

HAMILTON CARDINALS
REP BASEBALL ASSOCIATION

Revised February 2011



POLICY
MANUAL

HAMILTON CARDINALS REP BASEBALL
ASSOCIATION

Policy Manual

This manual has been designed to
provide a written set of rules and guidelines for the
Hamilton Cardinals Rep Baseball Association program

© Hamilton Cardinals Rep Baseball Association
Hamilton, Ontario
www.hamiltoncardinals.ca

Table of Contents

Mission Statement		4
Code of Expectations		5
Players	5	
Coaches / Officials	5	
Parents	5	
City of Hamilton Zero Tolerance Policy		6
Policy Statement	6	
Statement of Principle	6	
Goals of the Policy	7	
Definition of Violence	7	
The Consequences	7	
Implementation	7	
Team Website Policy		8
Guidelines	8	
Team Composition		9
Try-outs	9	
Player Movement	9	
Alternate Players	9	
Coaching Selection		9
Team Official Qualifications	10	
Team Operations		10
Registration Forms / Roster Sheets	10	
Tournaments	10	
Team Finances	10	
Team Clothing	11	
Sponsorships	11	
Communication & Correspondence	12	
Team Parent Rep	12	
Team Equipment	12	
Discipline		12
Suspensions	12	
Accountability		13
Classification		13
Media		13

Mission Statement

To improve, foster & perpetuate rep baseball in the City of Hamilton.

To encourage and promote minor baseball in the City of Hamilton as a non-profit organization.

To provide, at an affordable cost, enhanced elite baseball programs for youth in the City of Hamilton as encompassed by the boundaries of the Hamilton District Baseball Association (HDBA), by acquiring resources and funding to improve the skills of the participants.

To instruct and practice a code of good sportsmanship and fair play by all members, while endeavoring to improve playing ability and provide recreation through the operation of Association programs.

To organize and operate competition for the regular season in any or all series and levels of rep baseball as established by Baseball Ontario, through the affiliation of the Hamilton District Baseball Association.

Code of Expectations

Players

- must show respect for all coaches, umpires, game officials, spectators and other players
- must show good sportsmanship at all times
- must be co-operative with all coaches and other players
- must refrain from using inappropriate language and the throwing of equipment
- must be punctual and attend all games, practices and team functions on a regular basis
- must help to keep their players' benches tidy and clean
- must communicate absences to their coaching staff ahead of time
- must take pride in their appearance in a Cardinal Uniform

Coaches / Officials

- must be good role models for players, treating them and others with respect and dignity
- must understand that the personal growth of each player is as important as winning
- must discipline players in a fair and consistent manner
- must set appropriate team rules and communicate these to players and parents
- must not verbally abuse nor intimidate umpires or game officials
- must not smoke, chew tobacco products nor drink alcohol around players
- must communicate regularly with parents about upcoming team games, practices and functions
- must provide a process for parents to communicate their concerns to the coaching staff
- must update themselves on modern coaching philosophy and techniques
- must participate in regular Police Screenings for Volunteers
- must instruct baseball skills appropriate to age and skill levels in accordance with the Association's Player Development Committee
- must be tidy and clean

Parents

- must treat all coaches, umpires, game officials and players with respect
- must stay away from the players' benches during games
- must be supportive of coaches and players
- must avoid open confrontation within ballpark areas
- must follow the Association problem solving procedures
- must refrain from consuming alcohol within baseball parks

City of Hamilton Zero Tolerance Policy

Policy Statement

The City of Hamilton's recreational properties and facilities, including but not limited to, arenas, recreation centres, outdoor pools and parks sports pitches, exist to provide residents with opportunities to participate in sport and other recreational activities in a safe and positive environment. Prominent among residents making use of the recreational properties and facilities are the children of Hamilton. The City will ensure the most supportive climate possible for Hamilton Children, so that they can enjoy their sport, and learn about competition, teamwork, sportsmanship, and fair play.

As with many Ontario communities, Hamilton's minor sport system is managed and operated by volunteers. These community-minded citizens contribute in many ways to the success of minor sport in Hamilton. It is the City's responsibility that they, too, have the ability to work in a safe and positive environment.

It is critical, then, for the City, through its Department of Culture and Recreation, to do all things necessary to ensure that preventative measures are in place so that incidents of violent or inappropriate behaviour do not occur in its recreational properties and facilities.

Included in this commitment is an understanding that organizations using City recreational properties and facilities must take PRIMARY responsibility for the behaviour of all associated with them: players, officials, and spectators.

Statement of Principle

1. Participation by children in sport is an important element in the human development process.
2. To ensure maximum enjoyment and benefits from participation in sport, the maintenance of a safe and positive environment is essential.
3. The rules of each of the games exist to protect the players. Referees/officials are charged to ensure the fair and even application of the rules, and to ensure the safety of the players.
4. The City must put measures in place to ensure the safety of referees/officials, as well as organizers of minor sport, who are for the most part, volunteers.
5. Violent or abusive behaviours, such as verbal threats and insults, attempts to intimidate as well as physical assault have no place in the City's recreational properties and facilities.
6. Promotion of spectator "positive cheering" will assist in the reduction of violent behaviours in City recreational properties and facilities.
7. Our volunteers are charged with the education of our youth on the ideals of sportsmanship, fair play, and appropriate behaviour.

Goals of the Policy

1. To reduce or eliminate violence from City recreational properties and facilities, inclusive of outdoor sports pitches.
2. To promote positive cheering behaviours among spectators and fans.
3. To increase the level of understanding among spectators and fans of the importance of creating a positive and supportive environment for children's sport.

Definition of Violence

The focus of this Policy is on the behaviour of non-players, except for those situations in which a player engages in a violent act outside the area of play. For the purposes of this Policy, violence includes, but is not limited to, the following behaviours:

1. Loud verbal assaults
2. Threats and attempts to intimidate
3. Throwing of articles in a deliberate or aggressive manner
4. Aggressive approaches to another individual
5. Physical striking of another individual
6. Attempts to goad or incite violence in others
7. Vandalism to building or property
8. Racial or ethnic slurs
9. Illegal consumption of alcohol or drugs

The Consequences

Individuals who engage in any of the above behaviours will be subject to immediate ejection from the property or facility and a mandatory suspension from all City recreational properties and facilities for a period of time not less than two months. Two months is a minimum period only, and may be extended by the City's Director of Culture and Recreation (the Director). Those individuals who are identified and suspended in accordance with this Policy shall further be prohibited from holding any positions within the City's affiliated sport community for a period of two years.

Incidents may be reported to the City of Hamilton Police Service. Criminal charges may follow.

There will be no reconsideration by the City with respect to the length of a suspension or prohibition. Where new information is available, a suspended individual may request reconsideration of the facts on which the suspension is based. Such request must be addressed to the Director, who will consider the new information and make his or her decision. **ALL SUCH DECISIONS OF THE DIRECTORS ARE FINAL.** Those individuals desiring reconsideration must include with their request payment of a non-refundable (unsuccessful) administration fee in the amount of \$250.00. In the event that the applicant is successful, we will refund the administration fee.

Where vandalism has been perpetrated, not only will the individuals responsible be subject to suspension as outlined above, but will be required to reimburse the City for the cost of repair, together with an additional administration charge of 100% of such cost.

Implementation

This policy was implemented and taken into effect for the New City of Hamilton on September 1, 2001.

(In accordance with the Occupiers Liability Act, the Workers Health and Safety Act, and the Trespass to Property Act.)

Team Website Policy

The Hamilton Cardinals Baseball Association (HCBA) acknowledges the value of team websites, as well as other social networking sites, with respect to sharing team information with players, family and friends. It is important that the following guidelines are followed as they ensure safety and privacy concerns are addressed when teams choose to operate and maintain their section on the website and other social networking sites.

The HCBA is concerned with the safety of all our members. These guidelines have been established to provide a framework for acceptable conduct on the internet.

Guidelines

1. No unlawful uses of copyrighted or proprietary material (documents, music, photographs, graphics, etc.) are to be used on a team's site.
2. No offensive content (as may be deemed by the HCBA) is to be published on a team's site.
3. A team's site must not contain links to sites that promote products and services that are incompatible with the image of our sport (e.g. alcohol, gambling, tobacco, or others as deemed by the HCBA).
4. Group pictures may be published in the public area of the site if the group consists of three or more people. Publication of individual player's pictures is not recommended.
5. The following notice must prominently appear on the home page of a team site:

"This is not an official site of the Hamilton Cardinals Baseball Association. The Hamilton Cardinals Baseball Association is not liable or responsible for the information contained within."

Team Composition

The HCBA will field teams from Rookie Ball up to and including Midget age categories where talent and numbers warrant.

Tryouts

- All HCBA players who played on **any** Tier I or Tier II team during the current season must attend fall try-outs to be eligible for any Tier I or Tier II team that the HCBA may run the next season. An original release letter from the Tier I coach **MUST** be presented at the Tier II try-outs to be eligible. If no letter is presented, the player is not eligible and will not be allowed to take the field.
- Any player who only played on a house league team may attend any try-out they wish. No release letters will be required.
- All final Tier I cuts shall have a reserved spot on the Tier II roster.
- 85% of a team's roster must be chosen at fall tryouts. Final rosters must be selected by mid- April.

Player Movement

All players must play in their age division. The Board of Directors may grant exceptions, upon requests under extreme or unusual circumstances.

Alternate Players

All teams are permitted to add any HDBA house league player as an alternate player on their official team roster.

Coaching Selection

- In order to maximize player development, a person serving as Head Coach of a Rep Team is serving as Head Coach for that baseball season. All persons applying for a Head Coaching position will apply in late summer, when the HCBA process begins.
- The Coaching Selection Committee reserves the right to only interview candidates they see fit. Not all applicants will receive interviews.
- Conditional Applications must be approved by the President.
- The Coaching Selection committee will recommend a candidate for any position. The Board of Directors will approve these selections.
- Both Head and Assistant Coaches must annually complete a Coaching Application Form and file it with the Association Secretary.

Team Official Qualifications

- All HCBA rostered Team Officials must be certified with minimum NCCP Level 1 and a valid Police check.
- Any carded official that has not presented a valid current police check shall be prohibited from participating in any team activity.
- Failure to adhere to the above will result in a suspension for the coach.
- There will be a maximum of 5 (five) carded Team Officials per team.
- Only Rostered Team Officials may be on the field/bench for games.
- Only Carded Team Officials may participate on the field.

Team Operations

Registration Forms / Roster Sheets

- All players must annually complete a Cardinal Registration Form. These forms can be downloaded from the HCBA website.
- All completed registration forms must be turned into the Association's Registrar by the assigned spring date.

Tournaments

All team tournament dates must be sent to the Association Secretary prior to May.

Team Finances

- Each team shall establish a Bank Account under the team name.
- Each team account must have at least two signing officers, one of whom must be an independent team parent.
- All head coaches must present their proposed team budget to their parents prior to the end of spring workouts.
- Teams shall be allowed to place funds into team budgets to subsidize for travel and accommodation for "non-parent" coaches for out-of-town games.
- Each team shall maintain a monthly statement showing all income and expenses and shall produce it upon request by the HCBA Treasurer.
- Each team will provide a year-end financial statement to each team parent by the end of October. A copy of this report must be forwarded to the HCBA Board of Directors through the Association's Treasurer.
- Financial Statements should clearly show the expenses and income for the team.
- The HCBA Executive will retain copies of Financial Statements.

- All monies associated with each team shall be dispersed solely for those players and that team, with the parents' knowledge and consent.
- Nominal financial budget surplus amounts are permitted to be carried over to the next season's account.

Team Clothing

- The following two logos are the official logos of the HCBA and no other logos can be substituted for them.



- The official home uniform of the HCBA is the red jersey and the grey game pant, which must be worn at all home games and in team photos.
- Corbett's Source for Sports is the official uniform supplier of the HCBA.
- All uniform pieces are standardized, and must be purchased through the HCBA's official uniform supplier, along with all uniform extras.
- The official uniform supplier will host a one day fitting session in Hamilton. An employee will be on hand during sizing to ensure proper fit for players.
- Beginning with the 2011 season, home jerseys will no longer be the responsibility of the HCBA. All teams/parents must purchase their own jersey(s) and will keep them at the end of each season.
- Teams are permitted to place nameplates on the backs of the home jerseys at their own cost.
- Sponsors names are not allowed to be displayed anywhere on the game jerseys. Sponsors may be displayed on any other team wear/equipment.
- Beginning with the 2011 season, all official HCBA outerwear must be red in colour. Outerwear includes, but is not limited to, shells, jackets and hoodies.
- Commencing in **2012** season, all teams must wear the same coloured cleats. Teams must choose cleats which are navy blue, black or red in colour. All members of the team must wear the same colour.
- The official home uniform pieces of the HCBA are as follows: red jersey, grey pants, navy socks, navy belt, red/navy hat, navy short/long sleeve undershirt.

Sponsorships

It is important to remember that sponsors are making a direct contribution to our baseball program. Sponsors can represent a large part of a team's operating budget.

- All HCBA members should effectively and sincerely show their appreciation to their sponsors wherever possible.
- The HCBA does not permit team sponsorships from Baseball Ontario non-recognized associations or teams.

Communication and Correspondence

Communication is a significant factor in the operation of a successful organization. In an effort to head off any misunderstanding or misinformation, the following procedure is in effect.

- Team Managers, Parent Reps and Media Reps are the conduit between the HCBA, the coach and the team parents.
- Team parents should not approach the coaching staff with concerns prior to, or immediately following, a game or practice. A meeting must be scheduled ahead of time with the team staff.

Team Parent Rep

Each team's Parent Rep is to be selected by a process involving all parents from the team. The following guidelines are to be used in the process:

- No member of the Coaching Staff or their spouse/family member, should act as Parent Rep.
- The parents must operate the selection process.
- The selection process must be conducted each season.

Team Equipment

- All equipment purchased through team funds, sponsorship monies or association funds is ultimately the property of the HCBA. If a team is disbanded, or a coaching position not renewed, the coach has the right to retain only the equipment purchased with personal funds.
- An inventory of each team's equipment must be filed on an annual basis with the Association Secretary.

Discipline

- An electronic copy of each team's Handbook/Rules must be submitted to the Association Secretary prior to May 1st.
- In dealing with a player's increasing inappropriate behaviour, coaches must employ progressive discipline consequences.
- No player shall be released from a team after May 15th, without the President's input and approval.

Suspensions

It is the coaches responsibility to ensure that all game suspensions are served.

Accountability

Coaches and members who do not adhere to HCBA policies, guidelines and timelines, will be placed in bad standing status with the HCBA and face possible suspension from any/all HCBA activities.

Classifications

Only teams in good standing with the HCBA will be classified for Baseball Ontario championships.

Media

The HCBA may, from time to time, collect photographs of players and staff at various games, practices, tournaments or functions. The HCBA may release or distribute these photographs or any other electronic images as well as pertinent player or staff identifiable information on our website, in our social media sites, in our newsletters, on promotional material and throughout media outlets, to highlight and promote the HCBA and its players accomplishments, hard work or just fun times. The use of these images and personal information will in no way be used by the HCBA in any other forum.