

Policies and Procedures for Sydney Mines & District Little League

Registration

- 1) Registration will normally be held in March and April at the Ramblers Hall on the Pitt Street Complex. Dates to be determined by the Executive.
- 2) Registration is due in full at the time of Registration, unless otherwise advertised.

Complaint Process

- 1) Any complaints should be directed to the Team Coach or Manager.
- 2) If the situation cannot be resolved at this level, the issue should be directed to SM&DLL Executive in writing. Any and all decisions at this level will be final.

Field Times

- 1) Schedules for all House Teams and All-star Teams will be done at the start of each Ball Season by the Field Allocator. In some instances, times and fields may be adjusted to accommodate scheduling conflicts with other Teams/ Associations.
- 2) Practice and game hours are assigned by the Field Allocator. Coaches must get permission from Field Allocator for any extra field time.

Disciplinary Committee

It is the Policy of SM&DLL that all infractions of the Code of Conduct be reported to the President of the League. The President and the Executive shall review the infraction and decide if any further action is warranted.

Procedure:

- 1) A first infraction would normally be dealt with by the President, who would use the opportunity to create awareness about the Code of Conduct expected by SM&DLL members. A corrective action may be suggested to the offending member.
- 2) A second infraction would be dealt with by the code of Conduct Committee. An interview with the member would be conducted reiterating the above. A corrective action would be assigned to the offending member.
- 3) A third infraction would be dealt with by the Executive, who are empowered to levy a penalty of greater consequence.

Please Note:

In a case, clearly in violation of socially unacceptable behavior, i.e. Physical Abuse, Verbal Abuse, Bullying, the Executive may override this policy. The severity of the infraction will be taken into account in all cases. This could result in more serious consequences.

Equipment

It is the Policy of the SM&DLL that distribution of the Association's Equipment to the Team Manager/Coach is the responsibility of the Equipment Manager of SM&DLL.

Procedure:

- 1) All equipment assigned to the Association must be returned to the Equipment Manager at season's end. If there is equipment not returned (lost, missing, or stolen) then the team will be charged as the association sees appropriate.
- 2) The Equipment Manager will do an inventory at season's end and make recommendations regarding replacements, worn out, etc.
- 3) All equipment is the responsibility of the Coach will that Team is using it.
- 4) Tops and Hats for Tim bits is theirs to keep as long as Tim Horton's supplies them.

Screening of Executive, Coaches, Assistant Coaches, Trainers, Managers, and Registered Volunteers.

It is a policy of the SM&DLL that all Executive, Coaches, Assistant Coaches, Trainers, Managers, and Registered Volunteers complete a Criminal Records Check and a Child Abuse Registry Forms on a Yearly Basis. The Association will provide forms that each Volunteer is required to complete and submit to SM&DLL within 30 days of receipt of these forms.

Code Of Conduct

Code of Conduct is adopted by SM&DLL for the League Organizer/Executive, Officials, Parents, Spectators, Coaches, and Athletes.

Code for League Organizer/Executive:

- 1) I will do my best to see that all children are given the same chance to participate, regardless of Gender, Ability, Ethnic Background, or Race.
- 2) I will encourage our Baseball Program to be completely focused on the development of the Players, and not for the entertainment of the Spectators.
- 3) I will make sure all Equipment and Facilities are safe and match the Athlete's ages and abilities.
- 4) I will make sure that the age and maturity level of the players are considered in the program development, Rule Enforcement and Scheduling.
- 5) I will make sure that wining is kept in its proper perspective, important but secondary to Skill Development and having fun.
- 6) I will distribute SM&DLL Codes of Conduct to Spectators, Coaches, Athletes, Officials, & Parents.
- 7) I will make sure that Coaches and Officials are properly Certified for the level at which they are Coaches or Officials.
- 8) I will encourage and expect Parents, Coaches, Players, Officials, and Spectators associated with SM&DLL to support our Objectives in the areas of Fairness and Equality, Player Development, and Communication.

- 9) I will remember that I represent SM&DLL when visiting others Fields. **I will do my best to leave a Positive Impression.**

Code for Officials:

- 1) I will endeavor to ensure that the Players determine the outcome of the Game within the limits of the Rules.
- 2) I will prevent or put an end to any situation that threatens the safety of Players.
- 3) I will maintain a Healthy Atmosphere and Environment for Competition.
- 4) I will not permit the intimidation of any Player by Word or by Action. I will not tolerate unacceptable behavior toward myself, other Officials, or Spectators.
- 5) I will be consistent and objective in calling Infractions regardless of my Personal Feelings toward a Team or Individual Player.
- 6) I will handle all conflicts firmly but with dignity.
- 7) I will accept my role as a Teacher and Role Model, especially with Young Participants.
- 8) Within limits placed upon games by the rules, time factors, and other constraints, I will endeavor to communicate with team Officials in a way both Parties are comfortable with.

Code Parents

- 1) I will not force my child to participate in Minor Baseball.
- 2) I will remember that my Child plays Minor Baseball for His/her enjoyment not for mine.
- 3) I will encourage my Child to play by the Rules and to Resolve Conflicts in a positive manner using Self-Discipline.
- 4) I will make my Child feel like a Winner every time by offering Praise for competing fairly and trying hard, regardless of the outcome of the game.
- 5) I will remember that Children learn best by example. I will applaud good performances, and accept mistakes of both my Child's Team and their Opponents.
- 6) I will show respect and accept the Umpire's decisions.

- 7) I will support all efforts to remove Verbal and Physical Abuse from Minor Baseball Activities.
- 8) I will respect and show support for the Volunteers who give their time to provide Minor Baseball Activities to my Child.
- 9) I will remember that I represent SM&DLL when visiting other Ball Fields. I will do my best to leave a positive impression.

Code for Spectators:

- 1) I will remember that Children play Baseball for **THEIR** enjoyment. They are not playing to entertain me.
- 2) I will have realistic expectations. I will remember that Minor Baseball Players are children and cannot be judged by Professional Standards.
- 3) I will show respect for Athletes, Coaches, Officials, and their decisions, and other Spectators and encourage other Participants to do the same. In particular I will refrain from using Foul & Abusive Language, Drugs, Alcohol and inappropriate Physical Behavior.
- 4) I will never ridicule a Player for making a mistake during a Competition. I will make positive comments that motivate and encourage continued effort.
- 5) If I wish to express a concern or make a complaint, I will do so using Appropriate Channels and in positive and constructive manner. If I do not know the Channels appropriate in SM&DLL, I will contact an Executive Board Member or call the Office to learn about them.
- 6) I will remember that like our Players and Coaches, I represent SM&DLL when visiting other Ball fields. I will do my best to leave a positive impression.

Code for Coaches:

- 1) I will remember that Young Athletes have other interests and obligations when scheduling extra field time.
- 2) I will teach my Athletes to play fair and to respect the Rules, Officials, and Opponents.

- 3) I will ensure that all Athletes receive fair and equitable instruction, support and whenever possible, and playing time.
- 4) I will remember that Players play to have fun and must be encouraged to have confidence in themselves. I will recognize the value of a positive and respectful approach, even in discipline.
- 5) I will make sure that Equipment and Facilities are safe and match the Athlete's age and ability.
- 6) I will remember that Players need a Coach they can respect. I will be generous with praise and set a good example.
- 7) I will obtain proper training and continue to upgrade my Coaching Skills and Abilities.
- 8) I will remember that I represent SM&DLL when visiting other Ballfields. I will do my best to leave a positive impression.

Code for Athletes:

- 1) I will participate because I want to, not just because my Parents and Coaches want me to.
- 2) I will play by the Rules and the Spirit of the Game.
- 3) I will work on improving and demonstrating self-discipline.
- 4) I will respect my Opponents, and all Spectators, and exercise good sportsmanship at all times.
- 5) I will do my best to be a true Team Player.
- 6) I will remember that winning isn't everything. That having fun, improving skills, making friends, and doing my best are also important.
- 7) I will respect all good plays/performance of my team and of my Opponents.
- 8) I will remember that Coaches and Officials are there to help me. I will accept their decisions and show them respect.
- 9) I will remember that I represent SM&DLL when visiting other Ballfields. I will do my best to leave a positive impression.

Duties and Responsibilities of the Coaching Staff:

- 1) Full Participation and Promotion of the **FAIR PLAY PROGRAM** at ALL House League Levels.

- 2) Coaching at the Minor Level should consist of teaching and improving Ball Skills of individual Players and promoting Teamwork and Sportsmanship at all levels.
- 3) The Coach is to ensure that each of his/her Players is properly protected and that the Team Parents are advised of the Protective Gear for Players to wear fitting properly and approved for the sport of Baseball.
- 4) The coaching staff must have controlled attitudes towards the Players Umpires, Parents, Volunteers, and other Team Officials. Lack of Coaching Self-control will not be tolerated by SM&DLL and will bring Review, and Possible Suspension, or Dismissal.
- 5) The Coach is responsible to nominate a Competent team Manager and other Team Officials with approval of SM&DLL Executive and then formally ratified at the first Team Parents meeting. If a Coach decides not to name a manager and /or other Team Officials He/she will resume all Duties and Responsibilities as Outlined for those positions.
- 6) It is the Coaches responsibility to contact the Umpire-n-Chief for game changes or cancellations. Cancelled games should have 24 hours' notice when possible or the cost of the officials could be charged to the Team.
- 7) Coaches are responsible for the checking game sheets for suspensions to participants. Suspensions are automatic and are to be advised by the Coach to His/her Player. Suspensions are applied by the SM&DLL **"CODE OF DISCIPLINE"**. Failure to check and comply could result in future Disciplinary Action.
- 8) The maximum suspension from play that can be imposed on a Player by the Coaching Staff for Disciplinary Action will be dealt with by SM&DLL Executive.
- 9) The Coach is responsible for calling Team Meeting and delegating the responsibility for the organization of Parents for Team Activities.
- 10) The Coach will supply a list of Players, Uniform Numbers, and Extra Numbers to SM&DLL Equipment Manager by June 1st. Failure to comply will result in the Coach being subject to disciplinary action.

11) The Coach of His/her Designate will supply to the Registrar properly completed Team Registration Forms by June 1st.

Duties and Responsibilities of Team Managers:

The Team Manager is nominated by the Coach upon approval of the Executive here with the Coach and Assistant Coaches to appoint Parents for other Duties with the Team. The Manager is the first line of communication with and for the Parents with the Team Coach and others in the League. The Manager is responsible for conducting Team Meeting, s designated by the Coach, and the organization of Parents for Team activities.

The Managers' Duties Include:

- 1) To ensure the safekeeping of the Players and team Records.
- 2) To ensure that the properly completed Game Sheets are filled out and given to the Officials.
- 3) Assist the Coach with preparation of a budget.
- 4) Carry out all Obligations and Policies outlined for Team Tournaments.
- 5) Ensure that each Player and Team Official receives a Game and Practice Schedule.
- 6) Ensure that all Players and team Officials are properly registered for Insurance and Provincial Competition through the Registrar.

Duties and Responsibilities of Team Asst. Coach and or Trainer:

- 1) Ensure that the necessary Parental Consent and Medical History forms are completed for each Player on the team. Signed by the Parent and kept on hand for potential use with all Team activities.
- 2) Set up a basic "First Aid Kit" and make sure it is available for all Team activities. Be aware of the Emergency Procedures, keeping handy all Emergency Phone Numbers.
- 3) Ensure, in the event that an injured Players is transported to the Hospital without the presence of His/her Parent, that responsible Adult accompanies the Player and that the necessary Medical Form is available

for completion by the attending Physician. Also ensure that the proper account of the accident and a report is promptly filled in by SM&DLL.

Fundraising Guidelines:

The SM&DLL **MAJOR FUNDRAISER** is the Weekly 50/50 Draw. All other Fundraising is permitted under the following circumstances and only with the consent of the SM&DLL Executive.

- 1) Teams travelling within the Province of Nova Scotia for Districts or Regional Play-downs (1 Fundraiser only)
- 2) Teams travelling within the Province of Nova Scotia for Provincials (2 Fundraisers only)
- 3) Teams travelling out of Province for Atlantic Canadian or Canadian National Championship (3 Fundraisers only)
- 4) All other fund raisers must go through SM&DLL Executive for Approval (**NO EXCEPTIONS**).

PLEASE NOTE:

For those granted permission to hold a Team Fundraiser, the following Policies apply:

- 1) A written description of the purpose for the fundraiser, location, Date, and Chairperson must be sent to the SM&DLL Executive for approval.
- 2) Budget of the Revenues & Expenses and Profit figures are to be submitted to the Executive for approval.
- 3) Any necessary License or Permits must be obtained by the Chairperson in the Name of the Team holding the Fundraiser.
- 4) Teams will not be permitted to raise more Funds than necessary for a particular purpose.
- 5) A written summation of all Profits raised by the Team must be submitted to the Executive by Seasons' End, along with a Final report.

50/50 Weekly Draw Policies

- 1) Each Player registered with SM&DLL is required to sell 2 Books of 50/50 Tickets for Weekly Draw. The Player is compensated at the end of the Season by Cheque. There are Penalties for Missed Draws and not meeting the requirements. Registered Volunteers in good standing with the Association and remain in good standing may sell tickets for the League as long as they volunteered the season before and continue to be a Registered Volunteer in the current year.
- 2) The League does take **ONE** Draw for Setup Costs.
- 3) Players who do not meet the Ticket Requirements will be dealt with by SM&DLL Executive. We assume the right to withhold any and all credits until requirement is met.
- 4) Individuals who do not comply with Fund raising requirements may be subject to Suspension until requirements are met.
- 5) Cheques for Credits of selling Weekly 50/50 Draw Tickets will not be given to any Player that still has a uniform or any other Equipment belonging to SM&DLL. When equipment is returned the Cheque will then be released to the player.