



# GRANDE PRAIRIE MINOR BASEBALL POLICY AND PROCEDURES MANUAL



## GRANDE PRAIRIE MINOR BASEBALL ASSOCIATION

### Policy and Procedures Manual

As approved by the Board of Directors of the  
Grande Prairie Minor Baseball Association February 9, 2022



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## GRANDE PRAIRIE MINOR BASEBALL POLICY AND PROCEDURES MANUAL

### **MISSION STATEMENT:**

Grande Prairie Minor Baseball's mission is to implant in the youth of the City of Grande Prairie and surrounding areas, through the organized sport of baseball, the ideals of honesty, loyalty courage and sportsmanship.

### **VISION:**

To provide a safe, healthy environment that promotes physical exercise, teamwork, respect for coaches and players, sound baseball fundamentals, self-esteem, self-confidence, self-discipline, and fair play while having fun.

### **CORE VALUES:**

We promote the sport of baseball in all forms, including the training, development and encouragement of competitive baseball players and athletes.

### **INTRODUCTION:**

The purpose of the GP MBA (Grande Prairie Minor Baseball Association) Policy and Procedures Manual (PPM) is to provide guidance and operational principals and guidelines to the coaches, volunteers, and participants of the association.

The PPM is designed to assist in understanding the philosophies, operations, responsibilities, expectations, and opportunities for involvement.

The GP MBA recognizes it will be necessary from time to time to change or add to the Policy and Procedure Manual as defined in the bylaws of the association.

A copy of this Policy and Procedure Manual will be available online for all members. It is the responsibility of the member to be aware of association bylaws and the PPM.



## GRANDE PRAIRIE MINOR BASEBALL POLICY AND PROCEDURES MANUAL

### POLICY #101 – HEAD COACH SELECTION COMMITTEE

<b>APPROVED:</b>	September 07, 2022
<b>REVIEWED:</b>	September 07, 2022
<b>NEXT REVIEW:</b>	September , 2024
<b>RESPONSIBILITY:</b>	GPMBA Executive
<b>APPENDICES:</b>	Submit to board for approval
<b>CROSS REFERENCE:</b>	

#### **POLICY STATEMENT:**

This committee is responsible for interviewing all coach applicants and recommends candidates to the executive for approval.

#### **PURPOSE:**

To ensure a fair and transparent coach hiring process.

#### **SCOPE:**

The selection of all coaches within the GPMBA and subsidiary organizations.

#### **DEFINITIONS:**

The head coach selection committee will be designated by the GPMBA Executive and will consist of three (3) to five (5) members. The director of the division will be one of the members of the selection committee, except in the case of conflict of interest. In this case, the President and or Vice President of GPMBA will fill this role.

#### **PROCEDURE/GUIDELINES:**

To avoid conflict-of-interest situations, members of this committee are not to be involved in the Coach Selection of any division to which they and his/her spouse have applied. The prospective coach has the right to decline and reschedule and interview if they believe there is a conflict of interest.

The committee will follow Baseball Canada or Baseball Alberta coach selection interview guidelines and utilize a SWOT analysis to document applicant process.

Every effort will be made to have the coach interview process completed prior to the tryout of the level being applied for. Coaching positions can be filled depending on the placement of players and/or qualifications of candidates. Applicants must include a coaching resume indicating coaching philosophy, team goals, objectives, and a draft seasonal plan.

The committee will review previous documentation on any potential coaches including but not limited to parent evaluation forms, awards received, previous disciplinary situations and Executive recommendations. This data will be compiled and available to the committee by the Executive Director prior to the interview.



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The Head Coach (if a parent) can be selected (after the interview process is complete) out of the top 12 applicants or Executive discretion is warranted based on history.

The GPMBA Executive will be made aware by the selection committee, prior to voting, if a coach nominee is applying for two or more teams.



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### **POLICY #102: TEAM STAFF OFFICIAL CERTIFICATION**

<b>APPROVED:</b>	September 07, 2022
<b>REVIEWED:</b>	September 07, 2022
<b>NEXT REVIEW:</b>	<b>September, 2024</b>
<b>RESPONSIBILITY:</b>	GPMBA Directors
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	GPMBA Website: Coaches Info Page, FAQ

#### **POLICY STATEMENT:**

To ensure all team coaches, staff, and officials have the proper certifications required for the level of program they are facilitating.

#### **PURPOSE:**

The commitment to the development of organized minor baseball and to optimize the development of players by providing certified instruction.

#### **SCOPE:**

All teams within the GPMBA and subsidiary organizations.

#### **DEFINITIONS:**

#### **PROCEDURE/GUIDELINES:**

GPMBA requires all coaching staff to complete all certifications as set out by team staff for each season. The following are required by GPMBA, Baseball Alberta and Baseball Canada and must be completed prior to the start of the first game of the current season.

- **Trainers:** Canadian Baseball Safety Trainers and Respect in Sport Activity Leader.
- **Managers:** Respect in Sport Coach Activity Leader.
- **Treasurers:** MUST be experienced in Excel.

GPMBA will pay for any courses required by team staff in exchange for their commitment to the team for the duration of the season. Team staff will pay in advance for the courses and will be reimbursed by the GPMBA upon the completion of the course. Coaches will be reimbursed within 30 days of taking the course, or if receipt is required, within 30 days of GPMBA receiving the expense.

All assistant coaches, trainers and managers must be approved by the GPMBA prior to being appointed, and prior to them being on the bench or field.



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### **POLICY #103: COACH EXPECTATIONS AND RESPONSIBILITIES For AA/AAA Teams**

<b>APPROVED:</b>	September 07, 2022
<b>REVIEWED:</b>	September 07, 2022
<b>NEXT REVIEW:</b>	September, 2024
<b>RESPONSIBILITY:</b>	GPMBA Executive
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

#### **POLICY STATEMENT:**

To confirm coaches, of all levels, are aware of the expectations required of their position within the GPMBA organization.

#### **PURPOSE:**

To encourage skill development, fun and fair play for all participants.

#### **SCOPE:**

All teams within the GPMBA and subsidiary organizations.

#### **DEFINITIONS:**

#### **PROCEDURE/GUIDELINES:**

All GPMBA Head Coaches will:

- Build and maintain positive relationships with other coaches, staff members, parents, players, directors, umpires, game officials and/or any other members within the baseball community.
- Report all incidents within 24 hours to the appropriate designate as per the PPM. This includes but is not limited to suspensions, ejections, bullying, or any type of serious behavior by players, parents, and team staff.
- Have a minimum of two scheduled meetings per season with the team manager to ensure all off-field commitments are being upheld by parents and volunteers.
- Conduct a parent meeting a minimum of twice per season, one after the final roster has been set and one mid-season:

A: Pre-Season meeting should include GPMBA mission statement as well as team mission, vision, team philosophy, identity, and goals. A meeting agenda must be provided in advance to the director of the respected division.

B: Mid-Season meeting should include mid-season review and year end expectations.





- Attend director/coach meetings. Coaches will be responsible to their director.
- Be familiar with all Baseball Canada, Baseball Alberta, Grande Prairie Minor Baseball and team league rules and bylaws. The coach must attend the coach/manager meeting at the beginning of the season. It is recommended that they attend at least one of the Baseball Alberta, or other, specialty skills clinics.
- Manage their team in a financially responsible manner and be accountable to the parent group using GPMBA approved budgets.
- Ensure all team staff present on the bench during games will be in approved team uniform.
- All GPMBA head coaches will submit a seasonal outline to the GPMBA director of their division. Dates will be dictated by the respected director for each division.
- The head coach is responsible for enforcing rules, discipline, and behavior of the team.

Assistant Coaches:

- Assistant coaches are accountable directly to the head coach.
- The head coach will have the right to select the assistant coaches. Assistant coaches are chosen after tryouts are completed and must be ratified by the GPMBA executive.
- Assistant coaches who have applied for such positions will be the first to be considered for the position. Non applicants will only be considered if there are no applied/suitable candidates available.

Third Party Coaches – Development on and off field. (Fitness studio, personal trainer, skill development):

- Any third-party coach or company contracted to conduct development sessions for GPMBA teams will follow the GPMBA PPM.
- Third-party coaches will be expected to conduct themselves at the same standard as GPMBA coaches and will ensure a safe facility and environment.
- At least one team staff member must be present at all functions on and off the field.

All Coaches Will Ensure:

- On field safety – safe field surface/dugout, proper fitting, and use of equipment. Appropriate drills.
- Off field safety – safe and proper travel plans, risk free dressing rooms, proper supervision always.
- Fair play and respect – proper values and principals.
- Emergency planning and first aid – location of first aid kits, hospitals, identify person in charge, call emergency contacts.



Coaches' area responsible for attending team functions. If not able to attend, the coach must arrange for a designate (one properly registered to that team) to take charge. All team functions are under the control of his/her designate.

If the coach or team rules indicate that players must be at the field at a specific time prior to a game or practice, the coach or his designate must also arrive at the same time and remain until the last member of the team has left the field.

Coaches are responsible for the behavior of their players, team staff, and player's parents/guardians while on the field, and away at games or tournaments.

No player may play in any league game unless they are properly registered to their team in the Baseball Alberta roster. There is an indefinite suspension for 'any team official' who is party to or had knowledge of playing a player not properly registered with the team, properly affiliated with the team, or drafted to the team per Baseball Alberta guidelines.

See that all players have proper equipment as per the player equipment policy. (Policy #306)

All coaches will be encouraged to volunteer for the evaluation of the players for their respective division. All potential head coaches will be notified in person or by phone on any selections or developments on the selection of a head coach.



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### **POLICY #104: COACH'S CODE OF CONDUCT**

<b>APPROVED:</b>	September 07, 2022
<b>REVIEWED:</b>	September 07, 2022
<b>NEXT REVIEW:</b>	September, 2024
<b>RESPONSIBILITY:</b>	League Directors/Executive Director
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

#### **POLICY STATEMENT:**

To ensure the coaches of the GPMBA, at all levels, are aware of the expectations required of their position within the organization and are held accountable for their actions both on and off the field.

#### **PURPOSE:**

To hold all coaches of the GPMBA organization to the same standards in all divisions, at all levels, across the league.

#### **SCOPE:**

All coaching staff of the GPMBA and subsidiary organizations.

#### **DEFINITIONS:**

#### **PROCEDURE/GUIDELINES:**

- Actively discourage foul play and/or unsportsmanlike behavior by players.
- Seek to maximize the participation and enjoyment of all players regardless of ability.
- Show concern and caution toward all sick and injured players. Follow the advice of a physician and/or sports trainer to the letter when determining when an injured athlete is ready to recommence training or competing.
- Maintain appropriate, professional relationships with players.
- Maintain a thorough knowledge of the sport and keep abreast with current coaching methods.
- Always consider the health, safety, and welfare of players.
- As coach, at all times and all situations, conduct yourself in such a manner that shows leadership, respect for the sport of Baseball, and those that are involved with the sport – the players, officials, the fans, the parents, the umpires, and the media.



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### **POLICY #105: TEAM MANAGER RESPONSIBILITIES**

<b>APPROVED:</b>	September 07, 2022
<b>REVIEWED:</b>	September 07, 2022
<b>NEXT REVIEW:</b>	September, 2024
<b>RESPONSIBILITY:</b>	Team Head Coach
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

#### **POLICY STATEMENT:**

To define the role and responsibilities of the team managers of each GPMBA baseball team.

#### **PURPOSE:**

Team managers provide guidance and support to coaches, team staff, players, and parents. They act as the liaison between the team and their division's director, the GPMBA executive and GPMBA office staff for matters relating to everything after registration. They are required to govern their team according to the bylaws and PPM. They handle all scheduling and coordination of all team activities.

#### **SCOPE:**

All GPMBA teams.

#### **DEFINITIONS:**

#### **PROCEDURE/GUIDELINES:**

- Have working knowledge of the Bylaws and PPM of the GPMBA, the league which with their team is involved, and all Baseball Alberta and Baseball Canada rules pertaining to their level, league, and division.
- Handle all problems to the best of their ability. If further assistance is required, collaborate with the head coach or director.
- Report disciplinary action to the director immediately.
- Manage their team in a financially responsible manner and is accountable to the parent group using GPMBA approved budgets.
- Be responsible to help the coaching staff in enforcing the off-field rules, discipline, and behavior of the team.
- Ensure all correspondence, e.g., practice times, exhibition games, league play, and/or schedules obtained from GPMBA is communicated to players and parents.
- Attend any necessary scheduled meetings.



- At the beginning of the year, ensure that all sponsors have a schedule. Encourage sponsors to attend games or events.
- Ensure team players and staff are registered by the deadlines as set out by Baseball Alberta.
- Arrange for any team/parent meetings as per coach and parent discretion.
- Attempt to have all parents actively involved in team activities.
- Ensure parents have knowledge of the parents' and players' code of conduct.
- Have taken the Activity Leader Respect in Sport course.
- Delegate or co-ordinate transportation/accommodation arrangements, and ensure these arrangements are communicated to the team.
  - \*Minor baseball players cannot serve as designated drivers of vehicles providing transportation to other players on road trips, unless accompanied by a responsible adult.
  - \*\*This can void your personal insurance.
- Arrange for off-field officials when required. i.e.: game sheet, pitch count etc.
- Arrange for exhibition games both home and away.
- Learn proper procedures for completing game reports and forms etc.
- Ensure all game sheets are turned in to the appropriate person after each game and are entered online (if available) for the appropriate league/organization.
- Ensure the team equipment is ready and ensure that it arrives to each practice/game location.
- Ensure all team members have a player's medical history, Alberta Health Care Number, and parent waiver to allow personnel to administer medical assistance. These documents are to always be available.



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### **POLICY #106: TEAM SAFETY TRAINER RESPONSIBILITIES**

<b>APPROVED:</b>	September 07, 2022
<b>REVIEWED:</b>	September 07, 2022
<b>NEXT REVIEW:</b>	September, 2024
<b>RESPONSIBILITY:</b>	Team Head Coach
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

#### **POLICY STATEMENT:**

To define the role and responsibilities of Team Safety Trainers on all GPMBA baseball teams.

#### **PURPOSE:**

A team safety trainer is a team official that must play a leadership role in implementing effective risk management. The goal of the team safety trainer is to ensure safety is priority during all baseball related activities both on and off the field.

#### **SCOPE:**

All GPMBA teams and subsidiary organizations.

#### **DEFINITIONS:**

Team Safety Trainer refers to on field and off field safety trainers.

#### **PROCEDURE/GUIDELINES:**

The following are some responsibilities that the Team Safety Trainer will assume:

- Must complete and maintain a valid certificate with Baseball Canada's HU – Online safety course.
- Must have strong communication skills and be well organized.
- Must conduct regular checks of players equipment.
- Is responsible for promoting proper warm up and conditioning techniques as a form of injury prevention.
- Coordinate plans in conjunction with the team manager for road trips, tournaments etc. and assist in the overall supervision of the team.
- Establishes and maintains medical history files on every player and ensure these files are available at all team events, practices, and games.
- Keep an injury log for all injuries, and ensure this log is available at all team events, practices, and games.
- Implement an Emergency Action Plan for the team and through this be prepared to react in the event of accidents, injuries, and medical emergencies.



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- Manage all injuries, learn to recognize serious injuries, and refer players to qualified professionals.
- Have available and coordinate the completion of Baseball Canada Injury Report forms, Baseball Canada Concussion Follow-Up forms, Communication forms, and/or the GPMBA Injury Follow-Up and Communication forms.
- Coordinate return to play protocols for all injuries in conjunction with medical professionals.
- Maintain a fully stocked first aid kit and ensure this kit is available at all team events, practices, and games.
- Maintain a leadership role in promoting the values of safety, fair play, mental and physical wellness, and integrity during the baseball season.

**POLICY #107: CRIMINAL RECORD CHECK**

<b>APPROVED:</b>	September 07, 2022
<b>REVIEWED:</b>	September 07, 2022
<b>NEXT REVIEW:</b>	September, 2024
<b>RESPONSIBILITY:</b>	GPMBA
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	Baseball Canada Employment and Volunteer Screening Policy

**POLICY STATEMENT:**

To ensure all coaches and coaching staff of the GPMBA have not been charged with any offences under Criminal Code as per the Baseball Canada ‘Employment and Volunteer Screening Policy’.

**PURPOSE:**

To safeguard our baseball community from persons who that may include but are not limited to abuse, fraud, neglect, and violent crimes.

**SCOPE:**

All coaching staff of GPMBA teams and subsidiary organizations.

**DEFINITIONS:**

**PROCEDURE/GUIDELINES:**

- Each member of the coaching staff within the GPMBA must obtain a criminal record check with the RCMP prior to May 1<sup>st</sup> of the current season to be involved with the team staff or the board of directors. This will help to mitigate the potential of criminal activities within our association.
- The executive will have the final decision whether the volunteer will be permitted to hold a position within the association.
- If requested by either party, the volunteer may have an interview with the executive or a lawyer at a scheduled meeting with quorum to form a decision on the applicant’s approval.
- The executive reserves the right to refuse the help of a volunteer if it is deemed too risky or unhealthy to have said volunteer within the GPMBA.
- Any cost associated with Criminal Record Checks will not be covered by GPMBA.





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### **POLICY #108: DELEGATION TO BOARD MEETING**

<b>APPROVED:</b>	September 07, 2022
<b>REVIEWED:</b>	September 07, 2022
<b>NEXT REVIEW:</b>	September, 2024
<b>RESPONSIBILITY:</b>	Secretary and President of GPMBA
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

#### **POLICY STATEMENT:**

Attendance at GPMBA Executive meetings must be requested and accepted before attendance at a meeting can occur.

#### **PURPOSE:**

The purpose of meeting of the GPMBA is to conduct business of the association. Business may be confidential in manner; therefore, attendance must be limited.

#### **SCOPE:**

Any person wishing to attend a GPMBA Executive meeting with a specific purpose.

#### **DEFINITIONS:**

Team safety trainer refers to on field and off field safety trainers.

#### **PROCEDURE/GUIDELINES:**

A request to attend a GPMBA Executive meeting must be made in writing by contacting the Secretary or Executive Director.

- The delegation must not exceed (3) people.
- Delegates shall be allotted 15 minutes for their presentation. Delegates are asked to remain outside the boardroom until invited into the meeting.
- If necessary or appropriate, please have written documents available to the Executive in attendance.
- Be prepared to answer questions when the presentation is complete.
- The Executive will discuss your presentation prior to the adjournment of the meeting.
- Delegates will be contacted by a member of the Executive within 72 hours to update them as to the direction to be pursued as a result of the presentation. Delegates will be kept informed of all progress made on concerns until finalized



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### **POLICY #201: UNSPORTSMANLIKE CONDUCT OR BEHAVIOR**

<b>APPROVED:</b>	November 09, 2022
<b>REVIEWED:</b>	November 09, 2022
<b>NEXT REVIEW:</b>	November 2024
<b>RESPONSIBILITY:</b>	GPMBA Executive
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

#### **POLICY STATEMENT:**

To ensure that all players, staff, volunteers, and parents/guardians are aware of the behavior and conduct expected of them as a direct reflection of the policies, procedures, and values of the GPMBA.

#### **PURPOSE:**

To encourage respect for all involved in the game. Ensure staff, player and parent Code of Conducts are adhered to.

#### **SCOPE:**

All persons attending GPMBA sanctioned events at any time.

#### **DEFINITIONS:**

#### **PROCEDURE/GUIDELINES:**

- Any team official or player will be subject to a game and conduct review upon receipt of a game ejection relating to unsportsmanlike conduct. The outcome of this review will be regulated by the GPMBA, and will be separate from any Baseball Canada, Baseball Alberta, or League decisions.
- If a suspension is to occur, it will include all sanctioned GPMBA sanctioned events or activities including practices.
- This meeting will take place at the very earliest convenience to ensure quick return to activities where warranted.



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### **POLICY #202: HARASSMENT AND ABUSE POLICY**

<b>APPROVED:</b>	November 09, 2022
<b>REVIEWED:</b>	November 09, 2022
<b>NEXT REVIEW:</b>	November 2024
<b>RESPONSIBILITY:</b>	Discipline Committee
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

#### **POLICY STATEMENT:**

GPMBA strives to provide a positive experience for all its' members and team officials both on and off the field. Evidence of harassment and/or abuse in the GPMBA will not be tolerated.

#### **PURPOSE:**

To provide a fun, harassment free environment for all participants. Addressing issues related to harassment and abuse in a timely and effective manner is the key to achieving the objectives of the GPMBA Mission Statement.

#### **SCOPE:**

While it is beyond the scope of this document to describe all instances and subtleties of harassment and abuse, this document does serve to provide an overview of the issues and the recommended procedure for addressing them. All players, officials, parents, coaches, and team staff are responsible.

#### **DEFINITIONS:**

##### ***Harassment:***

- Harassment is a form of discrimination and is prohibited by human rights legislation. Harassment is offensive behavior by one person or group towards another, which is insulting, humiliating, malicious, degrading, or offensive and can be emotional, physical, and/or sexual – that involves discrimination against a person because of their race, nationality, ethnic origin, color, age, religion, disability, family status, sexual orientation, sex/gender, marital status, pardoned conviction.
- Harassment may be a single event, or a pattern of mistreatment directed at an individual or a group. It may occur among anyone, between peers (player to player, parent to official, coach to coach) or between someone in a position of power or authority, in an adult in a subordinate position, coach to parent, sports administrator to employee.

##### ***Abuse:***

- Occurs when a young person, as defined by the Provincial Child Protection Act, needs protection from a person they trust or depends upon. The perpetrator may inflict one or more of the following, emotional abuse, physical abuse, sexual abuse, or neglect.



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### *Hazing:*

- Is an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s).

### **PROCEDURE/GUIDELINES:**

- Where appropriate, report all incidents following the GPMBA incident reporting procedures.
- All information gathered shall be kept strictly confidential.
- All incidents will be addressed in a timely manner.
- Recommendations for discipline, where appropriate, will be provided on a case-by-case basis.

Harassment and abuse within the GPMBA will be dealt with as per the following:

- Information will be gathered from sources pertaining to the incident and reviewed by the GPMBA.
- All formal complaints will be reviewed by the GPMBA Game and Conduct Committee and ruled on by the Board of Directors.
- In the case of abuse, it is the legal responsibility of the GPMBA to report this abuse to the proper authorities. (Alberta Child and Family Services)
- Should there be need for RCMP involvement, all information will be passed to the local authority.



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### POLICY #203: BULLYING

<b>APPROVED:</b>	November 09, 2022
<b>REVIEWED:</b>	November 09, 2022
<b>NEXT REVIEW:</b>	November 2024
<b>RESPONSIBILITY:</b>	Discipline Committee
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

#### **POLICY STATEMENT:**

The GPMBA strives to provide a positive experience for all its' members and team officials both on and off the field. Evidence of bullying, cyber bullying, whether physical or otherwise within the organization will not be tolerated.

#### **PURPOSE:**

To provide a fun, harassment free environment for all participants. Addressing issues related to bullying in a timely and effective manner is the key to achieving the objectives of the GPMBA Mission Statement.

#### **SCOPE:**

While it is beyond the scope of this document to describe all instances and subtleties of bullying, this document does serve to provide an overview of the issues and the recommended procedure for addressing them. All players, officials, parents, coaches, and team staff are responsible.

#### **DEFINITIONS:**

##### ***Bullying:***

- Defined by the combined use of aggression and power. It occurs when one or more individuals abuse power, and direct verbal, physical or social aggression toward another individual as a repeated event over a period.

##### ***Cyber Bulling:***

- The use of email, cell phones, social media, or internet sites to threaten, harass, embarrass, humiliate, socially exclude, or damage another person's reputations or social interactions.

##### ***Physical:***

- Examples are hitting, shoving, kicking, spitting, and grabbing or touching others, damaging, stealing, hiding, or defacing another person's property.



***Verbal:***

- Name calling, mocking, teasing, humiliating, threatening, racial comments, or sexual harassment.

***Social:***

- Rolling eyes or turning away from someone, excluding others from a group, gossiping or spreading rumors, setting up others to look foolish, or damaging relationships.

***Racial:***

- Treating someone negatively because of their racial or ethnic background, speaking negatively about a cultural background, calling a person racist name, or telling racist jokes.

***Religious:***

- Treating someone negatively because of their religious background or beliefs, calling someone names, or telling jokes based on their beliefs.

***Sexual:***

- Excluding someone or treating them poorly or making them feel uncomfortable because of their gender or sexual orientation, making sexist comments or jokes, touching, pinching, or grabbing someone in a sexual way, making crude comments about someone's sexual behavior, spreading sexual rumors about someone, or using derogatory terms.

**PROCEDURE/GUIDELINES:**

- Where appropriate, report all incidents following the GPMBA incident reporting procedures.
- All information gathered will be kept strictly confidential.
- All incidents will be addressed in a timely manner.
- Information will be gathered from sources pertaining to the incident and reviewed by the GPMBA.
- All formal complaints will be reviewed by the GPMBA Game and Conduct Committee and ruled on by the Board of Directors.
- Recommendations for discipline, where appropriate, will be provided on a case-by-case basis.
- In the case of abuse, it is the legal responsibility of the GPMBA to report this abuse to the proper authorities. (Alberta Child and Family Services)
- Should there be need for RCMP involvement, all information will be passed to the local authority.



GRANDE PRAIRIE MINOR BASEBALL POLICY AND PROCEDURES MANUAL  
**POLICY #204: PROHIBITED SUBSTANCES**

<b>APPROVED:</b>	November 09, 2022
<b>REVIEWED:</b>	November 09, 2022
<b>NEXT REVIEW:</b>	November 2024
<b>RESPONSIBILITY:</b>	Team Staff / Discipline Committee
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

**POLICY STATEMENT:**

**Players:**

- The use or possession of alcoholic beverages, illegal drugs, recreational marijuana, prohibited substances, tobacco products, vaping products, smoking, or vaping prior to, or during any GPMBA sanctioned event including practices, games, tournaments, or team function is prohibited.

**Team Staff:**

- The use or possession of alcoholic beverages, illegal drugs, recreational marijuana, and prohibited substances prior to, or during any GPMBA sanctioned event including practices, games, tournaments, or team function is prohibited. The use of any tobacco or vaping products during any GPMBA sanctioned practice or game is prohibited.

This is in line with Baseball Canada’s Rule 6.04 (4.06.1) that “the use of all tobacco products, including smokeless tobacco, by all on-field participants (players, coaches, managers, umpires, etc.) be prohibited at all competitions sanctioned by Baseball Canada, PENALTY: Automatic ejection from game.”

**PURPOSE:**

To provide direction regarding controlled substances by members and players of the GPMBA.

**SCOPE:**

All members of the GPMBA and subsidiary organizations.

**DEFINITIONS:**



## **PROCEDURE/GUIDELINES:**

### **For Players:**

- First offence will result in an immediate game suspension, and at the direction of the coach, the player may be sent home at the player's expense.
- Second offence will result in an immediate three (3) game suspension and an interview with the coach and the disciplinary committee with further actions as deemed by the committee.
- Third offence will result in an automatic and immediate expulsion from the GPMBA.

Players are reminded that tobacco products are prohibited at the ball diamonds, in the dugouts and on the field.

All incidents must be reported to the appropriate Director. A disciplinary committee will be struck if the Executive deems necessary.

### **For Team Staff:**

- First offence will result in an immediate game suspension, and at the discretion of the Director, the team staff may be sent home at the expense of the staff member.
- Second offence will result in an immediate three (3) game suspension and an interview with the Director and disciplinary committee, with further discipline as deemed by the committee.
- Third offence will result in an automatic and immediate expulsion from the GPMBA.

Team staff and officials are reminded that tobacco products are prohibited at the ball diamonds, in the dugouts and on the field.

All incidents must be reported to the appropriate Director. A disciplinary committee will be struck if the Executive deems necessary.



**POLICY #205: ATHLETE’S RIGHTS**

<b>APPROVED:</b>	November 09, 2022
<b>REVIEWED:</b>	November 09, 2022
<b>NEXT REVIEW:</b>	November 2024
<b>RESPONSIBILITY:</b>	Game and Conduct Committee
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

**POLICY STATEMENT:**

The GPMBA exists to provide a positive learning and maturing experience for young athletes in a minor baseball setting.

Each athlete has:

- The right to fair and impartial treatment.
- The right to have fun.
- The right to play as a child and not as an adult.
- The right to be treated with dignity and respect.
- The right to have their needs, and not those of the adults fulfilled.
- The right to have a positive example set by adults in minor baseball.
- The right to participate at the division of their ability, normally within their respective age group.

**PURPOSE:**

To define the rights of the athletes of the GPMBA.

**SCOPE:**

All athletes of the GPMBA and subsidiary organizations.

**DEFINITIONS:**

**PROCEDURE/GUIDELINES:**

- It is the duty of the GPMBA to ensure the rights of the young athlete are met.
- It is important that the expectations that parents have of their children in the program are in line with the Fair Play Codes and the expectations of the GPMBA, Baseball Alberta and Baseball Canada.



## GRANDE PRAIRIE MINOR BASEBALL POLICY AND PROCEDURES MANUAL

### **POLICY #206: FAIR PLAY CODE - PLAYERS**

<b>APPROVED:</b>	November 09, 2022
<b>REVIEWED:</b>	November 09, 2022
<b>NEXT REVIEW:</b>	November 2024
<b>RESPONSIBILITY:</b>	Game and Conduct Committee
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

#### **POLICY STATEMENT:**

The 'Fair Play Codes for Children in Sport' have been developed by the Canadian Council on Children and Youth.

The objectives of the code are to:

- Return the elements of enjoyment and satisfaction to the child participant.
- Remind adults that children play to satisfy themselves, not necessarily to satisfy adults or members of their own peer group.
- Improve the physical fitness of youth by encouraging participation in some form of sport or physical activity by making it attractive, safe, and enjoyable for all children.

#### **PURPOSE:**

To define the Fair Play Code for the athletes of the GPMBA.

#### **SCOPE:**

All athletes of the GPMBA and subsidiary organizations.

#### **DEFINITIONS:**

#### **PROCEDURE/GUIDELINES:**

Baseball Alberta's Fair Play Code for **Players**:

- I will play baseball because I want to, not just because others or coaches want me to.
- I will play by the rules of baseball, and in the spirit of the game.
- I will control my temper – fighting and mouthing off can spoil the activity for everyone.
- I will respect my opponents, team, team staff, volunteers, and spectators.
- I will do my best to be a true team player.



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- I will remember that winning isn't everything – having fun, improving skills, making friends, and doing my best are also important.
- I will acknowledge all good plays/performances – those of my team and those of my opponents.
- I will remember that coaches and officials are there to help me – I will accept their decisions and show them respect.

Athletes are expected to abide by this code. Failure to do so may result in a review by the Game and Conduct Committee.



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### **POLICY #207: FAIR PLAY CODE – COACHES AND TEAM STAFF**

<b>APPROVED:</b>	November 09, 2022
<b>REVIEWED:</b>	November 09, 2022
<b>NEXT REVIEW:</b>	November 2024
<b>RESPONSIBILITY:</b>	Game and Conduct Committee
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

#### **POLICY STATEMENT:**

The ‘Fair Play Codes for Children in Sport’ have been developed by the Canadian Council on Children and Youth.

The objectives of the code are to:

- Return the elements of enjoyment and satisfaction to the child participant.
- Remind adults that children play to satisfy themselves, not necessarily to satisfy adults or members of their own peer group.
- Improve the physical fitness of youth by encouraging participation in some form of sport or physical activity by making it attractive, safe, and enjoyable for all children.

#### **PURPOSE:**

To define the Fair Play Code for the coaches and staff of the GPMBA.

#### **SCOPE:**

All coaches and staff of the GPMBA and subsidiary organizations.

#### **DEFINITIONS:**

#### **PROCEDURE/GUIDELINES:**

Baseball Alberta’s Fair Play Code for **Coaches and Team Staff:**

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my athletes to play fairly, and to respect the rules, officials, and opponents.
- I will ensure that all players receive equal instruction, discipline, support, and fair playing time.
- I will not ridicule, or yell at my players for making mistakes or for poor performance.



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- I will remember that players participate to have fun and must be encouraged to have confidence in themselves.
- I will ensure that equipment and facilities are safe and match the player's ages and abilities.
- I will remember that participants need a coach they can respect.
- I will set a good example, be generous with praise, and be a positive role model.
- I will obtain proper training and continue to further improve my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

Coaches and team staff are expected to abide by this code. Failure to do so may result in a review by the Game and Conduct Committee.



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### **POLICY #208: FAIR PLAY CODE – SPECTATORS**

<b>APPROVED:</b>	November 09, 2022
<b>REVIEWED:</b>	November 09, 2022
<b>NEXT REVIEW:</b>	November 2024
<b>RESPONSIBILITY:</b>	Game and Conduct Committee
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

#### **POLICY STATEMENT:**

The ‘Fair Play Codes for Children in Sport’ have been developed by the Canadian Council on Children and Youth.

The objectives of the code are to:

- Return the elements of enjoyment and satisfaction to the child participant.
- Remind adults that children play to satisfy themselves, not necessarily to satisfy adults or members of their own peer group.
- Improve the physical fitness of youth by encouraging participation in some form of sport or physical activity by making it attractive, safe, and enjoyable for all children.

#### **PURPOSE:**

To define the Fair Play Code for the spectators of the GPMBA.

#### **SCOPE:**

All spectators of athletes of the GPMBA and subsidiary organizations.

#### **DEFINITIONS:**

#### **PROCEDURE/GUIDELINES:**

Baseball Alberta’s Fair Play Code for **Spectators**:

- I will remember that athletes are playing baseball for their enjoyment, they are not participating to entertain me.
- I will remember that these players are not professionals and cannot be judged to professional standards.
- I will respect the official’s decision and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during the game.
- I will give positive comments that motivate and encourage continued effort.



- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my teams' opponents.
- I will not use foul language, nor will I harass players, coaches, officials, or other spectators.

Spectators are expected to abide by this code. Failure to do so may result in a review by the Game and Conduct Committee.



**POLICY #209: FAIR PLAY CODE – ASSOCIATION ADMINISTRATORS**

<b>APPROVED:</b>	November 09, 2022
<b>REVIEWED:</b>	November 09, 2022
<b>NEXT REVIEW:</b>	November 2024
<b>RESPONSIBILITY:</b>	Game and Conduct Committee
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

**POLICY STATEMENT:**

The ‘Fair Play Codes for Children in Sport’ have been developed by the Canadian Council on Children and Youth.

The objectives of the code are to:

- Return the elements of enjoyment and satisfaction to the child participant.
- Remind adults that children play to satisfy themselves, not necessarily to satisfy adults or members of their own peer group.
- Improve the physical fitness of youth by encouraging participation in some form of sport or physical activity by making it attractive, safe, and enjoyable for all children.

**PURPOSE:**

To define the Fair Play Code for the association administrators of the GPMBA.

**SCOPE:**

All association administrator of athletes of the GPMBA and subsidiary organizations.

**DEFINITIONS:**

**PROCEDURE/GUIDELINES:**

Baseball Alberta’s Fair Play Code for **Association Administrators:**

- I will do my best to ensure that all players are given the same opportunity to participate, regardless of gender, ability, ethnic race, or background.
- I will absolutely discourage any sport program from becoming primarily entertainment for the spectator.
- I will ensure that all equipment and facilities are safe and match the athlete’s ages and abilities.
- I will ensure that the age and maturity level of the participants are considered in program development, rule enforce, and scheduling.





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- I will remember that play is done for its own sake and ensure winning is not the sole focus.
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parents, and media.
- I will ensure coaches and officials are promoting fair play, as well as the development of technical skills, and I will encourage them to achieve certification.

Association administrators, coaches and athletes are expected to abide by this code. Failure to do so may result in a review by the Game and Conduct Committee.



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### **POLICY #210: VOLUNTEER CODE**

<b>APPROVED:</b>	November 09, 2022
<b>REVIEWED:</b>	November 09, 2022
<b>NEXT REVIEW:</b>	November 2024
<b>RESPONSIBILITY:</b>	Game and Conduct Committee
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

#### **POLICY STATEMENT:**

To create understanding of the role of volunteers within the GPMBA.

#### **PURPOSE:**

To ensure all volunteers understand the requirements and responsibilities of a volunteer GPMBA.

#### **SCOPE:**

All volunteers of the GPMBA and subsidiary organizations.

#### **DEFINITIONS:**

#### **PROCEDURE/GUIDELINES:**

- All volunteers work together towards the common goal of the team and/or organization as set out in the beginning of the season.
- When you have accepted the challenge and responsibility of being a volunteer, please be sure to follow it through.
- If unable to fulfil the volunteer obligations, it is your responsibility to pass the role onto another volunteer(s).
- As a representative of the organization, you have an obligation to publicly support the GPMBA Bylaws and the Policy Procedure Manual.
- Communication is pivotal to any volunteerism, be prepared to listen and work together with other individuals involved.



**POLICY #211: CAMERAS, CELL PHONES and MOBILE RECORDING DEVICES**

<b>APPROVED:</b>	November 09, 2022
<b>REVIEWED:</b>	November 09, 2022
<b>NEXT REVIEW:</b>	November 2024
<b>RESPONSIBILITY:</b>	All Team Staff and Managers
<b>APPENDICES:</b>	GPMBA Rules Template
<b>CROSS REFERENCE:</b>	Team Rules

**POLICY STATEMENT:**

To provide a safe environment for all players and coaching staff of the GPMBA.

**PURPOSE:**

To ensure all players, and coaching staff, volunteers, or members of the GPMBA are not taking pictures, video/audio recordings in any dressing room, locker rooms, or washrooms during GPMBA sanctioned events.

**SCOPE:**

All members of the GPMBA and subsidiary organizations.

**DEFINITIONS:**

**PROCEDURE/GUIDELINES:**

- Mobile devices with recording capabilities, including voice recordings, still cameras, and video cameras, **ARE NOT PERMITTED TO BE USED IN ANY DRESSING ROOMS, LOCKER ROOMS, WASHROOMS, OR DUGOUTS**, by any member of the GPMBA during any sanctioned events. Parents and or coaches wishing to take pictures of individuals or teams in dressing rooms and dugouts must get permission of the coach or manager and can only do so if everyone in the room is completely clothed/dressed. An example of this would be a post-game picture or video with a trophy during a GPMBA sanctioned event.
- If music devices are to be used, then they must be connected to headphones or wirelessly to a portable speaker and kept in a bag or pocket. If cell phones or other mobile devices must be used, they are to be taken outside of the dressing room/locker room/dugout.
- Cell phones should be turned off and always put away in dressing rooms/locker rooms/dugouts or left with a parent. (Mobile devices used for medical purposes will be the exception, when used for their intended purpose). GPMBA is not responsible for lost or damaged cell/smartphones, mobile devices, or music equipment.
- Any violation formally reported of this policy shall be investigated by the GPMBA Game and Conduct Committee.



**POLICY #212: PARENT/LEGAL GUARDIAN, PLAYER, AND COACH CODE OF CONDUCT FORM**

<b>APPROVED:</b>	November 09, 2022
<b>REVIEWED:</b>	November 09, 2022
<b>NEXT REVIEW:</b>	November 2024
<b>RESPONSIBILITY:</b>	Game and Conduct Committee
<b>APPENDICES:</b>	
<b>CROSS REFERENCE:</b>	

**POLICY STATEMENT:**

It is the intention of this Code of Conduct to promote proper behavior and respect for all participants within the GPMBA. All parents/legal guardians, Players and Coaches must sign a Code of Conduct before being allowed to participate in baseball within the GPMBA.

**PURPOSE:**

To define the GPMBA Parent/Legal Guardian, Players, and Coach Code of Conduct.

**SCOPE:**

All parents/legal guardians, players, and coaches of the GPMBA and subsidiary organizations.

**DEFINITIONS:**

**PROCEDURE/GUIDELINES:**

- All parents/legal guardians, players, and coaches are expected to abide by this Code of Conduct.
- It is the intention of this pledge to promote proper behavior and respect for participants within the GPMBA association.
- **Both parents and or legal guardians** must sign document GPMBA Parent Code of Conduct Version 1 May 2022, before their application for registration will be accepted.
- **Players** must sign document GPMBA Player Code of Conduct Version 1 May 2022, before their application for registration will be accepted.
- **Coaches** must sign document GPMBA Coach Code of Conduct Version 1 May 2022, before their application for registration will be accepted.