

AB. Appeal Process

If a player requests a release from the Northumberland Baseball Association and is denied the release by PH&DMBA, they can appeal that decision to our affiliate, the EOBA. If the EOBA upholds the decision of the ~~PH&DMBA~~NBA, the player may then appeal to Baseball Ontario.

C. "Permission to Try-Out"

ARTICLE 18 - COACHES

A. Each (rep) team should have a minimum two (2) coaches and a maximum of four (4) who are approved by the ~~Port Hope & District Minor~~Northumberland Baseball Association. All coaches must have their full NCCP Level (1) certification

B. Anyone coaching a team within the ~~PH&DMBANBA~~ who attends a level 1 or level 2 coaching clinic will have the clinic fee paid for by the ~~PH&DMBANBA~~.

C. The rep coaching selection committee will select the coaches for our rep teams. House-league coaches will be determined by the House-League Director in conjunction with the Registrar. Criteria for selection will be based upon but not restricted to past performance and experience. Final coaching selection will not be based solely on length of service and seniority.

D. Prospective Coaches will be required to submit in writing their interest in a position and their qualifications, and may be required to attend a meeting with the Executive members and/or coaching selection committee.

E. Applications, in writing, for the position of head coach of all (rep) teams must be submitted to the Rep Director and all Assistant Coaches must be approved.

F. All Coaches, Assistant Coaches and Managers of rep teams, and Coaches of House League teams of the ~~PH&DMBANBA~~ must produce a valid "police check" every year in order to remain in good standing with the Executive.

ARTICLE 19 – COACHING STAFF RULES & REGULATIONS

The coaching staff shall be responsible for:

A. The conduct and behaviour of their team members.

B. Ensuring that equipment provided is maintained in acceptable repair and cared for in a manner which will ensure it is not unduly damaged or destroyed. Any equipment that gets damaged by unduly neglect will be replaced at the expense of the coach.

C. Arrange and co-ordinate scheduled games, practises and sanctioned tournaments as required.

D. Accept responsibility for arrangement and administration of non-scheduled games, tournaments or activities with Executive approval.

E. Apply for and receive approval of fund-raising activities before undertaking such activities to satisfy the requirements of team activities and reporting to the executive the results of such activities in the format of a written balance sheet.

F. The proper collection of player information for registration with the Association Registrar as well as the Rep Director.

ARTICLE 20 – PLAYER SELECTION

A. House-League teams will be assigned according to their proper age category. In the case where there are multiple teams in the same age group the executive will endeavour to make the teams as even as possible to ensure that all teams are competitive. The executive will also try to be as accommodating as possible where siblings and friends are concerned to make the baseball experience as enjoyable as possible for all concerned. There will be no underage or overage players on any team.

B. Selection of (Rep) ~~Port Hope River Rats~~Northumberland Jacks teams shall be conducted through open try-outs and players will be selected on the basis of ability, compatibility and conduct.

C. Try-outs shall be administered and organized by the appointed coaching staff and their selection shall be considered final. Player numbers are to be determined by the coaching staff of each division in agreement with the Executive for final approval.

D. Players living outside the boundaries of the ~~Municipality of Port Hope~~Northumberland Baseball Association are to be considered non-resident.

E. ~~Port Hope River Rats~~Northumberland Jacks (rep) teams shall be comprised of a minimum 75% players residing in the ~~Municipality of Port Hope~~Northumberland Baseball Association boundaries. Teams may select up to 25% non-resident players to complete their official roster (75/25 Selection Rule). If the coaching staff responsible for the team selection proposes a ratio other than the above, they can appeal to the Executive for approval of an amended roster. In the case of an appeal the Executive decision will be considered final.

F. If more than 50% of the players trying out for a given rep team are considered to be non-resident players, then the 75/25 Selection Rule will not apply. The team will be selected in a way that reflects the ratio between ~~Port Hope~~Northumberland players and Import Players providing the ability, compatibility and conduct of the players are comparable. If the coaching staff responsible for the team selection, proposes a ratio other than the above, they can appeal to the Executive for approval of an amended roster. In the case of an appeal the Executive decision will be considered final.

G. Any player that was listed on an official roster of any ~~Port Hope~~Northumberland Rep team for two consecutive years will not be considered a non-resident player. This status will remain intact as long as the player continues to be signed on a ~~Port Hope~~Northumberland Rep team EOBA roster. The players 'resident' status will be revoked if they fail to sign consecutive rosters.

H. Any player that requests a release from the ~~PH&DMB~~Northumberland Baseball Association must follow Article #17

I. Players may request to try-out for a rep team that is one age group higher than their current division (e.g. PeeWee to Bantam). The player must try-out for both age groups and in order to be eligible to be included on the roster of the higher age group team, the player's skill level must be ranked in the top 1/3 of the higher age group players. Ranking will be determined by the applicable coaching staff as well as two members of the coaching selection committee, during open try-outs and submitted to the Executive for approval.

J. Players may be called up to play for a rep team that is one age group higher than their current division (e.g. PeeWee to Bantam). Call ups are governed by and are subject to EOBA rules.

ARTICLE 21 – DISCIPLINE

- A.** Players, parents, team and/or Association Members who conduct themselves in a manner detrimental to the best interests of the Association, shall be dealt with quickly and firmly by the appropriate team or Association Executive.
- B.** Any coach, manager, player, parent, spectator or executive member who violates the Association’s Code of Conduct and/or deliberately fails to follow the procedures outlined in the Associations Policies & Procedures, must be reported in writing, to the Executive for forwarding to the Discipline Committee.
- C.** Managers and coaches have the authority to discipline and/or suspend their players for the use of profanities, abuse of officials, teammates, coaches, fans, etc. Discipline may be for the balance of the game in question or for an entire game. The Disciplinary Committee, if necessary, will determine further discipline.
- D.** Undesirable conduct will not be tolerated. Coaches and managers are to convey concerns to the rep director, executive or disciplinary committee as soon as possible.
- E.** Coaches and/or managers must report all ejections to their rep director within 48 hours of the infraction.
- F.** Further discipline may be administered by the disciplinary committee, dependent on the severity of the incident.
- G.** All Disciplinary Committee decisions may be appealed to the executive, provided that the appeal is received in writing, within seven (7) days of the disciplinary’s committee’s ruling.
- H.** All Executive decisions, on appeals are final.

ARTICLE 22 - RESOLUTION OF DISPUTES

- A.** Complaints and disputes will be dealt with in a fair and expedient manner, based on a process that gives such a complaint the consideration it deserves.
- B.** Only complaints and disputes that have been put in writing will be dealt with by the [PH&DMBANorthumberland Baseball Association](#).
- C.** Once in writing, complaints and disputes will be directed to the President of the [PH&DMBNBA](#) and the Director of the Program in which the complaint/dispute takes place (i.e. house league, rep or umpire)
 - 1. A complaint/dispute about a [PH&DMBANBA](#) Board Member will be made directly to the President of the [PH&DMBANBA](#)
 - 2. A complaint/dispute involving the President will be directed to the Secretary of the [PH&DMBANBA](#).
 - 3. The President or Director of the program shall provide a letter of acknowledgement to the author of the complaint/dispute within 7 days of receipt.
 - 4. The [PH&DMBANBA](#) board of directors will be advised of the complaint/dispute at the first [PH&DMBNBA](#) board meeting following receipt of the complaint.

D. An Arbitration Committee of no less than four [PH&DMBANorthumberland Baseball Association](#) Board Members including the President and Rep Director (house/league or rep) will be formed immediately upon receipt of the complaint.

The President shall assume the chair of this committee and appoint additional members as deemed necessary.

E. Any Arbitration Committee member involved in the complaint/dispute, which had involvement with the activity leading to the complaint/dispute, shall declare a conflict of interest and remove him/herself from the committee and the President shall appoint a replacement.

F. The Arbitration Committee will research the complaint promptly, including interviews with all individuals involved, with the goal of being fair and expedient. A recommendation will be made to the full [PH&DMBANBA](#) Board for approval prior to enacting the committees' recommendations. The ruling will be communicated, in writing, to the person who initiated the complaint/dispute, and to all persons named in the furling.

G. All decisions of the [PH&DMBANBA](#) are final.

H. A record of all rulings and consequences of such actions shall be maintained in a separate file by the [PH&DMBANBA](#), and shall be kept by the current secretary of the [PH&DMBANBA](#).

ARTICLE 23 –ACCIDENT/INJURIES

A. All accidents/incidents that happen at any [PH&DMBANBA](#) sanctioned event must have a completed accident & incident report to be forwarded to the secretary within 24hrs of the incident.

B. See Appendix 'A' for Accident Form

ARTICLE 24 – HARASSMENT AND ABUSE

The [PH&DMBANBA](#) follows and supports Baseball Ontario's policy - see Appendix 'B'

ARTICLE 25 –CONFIDENTIALITY

All members of the Executive owe the [PH&DMBANBA](#) a duty of confidentiality. Sensitive and confidential information should not be discussed outside of Executive Meetings unless specifically authorized by the Executive to bring it to the general membership.

ARTICLE 26 – EXPENSE REIMBURSEMENT

It is the policy of the [PH&DMBANorthumberland Baseball Association](#) to reimburse its executive/volunteers for travel expenses to executives who are going out of town for an extended period of time on Association Business such as EOBA/OBA meetings, in accordance with the existing mileage rates plus parking fees. The mileage for local travels to attend meetings, including appeal hearings, is reimbursed at .45 per kilometer.

Any other expense requests must be brought forward to the executive for consideration and approval. 16

ARTICLE 27 – CODE OF CONDUCT

The code of conduct is to establish a policy that will bring a level of respect to the game, which allows players and other participants to enjoy the game of baseball without the stress or abuse that often exists. The main objective of this code is to promote the values of fun, respect, and positive development in the game of baseball for our children.

It is our intention that, with this code and policies, you will consider your behaviour at the ballpark and the effect that it has on the participants.

Any complaints/concerns are to be first handled through the team manager and coaching staff. If the issue is not resolved to the satisfaction of either party it shall be directed (in writing) to the President of ~~Port Hope and District Minor~~the Northumberland Baseball Association who will determine the best course of action and include other personnel if appropriate (i.e. Disciplinary Committee).

Complaints will only be accepted and investigated if received in writing to the Executive. Teams are encouraged to promote the “24 Hour” period before parents make contact with the coaching staff. During the pre-season parent meeting, this process should be clearly communicated.

A necessary part of this initiative will be the enforcement of the code and policies. To this end, all parents, athletes, and coaches will be required to sign a copy of the “Code of Conduct”.

PARENTAL CODE OF CONDUCT

Parents have a responsibility to:

1. Direct comments or constructive criticism at the performance, rather than the individuals.
2. Refrain from public criticism of athletes, coaches, officials and other parents.
3. Refrain from the use of profane, insulting, harassing, or otherwise offensive/derogatory language.
4. Understand that team goals take precedent over individual goals.
5. Resolve all conflicts without resorting to hostility or violence. Discuss all concerns with team staff in a respectful manner.
6. Teach the athlete that doing their best is more important than winner or losing.
7. Remember that kids play for their own enjoyment, NOT the parent’s.
8. Make the athlete feel like a winner by offering praise for competing fairly and trying hard.
9. Remember not to have unrealistic expectations for the kids.

ATHLETE’S CODE OF CONDUCT

Athletes have a responsibility to:

1. Direct comments or constructive criticism at the performance, rather than the individuals.
2. Refrain from public criticism of athletes, coaches, officials and other parents.
3. Refrain from the use of profane, insulting, or otherwise offensive/derogatory language.
4. Put team goals above your own individual goals.
5. Not only uphold the rules of the game but also the spirit of those rules.

6. Treat opponents, teammates, coaches, and officials with respect.
7. Only participate because you want to, not because your parents want you to.
8. Remember that coaches and officials are there to help you, and athletes must accept their decisions and show them respect.

COACH'S CODE OF CONDUCT

Coaches have a responsibility to:

1. Direct comments or constructive criticism at the performance, rather than the individuals.
2. Refrain from public criticism of athletes, coaches, officials and other parents.
3. Refrain from the use of profane, insulting, harassing, or otherwise offensive/derogatory language.
4. Teach athletes to uphold not only the rules, but also the spirit of the rules, and to respect opponents and officials in both victory and defeat.
5. Be aware of the many pressures placed on athletes as they strive to balance the physical, mental, and emotional aspects of their lives, and provide an environment in which they can succeed.
6. Ensure that all athletes need a coach they can respect and one who will support them.
7. Remember that athletes need a coach they can respect and one who will support them.
8. Never condone the use of violence in any form.

Players are representatives of the community, their teammates, and their families. Players are expected to behave in a manner that reflects positively on each. This includes on the bench, on the field, at the ballpark and at all team functions.

Penalties

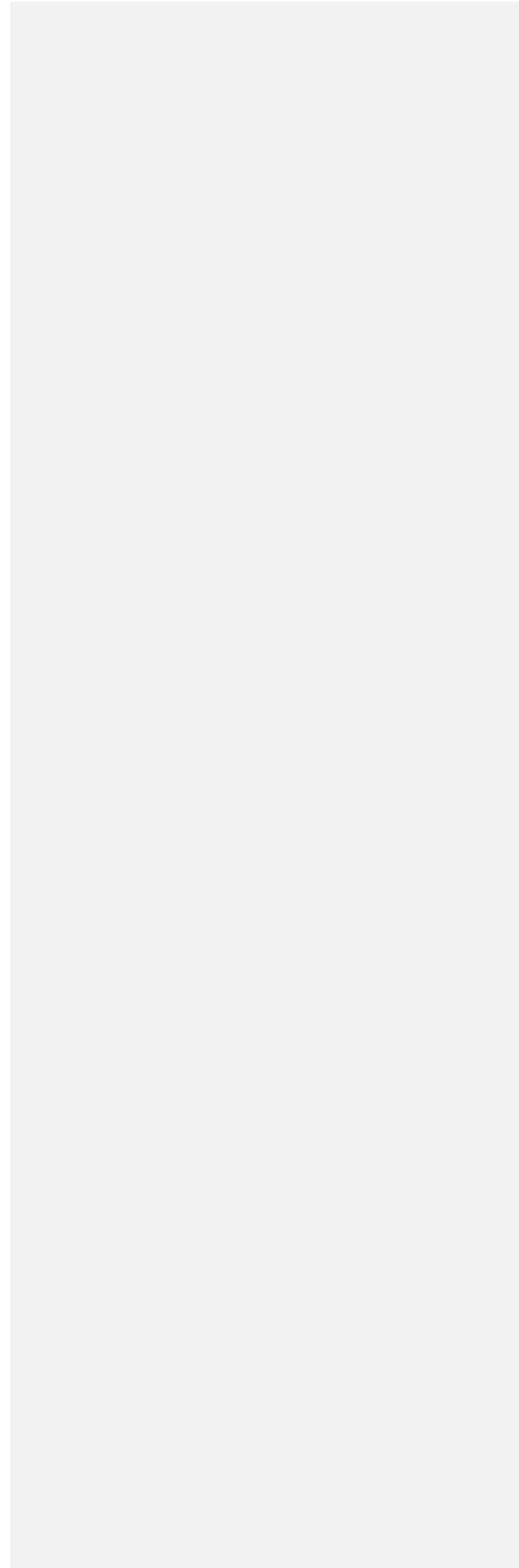
Enforcement of the code of conduct will be based on a "3-strike" rule

- First offense will be discipline in the form of playing time
- Second offense will be discipline in the form of suspension from team functions
- Third offense will be removal of the athlete from the team

All "STRIKES" will be given verbally and in writing.

THE GAME IS FOR AND ABOUT THE KIDS... Don't penalize the kids with your behaviour as a parent. 18

Appendices ¹⁹



Appendix A

3-131 Sheldon Drive, Cambridge, Ontario. N1R 6S2

Phone: 519-740-3900 Fax: 519-740-6311

baseball@baseballontario.com www. baseballontario.com

INCIDENT REPORT

PLEASE NOTE: This report is designed to establish an immediate record of any incident that may evolve into some further action being taken, such as, but not limited to, an insurance claim or legal action. It is to assist all parties in the preparation of any documents required to explain or support the incident, accident or claim referred to herein. Baseball Ontario strongly recommends that all Local Associations make all of their personnel aware of this report and require that any incidents be reported within 24 hours of the occurrence.

PART I – To be filled in by all persons reporting an incident.

Date of occurrence Time of occurrence

Date reporting occurrence

Type of occurrence (accident, injury, property damage etc.)

Location of occurrence (where did it happen?)

How did it happen? (be specific)

Who was in charge at the time of the occurrence?

What is this persons position with the organization?

Who owns the premises where this happened?

Did the owner have a representative on site when this happened?

PART II – To be filled out by persons reporting an accident or occurrence where someone is injured. 20

Name of injured party Age Sex _____
Address _____
City Postal Code _____
Telephone _____
Number(_____) _____ (_____) _____

In the case of a child, who is the responsible party for the injured party?

Address as above _____ Other _____
City _____ Postal Code _____ Tel. #'s _____

Nature of Injury (What was injured?)

Status of Injured Party. (competitor, coach, spectator
etc.) _____

What was the probable cause of this accident?

Was First aid given? _____ By Whom? _____

Nature of treatment given

Did patient require medical/dental etc. treatment? _____ How was the patient transported
to the treatment
centre? _____

Where was the patient
treated? _____

By Whom? (name of Doctor/Dentist
etc.) _____

SEE PAGE 4 OF THIS REPORT FOR FURTHER DETAILS AND SIGNATURE
PART III – To be filled out by persons reporting an accident or occurrence where there
is damage to property.

Owner of damaged property.

Address _____

City _____ Postal Code _____ Phone Numbers _____
_____ 21

Description of damaged property

What caused this damage? (Baseball, car, bicycle etc)

Describe how this happened?

Were police called? _____ If "Yes" Officers Name

Badge Number _____ Detachment _____ Incident #

Were there any witnesses?

Name of Witness

Address

City _____ Postal Code _____ Phone Numbers

What were the weather conditions at the time?

Was the weather a factor in this event?

Other Insurance Held (Accident, Extended Health, Travel etc)

Insurer

Policy # _____ Type of Policy

SEE BOTTOM OF PAGE FOR FURTHER DETAILS AND SIGNATURE

PART IV – TO BE FILLED OUT BY ALL PARTIES REPORTING AN INCIDENT.

Is there anything further that you feel needs to be pointed out regarding this incident that has not been referred to as yet in this report? Please be specific and provide as much information as you feel is necessary. 22

Name of person submitting this report. (Please Print) _____

Signature of person submitting this report. _____

Position with Association _____ Telephone Numbers _____

Date Submitted _____
FOR OFFICE USE ONLY Date Received _____ By Whom ? _____

Further action. Date _____ By Whom? _____
_____ 23

Appendix B

1425 Bishop Street North, Unit 16, Cambridge, Ontario, N1R 6J9 Telephone: (519) 740-3900 Fax: (519) 740-6311

e-mail: baseball@baseballontario.com www.baseballontario.com

POSITION ON HARASSMENT AND ABUSE

Baseball Ontario is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment which promotes equal opportunities and prohibits discriminatory practices. Baseball Ontario will not tolerate harassment among its members, participants and employees.

Harassment takes many forms, but can generally be defined as comment, conduct or gesture directed toward an individual or group of individuals, which is insulting, intimidating, humiliating, malicious, degrading or offensive.

Sexual harassment refers to any sexual advances, requests, suggestions or activity of a sexual nature that is unwelcomed by the recipient. Harassment is discriminatory, degrading and threatening. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.

Baseball Ontario strives to provide the safest possible environment for all of our participants. We encourage all of our member associations to do whatever is required in their circumstances to eliminate and protect against all forms of harassment. To assist in meeting this goal, Baseball Ontario will provide to all member associations, upon request, up to date literature on the subject. The objective is to make baseball a sport in which children can feel safe playing and in which parents can feel safe having their children play.

Baseball Ontario strongly encourages all of its members to learn to recognize and understand what constitutes harassment. An individual, who perceives any activity as a form of harassment, should be encouraged to tell the offending party that the activity is not appreciated. If the offending behaviour continues, the complainant should be encouraged and supported in notifying the appropriate authorities, including the executive of the relevant baseball association. The authorities should act promptly and with integrity, while respecting the rights of all those involved.

If someone in authority uses his/her power or position to harm another, whether emotionally, physically or sexually, this is abuse. If a person is threatened, intimidated, taunted or subjected to racial, homophobic or sexist slurs, this is harassment. Emotional and physical abuses are attacks on a child's self-esteem and can be psychologically damaging. Name calling, threatening, ridiculing, intimidating, isolating, hazing or ignoring a player's needs are examples of emotional abuse and should not be tolerated at any level. Any purposeful attack on a player, coach or umpire such as slapping, kicking, hair pulling, shaking, shoving, grabbing, etc. can be physical abuse and is both offensive and unacceptable.

Baseball Ontario encourages all of its member associations to report situations that are deemed to be harassment or abuse immediately to the Local Association which is responsible for the team. The Local Association executive are encouraged to have in place measures to deal with such a situation in an expedient and fair manner.

Baseball Ontario recognizes the independence and integrity of the Affiliated and Local Associations and commits to supplying the measure of support required to ensure that all members are aware of their rights and obligations. 24

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POLICY & PROCEDURES MANUAL – APPENDIX C

Rep Coaches Responsibilities:

All rep coaches will complete all administrative work on time and in a league approved format:

1. Develop team budget as well as collection of fees. The [PH&DMBANBA Northumberland Baseball Association](#) Executive must approve all fundraising campaigns (including but not limited to sponsorships, donations, sales and draws) on an annual basis or as a required basis. Any team wishing to raise additional funds on an individual basis must apply to the [PH&DMBANBA](#) Executive for approval. Fund raising events are not to solicit current sponsors or indicate that the [PH&DMBANBA](#) sanctions the fundraiser.
2. Ensure all players have required uniform apparel. All players and coaches must be in full uniform while on the ball field and the player's bench. Each player will be supplied with one jersey and hat. The players are responsible for the purchase of your own pants and socks. They should not be worn to school or practices. Provide the players with a "Uniform Contract" that must be signed and returned with a post-dated cheque to your Manager before they will be given a jersey. Encourage the players to take care of their uniforms, keeping them clean and worn fashionably – thus representing [Port Hope Northumberland](#) with respect.
3. Ensure that criminal record checks for all uniformed coaches & manager are obtained and submitted to the rep director.
4. Submit game results, including exhibition and tournaments, to EOBA commissioner and [PH&DMBANBA](#) webmaster.
5. Book diamond time with [PH&DMBANBA](#) Park Scheduler for tryouts then conduct the same.
6. Conduct winter workouts.
7. Team selection.
8. Select assistant coaches and submit to board for approval
9. Complete OBA roster documentation, collect birth certificates if needed, submit to Rep Director.
10. Ensure that all players attending tryouts are listed on [an PH&DMBANBA](#) registration list obtained from the Registrar and/or Rep Director.
11. Attend EOBA scheduling meeting in Cobourg (end of March), copy of schedule to be forwarded to Rep Director and Park Scheduler.
12. Ensure team attends all EOBA mandate events (loop games, EOBA play-offs)
13. Ensure coaching staff & players are available on scheduled team photo date for the sponsor.
14. Maintain the equipment bag and its contents in good condition, as per Article 19 'B'.
15. Return the equipment bag and keys to the Equipment Manager at the conclusion of the season.
16. Ensure that all players are properly registered with all fees paid. Players that have not paid are prohibited to participate.
17. At no time is profanity or derogatory comments to be directed at any member of the [Port Hope Northumberland](#) team or a member of the opposing team or the umpires.
18. Hang where visible the sponsor banner at all games.
19. Report any rain outs or change of game dates and practices to diamond scheduler, umpire scheduler and webmaster ASAP.
20. Have First Aid kit with the team at all times and ensure contents are adequate.
21. Schedule a team meeting with parents and players with at least one [PH&DMBANBA](#) Executive member in attendance.
22. Have players complete and submit medical forms to team manager and carry with team at all times.
23. Provide your players with a copy of [PH&DMBANBA](#) Code of Ethics and ensure they read it.
24. Provide each player with two copies of [PH&DMBANBA](#) Code of Conduct, one for them to keep and one to be given back to the coach/manager. Both copies must be signed and dated. If anyone has any questions regarding this code of conduct they may contact the [PH&DMBANBA](#) President.

25. Permission from the Rep Director and Commissioner is necessary for exhibition games and OBA tournaments.
26. Complete Accident Form when/if necessary and submit ASAP. Ensure return to play note is submitted. 25

27. The coach or Manager will be given a cheque to cover the amount to pay the umpires at all home games. Make sure the umpires signs the line-up cards and returns them to the scorekeeper. Once the game starts, the umpires are paid in full no matter what the reason is that the game gets called (rain, ejection, etc.) If they show up to the park but the game has been cancelled and they were not notified, they are paid half of the rate. If you have any problems with the conduct of any umpire please contact the Umpire-in-Chief or the Umpire Scheduler.

28. You will be provided with game sheets and lineup cards for the season. Use one game sheet per game and if scoring at away games use a photocopy. Home team is responsible for keeping score and giving the visiting team a copy when game is complete. Forward home game sheets in a timely manner to your Commissioner as you were instructed.

29. It is the responsibility of the home team to track the number of pitches pitched per pitcher and must be made available for the umpire when asked. It is up to the home team to announce when a pitcher has reached his limited number of pitches. This information is listed on the tracking system. If you have a player called up from a division below, they must follow the pitch count amount from their own level and, Rookie players may not pitch if called up to play Mosquito.

30. Encourage open communication with all team members (players & parents).

31. Conduct and behaviour of team members during team activities.

32. The collection of rep fees for all team members. Failure to do this by the first league game will result in the said player not stepping on the field to play.

33. ~~PH&DMB~~The NBA covers the cost of the EOBA League Play-off tournament and the OBA Tournament. Other tournaments that your team chooses to attend throughout the season are at the expense of the team.

34. Accept responsibility for arrangement and administration of non-scheduled games, tournaments or activities with Executive approval.

I have read and will adhere to the ~~Port Hope & District Minor~~Northumberland Baseball Association's Code of Conduct & Code of Ethics.

Coach's signature _____ Date _____

Assistant Coach _____ Date _____ 26

EMERGENCY ACTION PLAN

Appendix D

~~PORT HOPE AND DISTRICT~~

MINOR NORTHUMBERLAND BASEBALL ASSOCIATION

The purpose of this document is to provide instructions to members of ~~Port Hope Minor~~the Northumberland Baseball Association in the event of a medical emergency regarding volunteers/athletes. An emergency is any sudden life threatening injury or illness that requires immediate medical attention. Emergency situations can occur at any time during athletic participation. Expedient action must be taken in order to provide the best possible treatment. This emergency plan will help ensure the best care is provided.

All members of ~~Port Hope Minor~~the Northumberland Baseball Association who work directly with athletes are required to familiarize themselves with this plan. Throughout the year there might be many times in which a medical professional is not immediately available. This places athletic personnel, most likely coaches, in the position of potentially providing emergency medical services in the form of cardiopulmonary resuscitation (CPR) and basic first aid. ~~Port Hope Minor~~Northumberland Baseball Association staff may also receive training via other sources. Please check with ~~Port Hope Minor~~the Northumberland Baseball Association for approved programs. Documentation of certification should be provided to the Executive Board.

Personnel should review the policy at the beginning of each baseball season. Coaches should discuss the policy in detail with the Executive Board. An emergency plan must exist for all organized practices and competitions, including out of season training, strength training and conditioning workouts. The Manager/Coach is responsible for the emergency plan.

Hopefully, potential emergencies will be avoided by thorough physical screenings of an athlete prior to participation in any sport. Also, safe practices, including training techniques, and adequate medical coverage should be taken into consideration. However, accidents and injuries are inherent with sports participation. Therefore, proper preparation on the part of the athletic staff will enable each emergency situation to be managed appropriately. If you have any questions about the enclosed plan, please contact the League President, to discuss the pertinent issues in advance. 27

There are three basic components of this plan: Emergency Personnel, Emergency Communication, and Emergency Equipment. A summary emergency template is provided at the end for your convenience.

I. EMERGENCY PERSONNEL

The type and degree of sports medicine coverage for an athletic event (practice or contest) may vary based on factors such as the particular sport or activity, the setting, and the type of training or competition. With the majority of athletic contests and practices, the first responder to an emergency situation is typically a volunteer of the sports staff, most commonly the manager/coach. The roles of these individuals within the emergency team may vary depending on various factors such as number of members of the team, the athletic venue itself, or the preference of the head athletic trainer. Roles within the emergency team include:

A. Immediate Care of the Athlete (by those with highest level of health training)

B. Emergency Equipment Retrieval

C. Activation of Emergency Medical Services

D. Directions to the Emergency Site (EMS)

A. Immediate Care of the Athlete

The first and most important role is immediate care of the athlete. Acute care in an emergency situation should be provided by the most qualified individual on the scene. Individuals with lower credentials should yield to those with more appropriate training. This should be determined in advance of each training session.

B. Emergency Equipment Retrieval

The second role, equipment retrieval, may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, coaches and equipment personnel are good staff members for this role.

C. Activation of Emergency Medical Services (EMS)

The third role, EMS activation, should be done as soon as the situation is deemed an "emergency" or "life-threatening event". Time is the most critical factor. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure, who communicates well, and who is familiar with the location of the sporting event, and 28

knows the situation to relay the important information on to EMS (Time of injury, what happened, how it happened etc.)

D. Directions to the Emergency Site

After EMS has been activated, one member of the team should be responsible for meeting the emergency medical personnel as they arrive at the site of the contest, if they are not already there. Depending on ease of access, this person should have keys to any locked gates or doors that may hinder the arrival of medical personnel. A trainer, manager or coach may be appropriate for this role. They must also know the situation to relay the important information on to EMS (Time of injury, what happened, how it happened etc.)

II. EMERGENCY COMMUNICATION

A. Activation of Emergency Medical System (EMS)

In the event that an emergency occurs involving a student athlete, a member of the Team should promptly contact Emergency Medical Services (EMS). Phone numbers of emergency personnel should be posted by the phone or in the medical kit. Some practice facilities may have a phone nearby. If there isn't a phone on the field, it is the responsibility of the manager / coach / parent or other team member to bring a cellular phone to the field. A back up communication plan should be in effect if there should be failure of the primary communication system. It is important to note in advance the location of a workable telephone. Pre-arranged access to the phone should be established if it is not easily accessible. A cellular phone with back up battery is preferred. Have at least two (2) Emergency calls made if by cell phone. This will ensure quicker response.

B. Contacting the Emergency Medical Services (EMS)

1. If EMT's are at the event, then a signal (discussed in advance) should be given to summon them forward.
2. If EMS is not on site, call 911.
3. The following information should be provided to the dispatcher:
 - a) Your name
 - b) Exact location where the injury occurred and where you will meet them
 - c) The number you are calling from
 - d) Number of injured athletes e) The condition of the athlete(s)
 - f) The care being provided
 - g) Make sure that you hang up only after the dispatcher has hung up 29

4. Notify someone from the Executive Board. Numbers are enclosed below.
5. As EMS is being dispatched, make sure someone is designated to retrieve any needed emergency equipment from the sidelines.
6. Have the coaches' serve as crowd control and keep other athletes away from victim.
7. Send someone to meet the ambulance at the designated spot.
8. A manager/coach will accompany the injured athlete to the hospital (if the guardian is not present). The manager / coach / guardian should bring medical and/or insurance information with them to the hospital if accessible.

EMERGENCY PHONE NUMBERS

Northumberland County EMS - Emergency Number 911

[Cobourg Police Service \(905\) 372-2243](tel:9053722243)

Port Hope Police Service (905) 885-1993

~~PHMB League~~[Northumberland Baseball Association](tel:90588537333771986) President (905) ~~885-3733377-1986~~ or (905) ~~396-3733376-2177~~

~~BB~~

FACILITY ADRESSES & CONTACT NUMBERS

Town Agricultural Park

(Large and Small baseball fields)

62 McCaul Street, Port Hope, Ontario

p: 905-885-7908

Optimist Park

Cavan St. North

(West side of Ganaraska River & South side of Jocelyn St. Bridge)

Kings Field

Victoria St. South

(South of Walton St. intersection)

Lions Recreation Center

Gifford St.

(West of Pine St. intersection)

Welcome Park

Dale Rd. in Welcome

(East of Cty. Rd. 10 intersection) ~~30~~

[Legion Fields](#)

[650 D'Arcy Street Cobourg, Ontario](#)

[p: \(905\) 372-9971](#)

[Donegan Park](#)

[25 D'Arcy Street, Cobourg, Ontario](#)

[Morley Cane Park](#)

[Ballantine Street, Cobourg, Ontario](#)

|

Appendix E - Revisions

