



Legal Minor Ball Association  
[legalminorball.teamsnapsites.com](http://legalminorball.teamsnapsites.com)  
Box 627, Legal, Alberta  
T0G 1L0

Legal Minor Ball Association

POLICIES, PROCEDURES AND OPERATIONAL GUIDELINES

**Section 1 - DEFINITIONS 4**

**Section 2 - LMB IN GENERAL 5**

2.1 PREAMBLE 5

2.2 GOVERNING BODIES 5

2.3 VISION 5

2.4 MISSION STATEMENT 6

2.5 PHILOSOPHY 6

2.6 VALUES 6

2.7 COMMUNICATION 6

2.8 BOARD OF DIRECTORS (“Board”) 6

2.9 CONDUCT OF BOARD MEETINGS 7

2.9.2 *Order of Business* 7

2.9.3 *Guests* 7

2.9.4 *Minutes* 8

2.9.5 *Voting* 8

2.9.6 *Motions* 9

2.9.7 *Amendments* 9

2.9.8 *Decorum* 10

2.9.9 *Video Conference* 10

2.10 STANDARDS OF CONDUCT 10

**Section 3 - ADMINISTRATIVE OPERATIONS 12**

3.1 PLAYER REGISTRATION 12

3.1.2 *Player Eligibility* 12

3.1.3 *Registration Requirements* 12

3.1.4 *Payment of Fees* 12

3.1.5 *Refund of Fees* 13

3.2 PURCHASING 13

3.3 MEDIA RELATIONS 13

3.4 SPONSORSHIP/ FUNDRAISING 14

3.5 PRIVACY 14

3.6 INSURANCE 15

3.7 FINANCIAL 15

3.8	APPROVAL OF INVOICES	15
3.9	ELIGIBILITY TO COACH	15
<b>Section 4 - BALL OPERATIONS</b>		<b>16</b>
4.1	LEAGUES	16
4.2	LEAGUE GAMES	16
4.3	TOURNAMENTS AND EXHIBITION GAMES	16
4.4	TEAM OPERATIONS	16
4.4.1	<i>Duties of Coaches</i>	17
4.4.2	<i>Duties of Managers</i>	17
4.4.3	<i>Duties of Players</i>	17
4.4.4	<i>Parent &amp; Fan Responsibilities</i>	18
<b>Section 5 - GAME AND CONDUCT MANAGEMENT</b>		<b>19</b>
5.1	RISK MANAGEMENT	19
5.2	CODE OF CONDUCT	19
5.3	ABUSE, BULLYING AND HARASSMENT	20
5.3.2	<i>Who is responsible for Safety?</i>	20
5.3.3	<i>Definition of Abuse</i>	20
5.3.4	<i>Definition of Bullying</i>	20
5.3.5	<i>Definition of Harassment</i>	20
5.4	INCIDENT REPORTS	22
5.5	ISSUES, CONCERNS, AND GRIEVANCES	22
<b>Section 6 - DISCIPLINE</b>		<b>23</b>
<b>Section 7 - INCLUSION</b>		<b>24</b>
7.1	INCLUSION	24
7.2	RIGHTS AND RESPONSIBILITIES OF LMB	24
7.3	RIGHTS AND RESPONSIBILITIES OF PLAYERS	25
7.3.1	<i>All Players have the right to:</i>	25
7.3.2	<i>All Players are responsible for:</i>	25
7.4	CONFIDENTIALITY AND PRIVACY	25

## **Section 1 - DEFINITIONS**

A. "Chairperson"	<ul style="list-style-type: none"> <li>● The person responsible for leading and overseeing the LMB Board Meetings and/or the Annual General Meetings. Unless otherwise specified prior to a meeting, the President will act as the Chairperson for the LMB Board Meetings and the Annual General Meetings.</li> </ul>
B. "Ball Season"	<ul style="list-style-type: none"> <li>● The period beginning January 1st and concluding December 31st of the calendar year.</li> </ul>
C. "Ineligible Player"	<ul style="list-style-type: none"> <li>● Includes, without limitation:</li> <li>● A Player improperly registered with Baseball or Softball Alberta in contradiction of the Bylaws and/or Regulations of those associations.</li> <li>● A suspended Player;</li> </ul>
D. "League Game"	<ul style="list-style-type: none"> <li>● A scheduled game in a League recognized by Baseball or Softball Alberta</li> </ul>
E. "Legal Guardian"	<ul style="list-style-type: none"> <li>● A person that is granted guardianship of a player under the age of eighteen (18) years by the law courts of competent jurisdiction.</li> </ul>
F. "Member"	<ul style="list-style-type: none"> <li>● Any parent or legal guardian, eighteen (18) years of age or older, having a player registered with LMB.</li> <li>● Any coach, assistant coach or manager that is officially registered with LMB; or</li> <li>● Any volunteer who has previously been a Member of LMB and who is approved by the Board to be a Member.</li> <li>● Any person holding a position on the Board of Directors.</li> </ul>
G. "Member in Good Standing"	<ul style="list-style-type: none"> <li>● a member, as defined above, who holds no current debt to Legal Minor Ball Association</li> </ul>
H. "Officer"	<ul style="list-style-type: none"> <li>● The elected members of the Executive Board of Directors.</li> </ul>
I. "LMB"	<ul style="list-style-type: none"> <li>● The Legal Minor Ball Association.</li> </ul>

## **Section 2 - LMB IN GENERAL**

### **2.1 PREAMBLE**

2.1.1 These Operational Policies, Rules & Guidelines outline the regulations under which LMB conducts ball operations. All members of the Association, including players, parents, coaches, team officials, or team follower and fan; are bound by the Bylaws, Operational Policies, Rules & Guidelines and Regulations of the Association, Baseball Alberta and Softball Alberta.

2.1.2 All members of the Executive Board of Directors shall complete a comprehensive review of this document in its entirety every two years, with completion falling on odd years (i.e. 2017).

2.1.3 Policies, Procedures and Operational Guidelines, shall be effective the date the policy is approved unless otherwise stated.

### **2.2 GOVERNING BODIES**

(i) As a condition precedent to membership in Baseball and Softball Alberta, the Association agrees that:

a) Baseball Alberta and Softball Alberta are the supreme authority concerning Amateur ball in the Province of Alberta, subject only to the right of appeal to their national governing bodies

b) It shall unconditionally obey and abide by:

1) the Bylaws, Regulations and policies of Baseball and Softball Alberta; and the Rules and the bylaws and regulations of said associations; and any amendments thereto as are in force from time to time; and

2) it will abide by the interpretation of the Baseball and Softball Alberta Boards with respect to such Bylaws, Regulations and policies of said Associations and the Rules and the bylaws and regulations of their national governing bodies, subject only to the rights of appeal as provided for by the bylaws of said national governing bodies

### **2.3 VISION**

The vision of the Legal Minor Ball Association is to be recognized as a safe and enjoyable place to learn the games of Softball and Baseball.

## 2.4 MISSION STATEMENT

The mission of the Legal Minor Ball Association is to provide a ball program that ensures every player who wants to, has a place to play and learn the game.

## 2.5 PHILOSOPHY

The philosophy of the Legal Minor Ball Association is to provide a ball program, which encompasses fun, development, competitiveness, and challenge for all participants.

## 2.6 VALUES

The Legal Minor Ball Association shall value the game of ball and strive to operate under a set of policies, procedures, and to provide a fair and equitable ball program for the development of participants at all levels. LMB shall value its volunteers and staff, a committee approach to the operation of the association and open communication to members.

## 2.7 COMMUNICATION

The LMB website, as well as various forms of social media, will act as the primary form of communication and mode of broadcasting information.

## 2.8 BOARD OF DIRECTORS (“Board”)

2.8.1 The current elected positions on the Executive Board of Directors of LMB are as listed below:

- (i) President
- (ii) Vice President, Baseball Operations
- (iii) Vice President, Softball Operations
- (iv) Registrar
- (v) Secretary
- (vi) Treasurer.

2.8.2 To be qualified to be nominated for all of the positions on the Executive Board a nominee must be a member in good standing.

2.8.3 The current appointed positions on the Executive Board of Directors of LMB are as listed below:

- (i) Umpire Coordinator
- (ii) Volunteer Coordinator
- (iii) Fundraising Coordinator
- (iv) Director of Coaches
- (v) Training Coordinator(s)
- (vi) Equipment Coordinator(s)
- (vii) Scheduler
- (viii) Parent Liaison

2.8.4 After the Annual General Meeting (“AGM”), if any position remains vacant, the Executive Board of Directors has the power to fill any of the vacant positions.

2.8.5 The names and phone numbers of the persons currently holding Executive Board of Directors positions are available on the website: [legalminorball.teamsnapsites.com](http://legalminorball.teamsnapsites.com)

## 2.9 CONDUCT OF BOARD MEETINGS

2.9.1 The Executive Board of Directors will have a minimum of (10) General Meetings for the Board of Directors during the season.

2.9.2 Order of Business

(i) The items of Business at any regular meeting (“Board Meeting”) of the Executive Board of Directors will be presented in the Executive Board Meeting Agenda.

(ii) If there are agenda items which require specific members to be present, and they are not present, the Chairperson shall immediately have those items tabled to the end of the meeting. If at the end of all other business, those members are still not present, those items shall be tabled until the next meeting.

2.9.3 Guests

(i) Executive Board of Directors Meetings are closed meetings but open to any individual LMB Member upon 10 business days’ (prior to day of meeting) notice to the LMB Office. This will give LMB members the opportunity to attend the meeting and present to the Executive Board of Directors as a Guest. There will be a 15-minute period, minimum, at the beginning of the Executive Board of Directors Meeting for questions from the general member(s) in attendance.

(ii) Guests must submit, in writing, a minimum of 5 days prior, materials for review to the board for consideration.

#### 2.9.4 Minutes

(i) The minutes of Executive Board of Directors meetings shall include a record of visitors received, motions considered and their disposition, reports received either explicitly or as attachments and shall be available to the Executive Board of Directors as soon as possible and at the latest prior to the onset of the next regular meeting.

(ii) The Board shall make minutes available to LMB Members upon request, 30 days after approval.

#### 2.9.5 Voting

(i) Every Officer and Director present shall vote on every matter unless excused by resolution of the Board from voting on a specific motion, or unless disqualified from voting by reason of a conflict of interest

(ii) On any motion, being general, or changing of a policy, guideline, procedure and regulation, a majority vote, unless specifically stated, of the quorum shall pass the motion. The Chairperson shall only vote when a tie occurs, unless they are an elected voting member of the Executive Board of Directors.

(iii) Every motion shall be decided by a show of hands or written ballots as declared by the chairperson. A declaration by the Chairperson that a motion has been carried or not carried shall be sufficient evidence of the fact without proof of number or proportion of the votes accorded in favor of or against such motion. A Member may demand a poll on any vote which vote shall then be counted by a written ballot.

(iv) Members of the Executive Board of Directors shall not vote on any question:

a) Affecting a private company of which they are shareholders

b) Affecting a public company in which they hold more than one percent of the number of shares

c) Effecting a partnership or firm of which they are members

d) A contract for the sale of goods, merchandise, or services to which they are a party

e) On any question in which they have direct or indirect financial interest, except questions of general benefit to a class of which they are by statute necessarily members

f) Any discussion and decision affecting any player whom they are directly related to.

Any member excluded by virtue of the above, shall so declare before discussion of the question and shall not participate in the debate and shall be deemed absent for that specific question.



(v) No absentee or proxy voting shall be allowed, unless authorized by 2/3 majority of the Officers.

(vi) Recording: a member may request his or her vote to be recorded in the minutes.

(vii) Where the Executive Board of Directors has determined that an electronic vote is deemed appropriate or necessary, such electronic vote will be conducted and will be ratified at the next scheduled Executive Board of Directors Meeting.

#### 2.9.6 Motions

(i) Each officer shall have the privilege of proposing motions for consideration, with a requirement for a seconder.

(ii) Chairperson shall rule on the validity of any question in terms of order. If a motion is ruled "out-of-order" by the Chairperson, it shall be so recorded in the minutes along with the reasons stated for the ruling.

(iii) On any questions, officers shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate; however, closure shall not take place until every officer choosing to speak has had an opportunity to do so.

(iv) No officer shall speak more than twice to the same question (only once to a question of order) or no longer than ten (10) minutes at one time. No officer shall speak a second time to a question until every member choosing to speak has spoken.

(v) A proposer shall not speak against a motion, even though they shall have the privilege of casting a vote against.

(vi) Where the right to speak on a question is itself a matter for debate, the Chairperson shall poll each officer to ensure opportunity has been granted.

(vii) A proposer has the right to withdraw the motion at any time, in which case it shall not be recorded in the minutes and business shall proceed as if the motion had never been proposed.

#### 2.9.7 Amendments

(i) Each officer shall have the right to propose amendments to a question under consideration, providing the amendment enhances the intent of the original motion, and does not attempt to contradict its application.

(ii) An amendment, if accepted by the proposer of the original motion, becomes part of the motion, and is not recorded separately in the minutes.

(iii) When the proposer of the original motion does not accept an amendment, all debates shall be confined to the merits of the amendment, unless it is of such nature that its determination practically decides the main question.

#### 2.9.8 Decorum

(i) The nature or consequences of a motion may be stated or condemned in strong terms. However, an officer has the right to discuss the motives of a proposer or other member during debate.

(ii) A speaking member shall respect the Chairperson's right to speak or recognize a point of order or information. The speaking member shall defer to the Chairperson on such points.

(iii) Calling for the previous question may be ruled out of order by the Chairperson if, in their opinion, the motion is being made in a frivolous manner, or in an attempt to suppress normal debate.

#### 2.9.9 Video Conference

(i) An Executive Board of Directors member may participate in a meeting of the Board by means of teleconference and/or video conferencing, that permits all persons participating in the meeting to hear each other, and the member participating in such a meeting by such means shall be deemed to be present at the meeting.

### 2.10 STANDARDS OF CONDUCT

2.10.1 These standards of conduct shall apply to all officers of the Association, whether elected or appointed, and shall specifically apply to Members of the Board of Directors. This statement does not attempt to define all items of acceptable conduct.

2.10.2 These items are minimum standards of behavior which officers are expected to observe. Violation of the standards by an officer may lead to a review by the Board and/or the Discipline Committee for subsequent exoneration, reprimand and/or expulsion.

2.10.3 In relation to the Association:

(i) The Officers shall adhere to Association policy and seek to change such policy through the proper channels of the Association.

(ii) The Officers shall maintain the integrity of the Association at all times and will not initiate or participate in any activity that will place the Association in ill repute.

(iii) The Officers shall honor commitments made on behalf of the Association

(iv) On matters not yet finalized by Board, officers shall not divulge to members of the general public, items under consideration, and/or that contravene applicable privacy acts.

(v) The Officers shall resign from their position immediately if they become unable to fulfill the duties or obligations of the position.

2.10.4 In relation to colleagues (other officers):

(i) The Officers shall not criticize the sphere of operation of another officer except to that Officer or the President. Criticism or reports to the President shall only be made after the Officer has been made aware of the nature of the criticism to be leveled.

(ii) The Officers shall not comment, render opinion or decisions, with respect to operations not under their control, to members of the general public.

(iii) The Officers shall refer to appropriate Association Officer's issues arising in the community with respect to their sphere of operation.

(iv) The Officers shall not undermine the confidence of Association members in other offices.

#### 2.10.5 In relation to the membership

(i) The Officers shall fulfill the duties and obligations of their position to the best of their ability, always serving the best interests of all participants registered with the Association.

(ii) The Officers shall treat members with dignity and respect and are considerate of their circumstances.

(iii) The Officers shall not use their position for personal benefit, or for the benefit of immediate family members.

(iv) The Officers shall not use their position to influence the placement of any players.

(v) The Officers shall not use their position to influence the selection of any coach or team official.

## **Section 3 - ADMINISTRATIVE OPERATIONS**

### **3.1 PLAYER REGISTRATION**

3.1.1 Formal fees administered by the Association are general in nature and categorized into three areas, namely, general registration fees, special program fees and league surcharges. The Association endorses in principle that the responsibility for financial planning rests entirely with the family unit, but also recognizes certain family circumstances may exist that can produce undue financial hardship. Such hardship can be alleviated by the cooperation of a number of community organizations and agencies.

#### 3.1.2 Player Eligibility

(i) The Association shall provide programs for players, aged 5 to 18 years of age, in accordance with our stated bylaws and policies set out by Baseball and Softball Alberta. Non-resident players are only admitted to the program under special rules established by leagues for non-resident players.

#### 3.1.3 Registration Requirements

(i) All players must supply proof of age as set out by the Registrar.  
(ii) No registration will be approved until all fees are paid, or an approved payment plan is in place, and required documentation is received.

#### 3.1.4 Payment of Fees

(i) All players must be registered with LMB before participating in any on field activity.  
(ii) General registration fees, special program fees and league surcharges will be established annually by the Executive Board of Directors. This will include any late payment penalties.

(iii) In general, payment of the full registration fee is expected at the time of registration. The Association may, at their discretion, accept a registration without full payment of fees where circumstances prevail, and a payment plan as follows:

a) Shall be approved by the President or designate.  
b) Shall be immediately suspended if a payment is annulled.  
c) Shall have last installment payment paid by December 15th of the current ball season

(iv) Registrants will be charged applicable fees for NSF cheques or declined credit cards. The President or designate, the Executive Director and/or the LMB Administrator will review accounts and have the option to:

a) Attempt, through any reasonable means possible, to collect the funds owing, inclusive of establishing a payment plan.

b) Revoke the registration

### 3.1.5 Refund of Fees

(i) All request for refunds will be reviewed and approved by the President or her designate.

(ii) No portion of a late registration fee will be refunded.

(iii) Players suspended for disciplinary reasons shall be ineligible for a refund of fees.

(iv) Players withdrawing voluntarily for personal reasons, must provide a written explanation for review and approved by the President or Designate.

(v) There will be no refund issued until all equipment assigned to the player, parent or team is returned in satisfactory condition.

(vi) Tryout and ID Camp fees are non-refundable.

## 3.2 PURCHASING

3.2.1 The Board is charged with the responsibility to ensure the proper expenditure of Association funds and to achieve the best possible cost in relation to such expenditures.

(i) Major Purchases

a) Normal (annual) operating cost may be approved by the President

b) Purchase of assets must be approved by the President and at least one other Board Member, elected or appointed.

## 3.3 MEDIA RELATIONS

3.3.1 The Association shall endorse the use of local media and social media for disseminating information to its membership and recognizing significant achievement. The responsibility for all advertising activity is vested in the office of the President. This policy and associated guidelines and procedures shall be binding upon any member, group, subcommittee, or official purporting to represent the association. Any transgression is subject to disciplinary action.

3.3.2 Media Enquiries

(i) The President or designate will prepare all required Press releases for media release as required by the Association. No member is authorized to speak on behalf of the Association as a whole, to any media outlet.

3.3.3 Social Media

- (i) The Social Media Guidelines are governed by the principles of the player, parent, coach (team official) and staff codes of conduct.
- (ii) LMB holds the entire LMB community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- (iii) Comments or remarks of an inappropriate nature which are detrimental to a team, LMB or an individual will not be tolerated and will be subject to disciplinary action.
- (iv) It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone within LMB, including its Directors, players, members and supporters can review social media communications. All parties should conduct themselves in an appropriate and professional manner at all times.
- (v) Approval of all communications from LMB must be obtained prior to distribution.
- (vi) Any communication without prior approval is not considered to be representative of LMB or its office

### **3.4 SPONSORSHIP/ FUNDRAISING**

- 3.4.1 LMB shall champion and encourage the building of strong relationships with local businesses, corporations, LMB Alumni and individuals to sponsor and support LMB, teams and other activities.
- 3.4.2 LMB encourages members, players, and parents to support all businesses, corporations, LMB Alumni and individuals who support LMB.
- 3.4.3 Team officials are expressly prohibited, without approval of the Board in advance, from affixing team sponsors names, logos or other recognition to LMB provided jerseys.
- 3.4.4 Team officials are expressly prohibited, without approval of the Board from the application of the LMB proprietary logos on any clothing or merchandise purchased in relation to LMB, from non-approved vendors or suppliers.
- 3.4.5 The LMB Sponsorship/Fundraising Representative shall oversee the day-to-day administration of LMB's sponsorship activities and programs.

### **3.5 PRIVACY**

- 3.5.1 The Association complies with all provincially and federally privacy legislation as it pertains to the collection, use, retention, safeguarding, disclosure and disposal of personal information of prospective and current members, players, coaches, referees, managers and volunteers

### 3.6 INSURANCE

3.6.1 All players, coaches, assistant coaches, managers, officials, officers, directors, committee members, and volunteers are covered under Baseball and Softball Alberta's insurance program while acting within the scope of his/her duties. The insurance program eliminates or minimizes the potential financial burden our members may face in the event that they are injured or implicated in a civil action arising from their participation in ball programs.

3.6.2 Members must refer to the Baseball and Softball Alberta website for specific coverage details

3.6.3 An injury report must be submitted within 90 days of the occurrence to be eligible for this coverage

3.6.4 The association will not be responsible for actions emanating from participation in unsanctioned events at any time. Such unsanctioned activity shall automatically void all medical and liability insurance coverage offered as a part of the membership. The responsibility for determining whether an event is sanctioned rests solely with the participant.

3.6.5 LMB obtains Commercial General Liability Insurance annually. Teams participating in sanctioned baseball or softball events are covered under this insurance policy.

### 3.7 FINANCIAL

3.7.1 The Association complies with all fiduciary responsibilities as outlined in the Canada Not-for-Profit Corporations Act. The Treasurer oversees LMB's Financials.

3.7.2 Expense claims

(i) Expense claims must be submitted to the President or Vice President of the category by September 1 of the ball season the expense was incurred in. All expense claims must be supported by receipts and approved by the President or a Vice President.

### 3.8 APPROVAL OF INVOICES

3.8.1 The President, Vice Presidents and the Treasurer will act as signing authorities

3.8.2 All cheques must be signed by two (2) signing authorities

### 3.9 ELIGIBILITY TO COACH

3.9.1 A Head Coach or an Assistant Coach will not be eligible if:

- (i) they are not a member in good standing.
- (ii) they do not have or are not able to get a valid CRC.

3.9.2 they do not have or are not able to get the appropriate coach qualifications by the deadline outlined by Baseball and Softball Alberta

## **Section 4 - BALL OPERATIONS**

### **4.1 LEAGUES**

4.1.1 The Board will determine the league(s) both internal and external in which teams will participate.

### **4.2 LEAGUE GAMES**

4.2.1 All games will follow the rules and guidelines of the league they are played in.

### **4.3 TOURNAMENTS AND EXHIBITION GAMES**

4.3.1 Teams shall only participate in sanctioned or approved tournaments and exhibition games.

### **4.4 TEAM OPERATIONS**

#### 4.4.1 Duties of Coaches

(i) Association Head Coaches, as chief team officials, shall be solely accountable for all activities of their team. Coaches are expected to:

(ii) Attend mandatory coaches meeting(s).

(iii) Operate the team within established LMB policies and guidelines.

(iv) Recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is expressly prohibited.

(v) Establish regular communication with parents for information pertaining to games, practices, schedules, fund raising, etc.

(vi) Deal fairly with players at all times.

(vii) Ensure proper supervision of the team, before, during, and after all team activities and functions and accept responsibility for the conduct, safety and wellbeing of their players.

(viii) Establish a written set of team rules, which must comply with LMB policy guidelines, and enforced equally on all players. The coach must abide by the team rules that are agreed to with the team, which includes arrival times for games and practices



(ix) Establish a development plan for the season, while encouraging and motivating players towards enjoyment of the game, team concept and skill development.

(x) Pursue objections to directives or policy through appropriate channels in a manner that is not detrimental to the team, league or Association.

(xi) All coaches shall hold a meeting of parents of players prior to the first league game. Items to be covered include:

(xii) Proposed budget, if required

(xiii) Number of games and practices planned

(xiv) Relevant items of Association policy

(xv) All activities above and beyond Association planned program, i.e. Exhibition games, tournaments, practices, etc. is a team decision

(xvi) Team structure shall include: Head Coach, Assistant Coaches, Manager and Parent Liaison. The coach is responsible for ensuring that these members know their responsibilities and LMB policies, rules and guidelines.

#### 4.4.2 Duties of Managers

(i) Association Team Managers support, and shall be directly responsible to the Head Coach, who shall be responsible for delegating specific duties.

(ii) In general, team managers should assume responsibility for most of the organizational and administrative tasks, thus allowing the coach to concentrate on instruction and player development.

(iii) Assist with operating the team within established policy, guidelines and regulations.

(iv) Assist the Head Coach in monitoring conduct by team members and team followers, to ensure that the team's role as a community and Association ambassador is maintained.

(v) Establish, maintain and enhance communication with the team sponsor.

(vi) Establish, maintain and enhance communication with other Association team managers at the appropriate level.

(vii) Gathering relevant player medical history data, and establishment of a medical treatment permission waiver

(viii) Obtaining travel permits

(ix) Organizing parent meetings

(x) Participating in formulation of team objectives and rules

(xi) Arranging team transportation, accommodation and sustenance

(xii) Confirm team off field support (scorekeeper and pitch counter) for home games (league or exhibition).

(xiii) Special Tasks: While the following is not a comprehensive listing of all duties for managers, it may serve as a guide, for tasks which the head coach's delegate:

#### 4.4.3 Duties of Players

- (i) Players must comply with all Team, Association and League rules at all times.
- (ii) Play the game and treat all participants (player, coaches, umpires, etc.) with respect and dignity. Honor the game.

#### 4.4.4 Parent & Fan Responsibilities

- (i) Parents and fans must comply with all Team, Association and League rules.
- (ii) Treat all participants (player, coaches, umpires, etc.) with respect and dignity. Honor the game.

## **Section 5 - GAME AND CONDUCT MANAGEMENT**

### **5.1 RISK MANAGEMENT**

Risk Management includes identifying, assessing and eliminating or minimizing risks in an activity, in this case, minor ball. LMB shall adhere to the risk management policies outlined by Baseball Alberta and Softball Alberta.

### **5.2 CODE OF CONDUCT**

5.2.1 This code of conduct identifies the standard of behavior which is expected of all Legal Minor Ball Association (LMB) members and participants, including but not limited to players, coaches, team officials, parents, guardians, spectators, volunteers, directors and administrators.

5.2.2 Membership and participation in the Association's activities is a privilege not a right. Members, players and participants are required to abide by the Bylaws, Rules and Policies of the Association, and their behavior is expected to mirror the spirit of the Bylaws, Rules and Policies.

5.2.3 All members and participants of the Association shall be respectful of other members, officials, parents, players, fans, team officials, volunteers, board members, employees and property of the Association. Any inappropriate conduct, verbal threats, abuse, harassment or bullying including the use of profanity directed towards game or team officials, members, parents, players, fans, volunteers, board members, employee or damage to the property of the Association or of another association will not be tolerated.

5.2.4 All members, fans and participants of the Association shall respect the game of ball and shall behave in a manner so as not to make a travesty of the game.

5.2.5 The following Codes of Conduct will be adhered to:

- (i) Code of Conduct – Players
- (ii) Code of Conduct – Coach (and Team Officials)
- (iii) Code of Conduct – Parents (and spectators)
- (iv) Code of Conduct – Dressing Room
- (v) Coach Obligations
- (vi) Player Obligations
- (vii) Code of Conduct – Social Media

5.2.6 The Association will not tolerate obscene, obnoxious behavior in its Coaches, Managers, Assistants, Players, Parents, or Fans. Such individuals will be subject to disciplinary action as outlined in the disciplinary section.

5.2.7 Violation by any member, fan or participant of any provision of these rules or the Codes of Conduct may result in disciplinary action being taken by the Association against such individual

### **5.3 ABUSE, BULLYING AND HARASSMENT**

5.3.1 Legal Minor Ball is committed to providing a safe environment for everyone involved in the game, both on and off the ice. Any form of Abuse, harassment or bullying, whether physical, emotional or sexual, of any participant is unacceptable.

5.3.2 Who is responsible for Safety?

(i) Each team, parent, volunteer and staff member are expected to take all reasonable steps to safeguard the welfare of participants – especially young participants – and protect them from any form of violence. There is a shared responsibility with parents and guardians to nurture the physical and emotional well-being of our players.

5.3.3 Definition of Abuse

(i) Abuse is any form of physical, emotional and/or sexual mistreatment, or lack of care which causes physical injury or emotional damages to a child, whether done in person or through technology, by a person in a position of power. In Alberta, a person is considered a child up to the age of 18 years

5.3.4 Definition of Bullying

(i) Bullying is repeated, unwanted aggressive behavior by one or more individuals towards another. Bullying involves an observed or perceived power imbalance, and can result in physical, social or academic harm or distress for the targeted individual. Bullying is typically behavior that is repeated. A bully is usually someone both you and your child know and who misuses his/her power over your child. This may be a peer, a young person, or an adult. A child is most vulnerable when she/he is alone with another person, or in a group setting where there is inadequate supervision.

5.3.5 Definition of Harassment

(i) Harassment is offensive behavior – emotional, physical, and/or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, color, religion, family status, sexual orientation, sex/gender, disability, marital status, or pardoned conviction. It is conduct that is disrespectful, insulting, intimidating, humiliating, offensive or

physically harmful. Harassment may be a single event or a pattern of mistreatment. Harassment occurs when someone attempts to negatively control, influence or embarrass another person or group based on a prohibited ground of discrimination. Examples include blatant displays of favoritism, subtle put downs or ostracism. Dealing with harassment can sometimes be difficult as what is viewed as harassment by one person may be viewed as a “joke” by another person.

5.3.6 Incidents of Abuse, Bullying and Harassment will be dealt with Under Section 6.0 Discipline Immediately.

#### 5.3.7 Responses and Remedies

(i) Abuse, Harassment and bullying cannot and should not be tolerated in any environment, including ball. Both harassment and bullying are unacceptable and harmful. LMB recognizes the serious negative impact of all types of abuse, harassment and bullying on personal dignity, individual and group development and performance, enjoyment of the game and in some cases, personal safety.

(ii) At the same time, LMB recognizes that not all incidents of Abuse, Harassment and Bullying are equally serious in their consequences. Abuse, harassment and bullying cover a wide spectrum of behaviors, and the response to both must be equally broad in range, appropriate to the behavior in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. Sanctions where as possible, will be directed to be corrective not punitive. The process of investigation and settlement of any complaint of abuse, harassment or bullying must be fair to all parties, allowing adequate opportunity for the presentation of a response to the allegations. Acknowledgement, Investigation and Due process will be followed with the Right to Notice and Defend, allowing the Right to Appeal if deemed necessary. Minor incidents of abuse, harassment or bullying should be corrected promptly and informally, taking a constructive collaborative approach with all parties involved will be the first step and with the goal of bringing about a change in negative attitudes and behavior.

(iii) Incidents should be dealt with according to the relevant association, Branch or national policy guidelines. Complaints should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint. The names of parties and the circumstances of the complaint should be kept confidential to the public or unrelated parties, except where disclosure is necessary for the purposes of investigation or taking disciplinary measures. Any accused party will have the right to be made fully aware of the details of the complaint and to receive a copy of the

incident form and the first form of action will be a constructive collaborative approach between all parties involved.

#### **5.4 INCIDENT REPORTS**

5.4.1 The Incident Reporting Form shall be used to report disciplinary incidents and other forms of protest, or for cases where officiating is deemed to be less than satisfactory. Please see the LMB Incident Report Form on the LMB website.

#### **5.5 ISSUES, CONCERNS, AND GRIEVANCES**

5.5.1 All issues, concerns and grievances must be dealt with in a spirit of shared mutual respect.

5.5.2 General issues, concerns and grievances

(i) Unless otherwise specified, the procedure for resolving issues, concerns and grievances in LMB is to take the issue, concern and grievance through the following levels in order with the use of the LMB Incident Report Form as the first step.

- a) Coach
- b) Director of Coaches
- c) Vice President of Category
- d) President

(ii) The President's decision will be deemed final and binding.

## **Section 6 - DISCIPLINE**

- 6.1 Discipline may be applied to any member of the Association including Board Members, Coordinators, Team Officials (Coaches, Assistants, Trainers, Managers, Treasurers, etc.), Players, Parents and spectators and may take the form of, but are not limited to:
- (i) A verbal reprimand
  - (ii) A written reprimand
  - (iii) A demand for an apology, either written or verbal, to any affected party
  - (iv) A suspension from participation in or at Association activities
  - (v) A recommendation for an expulsion from the Association
  - (vi) Completion of a required course at your own expense
  - (vii) A combination of two or more of the above.
- 6.2 All Discipline matters are to be treated in a constructive collaborative approach with correction in mind when issuing sanctions, not punitive in nature.

## **Section 7 - INCLUSION**

### **7.1 INCLUSION**

7.1.1 Sport inclusion is a fundamental value for LMB and a True Sport principle. We also recognize that having a more diverse organization will only strengthen our sport. As a result, our organization is fully committed to providing a safe, supportive and respectful environment for all of our participants, members and staff regardless of any differences based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, gender identity and expression, or disability.

7.1.2 LMB is committed to ensuring that inclusion and access is incorporated across all aspects of its activities. In doing so, it acknowledges and adopts the principle that Sport is based on equity and access. Participants will have access to sport opportunities that are appropriate to the level of activity chosen and provide opportunities for personal growth and achievement.

### **7.2 RIGHTS AND RESPONSIBILITIES OF LMB**

7.2.1 All Directors, Staff, Volunteers, Team Officials and Parents/Guardians of players of LMB will:

7.2.2 Respect the rights, dignity and worth of every person and treat everyone equally within the context of their role (player, coach, official and volunteer), regardless of differences based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, gender identity and expression, or disability.

7.2.3 Ensure the achievement of equal opportunities is a key consideration when developing, updating or delivering LMB programs.

7.2.4 Ensure the concerns and needs of all people (including under-represented or marginalized groups) are identified, promoted and supported.

7.2.5 Ensure governance structures encourage and promote the full and equitable participation of all people, regardless of difference or circumstance.

7.2.6 Commit to ensuring everyone has the right to enjoy their sport in an environment free from threat of intimidation, discrimination, harassment and/or abuse.

7.2.7 Commit to ensuring everyone understands their responsibility to oppose discriminatory behavior and promote equality of opportunity.

7.2.8 Commit to developing mandatory education and training on “Gender Identity and Expression” for all Executive Board Members, Coaches and Team Officials.



7.2.9 Deal with any incidence of discriminatory behavior according to the Game and Conduct Management (Section 4.0) and Discipline (Section 5.0) sections of LMB policies.

### **7.3 RIGHTS AND RESPONSIBILITIES OF PLAYERS**

7.3.1 All Players have the right to:

- (i) Be respected and treated equally as a registered participant.
- (ii) Have access to safe, inclusive, and equitable dressing room spaces, washrooms, and procedures that proactively anticipate and remove barriers to participation.
- (iii) Define and express their sexual orientation, gender identity and/or gender expression without fear of discrimination, harassment, or penalization.
- (iv) Request the use of, and be referred to by, their self-identified name(s) and pronouns within all documentation.
- (v) Utilize a change room, or mutually agreed upon equivalent changing area, that meets their individual needs, including their gender identity and gender expression.
- (vi) Have all personal information kept confidential and disclosed only at the player's request and/or with the player's express consent.
- (vii) Be protected from discrimination and reprisal in response to a request to access change rooms or washrooms based on gender identity and gender expression, or any related accommodation request.

7.3.2 All Players are responsible for:

- (i) Treating all Directors, Staff, Team Officials, Volunteer and Parents/Guardians of players, and other players of all Associations with dignity and respect.
- (ii) Asking for assistance and support, to the best of their ability, when experiencing discrimination (e.g. differential treatment/difficulty accessing dressing rooms, washrooms, and other gender segregated areas based on gender identity or gender expression), or when requesting related accommodation.
- (iii) Working collaboratively with the LMB to find appropriate and equivalent accommodations (such as dressing areas) when faced with building limitations.

### **7.4 CONFIDENTIALITY AND PRIVACY**

7.4.1 All players have the right to privacy. LMB is responsible for ensuring that a player's private information, including, but not limited to, their sex assigned at birth, sexual orientation, gender identity or gender expression remains confidential. LMB is expected to exercise due diligence with respect to issues of confidentiality and privacy. Disclosure of

private information, including to parent(s)/guardian(s), can only take place upon the player's request and/or with the player's express consent.

7.4.2 For further information, see Alberta's Personal Information Protection Act:

<http://www.gp.alberta.ca/documents/Acts/P06P5.pdf>

7.4.3 Any individual wishing to obtain more information about LMB's policies, is invited to contact the association directly.

7.4.4 Additional Resources:

(i) Canadian Centre for Ethics in Sport (CCES) (2016). Creating Inclusive Environments for Trans Participants in Canadian Sport - Guidance for Sport Organizations.

(ii) Access at:

<http://cces.ca/sites/default/files/content/docs/pdf/cces-transinclusionpolicyguidance-e.pdf>