

# Leduc Minor Softball Association



Policies and Procedures

March 2023

## **Mission Statement**

Leduc Minor Softball Association exists to foster and encourage the growth and enjoyment of the sport of softball. By teaching the value of sportsmanship, skills, commitment, and competition, we seek to be regarded as leaders in athlete and coach development, thus resulting in an increased confidence in our athletes.

Leduc Minor Softball Association provides the tools required for our athletes to take their softball talents to whatever level of competition they may choose. Although the sport of softball is our focus, youth athletics in general creates leaders in their schools and their communities. Through proper guidance and exemplary leadership, the Leduc Minor Softball Association will assist youth in developing the qualities of citizenship, discipline, teamwork, and physical well-being.

By espousing virtues of character, courage and loyalty, Leduc Minor Softball Association is designed to help develop superior citizens, as well as superior athletes.

**Table of Contents**

1. Financial Assistance
2. Registration and Cancellation
3. Player Transfer Policy
4. Evaluations
5. Play up Policy
6. Athlete Affiliation
7. Volunteer Requirements
8. Coaching Requirements
9. Equipment Policy
10. Team Management
11. Fundraising and Team Finances
12. Playing Time Policy
13. Social Media Policy
14. Substance Use Policy
15. Abuse and Harassment Policy
16. Conflict Resolution and Discipline
17. Safety and Injury
18. Code of Conduct
19. LMSA Board

## 1. Financial Assistance

- Leduc Minor Softball Association is pleased to work alongside KidSport Leduc and Leduc County to provide all children with the opportunity to play organized sports by removing financial barriers.

[https://kidsport.smartsimple.ca/s\\_Login.jsp](https://kidsport.smartsimple.ca/s_Login.jsp)

## 2. Registration and Cancellation

- Registration will occur each year from January to the end of March.
- A waitlist will be started once the optimum number of players has been reached.
- All registration fees must be paid by April 1<sup>st</sup>.
- Leduc Minor Softball Association will only consider a withdraw for the following reasons:
  - A move/job transfer to another town or city. The new residence of the athlete MUST be outside of the registration boundaries of the Association.
  - Medical reasons. A doctor's note/certificate must be included with the letter submitted to the Association for the request.
  - If the extenuating circumstance does not fit the above criteria, the board will review each case individually.
- In order for an athlete to withdraw from the program the parent/guardian for an athlete, MUST submit a letter to the Leduc Minor Softball Association President outlining the situation and reason for the request. This can be emailed to [leducsoftball@gmail.com](mailto:leducsoftball@gmail.com).
- The request will be reviewed within 14 days of the submission.
- To be granted a refund, the following will apply:
  - A request for an athlete to withdraw received prior to the 2nd Friday of March will be subject to a cancellation fee of 25% of the registration fee paid.
  - A request for an athlete to withdraw received after the 2nd Friday of March and before the commencement of the season, will be subject to a cancellation fee of 50% of the registration fee paid.
  - A request for an athlete to withdraw received after the last day of March will not be eligible for a refund.

### 3. Player Transfer Policy

- Leduc Minor Softball will review player transfer request after February 15<sup>th</sup> of each (one month after registration opens).
- All players U15 and under who wish to register on a team outside their own local association must apply each year for a player transfer.
- The player transfer will be accepted by Softball Alberta subject to the release of the player from their home association only.
- Form link: <https://www.softballalberta.ca/forms/transfers/>

### 4. Evaluations

- To assist the association in properly placing athletes at the most appropriate level for their skills and experience, an evaluation will take place prior to the beginning of the season.
- All our teams registered in LMSA play in the GEMSA Association (Greater Edmonton Minor Softball Association).
- If we have enough players for more than one team this will result in our teams being tiered.
- Athletes MUST try out for and be selected to play on a Tier 1 or Tier 2 team. Prior to coming to evaluations, please fill out the Tier 1 Evaluation Form found in Annex 1
- Athletes should arrive 30 minutes prior to the evaluation time to register and to warm up. Comfortable clothing, running shoes and water are highly recommended.
- Evaluations will consist of 2 components:
  - Skill Evaluation
  - Game Play Evaluation (By invite only)
- Upon completion of the skill evaluation, players advancing to the game play will be notified by email. The top 3 athletes in each division will have the first right of refusal to be on the top tiered team.
- The Game Play evaluation is by invite only. Once this portion is complete, the final picks for the team will be made.
- Leduc Minor Softball Association will evaluate pitchers during the game play portion of the Evaluations.

## LEDUC MINOR SOFTBALL POLICIES AND PROCEDURES

- Please indicate the athlete is interested in pitching on their Tier 1 Evaluation form.
- Pitchers **MUST** bring their own catcher for warm up.
- Once both components have been completed, teams will be finalized (early April) and your team coach will contact you.
- Once selected to play on a tiered team, the athletes must be completely committed to their team for the duration of the season.
- Leduc Minor Softball Association does not share evaluation results.

### 5. Play Up Policy

- The Leduc Minor Softball Association believes that most players will develop better at their age-appropriate category than at an age category above. We do recognize that however rare, highly talented players may exist and want to provide themselves with an opportunity to play in the next age category within the association.
- Any players who are interested in trying out for an older age category are invited to do so.
- Athletes wishing to play up **MUST** contact Leduc Minor Softball Association via email at [leducsoftball@gmail.com](mailto:leducsoftball@gmail.com) and inform of their interest.
- Athletes can only try out to play up if they are in the second year of their current age category.
- For an athlete to play up on a Tier 1 team, they **MUST** evaluate in the **top 3** overall of the age category they wish to play in
- In order to balance teams, any athlete that wants to play out of their age category **MUST** evaluate in **BOTH** age categories to ensure they can safely play with older athletes.
- There are no guarantees that an athlete will be granted a spot on a team for an age category above where they belong.

### 6. Athlete Affiliation

- At the beginning of each softball season, higher division coaches may approach lower division coaches looking for players to affiliate, you can only affiliate one division below.
- Teams whose rosters are small will look for back up players in case of injuries or sickness that could befall some of their players.
- The coaches should confer on possible choices and then the parents should be

consulted as to their interest in being an affiliate player.

- The process and times of possible affiliation should be explained to both parents and players so there is no misunderstanding.
- The lower tier or division coach of an affiliated athlete must agree to let the affiliated athlete play in the higher division. Only if and when there is a conflict in tournament or a regular league game play, the lower division coach can decline the request for the athlete to play for the higher division team.
- When an affiliated athlete's name is on the official score sheet and lineup card, they are considered to have played in the game. This participation shall be noted on the official score sheet and lineup card with an "AP" beside their name.

### **7. Volunteering Requirements**

- There are many different types of volunteer positions within Leduc Minor Softball Association both at the Association level and at the team level. No experience is required or necessary to become a volunteer and most opportunities require little or no training. We will provide you with any necessary training, support and encouragement.
- Each player is required to commit to a minimum of 2 credits of association volunteer time equivalent to 4 hours. Opportunities will be communicated to you throughout the season.
- If your volunteer commitment is not met, a \$200 fee will be added to your RAMP account. Payment will be required prior to any future registration.
- Volunteer Commitment will not be required if a parent is a member of the board or is the head coach of a team.
- If you are interested in volunteering as a coach, you are required fill out the online Coaching Application Form found in the Coaches Corner section on the Leduc Minor Softball Association website.
- All persons interested in volunteering with Leduc Minor Softball Association must complete a Criminal Record Check that is available through the RCMP in Leduc Criminal Record Checks must be completed every 3 years.
  - Criminal Record checks do take between 1 to 3 weeks to receive.
  - You will be required to bring two forms of valid ID (one photo ID with local address, Alberta Health Card, Social Insurance Number, Passport, etc.).
  - The cost for the Criminal Record Check can be reimbursed but should be free with a letter from the Leduc Minor Softball.

# LEDUC MINOR SOFTBALL POLICIES AND PROCEDURES

## 8. Coaching Requirements

- There are 3 essential requirements for all coaches and assistant coaches.
- Level 1 Softball NCCP (Community On-Going Sport)
- A Completed and Current Police Check
- Respect in Sport Certification for Activity Leaders
- If a team would like to go to provincials, your team will require at least one coach to have MED (Making Ethical Decisions) and NCCP Certification (Level 1 [Softball Community Sport - Ongoing Participation ]or 2).
- Leduc Minor Softball Association will pay for NCCP Certification training to help in the advancement of our coaches. The coach will be required to pay up front for the course/training. Once the training has been completed, you can forward your certificate of achievement to the association and the coach will receive reimbursement.
- We have many different resources to help you to succeed as a coach in our association.
  - Drills and practice plans can be found on our website.
  - Coaching Association of Canada have many resources on their website ([www.coach.ca](http://www.coach.ca)).
  - GEMSA [Handbook](#)
  - More can be found on the Leduc Minor Softball Association website.

<b>GEMSA Coaches Orientation</b>	<b>Current Police Check</b>	<b>Respect in Sport</b>	<b>MED (Making Ethical Decisions)</b>	<b>NCCP Certified Level 1 or 2</b>	<b>NCCP Certified Comp Intro</b>
U11 - U19	Timbits - U19	Timbits - U19	U11 - U19	U11 - U19	U15A, U17A/W, U17A, U19B, U19A
<b>Everyone</b>	<b>Everyone</b>	<b>Everyone</b>	<b>Required for Provincial Play</b>	<b>Required for Provincial Play</b>	<b>Required for Provincial Play</b>



## 9. Equipment Policy

### Coaches

- As a coach, at the beginning of the season, you will receive your package of equipment. You are responsible for this equipment for the duration of the season.
- If any equipment is damaged or lost, please let the association know as soon as possible, so that it can be replaced in a timely manner.
- If there is something you require above the initial package of equipment, please submit a formal request to Leduc Minor Softball Association via email at [leducsoftball@gmail.com](mailto:leducsoftball@gmail.com).
- If any equipment is purchased with fundraising funds, it becomes the property of Leduc Minor Softball Association at the conclusion of the season.
- Any questions can also be directed to our Equipment Director

### Parents

- All players must be dressed in the following for games:
  - Black ball pants and a red belt.
  - Jets Jersey provided to each player at the beginning of the season.
    - A \$50 deposit will be applied to your fees at the beginning of each season. When the jersey is returned, you will receive a refund of the deposit.
  - Red knee-high socks supplied by Leduc Minor Softball Association.
  - All players must have their own ball glove, Jill (protective support), CSA helmet with dual ear flaps, working chin strap, and attached face mask.
  - Proper running shoes or softball cleats (no metal cleats or spikes). Crocs, clogs, boots, sandals, or bare feet are not permitted.
  - All pitchers must wear an approved fielding mask for all levels.
  - All infield players must wear an approved fielding mask at U9 and above.
  - Exposed jewelry is not allowed.

## **10. Team Management**

- Some responsibilities of the team manager are:
  - Booking Tournaments.
  - Organizing the fundraising or other team activities.
  - Keeping parents and athletes up to date on game dates/times/locations.
  - Keeping copies of Medical Forms.
  - First point of contact for conflict resolution.
  - Attend manager meeting.
  - Team Managers cannot be the spouse or partner of the Head Coach.

## **11. Fundraising and Team Finances**

- Fundraising is mandatory for all players U9 and above.
- When fundraising, you are representing your Leduc Minor Softball Association within the community. Please remember this and represent us in a positive and professional manner.
- These funds are to be used towards tournament entry fees, apparel, and anything else the team deems necessary. Maximum fundraising for a season is \$5000. We strongly encourage that at least 1 team fundraising initiative is taking place. Suggestions are below:

Bottle Drive	Online Silent Auction	Car Wash	Home Run Derby	Bake Sale
Sponsorship	Used Book Sale	Talent Show	Prize Raffle	Team Yard Sale

- If a teams would like to fundraise more than the allotted \$5000 cap, a request must be formally submitted to the Association at Leduc Minor Softball Association via email at leducsoftball@gmail.com.
- Any fundraiser that requires a license (ie 50/50, raffle draw, liquor basket) a formal request must be submitted to the Association for approval at Leduc Minor Softball Association via email at leducsoftball@gmail.com.
- Cash calls should only be requested when necessary. A team may ask for no more than \$200/FAMILY for Tier 1 teams and \$100/family for other tiers.

## LEDUC MINOR SOFTBALL POLICIES AND PROCEDURES

- All proceeds from fundraisers must be deposited into a team bank account and recorded as part of the team financials. Banks will open a team account with some paperwork from Leduc Minor Softball Association. Contact the Treasurer for support in opening your team account.
- At no time should a team's financial balance be in the negative.
- Team funds do not roll over year to year.
- All excess funds at the end of the season, completed in the following order, must be:
  - Used to pay for any outstanding bills that are the responsibilities of the team.
  - Divided up evenly and given back to the families to a maximum of what was asked for a cash call.
  - Presented to the association to be donated back to the association.
- Teams will be required to submit a team financial budget by the 2<sup>ND</sup> week of May outlining how much money they will require for the season.
- An Association financial report will be supplied for use to the Team Managers once they have been determined.
- The final team financial report will be due the 2<sup>ND</sup> week of July and must include bank statements and receipts.
- Leduc Minor Softball Association is a non-profit organization and as such will keep fees and fundraising set to rates that allow us to maintain services without incurring financial loss.

### **12. Playing Time for Developmental Teams**

- Leduc Minor Softball Association requires its coaches to abide by the policies below regarding playing time.
- The goal is for every player on a developmental team to develop and eventually move up to a competitive team.
- Playing time for developmental teams as set out In Leduc Minor Softball Association policies can be affected by missing practices, missing games, or displaying a poor attitude, amongst other things.
- Regular Season
  - Players will receive fair and equitable playing time, but it may not be, and likely will not be, 100% equal.
  - All players will be given the opportunity to play different infield and outfield

positions and should learn at least 2 or 3 positions during the regular season and in training.

- All players will sit out at times.
- When the mercy rule comes into effect, it will prevent coaches from playing everyone in a game.
- Coaches will work to get each player their fair share of on-field playing time.
- **Seeding Games, Elimination Games, Championship Games & Post Season Games:**
  - The development of our players is important and key to a strong program. Coaches will endeavor to provide each player with a fair amount of playing time in playoffs, elimination, or championship games.
  - Coaches are advised to play to win these games and put players in positions where they will be most successful.
  - Leduc Minor Softball Association is committed to the development of all of its players. No player will sit for significant amounts of time during a series of games with the goal being for each player to play in each game.
  - Playing time in such games may not be equal however, as all the players will play more innings if the team succeeds.
  - Players will play positions that help the team be most competitive, and so may only play one position during playoff, elimination, or championship games.

### **13. Social Media**

- This policy applies to all individuals associated with Leduc Minor Softball Association as defined in the definitions with zero-tolerance.
- Social media is defined as the catch-all term that is applied broadly to computer mediated communication media, including but not limited to, blogs, Twitter, Facebook, YouTube, Instagram, etc.
- Leduc Minor Softball Association Member is defined as being a member in the association, as well as all individuals employed by or engaged in activities with Leduc Minor Softball Association, including but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, administrators and employees.
- Social media platforms are a great way for our association to connect with friends,

## LEDUC MINOR SOFTBALL POLICIES AND PROCEDURES

family, teammates, and supporters. This policy is to ensure that all members of Leduc Minor Softball Association conduct themselves in a responsible and safe manner when using social media platforms.

- When using social media, the actions of one of us can affect the image of all of us. Remember, we are all dealing with amateur athletics that is for enjoyment and fun. This encourages us to promote respect and fair play for all members of Leduc Minor Softball Association.
- The following Social Media conduct may be considered major or minor infractions:
  - Posting a hateful, insulting, disrespectful, disparaging, harmful or any other type of negative comment on a personal blog, as a Facebook post, as a tweet on Twitter, which is directed at affiliates or other persons connected with Leduc Minor Softball Association and/or Greater Edmonton Minor Softball Association and related events.
  - Contributing to and/or creating a Social Media group, website or platform devoted solely or in part to promoting negative remarks about Leduc Minor Softball Association and/or Greater Edmonton Minor Softball Association or their reputations and related events.
  - Posting picture(s), altered picture(s), or video(s) on a Social Media platform that is hateful, insulting, disrespectful, disparaging, harmful, or offensive, and that is directed at affiliates and/or affiliations of Leduc Minor Softball Association and/or Greater Edmonton Minor Softball Association and related events.
  - Any type or instance of cyber-bullying or cyber-harassment between one affiliate and another affiliate (including a teammate/player, coach, opponent, volunteer, and/or official).
- Incidents can include but are not limited to the following:
  - regular insults and negative comments,
  - discomfoting behavior, pranks or jokes,
  - threats
  - posing as another person
  - spreading rumors or lies,
  - or other harmful behavior
  - Any instance(s) of bringing discredit to the game of softball.

- Responsibility of Members of Leduc Minor Softball Association
  - Members must be aware that their Social Media usage may be monitored by Leduc Minor Softball Association.
  - The removal of content from social media after it has posted does not remove the member from being subject to the policy.
  - A member that believes social media being used by another member inappropriately and/or violates this policy, should report the incident to Leduc Minor Softball Association.
- Consequences
  - Unacceptable content, if brought to the attention of Leduc Minor Softball Association or the Greater Edmonton Minor Softball Association, may result in disciplinary action in accordance with Leduc Minor Softball Association Policies and Greater Edmonton Minor Softball Association's Handbook and the Bylaws or Leduc Minor Softball Association Softball Confidentiality, Code of Conduct and Abuse and Harassment Policies.
  - Any disciplinary action will be decided upon by the Disciplinary Committee.
  - This is a zero-tolerance policy and any ruling made shall be final with no right to appeal.

### **14. Substance Use Policy**

- All athletes, coaches, parent(s)/guardian(s) and officials must refrain from the use of tobacco, alcohol or drugs (including cannabis) and not be under the influence of such substances prior to or during practices, games, fundraising or team events.
- Violations of this policy must not be handled independently by parents, coaches, athletes or other officials and must be reported to the Leduc Minor Softball Association President.
- The Disciplinary Committee will review any and all violations using the conflict resolution process to determine any and all disciplinary actions to be taken.
- This is a zero-tolerance policy and any ruling made shall be final with no right to appeal.

### **15. Abuse and Harassment Policy**

- Leduc Minor Softball Association is committed to providing an abuse and harassment free sporting environment and experiences for our athletes,

## LEDUC MINOR SOFTBALL POLICIES AND PROCEDURES

parents/guardians, coaches, umpires and members.

- Inappropriate or unacceptable behavior is not limited to, verbally or physically harassing and/or abusing any coach, athlete, certified or volunteer umpire, league volunteer or spectator.
- Incidents of unacceptable behavior should not be handled independently by parents, coaches, athletes or other officials and must be reported to the Leduc Minor Softball Association President.
- Any inappropriate or unacceptable behavior towards any member of Leduc Minor Softball Association trying to fulfill their duties or any athlete on or off the playing field will be subjected to disciplinary action.
- The Disciplinary Committee will review any and all violations using the conflict resolution process to determine any and all disciplinary actions to be taken.
- This is a zero-tolerance policy and any ruling made shall be final with no right to appeal.

### **16. Conflict Resolution and Disciplinary Procedures**

- If a concern arises and an individual has a resulting complaint, wait 24 hours, then the concern can be brought forward to the appropriate party. It is very important that all parties involved take 24 hours to remove and/or decrease the emotional element so the actual concern can be resolved quickly in a peaceful manner to all parties' satisfaction.
- If a party would like to voice their concern after the initial 24 hours, they should follow the flowchart below:



- Leduc Minor Softball Association designates infractions as either Minor or Major infractions. Minor infractions will be dealt with informally and Major infractions will be dealt with in a formal manner.

## LEDUC MINOR SOFTBALL POLICIES AND PROCEDURES

Minor Infractions	Major Infractions
Single incident violation of policy or procedure	Multiple or repeated violations of policies or procedures
Single incident of unsportsmanlike conduct	Falsifying personal information/rosters
Late/absent when attendance is expected/required	Repeated incidents of unsportsmanlike conduct
Behavior/Activities that interfere with the game	Blatant disregard for rules and regulations
Disregard for rules and regulations	Violation of Substance Use/Abuse and Harassment Policies

- Disciplinary measures for minor infractions (singly or in combination) may include and are not limited to:
  - Verbal or written reprimand (which will be placed in the athlete's file).
  - Verbal or written (handwritten/hand delivered) apology.
  - Service or other voluntary contributions.
  - Suspension.
  - Other sanction(s) that the individual with authority over the matter deems appropriate.
- Disciplinary measures for major infractions (singly or in combination) may include and are not limited to:
  - Written reprimand (which will be placed in the athlete's file).
  - Handwritten/hand delivered apology.
  - Suspension from certain games/events/programs/activities.
  - Suspension from all games/events/programs/activities.
  - Expulsion from the association.
- Within 14 days of notifying Leduc Minor Softball Association of a major infraction, the Board of Directors will appoint a Disciplinary Committee to adjudicate the case. This Disciplinary Committee comprised of Board of Directors, shall address any violations of Leduc Minor Softball Association



## LEDUC MINOR SOFTBALL POLICIES AND PROCEDURES

Policies and Procedures or any serious issues not resolved, which require escalation and mediation.

- This Disciplinary Committee must recuse themselves if they have any conflict of interest with the parties involved.
- All parties involved in the incident or issue may be asked to provide information regarding the incident to ensure a proper resolution is found. Confidentiality agreements may be signed to ensure privacy is kept.
- Disciplinary action will be decided on a case-by-case basis and will consider the severity and number of offences. The Disciplinary Committee reserves the right to remove coaches or athletes from teams, if necessary, based on their findings. A representative from the Disciplinary Committee will inform those in violation of its policies of the decisions reached regarding disciplinary action.
- Any coach wishing to remove an athlete from their roster will need to submit a request to the Disciplinary Committee, indicating reasons for the removal. The Disciplinary Committee will meet with the athlete and family to discuss the reported issues and determine if removal is warranted.
- All decisions reached by the Disciplinary Committee are final with no right to appeal.

### **17. Safety and Injury**

- Leduc Minor Softball Association Athlete Medical Forms **must** be present at all practices, games, tournaments, and other team functions.
- Leduc Minor Softball Association will provide each team with a first aid kit.
- Each athlete must wear all the required protective equipment that is necessary during any softball play. All visible jewelry should be removed with the exception of medical alert bracelets.
- Weather policy can be found on the Greater Edmonton Minor Softball Association website.
- Leduc Minor Softball Association is committed to preventing injuries due to the game of softball by:
  - Adhering to the appropriate safety equipment required for the athletes.
  - Warming up properly prior to each practice/game.
  - Rotating through different positions.

## LEDUC MINOR SOFTBALL POLICIES AND PROCEDURES

- Concentrating on age-appropriate pitching/pitch counts.
- Developing skills that are age appropriate.
- Returning to play only when a healthcare professional grants clearance.
- In the event of an injury, obtain necessary treatment **IMMEDIATELY**. If the injury is serious, or that it may become serious, contact 911 for immediate transportation to an emergency facility. If it is anyway possible that the injury involves the spine or the injury is very serious, **DO NOT MOVE** the injured individual and dial 911 and wait for qualified personnel.
- In the event of an injury that requires medical treatment by a medical professional, the Team Manager of the team for the injured athlete is responsible for contact, as soon as possible, to the parent(s)/guardian(s). The Coach/Team Manager is responsible to provide an Incident/Accident Report Form within 24 hours to Leduc Minor Softball Association via email at [leducsoftball@gmail.com](mailto:leducsoftball@gmail.com). Additional incident reports will be accepted from any witnesses or family members of an injured individual who wishes to submit one.
- A Return to Play form, which can be found in the forms section of the Leduc Minor Softball Association website, must be filled out by a healthcare professional prior to returning to play from an injury.
- Concussion guidelines and protocol can be found at:
  - <https://www.parachutecanada.org/wp-content/uploads/2019/06/Return-to-Sport-Strategy.pdf>

### **18. Code of Conduct**

#### **Coaches**

- You, as a coach, can have a major effect on the development of an athlete of any age. The experiences our athletes have on and off the softball field will last for a lifetime, and we hope it instills the love of the game.
- Leduc Minor Softball Association works to ensure the coach/athlete relationship and the educational setting is always a positive experience so that each athlete's learning curve can be maximized to its fullest.
- To enjoy the season and to allow others to do the same, Leduc Minor Softball Association asks that coaches and assistant coaches please follow these guidelines:
  - I will be a role model for each athlete that I coach by using praise, positive

## LEDUC MINOR SOFTBALL POLICIES AND PROCEDURES

encouragement, displaying control, professionalism, and respect for my team, Leduc Minor Softball Association and Greater Edmonton Minor Softball Association.

- I will be familiar with and coach under Greater Edmonton Minor Softball Association rules.
  - I will encourage sportsmanship, and be courteous and respectful to all athletes, parents/guardians, coaches, officials, umpires and other fans of the game.
  - I will be reasonable when scheduling practices and other activities, remembering that the athletes on my team have other interests and obligations.
  - I will ensure all players on my team receive equal skill development, support, and fair playing time.
  - I will teach the athletes on my team to play fairly and to respect the rules, the officials, their opponents and their teammates.
  - I will always show concern towards sick and injured athletes and will advise medical professionals as to whether they are ready to play again.
  - I will not ridicule or yell at the players on my team for making mistakes or performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
  - I will make sure that the equipment and facilities are safe and match the ages and abilities of the players on my team.
  - I will obtain proper training and continue to upgrade my coaching skills, so I am able to develop the athletes' skills and understanding of the game of softball.
  - I will demand a sports environment for my athletes that is free from drugs (including cannabis), tobacco, and alcohol and I will refrain from their use at all sports events.
- I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:
    - Verbal warning by official, head coaches, and/or head of league

organization.

- Written warning.
- Coaching game suspension with written documentation of incident kept on file by organization(s) involved.
- Coaching season suspension.

### **Parent(s)/Guardian(s)**

- Our parents and fans represent Leduc Minor Softball Association when our teams play and practice. The actions of one of us can affect the image of all of us. Remember, we are all dealing with amateur athletics that is for enjoyment and fun. This encourages us to promote respect and fair play for all players, parents, fans, volunteers, coaches, officials and umpires.
- To enjoy the season and to allow others to do the same, Leduc Minor Softball Association asks that parents and their guests please follow these guidelines:
  - I will remember that children participate to have fun and play by the rules. The game is for youth, not adults. Therefore, I will promote the emotional and physical well-being of my child ahead of any desires I have for my child to win.
  - I will treat my team with respect and have my player and all their equipment arrive to games and practices on time.
  - I will participate and adhere to the Fundraising policy.
  - I will report to the coach of any physical disability/injury that may affect my child or the safety of others.
  - I will provide my child with positivity and support every chance I get, no matter what the outcome of the game may be and/or their performance. It is ok to make mistakes.
  - I will be a positive role model, encourage sportsmanship, and be courteous and respectful to all athletes, coaches, officials, umpires and other spectators.
  - I will demand that my child treat other athletes, coaches, officials, umpires and spectators with respect regardless of race, creed, color, sex or ability.
  - I will never ridicule, yell, engage in any kind of unsportsmanlike conduct or use inappropriate language at my child, other athlete, coach, official or umpire.
  - I will demand a sports environment for my child that is free from drugs (including cannabis), tobacco, and alcohol and I will refrain from their use at all sports events.
  - I will learn the rules of the game and the policies of the league.
  - I will refrain from coaching my child or other players from the sidelines/stands.

## LEDUC MINOR SOFTBALL POLICIES AND PROCEDURES

- I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:
  - Verbal warning by official, head coaches, and/or head of league organization.
  - Written warning.
  - Parental game suspension with written documentation of incident kept on file by organization(s) involved.
  - Parental season suspension.

### **Athletes**

- As an athlete, represent Leduc Minor Softball Association when your team plays and practices. The actions of one of us can affect the image of all of us. Remember, we are all here for enjoyment and fun.
- To enjoy the season and to allow others to do the same, Leduc Minor Softball Association asks that athletes please follow these guidelines:
  - I will give 100 % of my effort, positive attitude and sportsmanship on and off the field.
  - I will respect, honor and be a positive contributor to Leduc Minor Softball Association.
  - I will treat my team with respect and arrive to games and practices on time with all my equipment.
  - I will respect, listen to and follow the direction and rules set out by my manager and coaches.
  - I will respect my team members and other athletes.
  - I will never ridicule, yell, engage in any kind of unsportsmanlike conduct or use inappropriate language at other athletes, coaches, officials or umpires.
  - I will maintain an environment that is free from drugs (including cannabis), tobacco, and alcohol and I will not be under the influence of these substances and will refrain from their use at all sports events.
  - Be proud to be an athlete for Leduc Minor Softball Association and have FUN doing it!
- I also agree that if I fail to abide by these rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

## LEDUC MINOR SOFTBALL POLICIES AND PROCEDURES

- Verbal warning by official, head coaches, and/or head of league organization.
- Written warning.
- A game suspension with written documentation of incident kept on file by organization(s) involved.
- A season suspension.

### **19. LMSA Board**

- Leduc Minor Softball Association is run entirely by volunteers.
- The operations of Leduc Minor Softball Association shall be carried out by the Board.
- All Board members shall perform his or her duties in good faith and in the best interest of the association.
- Any Board member in good standing that has a child registered in Leduc Minor Softball Association will have their child's base registration fee waived for that season. Board members must attend a minimum of 9 meetings per year to be eligible.
- Board members shall only receive remuneration for their services in the form of reimbursement of expenses directly related to the LMSA board duties.
- A Board member may be removed from office at any time by a majority vote from the board.
- A Board member may resign at any time by giving written notice to the board.
- In the case of a tie vote, a vote from the President will be the tie breaker.