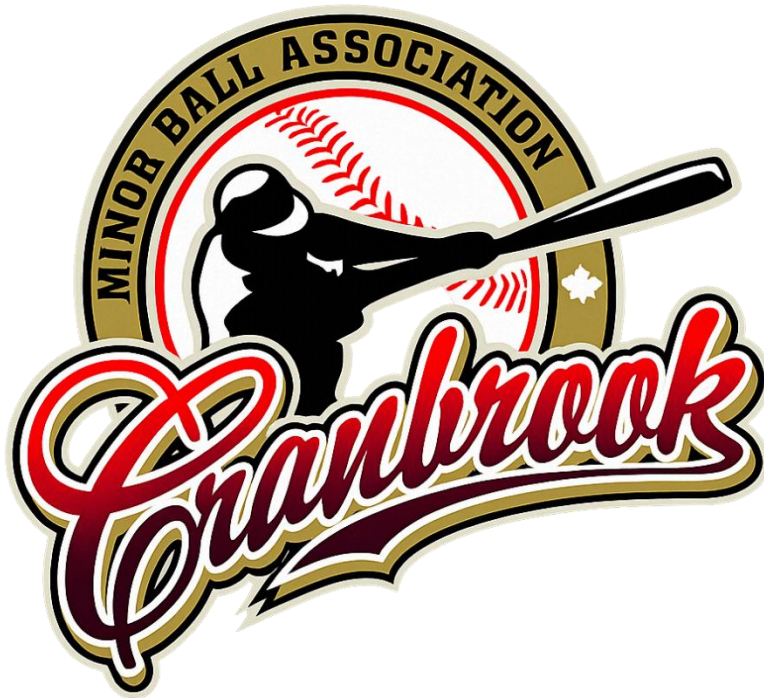




Safe Sport and Risk Management HANDBOOK

Version 2027.01

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PURPOSE

Cranbrook Minor Ball Association (CMBA) is committed to providing a safe, inclusive, and positive environment for all participants. This manual establishes the policies and procedures that support athlete safety, volunteer accountability, and risk management throughout all CMBA programs.

All Board Members, coaches, managers, volunteers, umpires, parents, and participants are expected to comply with these requirements.

1. SAFE SPORT PRINCIPLES

CMBA is committed to:

- Providing a safe and welcoming environment for all participants.
- Protecting athletes from abuse, bullying, harassment, and discrimination.
- Promoting respect, inclusion, and sportsmanship.
- Ensuring all volunteers understand their responsibilities regarding athlete welfare.
- Responding promptly and fairly to concerns or incidents.

Player safety shall always take precedence over competition and winning.

2. CRIMINAL RECORD CHECK POLICY

All individuals in positions of authority over athletes must complete a Criminal Record Check (CRC) in accordance with provincial requirements.

This includes:

- Coaches
- Assistant Coaches
- Team Managers
- Board Members
- Umpire in Chief
- Volunteers who regularly supervise players

Requirements:

- Criminal Record Checks must be completed prior to participating in CMBA activities.
- Checks shall be renewed as required by provincial legislation or CMBA policy.

- Individuals who fail to provide a satisfactory Criminal Record Check may be prohibited from participating in volunteer roles involving athletes.
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3. RULE OF TWO POLICY

CMBA supports the principles of the Rule of Two.

Whenever possible:

- Two screened and approved adults should be present during practices, games, meetings, and travel activities.
- One-on-one interactions between adults and athletes should occur in open and observable environments.
- Private electronic communication between a coach and an individual player should include a parent or guardian.

Exceptions may occur due to operational limitations; however, every reasonable effort shall be made to comply with this policy.

4. CONCUSSION PROTOCOL

Player safety is paramount.

Any player suspected of sustaining a concussion shall:

1. Be immediately removed from play.
2. Not return to participation on the same day.
3. Receive medical assessment as appropriate.
4. Follow a graduated return-to-play protocol.
5. Provide medical clearance when required.

Coaches shall:

- Report suspected concussions to parents immediately.
- Document the incident.
- Ensure return-to-play requirements are met.

When in doubt, players shall sit out.

5. INJURY REPORTING PROCEDURES

All injuries requiring medical attention must be reported to CMBA.

Reports shall include:

- Player name
- Date and location
- Description of the incident
- First aid provided
- Follow-up actions taken

The Injury Report Form contained in the CMBA Forms Package shall be completed as soon as reasonably possible.

6. EMERGENCY ACTION PLANS

Each team shall maintain an Emergency Action Plan (EAP).

The EAP should identify:

- Emergency contact information
- First aid kit locations
- AED locations where available
- Nearest hospital or medical facility
- Roles and responsibilities during emergencies

Coaches and managers should review emergency procedures with team staff at the beginning of each season.

7. FIRST AID REQUIREMENTS

Teams are encouraged to have at least one individual with current First Aid training available whenever possible.

Each team should maintain:

- A stocked first aid kit
- Emergency contact information
- Medical information provided by parents or guardians

All medical information shall remain confidential.

8. LIGHTNING POLICY

Player and spectator safety shall always take priority.

When thunder is heard or lightning is observed:

- All activities shall stop immediately.
- Participants shall seek appropriate shelter.
- Activities may resume only after thirty (30) minutes have passed since the last observed lightning or thunder event.

Metal structures, dugouts, and open fields are not considered safe shelters.

9. HEAT POLICY

During periods of extreme heat:

Coaches shall:

- Provide frequent water breaks.
- Reduce activity intensity when appropriate.
- Monitor athletes for signs of heat illness.
- Encourage sunscreen use and proper hydration.

Players displaying symptoms of heat exhaustion or heat stroke shall be removed from participation immediately.

10. AIR QUALITY POLICY

When poor air quality conditions exist due to wildfire smoke or other environmental conditions:

CMBA shall consider:

- Provincial air quality advisories
- Local emergency recommendations
- Participant health and safety

Practices or games may be modified, postponed, or cancelled when conditions present unreasonable health risks.

11. ABUSE, HARASSMENT, AND BULLYING POLICY

CMBA maintains a zero-tolerance approach toward:

- Physical abuse
- Emotional abuse
- Sexual misconduct
- Harassment
- Bullying
- Discrimination
- Retaliation against individuals who report concerns

All complaints shall be reviewed through appropriate CMBA procedures and, where necessary, reported to external authorities.

Participant safety shall remain the highest priority.

12. REPORTING CONCERNS

Any individual who believes a participant is at risk should immediately report their concerns to:

- A CMBA Board Member
- The President
- The Discipline Committee
- Appropriate authorities when legally required

Concerns shall be handled confidentially to the greatest extent possible.

No individual shall face retaliation for reporting concerns in good faith.

13. SOCIAL MEDIA SAFETY

Adults shall:

- Avoid private messaging with individual players whenever possible.
- Include parents or guardians in electronic communication.
- Maintain professional boundaries online.
- Refrain from posting inappropriate content involving CMBA participants.

Players and parents are expected to follow CMBA Social Media Policies and Codes of Conduct.

14. TRAVEL & OVERNIGHT SUPERVISION

During tournaments and overnight travel:

Coaches and managers shall:

- Ensure adequate supervision at all times.
- Follow the Rule of Two whenever possible.
- Avoid situations where adults and unrelated athletes share sleeping accommodations.
- Clearly communicate expectations regarding curfews and behaviour.

Parents remain responsible for transportation arrangements unless otherwise agreed upon.

15. FACILITY SAFETY

Before each practice or game, coaches should inspect:

- Playing surfaces
- Bases and equipment
- Fencing and dugouts
- Weather conditions
- Potential hazards

Unsafe conditions shall be reported immediately, and activities suspended until hazards are addressed.

16. EQUIPMENT SAFETY

All equipment used during CMBA activities shall:

- Meet governing body requirements.
- Be properly maintained.
- Be removed from service when damaged or unsafe.

Players shall wear all required protective equipment appropriate to their division and position.

17. INSURANCE

All registered participants are covered under the applicable insurance programs provided through Baseball BC or Softball BC.

Incident reports shall be completed promptly to support any insurance claims.

Questions regarding coverage should be directed to the CMBA Administrator.

18. RISK MANAGEMENT RESPONSIBILITIES

The Board of Directors shall:

- Review safety policies annually.
- Ensure appropriate volunteer screening occurs.
- Monitor compliance with Safe Sport requirements.
- Provide education and resources where possible.

Coaches, volunteers, and parents share responsibility for maintaining a safe environment for all participants.

19. ANNUAL REVIEW

This Safe Sport & Risk Management Manual shall be reviewed annually by the Board of Directors to ensure compliance with:

- Provincial legislation
- Baseball BC requirements
- Softball BC requirements
- Best practices in youth sport safety

Recommended amendments shall be approved by the Board of Directors.

END OF SAFE SPORT & RISK MANAGEMENT MANUAL