



## **ROUND HILL MINOR BASEBALL POLICIES**

### **1. PROGRAM OUTLINE**

The Round Hill Minor Baseball Association offers programs to meet the interests and requirements of a wide variety of participants. Anyone interested in playing baseball must be registered with Round Hill Minor Baseball to be placed on a team.

#### **a. Learn to Play Baseball Program**

All participants must be registered with Round Hill Minor Baseball. Round Hill Minor Baseball offers a Learn to Play Baseball program for participants at the pre-Rookie level. This is a developmental program designed to introduce participants to the basic skills and techniques of the game of baseball. This program is based upon the Baseball Canada Programs.

#### **b. Local Baseball Program**

All participants must be registered with Round Hill Minor Baseball. The Local program is offered for players at the Rookie through Midget levels. The number of teams and players per team is dependant upon the number of registrants. Typically, the local program involves less commitment in terms of time, travel and cost, although the actual amount of time, travel and cost is left at the discretion of the particular coach, parents and participants. Viewed as a developmental and recreational program, the expectation is that all players receive approximately equal opportunity.

Teams in the Local program are entered in leagues which will provide a reasonable level of competition and a minimum of travel and expense. Involvement in out-of-town tournaments is at the discretion of coaches, parents, and participants.

#### **c. Provincial Baseball Program**

All participants must be registered with Round Hill Minor Baseball. The Provincial Program will require more commitment to a more intense baseball experience. The Provincial Program will be offered only when registration numbers and participants dictate the desire to participate. Viewed as a competitive program, participants should expect a greater amount of travel and cost, and understand that there is a greater focus on team success. Due to the increased cost of the Provincial Program, participants likely have to participate in fundraising activities for their team..

#### **d. Teams in the Provincial Program may be entered in leagues which will provide a reasonable level of competition. Typically this means that these Provincial teams will be doing significantly more traveling than the Local program, and participants and parents must be prepared for this commitment.**

Round Hill Minor Baseball will provide selected Provincial team with the opportunity to host a "Home" tournament. Involvement in out-of-town tournaments is at the discretion of the coaches, parents and participants.

### **2. REGISTRATION**

#### **a. Conditions**

All players belonging to Round Hill Minor Baseball must be registered prior to going on the field.

#### **b. Early Registration**

Early registration is held for 1 evening in Late February or Early March.

c. **Regular Registration**

Regular registration is held for 1 evening in late March.

d. **Qualifications**

It is the policy of Round Hill Minor Baseball that all interested players are welcome in the Round Hill Minor Baseball program provided that:

- I. All applicable fees are paid
- II. Participants reside in the Round Hill Community
- III. Participants from outside the Round Hill community will be accepted as long as maximum team roster numbers are not exceeded.

e. **Fee Structure**

The Basic Registration Fee is calculated on a yearly basis by Round Hill Minor Baseball Association. The Basic Registration Fee is calculated as the amount of cost incurred by Round Hill Minor Baseball to offer the Basic Program at the particular age level of the registrant. This Basic Registration Fee is paid by all registrants at each level, and represents the basic number of sessions and cost at that particular level.

- I. Local Program – The registrants in the Local Program pay the Basic Registration Fee which covers the registrant's fees for that program.
- II. Provincial Program – The registrants in the Provincial Program pay the Basic Registration fee which covers the registrants fees for that program. In addition, participants in the Provincial Program will be levied an additional fee to cover the costs of the additional expenses incurred at the Provincial level.

f. **Registration Refunds**

It shall be the policy of the Round Hill Minor Baseball Association that requests for registration refunds are to be in writing and shall be as follows:

- I. By May 15<sup>th</sup> of the Registration year                      100% refund
- II. After May 15<sup>th</sup> of the Registration year                      0 % refund

Anything regarding an injury shall be dealt with on a case by case nature.

**3. TEAM PERSONNEL**

a. **Coaches**

I. Application and Selection Process

Applications are accepted on an annual basis by the Round Hill Minor Baseball Association from individuals interested in coaching one of the Round Hill Minor Baseball teams. Application forms may be obtained from the website – <http://www.roundhillminorbaseball.com/> or from the Minor Baseball Executive or Coaches Director. Coaches may be asked to attend an interview session with the Coaches Selection Committee.

All applicants will be notified personally by a member of the Coaches Selection Committee as to the outcome of their Application.

## II. Responsibilities of the Coach

- Oversee all team operations
- Follow Round Hill Minor Baseball Association Policies and Guidelines
- Explain philosophy and plans to parents and players start of season and hold team and parent meetings as required during the year
- Attend games and practices
- Conduct properly prepared practices (Refer to manuals and practice plan material obtained from Baseball Alberta)
- Ensure that all players are given the opportunity to develop in a non-threatening environment
- Ensure that no hazing of players is tolerated
- Develop and administer all team rules
- Follow all Baseball Canada and Baseball Alberta rules
- Report to Round Hill Minor Baseball as required
- Ensure proper use, care and return of all Round Hill Minor Baseball equipment and uniforms
- Ensure that all players are properly and fully equipped when practicing and/or playing
- Show respect to all players, parents, competitors and officials and encourage all those associated with your team to act in similar fashion
- Represent Round Hill Minor Baseball in a respectable fashion
- Be a positive role model for all those you encounter

**Any member of the Round Hill Minor Baseball Executive board has the authority to enforce any of these rules at any time. Round Hill Minor Baseball reserves the right to suspend any coaches or team officials for violation of rules.**

## III. Expectations and Qualifications

### **Local League Coaches**

Local League Coaches are encouraged to attain a minimum of the "Initiation" Level Coaches Certification. Round Hill Minor Baseball will pay the registration fee for any coach wishing to attain the "Initiation" level Certification. Local League Coaches are reminded that this is primarily a developmental program, with the focus on participation rather than a win at all costs approach. All players should receive equitable amounts of playing time.

### **Provincial League Coaches**

Provincial Level Coaches must obtain the "Coaches" Level Certification in order to coach at the Provincial level. Coaches are strongly encouraged to continually update their qualifications. Round Hill Minor Baseball will pay the registration fee for any coach wishing to attain a provincially mandated level of coaching certification. While the Provincial Program is by nature a highly competitive program, coaches are reminded of their responsibility to develop all of their players.

RHMBA will pay for coaching courses if it is a requirement for the coach at that time. If any member wishes to take a course and it is not needed at the time they are coaching, they have up to two years from the date the course is taken to present receipts if they obtain a coaching position where it is a requirement.

## Coaches Code of Conduct

1. Understand that you have an obligation to abide by the policies of RHMBA and failure to do so could result in a loss of coaching privileges.
2. Make sure that our players understand and abide by the PLAYER'S CODE.
  - a. Be reasonable in you demands on the young player's time, energy and enthusiasm. Remember that they have other interests and being able to pursue these interests, as well as baseball, will help them maintain their enthusiasm and make them better baseball players.
  - b. The rules of the game are mutual agreements which no one should evade or break. Without them, there would be no game. The following **will not** be tolerated by Round Hill Minor Baseball:
    - i. Abuse of umpires
    - ii. Abuse of team officials
    - iii. Abuse of facilities
    - iv. Abuse of uniforms and equipment
    - v. Abuse of players
    - vi. Use of drugs, alcohol and tobacco at any function associated with Round Hill Minor Baseball and/or the team
    - vii. Swearing
    - viii. Disruptive behavior
3. Remember that participants play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the player for making a mistake or losing a competition.
4. Develop team respect for the ability of the opponents, as well as for the judgment of umpires and opposing coaches.
5. Follow the advice of a physician when determining when an injured player is ready to play. Player must obtain a letter from physician authorizing play.
6. Remember that players need a coach they can respect and look up to. Be generous with your praise when it is deserved and set a good example.
7. Make a personal commitment to keep yourself informed on sound coaching principles and principles of growth and development in children. Attend all clinics and functions that the RHMBA may hold from time to time.
8. Treat the players as you would like to be treated.
9. Do not lower yourself to the level of the fans or other coaches who throw tantrums, use profanity, make a spectacle of themselves by abusing the game umpires, and in general degrade themselves and the game.
10. Coaches are responsible for the conduct of his/her players and team officials during practices, games and team functions.
11. Coaches are responsible for supervision of benches and dugouts.
12. General requirements of the coach:

### Early Season

- Solicit team officials to operate team
- Develop seasonal plan – team goals
- Develop seasonal communication plan – for parents and players

- Questions and Answers – parents, coaches, players

#### **Mid-Season**

- Review of program / plan
- Team official's reports
- Play-off information – be familiar with it. Inform team
- Questions and answers – parents, coaches, players

#### **Post-Season**

- Overview of season – provide summary to Coaches Director or Director of baseball Operations
- Post-Season evaluations of players and coaches
- Appreciation to players, team officials and parents
- Questions and answers – parents, coaches, players

As Coach, you will be very busy preparing your team. Access your parent's assistance. You will have a more enjoyable experience and so will your parents and players.

#### **b. Assistant Coaches**

- I. Selection Process – The selection of Assistant Coaches is the responsibility of the Coach. In the selection of Assistant Coaches, Coaches are reminded that they are responsible to Round Hill Minor Baseball for the operation of their team. When selecting Assistant Coaches please ensure that their conduct with the players, other teams, and officials is of a professional nature.
- II. Responsibilities – The responsibilities of the Assistant Coach (es) will be as decided upon by the Coach. Coaches are encouraged to choose who will complement the on-field efforts of the team.

#### **c. Managers**

- II. Role and Responsibilities – Coaches are urged to appoint a Team Manager to assist in the day to day operations of the baseball team. Team Managers can be invaluable in the organization of fund-raising initiative, scheduling of travel arrangements, booking of tournaments, scheduling time etc. All teams should maintain a team file. This should include:
  - Ensure the Team Roster is correct once received from the Director of Baseball operations
  - Uniform number of each player
  - Player information sheets
  - Proposed budget
  - Financial reports
  - Year-end reports of banking information, etc

- Contact information of teams that you will playing in your league

d. **Team Treasurer**

- I. Budgets and Financial Accountability – Whenever a Round Hill Minor Baseball team is generating income (fund-raising, 50/50 sales, team fees, tournament income, etc) accurate and detailed financial records must be maintained. Parents must have access to these records, and Round Hill Minor Baseball may request accurate and detailed financial statements from all teams. It is recommended that the team Treasurer and Manager assist and share in all financial activities of the team.
- II. Fund-Raising and Disbursement of Funds – Treasurers should make themselves familiar with Round Hill Minor Baseball Policy in regards to fund-raising and canvassing of local businesses. It is the belief of Round Hill Minor Baseball that any fundraising initiatives be directed toward the sole purpose of providing for the baseball experience of the players. It is recommended that disbursement of team funds be jointly handled by the Treasurer and another of the team personnel.

e. **Tournament Chairperson**

- I. Assist in tournament organization
- II. Organize volunteers
- III. Organize draws and raffles
- IV. Prepare trophies
- V. Supervise tournament operations
- VI. 50/50 Chairperson
- VII. Other positions as necessary

g. **Players**

**Code of Conduct – Players**

- a. Players are responsible for cleaning, maintaining and returning all equipment and uniforms which are the property of Round Hill Minor Baseball.
- b. Players must supply all of their own equipment which must be C.S.A. certified and in satisfactory condition. Back-catchers will be provided with pads, blockers, trappers etc.
- c. Must obey all team rules.
- d. Must conduct themselves in a respectable manner at all times.
- e. The following **will not** be tolerated by Round Hill Minor Baseball:
  - i. Abuse of umpires
  - ii. Abuse of team officials
  - iii. Abuse of facilities
  - iv. Abuse of uniforms and equipment
  - v. Abuse of players
  - vi. Use of drugs, alcohol and tobacco at any function associated with Round Hill Minor Baseball and/or the player's team
  - vii. Swearing

viii. Disruptive behavior

**Any member of the Round Hill Minor Baseball Executive board has the authority to enforce any of these rules at any time. Round Hill Minor Baseball reserves the right to suspend any coaches or team officials for violation of rules.**

**h. Parents**

Code of Conduct

1. Cooperate with Coaches, Managers, etc.
2. Help Coaches as necessary. Where problems arise, deal with them in a mature manner. Bring problems which cannot be resolved to the Executive of Round Hill Minor Baseball through the formal complaint process, and we will help to resolve the problem.
3. Do your share with fund-raising, committee work, driving etc.
4. Ensure that your child has proper and adequate equipment.
5. Encourage and support players of all ability levels.
6. Reinforce the "team" concept.
7. Take an active part in your child's baseball experience. Attend practices and games and be supportive of their efforts.
8. Be patient with and support the officials. They have a difficult task and we need them.
9. Travel with care. Do not allow children to drive. Parents are expected to drive.
10. Participate in the activities of your team and your minor baseball program. Volunteers are always needed and appreciated.
11. Help your child have fun in baseball.
12. Reinforce positive lifestyle qualities.
13. Be a parent that your child is proud of.
14. Represent the Community and the Round Hill Minor Baseball Association with class and dignity.

**6. FUND-RAISING AND FINANCIAL ACCOUNTABILITY**

**a. Fund-Raising and Financial Accountability**

The Round Hill Minor Baseball Association understands the need for team fund-raising and support the efforts of our teams to provide their players with quality baseball experiences. Round Hill Minor Baseball makes the following requests of all teams that engage in fund-raising.

Maintain complete accurate financial records of all activities which involve the generation and/or disbursement of any and all funds associated with your team. Copies of these financial records must be available to all parents. As well, Round Hill Minor Baseball may request financial records.

**b. Canvassing of Businesses**

Round Hill Minor Baseball request that canvassing of our Business Community be kept to a

minimum. Many of these businesses are already supporting our program through sponsorships and their taxes.

It is expected that the revenues generated through team fund-raising are for the purpose of financing baseball experiences for the players.

## 1. TOURNAMENTS

### a. Policies and Guidelines

- Round Hill Minor Baseball is supportive of involvement of our teams and players in the experience of tournament baseball.
- Any Round Hill Minor Baseball team which desires to participate in an out-of-town tournament may do so providing that the involvement and support of players and parents has been received

## 8. TRAVEL

It is the policy of Round Hill Minor Baseball, that no player shall be in control of a vehicle in which other players are passengers. Parents are requested to ensure that they drive to all team-related activities.

When traveling to out-of-town games, teams are encouraged to carpool as necessary.

## 9. FORMAL COMPLAINT, SUSPENSION AND APPEAL PROCESS

Round Hill Minor Baseball request that all concerns and complaints be forwarded in written form to any member of the Board. Concerns and complaints will not be acted upon unless received in written form and signed. All formal concerns and complaints will be dealt with at the next regularly scheduled meeting of the Round Hill Minor Baseball Association unless the concern is of an emergency nature at which point a meeting will be arranged at the earliest possible date.

In situations where it is deemed necessary, Round Hill Minor Baseball reserves the right to implement disciplinary action. In such situations, the party in question will be invited to appear before the Round Hill Minor Baseball executive to provide information.

**Appeals must be submitted in writing to any member of the Board along with a written cheque for \$100.00 made out to Round Hill Minor Baseball Association. Appeals will be dealt with at the next regularly scheduled meeting of the Round Hill Minor Baseball Association unless the Appeal is of an emergency nature at which point a meeting will be arranged at the earliest possible date.**

Concerns and/or Complaints involving Umpires should be submitted in writing to one of the following:

- Umpires Director
- Round Hill Minor Baseball President
- Director of Baseball Operations

## 10. Guide for handling complaints against Minor Baseball Coaches

Prior to the Board considering a complaint, the complainant must confirm that they have had a discussion with the coach concerning the complaint.

Once there has been a discussion and if no resolution has occurred, the following procedure will be followed:

1. The complaint must be in writing. It must include sufficient detail for the reader to understand the issue. Please refer to the Complaint/Concerns Form.
2. The complainant must give a written consent for the complaint to be released to anyone required to deal with the complaint, which may result in the complaint being public.



3. The complaint, once authorized, will be forwarded to the Coaches Committee, who in their absolute discretion will assess the merit of the complaint, usually through consultation with the complainant.
4. If it is decided that the complaint has merit, the Coaches Committee shall have a meeting with the affected coach, sharing with the coach the written complaint.
5. At the conclusion of the meetings outlined in (3) and (4), the Coaches Committee shall form a decision relative to the complaint.
6. The Coaches Committee shall forward a recommendation to the Board.
7. The Board shall communicate their decision to the complainant in writing.
8. In the event that the procedure is terminated at the conclusion of (3), which would indicate that the written complaint has not been shared with anyone but the Coaches Committee, the written complaint shall be returned to the complainant, or destroyed. It is only after a complaint has been handled by the Board that the complaint would be kept on file.

## 11. Ice Scheduling - End Date for Teams

It shall be the policy of the Round Hill Minor Baseball Association that once the baseball team has completed their playoff rounds, Round Hill Minor Baseball will cover the cost of one more facility use for a team wrap up. Any teams wanting facilities beyond this will be charged for it accordingly.

## 12. Supplementary Clothing, Logos, Colors

Round Hill Minor Baseball recognizes that a standard set of colors may provide for recognition of teams when participating in provincial competition or league play; cost benefits for equipment purchase and a unifying influence for players, team officials and followers. Supplementary clothing is entirely optional, however, specifications for products bearing the association logos are designed to provide season to season continuity and reduce costs to parents.

### SUPPLEMENTARY CLOTHING

All supplementary clothing is purchased by parents as a matter of personal choice. No stipulation shall be made by team officials or others requiring the purchase of supplementary clothing and no player shall be penalized for not participating in a purchase plan.

### LOGOS:

RHMBA Logo:



### JERSEYS:

All team uniforms for local and provincial teams are provided by RHMBA and remain the property of RHMBA, under direction of the Equipment Director. They are to be used for all league, playoff and exhibition games. **These are not to be used for practice.** Player name bars are not to be sewn on uniforms.

## 13. Zero Tolerance

Zero tolerance is a policy developed by the Canadian Baseball Association and endorsed by the RHMBA. It deals with players and coaches who show disrespect to all umpires.

Any verbal abuse or physical gestures designed to intimidate or embarrass umpires will be penalized. To curb abuse, umpires will penalize team officials and players who, through words or gestures, make an obvious attempt to:

- Intimidate an umpire
- Challenge the authority or competence of an umpire
- Incite abuse or disrespect of an umpire by others
- Embarrass an umpire
- Direct personal comments or gestures at an umpire

The RHMBA has endorsed a component of this policy to deal with fans and or parents who abuse umpires. Any abuse directed towards these officials will result in immediate stoppage of the game by the umpire. The individual (s) will be ejected from the facility and failing to do so within 1 minute, cause the forfeiture of the game by the team he/she is associated with, the police will be called and charges laid.

That any destruction of RHMBA property and/or equipment, or any facility will result in an automatic suspension of 3 games for that player (s) and an automatic 1 game suspension of the head coach. All damages will be the responsibility of the player or parent/guardian and must be paid in full before the player will be allowed to return to play (practice or game).