



[PVCB.ML.COM](http://PVCB.ML.COM)

# INNISFIL MINOR BASEBALL ASSOCIATION

## POLICY AND PROCEDURE MANUAL

*(1<sup>ST</sup> EDITION September 2016)*

**INNISFIL MINOR BASEBALL ASSOCIATION**

*INDEX*

1. Mission Statement..... 3  
2. Board of Directors..... 3  
3. Code of Conduct..... 5  
4. Resolutions of Disputes..... 6  
5. Fair Play Policy..... 7  
6. Discipline..... 9  
7. Coach Selection..... 9  
8. Imports..... 10  
9. Playing Up..... 10  
10. Pre-Season Parent/Coach Meeting..... 11  
11. Gym use Policy..... 11  
12. IMBA Evaluation Policy..... 12  
13. Request for Player Release Policy..... 12  
14. Tryout Policy..... 13  
15. Fee Exemption Policy..... 14  
16. Expense Policy..... 14  
17. Purchasing Policy..... 17  
18. Life Time Members..... 18

*APPENDIX:*

A. Board of Directors Job Descriptions..... 20  
B. Rep Coach Responsibilities Agreement..... 26  
C. Release Form..... 27  
D. Purchase Order Form..... 28  
E. IMBA Rainout & Heat Wave Policy..... 29  
F. IMBA UMPIRE INFO AND EXPECTATIONS..... 30  
G. Player Code of Conduct & Responsibilities..... 32  
H. Terms & Conditions of Use..... 33  
I. How House League Teams are Determined..... 35  
J. IMBA COACHES CODE OF CONDUCT..... 36  
K. IMBA Coaches Responsibility..... 37  
L. *IMBA Parent/Guardian* Code of Conduct & Responsibilities..... 38  
M. Standard Equipment Issue for Coaches & Boxes.... 39

N. Revisions..... 40

**1.0 Mission Statement**

The mission of the Innisfil Minor Baseball Association is to ensure that all members of the IMBA are committed to the promotion, education and enjoyment of the game of baseball.

Working co-operatively within our organization and with business, education and special groups, we will endeavour to conduct ourselves in the manner of which will benefit the entire IMBA and the game of baseball, particularly the youth of our community.

**2.0 Board of Directors**

- President
- Vice President
- Director of Select/Rep
- Director of Coaching & Player Development
- Director of House League
- Director of Operations
  - Equipment Manager/Purchaser
  - Convenor
- Treasurer
- Registrar
- Umpire in Chief (UIC)
- Sponsorship & Fundraising
- Secretary

**2.1** Every board member will be encouraged to share ideas; and it is the responsibility of every board member to listen to the ideas of others.

As a member of the board every member has the right to be heard at meetings.

Once an idea is heard and acknowledged by the group, it is important that discussion move along in the best interest of good governance and effective decision making.

**2.2** Board members will work together as a team and treat each other with dignity and respect.

Board members will be required to attend the majority of their meetings to remain in good standing.

Meetings shall begin and conclude on time.

If a board member will be late for a meeting, or is unable to attend a meeting, he or she shall contact the chair or the secretary in advance of the meeting to advise of any lateness or absence.

**2.3** The Board of Directors is responsible for day-to-day decision making and administration regarding policy, liability and risk management, goal-setting, discipline and fiduciary responsibility and shall meet regularly (once per month).

**2.4** Board members will be communicated with about issues relevant to the board on a timely basis.

Agendas for meetings and minutes of meetings shall be distributed in a timely fashion to enhance decision making.

Issues, such as those regarding liability or discipline, shall be communicated in a timely fashion consistent with their level of urgency.

Motions, whenever possible, shall be submitted to the secretary prior to the board meeting.

**2.5** Board Members will have a clear idea of their roles and responsibilities.

Job descriptions will be developed for each board member and updated annually (see Appendix A)

Reporting relationships will be clearly identified in these job descriptions.

**2.6** All board members should participate in the annual development of goals and objectives for the board as a whole and for the specific areas of responsibility.

The board will conduct a strategy session each year (tentatively set for the beginning of a board year) in which goals and objectives will be established for the IMBA.

The policies and Procedures Manual will be updated each year.

Goals and objectives will also include budgetary considerations, where applicable.

All budgets shall be approved by the full board.

**2.7** Board members will make every effort to listen to the ideas and concerns of all IMBA members; and will make every effort to communicate to the IMBA membership in a timely and relevant basis.

Board members will make an attempt to circulate among parents at games, in an effort to get a board perspective on attitudes and opinions.

When complaints are tabled, the board will make an effort to obtain a broader perspective on the complaint to determine whether this complaint is shared by a broader membership base.

**2.8** Board members shall make a concerted effort to develop the talents of all IMBA volunteers.

In addition to clinics for umpires and coaches, the board will seek opportunities for improving and enhancing the skills of board volunteers on a regular basis, through the use of speakers and special volunteer development sessions.

**2.9** All board members of the Innisfil Minor Baseball Association, who are either not returning or not acclaimed to board must return all IMBA property (i.e. documents, equipment, keys, etc.) at least one week prior to the Annual General Meeting. All property is to be turned over to the President or Equipment Manager or a designated location for storage.

Any board member removed, or asked to resign, by the Board, is prohibited from reapplying for any Board position for a period of not less than three (3) years from date of removal. To remove a board member, a vote must be taken with all board members present and this vote must receive  $\frac{3}{4}$  of the entire board support to pass.

**3.0 Code of Conduct**

The Innisfil Minor Baseball Association prides itself on our well run Baseball program which stresses **TEAM SPIRIT AND FUN**, “rather than, a win at all costs” attitude. Winning is Nice, but contrary to popular belief, it is not everything. **HAVING FUN** and **PLAYER DEVELOPMENT** on a team will be the main objective.

All teams in the Association are governed by a combination of YSBA, SSMBA and our own association rules to ensure fair play for all.

On occasion, rules are broken which results in disciplinary action being taken. In some cases, points will be forfeited while in more serious cases, membership in the association will be revoked. Parents should be aware that their behavior could result in disciplinary measures being brought against their child’s team.

**COMPLAINTS MUST BE IN WRITING AND SENT TO THE BOARD**

**ABUSE OF UMPIRES-** A team whose players, coaches or parents are responsible for verbally harassing Umpires is subject to forfeiture of League/Playoff Points. In addition, any Physical Abuse towards Umpires WILL result in their membership in the association being **TERMINATED** along with **CRIMINAL CHARGES** being laid.

We cannot **STRESS** enough, **RESPECT, SPORTSMANSHIP** and a **POSITIVE ATTITUDE** towards the game, coaches, umpires and your fellow players.

Any harassment towards coaches and or players will result in immediate ejection and/or forfeiture of the game.

Everyone **MUST REMEMBER** that it is a game and our children are supposed to be **HAVING FUN**.

- 3.1** All IMBA members, players, coaches, umpires, family members, and board members are entitled to the enjoyment of the game, free from harassment, foul language, consumption of alcohol, banned or illegal substances, intimidation, and other unsportsmanlike behaviour. Harassment is defined as:  
Occurring through words and deeds which pressure, ridicule, degrade, express hatred based on a person's sex, age, sexual orientation, disability, race, ethnicity, cultural background, place of birth, language, religion, citizenship or ancestry. Overt and subtle, written or verbal.

Name calling, jokes, taunting, stereo-typing, threats, abuse or assault.

- 3.2** Violations of this code of conduct by any member shall result in immediate disciplinary action, which may take the form of verbal reprimand, written reprimand, limited suspension, indefinite suspension, or termination of membership.

**The Police will be contacted for serious or repeated incidents**

**4.0 Resolution of Disputes Policy**

Complaints and disputes will be dealt with in a fair and expedient manner, based on a process that gives such a complaint the consideration it deserves.

- 4.1** Only complaints and disputes that have been put in writing will be dealt with by the IMBA. Anonymous complaints will be disregarded.

- 4.2** Once in writing, complaints and disputes will be directed to the President of the IMBA and the Director of the Program in which the complaint/dispute takes place (i.e. House League, Select, Rep or Umpire). See Appendix B

A complaint/dispute about an IMBA Board Member will be made directly to the President of the IMBA

A complaint/dispute involving the President will be directed to the Vice-President of the IMBA.

The President or Director of the Program shall provide a letter of acknowledgement to the author of the complaint/dispute within 7 days of receipt.

The IMBA Board of Directors will be advised of the complaint/dispute at the first Board meeting following receipt of the complaint.

- 4.3** An Arbitration Committee of no less than four IMBA Board members including the President, Vice-President, Registrar, Director of Player & Coaching Development, UIC and

Program Director (i.e. House league, Select/Rep) will be formed immediately upon receipt of the complaint.

The President shall assume the chair of this committee and appoint additional members as deemed necessary.

4.4 Any Arbitration Committee member involved in the complaint/dispute that had involvement with the activity leading to the complaint/dispute, shall declare a conflict of interest and remove him/herself from the committee and the President shall appoint a replacement.

4.5 the Arbitration Committee will research the complaint promptly, including interviews with all individuals involved, with the goal of being a fair and expedient. A recommendation will be made to the full IMBA Board for approval prior to enacting the committees' recommendations. The ruling will be communicated, in writing, to the person who initiated the complaint/dispute, and to all persons named in the ruling.

4.6 All decisions of the IMBA are final.

4.7 A record of all rulings and consequences of such actions shall be maintained in a separate file by the IMBA, and shall be kept by the current secretary of the IMBA.

5.0 **Fair Play Policy**

The purpose of these guidelines is to ensure the IMBA athletes are given a fair opportunity to develop their baseball skills without compromising the success of the team, and to ensure a broad base of skill development at the grass roots level (house league). For specific playing rules refer to **HOUSE LEAGUE GENERAL RULES, YSBA RULES AND OBA RULES** for specific divisions.

Playing time guidelines shall take priority over other baseball rules with the following exceptions, injuries or illness, pitcher preparation, or discipline.

It is an ongoing priority of the Innisfil Minor Baseball Association to have all IMBA players treated equally and fairly throughout their time with the organization, including those involved at more competitive levels of baseball such as Select and Rep. Player development and retention is extremely important to the IMBA as an association, and certainly should be to all the IMBA coaches.

Playing time continues to be an ongoing (and many times sensitive) issue for some teams and players. To address this, the IMBA has created a simple policy. Due to a number of factors (number of innings played, injuries, discipline, half innings, games called due to weather, etc.) it is understood that the exact number of innings played cannot be totally equal, among players on any team.

**House/Local League Playing time**

During league games, all players should receive playing time that is as “equal” as possible, with exceptions for injuries, absents, discipline issues, holidays and suspensions. Coaches will keep a record of every SSMBA game, which will include batting order, pitchers innings, positions played, as well as who sat out and for how many innings. Every effort should be made to ensure that no player sits twice, before all players have sat once.

Player positioning should always be with a focus on development and fairness. Each player should have one infield position (not including pitcher) and one outfield position, to allow player to grow their skills and their confidence, through involvement and experience. At the Bantam & Midget level, players may develop more solidified positioning at the discretion of the head coach.

All players who express an interest should be encouraged and allowed to pitch, in some capacity. At the Bantam & Midget levels, players should have developed an idea of their pitching ability this would be at the discretion of the head coach.

Player safety is a major consideration and with that in mind, any players unwilling to play (fear of fielding) any baseball position, should not be forced to do so, just to meet the above guidelines. Coaches must exercise their own judgment in this area and should discuss any reasons to exclude a player (from any position) with the player and the parents of that player, to avoid possible backlash.

Batting order for the regular season (YSBA/OBA) games will be set by the coach, with every effort made to ensure equal opportunity for all players, in every part of the teams batting order. Batting a player last in every game in which they participate, is not advisable, encouraged, or acceptable.

#### Playoffs and Tournaments

Batting order, player positioning, and playing time for all players are at coaches’ discretion, but, no player should sit an entire game at any time, unless it is for injury or disciplinary reasons. Considerations must be given to time and cost requirement for travel to tournaments. Excluding any player is not acceptable, unless it is for injury or disciplinary reasons (or perhaps if a player was pitching the previous or next game and required rest), if this were to occur, the information should be communicated to the players and parents, to avoid misunderstandings.

It should be understood that all coaches are ultimately accountable to their players (and those players parents), their team, and the IMBA Board for all decisions regarding player inclusion. Failure to understand this could lead to problems within the team and could affect the IMBA’s consideration of a coach’s application in subsequent years.

Communication with players and their parents on these issues (in advance) will lessen the likelihood or misunderstandings, based on lack of information.

#### **Rep & Select Playing Time**

Being a higher level of play, there is a higher emphasis on competitiveness yet the general principles of fun & player development still apply. Playing time for all players will be “fair” but not necessarily “equal”. Fairness would mean playing at least half a game, and given the opportunity to earn an infield, outfield, and/or pitching opportunity if the player wishes to play. The batting order & player positioning should reflect the abilities necessary for the batting spot or fielding position. To be fair to all players, some rotation in the batting order and player positioning should take place if a player’s performance improves or needs improvement. Coaches at the Rep/Select level should develop some sort of tracking (ie. Stats) to justify their batting order, pitcher selection, and fielding positions.

**For all levels of play (Rep, Select, House)** coaches who have kids on their team should make every effort to ensure that their kids are treated like all kids on the team. Coach’s kids should receive no special treatment and be given playing that they deserve, no more, no less. This includes Assistant coach’s kids as well.

**6.0 Discipline**

Any disciplinary action taken by a coach that results in a player missing more than one game must be brought to the Discipline & Complaints Committee for review. Failure to do so may result in the suspension of coaching privileges.

**6.1 Probation**

Any player, coach, or board member may be put on probation for not abiding by any of the policies set out in this manual. The Board of Directors must approve any probation and should have a set time limit. Failure to meet any of the conditions of the probation may result in suspension or removal from their position.

**7.0**

**Rep/Select Coach Selection**

The selection committee will consist of any board member in good standing who wishes to attend interviews. To have a vote, the board member must attend all interviews for a given position, if not the board member is ineligible to vote. The Director of Coaching may select, with the permission from the President, one other person to the selection committee who has extensive past baseball coaching experience who is not a board member if so desired.

Each candidate shall be fairly evaluated and the final decision will be based on a variety of credentials. This shall include the candidate’s level of NCCP baseball certification, baseball head coach & assistant coach experience, other sport coaching experience, playing experience, past track record with the IMBA, past team success, past team improvement, relationship with umpires (including ejections), parental references from past teams, and evaluations by our Director of Coaching. At least 3 references must be checked by telephone or email by the Director of Coaching before selecting a candidate.

Any board member who is applying to coach a position is not allowed to sit on the selection committee for all interviews regarding that position. All board members must be impartial

and unbiased when sitting on the selection committee. If a board member feels they are unable to remain impartial and unbiased, they should voluntarily remove themselves from the selection committee.

All coach appointments must be represented to the Board of Directors for their approval prior to any coach being notified of their acceptance.

A Head Coach may not allow their child to tryout in another centre which would cause the Head Coach to have to resign their IMBA coaching position if their child makes the team in the other centre. If this occurs, this would require immediate removal of the Head Coach and a new candidate required to fill that vacant position. The IMBA requires that the Head Coach is fully committed to the team they are coaching and not leaving any possibility of future instability due to possible resignations.

**7.1 Rep/Select Coaches Responsibilities**

All coaches must provide a current police record check to the Director of Rep/Select.

All coaches must sign a Coaches Responsibility letter (see Appendix B)

All Coaches must adhere to IMBA Evaluation Policy.

Fundraising will be permitted for rep/select teams but all fundraising activities must have prior approval from the Board and under no circumstances will active sponsors be approached.

All news articles must be reviewed by the appropriate Director prior to that submission to the local newspaper. Any pamphlets or flyers that specifically mention IMBA must be brought to the Board for approval prior to their distribution.

**8.0 Imports**

In accordance with YSBA/OBA and IMBA policy, imports will be permitted in the following divisions.

All Select teams must have 50% Resident or Grandfathered status.

All Rep teams must adhere to YSBA regulations, though the IMBA may wish to be stricter if the board so chooses. These imports would be as follows.

Rookie Rep	1 import
Mosquito Rep	3 imports
Peewee Rep	4 imports
Bantam Rep	5 imports
Minor Midget Rep	7 imports
Midget Rep	8 imports

Grandfathered status will be granted with 3 consecutive years of play in the IMBA. If a player leaves and plays for another center or takes a year off, this status will be lost.

**9.0 Playing Up**

If a player (or their parents) request to play up a division they must make a formal request to the board. All requests will be considered on an individual basis and will be based solely upon the players' skills and abilities and not as a matter of convenience (i.e. brother playing with older sibling or with older friend). The player's skills must be checked by the Director of Coaching and Player development who will then make a recommendation to the Board.

A player may only play up 1 age year. (ie. A 2003 age player only move up to a 2002 age team, not 2001)

Any decision to allow a player to play up a division will be at the discretion of the IMBA Board of Directors and will apply only for the season in which the request was made.

## **10.0 Pre-Season Parent/Coach Meeting**

### **10.1 Purpose**

To inform the parents/guardians of the players of league policies and procedures.

To create a line of communication between the parents and the coaching staff, and the parents and the league.

### **10.2 Participants**

The following people should be involved in the process:

Parents/guardians of the players on the team

Coaching staff

League representative (this should be the director of the division in which the team plays; if they are not able to attend then a member of the board may attend in their place).

The Umpire-in-Chief or a league umpire.

### **10.3 Content of the pre-season meeting**

Discussion of the IMBA's policies and procedures (with emphasis on the Code of Conduct, arbitration guidelines and discipline procedures.)

- Coaching philosophy in writing.
- Distribute and discuss a team budget including fee schedule
- Distribute and discuss game, practice and tournament schedule
- Solicit help for team an league assistance
- Team list distribution
- Vacation schedules
- Coach evaluation sheets and compliant forms to be supplied

## **11.0 Gym Use Policy**

During the winter/spring all Rep/Select teams are expected to run training in the gyms provided by the IMBA. This may start as early as November and no later than January. Coaches need to take care in giving arms time to rest and building strength gradually over the course of the winter/spring training. Teams may use other facilities (ie. Sports domes, Smith Bros., etc...) if they wish, but this must be covered by the team's funds and the Director of Rep/Select must be informed about any extra training. Use of the gyms will be shared as "fair" as possible. Some priority will be given to older teams to use the larger gyms. The IMBA league wide winter clinic will take priority over Rep/Select training.

Teams need to make every effort to avoid damaging the gyms. Absolutely no use of regular baseballs is allowed in the gyms. Indoor gym balls and wiffle balls will be provided by the Equipment Manager for team use. Coaches need to ensure that glass windows are covered by mats in the gym whenever possible. Batting Nets are also encouraged. Teams need to always remember that if damage occurs, it must be fixed at team expense and this may risk losing the use of the gyms.

### **12.0 IMBA Tryout Evaluation Policy**

It is the policy of the IMBA that all players attending either evaluations or try-outs must be registered for the season in which they are trying out for. All players must pay the tryout fee and obtain any necessary releases in order to tryout.

It is also the policy of the IMBA to ensure that every player will be fairly evaluated. Each head coach must use some type of charting which can be independently assessed by the board if any question is brought forward that evaluations were not completed fairly.

### **13.0 Request for Player Release Policy:**

The Innisfil Minor Baseball Association is not mandated to release any player. The IMBA encourages all residents in Innisfil to play for the IMBA.

Requests for “Release” from the IMBA must be made in writing, via letter mail or email to the attention of the IMBA Registrar. The Release only becomes valid when signed by the President or a board member designated by the President. Only the parent (or legal guardian) of a child may request a release for their child, as a matter of privacy and because the rights and choices of any child are the sole responsibility of the parent(s) or guardian(s) and may not be directed by anyone other than those persons.

All releases must be approved first by the IMBA President and then (if approved by the IMBA) Releases will be forwarded to the YSBA/OBA. Players wishing to leave the OBA must apply to the OBA for their OBA release.

The YSBA/OBA meets monthly, and all release are discussed at those meetings. No releases will be considered until all tryouts are completed. Each release request is reviewed on an individual basis, and decisions are made based on the merits of each individual release request. However, in keeping with the premise that the IMBA encourages Innisfil players to play for IMBA, if any player requesting a release has made an Innisfil team, their release will not be granted, unless they have special permission from the President. If the IMBA offers a team at any level, a release will not be granted to play in another centre at the same level (ie. Barrie A vs. Innisfil A) unless extraordinary circumstances would allow special permission from the President.

Any requests to appeal the decision of the IMBA President can be made to the IMBA board but must be made, in writing, to the Secretary of the IMBA, within 30 days of notification of the IMBA decision.

As a consideration of the IMBA Release process, the requesting player must attend at least two (2) of the IMBA fall tryouts for his/her age group, in order to be considered for a full release from the IMBA, following all the requirements of the tryout Policy.

To better understand why IMBA players choose to play baseball elsewhere, the IMBA asks that specific details are included with all requests for release as to why players (or parents) wish to leave the IMBA, so that we can hopefully address those issues for future players and ensure mistakes are corrected, where possible.

Although we endeavor to respond to all release requests within 24 hours, if you do not get a response within 48 hours it is the responsibility of the individual requesting the release to follow up with the IMBA.

#### **14.0 IMBA Select/rep Tryout Procedure and Rules**

1. All players should attend two (2) (or more) of the scheduled fall tryouts, to be included on any Select/Rep roster.
2. Any player, who is a resident of Innisfil at the time tryouts are held, but does not attend tryouts, may not be eligible for a IMBA team (this would not apply to new Innisfil residents, who move into the city, after tryouts have been completed)
3. In a case where a player is injured and unable to participate in fall tryouts, a doctor's letter is required. Any player in this situation should still attend the required number of tryouts, assisting in any way possible while there. (The IMBA board must be advised (prior to tryouts) of any/all players with a doctor's letter, in these cases.) Injured players with the recommendation of the Director of Coaching & Player Development must have a space held for them until they are able to physically show their abilities.
4. All players attending fall tryouts must be registered through the IMBA's websites online registration system to be eligible and to be included (paper registrations will be accepted as a last resort).
5. All players must pay a one-time tryout fee, in cash, at the first tryout, the amount to be set by the Board prior to the start of the tryouts. This fee entitles the player to attend all scheduled tryouts and no further tryout fees will be charged, or collected.
6. Any player not meeting the above criteria and found to be included on a IMBA Select/Rep team's roster may be removed from that roster, and will not be r-added to that roster.
7. No coach will alter or make exceptions to these policies. Any IMBA coach doing so may be immediately suspended from the IMBA coaching duties.
8. Non-resident players must provide a current release from the baseball association where they reside, or they will be excluded from IMBA tryouts, until a valid release is presented.
9. Coaches must make every effort to choose players based on their abilities and overall contribution to the team. Players must not be included or excluded based on personal agendas/bias. A coach may exclude a player based on a character issue of the player or parent which could be cause great disrupton to the team. To do this the coach would need to point to clear character violations committed in the past by the parent or player.

IMBA Board members will visit tryouts, to ensure compliance. No deviation from the above rules will be accepted. Complaints from players (or their parents) will be investigated immediately and thoroughly and any situations in conflict with IMBA policy will be resolved immediately.

**15.0 Fee Exemption Policy**

The Innisfil Minor Baseball Association is proud to provide equal access to IMBA Baseball programs for all residents of Innisfil, regardless of gender, nationality, or financial circumstances.

In situations of financial need, families may apply through the IMBA fee exemption policy, from the IMBA Executive. All applications for financial assistance must be sent to “Registrar Email” and will be considered by the board on a case-by case basis.

**16.0 Expense Reimbursement Policy:**

**Policy Definition:**

It is the policy of the IMBA to reimburse its executive/volunteers or to pay directly through the use of Association cheques, all bonafide business travel, business meals and lodging, business entertainment and other related business expenses that have been **approved in advance** by the IMBA Board of Directors.

The expenses must be incurred by the executive/volunteer in connection with the performance of their assigned functions, be proper business expenses directly related to the active conduct of Association business and be handled in accordance with this policy.

It is recognized executive and volunteers are in attendance for their interest in the activity or for an assigned duty to be performed. If the attendance is an assigned activity they should be reimbursed for out-of-pocket expenses. Examples of activities include YSBA/OBA meetings, tournament convening, etc.

**Purpose:**

This policy provides the Association with the guidelines, procedures, and responsibilities for the reimbursement for Association executives/volunteers for all ordinary, reasonable, and necessary travel and other business expenses incurred while performing Association business. For purposes of this policy, “ordinary” means usual and customary; directly connects with a specific business purpose which is clearly explained and authorized. Moreover, this policy is designed in total compliance with the current Income Tax Act.

**Responsibilities:**

The executive/volunteer is responsible for completing the Expense Report, supplying the necessary expense documentation and explanation, and forwarding this report to the treasurer. The expense report should be submitted within **30 calendar days** of the incurred expense. The treasurer is responsible

for the audit, final approval, and payment. The President, Vice-President, or Registrar, will be the second level of signature.

All Association cheques will require two signatures.

All executive/volunteer travel must be approved in advance by President.

President travel must be approved in advance by the Vice-president or Treasurer.

**Procedures:**

Receipts:

Original receipts or a photo of receipts for expenditures are required under normal circumstances for all items. For those items for which no receipts were available such explanation should be documented on the expense report.

Documentation:

Documentation requirements are satisfied only if receipts and explanations indicate the following for each expenditure:

- ◆ How much- the exact amount of each separate expenditure
- ◆ When- the date on which the expenditure was incurred
- ◆ Where- the place (establishment or location) and nature of the activity (i.e. lunch, dinner, etc.)
- ◆ Why- the business purpose or the business benefit derived or expected to be derived from the expenditure.
- ◆ Who- the business relationship of the parties involved in the particular expenditure.

All bonafide, reimbursable expenses are to be entered on the expense report with the documentation attached and processed for approval through the appropriate channels

Accuracy of the expense Reports Submitted:

The treasurer is responsible to ensure all claims have proper receipts (or receipt picture) attached and the expense items comply with approved budgets, and Baseball Ontario's policy is respected. Claims are to be amended in areas where they exceed guidelines, authorized time periods or not approved items.

Appeal of refused submission:

The claimant, in the event of a refused submission, has the right of appeal to the Board of Directors at the next scheduled Board of Directors meeting. Such appeals are reviewed in regard to circumstances resulting in the delayed submission. Appeal requests should be made in writing to the IMBA Secretary.

Cheque Delivery:

Once the expense has been submitted (as outlined above) and received by the Treasurer, the Association will issue a cheque within 3 weeks of received date.

Cheque Request Form Policy (actual form on page )

The cheque request form must be used when requesting the Association to issue payment for an item/event in advance (i.e. Umpire fees, Select money) or to make a payment to which no invoice will be received. The same approval process and cheque delivery time applies.

An Expense report should only be used to receive a reimbursement of an expense that has already occurred.

**Travel Advances**

This policy also provides for the issuance of travel advances to executives who are going out of town for an extended period of time on Association business. Travel advances are to be submitted on the Cheque Request Form. In addition to the payee, amount, and date, the originator must indicate on this request form that this request is for travel advance. Purpose of the trip must be indicated along with the destination and dates of departure and return. In addition, a breakdown of the advance must be provided, such as a list of anticipated expenses totaling the amount of the advance being requested. Such requests must be signed by the originator and approved by the President.

Advances are made on special request only to the President for approval and consultation with the Treasurer. This advance must be then properly recorded on the expense report when submitted.

**Tournament Fee Advances:**

This policy also provides for the issuance of tournament fee advances to teams who are entering an approved Baseball Ontario tournament, or other tournament as approved by the Innisfil Minor Baseball Association. Tournament fee advances must be considered a loan to the team, and must be paid back to the association.

Tournament fee advances are made on special requests only to the President for approval with consultation with the treasurer.

**YSBA/OBA Meetings**

An executive member who has been requested by the President to attend an YSBA/OBA board meeting(s), annual meetings, and/or special meeting, your room if applicable (double occupancy), breakfast and lunch will be reimbursed as well as mileage reimbursement of \$0.35 per kilometer. Any room charges are your personal responsibility.

**Meal Guidelines:**

Meal expense are authorized only under the following conditions

- All meals when the travel involves an overnight absence from the executive/volunteer/employee principle are of activity.
- Luncheon meal if the executive/volunteer/employee is with an outsider whose presence has a legitimate, provable business connected purpose and is properly authorized in advance.
- Executive members who are representing the Association at various league activities (if approved in advance).

Guidelines for meal expenditures (as directed by our receipt policy) are as follows:

Breakfast (including tip)	\$6.00
Lunch (including tip)	\$9.00
Dinner (including tip)	<u>\$15.00</u>

Daily Total (including tip)                      \$30.00

Note: the guidelines are meant to be “guidelines” only. The actual expenses will vary somewhat depending upon the particular situation and location. Meal expenses in excess of these guidelines, however, will be carefully scrutinized. No costs for alcoholic beverages will be reimbursed. In any case, the meal expenditures must meet the criteria of being ordinary, reasonable, and necessary.

**Transportation and lodging**

Business use of personal vehicles for executives may be authorized and will be reimbursed (if approved in advance) in accordance with the existing mileage rates plus parking fees and tolls. In addition, mileage for any local travels (i.e. YSBA/OBA meetings, tournament convening, etc.) is reimbursed at \$0.35 per kilometer. There will be no reimbursement for rental cars or taxis, unless there is air travel involved. There will be no reimbursement for coaches and players to travel to league games, practices, and tournaments.

**17.0 Purchasing policy:**

**Policy definition:**

It is the policy of the IMBA to support all our sponsors, and local businesses for purchases made by the IMBA and all associated teams, whenever possible, feasible, and financially practical. Purchases made by the IMBA are to be conducted under the following priorities:

- Sponsors of the Innisfil Minor Baseball Association (and associated teams)
- Local Merchants
- Outside Suppliers

**Purpose:**

This policy provides the Association with the guidelines, procedures, and responsibilities for purchases being made by the IMBA and its associated teams.

**Responsibilities:**

For all items purchased under \$100.00, the executive/volunteer is responsible for completing the Expense Report, supplying the necessary expense documentation and explanation, and forwarding this report to the Treasurer. The expense Report should be submitted within **30 calendar days** of the incurred expense. The treasurer is responsible for the audit, final approval, and payment. The President, Registrar, or Secretary will be the second level of signature.

All executive/volunteer purchases under \$100.00 must be approved in advance by the president. President purchases must be approved in advance by the Vice-President or Treasurer.

The executive/volunteer is responsible for completing the Purchase Order Request for any items over \$100.00, but less than \$2,500 supplying the necessary documentation and explanation, and forwarding this request to the Equipment Manager. It is the responsibility of the Equipment Manager to insure the item is necessary, and to find the best supplier, keeping in line with the policy of the IMBA, and to present the quote to the Board of Directors for approval.

For purchases over \$2,500 it is the responsibility of the Equipment Manager to insure the item is necessary, and to get 3 comparable quotes, and present them to the Board of Directors for selection and

approval. The treasurer is responsible for the audit, final approval, and payment. The President, Vice-President, and Registrar will be second level signature.

All association cheques require two signatures.

**Procedures:**

**General:**

All purchases must receive approval of the executive at a Board of Directors meeting, and made by the equipment Manager. The IMBA will not cover any purchases made outside the system.

Any costs incurred yearly by the IMBA do not require the approval of the Executive. Any bills over \$100.00 which do not fall into this category need approval for payment.

All Select/Rep teams and committees, who fundraise in any manner, or spend any money, must submit, in writing, a financial statement detailing all income and expenses by cheque and cash to the IMBA Director of Select/Rep, prior to Sept 31<sup>st</sup> of the playing year, in the approved format as supplied by the treasurer. This final financial statement must either be signed by one parent/guardian for each player, or they must be copied on the email sending this final statement to the Treasurer.

All Select/Rep teams must have at least a \$500, to the good, balance at the end of the playing season. Addition funds must be designated prior to the closing of team accounts, by written notification to the IMBA treasurer. If notification has not been given to the IMBA treasurer, the remaining balance will be transferred to the IMBA RSAF account.

It shall be the policy of the IMBA that at the end of the fiscal year a minimum operating amount of \$5,000 shall be available for the purposes of purchasing equipment, etc., prior to registration monies being received.

The IMBA will approve the budget for the following year no later than December Board of Directors Meeting.

Registration amounts for each series for the following year shall be determined in conjunction with the Budget process, no later than the December Board of Directors meeting.

**18.0 Life Time Members**

Life time members shall be conferred on an individual on the recommendation of the Executive for outstanding continuous and **meritorious** service to the IMBA. Life members will be welcomed at all meetings and will have the right to vote.

## INNISFIL MINOR BASEBALL ASSOCIATION

# APPENDIX

- A. BOARD OF DIRECTORS JOB DESCRIPTIONS
- B. REP/SELECT COACH RESPONSIBILITIES
- C. RELEASE LETTER
- D. EXPENSE POLICY REIMBURSEMENT FORM
- E. PURCHASE ORDER FORM
- F. RAINOUT POLICY
- G. UMPIRE EXPECTATIONS POLICY
- H. PLAYER CODE OF CONDUCT
- I. TERMS OF USE
- J. DETERMINING HOUSE LEAGUE POLICY

- K. COACHES CODUCT
- L. COACHES RESPONSIBILITY
- M. PARENT/GUARDIAN CODE OF CONDUCT
- N. PARENT/GUARDIAN AND FAN RESPONSIBILITIES TBD
- O. FAIR PLAY POLICY TBD

#### APPENDIX A- The board of the IMBA

*To promote the healthy functioning of the Association Board, authority is shared among is Board Members. This authority is relegated to the specific job description of each Board Member. The purpose of the Executive is to govern all Association activities both on and off the playing field.*

#### Duties of the Executive

The **PRESIDENT** shall:

1. Preside at all Annual and Executive meetings of the Association along with setting the agenda's for both, enforcing established board procedures as outlined in the policy and Procedure Manual;
2. Be the official spokesperson for the Association. The President will delegate a member of the Executive to act as official spokesperson in his/her absence;
3. Make the necessary day-to-day decisions to ensure the effective operations of the Association;
  4. Establish annually board approved Business Plan.
  5. Be responsible for publicizing and promoting the Association.
  6. Be one of the signing officers of the association
  7. Keep an up to date Policy and Procedures Manual
8. Along with VP, be one of two that can approve e-mail blast's or association social media releases prior to them being released.
9. Chair Discipline and Disputes Panel
10. Have a copy and be familiar with IMBA's insurance Policy or Policies
11. Review, Approves (based on policy) and signs IMBA player releases
12. Hold a three (3) year term

The **PAST PRESIDENT** shall:

1. Sit in on any board meeting
2. Able to have a vote in any meeting they are attending

The **VICE-PRESIDENT** shall:

1. Be one of the signing officers of the association
2. Meet with all house league coaches prior to opening day to distribute uniforms
3. Assist President as needed, and question the President as needed
4. Along with the President, be one of two that can approve email blasts or association social media releases prior to them being released
5. Review need for new uniform ideas and present to board
6. Assume President's duties when President is away or has a conflict of interest
7. Sits on Discipline and Disputes Panel
8. Have a copy and be familiar with IMBA's insurance Policy or Policies
9. Hold a two (2) year term

The **DIRECTOR OF SELECT/REP** shall:

1. Meet with Select/Rep coaches prior to start of season to review all applicable rules, regulations, policies and procedures, provide a signed copy of Select/Rep coaches responsibilities and code of conduct for each coach to the IMBA secretary.
2. Ensure that all Rep/Select team managers, keep an accurate record of all monies (cash or cheque) that team bring in and take out with an ongoing trial balance. A template must be provided to the managers to use.
3. Assist coaches at tryouts to provide at least 3 coaches to assist in charting for Select/Rep tryouts and acquire and provide a list of prospective Select/Rep players to each coach.
4. Supervise the carding and certification of all rep players and coaches
5. Sits on Discipline and Disputes Panel if related to the Rep/Select program
6. Obtain and submit a copy of all import releases from Rep teams to the IMBA Registrar
7. Set required yearly board approved budgets for Select/Rep programs with the assistance of the Treasurer, President, and anyone the President designates
8. Prepare a complete roster of each Rep/Select team for Registrar
9. Must be present at YSBA and OBA and SOBA meetings and acquire reasonable working and practical knowledge in all associations current policies and requirements.
10. Support and assist Select/Rep Coaches as needed
11. Hold a two (2) year term

The **SECRETARY** shall:

1. Keep an accurate record of the proceedings of the Board and the Association
2. Record attendance at all meetings
3. Have the minutes of each meeting prepared legibly, copied and distributed with an agenda to each board member prior to the next meeting
4. Carry on all Association correspondence, keeping copies of all letters sent and received, and maintain adequate supplies of Association materials.
5. Notify Board members of all regularly scheduled meetings and agenda's no less than 3 business days prior.
6. Hold a two (2) year term

The **TREASURER** shall:

1. Keep an accurate record of all monies received and disbursed on behalf of the Association
2. Keep an active account in the name of the Association at a chartered bank or trust company
3. Submit a monthly statement for the guidance of the Board
4. Arrange an annual audit of Association finances
5. Co-ordinate the Association's annual budget, presenting a preliminary by November Executive Meeting and a finalized budget by Decembers meeting.
6. Be familiar with any insurance policies covering Association personnel or equipment
7. Be one of the Association Signing officers
8. Hold a one (1) year term appointed by the President

The **REGISTRAR** shall:

1. Publicize the dates for registration of players for the next season
2. Supervise and organize registration days and insure applications are proper
3. Check eligibility of all registrants
4. Keep a record of all players and coaches in the IMBA
5. Maintain a confidential file of players medical and personal information, which could be made available when necessary
6. Maintain for board information a complete waiting list of children wanting to register in the IMBA
7. Make every effort to prevent preferential treatment of individuals whose children may be relegated to the "waiting list"
8. Record all registration cancellations as requested and calculate fees to be refunded (if applicable)
9. Provide Director of Select/Rep a list of all registered players that wish to try out for a rep/select team
10. Ensure all players have paid their fees by the due date arranged by the Association. Keep an accurate record of all monies collected in person, as well as all on-line payments. Ensure 2 people sign for any cash transactions. Inform Treasurer of all payments and outstanding balances.
11. Register all House league, Rep, Select teams with appropriate leagues
12. Register and collect fees for Select/Rep tryouts and any clinics, training sessions
13. Determine number of Teams per division based on Registration with assistance from the President and program director (ie. Rep/Select, House)
14. Prepare Team Rosters and to be reviewed by Director of Coaching and Player Development.
15. Distribute Rosters to Coaches listing player contact info and any medical/ special concerns that were communicated at registration
16. Communicate to league by way of approved E-blasts association activities (upcoming events, opportunities, training, registration dates, AGM)
17. Fill in and review release requests for players and submit to the President. Keep record of any release
18. Hold a two (2) year term

The **UMPIRE-IN-CHIEF** shall:

1. Prepare a schedule and then assign necessary umpires to all IMBA games
2. Ensure a fair distribution of umpire assignments
3. Ensure complaints of umpires are addressed and ensuring the quality of the umpiring is kept at a high standard.
4. Maintain records of games officiated so as to requisition funds to reimburse umpires.
5. Advise the Board in matters pertaining to rules and regulations of baseball
6. Arrange instructional clinics for new and retuning umpires and provide ongoing training throughout the season
7. Provide copies of official and IMBA rules to all umpires
8. Work with Convenor to ensure games are properly officiated and “rainout games” are rescheduled promptly.
9. Hold a two (2) year term

The **DIRECTOR OF OPERATIONS** is a combined position that may be separated into 2 separate positions, depending the number of board members available or needed on the Board of Directors. This would be at the discretion of the President. This combines the positions of **EQUIPMENT MANAGER** and **CONVENOR**.

The **EQUIPMENT MANAGER** shall:

1. Maintain and keep in good repair all equipment owned by the Association
2. Prepare an itemized equipment budget proposal to the board for approval
3. Arrange for secure storage space for equipment and material both during the season and off-season
4. Prepare standard issue board approved equipment bags for each IMBA team and keep a record of recipients of IMBA property
5. Fill each diamond equipment box with necessary materials, and collect at the end of the season
6. Order, pickup, store, and maintain sufficient chalk for lining the fields and make accessible to all coaches
7. Collect all equipment bags at the end of each season
8. Seek executive approval for purchases outside of the approved equipment budget.
9. Perform an inventory of IMBA equipment both pre-season and post-season
10. Record any lost/stolen equipment or property or any equipment/property that is beyond repair.
11. Develop plans or ideas for the board on how to minimize lost or stolen equipment
12. Create and Maintain a Vendor Equipment repair list
13. Attend Coaches orientation meeting
14. Hold a two (2) year term

The **CONVENOR** shall:

1. Act as liaison with the Town of Innisfil and other Townships regarding diamond allocation and fees.

2. Secure permits for diamonds and gyms.
3. Work with the Umpire-in-chief to ensure games are properly officiated and “rain-out games” are re-scheduled promptly
4. Book gyms for winter training as well as board rooms for board meetings, AGM, subcommittee, special meetings etc.
5. Set schedule for team use of diamonds and gyms
6. Be accessible to Board and Coaches for Rescheduling, and access issues to diamonds and gyms
7. Prepare coaches with necessary diamond information for their annual scheduling meeting
8. Input and maintain master game and practice schedules on website
9. This is a President appointed two (2) year term

The **DIRECTOR OF FUNDRAISING/SPONSORSHIP** shall:

1. Secure sponsors for the IMBA on a seasonal basis or multi-year contracts, signing each sponsor to a written agreement
2. Arrange for the collection of sponsorship monies for delivery to the Treasurer.
3. Ensure sponsor plaques are created for all sponsors whose level of sponsorship qualifies for them and deliver the sponsor plaques to each of them
4. Acknowledge, on behalf of the Association, the support of all the sponsors Endeavor to maintain a suitable rapport with sponsors throughout the season
5. Provide the Board with a copy of the complete list of sponsors
6. Ensure all Sponsors (League, Rep/Select) are recognized on the IMBA website
7. Plan and direct, with Board approval, all fundraising ventures for the IMBA with Director of Select
8. Transfer proceeds from each event to the Treasurer
9. Report to the Board the results of fundraising activities
10. Co-ordinate with Director of Select/Rep regarding sponsors
11. Ensure two (2) people sign for any cash transactions
12. Hold a two (2) year term

The **DIRECTOR OF COACHING AND PLAYER DEVELOPMENT** shall:

1. Chair the coach selection panel for all coaching levels
2. Work with coaches throughout the season and provide assistance as needed
3. Collect and review all coaches evaluations
4. Plan and arrange workshops and NCCP clinics for coaches in off-season
5. Provide house league coaches with Code of Conduct to be signed and returned prior to Opening Day
6. Ask for and collect background checks
7. Ensure Association Coaches are certified and aware of upcoming Certification Clinics
8. Sits on Discipline and Disputes panel
9. Evaluation of all IMBA coaches during season, both in games and practice settings
10. Work with the Convenor to plan and arrange space (gym time, etc.) for off-season clinics and workshops designed to enhance the skills and abilities of players in the IMBA

11. Develop a master player development plan each year
12. Engage instructors as needed to participate in clinics and workshops
13. Work with players and coaches throughout the season and provide assistance as needed
14. Organize and supervise in season and off-season clinics/workshops
15. Develop and maintain a player rating system
16. Hold a two (2) year term

The **DIRECTOR OF HOUSE LEAGUE** shall:

1. Sits on Discipline and Disputes Panel if related to House League
2. Organize, arrange, order, and deliver house league uniforms to all house league coaches for distribution to each player. This involves handling any uniform returns and/or adjustments
3. Make families aware of up-coming IMBA events
4. Maintain contact with house league coaches, and assist when necessary
5. Prepare and distribute Opening Day Parent Newsletter approved by President and VP which includes league information, schedules, Picture Day info
6. Assist in League wide fundraising
7. Hold a two (2) year term

## APPENDIX B

### Rep/Select Coaches Responsibilities

All Rep/Select coaches will complete all administrative work on time and in a league approved format:

#### 1. Financials

- After teams are formed in the fall, bank accounts will be setup for each team with the coach and manager both being given access. All accounts will require two signatures on cheques, or to do e-transfers. In addition, sharing of details of financials will be formalized as: Here is some clarification on how financials are to be handled going forward
  - Using the template provided by the Director of Rep and Select, four financial statements will need to be sent to the Director of Rep and Select over the year, tracking money in, expenses out bank fees etc. Timing for these updates are:
  - Planned budget for the year due by the end of December
  - End of April update of transactions
  - End of June update of transactions
  - End of season update up to being able to close the account (September 15th at the latest)
  - The April, June and end of season financial updates need to include receipts for any expenses other than bank fees
  - The planned budget and end of season updates need to be shared with parents. Mid-year updates to be provided upon request
  - Funds remaining in the account at the end of the year need to be divided up amongst the families by giving gift certificates such as Mind to Muscle, CentreTown etc. Cash shall not be given to parents as quite often there are fundraising dollars included in the remaining monies, so the money needs to remain committed to the families sports activities. Team budget

#### 2. Player uniform sizing and ordering

3. Vulnerable Sector Checks for Rep and Select teams - to clarify, ALL coaches, regardless of years coaching with the IMBA or the job they have must provide Vulnerable Sector Checks from their local police department by January 1st to continue working with the kids. The Director of Rep and Select will hand out forms in early November when indoor training starts, and expect all coaches who are doing winter training will complete them by January. Without us having completed police checks, coaches are not to travel in cars or be alone with any players other than their own children. If we do not have completed background checks by April 1st, coaches will not be allowed to attend practices or games and will not be added to the OBA rosters when they are submitted.

#### 4. Conduct fall tryouts

#### 5. Conduct winter workouts

#### 6. Team selection

#### 7. Select assistant coaches and submit to board for approval

8. Review team budget supplied by Director of Rep/Select and Treasurer
9. Ensure that all players attending try-outs are listed on IMBA Registration list obtained from Director of Select/Rep
10. be responsible for managing a balanced team budget including collection of fees with coordination with team manager
11. Continue to attend NCCP coaching clinics during the winter and ensure your qualifications are up to date
12. Ensure that a team picture is taken for the sponsor, and all players & coaches attend team picture sessions
13. Maintain the equipment bag and its contents in good condition
14. Return the equipment bag and keys to the Equipment Manager at the conclusion of the season
15. Ensure that all players are properly registered with all fees paid - failure to do so may result in the immediate suspension of the player, copy to Director of Rep/Select
16. Ensure team attends all events paid for by the IMBA - teams are liable for all fees - penalty for non-payment is immediate suspension of the team
17. Read. Understand and adhere to the IMBA umpire relations guidelines
19. At no time is profanity to be directed at any member of the Innisfil team or a member of the opposing team or the umpires.
20. At no time are derogatory comments or language to be directed at any member of the Innisfil team or a member of the opposing team or the umpires
21. I have read and will adhere to the Innisfil Minor Baseball Association's Code of Conduct.

Coaches signature

Date

Assistant Coach

Date

Assistant Coach

Date

Appendix- D

To be Release waiver form



APPENDIX E

Purchase order form

APPENDIX F

**IMBA Rainout (& weather) Policy**

If there is the potential for inclement weather,

- 1) The head coach needs to inform the opposing head coach, IMBA UIC, and IMBA Convenor of this possibility ASAP
- 2) A final decision is to be made by the head coach a minimum of 2 hours prior to the game start time. A earlier time decision may be necessary if an opposing an team is travelling a long distance.
- 3) The head coach is in charge of making the call prior to game time, the umpire is in charge of making the call once the game has begun

**HEAT WAVE**

- 1) All games and practices go on as normal until the temperature reaches over 30 degrees Celsius
- 2) Between 30-34 degrees, coaches should inform parents to prepare their children with lots of water and light clothing for attending practice.
- 3) At 35-36 degrees, extra caution should be attended to, with very frequent water breaks, cold water soaked towels. Coaches have the option of cancelling practice at this temperature if they lack confidence in dealing with this temperature
- 4) At 37 degrees, all activities must be cancelled.

Appendix G

**INNISFIL MINOR BASEBALL ASSOCIATION  
UMPIRE INFO AND EXPECTATIONS**

***Game Sheets***

It is umpire's responsibility to ensure that the game sheets are filled out properly. This means the following information is to be included on the game sheets:

-  Date
-  Division

- Diamond
- Team names
- Time game started
- Players names - first and last
- Any equipment problems
- Any ejections

After you have made sure that the above is on the game sheet, print your name and sign it. You are to keep the white copy of the HOME team's score sheet.

Please note: **Ejections/Accidents** must be reported ASAP by e-mail to the IMBA UIC, President, VP, and division Director (Rep/Select, House)

Also, let the the IMBA UIC, President, VP, and division Director (Rep/Select, House) know of any major issues which arise during the games which you feel may have repercussions in the future - We cannot be expected to handle these problems if they are not aware of them.

### ***Payments***

All umpire game rates are determined by the Board of Directors by votes. This is updated every year depending on market rates. The IMBA may choose to pay higher than market rates to attract quality umpires within reason, but not lower.

Umpires will be paid prior to the game by the head coach who will receive the funds to cover all home games from the Treasurer prior to the start of the season. The IMBA may choose a different type of payment system (ie. Bi-weekly paycheck, direct deposit), if the current system ceases to be viable.

The UIC will do their best to ensure fair distribution of assignments occurs, but at the same time the UIC has liberty to give more assignments to the higher qualified or high performing umpires to ensure a high standard of umpiring in the IMBA.

### ***Groundskeeping***

Coaches are responsible for laying out the diamond. This includes attaching the bases, pitching rubber, chalk lines, pitching machine, etc....

### ***If you are unable to make a Game***

If you are not able to do your game, you will need to inform the UIC to find a replacement ASAP.

### ***Damaged Equipment***

If you notice equipment damaged or something missing email the equipment manager and let him know which diamond and what is missing.

## ***Cancelled Games***

If a game is cancelled, you will be notified at least 1 hour before your assignment. If you arrive at the diamond at the normal 30 minutes prior to a game and have not been notified of this cancellation, you will be paid for showing up. If inclement weather causes the cancellation of a game while you are at the diamond, you will be paid as well.

*Please remember - as an umpire you are a member of Baseball Ontario, and your attitude and behaviour reflect on the organization, and the IMBA, as a whole. Please wear your umpire uniform with pride!*

Appendix H

## **Innisfil Minor Baseball Association (IMBA) Player Code of Conduct & Responsibilities**

As a IMBA player I will follow the expectations outlined below.



I will respect all coaches, teammates, umpires and spectators, as well as the opposing team.



I will demonstrate control of my behavior. I pledge positive and encouraging

support of my team.



I understand swearing or inappropriate language is not permitted at any time.



Demonstrating or encouraging physical or verbal abuse towards coaches, teammates, umpires, opponents and spectators is not tolerated and may result in my ejection from a game or dismissal from the team.



Coaches are the designated team representatives and they will address any issues with the umpire. I am not to argue balls, strikes or other judgment calls. Failure to adhere may result in my removal from the game or dismissal from the team.



I will demonstrate self-discipline and will always treat the equipment and Facilities with the utmost respect.



I understand that I am representing myself, my parents, my coaches, my team and the IMBA. With this comes a responsibility to behave and conduct myself appropriately. I will follow the rules outlined by the league, my coaches and my parents.



I understand that if I am dismissed from the team, there will be no refund of any part of the registration fees paid.

## Appendix I

### Terms & Conditions of Use

#### Terms and Conditions of Use Web & Social Media

Your access to, and use of, any material on the IMBA website, Facebook & twitter (referred to as website for convenience) constitutes your acceptance of, and is conditional upon your acceptance of and compliance with, the following provisions. These terms and conditions may change from time to time and it is your responsibility to check for such updates.

#### Disclaimer

© 2013, Innisfil Minor Baseball Association (IMBA) All rights reserved. The content on this website is provided for general information purposes only and IMBA although we do our best to post timely and

accurate information, the IMBA does not guarantee the accuracy, or completeness of any information on this website.

Under no circumstances may you copy, download or use the IMBA logos on any clothing, websites, social media sites, etc. without the express written permission from the IMBA. If creating a personal or team site and referring to IMBA, your team whether rep, select or house league, we ask that you show respect to the IMBA and not bully, harass, or disparage, make comments in poor taste regarding any of your fellow IMBA members including parents, coaches, umpers, players and fans. Show pride in your association by keeping all fan pages positive. If we find this policy is not adhered to, we will report the page to the social media site and request it to be removed as per their own “anti-bullying” policies.

IMBA does not guarantee the security or confidentiality of any communications made by e-mail or otherwise through this website.

This website may contain links to third party websites. Monitoring the information disseminated and accessible through these links is beyond our resources, and IMBA does not attempt to do so. Links are provided for convenience only, and IMBA does not endorse any information contained in linked websites, nor guarantee its accuracy, timeliness, or fitness for any purpose.

#### Viruses

The downloading of content is done at your own risk. IMBA cannot and does not guarantee or warrant that this website or its content are compatible with your computer systems, or that the website or its content will be free of viruses, worms, trojan horses, disabling devices, or other code that manifests contaminating or destructive properties. You are responsible for implementing safeguards to protect the security and integrity of your computer system and you are responsible for the entire cost of any service, repairs, or connections to your computer system which may be necessary as a result of your use of this website.

#### No Unlawful or Prohibited Use

You agree that you will not, without our prior written permission, use the website or its content for purposes other than your own personal non-commercial use and benefit. You may not frame the website or its content, or any part thereof, on any commercial or non-commercial internet website. You acquire absolutely no rights or licences to the website or its content, other than the limited right to use the website in accordance with these Terms and Conditions of Use. You agree that you will not use the website for any purpose that is unlawful. Except as expressly provided in these Terms and Conditions of Use, any reproduction, retransmission, distribution, sale, republication, modification, translation of, or creation of derivative works based on the website or its content, in whole or in part, and any decompilation disassembly, reverse engineering, or other exploitation of the website, without prior written permission, is strictly prohibited.

#### Linking to this Website

You may link to the front page of this website or a page within as long as it shows the page as a IMBA site. Any other link to this website, and any linking to the pages within the site or framing of content on this site, is prohibited without the prior written consent of IMBA.

#### General Provisions

These Terms and Conditions of Use constitute the entire agreement between IMBA and you pertaining to the subject matter hereof, and supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written, between you and PBA with respect to this website. A printed version of these Terms and Conditions of Use, and of any notice given in electronic form, shall be admissible in judicial or administrative proceedings based upon or relating to these Terms and Conditions of Use to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form. IMBA’S failure to insist upon or enforce strict performance of any provision of these Terms and Conditions of Use shall not be construed as a waiver of any provisions or right. If any of the provisions contained in these Terms and Conditions of Use are determined to be void, invalid, or otherwise

unenforceable by a court of competent jurisdiction, such determination shall not affect the remaining provisions contained herein.

#### Ontario Law Applies

The laws of the Province of Ontario and the laws of Canada applicable therein shall govern use of this website and the interpretation, validity, and effect of this agreement, notwithstanding any conflict of laws, or provisions of your domicile, residence, or physical location. You hereby consent and submit to the exclusive jurisdiction of the courts of the Province of Ontario in any action or proceeding related to this website, and agree not to commence any such action or proceeding except in Toronto, Ontario, Canada.

## Appendix J

### **How House League Teams are Determined (IMBA)**

Players whose parents are coaching or assistant coaching are always placed with their children.

Coaches are not allowed to request specific players for their team, nor do they have control over who gets onto their team.

Frequently a group of coaches stay with us from year to year, hence the coaching staff is placed together year after year and so are their children.

Coaching requests are allowed in special circumstances, and must be sent to the Registrar and Director of House League for approval. For instance a child with special needs may require a coach who has had experience with those needs. Requests for specific coaches are allowed (at the discretion of the Registrar).

#### **The Registrar will assign players to different teams based on:**

- 1) Requests to be with certain friends or parents for carpooling
- 2) Requests to be with a certain coach (though a team limit may prohibit this)
- 3) A balance of higher and lower age groups
- 4) A balance of skill level to the best knowledge of the Registrar. An evaluation session of all players at a certain level may be used to balance skill level with all coaches participating in evaluating. The Registrar is under no obligation to have this evaluation session, but may choose to have the Director of Coaching and Player Development organize this.
- 5) Combining players from to same geographical area to arrange a diamond as close as possible to most players.

\*\*\*\*\*House League is open to everyone; all of our players should have the opportunity to play

every position regardless of their skill level. Our House League Rules and Clarification explain expectations regarding player rotation etc. We encourage you to read through the rules and the clarification, if you have any questions, please ask.\*\*\*\*\*

\*\*\*\*\*Coaches are required to keep a defensive tracking sheet for every game; a member of the Executive can request to see these sheets at any time. All our players must have an equal opportunity to play every position at all house league games.\*\*\*\*\*

## Appendix K

### ***IMBA COACHES CODE OF CONDUCT***

■ I will exhibit responsible, respectful, and sportsmanlike conduct at all times. As an IMBA (Rep, Select, House) coach, my conduct is visible to players, other coaches, umpires, families, and spectators. I will control my emotions and behave appropriately, mindful of the fact that I am a role model to my players and my behaviour may influence their actions. I will be patient and exhibit model behavior towards players, families, spectators, and umpires. I am committed to work with my team for the entire season and the full duration of the playoffs.

■ I have read the IMBA Rep Fair Play Policy. I understand it and agree to abide by it. I will keep an accurate record of the number of innings sat by each player. Innings sat are innings for which the player was present, healthy and available for play and did not play a position and have a place in the batting order for that complete inning (or, in the case of playing a position, part inning if a pitcher is removed during that inning). (Select coaches)

■ Physical abuse, verbal abuse, profanity, heckling, and the misuse of equipment (throwing bats, hats, gloves, etc.) are unacceptable.

■ As a team representative, I will discourage any approaching of an umpire by players, parents/guardians, or spectators. I expect judgment calls by the umpires, occasional errors, and variation in interpretation to occur at times. If needed, I will address these situations with patience, respect, and acceptance of the final decision made by the umpire. Verbal or physical assaults against umpires and tampering with their possessions cannot and will not be tolerated. I will report any problems with umpires to the IMBA

Umpire In Chief for further review and/or encouragement to further educate the umpire to improve his/her field performance.

■ I understand that judgment calls cannot be protested.

■ I understand I must be approachable and accessible to my team and their families. I am not required to address irate, out-of-control, or unreasonably emotional parents/guardians/spectators. If any situation reaches an uncontrollable or otherwise volatile level, suggest a more appropriate time and place for discussion and immediately notify a IMBA Board Member to assist with the situation.

■ I understand my position carries with it a great deal of responsibility. I accept this responsibility and understand the importance of my role to the continued success of the IMBA program. I share the pledge made by the IMBA to provide their players with a positive, safe, and encouraging experience.

Sept 2016

Appendix L

### ***IMBA Coaches Responsibility***

■ Only the use of positive reinforcement is considered appropriate.

■ Promote honesty, teamwork, fair play and responsibility.

■ Treat your players with dignity and respect regardless of their athletic ability.

■ Reward your players efforts, this will make skill development a positive experience.

■ Encourage and motivate your players with patient and positive talk. Be a good role model. Do not let your players get down on themselves.

■ Help your players to improve their athletic skills, their knowledge of the game, their physical condition, their ability to control their emotions and their self-esteem.

■ Remind your players at all times to be respectful of their teammates, their opponents, their families, umpires and spectators.

■ Although there may be circumstances which warrant discipline of a player, a coach must still respect the player and treat him or her with dignity. If further action is required, a parent / guardian should be asked to remove the child from the field.

■ Do not permit attacks of any kind by your coaches, players, parents/guardians or fans on the umpire, the other coaches, or any players or spectators.

■ Do not challenge judgment calls by the umpire. It is acceptable to challenge the interpretation of a rule, but only in a courteous non-confrontational manner.

■ Do not play any player who is sick or injured. Never put a player in harm's way. Attempt to ensure they are using and wearing the proper equipment. Your players' well-being and safety are priority #1.

■ Report any incident that may violate any rule or standard of conduct or reflect adversely on the IMBA to the appropriate Director ( House league or Select)

■ Keep your ego out of coaching and try to make the experience interesting, enriching and fun for yourself, your fellow coaches, the players, their families and spectators

APPENDIX M

***IMBA Parent/Guardian  
Code of Conduct & Responsibilities***

■ As a parent/guardian, I understand that I am responsible for transportation to and from

practices and games. If special arrangements are required, I will make those with family, friends, or other available team parents/guardians.

■ I understand that team coaches are not responsible for player transportation or for the supervision of players after the end of scheduled practices/games.

■ If my player (child) is unable to attend a practice/game, I will notify the team coach in a timely manner prior to the event. I understand they have volunteered their time in which they develop practices and game plans to include all players on the roster. The absence of players may result in changes to those plans. I will do my part to keep to the schedule when manageable or notify the coach as far in advance as possible.

■ I will be prompt in the arrival and picking-up of my player from practices and games. I understand coaches may have other commitments that require their immediate attention directly after a practice/game and their supervision may not be available.

■ I agree that a positive, respectful, and encouraging environment from everyone involved (coaches, players, parents/guardians and spectators) is vital to the program. Setting examples for our youth to follow and model behavior is crucial to the experience within the any IMBA program.

■ I understand that IMBA goals include teaching our players sportsmanship and control of their emotions during competition. I too will exhibit sportsmanship and control of my emotions.

■ I will enforce respectful behavior of my player towards all coaches, players, umpires, and spectators. I will ensure that any guests I invite to the ball field will adhere to these guidelines.

■ I understand that team coaches are the designated representatives of the team and they alone will address any and all concerns towards officials.

■ I have read and understand the IMBA Rep **Fair Play Policy**. (Rep/Select )

■ I understand that there will be no refund if my child is dismissed from the program.

🗨️ If I have a concern that needs to be addressed with a coaching staff member, I will wait at least until the day after the game, tournament or practice. I will address this concern in private, and in a calm and respectful manner. I understand that I may contact the coach by phone and/or e-mail as needed.

Nov 2013

## Standard IMBA Equipment Issue

### Standard equipment in each box

- 3 bases with spikes, 3 spare base spikes, 2 batting tees, 1 chalk machine, 1 hammer, 1 measuring tape, string line, pitching rubber, 3 spare nails for pitching rubber.
1. Additionally for Knock & Fennels& Beach L —pitching machine
  2. Coach Shed - contains bulk chalk for all fields for coach pickup, 4 wheel chalk machines, and foldable L-screen.

### Standard equipment to be given to coaches/team

1. **Tball**—All equipment for TBall is stored in the Equipment Box at Village North diamond. Tball coaches do not receive an equipment issue. The equipment box at Village North needs to have 30 TVB balls, 30 wiffle balls, 2 sets of catchers gear (helmet, chest protector, shin pads), first aid kit, 3 batting tees, and 4 bats.
2. **Rookie**—20 dimple balls in a knapsack bag (10 white for games, 10 yellow for practice), 10 practice balls (for grounders), 2 coach helmets, 1 set of catchers gear (helmet, chest protector, shin pads, left handed catcher's glove), first aid kit, 4 bats, and 20 wiffle balls in a knapsack bag. Also provide 1 right handed catcher's glove per level (not per team) on request only.
3. **Tyke**—20 practice balls, 3 new game balls (65cc) for each home game, 2 coach helmets, 1 coach mask to warmup pitcher, 1 set of catcher's gear (helmet, chest protector, shin pads, left handed catcher's glove), first aid kit, 50 wiffle balls in a bucket. Also provide 1 right handed catcher's glove per level (not per team) on request only.
4. **Peewee**-- 25 practice balls, 3 new game balls (80cc) for each home game, 2 coach helmets, 1 coach mask to warmup pitcher, 1 set of catcher's gear (helmet, chest protector, shin pad iiis, left handed catcher's glove), first aid kit, 50 wiffle balls in a bucket. Also provide 1 right handed catcher's glove per level (not per team).
5. **Bantam & Midget**-30 practice balls, 3 new game balls (80cc, ROML for Midget Rep) for each home game, 2 coach helmets, 1 coach mask to warmup pitcher, 1 set of catcher's gear (helmet, chest protector, shin pads, 2 left handed catcher's gloves, first aid kit, 50 wiffle balls in a bucket. Also provide 1 right handed catcher's glove per level (not per team).
6. **Rep & Select**- these teams require gym balls for winter training in the gyms (no outdoor balls allowed in gyms)

### Other equipment standards

1. Practice balls must be purchased every year. Centretown offers other non-official quality baseball at a cheaper price than the standard 65cc, 80cc, or ROML game balls. The Equipment Manager/Purchaser should be always on the lookout for ball deals, closeouts, sales, ebay, etc...
2. Balls for Rookie house league games are white Dimple only. Rookie Select/Rep use 65cc baseballs for games.

3. The IRC bin should always have extra stock of balls, chalk, first aid, and/or other equipment we regularly use in case of emergency needs or unforeseen needs.
4. The IMBA should provide at least 1 full set of catchers gear per team (select, rep, & house). Also 1 right handed glove should be provide per level (not per team).
5. The Equipment Manager may have discretion to give out additional equipment & balls if needed for the effective running of the teams. At the same time, each coach needs to responsibly manage their equipment.
6. The Equipment manager will have a budget of \$5000 annually to purchase new necessary balls, chalk, and equipment. If additional purchases beyond the \$5000 budget are needed, board approval must be sought.
7. An inventory should be done every year to review the status of IMBA equipment

## Revisions