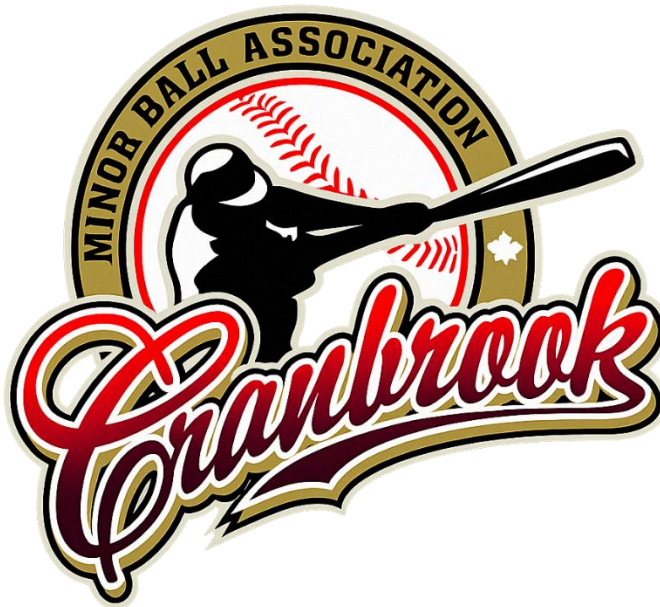




**Cranbrook Minor Ball Association
All-Star Program Operations Manual
Policies, Procedures & Participant
Handbook**

Version 2027.01

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Section 1 – Introduction

1.1 Welcome to the CMBA All-Star Program

Congratulations on being selected to participate in the Cranbrook Minor Ball Association (CMBA) All-Star Program.

Selection to a CMBA All-Star Team is an achievement that recognizes an athlete's commitment, work ethic, sportsmanship, skill development, and desire to compete at a higher level. Participation in the All-Star Program is both an honour and a responsibility.

The CMBA All-Star Program provides athletes with opportunities to compete against some of the strongest baseball and softball programs throughout British Columbia and beyond while continuing to develop their individual skills, teamwork, leadership, and character.

This handbook has been developed to provide players, parents, coaches, managers, and volunteers with a clear understanding of the standards, expectations, policies, and procedures that govern every CMBA All-Star Team.

Every participant is expected to read, understand, and follow the information contained within this handbook. By working together under one consistent set of expectations, we create an environment where athletes can enjoy the game, continue to develop, and proudly represent Cranbrook Minor Ball Association.

1.2 About the CMBA All-Star Program

The CMBA All-Star Program is designed to provide advanced development opportunities for athletes who demonstrate the ability, commitment, and character necessary to participate in competitive baseball and softball.

The program exists to:

- Develop individual player skills through advanced coaching and higher levels of competition.
- Prepare athletes for future competitive baseball and softball opportunities.
- Promote sportsmanship, respect, integrity, and teamwork.
- Foster leadership both on and off the field.
- Encourage lifelong participation in baseball and softball.
- Represent Cranbrook Minor Ball Association with pride throughout British Columbia and neighbouring provinces.

The All-Star Program is intended to complement—not replace—the CMBA House League Program. House League remains the foundation of player development, while the All-Star Program provides additional opportunities for athletes seeking a greater competitive challenge.

1.3 Mission Statement

The mission of the CMBA All-Star Program is to provide a safe, positive, inclusive, and competitive environment that develops skilled athletes, respectful teammates, confident leaders, and responsible members of our community through the games of baseball and softball.

1.4 Vision Statement

The CMBA All-Star Program strives to be recognized as one of British Columbia's leading community-based competitive baseball and softball programs by creating an environment where:

- Athletes are challenged to reach their full potential.
 - Coaches continue to grow through education and mentorship.
 - Parents positively support player development.
 - Volunteers feel valued and appreciated.
 - Teams compete with integrity, sportsmanship, and respect.
 - Every participant enjoys an exceptional All-Star experience.
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1.5 Core Values

Everything within the CMBA All-Star Program is built upon six core values that guide every decision, every practice, every game, and every interaction.

Respect

We respect our teammates, opponents, coaches, officials, volunteers, parents, facilities, and the game itself.

Respect is demonstrated through positive attitudes, appropriate behaviour, and treating everyone with dignity regardless of the outcome of competition.

Integrity

Integrity means doing the right thing even when no one is watching.

Players, coaches, parents, and volunteers are expected to demonstrate honesty, accountability, fairness, and ethical behaviour in every situation.

Teamwork

Individual success is important, but team success is achieved by working together.

Every athlete is expected to support teammates, celebrate the success of others, accept their role, and contribute positively to the culture of the team.

Commitment

Participation on a CMBA All-Star Team requires dedication beyond the regular House League season.

Athletes and families are expected to commit to practices, games, tournaments, travel, meetings, and team activities throughout the season.

Excellence

Excellence is not measured solely by wins and losses.

CMBA encourages every participant to continually improve their skills, effort, attitude, preparation, leadership, and sportsmanship.

Success is measured by growth, development, and representing the Association with pride.

Community

Every CMBA All-Star Team represents more than itself.

Players, coaches, and families represent:

- Cranbrook Minor Ball Association
- The City of Cranbrook
- Their teammates
- Their families
- Their sponsors
- The sports of baseball and softball

Every action reflects upon the entire Association.

1.6 Program Philosophy

Winning games is an important objective of competitive sport; however, it is not the primary purpose of the CMBA All-Star Program.

The Association believes long-term player development is achieved by providing athletes with quality coaching, meaningful instruction, appropriate competition, accountability, encouragement, and opportunities to learn through both success and adversity.

While every team will compete to win, player development, character, teamwork, and sportsmanship will always remain the Association's highest priorities.

CMBA believes successful teams are built through preparation, discipline, communication, trust, and mutual respect rather than individual talent alone.

1.7 The CMBA All-Star Commitment

Being selected to a CMBA All-Star Team is more than earning a place on a roster—it is a commitment to uphold the values and standards of Cranbrook Minor Ball Association every time you step onto the field.

Every player, coach, manager, parent, and volunteer is expected to embrace the following commitments throughout the season.

As a CMBA All-Star, I commit to:

- Represent Cranbrook Minor Ball Association with pride, integrity, and respect.
- Demonstrate good sportsmanship in victory and defeat.
- Respect teammates, opponents, coaches, officials, volunteers, and spectators.
- Give my best effort at every practice, game, tournament, and team activity.
- Be a positive teammate who encourages and supports others.
- Accept coaching with a willingness to learn and improve.
- Be accountable for my attitude, actions, and preparation.
- Put the success of the team ahead of individual recognition.
- Care for Association equipment, uniforms, facilities, and the communities we visit.
- Lead by example both on and off the field.
- Remember that I represent not only myself, but also my teammates, my family, my Association, and my community.

"It's not the team with the best players that wins; it's the players with the best team."

This philosophy reflects the foundation of the CMBA All-Star Program. Success is achieved through commitment, preparation, trust, accountability, and teamwork. Every participant has a role in creating a positive and memorable All-Star experience for everyone involved.

Chapter 2 – Program Administration & Team Structure

2.1 Purpose

The Cranbrook Minor Ball Association (CMBA) All-Star Program is administered under the authority of the CMBA Board of Directors.

The Program is intended to provide athletes with opportunities for advanced skill development and competitive baseball and softball while supporting the Association's commitment to player development, sportsmanship, teamwork, leadership, and community involvement.

The All-Star Program operates in conjunction with the CMBA House League Program and is governed by the Constitution, By-Laws, Policies, and Procedures of Cranbrook Minor Ball Association, together with the rules and regulations of the applicable provincial governing organizations.

2.2 Program Governance

The CMBA Board of Directors has overall responsibility for the administration and operation of the All-Star Program.

The Board is responsible for establishing policies, approving annual program operations, appointing coaches, overseeing the financial administration of the Program, resolving disputes, and ensuring that all teams operate in accordance with Association policies and governing body regulations.

The Board may delegate specific responsibilities to the CMBA Administrator, Division Directors, Coaches, Managers, or designated committees while retaining final authority over all Association matters.

2.3 Governing Organizations

CMBA All-Star Teams shall operate in accordance with the rules and regulations established by the governing organization for their respective sport.

Baseball

Baseball All-Star Teams shall be governed by:

- BC Minor Baseball
- Baseball British Columbia (Baseball BC)

Softball

Softball All-Star Teams shall be governed by:

- Softball British Columbia (Softball BC)

Where a conflict exists between this handbook and the rules or regulations of the governing organization, the governing organization's regulations shall take precedence.

2.4 Program Divisions

The CMBA All-Star Program may operate teams in any age division approved by the Board of Directors.

Typical divisions include:

Baseball

- 9U
- 11U
- 13U
- 15U
- 18U

Softball

- U11
- U13
- U15
- U17

The number of teams established each season will be determined based upon:

- Athlete registration numbers.
- Coach availability.
- Athlete evaluations.
- Financial viability.
- Tournament opportunities.
- Facility availability.
- Overall program requirements.

The Association is under no obligation to operate an All-Star Team in every division each season.

2.5 Athlete Eligibility

Participation in the CMBA All-Star Program is open to athletes who meet the eligibility requirements established by CMBA and the applicable governing organization.

To be eligible, an athlete must:

- Be registered with Cranbrook Minor Ball Association for the current playing season.
- Meet the age eligibility requirements established by the governing organization.
- Participate in the CMBA House League Program unless otherwise approved by the CMBA Board of Directors.
- Participate in the athlete evaluation process where required.
- Meet all additional eligibility requirements established by BC Minor Baseball, Baseball BC, or Softball BC.

Where permitted by the applicable governing organization, athletes from neighbouring associations may also be eligible to participate on a CMBA All-Star Team when approved by the CMBA Board of Directors. This may occur when athlete numbers are insufficient to form a viable team, when additional athletes are required to complete a roster, or where inter-association participation is permitted under governing body regulations.

Similarly, CMBA athletes may be approved to participate with another association when CMBA is unable to field an All-Star Team within their age division and such participation is permitted by the governing organization.

2.6 House League Participation

The CMBA House League Program remains the foundation of athlete development.

Except where otherwise approved by the CMBA Board of Directors or required by the governing organization:

- All CMBA All-Star athletes shall participate in the CMBA House League Program.
- House League games and Association events shall take precedence unless alternative arrangements have been approved by CMBA.
- Athletes are expected to demonstrate the same level of commitment, sportsmanship, respect, and effort while participating in both programs.

Participation in the House League Program strengthens the Association while continuing each athlete's development and fostering leadership within the broader CMBA community.

2.7 Team Formation

The number of All-Star Teams established each season shall be determined by the CMBA Board of Directors based on:

- Athlete registration numbers.
- Athlete evaluations.
- Coach availability.
- Financial sustainability.
- Tournament opportunities.
- Facility availability.
- Overall program needs.

The Association reserves the right to:

- Establish one or more teams within an age division.
- Combine age divisions where appropriate.
- Invite eligible athletes from neighbouring associations when permitted.
- Decline to establish a team where participation or resources are insufficient.

All decisions regarding team formation shall be made in the best interests of the athletes and the Association.

2.8 Athlete Evaluations

Where evaluations are required, CMBA will establish and communicate the evaluation process prior to athlete selections.

Evaluations may include, but are not limited to:

- Individual skill assessments.
- Position-specific evaluations.
- Athletic ability.
- Game situations and scrimmages.
- Coach observations.
- Attitude.
- Effort.
- Teamwork.
- Sportsmanship.

Athlete selections are based on the overall needs of the team while considering athlete development, positional requirements, commitment, and the best interests of the Program.

Questions regarding the evaluation process or athlete selections shall be addressed through the CMBA Complaint and Appeal Procedures contained within this handbook.

2.9 Coaching Appointments

All Head Coaches and Assistant Coaches must:

- Submit a CMBA All-Star Coach Application.
- Be approved by the CMBA Board of Directors.
- Complete a Criminal Record Check in accordance with CMBA policy.
- Meet all applicable NCCP certification requirements.
- Meet the coaching requirements established by BC Minor Baseball, Baseball BC, or Softball BC.
- Register with the applicable governing organization prior to participating in team activities.

The Board of Directors reserves the right to appoint, remove, or replace coaches when deemed necessary and in the best interests of the Association and its athletes.

2.10 Team Officials

Each CMBA All-Star Team may consist of:

- Head Coach.
- Assistant Coach(es).
- Team Manager.
- Approved Parent Volunteers.
- Additional support personnel approved by the Board of Directors where appropriate.

All team officials represent Cranbrook Minor Ball Association and are expected to conduct themselves professionally, ethically, and respectfully at all times.

2.11 Program Administration

The CMBA Administrator provides administrative support for all All-Star Teams and is responsible for coordinating Association-wide operations, including:

- Athlete registrations.
- Team budgets.
- Financial administration.
- Field and facility bookings
- Support tournament coordination.
- Insurance administration.
- Communication support.
- Record keeping.
- General administrative support to teams and the Board of Directors.

To ensure consistency and accurate Association records, Coaches and Managers are encouraged to include the CMBA Administrator on official correspondence relating to scheduling, tournaments, registrations, financial matters, governing organizations, and other Association business where appropriate.

2.12 Annual Program Review

At the conclusion of each playing season, the CMBA Board of Directors may conduct a comprehensive review of the All-Star Program.

The review may include:

- Coach evaluations.
- Athlete and parent feedback.
- Financial performance.
- Tournament participation.
- Equipment inventories.
- Operational procedures.
- Policy recommendations.
- Program improvements.

Recommendations arising from the annual review may be incorporated into future editions of this handbook to support the continued growth and success of the CMBA All-Star Program.

Chapter 3 – Athlete Selection & Team Formation

3.1 Purpose

The CMBA All-Star athlete selection process is designed to identify athletes who have demonstrated the skill, commitment, attitude, and sportsmanship necessary to participate in a competitive baseball or softball environment.

The objective of the selection process is to assemble teams that provide athletes with opportunities for advanced development while ensuring fairness, transparency, consistency, and respect throughout the Association.

Selection to a CMBA All-Star Team is considered a privilege rather than a guarantee and reflects an athlete's readiness to participate at a competitive level.

3.2 Guiding Principles

The athlete selection process shall be conducted in accordance with the following principles:

- Fairness and consistency.
- Athlete development.
- Respect for all participants.
- Transparency of the evaluation process.
- Objectivity whenever possible.
- Selection based upon the needs of the team.
- Long-term athlete development.

Every athlete participating in evaluations shall be treated with respect regardless of the outcome of the selection process.

CMBA recognizes that athlete development occurs at different rates. Athletes not selected to an All-Star Team are encouraged to continue participating in House League and future evaluation opportunities.

3.3 Evaluation Process

CMBA shall establish and communicate the evaluation process prior to the commencement of evaluations.

Information provided to athletes and families may include:

- Evaluation dates and times.

- Evaluation location(s).
- Required equipment.
- Evaluation format.
- Selection timelines.
- Team announcement dates.
- Registration requirements.
- Any additional information deemed necessary by the Association.

CMBA reserves the right to modify the evaluation process due to weather, facility availability, athlete numbers, or other unforeseen circumstances.

3.4 Evaluation Committee

Athlete evaluations may be conducted by:

- Head Coach(es).
- Assistant Coach(es).
- Division Directors.
- Independent evaluators.
- Other individuals appointed by the CMBA Board of Directors.

Whenever practical, CMBA encourages the use of multiple evaluators to promote fairness, consistency, and reduce individual bias throughout the evaluation process.

Evaluators are expected to remain impartial and conduct evaluations in a professional manner that reflects the values of Cranbrook Minor Ball Association.

3.5 Evaluation Criteria

Athletes may be evaluated in a variety of areas appropriate to their age division and level of play.

Evaluation criteria may include, but are not limited to:

Baseball & Softball Skills

- Throwing.
- Catching.
- Fielding.

- Hitting.
- Bunting (where appropriate).
- Base running.
- Pitching.
- Catching (position specific).

Athletic Ability

- Speed.
- Agility.
- Coordination.
- Balance.
- Strength.
- Overall athleticism.

Game Performance

Evaluators may consider:

- Decision making.
- Baseball or softball knowledge.
- Positional awareness.
- Communication.
- Competitiveness.
- Ability to perform in game situations.

Character & Team Attributes

CMBA believes successful teams are built on more than athletic ability.

Evaluators may also consider:

- Work ethic.
- Coachability.
- Positive attitude.
- Sportsmanship.
- Teamwork.
- Leadership.

- Commitment.
- Respect for teammates, coaches, officials, volunteers, and opponents.

No single evaluation category shall determine an athlete's selection. Final roster decisions are based upon the overall needs and composition of the team.

3.6 Team Selection

Following evaluations, the coaching staff shall recommend a team roster based upon:

- Evaluation results.
- Positional requirements.
- Team balance.
- Athlete versatility.
- Pitching and catching requirements.
- Overall roster composition.
- The long-term development of the athletes.

Final roster approval shall be completed in accordance with CMBA procedures.

The number of athletes selected to each team may vary depending upon governing body roster regulations and the needs of the team.

3.7 Alternate Athletes

Where appropriate, coaches may identify alternate athletes following the evaluation process.

Alternate athletes may be invited to join the team when:

- A selected athlete withdraws.
- An injury occurs.
- Additional roster positions become available.
- Governing body regulations permit roster additions.

Alternate athletes are encouraged to remain prepared should an opportunity arise during the season.

3.8 Athlete Commitment

Selection to a CMBA All-Star Team represents a significant commitment by both the athlete and their family.

Athletes selected to an All-Star Team are expected to:

- Attend scheduled practices.
- Attend games and tournaments.
- Arrive prepared and on time.
- Communicate anticipated absences as early as possible.
- Demonstrate commitment to teammates and coaches.
- Represent CMBA in a positive manner at all times.
- Uphold the standards outlined within this handbook.

Athletes who are unable to meet the expected commitment should discuss their circumstances with the coaching staff prior to accepting a roster position.

3.9 Athlete Withdrawal

If an athlete withdraws from an All-Star Team after accepting a roster position, the Head Coach shall notify the CMBA Administrator as soon as reasonably possible.

Depending upon the timing of the withdrawal and applicable governing body regulations, the roster vacancy may be filled by an alternate athlete.

Registration fees, refunds, and any outstanding financial obligations shall be administered in accordance with CMBA financial policies.

3.10 Confidentiality

Evaluation discussions, evaluator comments, ranking sheets, notes, and selection deliberations are confidential Association records.

Coaches, evaluators, Board Members, and volunteers participating in the evaluation process shall maintain the confidentiality of all evaluation information.

Evaluation information shall not be shared publicly or discussed with individuals who are not directly involved in the selection process.

CMBA is committed to protecting the privacy and dignity of every athlete throughout the evaluation and selection process.

3.11 Questions Regarding Selections

CMBA recognizes that not every athlete who participates in evaluations will be selected to an All-Star Team.

Families who have questions regarding the evaluation process are encouraged to first discuss the matter respectfully with the Head Coach after allowing an appropriate period of time following team announcements.

Where concerns remain unresolved, they may be addressed through the CMBA Complaint and Appeal Procedures contained within this handbook.

All discussions are expected to remain respectful, constructive, and focused on the continued development of the athlete.

3.12 Declining an All-Star Position

An athlete who is offered a position on a CMBA All-Star Team may decline the invitation for personal, family, financial, educational, employment, health, or other reasons.

If an athlete chooses to decline a roster position, the Head Coach shall notify the CMBA Administrator as soon as possible so the position may be offered to another eligible athlete.

An athlete who declines a roster position shall not be penalized in future seasons. Each year's evaluations and team selections shall be conducted independently, and previous decisions to accept or decline an All-Star position shall not influence future evaluation or selection decisions.

CMBA recognizes that every family's circumstances are different and respects the decisions made by athletes and their families regarding participation.

Chapter 4 – Roles & Responsibilities

4.1 Purpose

The success of the CMBA All-Star Program depends upon the commitment and cooperation of athletes, parents, coaches, managers, volunteers, and the Association.

Every participant plays an important role in creating a safe, respectful, organized, and enjoyable environment where athletes can develop both on and off the field.

This chapter outlines the responsibilities and expectations of everyone involved in the CMBA All-Star Program.

4.2 Shared Responsibility

All participants are expected to contribute positively to the success of the Program.

Every participant shall:

- Demonstrate good sportsmanship.
- Treat others with dignity and respect.
- Support the development of all athletes.
- Follow CMBA policies and procedures.
- Respect officials, opponents, volunteers, and spectators.
- Promote a safe and inclusive environment.
- Represent Cranbrook Minor Ball Association positively both on and off the field.

Participation in the All-Star Program is a shared commitment requiring teamwork, communication, accountability, and mutual respect.

4.3 Athlete Responsibilities

Athletes are expected to take pride in representing CMBA and to demonstrate commitment to both their team and the Association.

Athletes are expected to:

- Attend practices, games, tournaments, and team activities whenever possible.
- Arrive on time and prepared to participate.
- Wear the approved team uniform and required protective equipment.

- Demonstrate respect toward teammates, coaches, officials, volunteers, opponents, and spectators.
- Display good sportsmanship regardless of the outcome of a game.
- Accept coaching with a positive attitude.
- Support teammates through encouragement and positive communication.
- Care for Association equipment and facilities.
- Communicate concerns respectfully through the appropriate channels.
- Follow all team and Association policies.

Athletes are ambassadors of CMBA and are expected to conduct themselves in a manner that reflects positively on the Association both on and off the field.

4.4 Parent & Guardian Responsibilities

Parents and guardians play a critical role in supporting the development and enjoyment of every athlete.

Parents and guardians are expected to:

- Encourage and support all athletes in a positive manner.
- Demonstrate good sportsmanship at all times.
- Respect coaches, managers, officials, volunteers, opponents, and other spectators.
- Allow coaches to coach and athletes to play without instruction from the sidelines.
- Follow the CMBA Communication Policy, including the 24-Hour Rule.
- Ensure athletes arrive on time and prepared.
- Communicate absences promptly.
- Support Association policies and decisions.
- Volunteer when requested to assist with team operations.
- Help create a positive environment for all participants.

Parents are encouraged to focus on effort, learning, improvement, and enjoyment rather than wins, losses, statistics, or playing time.

4.5 Head Coach Responsibilities

The Head Coach is responsible for the overall operation and leadership of the All-Star Team.

Responsibilities include:

- Providing a safe, positive, and respectful environment.
- Planning and conducting effective practices.
- Promoting athlete development.
- Selecting lineups and making game decisions.
- Supporting fair and respectful communication.
- Supervising assistant coaches and team officials.
- Ensuring compliance with CMBA policies.
- Communicating regularly with the Team Manager and CMBA Administrator.
- Promoting good sportsmanship.
- Representing CMBA professionally at all times.

The Head Coach shall place athlete development, safety, and team culture ahead of individual success.

4.6 Assistant Coach Responsibilities

Assistant Coaches support the Head Coach in the delivery of the Program.

Assistant Coaches are expected to:

- Assist with practices and games.
- Provide positive instruction.
- Support athlete development.
- Reinforce Association policies.
- Model respectful behaviour.
- Support team discipline.
- Communicate professionally with athletes and families.

Assistant Coaches shall work collaboratively with the Head Coach and maintain a consistent coaching philosophy throughout the season.

4.7 Team Manager Responsibilities

The Team Manager provides administrative support for the team and serves as the primary organizational contact for parents.

Responsibilities may include:

- Team communications.
- Practice and tournament information.
- Travel coordination.
- Hotel coordination where required.
- Team volunteer coordination.
- Scorekeeping and game administration.
- Collection of required forms.
- Coordination with the CMBA Administrator.
- Assisting with financial documentation.
- Assisting with tournament registrations.

The Team Manager is not responsible for coaching decisions or athlete discipline unless specifically delegated by the Head Coach.

4.8 CMBA Administrator Responsibilities

The CMBA Administrator provides administrative support to all All-Star Teams and serves as the primary liaison between the teams and the Association.

Responsibilities include:

- Athlete registration.
- Financial administration.
- Budget administration.
- Team invoicing.
- Reimbursements.
- Field bookings.
- Equipment coordination.
- Uniform ordering coordination.
- Insurance administration.
- Record keeping.

- Communication support.
- Board reporting.
- General administrative assistance.

The Administrator works collaboratively with Coaches, Managers, Division Directors, and the Board of Directors to ensure consistent administration throughout the Program.

4.9 CMBA Board of Directors Responsibilities

The Board of Directors provides governance and oversight for the All-Star Program.

Responsibilities include:

- Establishing policies.
- Approving coaches.
- Approving budgets.
- Supporting the Administrator.
- Managing Association resources.
- Hearing complaints and appeals.
- Reviewing program operations.
- Ensuring compliance with governing organizations.
- Protecting the best interests of the Association and its athletes.

The Board is responsible for the long-term direction and sustainability of the CMBA All-Star Program.

4.10 Volunteers

Volunteers are essential to the success of every All-Star Team.

Volunteer duties may include:

- Scorekeeping.
- Pitch counting.
- Tournament hosting.
- Team meals.
- Transportation assistance.

- Equipment support.
- Photography.
- Team events.
- Other duties assigned by the team.

All volunteers are expected to conduct themselves in accordance with CMBA policies and the Association's Code of Conduct.

4.11 Working Together

The CMBA All-Star Program is most successful when athletes, families, coaches, managers, volunteers, and the Association work together toward a common goal.

Every participant shares responsibility for creating an environment where:

- Athletes feel supported.
- Coaches are respected.
- Parents are welcomed.
- Volunteers are appreciated.
- Communication remains positive.
- Sportsmanship is always demonstrated.
- The Association is represented with pride.

When each participant fulfills their responsibilities, the All-Star Program provides an experience that extends beyond wins and losses and helps develop confident athletes, strong leaders, and responsible members of the community.

Chapter 5 – Athlete Expectations & Standards

5.1 Purpose

Athletes selected to the CMBA All-Star Program are expected to uphold the highest standards of sportsmanship, commitment, respect, and personal conduct.

Participation in the All-Star Program is a privilege that carries responsibilities to teammates, coaches, families, the Association, and the community.

The expectations outlined in this chapter are intended to promote a positive team culture while providing every athlete with an environment where they can learn, compete, and develop both on and off the field.

5.2 Representing CMBA

Athletes selected to a CMBA All-Star Team are ambassadors of Cranbrook Minor Ball Association.

Whether participating in practices, games, tournaments, travel, team functions, or community events, athletes are expected to represent the Association in a respectful and professional manner.

Athletes shall conduct themselves in a way that reflects positively upon:

- Cranbrook Minor Ball Association.
- Their teammates.
- Their coaches.
- Their families.
- Their community.
- The sports of baseball and softball.

Actions that damage the reputation of the Association may result in disciplinary action.

5.3 Commitment

Participation on an All-Star Team requires a significant commitment from both athletes and their families.

Athletes are expected to:

- Make the All-Star Program a priority during the season.
- Attend scheduled practices, games, tournaments, and team activities.
- Arrive on time and prepared.

- Notify the coaching staff as soon as possible when attendance is not possible.
- Demonstrate consistent effort and engagement.

CMBA recognizes that school, family, employment, health, and personal commitments remain important. Coaches are encouraged to work with families whenever reasonable; however, repeated absences may affect an athlete's development, team preparation, and opportunities during competition.

5.4 Attendance & Punctuality

Athletes are expected to attend all scheduled team activities unless prior arrangements have been made.

Athletes should:

- Arrive early enough to be fully prepared for the scheduled start time.
- Bring all required equipment.
- Wear appropriate practice or game attire.
- Participate fully unless limited by injury or illness.

Habitual lateness or unexcused absences may be addressed by the coaching staff.

5.5 Preparation

Athletes are responsible for arriving prepared to participate safely and effectively.

Preparation includes:

- Bringing all required equipment.
- Wearing appropriate footwear and protective equipment.
- Bringing sufficient water and nutrition.
- Informing coaches of injuries or medical concerns.
- Being mentally prepared to learn and compete.

Proper preparation demonstrates respect for teammates, coaches, and the game.

5.6 Effort & Work Ethic

Every athlete is expected to give their best effort regardless of the activity or outcome.

Athletes shall:

- Work hard during practices and games.
- Maintain a positive attitude.
- Accept challenges as opportunities to improve.
- Encourage teammates.
- Continue learning from coaches.
- Compete with determination while demonstrating respect for others.

Effort and attitude are qualities that every athlete can control and are valued equally with athletic ability.

5.7 Sportsmanship

Good sportsmanship is a cornerstone of the CMBA All-Star Program.

Athletes are expected to:

- Respect officials and accept their decisions.
- Respect opponents before, during, and after competition.
- Demonstrate humility in victory.
- Show dignity in defeat.
- Support teammates regardless of individual performance.
- Refrain from taunting, disrespectful celebrations, or unsportsmanlike conduct.

Winning should never come at the expense of respect.

5.8 Respect for Others

Athletes shall treat every individual with dignity and respect.

This includes:

- Teammates.
- Coaches.
- Team Managers.
- Officials.
- Volunteers.
- Opponents.

- Spectators.
- Tournament hosts.
- Facility staff.

Bullying, harassment, intimidation, discrimination, or abusive behaviour will not be tolerated.

5.9 Teamwork

Successful teams are built on trust, communication, and support.

Athletes are expected to:

- Put the success of the team ahead of personal recognition.
- Encourage teammates.
- Accept different roles within the team.
- Celebrate the success of others.
- Resolve disagreements respectfully.
- Help create an inclusive team environment.

Every athlete contributes to the culture of the team regardless of playing time or position.

5.10 Coachability

Athletes are expected to demonstrate a willingness to learn and improve.

This includes:

- Listening respectfully to instruction.
- Applying coaching feedback.
- Asking questions appropriately.
- Accepting constructive criticism.
- Demonstrating continuous improvement through effort and practice.

A positive attitude toward learning is an essential part of athlete development.

5.11 Uniforms & Equipment

Athletes are responsible for maintaining a professional appearance while representing CMBA.

Athletes shall:

- Wear the complete approved game uniform during all games unless otherwise directed.
- Wear uniforms properly and respectfully.
- Keep uniforms clean and in good condition.
- Care for Association-issued equipment.
- Return Association equipment when requested.
- Report damaged equipment promptly.

Uniforms represent the Association and shall be worn with pride.

5.12 Electronic Devices

Athletes are encouraged to be engaged with teammates during team activities.

Unless otherwise approved by the coaching staff:

- Cellular phones and electronic devices should not interfere with practices, games, team meetings, meals, or other organized team functions.
- Respectful use of electronic devices during travel is expected.

Coaches may establish additional team guidelines where appropriate.

5.13 Social Media

Athletes are ambassadors of CMBA both in person and online.

When using social media or other online platforms, athletes shall:

- Communicate respectfully.
- Avoid offensive, discriminatory, or inappropriate content.
- Refrain from criticizing teammates, coaches, officials, opponents, or the Association.
- Respect the privacy of others.
- Consider that online content reflects upon themselves and CMBA.

Inappropriate use of social media may result in disciplinary action.

5.14 Community Representation

Athletes represent Cranbrook Minor Ball Association whenever they are participating in All-Star activities.

Athletes are expected to demonstrate professionalism while:

- Travelling.
- Staying in hotels.
- Visiting restaurants.
- Participating in tournaments.
- Attending ceremonies.
- Representing CMBA at community events.

Courtesy and respect should be shown to hosts, volunteers, businesses, hotel staff, officials, and members of the public at all times.

5.15 Athlete Well-Being

CMBA recognizes that athlete well-being extends beyond physical performance.

Athletes are encouraged to:

- Communicate with coaches when assistance is needed.
- Respect their physical and mental health.
- Support teammates who may be experiencing challenges.
- Report unsafe situations or inappropriate behaviour.

Creating a positive, supportive environment is the responsibility of everyone involved in the Program.

5.16 Accountability

Athletes are expected to accept responsibility for their actions and decisions.

When mistakes occur, athletes should:

- Acknowledge the mistake.
- Learn from the experience.
- Accept appropriate consequences.
- Continue working toward improvement.

Accountability is an important part of becoming both a successful athlete and a responsible individual.

5.17 Living the CMBA All-Star Standard

Being a CMBA All-Star is about more than athletic ability.

The Association measures success not only by championships won, but also by the character demonstrated by its athletes.

Every practice, every game, every tournament, and every interaction provides an opportunity to demonstrate the values of respect, integrity, teamwork, commitment, excellence, and community.

Athletes who consistently uphold these values help create an All-Star Program that future generations will be proud to be part of.

Chapter 6 – Parent & Guardian Expectations

6.1 Purpose

Parents and guardians play an essential role in the success of the CMBA All-Star Program. Their encouragement, commitment, and positive involvement contribute significantly to the development and enjoyment of every athlete.

The purpose of this chapter is to establish clear expectations for parents and guardians while promoting a respectful, supportive, and collaborative environment that benefits all participants.

CMBA believes that the best All-Star experience is achieved when athletes, parents, coaches, managers, volunteers, and the Association work together toward a common goal.

6.2 Supporting Your Athlete

Parents and guardians are encouraged to support their athlete by emphasizing effort, improvement, sportsmanship, and enjoyment rather than focusing solely on results.

Parents should:

- Encourage their athlete to always give their best effort.
- Celebrate improvement and personal growth.
- Support coaches and team officials.
- Recognize that mistakes are a natural part of learning.
- Encourage independence and accountability.
- Allow athletes to develop confidence through their own experiences.

Positive encouragement builds confidence and contributes to long-term athlete development.

6.3 Sportsmanship

Parents and guardians are expected to model the same level of sportsmanship expected of the athletes.

Parents shall:

- Treat officials with respect.
- Respect opposing athletes, coaches, and spectators.
- Demonstrate good sportsmanship regardless of the score.
- Applaud outstanding play by either team.

- Refrain from abusive language or inappropriate behaviour.
- Support the decisions of tournament officials and volunteers.

Parents represent both their athlete and Cranbrook Minor Ball Association whenever attending All-Star events.

6.4 Respect for Coaches

Coaches volunteer countless hours preparing practices, attending tournaments, planning lineups, and developing athletes.

Parents are expected to:

- Respect coaching decisions.
- Allow coaches to coach.
- Understand that decisions are made in the best interests of the team.
- Communicate respectfully when questions arise.
- Recognize that coaching decisions may not always satisfy every family.

Constructive communication is encouraged; criticism, gossip, or undermining coaches is not.

6.5 Sideline Conduct

Parents contribute significantly to the atmosphere surrounding every game.

Parents are expected to:

- Cheer positively for all CMBA athletes.
- Encourage effort rather than outcomes.
- Avoid criticizing athletes.
- Refrain from yelling instructions from the stands.
- Respect designated team areas.
- Allow athletes to remain focused on their coaches during games and practices.

Positive support creates a better experience for every participant.

6.6 The 24-Hour Rule

CMBA recognizes that emotions can run high following games or tournaments.

To encourage respectful and productive conversations, parents shall observe the **24-Hour Rule** before requesting a meeting regarding concerns arising from a game or practice.

This waiting period allows everyone involved an opportunity to reflect before discussing the matter calmly and constructively.

Concerns involving athlete safety or emergency situations should be addressed immediately.

6.7 Communication

Open, respectful communication is essential to the success of every All-Star Team.

Parents are encouraged to communicate regarding:

- Athlete illness or injury.
- Attendance concerns.
- Scheduling conflicts.
- Questions regarding team administration.
- Athlete welfare.

Communication should always remain respectful, solution-focused, and directed through the appropriate channels.

6.8 Playing Time

The CMBA All-Star Program is a competitive program focused on both athlete development and team success.

Parents should understand that:

- Playing time may not be equal.
- Coaches make decisions based on athlete development, team needs, game situations, and competitive considerations.
- Every athlete contributes to the success of the team regardless of playing time.
- Discussions regarding playing time should, whenever appropriate, begin with the athlete speaking directly with the coach.

Parents are encouraged to support their athlete's continued development rather than focusing solely on playing time.

6.9 Team Commitment

Participation in the All-Star Program requires commitment from the entire family.

Parents are expected to:

- Ensure athletes arrive on time.
- Assist athletes in being properly equipped.
- Support attendance at practices and games.
- Communicate absences as early as possible.
- Meet financial obligations established by the team and CMBA.
- Assist with transportation where required.

Strong family support contributes directly to the success of the team.

6.10 Volunteering

CMBA is a volunteer-driven organization.

Parents are encouraged to assist with team operations whenever possible, including:

- Scorekeeping.
- Pitch counting.
- Tournament hosting.
- Field preparation.
- Team meals.
- Transportation coordination.
- Team photography.
- Other volunteer duties assigned by the coaching staff or Team Manager.

The success of every All-Star Team depends upon the willingness of families to contribute.

6.11 Social Media

Parents are reminded that comments made online reflect not only upon themselves but also upon their athlete, the team, and Cranbrook Minor Ball Association.

Parents are expected to:

- Communicate respectfully online.
- Avoid criticism of athletes, coaches, officials, volunteers, or other families.

- Respect the privacy of all participants.
- Celebrate achievements in a positive manner.
- Avoid engaging in online disputes involving the team or Association.

Concerns should be addressed through CMBA's established communication procedures rather than through social media.

6.12 Travel & Team Functions

Parents and guardians are expected to support team expectations while travelling.

Parents shall:

- Respect hotel policies.
- Support coaches during team activities.
- Ensure athletes follow team rules.
- Promote respectful behaviour in public.
- Help create a positive experience for all families.

When travelling, every participant represents both CMBA and the City of Cranbrook.

6.13 Supporting All Athletes

Parents are encouraged to remember that every athlete develops differently.

Supporting all members of the team helps create a positive culture where athletes feel welcomed, valued, and encouraged.

Parents are asked to:

- Celebrate the success of all athletes.
- Encourage teamwork.
- Welcome new families.
- Promote inclusion.
- Demonstrate kindness and respect.

The strongest teams are built upon positive relationships among athletes, coaches, and families.

6.14 Working in Partnership

The relationship between parents, coaches, managers, and CMBA is a partnership built on trust, communication, and mutual respect.

When everyone works together toward a common purpose, athletes benefit from:

- Positive coaching.
- Strong family support.
- Respectful communication.
- Meaningful development opportunities.
- An enjoyable and memorable All-Star experience.

Every parent and guardian contributes to the culture of the CMBA All-Star Program through their actions, attitudes, and support.

6.15 Parent Acknowledgement

By accepting a position within the CMBA All-Star Program, parents and guardians acknowledge that they have read and understand the expectations outlined in this handbook.

Parents agree to:

- Support the values of Cranbrook Minor Ball Association.
- Respect the roles of coaches, managers, officials, and volunteers.
- Promote sportsmanship and teamwork.
- Encourage their athlete in a positive manner.
- Work cooperatively with the Association to provide a safe, respectful, and enjoyable All-Star experience for every participant.

Chapter 7 – Coach, Manager & Team Official Standards

7.1 Purpose

Coaches, Managers, and Team Officials play a vital role in the success of the CMBA All-Star Program. Their leadership, knowledge, communication, and commitment directly influence the experience and development of every athlete.

The purpose of this chapter is to establish the professional standards, responsibilities, and expectations for all individuals serving in leadership positions within the Program.

All Team Officials are expected to lead by example and uphold the values of Cranbrook Minor Ball Association both on and off the field.

7.2 Leadership Philosophy

CMBA believes that successful coaches develop people first and athletes second.

Every Team Official is expected to foster an environment that promotes:

- Athlete development.
- Respect.
- Integrity.
- Accountability.
- Inclusion.
- Sportsmanship.
- Teamwork.
- Safety.
- Enjoyment of the game.

Winning is an important part of competitive sport; however, it shall never come at the expense of athlete well-being, ethical conduct, or respect for others.

7.3 General Expectations

All Coaches, Managers, and Team Officials shall:

- Serve as positive role models.
- Demonstrate professionalism at all times.
- Follow all CMBA policies and procedures.

- Comply with governing body regulations.
- Treat all participants fairly and respectfully.
- Promote a safe and inclusive environment.
- Support the long-term development of every athlete.
- Maintain appropriate boundaries with athletes.
- Work cooperatively with other Team Officials and the Association.

Leadership within CMBA requires integrity, accountability, and consistency.

7.4 Athlete-Centred Coaching

Coaches are expected to place the needs of athletes at the centre of all decisions.

This includes:

- Teaching fundamental skills.
- Encouraging effort and improvement.
- Building confidence.
- Providing constructive feedback.
- Creating opportunities for learning.
- Supporting positive mental and emotional development.
- Promoting respect and sportsmanship.

Every athlete deserves to be treated fairly, respectfully, and with dignity.

7.5 Practice Standards

Practices should be planned, organized, and purposeful.

Coaches are expected to:

- Prepare practice plans in advance.
- Maximize athlete participation.
- Provide instruction appropriate to the age and skill level.
- Maintain a safe environment.
- Encourage learning through positive instruction.

- Ensure athletes remain actively engaged.
- End practices on time whenever possible.

Practices should challenge athletes while maintaining an enjoyable learning environment.

7.6 Game Management

During games, coaches are expected to:

- Demonstrate professionalism.
- Respect officials and opponents.
- Manage games with integrity.
- Make decisions that support athlete development and team success.
- Maintain composure under pressure.
- Model appropriate behaviour.
- Encourage athletes regardless of performance.
- Address concerns respectfully.

Coaches set the tone for the behaviour of both athletes and spectators.

7.7 Communication Standards

Effective communication builds trust among athletes, parents, and the Association.

Coaches and Managers are expected to:

- Communicate clearly and respectfully.
- Provide timely information regarding schedules and team activities.
- Respond to reasonable inquiries professionally.
- Follow the CMBA Communication Policy.
- Respect the 24-Hour Rule.
- Maintain confidentiality where appropriate.
- Work collaboratively with the CMBA Administrator.

Professional communication strengthens the entire Program.

7.8 Working with Parents

Parents are valuable partners in athlete development.

Coaches are expected to:

- Treat every family respectfully.
- Listen to concerns professionally.
- Explain expectations clearly.
- Encourage open communication.
- Support positive parent involvement.
- Maintain appropriate professional boundaries.

Difficult conversations should remain respectful, solution-focused, and centred on the athlete's development.

7.9 Athlete Safety & Well-Being

The safety of athletes is the highest priority of every Team Official.

Coaches and Managers shall:

- Prioritize athlete health and safety.
- Follow concussion and injury protocols.
- Ensure appropriate supervision.
- Maintain emergency contact information.
- Report incidents as required.
- Encourage safe participation.
- Immediately address unsafe situations.

No game, practice, or tournament is more important than the health and well-being of an athlete.

7.10 Professional Conduct

Team Officials shall conduct themselves in a manner that reflects positively upon CMBA.

They shall:

- Demonstrate honesty and integrity.
- Avoid abusive language.

- Avoid discrimination, harassment, bullying, or intimidation.
- Respect confidentiality.
- Use good judgment.
- Comply with Safe Sport principles.
- Avoid conflicts of interest whenever possible.

Professional conduct is expected at practices, games, tournaments, meetings, travel, and community events.

7.11 Administrative Responsibilities

Head Coaches and Team Managers are responsible for ensuring the team operates in an organized and accountable manner.

Administrative responsibilities may include:

- Team rosters.
- Attendance records.
- Tournament registrations.
- Travel planning.
- Equipment management.
- Uniform distribution and collection.
- Team communications.
- Financial documentation.
- Incident reporting.
- Coordination with the CMBA Administrator.

Accurate administration contributes to the efficient operation of the All-Star Program.

7.12 Mentorship & Continuous Development

CMBA encourages all Team Officials to pursue ongoing learning and professional development.

Coaches are encouraged to:

- Complete coaching certification programs.
- Attend clinics and workshops.

- Learn from experienced coaches.
- Share knowledge with others.
- Stay informed of rule and policy changes.
- Continually evaluate and improve their coaching practices.

The development of coaches directly contributes to the development of athletes.

7.13 Team Culture

Every Team Official contributes to the culture of the team.

Coaches and Managers are expected to create an environment where:

- Athletes feel safe and respected.
- Diversity and inclusion are valued.
- Teamwork is encouraged.
- Success is celebrated collectively.
- Mistakes become learning opportunities.
- Positive attitudes are reinforced.
- Every participant feels welcomed and supported.

Strong team culture is one of the greatest indicators of long-term success.

7.14 Accountability

Team Officials are accountable to:

- Their athletes.
- Their families.
- The CMBA Board of Directors.
- The CMBA Administrator.
- The governing organizations.
- The community.

Failure to uphold the standards outlined in this handbook may result in review or disciplinary action in accordance with CMBA policies.

7.15 Commitment to Excellence

Serving as a Coach, Manager, or Team Official within the CMBA All-Star Program is both an honour and a responsibility.

Those who accept these roles commit to providing leadership that reflects the values of Cranbrook Minor Ball Association.

By leading with integrity, respect, professionalism, and a genuine commitment to athlete development, Team Officials help create an All-Star Program that athletes and families will remember with pride.

Chapter 8 – Team Operations

8.1 Purpose

The CMBA All-Star Program is committed to providing a well-organized, safe, and positive environment that allows athletes to focus on development and competition.

This chapter outlines the operational procedures and expectations that guide the day-to-day activities of All-Star Teams throughout the season.

While individual teams may establish additional guidelines to address their specific needs, all team operations shall remain consistent with CMBA policies, governing body regulations, and the principles outlined within this handbook.

8.2 Team Organization

Each CMBA All-Star Team shall consist of:

- Head Coach
- Assistant Coach(es)
- Team Manager
- Athletes
- Approved Team Volunteers
- Other Board-approved Team Officials, where applicable

Every team shall operate under the authority of the CMBA Board of Directors and in accordance with Association policies.

8.3 Team Meetings

Team meetings provide an opportunity to communicate important information and establish expectations.

Meetings may be held:

- Prior to the season.
- Before tournaments.
- During the season as required.
- At the conclusion of the season.

Topics may include:

- Team expectations.
- Schedules.
- Travel information.
- Tournament details.
- Safety information.
- Volunteer assignments.
- Financial updates.
- General team communications.

Athletes and parents are encouraged to attend scheduled meetings whenever possible.

8.4 Practices

Practices are essential to athlete development and team preparation.

Coaches are responsible for planning practices that:

- Promote skill development.
- Encourage teamwork.
- Maintain athlete engagement.
- Provide appropriate instruction.
- Prioritize safety.
- Respect scheduled facility times.

Practice schedules may change due to weather, facility availability, or other unforeseen circumstances.

Families should be notified as soon as practical when changes occur.

8.5 Games

Athletes are expected to arrive at the time established by the coaching staff to allow adequate time for preparation and warm-up.

Game day expectations include:

- Wearing the approved uniform.
- Bringing all required equipment.

- Demonstrating sportsmanship.
- Respecting officials.
- Supporting teammates.
- Following coaching instruction.

Athletes shall remain with the team throughout the game unless otherwise approved by the coaching staff.

8.6 Tournaments

Tournament participation is an important component of the All-Star Program.

Prior to each tournament, families should receive information regarding:

- Tournament schedule.
- Venue information.
- Accommodation details.
- Team meeting times.
- Uniform requirements.
- Travel expectations.
- Emergency contact information.
- Other relevant information.

Participation in tournaments requires flexibility as schedules may change with little notice.

8.7 Travel

Travel is a significant part of the All-Star experience.

Athletes, families, coaches, and Team Officials are expected to represent CMBA professionally while travelling.

During travel participants shall:

- Respect accommodations.
- Follow team schedules.
- Demonstrate courtesy toward hotel staff and the public.
- Respect curfews established by the coaching staff.

- Care for team property and facilities.
- Follow all applicable laws and regulations.

Parents remain responsible for their athlete unless other arrangements have been approved in writing by the parent/guardian and the Head Coach.

8.8 Transportation

Transportation to and from practices, games, and tournaments is the responsibility of the athlete's parent or guardian unless alternative arrangements have been made.

CMBA does not assume responsibility for transportation provided by individual families or volunteers.

Families who arrange carpools do so at their own discretion.

8.9 Uniforms

CMBA-issued uniforms represent the Association and shall be worn with pride.

Athletes are expected to:

- Wear the complete approved uniform during games.
- Wear uniforms properly.
- Keep uniforms clean and presentable.
- Avoid unauthorized alterations.
- Return Association-issued uniforms promptly at the conclusion of the season if required.

Lost or damaged uniforms may be subject to replacement costs.

8.10 Equipment

CMBA provides equipment necessary for the operation of the Program.

Athletes and Team Officials are expected to:

- Care for Association equipment.
- Report damaged equipment promptly.
- Return equipment at the end of the season.
- Use equipment safely and appropriately.

Intentional misuse or damage may result in replacement costs or disciplinary action.

8.11 Team Communications

Official team communications shall be conducted using CMBA-approved communication platforms whenever practical.

Communication may include:

- Practice schedules.
- Game schedules.
- Tournament information.
- Travel updates.
- Weather cancellations.
- Volunteer requests.
- Administrative information.

Parents and athletes are expected to regularly monitor team communications and respond when requested.

8.12 Volunteer Participation

The success of every All-Star Team depends upon volunteer support.

Volunteer responsibilities may include:

- Scorekeeping.
- Pitch counting.
- Game Changer scoring.
- Field preparation.
- Tournament hosting.
- Team meals.
- Equipment assistance.
- Photography.
- Fundraising activities (where applicable under the CMBA Fundraising Handbook).
- Other duties assigned by the Team Manager or coaching staff.

Volunteer responsibilities should be shared fairly among team families whenever possible.

8.13 Financial Administration

Financial accountability is essential to maintaining public trust and responsible stewardship of Association resources.

All team finances shall be managed in accordance with CMBA financial policies.

This includes:

- Team budgets.
- Tournament entry fees.
- Approved team expenses.
- Reimbursement procedures.
- Financial reporting.
- Record keeping.

No team shall establish independent financial practices that conflict with CMBA policies.

Detailed fundraising procedures are governed by the **CMBA Fundraising Handbook**.

8.14 Weather & Field Conditions

The safety of athletes is the primary consideration when weather affects scheduled activities.

Practice or game cancellations may occur due to:

- Rain.
- Smoke.
- Lightning.
- Extreme heat.
- Poor field conditions.
- Other safety concerns.

Only authorized individuals may determine field closures or cancellations in accordance with municipal and governing body guidelines.

Families should avoid assuming cancellations until official communication has been received.

8.15 Injuries & Emergencies

Athlete safety shall always take priority over competition.

In the event of an injury:

- Coaches shall respond appropriately based on the circumstances.
- Emergency medical services shall be contacted when required.
- Parents or guardians shall be notified as soon as practical.
- Incident reports shall be completed when required by CMBA or governing organizations.

Athletes shall not return to participation until medically cleared where applicable.

8.16 Team Records

The Team Manager shall maintain appropriate team records, which may include:

- Athlete contact information.
- Attendance.
- Tournament registrations.
- Medical information provided by families.
- Emergency contacts.
- Volunteer assignments.
- Financial documentation.
- Other records required by CMBA.

Personal information shall be handled in accordance with applicable privacy legislation and CMBA policies.

8.17 End-of-Season Responsibilities

At the conclusion of the season, teams shall:

- Return Association equipment.
- Return uniforms where applicable.
- Submit outstanding financial documentation.
- Complete required reports.
- Recognize volunteers and athletes.

- Participate in Association wrap-up activities as requested.

An organized conclusion helps prepare the Program for future seasons.

8.18 Operational Excellence

The success of the CMBA All-Star Program depends upon organization, communication, accountability, and teamwork.

Every athlete, family, coach, manager, volunteer, and Board member contributes to the efficient operation of the Program.

By working together and following consistent operational procedures, CMBA provides a positive, organized, and enjoyable All-Star experience for everyone involved.

Chapter 9 – Communication & Conflict Resolution

9.1 Purpose

Open, honest, and respectful communication is essential to the success of the CMBA All-Star Program.

The purpose of this chapter is to establish clear communication expectations, provide consistent procedures for resolving concerns, and promote a culture of respect, professionalism, and collaboration among athletes, families, coaches, volunteers, and the Association.

CMBA believes that most concerns can be resolved through respectful communication when addressed promptly and through the appropriate channels.

9.2 Communication Principles

All communication within the CMBA All-Star Program shall be guided by the following principles:

- Respect.
- Honesty.
- Professionalism.
- Courtesy.
- Timeliness.
- Confidentiality where appropriate.
- Collaboration.
- A commitment to finding solutions.

Every participant shares responsibility for maintaining positive and respectful communication.

9.3 Official Communication Platforms

To ensure accurate and consistent information, official team communications shall be conducted using CMBA-approved platforms.

Official communication may include:

- RAMP Team App.
- Email.
- Team meetings.
- Telephone calls where appropriate.

- Other Board-approved communication platforms.

Social media shall not be used as the primary method for communicating official team business or resolving concerns.

9.4 Communication Responsibilities

Athletes

Athletes are encouraged to:

- Communicate respectfully.
- Ask questions when clarification is needed.
- Inform coaches of injuries or concerns.
- Speak directly with coaches regarding age-appropriate questions whenever possible.

Learning to communicate respectfully is an important part of athlete development.

Parents & Guardians

Parents are expected to:

- Monitor official team communications.
- Respond promptly when requested.
- Notify the coaching staff of absences.
- Communicate respectfully.
- Follow established communication procedures.

Coaches & Team Officials

Coaches and Managers are expected to:

- Provide timely information.
- Respond professionally.
- Maintain confidentiality.
- Listen respectfully.
- Foster open communication.
- Encourage constructive dialogue.

9.5 Appropriate Communication

Questions and concerns are a normal part of youth sports and are welcomed when discussed respectfully.

Appropriate topics for discussion may include:

- Athlete development.
- Practice expectations.
- Team policies.
- Attendance.
- Safety concerns.
- Scheduling.
- Administrative matters.
- General questions regarding the Program.

Discussions should always focus on finding solutions that support the athlete and the team.

9.6 Topics Not Appropriate for Discussion During or Immediately After Games

To protect athletes, coaches, officials, and families from emotionally charged discussions, the following topics shall not be discussed immediately before, during, or immediately following games:

- Playing time.
- Coaching decisions.
- Team strategy.
- Lineups.
- Position assignments.
- Umpire decisions.
- Athlete comparisons.
- Emotional disagreements.

These discussions should occur only after the appropriate waiting period outlined below.

9.7 The 24-Hour Rule

CMBA recognizes that emotions often run high following games and tournaments.

Parents, athletes, and coaches are expected to observe a **24-Hour Rule** before initiating discussions regarding concerns arising from games or practices.

This waiting period allows everyone involved an opportunity to reflect before engaging in respectful and productive conversation.

The 24-Hour Rule does not apply to:

- Athlete safety concerns.
- Medical emergencies.
- Safeguarding concerns.
- Time-sensitive administrative matters.
- Urgent travel or scheduling issues.

These matters should be addressed immediately.

9.8 Communication Pathway

CMBA encourages concerns to be resolved at the lowest appropriate level whenever possible.

Concerns should generally follow this process:

Step 1

The athlete (when age appropriate) should first discuss the concern respectfully with the Head Coach.

Step 2

If the concern remains unresolved, the parent or guardian may request a meeting with the Head Coach.

Step 3

If additional assistance is required, the Team Manager or CMBA Administrator may assist in facilitating communication.

Step 4

If the matter remains unresolved, it may be referred to the appropriate Division Director or the CMBA Board of Directors in accordance with Association policies.

Formal complaints shall follow the CMBA Complaint and Appeal Procedures.

9.9 Respectful Resolution of Concerns

Participants are expected to approach concerns with the intention of finding constructive solutions.

Everyone involved should:

- Listen respectfully.
- Allow others an opportunity to speak.
- Focus on facts rather than assumptions.
- Avoid personal criticism.
- Remain open to different perspectives.
- Work cooperatively toward resolution.

Respectful communication strengthens both the team and the Association.

9.10 Gossip, Rumours & Team Conflict

Team culture depends upon trust and mutual respect.

Participants shall not:

- Spread rumours.
- Engage in gossip.
- Discuss confidential team matters publicly.
- Criticize athletes, coaches, officials, volunteers, or other families behind their backs.
- Create division within the team.

Parents and guardians are encouraged to bring concerns directly to the appropriate Team Official rather than discussing concerns with other parents in a manner that creates conflict, misunderstanding, or unnecessary speculation.

Likewise, coaches, managers, and volunteers are expected to model this same standard of professionalism.

Healthy communication occurs directly, respectfully, and through the appropriate channels.

9.11 Social Media Communication

Online communication should reflect the same level of respect expected during in-person interactions.

Participants shall:

- Communicate respectfully.
- Protect the privacy of athletes.
- Avoid public criticism of coaches, officials, volunteers, athletes, or families.

- Avoid posting confidential team information.
- Consider the long-term impact of online content.

Social media shall never replace respectful, direct communication.

9.12 Confidentiality

Some matters require confidentiality to protect athletes and families.

Coaches, Managers, Board Members, and volunteers shall maintain confidentiality regarding:

- Athlete evaluations.
- Medical information.
- Personal information.
- Complaints.
- Disciplinary matters.
- Other confidential Association information.

Information shall only be shared with individuals who have a legitimate need to know.

9.13 Formal Complaints

When concerns cannot be resolved through respectful communication, participants may submit a formal complaint in accordance with the CMBA Complaint and Appeal Procedures.

Formal complaints may include matters involving:

- Policy violations.
- Code of Conduct violations.
- Harassment or discrimination.
- Safety concerns.
- Serious misconduct.
- Other issues requiring formal review.

Complaint procedures are outlined later in this handbook.

9.14 Building a Positive Team Culture

Every conversation contributes to the culture of the team.

Athletes, parents, coaches, managers, volunteers, and Board Members are encouraged to:

- Communicate openly.
- Assume positive intent.
- Celebrate successes.
- Encourage one another.
- Resolve disagreements respectfully.
- Support every athlete.

Positive communication creates stronger teams and a better experience for everyone.

9.15 Commitment to Respectful Communication

Participation in the CMBA All-Star Program represents a commitment to respectful communication.

Every participant shares responsibility for creating an environment where concerns can be discussed openly, respectfully, and constructively.

By following the communication principles outlined in this chapter, CMBA strengthens relationships, promotes teamwork, and ensures that the focus of the All-Star Program remains where it belongs—on providing every athlete with a safe, enjoyable, and rewarding experience.

Chapter 10 – Athlete Safety, Safe Sport & Risk Management

10.1 Purpose

The safety, well-being, and protection of every athlete is the highest priority of the Cranbrook Minor Ball Association (CMBA).

CMBA is committed to providing an environment that is safe, respectful, inclusive, and free from abuse, harassment, bullying, discrimination, neglect, and misconduct.

Every participant shares responsibility for creating and maintaining a culture where athletes can develop, compete, and enjoy the game in a physically and emotionally safe environment.

This chapter outlines the standards, policies, and expectations that support athlete safety and risk management throughout the CMBA All-Star Program.

10.2 Commitment to Safe Sport

CMBA fully supports the principles of Safe Sport promoted by BC Minor Baseball, Baseball BC, Softball BC, and other governing organizations.

The Association is committed to:

- Providing a safe environment for all participants.
- Protecting the physical, emotional, and psychological well-being of athletes.
- Preventing abuse, bullying, harassment, discrimination, and misconduct.
- Promoting respect and inclusion.
- Responding promptly to safety concerns.
- Supporting education and awareness regarding Safe Sport.

Safe Sport is the responsibility of every participant.

10.3 Shared Responsibility

Athlete safety depends upon the commitment of everyone involved in the Program.

All participants shall:

- Place athlete safety ahead of competition.
- Treat every participant with dignity and respect.
- Follow CMBA policies.
- Report unsafe situations.

- Support a culture of accountability.
- Assist in preventing misconduct whenever possible.

Creating a safe environment is a shared responsibility.

10.4 Respectful Environment

Every participant has the right to participate in an environment free from:

- Bullying.
- Harassment.
- Abuse.
- Discrimination.
- Hazing.
- Intimidation.
- Retaliation.
- Violence.
- Inappropriate behaviour.

CMBA has zero tolerance for conduct that places the safety or well-being of participants at risk.

10.5 Screening Requirements

To protect athletes, CMBA requires appropriate screening of individuals serving in leadership positions in accordance with Association policy and governing body requirements.

Screening requirements may include:

- Criminal Record Checks.
- Vulnerable Sector Checks where required.
- Respect in Sport or equivalent certification.
- NCCP Coaching Requirements.
- Safe Sport training.
- Other certifications required by governing organizations.

No individual may participate in a position requiring screening until all applicable requirements have been satisfied.

10.6 Supervision of Athletes

Athletes shall be appropriately supervised during all CMBA-sanctioned activities.

Team Officials are expected to:

- Maintain appropriate supervision ratios.
- Ensure athletes are never knowingly left in unsafe situations.
- Monitor athlete well-being.
- Promote respectful interactions.
- Maintain professional boundaries.

Parents remain responsible for their athletes until the coaching staff has assumed supervision and immediately after activities conclude unless other arrangements have been made.

10.7 Professional Boundaries

Coaches, Managers, Team Officials, volunteers, and athletes are expected to maintain appropriate professional boundaries at all times.

This includes:

- Respecting personal privacy.
- Avoiding situations that could create actual or perceived misconduct.
- Maintaining appropriate communication.
- Using respectful language.
- Following Safe Sport guidelines during travel and accommodations.

Healthy boundaries protect both athletes and volunteers.

10.8 Injury Prevention

CMBA encourages proactive injury prevention through proper preparation and education.

Athletes are encouraged to:

- Warm up appropriately.
- Stretch as directed.
- Maintain hydration.

- Use properly fitted equipment.
- Report injuries immediately.
- Follow medical advice.
- Participate only when medically fit.

Coaches shall prioritize athlete safety over competition.

10.9 Concussion Awareness

All suspected concussions shall be taken seriously.

An athlete suspected of having sustained a concussion:

- Shall be removed from participation immediately.
- Shall not return to play the same day.
- Shall follow applicable Return-to-Sport protocols.
- Shall obtain medical clearance where required before returning to participation.

Coaches, parents, and athletes share responsibility for recognizing and responding appropriately to concussion symptoms.

10.10 Medical Information

Parents are responsible for providing accurate medical information relevant to their athlete's participation.

Information may include:

- Allergies.
- Medical conditions.
- Emergency contacts.
- Medications.
- Activity restrictions.
- Other information necessary to protect athlete safety.

Medical information shall be treated confidentially and only shared with individuals who require the information to safely supervise the athlete.

10.11 Emergency Response

Every Team should be prepared to respond appropriately to emergencies.

Emergency planning should include:

- Access to emergency contact information.
- First Aid supplies.
- Knowledge of emergency facility locations.
- Emergency Action Plans.
- Procedures for contacting Emergency Medical Services.

Athlete safety shall always take priority over continuing participation.

10.12 Reporting Injuries & Incidents

All significant injuries, accidents, or incidents occurring during CMBA-sanctioned activities shall be reported in accordance with CMBA policies and governing body requirements.

Incident reports may be required when:

- Medical treatment is required.
- Emergency services respond.
- Property damage occurs.
- Serious misconduct is alleged.
- Safety concerns arise.

Timely reporting assists CMBA in improving safety and managing risk.

10.13 Duty to Report

Every participant has a responsibility to report situations that may place an athlete or participant at risk.

Examples include:

- Abuse.
- Harassment.
- Bullying.
- Discrimination.

- Hazing.
- Unsafe conduct.
- Criminal behaviour.
- Serious policy violations.

Reports should be made promptly through the appropriate CMBA reporting procedures.

Retaliation against individuals who report concerns in good faith will not be tolerated.

10.14 Travel Safety

During travel, Team Officials shall take reasonable steps to ensure athlete safety.

This includes:

- Appropriate supervision.
- Clear travel expectations.
- Emergency contact information.
- Hotel safety.
- Appropriate rooming arrangements.
- Safe transportation practices.

All participants are expected to conduct themselves responsibly while representing CMBA.

10.15 Weather & Environmental Safety

Activities may be modified, delayed, or cancelled when environmental conditions create unacceptable risk.

Examples include:

- Lightning.
- Wildfire smoke.
- Extreme heat.
- Air quality concerns.
- Poor field conditions.
- Other hazardous conditions.

The safety of participants shall always take precedence over competition.

10.16 Privacy & Confidentiality

CMBA respects the privacy of all participants.

Personal information shall be collected, used, stored, and shared only as necessary for the administration of the Program and in accordance with applicable privacy legislation.

Participants are expected to respect the confidentiality of personal and medical information.

10.17 Substance-Free Environment

CMBA is committed to providing a healthy environment for athletes.

Participants shall not:

- Use illegal drugs during CMBA activities.
- Consume or be impaired by alcohol while supervising athletes.
- Use tobacco, vaping products, or cannabis in prohibited areas or while directly supervising athletes.

Adults serving in leadership positions are expected to model healthy, responsible behaviour at all times.

10.18 Continuous Improvement

CMBA is committed to continually improving athlete safety.

The Association will:

- Review safety procedures regularly.
- Encourage ongoing education.
- Update policies as governing body standards evolve.
- Learn from incidents.
- Promote a culture where safety concerns are welcomed and addressed.

Continuous improvement helps ensure the CMBA All-Star Program remains a safe and positive environment for future generations.

10.19 Commitment to Athlete Safety

Every athlete deserves the opportunity to participate in an environment where they feel safe, respected, valued, and supported.

By working together, athletes, families, coaches, volunteers, Team Officials, and the Association create a culture that places athlete well-being above all else.

The commitment to safety extends beyond rules and procedures—it is a shared responsibility and a defining value of the Cranbrook Minor Ball Association.

Chapter 11 – Team Finances & Expense Administration

11.1 Purpose

The Cranbrook Minor Ball Association (CMBA) is committed to responsible financial stewardship and accountability in the administration of the All-Star Program.

The purpose of this chapter is to establish consistent financial procedures that ensure transparency, accountability, and the responsible use of Association and team funds.

All financial activities conducted by All-Star Teams shall comply with CMBA policies, approved budgets, and the financial controls established by the Association.

11.2 Financial Accountability

All monies received or spent on behalf of a CMBA All-Star Team are considered Association funds and shall be managed in accordance with CMBA financial policies.

Financial administration shall be based upon the principles of:

- Accountability.
- Transparency.
- Accuracy.
- Proper documentation.
- Responsible stewardship.
- Fairness.
- Board oversight.

No individual may independently manage team finances outside of CMBA's approved financial processes.

11.3 Budget Development

Each All-Star Team shall prepare an estimated operating budget prior to the season whenever practical.

The budget may include anticipated expenses such as:

- Tournament registration fees.
- Uniforms and apparel.
- Equipment.

- Training facilities.
- Travel-related team expenses.
- Team supplies.
- Administrative costs.
- Coach certification or required training.
- Other Board-approved expenses.

Budgets shall be reviewed and approved in accordance with CMBA financial procedures before significant expenditures are incurred.

11.4 Team Registration & Program Fees

Athletes participating in the All-Star Program may be required to pay additional program fees as approved by the CMBA Board of Directors.

Program fees may be used to offset expenses including:

- Tournament entry fees.
- Uniforms.
- Equipment.
- Training.
- Administrative costs.
- Other approved program expenses.

All fees shall be communicated to families prior to collection whenever possible.

11.5 Financial Approval Authority

To ensure appropriate financial oversight:

- Significant expenditures shall receive prior approval in accordance with CMBA financial policies.
- Coaches and Team Managers shall not commit Association funds beyond their delegated authority.
- Any expenditure outside the approved budget shall require authorization from the appropriate CMBA authority before the expense is incurred.

This process protects both volunteers and the Association.

11.6 Purchases

Whenever possible, purchases made on behalf of an All-Star Team should:

- Support the approved budget.
- Be necessary for the operation of the Program.
- Represent good value.
- Be supported by original receipts.
- Follow CMBA purchasing procedures.

Personal purchases shall not be reimbursed unless previously approved as a legitimate team expense.

11.7 Expense Reimbursement

Individuals requesting reimbursement shall submit:

- Original receipts.
- Completed reimbursement documentation, if required.
- A description of the expense.
- Any required approvals.

Reimbursement requests should be submitted promptly following the purchase.

CMBA reserves the right to refuse reimbursement for:

- Unapproved purchases.
- Missing documentation.
- Personal expenses.
- Expenses inconsistent with Association policy.

11.8 Financial Records

Accurate financial records shall be maintained throughout the season.

Financial records may include:

- Budgets.
- Receipts.

- Invoices.
- Reimbursement requests.
- Payment records.
- Financial reports.
- Supporting documentation.

Financial records shall be retained in accordance with CMBA record retention policies.

11.9 Cash Handling

Whenever cash is received on behalf of an All-Star Team:

- Two individuals should verify the amount whenever practical.
- Cash should be safeguarded until deposited.
- Receipts should be issued where appropriate.
- Deposits should be made promptly.
- Accurate records shall be maintained.

Every reasonable effort shall be made to minimize the handling of cash.

11.10 Team Banking

All funds collected on behalf of CMBA shall remain under the financial control of the Association.

Individual All-Star Teams shall not establish independent bank accounts unless specifically authorized by the CMBA Board of Directors.

Association funds shall be deposited and administered through CMBA's approved financial systems.

11.11 Travel Expenses

Travel expenses vary depending upon tournament location and team requirements.

Families are generally responsible for their own personal travel expenses, including:

- Transportation.
- Accommodation.
- Meals.

- Personal purchases.

Where CMBA approves reimbursement of team-related expenses, reimbursement shall follow Association financial policies.

11.12 Coach & Team Official Expenses

Where approved by the CMBA Board of Directors, Coaches and Team Officials may be reimbursed for eligible Program expenses.

Eligible expenses may include:

- Tournament registration costs.
- Required certifications.
- Approved travel expenses.
- Accommodation.
- Mileage.
- Meals where approved.
- Other Board-approved expenses.

All reimbursement requests shall comply with CMBA financial procedures.

11.13 Equipment Accountability

Association-issued equipment remains the property of CMBA.

Team Officials are responsible for maintaining accurate equipment inventories and ensuring:

- Equipment is properly used.
- Damage is reported promptly.
- Equipment is returned at season's end.
- Missing equipment is documented.

Athletes and families may be responsible for replacing equipment lost through negligence or misuse.

11.14 Uniform Accountability

Uniforms issued by CMBA remain Association property unless otherwise specified.

Athletes are responsible for:

- Proper care of uniforms.
- Returning uniforms in reasonable condition.
- Reporting lost or damaged items.

Replacement costs may apply for uniforms not returned or damaged beyond normal wear.

11.15 Fundraising

Fundraising activities are governed separately under the **CMBA Fundraising Handbook**.

All fundraising conducted by All-Star Teams must comply with:

- CMBA policies.
- Applicable gaming regulations.
- Sponsorship policies.
- Financial reporting requirements.
- The CMBA Fundraising Handbook.

No fundraising activity may be conducted without the required approvals.

11.16 Financial Reporting

Throughout the season, Team Officials may be required to provide financial updates to the CMBA Administrator or Board of Directors.

Reports may include:

- Budget status.
- Outstanding expenses.
- Reimbursements.
- Financial commitments.
- Equipment purchases.
- Other information requested by the Association.

Regular reporting supports accountability and responsible financial management.

11.17 End-of-Season Financial Reconciliation

At the conclusion of the season, each team shall complete all outstanding financial obligations.

This includes:

- Submitting final receipts.
- Completing reimbursement requests.
- Returning unused Association funds.
- Reconciling approved expenditures.
- Returning financial documentation requested by CMBA.

Timely reconciliation allows the Association to prepare accurate year-end financial statements and future program budgets.

11.18 Financial Integrity

Every participant entrusted with Association funds shares responsibility for protecting those resources.

Financial decisions should always reflect:

- Honesty.
- Transparency.
- Accountability.
- Responsible stewardship.
- Fairness.
- Respect for Association resources.

Maintaining strong financial practices protects the reputation of Cranbrook Minor Ball Association and ensures the long-term sustainability of the All-Star Program.

Chapter 12 – Discipline, Complaints & Appeals

12.1 Purpose

The Cranbrook Minor Ball Association (CMBA) is committed to providing a safe, respectful, inclusive, and positive environment for all participants.

The purpose of this chapter is to establish a fair, transparent, and consistent process for addressing misconduct, resolving concerns, and managing complaints and appeals within the CMBA All-Star Program.

Whenever possible, concerns should be resolved through education, communication, and cooperation. Formal disciplinary action shall be considered only when necessary to protect the integrity of the Program, the safety of participants, or the reputation of the Association.

12.2 Guiding Principles

All disciplinary matters shall be guided by the following principles:

- Fairness.
- Respect.
- Consistency.
- Confidentiality.
- Natural justice.
- Progressive discipline whenever appropriate.
- Athlete well-being.
- Timely resolution.
- Accountability.
- Education and positive behaviour change.

Every participant has the right to be treated with dignity throughout the disciplinary process.

12.3 Scope

This chapter applies to all individuals participating in the CMBA All-Star Program, including:

- Athletes.
- Parents and guardians.
- Coaches.

- Team Managers.
- Team Officials.
- Volunteers.
- Board Members.
- Spectators attending CMBA-sanctioned events.

The expectations outlined in this handbook apply during:

- Practices.
- Games.
- Tournaments.
- Travel.
- Team meetings.
- Team functions.
- Community events.
- Online interactions relating to the Program.

12.4 Progressive Discipline

Whenever appropriate, CMBA will utilize progressive discipline to encourage learning and positive behaviour.

Progressive discipline may include:

Level One

- Informal discussion.
- Reminder of expectations.
- Education and coaching.

Level Two

- Formal verbal warning.
- Meeting with the participant.
- Parent involvement where appropriate.

Level Three

- Written warning.

- Behaviour improvement plan.
- Temporary restrictions.

Level Four

- Suspension from practices or games.
- Removal from specific team activities.
- Additional conditions established by CMBA.

Level Five

- Removal from the All-Star Team.
- Suspension from Association activities.
- Additional disciplinary action approved by the CMBA Board.

Not every situation will progress through every level. Serious misconduct may require immediate advancement to higher levels of discipline.

12.5 Athlete Discipline

Athletes may be subject to disciplinary action for behaviour including, but not limited to:

- Repeated disrespectful conduct.
- Bullying or harassment.
- Fighting or violent behaviour.
- Unsportsmanlike conduct.
- Failure to follow reasonable team expectations.
- Damage to property.
- Theft.
- Inappropriate social media activity.
- Behaviour that places others at risk.

Whenever practical, coaches should first use education and corrective coaching before recommending formal discipline.

12.6 Parent & Guardian Conduct

Parents and guardians are expected to support the values of CMBA.

Examples of conduct that may result in disciplinary action include:

- Abusive behaviour toward officials.
- Harassment of coaches, volunteers, athletes, or other families.
- Failure to follow the Communication Policy.
- Repeated violations of the 24-Hour Rule.
- Creating conflict within the team.
- Inappropriate social media conduct.
- Behaviour that negatively affects the athlete experience.

CMBA reserves the right to remove spectators whose behaviour creates an unsafe or hostile environment.

12.7 Coach & Team Official Conduct

Coaches, Managers, and Team Officials are held to a high standard of leadership.

Examples of misconduct include:

- Abuse of authority.
- Bullying.
- Harassment.
- Discrimination.
- Failure to maintain professional boundaries.
- Breaches of confidentiality.
- Failure to comply with Safe Sport requirements.
- Dishonesty.
- Financial misconduct.
- Conduct unbecoming of a CMBA representative.

Leadership positions carry additional responsibilities and accountability.

12.8 Immediate Suspension Situations

Certain situations may require immediate temporary suspension pending review.

Examples include:

- Physical violence.
- Serious threats.
- Criminal activity.
- Serious Safe Sport concerns.
- Abuse.
- Harassment.
- Discrimination.
- Conduct placing participants at immediate risk.
- Significant violations of governing body policies.

Temporary suspension is not a determination of guilt but may be necessary to protect participants while a matter is reviewed.

12.9 Complaint Process

Participants are encouraged to resolve concerns informally whenever possible.

Where informal resolution is unsuccessful, a formal complaint may be submitted.

A complaint should include:

- Names of those involved.
- Date and location of the incident.
- Description of the concern.
- Witnesses, if applicable.
- Any supporting documentation.
- Desired outcome, where appropriate.

Complaints should be submitted as soon as reasonably possible following the incident.

12.10 Complaint Review

Upon receiving a complaint, CMBA may:

- Acknowledge receipt.
- Conduct a preliminary review.
- Request additional information.

- Interview involved individuals.
- Review supporting documentation.
- Consult governing body requirements where necessary.

Not every complaint will require a formal investigation.

CMBA may determine that education, mediation, or informal resolution is the most appropriate response.

12.11 Investigations

When a formal investigation is required, CMBA shall ensure the process is:

- Fair.
- Respectful.
- Confidential.
- Timely.
- Objective.

Individuals involved shall have an opportunity to provide information before a decision is made.

The Association may appoint an independent committee or investigator where appropriate.

12.12 Interim Measures

During the review of a complaint, CMBA may implement temporary measures to protect participants or preserve the integrity of the process.

Examples include:

- Temporary suspension.
- Restricted participation.
- Modified team responsibilities.
- Temporary communication restrictions.
- Increased supervision.

Interim measures are precautionary and do not imply wrongdoing.

12.13 Decisions

Following review, CMBA may determine that:

- No further action is required.
- Education or coaching is appropriate.
- Mediation is recommended.
- Progressive discipline is appropriate.
- Suspension is warranted.
- Removal from the Program is necessary.
- The matter should be referred to a governing organization or another authority.

Every decision shall consider:

- Athlete safety.
- The seriousness of the conduct.
- Previous behaviour.
- The impact on others.
- The best interests of the Program.

12.14 Appeals

Individuals who believe a disciplinary decision was made in error may appeal in accordance with CMBA policies.

Appeals should generally be based upon one or more of the following:

- Significant procedural error.
- New information not reasonably available during the original review.
- An unreasonable or disproportionate decision.

Appeals are not intended to simply revisit decisions because an individual disagrees with the outcome.

12.15 Governing Organization Appeals

Where permitted by the governing organization's policies, final appeals may be submitted to the appropriate provincial sport organization.

For baseball matters, this may include **BC Minor Baseball** or **Baseball BC**.

For softball matters, this may include **Softball BC**.

Participants are responsible for complying with the timelines and procedures established by the applicable governing organization.

12.16 Confidentiality

All complaints, investigations, disciplinary matters, and appeals shall be handled as confidentially as reasonably possible.

Information shall be shared only with individuals who require it to properly administer the process or as required by law.

Participants are expected to respect the privacy of everyone involved.

12.17 Record Keeping

CMBA shall maintain appropriate records relating to:

- Complaints.
- Investigations.
- Decisions.
- Appeals.
- Disciplinary actions.
- Supporting documentation.

Records shall be retained in accordance with CMBA policies and applicable privacy legislation.

12.18 Restorative Practices

Whenever appropriate, CMBA supports restorative approaches that encourage learning, accountability, and rebuilding relationships.

Examples may include:

- Educational conversations.
- Facilitated meetings.
- Apologies.
- Behaviour improvement plans.
- Mentorship.

- Community service or volunteer opportunities.
- Other constructive actions agreed upon by the parties.

Restorative practices should only be used where they are appropriate, voluntary, and in the best interests of those involved.

12.19 Commitment to Fairness

The CMBA All-Star Program is built upon respect, integrity, sportsmanship, and accountability.

Every participant shares responsibility for maintaining an environment where concerns are addressed fairly, respectfully, and constructively.

By following the processes outlined in this chapter, CMBA seeks to resolve concerns in a manner that protects athletes, supports volunteers, strengthens relationships, and promotes the long-term success of the All-Star Program.

Chapter 13 – Recognition, Awards & Program Completion

13.1 Purpose

The conclusion of each All-Star season provides an opportunity to celebrate accomplishments, recognize contributions, reflect on the season, and prepare for future success.

The purpose of this chapter is to establish consistent expectations for season-end recognition, appreciation, equipment return, program evaluation, and administrative wrap-up within the CMBA All-Star Program.

CMBA believes every participant contributes to the success of the Program and deserves to be recognized with respect and appreciation.

13.2 Celebrating the Season

Success within the CMBA All-Star Program is measured by more than wins and championships.

Success also includes:

- Athlete development.
- Teamwork.
- Sportsmanship.
- Leadership.
- Personal growth.
- Commitment.
- Community involvement.
- Positive memories created throughout the season.

Every athlete should leave the season feeling valued for their contribution to the team.

13.3 Athlete Recognition

Coaches are encouraged to recognize the efforts and achievements of every athlete.

Recognition may include:

- Team awards.
- Certificates.
- Individual acknowledgements.

- Coach's awards.
- Leadership recognition.
- Sportsmanship awards.
- Most Improved Athlete awards.
- Team appreciation events.

Whenever possible, recognition should celebrate effort, growth, teamwork, and character in addition to athletic performance.

13.4 Volunteer Recognition

The CMBA All-Star Program relies upon dedicated volunteers.

Teams are encouraged to recognize the contributions of:

- Coaches.
- Assistant Coaches.
- Team Managers.
- Scorekeepers.
- Pitch Counters.
- Tournament Volunteers.
- Parent Volunteers.
- Board Members.
- Umpires.
- Sponsors and community supporters.

Volunteer appreciation helps strengthen the Association and encourages continued involvement.

13.5 Parent & Family Appreciation

Parents and families make significant sacrifices to support All-Star athletes.

CMBA encourages teams to recognize families for their:

- Time.
- Commitment.
- Volunteer service.

- Transportation.
- Encouragement.
- Positive support throughout the season.

A successful season is truly a partnership between athletes, families, coaches, volunteers, and the Association.

13.6 Team Celebrations

Teams are encouraged to conclude the season with an event that celebrates the accomplishments of the athletes and recognizes everyone who contributed throughout the year.

Examples may include:

- Team barbecue.
- Picnic.
- Awards banquet.
- Pizza party.
- Wind-up gathering.
- Community celebration.

These events should promote friendship, teamwork, and appreciation while reflecting the values of CMBA.

13.7 Equipment Return

At the conclusion of the season, all Association-issued equipment shall be returned promptly unless otherwise authorized.

Items may include:

- Catcher's equipment.
- Practice equipment.
- Team equipment bags.
- Training aids.
- First Aid kits.
- Other Association property.

Team Officials shall inspect equipment and report missing or damaged items to the CMBA Administrator.

13.8 Uniform Return

Association-issued uniforms remain the property of CMBA unless otherwise specified.

Athletes are expected to:

- Return uniforms cleaned and in good condition.
- Return all issued items by the deadline established by CMBA.
- Report lost or damaged items promptly.

Replacement costs may be assessed for uniforms that are not returned or are damaged beyond normal wear.

13.9 Financial Reconciliation

Before a team is officially concluded:

- Outstanding expenses shall be submitted.
- Reimbursement requests shall be completed.
- Receipts shall be provided.
- Team financial reports shall be finalized.
- Any remaining Association funds shall be reconciled in accordance with CMBA financial procedures.

The timely completion of financial responsibilities assists CMBA in preparing accurate year-end financial records.

13.10 Program Evaluation

Continuous improvement is an important part of the CMBA All-Star Program.

The Association may request feedback from:

- Athletes.
- Parents.
- Coaches.
- Team Managers.

- Volunteers.
- Board Members.

Feedback may relate to:

- Communication.
- Scheduling.
- Coaching.
- Athlete development.
- Team operations.
- Facilities.
- Safety.
- Overall program experience.

Constructive feedback assists the Association in improving future All-Star Programs.

13.11 Coach & Team Official Review

Following the conclusion of each season, the CMBA Board of Directors may conduct a review of the All-Star Program.

This review may include:

- Program successes.
- Challenges encountered.
- Financial outcomes.
- Athlete development.
- Team operations.
- Volunteer participation.
- Compliance with Association policies.
- Recommendations for future improvement.

The purpose of the review is continuous improvement rather than criticism.

13.12 Preparing for the Future

The conclusion of one season marks the beginning of preparation for the next.

Athletes are encouraged to:

- Continue developing their skills.
- Participate in House League and other CMBA programs.
- Attend camps and clinics.
- Support younger athletes.
- Continue demonstrating sportsmanship and leadership within the community.

Development is a year-round process.

13.13 Alumni & Community Involvement

Former CMBA All-Star athletes remain an important part of the Association.

CMBA encourages alumni to:

- Volunteer.
- Coach.
- Mentor younger athletes.
- Officiate games.
- Support Association events.
- Continue promoting the values of CMBA.

Strong community involvement strengthens the future of the Program.

13.14 Appreciation

The CMBA Board of Directors extends its sincere appreciation to every individual who contributes to the success of the All-Star Program.

This includes:

- Athletes.
- Parents and families.
- Coaches.
- Team Managers.
- Volunteers.
- Umpires.

- Sponsors.
- Community partners.
- Municipal staff.
- Governing organizations.

Every contribution—large or small—helps create opportunities for young athletes to learn, compete, and grow.

13.15 A Final Message

Being selected to represent the Cranbrook Minor Ball Association as an All-Star is an honour that carries responsibility, commitment, and pride.

The friendships formed, lessons learned, challenges overcome, and memories created through the All-Star Program extend far beyond the baseball diamond or softball field.

CMBA hopes every participant leaves the Program with greater confidence, stronger character, lasting friendships, and a lifelong appreciation for the game.

While championships are celebrated, the true legacy of the CMBA All-Star Program is measured by the quality of the people it helps develop.

Thank you for representing Cranbrook Minor Ball Association with pride, integrity, sportsmanship, and respect.

Once a CMBA All-Star, Always a CMBA All-Star.

Chapter 14 – Forms, Checklists & Resources

14.1 Purpose

This chapter provides practical resources to assist athletes, parents, coaches, Team Managers, volunteers, and Board Members in the administration and operation of the CMBA All-Star Program.

The forms, checklists, and reference materials contained within this chapter are intended to promote consistency, organization, safety, and accountability throughout the season.

Where official CMBA forms have been approved, the most current version shall always be used.

Section A – Required Forms

The following forms may be required throughout the All-Star season.

The CMBA Board of Directors may revise or update these forms as necessary.

Athlete Forms

- All-Star Registration Form
 - Medical Information Form
 - Emergency Contact Form
 - Code of Conduct Acknowledgement
 - Photo & Media Consent Form
 - Travel Consent Form
 - Equipment Issue Record
 - Uniform Issue Record
-

Parent & Guardian Forms

- Parent Code of Conduct Acknowledgement
 - Volunteer Information Form
 - Travel Authorization Form (where required)
 - Emergency Contact Updates
 - Medication Authorization Form (where applicable)
-

Coach & Team Official Forms

- Coach Application
 - Criminal Record Check Confirmation
 - NCCP Certification Verification
 - Respect in Sport / Safe Sport Certification Verification
 - Coach Code of Conduct
 - Team Official Contact Information
-

Team Administration Forms

- Tournament Registration Form
 - Practice Attendance Record
 - Game Attendance Record
 - Pitch Count Log (Baseball)
 - Pitcher Tracking Log (Softball where applicable)
 - Equipment Inventory
 - Uniform Inventory
 - Injury Report Form
 - Incident Report Form
 - Expense Reimbursement Form
 - Team Budget Worksheet
 - Volunteer Assignment Schedule
-

Section B – Season Checklists

The following checklists are designed to assist participants throughout the season.

Coach Pre-Season Checklist

- ☐ Complete coaching certifications
- ☐ Criminal Record Check completed
- ☐ Respect in Sport / Safe Sport completed
- ☐ Review CMBA All-Star Handbook

- ☐ Attend coach orientation
 - ☐ Finalize roster
 - ☐ Meet with Team Manager
 - ☐ Develop season plan
 - ☐ Schedule practices
 - ☐ Review emergency procedures
 - ☐ Confirm equipment
 - ☐ Establish communication with families
-

Team Manager Checklist

- ☐ Receive team roster
 - ☐ Confirm athlete contact information
 - ☐ Prepare communication lists
 - ☐ Schedule team meeting
 - ☐ Coordinate tournament registrations
 - ☐ Confirm hotel requirements
 - ☐ Maintain attendance records
 - ☐ Track financial documentation
 - ☐ Coordinate volunteers
 - ☐ Prepare end-of-season inventory
-

Athlete Checklist

- ☐ Attend practices
- ☐ Arrive on time
- ☐ Bring all required equipment
- ☐ Wear proper uniform
- ☐ Demonstrate sportsmanship
- ☐ Support teammates
- ☐ Respect officials

- ☐ Maintain equipment
 - ☐ Represent CMBA proudly
-

Parent Checklist

- ☐ Read the handbook
 - ☐ Review schedules
 - ☐ Support positive communication
 - ☐ Follow the 24-Hour Rule
 - ☐ Volunteer when able
 - ☐ Respect coaches and officials
 - ☐ Encourage all athletes
 - ☐ Keep athlete information current
 - ☐ Monitor official communications
-

End-of-Season Checklist

- ☐ Return uniforms
 - ☐ Return equipment
 - ☐ Submit receipts
 - ☐ Complete reimbursements
 - ☐ Complete evaluations
 - ☐ Attend wind-up
 - ☐ Recognize volunteers
 - ☐ Finalize financial records
 - ☐ Celebrate the season
-

Section C – Quick Reference Guides

Communication Pathway

Athlete

↓

Head Coach

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Parent Meeting (if required)

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Team Manager / CMBA Administrator

↓

Division Director

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CMBA Board of Directors

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Provincial Governing Organization (where applicable)

Complaint Resolution

1. Attempt respectful communication.
 2. Follow the 24-Hour Rule.
 3. Meet with the Head Coach.
 4. Contact the Team Manager or CMBA Administrator.
 5. Submit a formal complaint if necessary.
 6. Follow the Appeal Process where applicable.
-

Concussion Response

Suspected Concussion

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Remove Athlete from Play

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Do Not Return Same Day

↓

Medical Assessment

↓

Follow Return-to-Sport Protocol

↓

Medical Clearance (where required)

↓

Return to Participation

Emergency Action Guide

1. Ensure scene safety.
 2. Provide immediate First Aid.
 3. Contact Emergency Medical Services if required.
 4. Notify Parent/Guardian.
 5. Notify CMBA Administrator.
 6. Complete Incident Report.
 7. Follow governing body reporting requirements if applicable.
-

Section D – Resources & Contacts

The following organizations provide valuable information and support for participants in the CMBA All-Star Program.

Cranbrook Minor Ball Association

- CMBA Administrator
 - CMBA Board of Directors
 - Division Directors
 - Website
 - RAMP Team App
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Provincial Governing Organizations

Baseball

- BC Minor Baseball

- Baseball BC

Softball

- Softball BC
-

Safe Sport Resources

Participants are encouraged to access Safe Sport education and reporting resources through the applicable governing organizations.

Topics include:

- Respect in Sport
 - Safe Sport
 - Concussion Awareness
 - Abuse Prevention
 - Bullying Prevention
 - Rule Books
 - Coaching Certification
 - Athlete Development
-

Emergency Contacts

Families should ensure they always have access to:

- Emergency Medical Services (911)
 - Athlete Emergency Contacts
 - Family Physician
 - Local Hospital
 - Team Officials
 - CMBA Administrator
-

Section E – Glossary of Terms

For the purposes of this handbook, the following definitions apply:

All-Star Program

The competitive baseball and softball program operated by Cranbrook Minor Ball Association.

Athlete

A registered participant selected to an All-Star Team.

Board

The Cranbrook Minor Ball Association Board of Directors.

CMBA

Cranbrook Minor Ball Association.

Coach

The individual appointed by CMBA to lead an All-Star Team.

Code of Conduct

The behavioural expectations established by CMBA.

Governing Organization

The provincial organization responsible for regulating baseball or softball competition, including BC Minor Baseball, Baseball BC, or Softball BC.

Head Coach

The individual with primary responsibility for the operation of an All-Star Team.

Parent/Guardian

The legal guardian or parent responsible for an athlete.

Program

The CMBA All-Star Program.

Safe Sport

The principles, policies, and practices designed to ensure a safe, respectful, and inclusive sporting environment.

Team Manager

The individual responsible for assisting with the administration and organization of an All-Star Team.

Team Official

Any Coach, Manager, volunteer, or other individual approved by CMBA to support the operation of an All-Star Team.

Volunteer

Any individual assisting the Association or an All-Star Team in an approved capacity.

Final Message**Thank You**

Thank you for taking the time to read and support the Cranbrook Minor Ball Association All-Star Handbook.

The success of the All-Star Program depends on the dedication of athletes, families, coaches, volunteers, officials, sponsors, and our community partners. Every person involved plays an important role in creating a positive experience for our athletes.

By working together with respect, integrity, teamwork, and sportsmanship, we help ensure that every athlete has the opportunity to grow—not only as a baseball or softball player, but also as a leader, teammate, and member of the community.

Whether this is your first season or your final season with the CMBA All-Star Program, we hope the experiences, friendships, and memories created will remain with you for years to come.

Thank you for proudly representing the Cranbrook Minor Ball Association.

Play with Pride. Lead with Respect. Compete with Integrity.