



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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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 GPMBBA (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 GPMBBA 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.



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POLICY #101 – HEAD COACH SELECTION COMMITTEE

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

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

APPROVED:	September 07, 2022
REVIEWED:	September 07, 2022
NEXT REVIEW:	September, 2024
RESPONSIBILITY:	GPMBA Directors
APPENDICES:	
CROSS REFERENCE:	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.



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

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

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

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

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

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

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

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

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.



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POLICY #107: CRIMINAL RECORD CHECK

APPROVED:	September 07, 2022
REVIEWED:	September 07, 2022
NEXT REVIEW:	September, 2024
RESPONSIBILITY:	GPMBA
APPENDICES:	
CROSS REFERENCE:	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 1st 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.



POLICY #108: DELEGATION TO BOARD MEETING

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

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

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

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.



POLICY #202: HARASSMENT AND ABUSE POLICY

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

POLICY STATEMENT:

GPMBAs 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 GPMBAs 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 GPMBAs 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.



POLICY #203: BULLYING

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

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.



POLICY #204: PROHIBITED SUBSTANCES

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

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

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

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.



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POLICY #206: FAIR PLAY CODE - PLAYERS

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

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

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

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.



- 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.

POLICY #208: FAIR PLAY CODE – SPECTATORS

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

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.



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- 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.



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POLICY #209: FAIR PLAY CODE – ASSOCIATION ADMINISTRATORS

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

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.



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- I will ensure that the age and maturity level of the participants are considered in program development, rule enforce, and scheduling.

- I will remember that play is done for its own sake and ensure winning in 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

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

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

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

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

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.



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POLICY #301: TEAM RULES

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	GPMBA Director, Technical Director
APPENDICES:	GPMBA Rules Template
CROSS REFERENCE:	

POLICY STATEMENT:

To promote appropriate team governance.

PURPOSE:

To ensure all teams operate within a defined approved set of guidelines.

SCOPE:

All teams within the GPMBA and subsidiary organizations.

DEFINITIONS:

PROCEDURE/GUIDELINES:

- All teams must have a parent meeting at the beginning of the season to cover:
 - Introduction of coaching staff, their responsibilities, their philosophy, basic team rules and an overview of the seasonal plan. The division Director or designate must attend these meetings.
- Each parent will be expected to volunteer for team duties, which will be assigned at the beginning of the season parent meeting. Expectation of parents, players and coaches for the year will be confirmed.
 - All certifications for coaches and parents must be up to date i.e., Respect in Sport.
- GPMBA will provide a template for general team rules to coaches via Directors within the first two (2) weeks of a team being formed. This standard list for coaches tab will also be available on the GPMBA website under the 'Coaches' tab.
- Teams will submit their team rules to the appropriate Director for approval prior to the first parent meeting.
- The head coach will have the final decision, at the team level, regarding all team operations.
- Team rules will not supersede any other Bylaw or policy of the GPMBA.



POLICY #302: TEAM COMMUNICATIONS

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	GPMBA Executive
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

All team communications are important to the GPMBA. This policy outlines the proper line of communication.

PURPOSE:

To facilitate conflict resolution and provide a system of organizational procedure within the team framework.

SCOPE:

All members within the GPMBA and subsidiary organizations.

DEFINITIONS:

PROCEDURE/GUIDELINES:

24 HOUR RESPECT RULE:

- All parents, players, relatives, and friends **must** adhere to the 24-hour respect rule by waiting a full 24 hours prior to contacting the Parent Liaison or Team Manager regarding any baseball related concerns or issues.

Please follow this protocol for questions or complaints. If your concern is not satisfied at the lowest level, then proceed to the next. **Under no circumstances is contacting team staff while a team activity is going on appropriate.**

1. Team Liaison
2. Team Manager
3. Head Coach
4. Director
5. GPMBA President
6. GPMBA Executive via the GPMBA office



7. Baseball Alberta League Coordinator
 8. Baseball Alberta Executive Director
-
- All concerns or complaints must be submitted in writing and must be signed. Anyone not following these lines of communication may face disciplinary action.
 - This policy is not to be confused with communications of a personal/membership level with office staff/executive members. i.e., late fees/refunds. This is due to privacy concerns and reduction of third-party involvement in personal matters.
 - Parent/Coaches meeting's will be held pre-season and mid season for all teams from 11U -18U



POLICY #303: DEVELOPMENT TEAM FEES

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	GP MBA Team Managers/Treasurer and Executive Director
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

To promote appropriate financial government of all teams within the GP MBA.

PURPOSE:

To ensure that all players and teams are up to date with their additional fees and are in good financial standing with the GP MBA prior to the commencement of the season.

SCOPE:

All development GP MBA and subsidiary organizations, from 11U through 18U.

DEFINITIONS:

PROCEDURE/GUIDELINES:

- Upon placement on a REP team, a REP fee will be due and payable to that team as set out in the GP MBA yearly budget and listed on the GP MBA player application document each season.
- The parents must pay the additional fee to the team prior to the pickup of their team jersey.
- Exceptions can be made if alternative funding has been approved by the GP MBA **prior** to the jersey pickup night.
- Any player and/or their parents/legal guardians who fail to maintain good financial standing with the GP MBA will be suspended from all GP MBA sanctioned events including practices, games, and team functions until the matter is resolved with the GP MBA.



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POLICY #304: NON-PARENT COACH AND VOLUNTEER EXPENSES

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	GPMBA Executive
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

To ensure refunds are paid in a timely manner to non-parent coaches and volunteers within the GPMBA.

PURPOSE:

Certain non-parent coaches and volunteers must take courses or attend training sessions. This policy ensures these non-parent coaches and volunteers are refunded in a timely manner.

SCOPE:

All non-parent coaches and volunteers who must reimbursed for approved, out of pocket expenses.

DEFINITIONS:

PROCEDURE/GUIDELINES:

- All team staff non-parent coaches and volunteers who have prepaid for courses and training sessions reimbursable by the GPMBA will be reimbursed within 60 days, provided the team staff application and receipts for completed courses or training sessions have been received by the GPMBA office.
- Reimbursements will be made directly to the volunteer who has completed the applicable course or training session for their applied position.
- Any other items reimbursable by the GPMBA will be paid within 30 days of the GPMBA office receiving invoices and receipts for the expense incurred, providing such expenses have been pre-approved by the GPMBA executive.



POLICY #305: PLAYER PROTECTIVE EQUIPMENT

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

To follow player protective equipment guidelines as set by Baseball Canada and the GPMBA.

PURPOSE:

To ensure the safety of all participants in the GPMBA

SCOPE:

All GPMBA on field participants.

DEFINITIONS:

PROCEDURE/GUIDELINES:

As a minimum, all on field participants within the GPMBA are required to have/wear:

- CSA approved baseball helmet any time they are batting or there is batting in the area, and while running the basepath.
- Baseball glove.
- Baseball bat. The team may have a limited selection of bats that can be used; however, it is recommended that the athlete supply their own.
- Cleats. Consult the coach to see what type of cleats are approved for the level of play.
- Protective cup (jock/jill)

All coaches shall be responsible for ensuring that every player taking part in any game or practice is fully dressed in proper protective equipment.



Color schemes for pants, socks, belt, shirts, and jerseys will be determined prior to the start of the season. Each athlete is responsible for providing these items except for the jerseys.

POLICY #306: TEAM EQUIPMENT

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	Team Staff
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

To provide guidelines for team equipment belonging to the GPMBA.

PURPOSE:

To ensure that all equipment belonging to the GPMBA is maintained and accounted for.

SCOPE:

All GPMBA teams and subsidiary organizations.

DEFINITIONS:

PROCEDURE/GUIDELINES:

- The Equipment Director will disperse equipment belonging to the GPMBA to the team staff.
- Said equipment will be placed in the care and custody of the Coach, Manager, or other assigned team staff at the beginning of the year.
- A listing of this equipment shall be kept by the GPMBA Equipment director.
- At the end of the year, the manager will be responsible for returning all equipment to the Equipment Director.
- GPMBA equipment shall be used only for GPMBA functions or on approval of the GPMBA Equipment Director
- Lost or stolen equipment belonging to the GPMBA, while being used outside of GPMBA functions or without the approval of the Equipment Director, will be replaced at the expense of that individual(s).



Breakdown of Equipment for Each Level:

Equipment	Lil Reds	7U Rally Cap	9U Rookie	11U	13U	15U	18U
Bats	4 (24" to 25")	2 (25")	2 (27" to 28")	2 (29 to 30")	2 (30 to 31")	2 (30 to 32")	2 (31 to 33")
T-Ball	10	5					
Soft Train Balls	10		10				
Incredi-balls		5					
Tennis Balls		6	6				
Wiffle Balls		8	10	6	6	6	6
Soft Ball		1	1				
Baseball				20	20	20	20
On-Deck Squishy Balls	3						
Mini Basketball		1					
Mini Soccer Ball	20						
Frisbee	1		3				
Cones	20	6	10				
Base	1						
Commitment Line	1						
First Aid Kit	1	1		1	1	1	1
Catchers Helmet			1	1	1	1	1
Catcher's Chest Protector			1	1	1	1	1
Catcher's Leg Guards			1	1	1	1	1
Catcher's Glove			1	1	1	1	1



POLICY #307: FACILITY USEAGE

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	Team Management
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

All members of the GPMBA will respect all facilities and fields used by the GPMBA.

PURPOSE:

To ensure that all members of the GPMBA represent the organization in a respectable manner while participating in team functions, both home and away.

SCOPE:

All GPMBA teams, subsidiary organizations, and those associated with or accompanying the teams of the GPMBA.

DEFINITIONS:

- Some examples of facilities include:
 - Clubhouses
 - Diamonds
 - Dugouts
 - Hotels and hotel rooms
 - Indoor or Outdoor Training Facilities
 - Restaurants
 - Pools

PROCEDURE/GUIDELINES:

- Coaches, team management and chaperones shall assume the responsibility for the conduct of themselves and their players while representing the GPMBA, from the time the first member arrives at the facility until the last member leaves the facility.



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- Teams will be held responsible for any damages incurred at any facility while being used during team activities. All costs incurred by repairs to facilities will be payable by the team at fault.
- Damage incurred by teams to any facilities will be reported to the GPMBA within 72 hours of the occurrence.
- Appropriate members of the Executive and the team staff will be notified within 72 hours of GPMBA receiving such notice.
- Coaches or team management are to report incidents to their directors immediately.



POLICY #308: GAMING LICENSES

APPROVED:	
REVIEWED:	
NEXT REVIEW:	
RESPONSIBILITY:	
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

PURPOSE:

SCOPE:

DEFINITIONS:

PROCEDURE/GUIDELINES:



POLICY #309: AA REDS JERSEY DEPOSIT

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	Rep Director, Executive Director, Treasurer
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

To provide guidance for team management of AA teams for mandatory jersey deposit.

PURPOSE:

- To ensure that all rep jerseys remain the property of Grande Prairie Minor Baseball Association.

SCOPE:

Jersey's are distributed after team selection and each player must pay a \$50.00 deposit per jersey prior to receiving the jersey (s).

Jersey deposits are returned to the athlete once the jersey has been returned to the team. Team managers **MUST** return all team jerseys to GPMBA once the season is complete.

Jersey must be used exclusively for competition or exhibition game play. Jerseys are not intended to be worn for practice.

No deviation from the above policy shall be made without the written approval from the Rep Director of Grande Prairie Minor Baseball Association.

DEFINITIONS:

PROCEDURE/GUIDELINES:



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POLICY #401: PLAYER EVALUATIONS

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	Directors, Coaches, Team Management
APPENDICES:	GPMBA Evaluation Criteria
CROSS REFERENCE:	

POLICY STATEMENT:

To provide guidance for fair evaluation procedures.

PURPOSE:

- To ensure that all players in the GPMBA are evaluated to the same standards as those in their respective divisions and age groups.
- To ensure that all GPMBA evaluators are evaluating individual players to the same standards as those in their respective divisions and age groups.

SCOPE:

All players in divisions where the evaluation process is deemed necessary.

DEFINITIONS:

PROCEDURE/GUIDELINES:

- See the GPMBA approved, age, and division specific evaluation criteria and forms.



POLICY #402: PERMISSION TO ATTEND CONDITIONING CAMPS AND TRYOUTS

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	GPMBA Executive Director
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

To provide guidance for processes for conditioning camps and tryouts.

PURPOSE:

To ensure that all proper procedures and protocols for players, outside of the GPMBA, wanting to attend conditioning camps and tryouts are followed.

SCOPE:

All athletes trying out for GPMBA ‘A’, ‘AA’ and ‘AAA’ travel teams.

DEFINITIONS:

PROCEDURE/GUIDELINES:

- All athletes trying out for ‘A’, ‘AA’, and ‘AAA’ travel teams must be a member in good standing with the GPMBA.
- All applicable team and association fees must be paid in full prior to an athlete given permission to try out with the respective team or be registered on an approved payment plan.

Out of Town Athletes:

- If a player is from outside of the boundaries of the GPMBA, they must provide a letter from their home association stating that they are in good standing with their association, and that they have been given permission to try out with the GPMBA.
- GPMBA will only let players from outside our association try out for a team which is at a higher level than what their home association offers. For example, association X has an ‘A’ ball program, the player will be allowed to try out for the GPMBA ‘AA’ program. If Association X has a ‘AA’ program, the player can try out for the ‘AAA’ program, and not the ‘A’ program.



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- A team may only have a maximum of four (4) players from outside of the GPMBA, unless special circumstances arise where more players are needed to form a team. In this situation, it is up to the GPMBA Executive to make the decision.

POLICY #403: PLAYER MOVEMENT SPECIAL REQUESTS

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	GPMBA Executive and Directors
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

To provide guidance in situations where players may have a special request to be moved.

PURPOSE:

To allow player placement in appropriate situations approved by the GPMBA.

SCOPE:

All players of the Recreation Division of the GPMBA

DEFINITIONS:

PROCEDURE/GUIDELINES:

- Special requests will not be permitted in the Rep. Division of the GPMBA.
- Special requests will only be considered in extreme circumstances in the Recreation Divisions of the GPMBA.
- If exceptional circumstances/situations exist, a formal written request for specific placement may be made not less than two (2) weeks prior to evaluations. For example, siblings in the same age group in the Recreation Division could be deemed to be “extreme circumstance” so that they may be placed together at the lowest level that either one evaluates at.
- ‘Convenience’ will not be considered ‘extreme circumstance’.

POLICY #404: INJURY

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	GPMBA Executive, Executive Directors
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

Upon sustaining an injury, no athlete shall be permitted to return to full participation unless cleared by a medical professional.

PURPOSE:

To ensure protection of the members of the GPMBA through the recognition and rehabilitation of injuries.

SCOPE:

All members and staff of the GPMBA and subsidiary divisions.

DEFINITIONS:

Medical Professional:

- As recommended by the Baseball Canada Safety Program are defined as medical doctors, chiropractor, physiotherapist, or nurse practitioner for muscular or skeletal injuries (excluding fractures).
- Fractures as well as all neurological injuries including spinal injuries and concussions must be signed off by a physician as per GPMBA policy.

PROCEDURE/GUIDELINES:

- Team personnel must immediately advise the GPMBA office of any suspected injury, provide the athlete with an injury report form, and ensure the completed report is submitted to the GPMBA office.
- The member shall complete evidence-informed return to play strategies, submit a completed GPMBA Injury Follow-up and Communication Form, and a completed Injury Report Form to the GPMBA office.
- If an athlete seeks medical attention for a suspected injury, they shall not return to practice or play without a medical clearance note from a medical professional.
- The medical clearance note must specify that a return to unrestricted training has been authorized.



- Fractures as well as all neurological injuries including spinal injuries and concussions must be signed off by a medical doctor.
- If this policy is not followed, or any required items are not provided, an athlete’s insurance may be denied.

POLICY #405: RETURN TO PLAY POST CONCUSSION

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	All members of the GPMBA
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

Upon sustaining a concussion, no athlete shall be permitted to return to full participation unless cleared by a medical doctor. Athletes must complete ‘Return to Play’ strategies in accordance with the ‘Best Evidence’ and ‘Baseball Canada Concussion Policy’

PURPOSE:

To ensure protection of the members of the GPMBA through the recognition of concussion like symptoms and the rehabilitation of concussion.

SCOPE:

All members and staff of the GPMBA and subsidiary divisions.

DEFINITIONS:

A concussion is a brain injury induced by traumatic, biomechanical forces. It can be caused by a direct blow to the head, face, neck, or elsewhere on the body, with an impulsive force transmitted to the head.

PROCEDURE/GUIDELINES:

- GPMBA members, team safety trainers and coaches are encouraged to complete an educational workshop in the recognition of concussions and concussion-like symptoms, including the proper application of the Baseball Canada CRT5 (Concussion Recognition Tool 5th Edition), and the application of evidence informed return to play strategies.
- When an athlete experiences an impulsive force transmitted to the head, the Team Safety Trainer should be the first point of contact for the athlete.



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- The Team Safety Trainer will evaluate the athlete using the CRT5 to determine whether the athlete is able to return to play or requires further follow-up.
 - If the Team Safety Trainer suspects a concussion has occurred, the athlete shall be immediately removed from play and shall not resume team activities until assessed by a medical doctor.
 - The Team Safety Trainers decision to remove the athlete from play is final and cannot be overturned by the coaching staff or parents.
-
- Team personnel must immediately advise the GPMBA office of any suspected concussion, provide the athlete with an injury report form and ensure the completed injury report is submitted to the GPMBA office.
 - The member shall complete the return to play strategies as outlined in the Baseball Canada Concussion Policy including the Concussion Follow-up and Communication Form.



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POLICY #406 – Mentorship Program

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	GPMBA Executive, Board of Directors
APPENDICES:	S
CROSS REFERENCE:	

Grande Prairie Minor Baseball Mentorship Program

Scope

To provide essential information to promote and support the Grande Prairie Minor Baseball (GPMBA) Program and those involved as mentors and mentees.

Purpose

The GPMBA Mentorship Program will serve as a framework and roadmap to identify mentoring program priorities and designates roles, responsibilities, and criteria for meeting those priorities. Mentoring will encourage growth in the club, facilitate recruitment of new members of coaches and players, build a stronger club by bringing people together from all levels, and build the club from the ground up. We want to organize, encourage, and promote both recreational and competitive playing of minor baseball.

The program plan will provide a systematic process for mentors to carry out its mission of providing learning and developmental opportunities for young players. The major function of the GPMBA Mentoring Program is to promote the mentee’s development in general areas and to and enhance specific skills chosen by the mentee. It will also serve as a key succession-planning tool aimed at ensuring the program has the right kind and number of diverse leaders to achieve targets. Specific targets, guidance, roles, responsibilities, and criteria will be identified for implementing the program.

Responsibility

Grande Prairie Minor Baseball Association- Board

- To facilitate the need of mentorship in the various league programs
- To facilitate the registration process and distribution of appropriate literature for recruiting mentors, both peers and coaches
- To ensure facilities and equipment are appropriate for the various camps, sessions, and clinics set forth by the GPMBA
- To determine and execute successful communication methods with players, coaches, and families
- To set specific metrics for measuring the mentorship programs success. Review and revise the program as it develops and grows.
- Provide sign-off for volunteer hours for peer mentors



Coaches

- To implement and facilitate the mentorship program
- Ensure players are setting and meeting realistic goals with their mentors
- Provide program knowledge and accountability for the program's success factors, and desired outcomes and evaluation of the scope and quality of program activities.
- Increase and ensure parent and player support, thereby increasing player participation and program success.
- Ensure program modifications are based on survey and evaluation findings submitted by players before and after camps/clinics.
- Complete mentor and mentee evaluation forms. Discuss with mentors' key strengths, weaknesses, and ensure goals are set and followed through with

Mentor-Peers & Parents

- Support players in understanding the GPMBA's values, vision, mission, and goals.
- Skills Enhancement - Share the skills and knowledge of successful, experienced players to pass their expertise on to others who need to acquire specified skills.
- Assisting- Assist coaches with drills and practices. Shadow experienced coaches to gain a better understanding of skill development and leadership traits.
- Development and Sportsmanship – A one-on-one relationship can help a player understand the sport culture and encourage growth through sportsmanship like attitudes and behaviours.
- Knowledge/Skill Management & Transfer – Provide for the interchange/exchange of skills and knowledge.

Mentee- Players

- Actively participate in mentoring activities and goal accomplishment
- Provide feedback and recommendations for program improvement
- Complete skill competencies
- Ask questions and learn as much as possible from your mentor
- Participate in the evaluation program
- Set goals and see them through to succession

Written Program

The GPMBA will review and evaluate:

- On a regular basis as needed
- Training of this program will take place on an as needed basis which will include
 - At the beginning of each season/clinic (spring, summer, fall)
 - If a new mentor and/or coach participates in the program



Rationale

Benefits for Mentor

- Encourage growth in the club, facilitate recruitment of new members of coaches and players.
- Inspire the love of baseball by joining experienced players with novice players to build confidence
- Build future coaches for program growth and survival
- Decrease coach and board burnout by effectively training participating coaches
- Renews enthusiasm for the role of expert
- Obtains a greater understanding of the barriers experienced at low levels of the organization
- Enhances skills in coaching, counseling, listening, and modeling
- Develops and practices a more personal style of leadership
- Demonstrates expertise and shares knowledge
- Increases generational awareness

Characteristics of Mentor

- Explain how the mentorship is structured
- Be respected as an experienced and successful professional in the Association
- Support the Associations mission, vision, and goals
- Stay accessible, committed, and engaged during the length of the program
- Listen well
- Offer encouragement through genuine positive reinforcement
- Be a positive role model
- Share “lessons learned” from their own experiences
- Be a resource and a sounding board

Benefits for Mentee

- Gains sharper focus on what is needed to grow as an athlete
- Complements ongoing training
- Gains skill development opportunities
- Gets assistance with areas of weakness
- Demonstrates strengths and explores potential
- Improves ability to express expectations, goals, and concerns
- Receives and embodies knowledge of sportsmanship

Characteristics of a Mentee

- Commit to self-development
- Assume responsibility for acquiring or improving skills and knowledge
- Discuss individual development planning with their mentor
- Be open and honest about his/her goals, expectations, challenges, and concerns
- Actively listen and ask questions
- Seek advice, opinion, feedback, and direction from his/her mentor



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- Be open to constructive criticism/feedback and ask for it
- Respect the mentor's time and resources
- Stay accessible, committed, and engaged during the length of the program
- Comfortably give feedback to the mentor on what is working or not working in the mentoring relationship

Program Process

- During the registration process for ball, peers and parents will be asked if they would like to participate in the mentorship program
- Those who are interested will be contacted to attend an informative session (date determined by the association) on the mentorship program
 - Session will include statements from coaches and program facilitators
 - Parent goal participants: As many as possible
 - Peer goal participants: Minimum 8-10
- Those who are wishing to continue forward with the mentorship program will be contacted in advance and requested to join in on camps, clinics and other skill development programs
- If possible, two peer mentors should be available under each coach with a parent mentee to shadow the head coach and assist
 - All peer mentors are requested to be in full uniform when mentoring
- All players will be requested to fill out a form prior to the start of the skills development program listing their experience, strengths, areas for improvement and goals for the camp
 - These are to be reviewed by the coaches. This will help coaches and mentors better understand skill level for group placement.
- Coaches will determine appropriate drills as well as player placement to either match skill levels or to further facilitate the mentorship program by allowing same-age players to mentor one another
- When the camp is completed, players will be asked to fill out another survey (with reference to their previous and assistance from parents) on
 - Did their strengths change, improve, or stay the same?
 - Did their areas of improvement chance, improve and or stay the same?
 - Did they meet their goal or exceed it? If yes, what helped meet this goal
 - Would they like to see any changes in the next camp/clinic?
 - Another section asking if the parent would now be interested in participating in the mentorship program
- Both coaches and mentors will be requested to also fill out surveys on how the camp went and provide feedback to each mentor individually on
 - Strengths, areas of improvement, and goals for the next skills development program
- This process will be repeated for each program until a review by the board warrants changes or if there is a glaring request(s) for change by players, mentors, coaches, and/or mentees
- Further mentorship recruiting will be held throughout the season during practice and games
 - Incentives include are sign off volunteer hours by the association for those requiring legitimate hours for resumes and/or work experience
 - Recruitment will include targeting peers, coaches, and players on social media platforms
 - Potential to include "game days" as a time for promotion of the GPBMA Mentorship Program



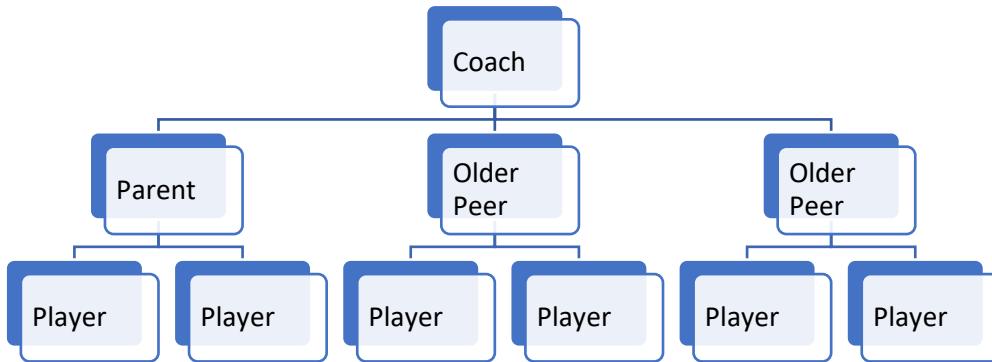
Training and Evaluation

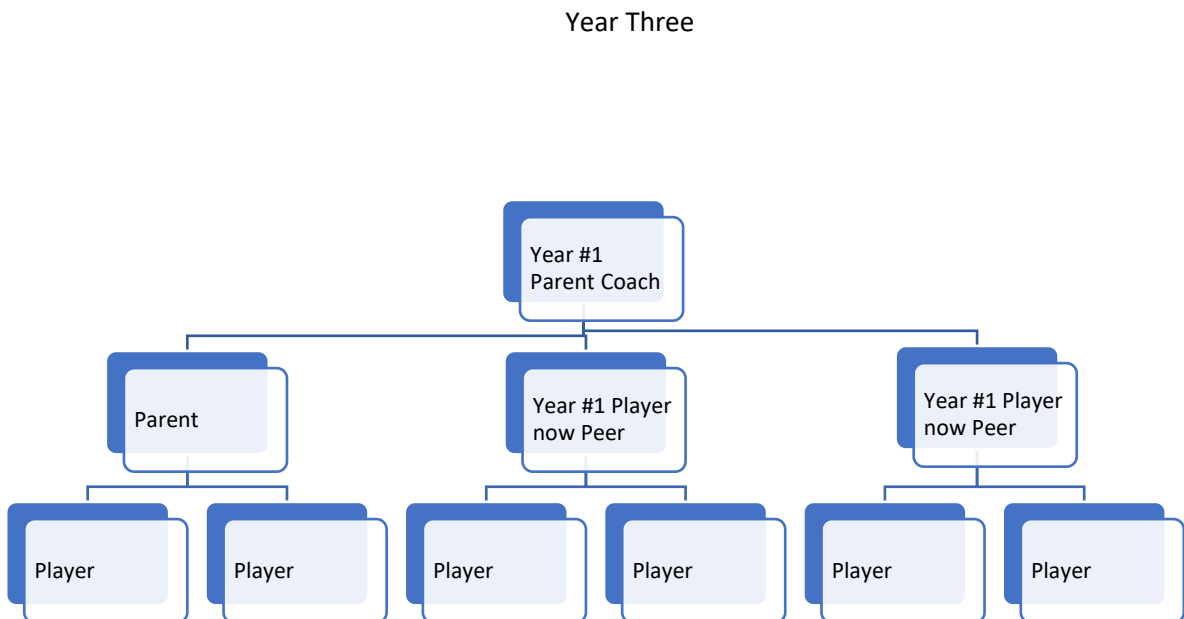
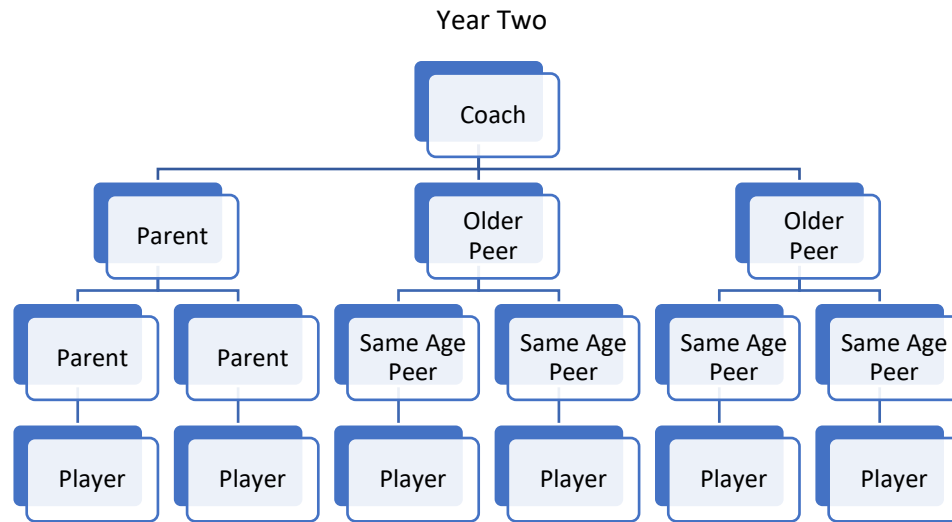
- Participants over 18 will be required to complete a criminal record check as well as the Respect in Sports course
- All other participants will be required to fill out the appropriate surveys and forms which will help with the evaluation and success of this live document and program
- All forms will be kept confidential by the GPBMA

Program Key Performance Metrics

Year	Peer Mentor #	Parent Mentor #	Player Retention	Mentor to Coach Participation in League
1	8	2-3	75%	1-2
2	10	3-4	80%	2-3
3	14	4-5	85%	3-4

Year One







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POLICY #501: PROCESS FOR POLICY AND PROCEDURE IMPROVEMENT

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	GPMBA Executive
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

Updating and changing policies is necessary to continue to develop a strong minor baseball program. To be an effective organization, we must ensure that changes are made in a logical manner and ensure that improvement of existing systems and procedures is an ongoing expectation for program delivery and development.

PURPOSE:

To allow for effective communication with regards to suggestions for improvement.

SCOPE:

All members and staff of the GPMBA and subsidiary organizations.

DEFINITIONS:

PROCEDURE/GUIDELINES:

- Members are encouraged to provide feedback to assist with improvements. Feedback will be collected from the members of the organization at the end of each baseball season via survey and will be used to identify areas of improvement and changes required.
- Direction from Baseball Alberta and Baseball Canada will be sought out and used to make required changes on an annual basis.
- The Executive will study the above information collectively to make suggestions for additions, removals, or changes to the Policy and Procedure Manual.

POLICY #502: INSURANCE INFORMATION

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	GPMBA Executive, Executive Director
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

Insurance is a necessary part of any sport. There are many guidelines to ensure proper coverage of participants and members of the GPMBA.

PURPOSE:

Protection of individuals, families, and members of the GPMBA.

SCOPE:

All members and staff of the GPMBA.

DEFINITIONS:

PROCEDURE/GUIDELINES:

- Insurance purchased by the GPMBA is intended as liability insurance. It is recommended that families have alternative coverage to provide for individual injuries or illness.
- The following items are minimum requirements for insurance purposes:
 - Everyone of the bench is registered correctly with the GPMBA.
 - All team staff being certified to the levels required by the GPMBA, Baseball Alberta and Baseball Canada.
 - Practice, games, tournaments, and all GPMBA sanctioned events.
 - Injury report completed accurately and filed on time with the GPMBA office.
- If policy is not followed or required items are missing, insurance may be denied.
- Ensure that an injury report form is sent with an injured player if they need to go to the hospital.

POLICY #503: PRIVACY POLICY

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	GPMBA Game and Conduct Director
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

GPMBA believes in respecting the rights to privacy for all. Access to information is a right of the public; however, this right must be balanced by appropriate protection of privacy regarding personal information.

PURPOSE:

Protection of privacy for individuals, families, and members of the GPMBA.

SCOPE:

All members of the GPMBA and subsidiary organizations.

DEFINITIONS:

PROCEDURE/GUIDELINES:

- The GPMBA collects person information from prospective members, members, team staff, and volunteers for the purpose of conducting baseball programming.
- Information specific to a player such as is contained in the Application for Registration are collected to determine that the player’s geographical, division, and level of play information are consistent with Baseball Alberta, Baseball Canada, and GPMBA regulations. Historical information concerning LMBA is collected to determine if any GPMBA transfer regulations may apply. Information about emergency contacts and health are collected to ensure the activities of the GPMBA are carried out in a safe and secure environment.
- At no time are lists generated for the purpose of marketing, or the sale of information.
- Team officials must comply with the GPMBA Privacy Policy. Team contact lists are not to be shared with anyone outside of the GPMBA, and specifically may not be distributed to outside agencies, companies, associations, organizations, or individuals other than the GPMBA Associate Leagues.
- Photos used on our website are provided by coaches and the GPMBA Executive. If you do not wish to have your child’s photo displayed on the website, please advise the GPMBA office in writing.



- All team lists and medical records must be delivered to the GPMBA office at the end of each season to be destroyed.

POLICY #504: SOCIALMEDIA POLICY

APPROVED:	December 07, 2022
REVIEWED:	December 07, 2022
NEXT REVIEW:	December 2024
RESPONSIBILITY:	GPMBA Game and Conduct Director
APPENDICES:	
CROSS REFERENCE:	

POLICY STATEMENT:

The GPMBA believes social media is a fantastic communication tool that is used every day to connect people and disseminate information. We encourage the Grande Prairie Baseball Community to be a part of the social media world and connect with the GPMBA, Baseball Alberta, and Baseball Canada, and share your passion for baseball. We do, however, recommend that you use social media responsibly.

PURPOSE:

To provide guiding principles for you to follow when using social media, to educate the GPMBA Community on the risks of social media and to ensure all teams and association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary actions by the team,

SCOPE:

All members of the GPMBA and subsidiary organizations.

DEFINITIONS:

PROCEDURE/GUIDELINES:

- We acknowledge all players, coaching staff, officials, and volunteer members, and families throughout GPMBA as our representatives.
- This policy takes effect when an individual or entity identifies themselves as associated with the GPMBA, and/or discusses their involvement in the organization on social media. At this point they are required to convey themselves in accordance with this policy and in a manner consistent with the GPMBA stated values and policies.
- The GPMBA recognizes the benefits of social media as an important tool of engagement and enrichment for its members, it is important that the GPMBA’s reputation is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference the organization.
- Social media includes, but is not limited to:



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- Maintaining an account, profile, or page on social or business networking sites (such as but not limited to Facebook, Twitter, LinkedIn, Instagram, Snapchat)

- Content sharing including but not limited to YouTube

- The internet is not anonymous. GPMBA representatives should assume that everything they write can be traced back to them.

The following are examples of conduct through social media and networking mediums that are considered violations of the GPMBA social media Policy:

- Any statement deemed to be publicly critical of Association officials or detrimental of an individual.
- Negative or derogatory comments about any of the Team, the GPMBA and/or coaches, team staff, volunteers, or anyone associated with the GPMBA community.
- Any form of bullying, harassment or threats against players or officials.
- Photographs, video, or comments promoting negative influences or criminal behavior, including but not limited to:
 - drug use,
 - alcohol abuse,
 - public intoxication
 - hazing
 - sexual exploitation
 - etc.
- Online activity that contradicts the current policies of the GPMBA.
- Inappropriate, derogatory, racist, or sexist comments of any kind.

All those associated with the GPMBA are required to abide by this social media policy. Failure to do so may result in a review by the Executive committee.