



AMFA POLICY MANUAL

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Table of Contents

	<u>Page</u>
<u>Purpose and Introduction</u>	3
<u>Policy Manual</u>	
Registration	4
Insurance	4
Transfers	4
Volunteers	5
Refusal of Registration	5
Team Management	5
Practices & Games	6
Codes of Conduct	7
Player Discipline	8
Coaches Discipline	9
Umpires Ejections	9
Rep League	10
<u>Appendices</u>	
Schedule "A": Coaches Code of Conduct	13
Schedule "B": Players Code of Conduct	14
Schedule "C": Parents Code of Conduct	15
Schedule "D": Officials Code of Conduct	16
Schedule "E": Spectators Code of Conduct	17
Schedule "F": Athletes Bill of Rights	18



Purpose

Our purpose of the Abbotsford Minor Fastball Association (“AMFA”) is to strengthen our community by connecting citizens under a common interest and giving every child the opportunity to explore to joy of sport through our core values of commitment, passion, effort, integrity and equality.

Policy Manual

This Policy Manual has been prepared to assist the many volunteers who have willingly given their time and expertise to provide the boys and girls of the Abbotsford area with the opportunity to enjoy the game of softball.

It is intended that this Policy Manual be used as an information guide to assist in the following:

- Explaining the organization of the AMFA;
- Understanding the role and involvement of the AMFA directors and officers (the “Executive”);
- Introducing and familiarizing readers with the policies and procedures of the AMFA; and
- Indicating the roles and responsibilities of members of the AMFA.

Where this policy manual is silent or ambiguous, the Softball BC Special Operating Rules shall apply.



Section 1: Registration

- 1.1 All players must be registered with the Abbotsford Minor Fastball Association (the “AMFA”) prior to playing their first game of the season. Membership fees are due at the time of registration.
- 1.2 The registration form must be signed by the player’s parent, guardian or an authorized representative.
- 1.3 Any player may be refused registration to the AMFA for indebtedness to same, for reasons including but not limited to non-payment of specific fees, non-return of uniforms or other equipment, etc.
- 1.4 Each player must produce a proof of age at the time of registration, such as a birth certificate, care card, personal identification card, or driver’s license; photocopies of original documents are acceptable.
- 1.5 **Family Discounts:** The 1st and 2nd child will each pay full registration. Each additional child will receive a 50% reduction in their registration fees.
- 1.6 **Refunds:** Registration fees will be refunded (minus a \$25 administration fee per registration) upon written request to the Registrar or Registrar designate before the start of league play. No registration fees will be refunded after the start of league play, except by special requests to be considered by AMFA Executive.
- 1.7 Registration fees will be established by the AMFA Executive on an annual basis.
- 1.8 **Softball BC forms:** All teams must correctly complete a Softball BC Registration Form, supplied by the AMFA. It is the team’s responsibility to ensure these forms are complete and returned on the date specified by the AMFA. Failure to do so will result in that team not being eligible for further competitive play.

Section 2: Insurance

- 2.1 Every registered player is insured by Softball BC. Only players and team officials listed on the Softball BC registration forms are covered by Softball BC insurance.
- 2.2 In the case of injury, the injured player must notify the Division Manager or the AMFA Executive within 48 hours of sustaining the injury.
- 2.3 The player may be required to make a written report of the injury, which will be forwarded to Softball BC and their insurer as required.

Section 3: Transfers

- 3.1 The AMFA shall adopt the Softball BC Special Operating Rules regarding cross-boundaries.



Section 4: Volunteers

- 4.1 At the time of registration, for each player registered, the parent or guardian of the player must indicate in the player's registration form which volunteer activities he or she is available to participate in, and must submit a cheque for \$100, post-dated for August 1.
- 4.2 Throughout the season, each parent or guardian must complete a minimum of four hours of volunteer work for the AMFA, which may include such activities as coaching, managing, umpiring, volunteering at tournaments or other AMFA events, selling items at the concession, or other such activities which are approved by the AMFA Executive from time to time, including volunteering for Pitch in For Care and other community fundraising events that are sanctioned by the AMFA. Volunteering at team-specific fundraising events, preparing fields for games and score keeping do **not** count towards the AMFA volunteer requirement.
- 4.3 If the parent or guardian does not complete the required four hours of volunteer work by the completion of the season, the post-dated cheque for \$100 will be cashed in lieu of the contribution of these hours.

Section 5: Refusal of Registration

- 5.1 The AMFA requires cooperation between the following members: players, coaches, and managers.
- 5.2 The AMFA retains the right to refuse registration to those players, coaches, managers who have not met their obligations to the team or the association.
- 5.3 Appeals may be submitted in writing to the AMFA Executive.

Section 6: Team Management

- 6.1 The coach and the manager are responsible for the management of the team.
- 6.2 Each team is responsible for notifying the Division Manager if there is a change in team coach.
- 6.3 On each team, the coach and the manager will assume whatever responsibilities are agreed upon between them. The following are general guidelines only.
- 6.4 **Role of the coach:**
 - a) Responsible for the play of the team as it is related to the game of softball;
 - b) Directs the team at practices and games;
 - c) Selects the coaching assistants;
 - d) Involved in coordination and selection of players of the team;
 - e) May request exhibition games and entrance to tournaments;
 - f) Attends coach's meetings as called by the AMFA; and



g) Attends clinics put on by Softball BC and the AMFA.

6.5 Role of the team manager:

- a) Responsible for administrative matters including completion of forms, distribution and collection of uniforms and equipment, etc.;
- b) Responsible for team communication including communication between the player/parent and coach, and communication between the team and the AMFA Executive;
- c) Manages team fundraising activities (may oversee delegation to fundraising parent);
- d) Attends managers meetings as called by the AMFA; and
- e) Attends to other circumstances which might arise as delegated by the team coach.

Section 7: Practices and Games

7.1 The coach is responsible for and must be prepared to spend time practicing with the team in order that the players have a chance to develop skills and a team spirit. During the pre-season several practices a week are desirable, especially for new teams. As the season progresses, practice sessions may vary in duration and frequency.

7.2 A practice will generally have some or all of the following elements in it:

- a) Discussion
- b) Warm-up
- c) Skill demonstration
- d) Skill practice
- e) Chalk talk
- f) Scrimmage or practice

7.3 **Practice Fields:** A team may only use contracted school fields on the following terms:

- a) If any fields are closed because of weather damage, they must not be used;
- b) Any league game (scheduled or make-up) takes priority over practices. A team practicing on a field must relinquish the field to any team (boys, girls, men, women) scheduled to play a game;
- c) The fields are available on a first-come, first-served basis. Teams cannot reserve a practice field; and
- d) Prior to April 1st, all fields are closed.

7.4 **Games:** The following conduct is expected of teams at a game:

- a) The coach and assistant coaches are expected to identify themselves to the umpire and the other team before the start of every game;
- b) The coach and assistant coaches are responsible for the behaviour of their players, parents and spectators;



- c) No coach, player, parent or other spectator shall make negative or derogatory comments about any other player or coach (on either team), umpire or spectator;
- d) The umpire may order any person (team official, coach, spectator, or player) out of the park. Any time a person has been required to leave, the umpire should report the incident to the league;
- e) Coaches and managers will not smoke in view of team or near fields during practices and games;
- f) No team coaches, managers, parents or spectators will go onto the playing field without prior approval of the umpire.
- g) **Home Team Responsibility:** It is the home team's responsibility to ensure that the field is set up for the game. If the field is inadequate, contact the scheduler immediately so that corrective action can be taken.

7.5 Rescheduling:

- a) Games which are cancelled due to weather shall be rescheduled by the teams' coaches;
- b) If a team is required to cancel a game, 24 hours notice must be given the opposing team. Unless such notice is given to the opposing team, the game shall be played as scheduled. If a team is unable to participate, the game is forfeited.

7.6 Team Size: All U11, U13 and U15 teams shall have a minimum of 10 players and a maximum of 14 players, and all U17 and U19 teams shall have a minimum of 11 players and a maximum of 15 players.

Section 8: Codes of Conduct

- 8.1 All coaches, players, parents, officials and spectators are expected to adhere to the AMFA Codes of Conduct.
- 8.2 The Coaches Code of Conduct is attached hereto as Schedule "A".
- 8.3 The Players Code of Conduct is attached hereto as Schedule "B".
- 8.4 The Parents Code of Conduct is attached hereto as Schedule "C".
- 8.5 The Officials Code of Conduct is attached hereto as Schedule "D".
- 8.6 The Spectators Code of Conduct is attached hereto as Schedule "E".
- 8.7 Failure to adhere to the relevant code of conduct may result in disciplinary action being taken against the coach, player or parent.



Section 9: Player Discipline

9.1 The AMFA's discipline policy set out herein is rooted in the importance of progressive discipline, clear communication, record keeping and the principles of discipline set out by Softball BC in Article 4 of their Special Operating Rules.

9.2 A player demonstrates conduct deserving of discipline when the player fails to adhere to Softball BC Rules, fails to adhere to the AMFA Policy Manual and the Player's Code of Conduct, attached hereto as Schedule "B", or more generally, when the player demonstrates unsportsmanlike conduct or insubordination in any fashion which, in the coach's discretion, constitutes conduct deserving of discipline.

9.3 **Conduct Deserving of Discipline and Suspension Procedure:** When a player demonstrates conduct that is deserving of discipline, the coach shall follow the following procedures to implement progressive discipline:

- a) On the first offence, the coach will meet with the player directly to discuss the conduct as soon as possible after the conduct has occurred;
- b) On the second offence, the coach will meet with the player and the player's parent or guardian to discuss the conduct as soon as possible after the conduct has occurred;
- c) On the third offence, the coach may **suspend** the player for up to 2 weeks;
- d) Following the suspension, the coach, player and player's parent or guardian will have a meeting to discuss the conditions of the player's reinstatement;
- e) Following the reinstatement, if the conduct deserving of discipline continues, the coach may recommend that the player be disqualified from the AMFA, at which point the matter of the player's discipline will be referred to the AMFA Executive for further action.

The coach shall submit a Request for Disqualification to the AMFA Executive in writing.

9.4 The coach shall keep detailed notes of all conversations and disciplinary measures that the coach has taken with the player and the player's parent or guardian and provide those notes to the AMFA as requested by the AMFA Executive. The coach's notes shall accompany the Request for Disqualification submitted to the AMFA Executive.

9.5 **Disqualification Procedure:** Upon the receipt of a written request from a coach to disqualify a player, the AMFA Executive shall form a **Disciplinary Committee** comprised of five executive members, which must include the AMFA President and two of the AMFA's VPs, as three of its five members. The Disciplinary Committee shall not include executive members who have personal involvement in the disciplinary matter.

9.6 **Disciplinary Committee:** The Disciplinary Committee shall conduct an independent investigation into the player who displayed conduct deserving of discipline. That investigation shall include collecting information from coaches, players, parents and any other party who was who was involved in or witnessed the incidents giving rise to the discipline. Based on its independent



investigation, the Disciplinary Committee shall make findings on whether or not the player should be disqualified for the remainder of the season, for life, or at all from the AMFA.

9.7 The Disciplinary Committee shall report to the player and the player's parent in writing with the findings of the Disciplinary Committee.

Section 10: Coaches Discipline

10.1 The following procedure shall be followed if a player or the player's parent or guardian wishes to make a complaint about a coach:

- a) Speak to the coach directly about the problem;
- b) If the problem persists, make a written complaint to the AMFA Executive.

10.2 Upon the receipt of a written complaint from the player or the player's parent, the AMFA Executive shall form a **Disciplinary Committee** comprised of five executive members, which must include the AMFA President and two of the AMFA's VPs as three of its five members. The Disciplinary Committee shall not include executive members who have personal involvement in the disciplinary matter.

10.3 **Disciplinary Committee:** The Disciplinary Committee shall conduct an independent investigation into the coach. That investigation shall include collecting information from coaches, players, parents and any other party who was who was involved in or witnessed the incidents giving rise to the complaint. Based on its independent investigation, the Disciplinary Committee shall make findings on whether or not the coach shall be suspended or should be disqualified from the AMFA.

10.4 The Disciplinary Committee shall report to the coach, to the player and the player's parent in writing with the findings of the Disciplinary Committee.

Section 11: Umpires' Ejections

11.1 An umpire who ejects a player, coach, manager, parent or any other individual from a game shall file a written report to the AMFA Executive and the Umpire in Chief of the Division within 48 hours of the incident.

11.2 Upon receipt of a written complaint from the umpire, the AMFA Executive shall form a **Disciplinary Committee** comprised of five executive members, which must include the AMFA President and two of the AMFA's VPs as three of its five members. The Disciplinary Committee shall not include executive members who have personal involvement in the disciplinary matter.

11.3 **Disciplinary Committee:** The Disciplinary Committee shall conduct an independent investigation into the individual who was ejected from the game. That investigation shall include collecting information from coaches, players, parents and any other party who was who was involved in or witnessed the incidents giving rise to the ejection. Based on its independent investigation, the



Disciplinary Committee shall make findings on whether or not the individual shall be suspended or should be disqualified from the AMFA.

11.4 The Disciplinary Committee shall report to the ejected individual in writing with the findings of the Disciplinary Committee.

Section 12: Representative League

The above-described policies in the AMFA Policy Manual apply to all AMFA teams, including representative (“rep”) teams. In addition, for the rep league, the following policies apply:

- 12.1 The Rep Committee shall consist of a Rep Coordinator, two members of the AMFA Executive and a rep coach.
- 12.2 Rep fees will be determined by the AMFA Executive in accordance with the AMFA Bylaws.
- 12.3 **Coaches:** Coaches applying to coach a rep team shall submit an application to the Rep Committee by the deadline established by the Rep Committee each year. The application shall contain confirmation of the coach’s National Coaching Certification Program (NCCP) credentials, and information about the coach’s softball experience, experience coaching rep softball, and experience coaching other sports. Short-listed applicants will be selected for an interview.
- 12.4 There must be at least one coach or manager of the same gender as the rep team players registered, to be available for all team functions (practice, games, tournaments).
- 12.5 **Tryouts:** A minimum of two tryouts and a maximum of three tryouts will be held for each age category. Tryout schedules will be advertised on the AMFA website two weeks prior to the tryout dates.
- 12.6 Players will be allowed to move up one age category if there is no team available for them to play on at their age level. Requests in this regard must be submitted in writing to the Rep Committee prior to the Rep tryouts.
- 12.7 Tryouts for each rep team will be supervised by the Rep Coordinator or someone appointed by the AMFA Executive.
- 12.8 **Budget:** Every rep team will submit its budget to the AMFA Treasurer no later than September 30. Once approved by the AMFA Treasurer, the coach will submit the approved budget to the team and parents. A final statement of team funds shall be submitted to the Rep Coordinator, the AMFA Treasurer, team players and parents within 15 days following the team’s final seasonal play.
- 12.9 **Team Fundraising, Sponsorship and Fees:** At the end of the season, no team should hold more than \$150.00 in their team account to carry over to the following season. Funds in excess of \$150.00 may be dealt with as follows:
 - a) In the event that players contributed seed money during the season, these funds may be paid directly back to the player, either in full or pro-rated based on available funds.



- b) Teams may reach out to sponsors to inquire if the sponsor would like a return of any portion of the sponsorship money, either in full or pro-rated based on available funds.
- c) Funds may be used to pay for a year-end party, players' gifts, coaches gifts within a reasonable amount.
- d) Any remaining balance shall be carried over to the player's account for the following season or, if the player is not playing the following season with the AMFA, these funds shall be forfeited to the AMFA.

Section 14: General

The AMFA Executive shall have the power to make, amend and/or alter the Policy Manual and the Schedules hereto as necessary.



Schedule "A"

COACHES CODE OF CONDUCT

I will:

- support the AMFA's core values of Integrity, Passion, Commitment, Effort and Equality in my actions and behaviours while helping the association realize its purpose of strengthening our community by connecting citizens under a common interest and giving every child the opportunity to explore the joy of sport;
- teach my players that rules of the game are mutual agreements that no one should evade or break;
- develop team respect for the ability of opponents as well as for the judgment of umpires and opposing coaches; be professional in my manner and accept responsibility for my actions by displaying high standards in language;
- display control, respect, dignity and professionalism to all involved with softball including opponents, coaches, officials, umpires, scorekeepers, administrators and spectators while encouraging team members (parents included) to do the same;
- abide by and respect the regulations governing softball and the organizations and individuals administering those regulations;
- be a positive role model for softball and my athletes;
- always respect game officials' decisions;
- make sure that every athlete has a reasonable opportunity to perform to the best of his or her ability;
- avoid or put an end to any situation that threatens the safety of the athletes ☐ maintain a healthy atmosphere and environment for competition;
- accept my role as a teacher and role model for fair play, especially with young participants;
- remain open to constructive criticism and show respect and consideration for different points of view;
- obtain proper training and continue to upgrade my coaching skills;
- act as a mentor in the coaching position, I will always communicate with players with another member of our coaching staff present;
- ensure that any contact over email or on any social media outlet will be done with multiple recipients including team members outside the coaching staff and be done with respect, integrity and professionalism. i.e. All one-on-one contact with players online should avoided for the safety of the athletes and coaches.;
- bring any concerns I may have to the AMFA executive, should any questions arise.

I will not:

- consume any drugs or alcohol while at the ball field or at any time I am responsible for the players;
- engage in, or tolerate, offensive, insulting or abusive language or behaviour to any other participant in the game of softball.



Schedule "B"

PLAYER CODE OF CONDUCT

I will:

- Support the AMFA's core values of integrity, passion, commitment, effort and equality in my actions and behaviours while helping the Association realize its purpose of strengthening our community by connecting citizens under a common interest and giving every child the opportunity to explore the joy of sport.
- Respect my teammates, coaches, opponents, opposing team's coaches, umpires, scorekeepers, administrators and spectators.
- Abide by and respect the regulations governing softball and the organizations and individuals administering those regulations
- Be a positive role model for softball and my team;
- Always respect game officials' decisions;
- Always communicate with respect, integrity and professionalism, including over email or on any social media outlet

I will not:

- consume any drugs or alcohol before, during or after participating in softball;
- engage in any offensive, insulting or abusive language or behaviour to any other player, coach, umpire, scorekeeper, administrator or spectator.



Schedule "C"

PARENT CODE OF CONDUCT

I will:

- be a positive role model for all of the athletes;
- let the coaches coach and cheer the team on from the sidelines;
- encourage a healthy atmosphere and environment for competition;
- be non-judgmental, regardless of my personal feelings toward the team or individual athlete;
- direct all questions, complaints, grievances and comments to the team manager or coach at an appropriate time;
- treat the players and coaches from our team and all teams with respect at all times;
- display good sportsmanship at all times;
- avoid vulgar and disrespectful language or aggressive conduct as it will not be tolerated and may be grounds for immediate removal from the game, field complex or program;
- bring any concerns I may have to the AMFA executive, should any questions arise

I will not:

- permit the intimidation of any athlete either by word or by action;
- encourage unacceptable conduct towards officials, coaches, athletes or spectators;
- consume any drugs or alcohol while at the ball field.



Schedule "D"

OFFICIALS CODE OF CONDUCT

I will:

- Be consistent, fair, objective and courteous in calling the game and all infractions;
- Modify rules and regulations to match the skill level of the players;
- Use common sense to ensure that the spirit of the game for children is not lost by over calling the game;
- Ensure that my behaviour, both on and off the field, demonstrates good sportsmanship and models the core values of the AMFA, which are passion, integrity, effort and commitment.
- Make a personal commitment to keep myself informed on sound officiating principles and the principles of growth and development.

I will not:

- Engage in any conduct that is offensive to players, coaches or parents.



Schedule "E"

SPECTATOR CODE OF CONDUCT

I will:

- Use encouraging, positive language and show respect for everyone on the field;
- Applaud good plays by both team;
- Respect the official's decisions;
- Encourage players to play according to the rules.

I will not:

- encourage unacceptable conduct towards officials, coaches, athletes or spectators;
- consume any drugs or alcohol while at the ball field.



Schedule "F"

Bill of Rights for Athletes

1. Right of opportunity to participate in sports regardless of ability or income level.
2. Right to participate at a level that is consistent with the development level.
3. Right to have qualified, sensitive leadership.
4. Right to participate in a safe and healthy environment.
5. Right of each participant to share in the leadership and decision-making of their sport.
6. Right of child athletes to play as children. Right of adult athletes to play at the appropriate competition level.
7. Right to proper preparation for participation in the sport.
8. Right to equal opportunity to strive for success.
9. Right to be treated with dignity by all involved.
10. Right to have fun through sport.