

Sylvan Lake Minor Ball



Softball Operating Policy

Revision Index

Date	Revision (Page & Section #)
March 6, 2023	Original Issue

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Section 1 - Disclaimer

1. The Sylvan Lake Minor Ball Association (“SLMBA” and/or the “Association”) delivers a full range of softball programs for the residents of Sylvan Lake. SLMBA provides opportunities for development of an athlete’s softball skills and technique, while encouraging fun, safety, and satisfaction through team achievements.
2. All Members should read and understand this Operating Policy (the “Operating Policy”) as posted on the [SLMBA website](#) before participating in SLMBA’s programs. All Members are obligated to be knowledgeable and supportive of these policies and procedures.
3. This Operating Policy, together with SLMBA’s Bylaws, Member Code of Conduct and/or any other policies, rules or regulations passed or enacted by the SLMBA from time to time provides a framework from which the Members can best work together for the benefit of the Association. Although it is intended to be comprehensive in nature, there will inevitably be situations which occur, that are not outlined in this Operating Policy. Members should always use good common sense in handling any situation.
4. SLMBA strives to see that its objectives and values are expressed by everyone associated with its programs. The operating principles established are to be used to exemplify the spirit of these values in all we do.
5. SLMBA, through the Board of Directors, reserves the right to modify, suspend or discontinue any guideline, policy or principle outlined in this Operating Policy from time to time as is determined by the Board of Directors to be in the best interests of the Association, or on a one off basis as may be based on a situation’s specific facts. Any decision or action enacted as a result of these documents is reviewable by the Board of Directors, unless otherwise specifically stated herein to be a final decision.
7. This Operating Policy shall be read in conjunction with the Bylaws of the Association, as enacted and in force from time to time. Any words or phrases that are defined in the Bylaws shall have the same meaning when used in this Operating Policy, unless otherwise specifically defined herein. If there is any conflict between this Operating Policy and the Bylaws, the terms and conditions stated in the Bylaws shall govern to the extent of such conflict.

Section 2 – Overview

2.1 Mission Statement

It is the mission of the SLMBA to provide a rewarding and positive experience for all Players and to develop and encourage sportsmanship, fellowship and citizenship amongst all Members through softball, including without limitation:

- 2.1.1 to improve skill development;
- 2.1.2 to improve team work;
- 2.1.3 to encourage good sportsmanship, fellowship and citizenship
- 2.1.4 to provide opportunities for competition at various levels;
- 2.1.5 to provide opportunities for Members to take part in leadership roles (umpiring, coaching, organizing)

Through the promotion of these goals and values, we will strive to assist in growing a life-long love of the game and valuable skills for both on and off the field. We are devoted to creating an environment where Members work together to accomplish our mission.

2.2 Long Term Athlete Development

SLMBA endeavors to closely follow the advice that Softball Canada provides on training players. Long Term Athlete Development (“[LTAD](#)”) is a systemic approach adopted by Softball Canada to maximize a participant's potential and involvement in our sport(s). The LTAD framework aims to define optimal training, competition and recovery throughout an athlete's career to enable them to reach their full potential in softball as an athlete. Tailoring a child's sports development program to suit basic principles of growth and maturation, especially during the 'critical' early years of their development, enables them to:

- Reach full potential
- Increase lifelong participation in softball and other physical activities

To optimize the development of Players, we need to take advantage of the best sport science and best practices in coaching and training. The LTAD model is split into stages in which a Player will move from simple to more complex skills.

Our goal is to continually use and implement these valuable resources as we strive to offer current and effective development and coaching opportunities for our athletes.

2.3 Registration

Registration for the regular season will open on or about December 1st of each calendar year, or as and when

otherwise posted on SLMBA's site registration page on its website. General registrations will close on or about March 15th of each calendar year, or as and when otherwise posted on [SLMBA's website](#) registration page. REP Softball tryout registration will close as posted annually on SLMBA's website.

The Board may also notify the Members in such other form or medium (for example purposes, by way of email notifications to the Members) in the event of any early registrations. Notifications for fall tryouts will, whenever reasonably possible, be given by email to the Members registered with the Association, and posted on the Association's website at least 3 weeks in advance of the first tryout date.

Fall tryouts are intended for Players that wish to try out for the top tiered team in each age division and are for the next regular season.

Late registration (after the closing date) and/or Team formation will only be permitted if space exists on a Team as determined by the Board. Approved late registrants will be placed on a Team, if available.

Fees are expected to be paid in full no later than May 1st of each calendar year - payment plans must be arranged at the time of registration, please contact the [Secretary-Registrar](#) in advance if you require additional assistance. Fees shall include the fundraising fee and tryout fee (where applicable) as set by the Association each year.

Sylvan Lake Minor Ball Association believes that no player should be deprived the opportunity to play due to financial considerations. KidSport provides support to children in order to remove financial barriers that prevent them from playing organized sport. More information about KidSport can be found at <https://kidsportcanada.ca/> Please contact the [Secretary-Registrar](#) for help in completing the application and to obtain a signature.

Refunds are at the sole discretion of the Board and may be considered for Members who wish to withdraw from the Association for such reasons that include, without limitation, the following:

- medical reasons; and
- the Member(s) is/are no longer a Resident(s) as a result of moving their principal residence outside of the Association's boundaries

Any request for a refund from the Association must be made by way of a written request directed to the Secretary-Registrar of the Association. Whether a refund is granted, and the amount of said refund, shall be decided by the [President](#).

Refunds (if any) will be calculated as follows:

- a \$25 non-refundable administration fee for any refunds granted after the start of the season and the total amount of any refund shall be prorated based on the estimated length of the Team's season (excluding provincials or other discretionary tournaments that may occur after the end of the Team's season), less the number of current weeks of the Team's season which have already occurred prior to the request for a refund; and
- refunds of tryout fees will not be provided for cancellations or requests for refunds that are received by the Association less than 48 hours before the 1st tryout date.

Section 3 – Teams

3.1 Tryouts & Evaluations

All schedules are subject to change. Check your email, team snap, or the Association's website before you head out to any tryouts or evaluations. If you cannot attend, please email or tell your division [Director](#).

REP Softball Tryouts are used for choosing teams at A, & B levels of play. Players on these teams will require a high level of commitment and will practice more often, play stronger competition, attend multiple out-of-town tournaments and will incur additional costs. The season games run from April through to league playoffs and/or Provincials, which are usually completed by late July or early to mid-August. Players evaluated and successfully rostered to the Team are committed to play on that Team for the duration of that season.

There will be a \$75.00 tryout fee for each Player to offset the cost of running the tryout. Each Player will submit their intention to tryout by pre-registering and pay the associated fee before the first tryout. Cheque or e-transfer payments will be accepted by late registrants at the tryout.

Tryouts will be conducted over a minimum of 2 sessions before any first round or final selections are made. Players must attend as many sessions as possible. Missed sessions could have an impact on their final evaluation. The emphasis of tryouts will be on evaluating the Player's core skills. Coaches may assist with running drills, when possible, but they are at all times to demonstrate neutrality when it comes to a Player's evaluation and they are not to do anything which would unduly influence an evaluator or an objective evaluation of the Player.

Pitchers and catchers will be assessed separately for the tryout session(s). Details provided will specify if pitcher and catcher assessments will occur prior to or in addition to the main session(s).

Players will be assigned a number upon arrival at their designated tryout. Evaluators will only have a list of the Player's numbers (not names). In order to give each and every Player a fair opportunity to exhibit the range of skills that they possess, they will be evaluated in a game (where possible) and skill environment.

Players will be selected for a Team as their evaluated skill level becomes apparent over the course of the tryouts. The head coach of the Team will have some latitude when selecting Players who are evaluated outside of the top ranked group, but the head coach is limited to a maximum of only 4 picks, none of which may include Import Players.

Community Team Evaluations - the ultimate goal of this process is to provide Players with the best possible experience in an environment where they can grow as softball players.

Players registered to play on Teams at the community league level (i.e. non-rep levels) will be notified of two (2) evaluation dates with each evaluation taking approximately 1 hour. Players will be assessed and scored on hitting and fielding. It is highly recommended that Players attend as many evaluation dates and times as possible. If you cannot attend, please notify your division [Director](#).

Pitchers and catchers will be assessed separately from the full evaluation session(s). Details provided will specify if pitcher and catcher assessments will occur prior to or in addition to the main session(s).

Evaluators –will demonstrate objectivity, neutrality, and provide complete evaluations for every Player during the time allotted. Evaluators will follow the below criteria:

- Evaluators may be both on and off field for the duration of the sessions.
- All evaluators must be focused on the performance of the Player they are evaluating.
- Evaluators are expected to watch the entire skill before marking down the result.
- Evaluators are expected to provide fair, unbiased evaluation scores.

Players will be assigned a number at arrival- evaluators will only have a list of the Player's numbers (not their names). In order to give each and every Player a fair opportunity to exhibit the range of skills that they possess, they will be evaluated in a game (where possible) and skill environment.

Any coach or prospective coach of a Team that is subject to an evaluation may assist with the participation of the drills in the evaluation, but they are not to be involved in running or organizing the formal evaluation or the selection of an evaluator that will be evaluating Players for their Team. Coaches are not to interfere or attempt to interfere with the evaluation of any Players nor are they to attempt to influence the evaluators in any of their selections. If any such interference is deemed to have occurred, then the Board of Directors may take such actions as they deem necessary to deal with such interference. Any coach who does not, in the opinion of the Board of Directors, comply with these requirements may, in the sole discretion of the Board, be removed from the evaluation process and/or may be removed as the coach of the Team. Notwithstanding the foregoing, the fact that a party acted as an evaluator will not automatically disqualify them from becoming a coach of a Team following the evaluations, provided the Board of Directors approves the same, in their sole discretion. Nonetheless, this circumstance should be avoided wherever reasonably possible.

3.2 Membership

Membership is open to Players, Parents of Players participating in the programs offered by the Association, as well as volunteer Members of the Association (as stated below). Players and Parents who meet the qualifying criteria as stated herein are considered Members of the Association upon completion of the application process and payment of the associated fees and dues. Volunteer Members of the Association, including without limitation coaches of Teams or umpires for the Association, may be deemed to be Members of the Association if they meet the qualifying criteria set forth herein or otherwise at the sole discretion and direction of the Board, whether or not they are also a Member as a result of being a Parent or a Player.

Membership Criteria:

A person shall become a Member of the Association if they are a Resident in good standing with the Association and:

is a Player registered to play on a Team;

is a Parent;

is a member of the coaching staff or manager of a Team;

is a Director or past President;

is a Non-Resident/Import Player;

anyone else who has been approved as a Member by a Majority Vote of the Board of Directors; or

is an umpire or game official within the Association

and has paid or had paid for him/her all of the annual SLMBBA membership fee(s) and dues, as applicable.

Termination of Membership

A person shall cease to be a Member of the Association:

when the primary residence of the Player who is playing on a Team has changed so that the Player is no longer a Resident (subject to the discretion of the Board of Directors in exceptional circumstances), or

when the Member is expelled from membership in accordance with the Bylaws or this Operating Policy, or

when at any time any Member, and the Player or Players associated with the Member, has withdrawn or resigned from the Association by notifying the Association through the [Secretary-Registrar](#) (or such other person as identified by the Board from time to time) in writing, subject to the approval of the Board of Directors and the payment of any fees as stated herein.

3.3 Non-Resident Players (Import Players), Affiliated Players and Non-Aged Players

SLMBA allows and limits Non-Resident Players (also called “Import Players”) whose home association does not currently offer the same level of play as SLMBA. We believe that by providing Import Players opportunities to join our Teams, it will create more competitive Teams in the Association, and further encourage the development of our Players.

All Import Players must be selected through the tryout and/or evaluation process set forth in Section [3.1](#), except in exceptional circumstances as permitted by the Board of Directors (for example purposes only, where there are not enough Players for a formal tryout or evaluation process or to otherwise form a Team). Import Players attending tryouts must first register with their home association and provide documentation of that registration at the first tryout – the Board of Directors may relax this requirement to register with a home association in exceptional circumstances, including without limitation where an Import Player’s home association does not offer a level of play for the Import Player’s division (for example – where a home association does not have a softball division). Import Players cannot be selected to a Team as a [coach’s pick](#).

“Grandfathered / Returning Import Players” – Any Import Player (except for an Affiliated Player or Non-Aged Player) previously registered with SLMBA at a competitive level (ie. Rep softball) the previous season will not be considered an Import Player for the upcoming season if they come from a community that has an established minor softball association which does not offer the same competitive level of play as offered by the Association. The appropriate transfer paperwork will still be required as per Softball. They will be considered Players in the Association thereafter until they choose to register with another association in future seasons, at which point they will no longer be considered a Player within the Association.

Affiliated Players

Players who are members of other associations but who may wish to be affiliated with a Team in the Association (an “Affiliated Player”) may be permitted to become Import Players for the purposes of playing with a Team as an Affiliated Player only. Head coaches of a Team may apply to permit an Affiliated Player on their Team through the [Director](#) of their division as follows:

- Any such request shall be in writing in the form of an email or letter;
- Justify the reason for wanting to include an Affiliated Player for that season;
- The Affiliated Player must be registered and listed with Softball Alberta for the Secretary-Registrar of the Association to verify.

* SLMBA reserves the right to set any further rules, regulations or requirements around allowing Affiliated Players for a particular Team and may revoke any previous consent it has provided for an Affiliated Player if the Board of Directors deems it necessary or advisable to do so based upon the specific circumstances of a given situation. All rulings and judgments regarding Affiliated Players are final.

Non-Aged Players

Players who may be over or under the age limit for a particular division but who may wish to be permitted to join a Team in the Association in that division for a particular season (a “Non-Aged Player”), including without limitation:

- a Player who wishes to play in a division which is either lower or higher than their age otherwise would permit;
- a Player over the age of 19 years of age who wishes to join a U19 softball Team.

may, upon permission granted by the division Director for the Team being joined, be permitted by the Association to play for that Team for that season. Head coaches of a Team may apply to permit a Non-Aged Player on their Team as follows:

- Any such request shall be in writing in the form of an email or letter to the division Director for the Team being joined and shall be received no later than March 15 of that year. No decision about a Non-Aged Player can be made until the registration forms have been collected and numbers of Players at the given levels are established by the Secretary-Registrar;
- Justify the reason for wanting to include a Non-Aged Player for that season;

If the Non-Aged Player is not already a Member of the Association, then the Non-Aged Player must be registered and listed with either Softball Alberta (as applicable) for the Secretary-Registrar of the Association to verify for insurance purposes.

As a general rule, the Association will not allow a Player to play out of their age category unless the older age category does not have sufficient Players to form a Team.

No coach shall actively recruit a Non-Aged Player from a lower age level to move to a higher age level. If it is determined the numbers at two given age levels may warrant a consideration of Player movement, the division Director for the Team being joined shall make the decision after discussing with the coaches/Parents involved (as applicable).

If a Non-Aged Player is not already a Member of the Association, then upon approval of their application to join a Team, they shall be considered an Import Member of the Association

* SLMBA reserves the right to set any further rules, regulations or requirements around allowing Non-Aged Players for a particular Team and may revoke any previous consent it has provided for a Non-Aged Player if the Board of Directors deems it necessary or advisable to do so based upon the specific circumstances of a given situation. All rulings and judgments of the Board of Directors regarding Non-Aged Players are final.

Transfer Process for Import Players

Import Players who wish to become members of a Team must:

1. Complete the transfer process with [Softball Alberta](#) (if applicable):

a) Follow the Player Transfer Process as per Softball Alberta. For ease of reference - “All softball players U15 and under who wish to register on a team outside their local association for the season must apply each year for a Player Transfer. This Player Transfer will be accepted by Softball Alberta subject to the release of the player from their home association only” (reference [softballalberta.ca](#) – Player Transfers)

2. Parents of Import Players (except for Parents of Non-Aged Players who are over the ages of 19 at the time of registration) are required to adhere to the same volunteer commitments (as outlined by the Association) as Parents of Resident Players for the duration of the season including regular season, playoffs and tournaments.

Voting by Non-Resident Members

Import Players/Non-Resident Members of the Association shall be entitled to attend, but shall not be entitled to vote, at any Annual General Meeting or Special General Meeting of the Members of the Association. Notwithstanding the foregoing, if an Import Player is a returning or grandfathered Player as stated in this Section 3.3 above, and as a result is no longer considered an Import Player, then so long as they remain a Player in the Association, they (or their Parents) shall thereafter be considered a Resident Member and they shall be entitled to vote at any Annual General Meeting or Special General Meeting of the Members of the Association, as per the terms and conditions stated in the Bylaws or as otherwise stated herein.

Import Player Caps*:

Softball:
10U – 3
12U – 3
14U – 3
16U – 4
19U – 5
10U – 3

Head coaches of a Team may apply through the [Director](#) of their division if they would like to include more Import Players than as stated above. Head coaches may only apply for the increase to the Import Player cap after the try-out process in Section 3.1 has been completed or if after the registration deadline closes for the applicable division there is not enough Resident Players to hold a try-out process or otherwise form a Team. The application must:

- Be in writing in the form of an email or letter;
- Justify the reason for wanting to increase the number of Imports Players allowed for that season; and
- Include independent evaluator’s comments and evaluation sheets (as available)

* SLMBA reserves the right to alter or adjust any of the Import Player cap levels, with or without the application from a head coach, if the Board of Directors deems it necessary or advisable, including without limitation in order to provide an adequate number of players to form a team. All rulings and judgments regarding Import Player caps are

final.

3.4 Rosters

All initial and final rosters must be submitted by the Team to:

- To Softball Alberta within the timelines as required by this governing body.
- And a copy to their [Director](#) within the above timelines and deadlines, and any other established by the Association from time to time;

Roster Sizes*:

Softball:			
Division	Min / Max	Division	Min / Max
U11 (REP)	11 / 12	U11	9 / 12
U13 (REP)	11 / 12	U13	9 / 13
U15 (REP)	11 / 12	U15	9 / 13
U17 (REP)	9 / 13	U17	9 / 15
U19 (REP)	9 / 14	U19	9 / 15

Head coaches may apply to the Association (through their division [Director](#)) if they would like to decrease / increase the minimum / maximum roster size for their Team. The application must:

- Be in writing in the form of an email or letter
- Justify the reason for wanting to decrease / increase the number of roster spots allowed for that season.

*SLMBA reserves the right to alter or adjust this policy regarding roster sizes if the Board of Directors deems it necessary or advisable to do so. All rulings and judgments regarding minimum and maximum roster sizes are final.

3.5 Player Transfers

The Association aims to support and aid in the development and growth of our local Teams, as well as an individual Player's skill and love for the game of softball. The Association recognizes that on occasion, the need for Players to transfer to another association will arise (a "Player Transfer"). Player Transfers may become necessary if a Player's skills and the programs currently offered in the Association that season do not align. In these instances, a Player Transfer may be considered for the benefit of the Player's development. A Player Transfer is required when any Player who is a Resident wishes to transfer to an association that is outside the boundaries/town limits of the team he/she is wishing to transfer to.

As a general rule, Player Transfers requests are only granted at the REP Softball level. The Association does not grant Player Transfer requests at the non-competitive/community team level or for lateral transfers, except if a Player is moving their principal residence outside of the boundaries of the Association, or as otherwise in accordance with the bylaws, rules and regulations for player transfers as outlined by [Softball Alberta](#).

In addition to as stated herein, any Player requesting a Player Transfer from the Association to another association must follow the player transfer guidelines as per Softball Alberta:

- Softball- Players U15 and under who wish to register on a team outside the Association for the season must first receive a Player Transfer from the Association.

The following applies to any Players from the Association applying for a request for a Player Transfer:

1. All Players seeking a Player Transfer from the association to another association MUST first register with the association, including paid registration fees prior to requesting a Player Transfer – Upon Player Transfer approval, and at the Association’s discretion, a \$25.00 administration fee may be charged.
2. You must complete and submit a Player Transfer request form and any related documents to the [President](#), beginning January 1st and received no later than March 15th. All decisions on Player Transfers will be received one (1) week after the next regularly scheduled board meeting and any decisions by the President are final. Appeals can be made by following the Softball Alberta appeal process.
3. SLMBA will not support lateral transfers (i.e. A to A / B to B) unless at any time the President deems, in his/her sole discretion, that it is necessary or advisable, including without limitation:
 - If the Association cannot form or guarantee a Team at the same level for that year of play
 - If a Player is deemed by the Association to have moved their principal residence from the boundaries of the Association to a principal residence that is within the boundaries of another association
 - The total number of registered Players of the given age category and the ability to form a Team, or the tier of the Team will not be affected by the Player Transfer, but will provide a better overall experience for all Players development.
4. All Player Transfers are valid for the current season of play only. All Players will return to Association at the end of each season. Player Transfers will not be granted at the community sport/recreation level except in exceptional circumstances.

3.6 Team Accounts

Annual Team accounts will be provided by SLMBA at the financial institution of their choosing. REP Softball team managers &/or team treasurers are to contact the SLMBA [Treasurer](#) at the start of each season to set up their account.

Team bank accounts will be reviewed and cleared by December 31 of the current year. Any remaining funds will be donated back to and deposited into an SLMBA discretionary/ future planning fund.

Team bank accounts are set up with some limited function for e-transfers.

Section 4 – Coaches and Volunteer Members

4.1 Coach Selection

All coach applications will open at the same time as registrations for the Players, unless otherwise notified and/or posted by the Association.

A selection committee consisting of at least one (1) independent individual and two (2) members of the Board of Directors will be chosen by the Board of Directors each year. This committee (the "Selection Committee") will be formed with the intent of trying to prevent any potential conflict of interest throughout the coach selection process. The Selection Committee is responsible for reviewing all received applications and feedback documentation pertaining to potential candidates. The Selection Committee may request to meet with potential candidates to expand their understanding of the individual's suitability. The Selection Committee will discuss, review and agree on the candidate selection and [training](#) requirements, if necessary. Identified and Board Approved NCCP coach training costs will be reimbursed by the Association to develop the skills of its coaches.

Coach selection criteria includes, but is not limited to, the following:

- [NCCP](#) Coaching Levels, and/ or supplemental coaching education
- Coaching or playing experience (including other sports)
- Coaching philosophy
- Equal focus on teamwork and all Players' development.
- Positive reinforcement of Players
- Ability to commit time to their Team and work effectively with other coaches
- Communication skills with Players, Parents, and association representatives
- Practice organization
- Practice and game philosophy
- Previous performance feedback

Respect in Sport Coach/Activity leader Certification is required.

Other criteria specific to the division may be appropriate (including without limitation development of coaches for future years) and may be considered by the Selection Committee. Without limiting as otherwise stated in the Bylaws and elsewhere in this Operating Policy, all coaches must agree to abide by all rules, regulations & policies as directed by the Association and any Governing Body (as applicable).

All coach applications are confidential. Distribution of information must be limited only to those involved in the selection process. SLMBA will NOT disclose the identity of applicants unless that applicant is selected for a coaching role. Vulnerable sector checks/Criminal record checks (or such similar checks and/or clearances as are required and/or provided by the applicable law enforcement agency from time to time) are required every 2 years, and signed declarations are required for the years between checks. These checks are required before the start of the season and can be submitted with the coach's application. The Board of Directors is not required to provide any reasons or explanation to any one as to why it does or does not select a particular coach for any Team.

Coach selections made by the Selection Committee, once approved by the Board of Directors, are final. Coaches selected are granted the privilege of coaching an appointed Team each year. This responsibility is not to be taken

lightly and coaching expectations are expected to be met. Coaches are encouraged to reapply each year. There is no guarantee that a coach selected for a Team in any given season will be selected as the coach of that same Team or a Team at a higher level in future seasons, although previous conduct and ability to meet expectations will be taken into consideration when considering future coach applications.

4.2 Coach Evaluations

Coach evaluations are conducted at the end of the season through an evaluation survey emailed to every SLMBA member in good standing. Constructive feedback is welcomed and appreciated at any time during the season and can be sent to the [President](#) and division [Director](#). The President and the division Director will review evaluations submitted and will review with the coaches. This process can be completely anonymous.

Section 5 – Miscellaneous Provisions, General Conduct & Safety

5.1 Member Code of Conduct

All Members of the Association shall at all times follow and conduct themselves in accordance with the Member Code of Conduct of the Association, as the same may be amended or updated from time to time.

5.2 Conflict Resolution Process

Under certain circumstances conflicting opinions are inevitable in dealing with Teams and minor sports organizations. Differences in personalities, coaching practices, and even the way a Team is managed can create issues that require all Members to apply understanding, openness and positivity to gain the clarity required to find a suitable resolution.

Members are encouraged to reference the Bylaws, this Operating Policy, the Member Code of Conduct and any other policies, rules or regulations passed by the Association from time to time, where applicable to any issue at hand. Members are strongly encouraged to seek clarification on a situation prior to utilizing the communication flow for resolution purposes. When starting this process it is important to **utilize a 24 hour “cooling off” period whenever possible** to let the emotions that come with the concern to settle. Once the cooling off period has expired, Members are to be respectful and timely when addressing the issue in dispute. Those involved in the resolution process as listed below are free to interview any other parties directly involved to assist in their efforts.

The below communication flow will be used for concerns or issues as they may arise.

Contact and resolution process;

1. 24 hour cooling off period to be observed and will be implemented.
2. Team Management (Team Manager and/or Head Coach)
Concerns should be first addressed at the Team management level (including the head coach, where appropriate). Attempts to resolve the issues should be expected to conclude within 24-48 hours of bringing the concern to Team management (or as soon thereafter as reasonably possible in the given circumstances) and prior to escalation.
3. Division Director
If the either party feels that they are unable to reach a resolution or that they require additional support, the division [Director](#) is to be contacted and will become involved. The division Director will attempt to resolve the matter within 24-48 hours of being contacted (or as soon thereafter as reasonably possible in the given circumstances).
4. Vice President of the Association
If the division Director is unable to resolve the dispute, or if additional support is required, the [Vice President](#) will become involved and provide a response within 24-48 hours of being contacted (or as soon thereafter as reasonably possible in the given circumstances).
5. Any issues unresolved after the involvement of the Vice President can be directed to the [Board of Directors](#). The resolution provided by the Board will be provided within 48 hours of being directed by the Vice President (or as soon thereafter as reasonably possible in the given circumstances) and shall be deemed final.

5.3 Honorarium

The Board of Directors shall, by way of Special Resolution, be entitled to set an honorarium for the Board of Directors on an ongoing basis. The honorarium may or may not be consistent across all positions on the Board, with the Board entitled to award certain positions more or less than other positions, based upon factors such as greater time commitment and effort required. This will be decided and voted on by the Board on an annual basis. As of the date of this Operating Policy, the current honorarium is one (1) free Player registration fee (excluding tryout fees and fundraising) per Director.

5.4 Hosting Tournaments and Provincials

Hosting tournaments and/or Provincials can cause a great strain on the resources of the Association, including availability of facilities and resources required to assist Teams in the hosting of such events. As such, any Teams wishing to host tournaments and/or Provincials must first obtain the prior written approval of the division Director before committing to hosting. Failure to first obtain the written approval of the division Director before committing to hosting such events may result in the Board of Directors refusing to provide their permission, which may result in lost deposits, fees and other expenditures made by the Team and any of its Members. The Association shall not be responsible to compensate or reimburse any Member or Team for any deposits, fees or other expenditures which they may have paid or incurred prior to obtaining the written consent of the division [Director](#) as aforesaid.

5.5 Team Budgets

Each Team shall submit a yearly budget to their division [Director](#) detailing the Team's expected expenditures, fundraising and other revenue generating activities for the upcoming season. Such budgets shall be subject to the reasonable review and approval of the division Director. Any amendments or clarifications to a Team's budget required by the division Director shall be made by the Team within a reasonable time thereafter and re-submitted to division Director for approval.

5.6 Alternate Jerseys and Team Apparel

The Association may, from time to time, enter into exclusive agreements with certain suppliers and distributors of jerseys and Team apparel for the benefit of the Association as a whole (hereinafter referred to as the "Designated Supplier"). All Teams shall exclusively order their jerseys and Team apparel from only those Designated Suppliers as may be directed by the Association from time to time. If no Designated Supplier is designated by the Association, or if a Team wishes to order any jerseys or Team apparel from someone other than a Designated Supplier, the Team shall first be required to obtain the prior written approval of their division [Director](#) before ordering any Team apparel or jerseys.

If so directed by the Board of Directors, Teams shall cancel any orders for any such Team apparel or jerseys not so first approved as aforesaid. Any cost, expense, loss or damage incurred by a Team as a result of ordering any Team apparel or jerseys from a party other than a Designated Supplier without the prior written consent of the division Director shall be at the sole cost and expense of the Team.

If a Team wishes to order or wear any alternate or third jersey, including without limitation any jerseys, hats, pants or other apparel with a design, color scheme, logo or Team name other than those as supplied by or designated by the Association for use by the Team from time to time (an "Alternate Jersey"), the Team shall first obtain the written consent of their division Director before ordering any Alternate Jersey from a supplier or distributor (including a Designated Supplier) or wearing any Alternate Jersey in any game involving the Team, whether said games are during, before or after the season, whether they are exhibition games, league games or games that are sanctioned by the Association or not.

If a Team obtains the prior written consent of their division Director to use an Alternate Jersey, then the Team shall only use the Alternate Jersey to the extent and subject to the conditions as specified in the division Director's consent. Any cost, expense, loss or damage incurred by a Team as a result of ordering any Alternate Jerseys without the prior written consent of the division Director shall be at the sole cost and expense of the Team.

5.7 Intellectual Property Rights

The Association claims the exclusive right, title and permission to the use of:

- the names "Sylvan Lake Minor Ball Association", "SLMBA" or any variation of the same;
- the names "Sylvan Lake Storm" or "Storm" and the names of any other Teams in the Association from time to time as they are used in reference to any softball teams playing in any division or age group that is U19 or lower in Sylvan Lake or the surrounding areas;
- Any logos, designs or team colors as used by the Association from time to time as it relates to any softball teams as mentioned in this Section 5.7.

(Collectively the "Intellectual Property")

No Member shall use the Intellectual Property of the Association without the prior written consent of the [President](#), except in the normal course of the operation of the Team or as otherwise specifically directed by the Association. A Member shall immediately discontinue the use of any Intellectual Property of the Association upon receipt of written notice from the President.

5.8 Notices

Any notices that are required to be sent to the Association, or any member of the Board of Directors, from time to time, shall be sent addressed to the attention of the party as directed (if applicable) to:

Sylvan Lake Minor Ball Association
Box 12036
Sylvan Lake, Alberta, T4S 1B0

Or such other manner of delivery (i.e. [email](#)) or to such other address as may be indicated or directed by the Association from time to time.

5.9 Injury Prevention

In an effort to provide a safe environment for all Members and spectators, please ensure the following injury prevention steps are followed by all Members.

1. Everyone is responsible for creating a safe environment for practices and games.
2. Warm up thoroughly before every practice and game.
3. Protective equipment should be in good order and worn for all practices and games.
4. Never indulge in horseplay. You expose both your teammates and yourself to injury.
5. Learn the fundamentals of softball. Players who know how to play are less likely to be injured.
6. Injuries can often be prevented by alert play. Players should inform coaches when they are tired to prevent injury.
7. Document all injuries when they occur. Have all skin abrasions treated, no matter how minor.

In the event of an injury during a game or practice we ask that all coaches complete the Injury Report form. This form is easy to fill out and once completed should be forwarded to your division [Director](#) for processing.

Section 6 – Disciplinary Process

6.1 Disciplinary Process

The Association expects all of its Members, including without limitation all Team coaches, managers, Parents, Players, team officials and umpires to exhibit Acceptable Conduct, including without limitation leadership qualities that promote Player respect, sportsmanship and decorum, as well as appropriate levels of respect, decorum and sportsmanship towards opponents, game officials, and spectators.

Coaches and managers of each Team shall clearly set out the expectations for the Acceptable Conduct of the Members of the Team at the commencement of each new season and shall do their best to maintain a climate of mutual respect, decorum and sportsmanship on their Team throughout the season.

However, when a Member's behavior transgresses Acceptable Conduct, the Association shall have the authority to discipline any Member of the Association, which may take the form of:

- A verbal warning/reprimand
- A written warning/reprimand
- A suspension (either summary, indefinite or for a set period of time)
- An expulsion, or
- A combination of the above.

Acceptable Conduct

For the purposes of this Operating Policy, the term "Acceptable Conduct" shall be deemed to mean shall mean a level of personal conduct, whether as a Member, during any Association or Team sanctioned events, outside of the ball diamond or at non-sanctioned Association or Team events that is in keeping with the goals, values and standards of conduct expected by the Association.

Behavior which is not deemed to be Acceptable Conduct shall be any behavior which would be deemed by the Board of Directors, acting reasonably, to harm the reputation of the Association, the Team or the Town of Sylvan Lake. This shall be deemed to include, without limitation, mutual respect, decorum and sportsmanship towards other Members, members of the Board of Directors, coaches, managers, Team officials, teammates, opponents, game officials, Parents and spectators, as well as respect for the ball diamonds, accommodations and other facilities used by Teams. This shall also be deemed to include any violation by a Member of the Bylaws, these Operating Policies, the Member Code of Conduct and any other rule, regulation or policy of the Association created, changed or amended from time to time.

6.2 Stages of Discipline

There shall be three potential stages of discipline:

1. Stage 1 – Informal Process
2. Stage 2 – Formal Process
3. Stage 3 – Final Appeal Process

Stage 1 – Informal Process

STANDARD DISCIPLINE FOR PLAYERS DURING A GAME

Where the current bylaws, rules or regulations of a Governing Body dictate discipline for a Player for a rule transgression during the course of a game, and game officials determine, by a write-up, that such a transgression took place, the division Director will inform the Vice President and the Vice President, will implement any suspension to the Player, as deemed appropriate or as otherwise required by the Governing Body.

Notwithstanding the discipline dictated by any Governing Body, the Vice President shall have the discretion to add additional discipline for the incident as the Vice President determines is warranted, in the Vice President's sole discretion.

STANDARD DISCIPLINE FOR MEMBERS

Where the current bylaws, rules or regulations of a Governing Body dictate discipline for a Member (whether a Player, Parent, coach or other Team official) for a rule transgression (whether before, during or after a game), and game officials determine, by a write-up, that such a transgression took place, the division Director will inform the Vice President and the Vice President will implement the suspension to the Member, as deemed appropriate or as otherwise required by the Governing Body.

Notwithstanding the discipline dictated by any Governing Body, the Vice President shall have the discretion to add additional discipline for the incident as the Vice President determines is warranted, in the Vice President's sole discretion.

NON-STANDARD DISCIPLINE FOR PLAYERS DURING A GAME

When incidents occur involving a Player or Players during the course of a game, including prior to or after the commencement and/or completion of the game, which are not covered by the standard discipline process set forth above, and which may warrant disciplinary action, the coach(s) of the Team shall report the incident to the division Director as quickly as possible, and at least prior to the next game, for action.

Once informed, the division Director shall report the incident to the Vice President and the division Director and/or Vice President shall meet with the coach(s) of the Team to investigate the incident, and the Vice President thereafter shall determine the appropriate sanction to be applied.

In investigating the incident, the Vice President and/or division Director may consult such game officials, Members, opposing coaches, Players, Parents, or any other observers that were present when the incident occurred, as they may deem necessary to gain the relevant facts of the incident.

A file must be created and established with the division Director until the end of the season when the file will be maintained with the Association.

NON-STANDARD DISCIPLINE FOR MEMBERS

When incidents occur involving a Member, whether a Player or non-Player, before, during the course of or after a game or otherwise, and which may warrant disciplinary action, any Member or non-Member who wishes to initiate an investigation about the incident shall, after following the flow of communication as indicated in Section [5.2](#)

above, file a written complaint to the division Director within a reasonable time after the occurrence of the incident, and preferably prior to the next game. The Board of Directors may, in their sole discretion, require a complaint to proceed through the flow of communication as indicated in Section [5.2](#) above before initiating an investigation.

Notwithstanding the foregoing, any Director can initiate the investigation of an incident they become aware of without a written complaint from a Member or non-Member or without a party completing the flow of communication, if they deem necessary under the circumstances by reporting the same to the Vice President.

The division Director shall report the complaint to the Vice President, and the division Director and/or Vice President shall meet with or contact the Member in question to investigate the incident. In investigating the incident, the Vice President and/or division Director may consult such game officials, Members, non-Members, opposing coaches, Players, Parents, or any other observers that were present when the incident occurred, as they may deem necessary to gain the relevant facts of the incident. The Vice President thereafter shall determine the appropriate sanction to be applied, if any.

A file must be created and established with the division Director until the end of the season when the file will be maintained with the Association.

APPEAL OF STAGE 1 DISCIPLINE

Should a Member feel that the discipline handed down at Stage 1 has not satisfactorily resolved the issue, it may be appealed by a Member to Stage 2 in writing to the [President](#) and upon payment of an administration fee of \$200.00 per appeal, or such other amount as may be determined and updated by the Board of Directors, from time to time. However, Stage 1 sanctions remain in effect until Stage 2 is complete.

For incidents deemed to be of a serious nature, the President and/or Vice President may elect to suspend the Member indefinitely and proceed directly to Stage 2 Discipline.

If a Member wishes to appeal any discipline handed down in Stage 1, then notice of appeal of any discipline provided herein must be provided within five (5) days of notification of the original discipline being communicated to the Member. The appeal must be in writing to the [Vice President](#), who shall act as the chairperson of the Discipline Committee.

Stage 2 – The Formal Process

THE DISCIPLINE COMMITTEE

The Vice President, on receiving a written appeal of Stage 1 discipline and payment of the administration fee as aforesaid; or when the President or Vice President elects to proceed directly to Stage 2; or as otherwise required by the Bylaws, this Operating Policy, the Member Code of Conduct or in any other rules, regulations or policies passed by the Association from time to time, shall convene a Discipline Committee meeting.

The "Discipline Committee" as referenced herein shall consist of a minimum of one other Director, but not the division Director involved in a Stage 1 decision, and two other members of the Board of Directors or such other arm's length third party as approved by the President (which may include the President) and shall be no less than 3 people in total.

The Discipline Committee shall establish a hearing and invite such persons, as they deem necessary, to provide information to the Discipline Committee.

The Discipline Committee shall, as soon as reasonably possible, render a decision on the appeal of the Stage 1 discipline; or in other circumstances not involving an appeal of Stage 1 discipline, a decision on the discipline to be handed out against the Member, if any (as applicable) and communicate that decision to the Member(s) so affected. Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with the Association.

The Vice President shall report the outcome of the hearing to the Board of Directors at the next occurring meeting of the Board of Directors.

APPEAL OF STAGE 2 DISCIPLINE

Notwithstanding the above, should a Member feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing to the [President](#), requesting an appeal of the decision of the Discipline Committee. Receipt of notice of this appeal, and payment of an administration fee of \$500.00 per appeal, or such other amount as may be determined and updated by the Board of Directors, from time to time (which may be in addition to any other administration fee set out herein for any other appeal) must occur within five (5) days of the Stage 2 discipline decision being handed down to the Member(s). Failure by a Member to file an appeal within the timelines stated herein shall render that Member's further right to a Stage 3 appeal null and void.

Stage 3 – The Final Appeal

The President, on receiving a written request for an appeal of Stage 2 discipline and payment of the administration fee as aforesaid, shall place the item on the agenda for the next regular meeting of the Board of Directors, and inform the Vice President and respective division Director of its receipt.

The Board of Directors shall provide a maximum thirty minutes of meeting time (or such greater period of time as the Board of Directors determines is necessary under the circumstances) for the Member(s) making the appeal, or any such other interested parties the Board of Directors wishes to hear from, to state their case. After the statement has been given, the Board of Directors will discuss the case in private.

The Board of Directors shall thereafter render its decision by motion approved by a Majority Vote.

The decision of the Board of Directors shall be final and binding on all parties (including all Members), except for those avenues of recourse (if any) provided by any Governing Body.

6.3 Additional Guidelines

The Board of Directors may issue additional guidelines, processes and procedures for discipline in its sole discretion from time to time. Members are instructed to consult any such additional guidelines, processes and procedures prior to commencing any complaint or communicating any grievance to the Board of Directors.

6.4 Cooperation of Members

All Members shall cooperate fully with any investigation of an incident, including without limitation, making themselves available to meet with or discuss the incident with the President, Vice President, Discipline Committee or any division Director, as and when reasonably requested or required. All Members shall act honestly and in good faith in initiating and/or cooperating with any complaint and/or investigation of a Member and shall not participate in any effort to falsely accuse, mislead or provide false information in relation to any complaint against or investigation of a Member. Failure by any Member to fully cooperate with any investigation, providing any false or misleading information to a Director investigating any complaint or initiating a complaint against a Member that is clearly false or vexatious, may be deemed to be a breach of the Accepted Conduct and may result in discipline against said Member.

Failure by a Member under investigation to attend any meeting, hearing, appeal or to make themselves available for a discussion regarding an incident when reasonably requested to do so shall not prevent the President, Vice President, Discipline Committee or Board of Directors from concluding their investigation or handing out discipline to the Member as otherwise permitted herein.

Where any discipline is handed down by the President, Vice President, Discipline Committee or Board of Directors, as applicable, the Member and the coaches and team officials of the applicable Team shall comply with and cooperate fully with the implementation of the discipline as directed and shall not do anything to circumvent the discipline so directed. Failure to comply and cooperate with the implementation of the discipline so directed may subject the Member, Team, coaches and/or officials of the applicable Team to further discipline as directed by the President, Vice President, Discipline Committee or Board of Directors, as applicable.

6.5 Appeals to a Governing Body and Legal Action

Any disciplinary decisions which may be subject to appeal to Softball Alberta (as applicable) shall be governed by and shall proceed according to the Governing Body's bylaws, rules or regulations.

To the extent the same is permitted by the applicable Governing Body's bylaws, rules or regulations, or any other legislation governing the Association, all Members shall agree to first proceed with any grievance or appeal in accordance with the processes and procedures set forth herein. By virtue and because of their status as Members of the Association, all Members agree that any recourse to any legal proceedings involving the law courts of any jurisdiction, whether directly or through, or by aiding, any other individuals who may or may not be Members of the Association, before all right and remedies as provided for herein or by any Governing Body have been availed and utilized to their fullest extent, shall to the extent permitted by applicable law, be deemed by the Association to be in breach of Acceptable Conduct, thereby enabling the President to, at their discretion and in addition to any other right or remedy available to them, immediately suspend and/or expel the said Members involved in commencing or aiding said legal proceedings.

6.6 Effect of Resignation, Suspension or Expulsion

A Member who is subject to any discipline as stated herein, including without limitation a Member who resigns, is expelled or is suspended as a result of any proceedings as set for in this Section 6 of this Operating Policy, shall forthwith forfeit all rights and interests arising from, or in association with, being a Member in the Association. This means the Member who resigns, is suspended or is expelled as aforesaid cannot be a Player on a Team, coach or manage a Team, participate in any other way as an official or coach of a Team, hold an elected or appointed position on the Board of Directors, or vote at any Annual General Meeting or Special General Meeting of the

Members; in the case of a Member who is suspended, the foregoing shall apply until the suspension is served or waived upon successful appeal.

The Board of Directors claims the rights and interests, as the rental contract carrier for the ball diamonds and facilities that is used by or played in by any Team, to bar for a specified period of time, or indefinitely, as applicable, any suspended, expelled or resigned Member from any such ball diamonds or facilities, including without limitation any meetings, Team functions, games and practices.

6.7 Reinstatement

Once a Member has resigned or been expelled from the Association pursuant to a disciplinary process as stated in this Operating Policy or as otherwise pursuant to the Bylaws, then reinstatement of the Member shall only occur upon written request to the Board of Directors, as submitted to the [Vice President](#), and then only thereafter at the sole discretion of the Board of Directors by way of a Special Resolution.

