



Saugeen Shores Minor Baseball Policy and Procedure Manual

REVISION 1 – AUGUST 2019

TABLE OF CONTENTS

1.0	Name	2
2.0	Mission Statement	2
3.0	Affiliation	2
4.0	Executive	2
5.0	Code of Conduct.....	5
6.0	Resolution of Disputes Policy.....	6
7.0	Registration Policy.....	7
8.0	Uniforms and Equipment.....	8
9.0	Fair Play Policy.....	8
10.0	Discipline	10
11.0	Rep/Select Coach Selection.....	10
12.0	Coaches Responsibilities.....	11
13.0	Imports.....	11
14.0	Playing Up	12
15.0	Gym Use Policy.....	12
16.0	SSMBA Tryout Evaluation Policy.....	12
17.0	SSMBA Select/Rep Tryout Procedure and Rules	13
18.0	Request for Player Release Policy	13
19.0	Pre-Season Parent/Coach Meeting.....	14
20.0	Expense Reimbursement Policy:	15
21.0	Purchasing policy	17
22.0	Appendix A – Duties of the Executive	19
23.0	Appendix B – Weather Policy.....	23
24.0	Appendix C – Code of Conduct.....	24

1.0 NAME

The name of the organization shall be “**SAUGEEN SHORES MINOR BASEBALL ASSOCIATION**” and shall also be recognized in abbreviated form as **SSMBA**.

2.0 MISSION STATEMENT

The mission of the Saugeen Shores Minor Baseball Association is to ensure that all members of the SSMBA are committed to the promotion, education and enjoyment of the game of baseball.

Working co-operatively within our organization and with business, education and special groups, we will endeavour to conduct ourselves in the manner of which will benefit the entire SSMBA and the game of baseball, particularly the youth of our community.

3.0 AFFILIATION

3.1 Saugeen Shores Minor Baseball Association (SSMBA) shall be an affiliate of the following organizations:

- (a) The Ontario Baseball Association (OBA)
- (b) The Western Ontario Baseball Association (WOBA)
- (c) The Intercounty Softball Association (ISA)
- (d) The Provincial Women’s Softball Association of Ontario (PWSA)

3.2 The rules of the Official Rules of Baseball, OBA and the WOBA shall apply to all SSMBA baseball competitions.

3.3 The official rules of the PWSA and the ISA shall apply to all SSMBA fastball competitions.

4.0 EXECUTIVE

- President
- Vice President
- Director of Girls Fastball
- Treasurer
- Registrar
- Sponsorship & Fundraising
- Secretary
- Equipment Manager
- WOBA Representative
- Tournament Coordinator
- Development Coordinator

- ISA Representative

- 4.1 Every executive member will be encouraged to share ideas; and it is the responsibility of every executive member to listen to the ideas of others.

As a member of the executive every member has the right to be heard at meetings.

Once an idea is heard and acknowledged by the group, it is important that discussion move along in the best interest of good governance and effective decision making.

- 4.2 Executive members will work together as a team and treat each other with dignity and respect.

Executive members will be required to attend the majority of their meetings to remain in good standing.

Meetings shall begin and conclude on time.

If a executive member will be late for a meeting, or is unable to attend a meeting, he or she shall contact the chair or the secretary in advance of the meeting to advise of any lateness or absence.

- 4.3 The Executive is responsible for day-to-day decision making and administration regarding policy, liability and risk management, goal-setting, discipline and fiduciary responsibility and shall meet regularly (once per month).

- 4.4 Executive members will be communicated with about issues relevant to the executive on a timely basis.

Agendas for meetings and minutes of meetings shall be distributed in a timely fashion to enhance decision making.

Issues, such as those regarding liability or discipline, shall be communicated in a timely fashion consistent with their level of urgency.

Motions, whenever possible, shall be submitted to the secretary prior to the executive meeting.

- 4.5 Executive Members will have a clear idea of their roles and responsibilities.

Job descriptions will be developed for each executive member and updated annually (see Appendix A)

Reporting relationships will be clearly identified in these job descriptions.

- 4.6 All executive members should participate in the annual development of goals and objectives for the executive as a whole and for the specific areas of responsibility.

The executive will conduct a strategy session each year (tentatively set for the beginning of an executive year) in which goals and objectives will be established for the SSMBA.

The Policies and Procedures Manual will be updated each year.

Goals and objectives will also include budgetary considerations, where applicable.

All budgets shall be approved by the full executive.

- 4.7 Executive members will make every effort to listen to the ideas and concerns of all SSMBA members; and will make every effort to communicate to the SSMBA membership in a timely and relevant basis.

Executive members will make an attempt to circulate among parents at games, in an effort to get an executive perspective on attitudes and opinions.

When complaints are tabled, the executive will make an effort to obtain a broader perspective on the complaint to determine whether this complaint is shared by a broader membership base.

- 4.8 Executive members shall make a concerted effort to develop the talents of all SSMBA volunteers.

- 4.9 All executive members of the Saugeen Shores Minor Baseball Association, who are either not returning or not acclaimed to executive must return all SSMBA property (i.e. documents, equipment, keys, etc.) at least one week prior to the Annual General Meeting. All property is to be turned over to the President or Equipment Manager or a designated location for storage.

Any executive member removed, or asked to resign, by the Executive, is prohibited from reapplying for any Executive position for a period of not less than three (3) years from date of removal. To remove an executive member, a vote must be taken with all executive members present and this vote must receive $\frac{3}{4}$ of the entire executive support to pass.

5.0 CODE OF CONDUCT

The Saugeen Shores Minor Baseball Association prides itself on our well run Baseball program which stresses TEAM SPIRIT AND FUN, “rather than, a win at all costs” attitude. Winning is nice, but contrary to popular belief, it is not everything. HAVING FUN and PLAYER DEVELOPMENT on a team will be the main objective.

All teams in the Association are governed by a combination of their respective league rules and our own association rules to ensure fair play for all. Refer to Appendix C for the SSMBA Code of Conduct for Players, Parents and Coaches.

On occasion, rules are broken, which results in disciplinary action being taken. In some cases, points will be forfeited while in more serious cases, membership in the association will be revoked. Parents should be aware that their behavior could result in disciplinary measures being brought against their child’s team.

COMPLAINTS MUST BE IN WRITING AND SENT TO THE EXECUTIVE

ABUSE OF UMPIRES - A team whose players, coaches or parents are responsible for verbally harassing Umpires is subject to forfeiture of League/Playoff Points. In addition, any Physical Abuse towards Umpires WILL result in their membership in the association being **TERMINATED** along with **CRIMINAL CHARGES** being laid.

We cannot **STRESS** enough, **RESPECT, SPORTSMANSHIP** and a **POSITIVE ATTITUDE** towards the game, coaches, umpires and your fellow players.

Any harassment towards coaches and or players will result in immediate ejection and/or forfeiture of the game.

Everyone **MUST REMEMBER** that it is a game and our children are supposed to be **HAVING FUN**.

- 5.1 All SSMBA members, players, coaches, umpires, family members, and executive members are entitled to the enjoyment of the game, free from harassment, foul language, consumption of alcohol, banned or illegal substances, intimidation, and other unsportsmanlike behaviour.

Harassment is defined as:

Occurring through words and deeds which pressure, ridicule, degrade, express hatred based on a person’s sex, age, sexual orientation, disability, race, ethnicity, cultural background, place of birth, language, religion, citizenship or ancestry. Overt and subtle, written or verbal.

Name calling, jokes, taunting, stereo-typing, threats, abuse or assault.

- 5.2 Violations of this code of conduct by any member shall result in immediate disciplinary action, which may take the form of verbal reprimand, written reprimand, limited suspension, indefinite suspension, or termination of membership.

The Police will be contacted for serious or repeated incidents

6.0 RESOLUTION OF DISPUTES POLICY

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.

- 6.1 Only complaints and disputes that have been put in writing will be dealt with by the SSMBA. Anonymous complaints will be disregarded.
- 6.2 Once in writing, complaints and disputes will be directed to the President of the SSMBA and either the SSMBA Vice-President for matters dealing with baseball, or the Director of Girl's Fastball for matters dealing with fastball.

A complaint/dispute about an SSMBA Executive Member will be made directly to the President of the SSMBA

A complaint/dispute involving the President of the SSMBA will be directed to the Vice-President of the SSMBA.

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.

The SSMBA Executive will be advised of the complaint/dispute at the first Executive meeting following receipt of the complaint.

- 6.3 An Arbitration Committee of no less than four SSMBA Executive members including the President, Vice-President, WOBA Representative and the Director of Girl's Fastball 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.

- 6.4 Any Arbitration Committee member involved in the complaint/dispute that 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.
- 6.5 The Arbitration Committee will research the complaint promptly, including interviews with all individuals involved, with the goal of being a fair and expedient. A recommendation will be made to the full SSMBA Executive 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 ruling.
- 6.6 All decisions of the SSMBA are final.
- 6.7 A record of all rulings and consequences of such actions shall be maintained in a separate file by the SSMBA, and shall be kept by the current secretary of the SSMBA.

7.0 REGISTRATION POLICY

- 7.1 All players shall register at the appointed time and location and must be properly registered on the SSMBA website prior to participating in any SSMBA activity.
- 7.2 Registration Fees and procedures shall be established each year by the Executive.
- 7.3 All fees must be paid in full by May 1st (or arrangements made with the Registrar). Any fees not paid at this time will result in the player being removed from all rosters.
- 7.4 Regular registration will take place annually prior to March 31st.
- 7.5 All players registering after March 31st may be subject to an additional late registration fee. If spaces are not available in the particular age division then the player would be placed on a waiting list.
- 7.6 Refunds requested in writing up to and including April 1st will be made subject to a \$50 admin fee. No refund of registration and or other fees shall be made after April 1st. Prorated refunds for withdrawal due to medical reasons may be considered at the discretion of the Executive.
- 7.7 Executive members shall be entitled to one registration at no charge every year, provided they commit to remain active on the Executive for the entire season.

8.0 UNIFORMS AND EQUIPMENT

- 8.1 SSMBA will supply each player with an SSMBA team hat included with their registration fee and it is the property of the player.
- 8.2 SSMBA will supply each player with a team jersey which remains property of the SSMBA.
- 8.3 Coaches are responsible for collecting a cheque made payable to the SSMBA for \$50 for each jersey, post-dated for September 1st. Cheques will be returned upon return of a jersey in good condition (usual wear and tear is expected). If a jersey is not returned, or is returned in unsatisfactory condition the cheque will be cashed.

9.0 FAIR PLAY POLICY

The purpose of these guidelines is to ensure the SSMBA athletes are given a fair opportunity to develop their baseball skills without compromising the success of the team, and to ensure a broad base of skill development at the grass roots level (house league). For specific playing rules refer to ISA/PWSA RULES and WOBA/OBA RULES for specific divisions.

- 9.1 It is an ongoing priority of the Saugeen Shores Minor Baseball Association to have all SSMBA players treated equally and fairly throughout their time with the organization, including those involved at more competitive levels of baseball such as Select and Rep.

Player development and retention is extremely important to the SSMBA as an association, and certainly should be to all the SSMBA coaches.

Playing time continues to be an ongoing (and many times sensitive) issue for some teams and players. To address this, the SSMBA has created a simple policy. Due to a number of factors (number of innings played, injuries, discipline, half innings, games called due to weather, etc.) it is understood that the exact number of innings played cannot be totally equal, among players on any team.

House/Local League Playing time

- 9.2 During league games, all players should receive playing time that is as “equal” as possible, with exceptions for injuries, absents, discipline issues, holidays and suspensions. Coaches will keep a record of every SSMBA game, which will include batting order, pitchers innings, positions played, as well as who sat out and for how many innings. Every effort should be made to ensure that no player sits twice, before all players have sat once.
- 9.3 Player positioning should always be with a focus on development and fairness. Each player should have one infield position (not including pitcher) and one outfield position, to allow player to grow their skills and their confidence, through involvement and experience. At the Bantam & Midget level, players may develop more solidified positioning at the discretion of the head coach.
- All players who express an interest should be encouraged and allowed to pitch, in some capacity. At the Bantam & Midget levels, players should have developed an idea of their pitching ability and this would be at the discretion of the head coach.
- 9.4 Player safety is a major consideration and with that in mind, any players unwilling to play (fear of fielding) any baseball position, should not be forced to do so, just to meet the above guidelines. Coaches must exercise their own judgment in this area and should discuss any reasons to exclude a player (from any position) with the player and the parents of that player, to avoid possible backlash.
- 9.5 Batting order for the regular season (WOBA/ISA) games will be set by the coach, with every effort made to ensure equal opportunity for all players. Batting a player last in every game in which they participate, is not advisable, encouraged, or acceptable.

Playoffs and Tournaments

- 9.6 Batting order, player positioning, and playing time for all players are at coaches’ discretion, but, no player should sit an entire game at any time, unless it is for injury or disciplinary reasons. Considerations must be given to time and cost requirement for travel to tournaments. Excluding any player is not acceptable, unless it is for injury or disciplinary reasons (or perhaps if a player was pitching the previous or next game and required rest), if this were to occur, the information should be communicated to the players and parents, to avoid misunderstandings.
- 9.7 It should be understood that all coaches are ultimately accountable to their players (and those players parents), their team, and the SSMBA Executive for all decisions regarding player inclusion. Failure to understand this could lead to problems within the team and could affect the SSMBA’s consideration of a coach’s application in subsequent years.

Communication with players and their parents on these issues (in advance) will lessen the likelihood or misunderstandings, based on lack of information.

Rep & Select Playing Time

- 9.8 Being a higher level of play, there is a higher emphasis on competitiveness yet the general principles of fun & player development still apply. Playing time for all players will be “fair” but not necessarily “equal”. Fairness would mean playing at least half a game, and given the opportunity to earn an infield, outfield, and/or pitching opportunity if the player wishes to play. The batting order & player positioning should reflect the abilities necessary for the batting spot or fielding position.

To be fair to all players, some rotation in the batting order and player positioning should take place if a player’s performance improves or needs improvement.

- 9.9 **For all levels of play (Rep, Select, House)** coaches who have kids on their team should make every effort to ensure that their kids are treated like all kids on the team. Coach’s kids should receive no special treatment and be given playing that they deserve, no more, no less. This includes Assistant coach’s kids as well.

10.0 DISCIPLINE

Any disciplinary action taken by a coach that results in a player missing more than one game must be brought to the Executive for review. Failure to do so may result in the suspension of coaching privileges.

10.1 Probation

Any player, coach, or executive member may be put on probation for not abiding by any of the policies set out in this manual. The Executive must approve any probation and should have a set time limit. Failure to meet any of the conditions of the probation may result in suspension or removal from their position.

11.0 REP/SELECT COACH SELECTION

The selection committee will consist of any executive member in good standing who wishes to attend interviews. To have a vote, the executive member must attend all interviews for a given position, if not the executive member is ineligible to vote.

Each candidate shall be fairly evaluated and the final decision will be based on a variety of credentials. This shall include the candidate’s level of NCCP baseball certification, baseball head coach & assistant coach experience, other sport coaching experience, playing experience, past track record with the SSMBA, past team success, past team improvement, relationship with umpires (including ejections), and parental references from past teams.

Any executive member who is applying to coach a position is not allowed to sit on the selection committee for all interviews regarding that position. All executive members must be impartial and unbiased when sitting on the selection committee. If an executive member feels they are unable to remain impartial and unbiased, they should voluntarily remove themselves from the selection committee.

All coach appointments must be represented to the Executive for their approval prior to any coach being notified of their acceptance.

A Head Coach may not allow their child to tryout in another centre which would cause the Head Coach to have to resign their SSMBA coaching position if their child makes the team in the other centre. If this occurs, this would require immediate removal of the Head Coach and a new candidate required to fill that vacant position. The SSMBA requires that the Head Coach is fully committed to the team they are coaching and not leaving any possibility of future instability due to possible resignations.

12.0 COACHES RESPONSIBILITIES

- All coaches must meet the minimum NCCP requirements required to coach the division and level they are coaching.
- All coaches must provide a current police record check to the Executive.
- All Coaches must adhere to SSMBA Evaluation Policy.
- Fundraising will be permitted for rep/select teams but all fundraising activities must have prior approval from the Executive and under no circumstances will active sponsors be approached.
- All news articles must be reviewed by the appropriate Director prior to that submission to the local newspaper. Any pamphlets or flyers that specifically mention SSMBA must be brought to the Executive for approval prior to their distribution.

13.0 IMPORTS

In accordance with WOBA/OBA/ISA/PWSA and SSMBA policy, imports will be permitted in all divisions Rookie age and higher.

All Rep teams must adhere to WOBA/PWSA regulations, though the SSMBA may wish to be stricter if the Executive chooses so.

All imports must be approved by the Executive and they must pay an SSMBA registration fee to be charged at the early-registration rate.

14.0 PLAYING UP

If a player (or their parents) request to play up a division they must make a formal request to the Executive.

A player may only play up 1 age year. (i.e. A 2003 age player only move up to a 2002 age team, not 2001).

Players will be permitted to try out for the Select/Rep team one year above their age. If they are successful in making the Select/Rep team, they will be permitted to play up. Players will not be permitted to play up on a House/Local League team or Tier One/Tier Two team.

Any decision to allow a player to play up a division will be at the discretion of the SSMBA Executive and will apply only for the season in which the request was made.

Players may be moved up outside of this policy at the discretion of the Executive if required to field a team in a specific age division.

15.0 GYM USE POLICY

During the winter/spring all age groups from Rookie and older are permitted to run training in the gyms provided by the SSMBA. Coaches need to take care in giving arms time to rest and building strength gradually over the course of the winter/spring training.

Use of the gyms will be shared as “fair” as possible. Some priority will be given to older teams to use the larger gyms.

Teams need to make every effort to avoid damaging the gyms. Absolutely no use of regular baseballs is allowed in the gyms. Indoor gym balls and whiffle balls will be provided by the Equipment Manager for team use. Coaches need to ensure that glass windows are covered by mats in the gym whenever possible. Batting Nets are also encouraged. Teams need to always remember that if damage occurs, it must be fixed at the association’s expense and this may risk losing the use of the gyms.

16.0 SSMBA TRYOUT EVALUATION POLICY

It is the policy of the SSMBA that all players attending either evaluations or try-outs must be registered for the season in which they are trying out for. All players must obtain any necessary releases in order to tryout.

It is also the policy of the SSMBA to ensure that every player will be fairly evaluated. Each head coach must use some type of charting which can be independently assessed by the executive if any question is brought forward that evaluations were not completed fairly.

17.0 SSMBA SELECT/REP TRYOUT PROCEDURE AND RULES

1. All players should attempt to attend two (2) (or more) of the scheduled tryouts, to be included on any Select/Rep roster. Exceptions to this requirement should be evaluated by the Head Coach and/or Executive on a case by case basis.
2. Any player, who is a resident of Saugeen Shores at the time tryouts are held, but does not attend tryouts, may not be eligible for a SSMBA team (this would not apply to new Saugeen Shores residents, who move into the city, after tryouts have been completed)
3. In a case where a player is injured and unable to participate in fall tryouts, a doctor's letter is required. Any player in this situation should still attend the required number of tryouts, assisting in any way possible while there. (The SSMBA Executive must be advised (prior to tryouts) of any/all players with a doctor's letter, in these cases.) Injured players with the recommendation of the Executive must have a space held for them until they are able to physically show their abilities.
4. All players attending tryouts must be registered through the SSMBA's websites online registration system to be eligible and to be included (except for non-resident players).
5. Any player not meeting the above criteria and found to be included on a SSMBA Select/Rep team's roster may be removed from that roster, and will not be re-added to that roster.
6. No coach will alter or make exceptions to these policies. Any SSMBA coach doing so may be immediately suspended from the SSMBA coaching duties.
7. Non-resident players must provide a current release from the baseball association where they reside, or they will be excluded from SSMBA tryouts, until a valid release is presented.
8. Coaches must make every effort to choose players based on their abilities and overall contribution to the team. Players must not be included or excluded based on personal agendas/bias. A coach may exclude a player based on a character issue of the player or parent which could be cause great disruption to the team. To do this the coach would need to point to clear character violations committed in the past by the parent or player.

SSMBA Executive members may visit tryouts, to ensure compliance. No deviation from the above rules will be accepted. Complaints from players (or their parents) will be investigated immediately and thoroughly and any situations in conflict with SSMBA policy will be resolved immediately.

18.0 REQUEST FOR PLAYER RELEASE POLICY

The Saugeen Shores Minor Baseball Association is not mandated to release any player. The SSMBA encourages all residents in Saugeen Shores to play for the SSMBA.

Requests for "Release" from the SSMBA must be made in writing, via letter mail or email to the attention of the SSMBA Registrar. The Release only becomes valid when signed by the President or an executive member designated by the President. Only the parent (or legal guardian) of a child may request a release for their child, as a matter of privacy and because

the rights and choices of any child are the sole responsibility of the parent(s) or guardian(s) and may not be directed by anyone other than those persons.

All releases must be approved by the SSMBA Executive and then (if approved by the SSMBA) Releases will be forwarded to the WOBA/OBA or ISA/PWSA.

Each release request is reviewed on an individual basis, and decisions are made based on the merits of each individual release request. However, in keeping with the premise that the SSMBA encourages Saugeen Shores players to play for the SSMBA, if any player requesting a release has made a Saugeen Shores team, their release will not be granted, unless they have special permission from the SSMBA Executive. If the SSMBA offers a team at any level, a release will not be granted to play in another centre at the same level unless extraordinary circumstances would allow special permission from the SSMBA Executive.

To better understand why SSMBA players choose to play baseball elsewhere, the SSMBA asks that specific details are included with all requests for release as to why players (or parents) wish to leave the SSMBA, so that we can hopefully address those issues for future players and ensure mistakes are corrected, where possible.

Although we endeavor to respond to all release requests within 72 hours, if you do not get a response within 72 hours it is the responsibility of the individual requesting the release to follow up with the SSMBA.

19.0 PRE-SEASON PARENT/COACH MEETING

19.1 Purpose

To inform the parents/guardians of the players of league policies and procedures.
To create a line of communication between the parents and the coaching staff, and the parents and the league.
To inform parents/guardians of the coaches expectations

19.2 Participants

The following people should be involved in the process:

- Parents/guardians of the players on the team
- Coaching staff
- League representative (Optional)

19.3 Content of the pre-season meeting

Discussion of the SSMBA's policies and procedures (with emphasis on the Code of Conduct, arbitration guidelines and discipline procedures.)

- Coaching philosophy in writing.
- Distribute and discuss a team budget including fee schedule
- Distribute and discuss game, practice and tournament schedule
- Solicit help for team and league assistance
- Team list distribution
- Vacation schedules

20.0 EXPENSE REIMBURSEMENT POLICY:

Policy Definition:

It is the policy of the SSMBA to reimburse its executive/volunteers or to pay directly through the use of Association cheques, all bonafide business travel, business meals and lodging, and other related business expenses that have been approved in advance by the SSMBA Executive.

The expenses must be incurred by the executive/volunteer in connection with the performance of their assigned functions, be proper business expenses directly related to the active conduct of Association business and be handled in accordance with this policy.

It is recognized executive and volunteers are in attendance for their interest in the activity or for an assigned duty to be performed. If the attendance is an assigned activity they should be reimbursed for out-of-pocket expenses. Examples of activities include WOBA/OBA meetings, tournament convening, etc.

Purpose:

This policy provides the Association with the guidelines, procedures, and responsibilities for the reimbursement for Association executives/volunteers for all ordinary, reasonable, and necessary travel and other business expenses incurred while performing Association business. For purposes of this policy, "ordinary" means usual and customary; directly connects with a specific business purpose which is clearly explained and authorized..

Responsibilities:

The executive/volunteer is responsible for supplying the necessary expense documentation and explanation, and forwarding this report to the treasurer. The expense should be submitted within 30 calendar days of the incurred expense. The treasurer is responsible for the audit, final approval, and payment. The President, Vice-President, or Secretary, will be the second level of signature.

All Association cheques will require two signatures.

All executive/volunteer travel must be approved in advance by the President or the Development Coordinator.

President travel must be approved in advance by the Vice-president or Treasurer.

Procedures:

Receipts:

Original receipts or a photo of receipts for expenditures are required under normal circumstances for all items. For those items for which no receipts were available such explanation should be documented.

Documentation:

Documentation requirements are satisfied only if receipts and explanations indicate the following for each expenditure:

- How much – the exact amount of each separate expenditure
- When – the date on which the expenditure was incurred
- Where – the place (establishment or location) and nature of the activity (i.e. lunch, dinner, etc.)
- Why – the business purpose or the business benefit derived or expected to be derived from the expenditure.
- Who – the business relationship of the parties involved in the particular expenditure.

Appeal of refused submission:

The claimant, in the event of a refused submission, has the right of appeal to the Executive at the next scheduled Executive meeting. Such appeals are reviewed in regard to circumstances resulting in the delayed submission. Appeal requests should be made in writing to the SSMBA Secretary.

Cheque Delivery:

Once the expense has been submitted (as outlined above) and received by the Treasurer, the Association will issue a cheque within 3 weeks of received date.

Tournament Fee Advances:

This policy also provides for the issuance of tournament fee advances to teams who are entering an approved Baseball Ontario tournament, or other tournament as approved by the Saugeen Shores Minor Baseball Association. Tournament fee advances must be considered a loan to the team, and must be paid back to the association.

Tournament fee advances are made on special requests only to the President for approval with consultation with the treasurer.

WOBA/OBA/ISA/PWSA Meetings

An executive member who has been requested by the President to attend an WOBA/OBA/ISA/PWSA executive meeting(s), annual meetings, and/or special meeting, your hotel room fee if applicable (double occupancy) with submission of a receipt to the treasurer

up to a maximum of \$150 will be reimbursed as well as mileage reimbursement of \$0.35 per kilometer payable for distances travelled over 150 kilometers. Any room charges are your personal responsibility.

Transportation and lodging

Business use of personal vehicles for executives may be authorized and will be reimbursed (if approved in advance) in accordance with the existing mileage rates plus parking fees and tolls. In addition, mileage for any local travels (i.e. WOBA/OBA/ISA/PWSA meetings, tournament convening, etc.) is reimbursed at \$0.35 per kilometer. There will be no reimbursement for rental cars or taxis unless there is air travel involved. There will be no reimbursement for coaches and players to travel to league games, practices, and tournaments.

This transportation and lodging policy also applies to coaches training opportunities if approved by the President and Treasurer of the SSMBA prior to training.

21.0 PURCHASING POLICY

Policy definition:

It is the policy of the SSMBA to support all our sponsors, and local businesses for purchases made by the SSMBA and all associated teams, whenever possible, feasible, and financially practical. Purchases made by the SSMBA are to be conducted under the following priorities:

- Sponsors of the Saugeen Shores Minor Baseball Association (and associated teams)
- Local Merchants
- Outside Suppliers

Purpose:

This policy provides the Association with the guidelines, procedures, and responsibilities for purchases being made by the SSMBA and its associated teams.

Responsibilities:

For all items purchased under \$100.00, the executive/volunteer is responsible for completing the Expense Report, supplying the necessary expense documentation and explanation, and forwarding this report to the Treasurer. The Expense Report should be submitted within **30 calendar days** of the incurred expense. The treasurer is responsible for the audit, final approval, and payment. The President, ~~or~~ Vice-President or Secretary will be the second level of signature.

All executive/volunteer purchases under \$100.00 must be approved in advance by the President, Vice President or Treasurer. President purchases must be approved in advance by the Vice-President or Treasurer.

The executive/volunteer is responsible for completing the Purchase Order Request for any items over \$100.00, but less than \$2,500 supplying the necessary documentation and explanation, and forwarding this request to the Equipment Manager. It is the responsibility of

the Equipment Manager to ensure the item is necessary, and to find the best supplier, keeping in line with the policy of the SSMBA, and to present the quote to the Executive for approval.

For purchases over \$2,500 it is the responsibility of the Equipment Manager to ensure the item is necessary, and to get 3 comparable quotes (if possible), and present them to the Executive for selection and approval. The treasurer is responsible for the audit, final approval, and payment. The President, Vice-President, and Secretary will be second-level signature.

All association cheques require two signatures.

Procedures:

General:

All purchases must receive approval of the executive at a Executive meeting, and made by the equipment Manager. The SSMBA will not cover any purchases made outside this system in our Policy and Procedural Manual.

Any costs incurred yearly by the SSMBA do not require the approval of the Executive. Any bills over \$100.00 which do not fall into this category need approval for payment.

It shall be the policy of the SSMBA that at the end of the fiscal year a minimum operating amount of \$5,000 shall be available for the purposes of purchasing equipment, etc., prior to registration monies being received.

The SSMBA will approve the budget for the following year no later than the December Executive Meeting.

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

22.0 APPENDIX A – DUTIES OF THE EXECUTIVE

To promote the healthy functioning of the Association Executive, authority is shared among is Executive Members. This authority is relegated to the specific job description of each Executive Member. The purpose of the Executive is to govern all Association activities both on and off the playing field.

The **PRESIDENT** shall:

1. Preside at all Annual and Executive meetings of the Association along with setting the agenda's for both, enforcing established executive procedures as outlined in the policy and Procedure Manual;
2. Be the official spokesperson for the Association. The President will delegate a member of the Executive to act as official spokesperson in his/her absence;
3. Make the necessary day-to-day decisions to ensure the effective operations of the Association;
4. Establish annually executive approved Business Plan.
5. Be responsible for publicizing and promoting the Association Secretary also
6. Be one of the signing officers of the association
7. Keep an up-to-date Policy and Procedures Manual
8. Along with VP, be one of two that can approve e-mail blast's or association social media releases prior to them being released.
9. Chair Discipline and Disputes Panel
10. Have a copy and be familiar with SSMBA's insurance Policy or Policies
11. Act as liaison with the Town of Saugeen Shores and other Townships regarding diamond allocation and fees.

The **VICE-PRESIDENT** shall:

1. Be one of the signing officers of the association
2. Assist President as needed, and question the President as needed
3. Along with the President, be one of two that can approve email blasts or association social media releases prior to them being released
4. Assume President's duties when President is away or has a conflict of interest
5. Sits on Discipline and Disputes Panel
6. Have a copy and be familiar with SSMBA's insurance Policy or Policies
7. Approve Purchases.
8. Act as Second Level Signee.

The **DIRECTOR OF GIRL'S FASTBALL** shall:

1. Be the official association spokesperson for the Girl's Fastball program
2. Be responsible for publicizing, promoting and recruiting for the Girl's Fastball program
3. Sits on Discipline and Disputes Panel if related to the Girl's Fastball program
4. Recruit and support Girl's Fastball ISA/PWSA Coaches as needed

5. Affiliate teams with PWSA
6. Keep the Executive and Coaches informed of all registration deadlines and fees required by PWSA
7. Inform Girls' Fastball coaches of PWSA Coaching Requirements
8. Be familiar with and share PWSA's Insurance Policy with Executive and Girls' Fastball coaches.
9. Attend ISA AGM to ensure two votes are cast by SSMBA
10. Consult with TOURNAMENT COORDINATOR about PWSA tournament held first weekend in July
11. Be the Centre Contact for Grey Bruce Minor Ball Association for U8 team(s).

The **SECRETARY** shall:

1. Keep an accurate record of the proceedings of the Executive and the Association
2. Record attendance at all meetings
3. Have the minutes of each meeting prepared legibly, copied and distributed with an agenda to each executive member prior to the next meeting
4. Carry on all Association correspondence, keeping copies of all letters sent and received, and maintain adequate supplies of Association materials.
5. Notify Executive members of all regularly scheduled meetings and agenda's no less than 3 business days prior.
6. Collect/Review all Police Record Checks from active coaches.
7. Act as Second Level Signee for the SSMBA.
8. Notify the Town and Umpires of any game cancellation.
9. Book rooms for executive meetings, AGM, subcommittees and special meetings
10. Post all social media and website updates
11. Communicate with league regarding association activities by way of E-blasts
12. Ensure that the proper permissions are applied for website and Social media accounts
13. Be responsible for publicizing and promoting the Association

The **TREASURER** shall:

1. Keep an accurate record of all monies received and disbursed on behalf of the Association
2. Keep an active account in the name of the Association at a chartered bank or trust company
3. Submit a monthly statement for the guidance of the Executive
4. Co-ordinate the Association's annual budget, presenting a preliminary by November Executive Meeting and a finalized budget by Decembers meeting.
5. Be familiar with any insurance policies covering Association personnel or equipment
6. Be one of the Association Signing officers
7. Review and approve/reject all requests for reimbursement.
8. Issue cheques for reimbursement.

The **REGISTRAR** shall:

1. Publicize the dates for registration of players for the next season
2. Check eligibility of all registrants
3. Keep a record of all players and coaches in the SSMBA

4. Maintain a confidential file of players medical and personal information, which could be made available when necessary
5. Record all registration cancellations as requested and calculate fees to be refunded (if applicable)
6. Ensure all players have paid their fees by the due date arranged by the Association.
7. Register all House league, Rep, Select teams with appropriate leagues
8. Secure permits for diamonds and gyms.
9. Fill in and review release requests for players and submit to the President. Keep record of any release
10. Roster teams and enter info on website
11. Coordinate with coaches regarding rosters
12. Coordinate with coaches regarding conduct forms

The **EQUIPMENT MANAGER** shall:

1. Maintain and keep in good repair all equipment owned by the Association
2. Prepare an itemized equipment budget proposal to the executive for approval
3. Arrange for secure storage space for equipment and material both during the season and off-season
4. Prepare standard-issue executive approved equipment bags for each SSMBA team and keep a record of recipients of SSMBA property
5. Fill each diamond equipment box with necessary materials, and collect at the end of the season
6. Order, pickup, store, and maintain sufficient chalk for lining the fields and make accessible to all coaches
7. Collect all equipment bags at the end of each season
8. Seek executive approval for purchases outside of the approved equipment budget.
9. Perform an inventory of SSMBA equipment both pre-season and post-season
10. Record any lost/stolen equipment or property or any equipment/property that is beyond repair.
11. Develop plans or ideas for the executive on how to minimize lost or stolen equipment
12. Review and approve/reject all purchase order requests.

The **DIRECTOR OF FUNDRAISING/SPONSORSHIP** shall:

1. Secure sponsors for the SSMBA on a seasonal basis or multi-year contracts, signing each sponsor to a written agreement
2. Arrange for the collection of sponsorship monies for delivery to the Treasurer.
3. Ensure sponsor plaques are created for all sponsors whose level of sponsorship qualifies for them and deliver the sponsor plaques to each of them
4. Acknowledge, on behalf of the Association, the support of all the sponsors Endeavor to maintain a suitable rapport with sponsors throughout the season
5. Provide the Executive with a copy of the complete list of sponsors
6. Ensure all Sponsors (League, Rep) are recognized on the SSMBA website
7. Plan and direct, with Executive approval, all fundraising ventures for the SSMBA
8. Transfer proceeds from each event to the Treasurer
9. Report to the Executive the results of fundraising activities

The **WOBA REPRESENTATIVE** shall:

1. Act as the point of contact between the SSMBA and the WOBA
2. Represent the SSMBA at all WOBA meetings and vote on behalf of the association
3. Keep the Executive informed of all registration and declaration deadlines required by WOBA
4. Keep the Executive informed of all rule changes that are implemented by either the WOBA, the OBA or Baseball Canada.

The **ISA REPRESENTATIVE** shall:

1. Act as the point of contact between the SSMBA and the ISA
2. Represent the SSMBA at all ISA meetings and vote on behalf of the association
3. Keep the Executive informed of all registration deadlines and fees required by ISA
4. Keep the Executive informed of all rule changes that are implemented by the ISA.
5. Coordinate the annual pictures with the photographer and teams.

The **TOURNAMENT COORDINATOR** shall:

1. Generate rules to govern the tournament
2. Submit the application to PWSA/OBA/ISA
3. Collect team registration forms and fees
4. Book diamonds with the town
5. Work with UIC to book umpires
6. Order medals
7. Generate tournament schedule
8. Organize volunteers to convene at diamonds including a 'Head convenor' for the tournament
9. Communicate with attending/potentially attending teams

The **DEVELOPMENT COORDINATOR** shall:

1. Review and approve/reject reimbursement requests from training opportunities and clinics in coordination with the treasurer
2. Organise coaching clinics, development clinics
3. Book gyms for winter ball and tryouts
4. Determine fees for clinics/tryouts in conjunction with the appropriate coach and collect the money that needs to be reimbursed to SSMBA. Then forward this money to the Treasurer.

The **PAST PRESIDENT** shall:

1. A one-year temporary position
2. Shall offer advice and guidance to the SSMBA Executive as requested
3. Will have a vote on the Executive

23.0 Appendix B – Weather Policy

If there is the potential for inclement weather:

1. The head coach needs to inform the opposing head coach and SSMBA Secretary of this possibility ASAP
2. A final decision is to be made by the head coach a minimum of 2 hours prior to the game start time. An earlier time decision may be necessary if an opposing team is travelling a long distance. The SSMBA Secretary must be notified to inform the Town and the umpires.
3. The head coach is in charge of making the call prior to game time, the umpire is in charge of making the call once the game has begun
4. If the Town of Saugeen Shores declares the diamonds unplayable due to weather all games will be cancelled and all head coaches will be notified immediately. It is the responsibility of the head coach to inform the opposing head coach of the cancellation.

HEAT WAVE

1. All games and practices go on as normal until the temperature reaches over 30 degrees Celsius
2. Between 30-34 degrees, coaches should inform parents to prepare their children with lots of water and light clothing for attending practice.
3. At 35-36 degrees, extra caution should be attended to, with very frequent water breaks, cold water-soaked towels. Coaches have the option of cancelling practice at this temperature if they lack confidence in dealing with this temperature
4. At 37 degrees, all activities must be cancelled.

24.0 APPENDIX C – CODE OF CONDUCT

Saugeen Shores Minor Baseball Standards for Coaches, Players & Spectators

Player's Code of Conduct

- No team member shall use any tobacco or tobacco related product before, during or after a game on or within the playing area, including the dugout.
- Refrain from unsportsmanlike gestures, talk, language, or profanity. Players will not taunt or tease players on the opposing team.
- All players will show respect towards the umpires and their decisions. All decisions made by the umpires are to be accepted as final. No player should argue a call or judgment. Only the Manager and Coach should be questioning calls and judgments.
- No team member shall throw his bat, helmet, glove or any object on or off the playing field at any time.
- Understand that Saugeen Shores Minor Baseball reserves the right to release any player from their team for poor sportsmanship by the player and/or the player's family during games or for other reasons to include but are not limited to lack of cooperation, poor attitude, and lack of commitment, effort or attendance.
- All players will follow the guidelines set forth for the team and the program.
- Understand that the coach may impose additional rules, guidelines and/or policies that I am required to follow and failure to comply with the rules, guidelines and/or policies is a violation of your commitment.

Parents' Code of Conduct

- Obey all rules and regulations of Saugeen Shores Minor Baseball.
- Refrain from giving the children instructions during the game - allow the coaches to manage the team and game.
- Refrain from dugout visits.
- Get your child to practice and games on time.
- Remember children are involved in organized sports for their enjoyment, not yours.
- Teach your child always to play by the rules.
- Teach your child that hard work and an honest effort are often more important than a victory.
- Help your child work toward skill improvement and good sportsmanship in every game. Your child will then be a winner, even in defeat.
- Do not ridicule or yell at your child for making a mistake or for losing a game.
- Set a good example. Children learn best by example.
- Do not publicly question an umpire's judgment and never their honesty. Accept the umpire's decision as final and respect the fact that they too make mistakes.
- Recognize the value and importance of volunteer coaches. Give them their due respect. Without them, there would be no baseball program.

- Support all efforts to remove verbal and physical abuse from youth sporting activities.
- If you have a problem/conflict with the Manager or Coaches, do not approach them during or after a game. Wait at least 24 hours and then call the coach to discuss the matter or set a meeting with the Manager or coach to discuss the matter.
- Understand that Saugeen Shores Minor Baseball reserves the right to release any player from their team for poor sportsmanship by the player and/or the player's family during games or for other reasons to include but are not limited to lack of cooperation, poor attitude, lack of commitment, effort or attendance.
- Understand that any removal of your child and/or a family member from a game will result in a review by Saugeen Shores Minor Baseball Executive with the possibility of suspension for the child and your family. Child must attend and sit on the bench for the suspended games in shorts/pants, jersey and hat.
- If a child is dismissed from practice the coach and/or manager has the discretion to suspend the player for a minimum of 1 game.
- Understand and acknowledge that the base player registration payment is non-refundable. If a child is dismissed or voluntarily leaves the parents are not entitled to a refund and all monies are forfeited.
- Understand that the coach may impose additional rules, guidelines and/or policies that I am required to follow and failure to comply with the rules, guidelines and/or policies is a violation of your commitment.

Coach's Code of Conduct

- Will maintain disciplinary control of their players at all times that they are under their jurisdiction.
- Will address the Umpire(s) in a respectful manner and accept all judgment calls as final.
- Will abide by all Saugeen Shores Minor Baseball rules and regulations, Coaches will also abide by all rules and regulations of the respective leagues and organizations that they participate in and enforce all provisions set forth by Saugeen Shores Minor Baseball and the respective leagues and organizations that they participate with.
- Will set a definite example of sportsmanlike conduct for the players to follow regarding umpires, opponents and spectators.
- Will conduct themselves toward opposing players as they would toward their own players.
- Will maintain control of the spectators without denying the spectators their right to sportsmanlike conducts such as cheering, shouted comments, etc., as long as these actions do not become derogatory, abusive or defamatory in nature.
- Will make certain that their players observe all the rules of good sportsmanship at all times avoiding bickering with umpires, unsportsmanlike "riding" of opponents, and any unnecessary rough play that is likely to cause injury.
- Will at all times, to the best of their ability, ensure that everyone receives equal playing time. Those who take the time to be on time deserve the respect to play.