



## **Rules of Operation (Bylaws)**

### **Sandwich West Turtle Club**

**(Ontario Corporation # 000156202)**



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**Document Change Log**

All changes made to this document as of November 19<sup>th</sup>, 2007 are documented in this change log for reference.

Date of Change yyyy/mm/dd	Updated By	Page / Section Changed	Description of Change
2006/11/19	Domingos Vieira	Document created	The entire document was accepted by the Board of Directors as the starting point for the Sandwich West Turtle Club Rules of Operation.
2007/03/05	Domingos Vieira	Section 10	Updated draft procedures and policies per March 4/07 Board Meeting
2007/03/05	Domingos Vieira	Section 14	Updated Player Eligibility rules and policies per March 4/07 Board Meeting.
2007/03/21	Domingos Vieira	Section 14	Added Protest Committee section per March 4/07 Board Meeting.
2007/04/12	Domingos Vieira	Section 15	Revised Select Team section
2007/09/26	Domingos Vieira	All	Updated various sections to reflect new constitution
2008/01/08	Domingos Vieira	Supplemental Rules	Updated Rules with received input
2008/04/09	Domingos Vieira	Rules – Major Baseball and Rookie Ball Sections	Updated major baseball rules to reflect un-tiered division. Rookie Ball rules updated. Table of Contents updated as a result.
2009/02/20	Domingos Vieira	Updated Rules for 2009 Season	Updated various sections to reflect new constitution
2013/04/28	Paul Scott/Domingos Vieira	Updated Rules for 2013 Season	Updated various sections to reflect new constitution after AGM decision to not charter Little League. Removed and adjust various sections to remove reference to Little League and Little League mandated rules and content.
2013/08/25	Paul Scott/Domingos Vieira	Updated various sections	Updated various sections to reflect new constitution and housekeeping of duplication from Constitution.



## Privacy and Confidentiality

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## Section 1: Introduction

### ***1.1 Bylaws, Local Rules & Ground Rules***

The Board of Directors will adopt its own Rules of Operation. This includes such things as; bylaws, which govern the operation of the local league, as well as local rules or ground rules that, govern the play of the game within the local league.

The Rules of Operation are to be distinguished from the Sandwich West Turtle Club's Constitution. The Constitution spells out the duties and responsibilities of the officers of the board, definition of membership, election procedures, meeting requirements such as quorum, etc. The purpose of this document is to further define the processes and procedures by which the Sandwich West Turtle Club serves our community and performs its duty. Unlike our Constitution, this document is maintained and administered by the Board of Directors, specifically by the Policy and Conflict Resolution Officer, and can be modified anytime by such in accordance with the Board voting procedure outline in the Constitution. No part of this document is allowed to conflict with or supersede our Constitution. This document will expire annually at the end of the fiscal year and must be renewed annually by adoption at a Board of Directors meeting.

This document has been created in the spirit of fair play. It is the spirit that animates all we do at the Sandwich West Turtle Club for the benefit of the youth of our Community. It is the meaning of the Sandwich West Turtle Club. It will protect our organization as we evolve and assist in its growth that it may become even greater than at present and that it may serve our community's youth more thoroughly and efficiently.



## Section 2: General Policy

### 2.1 General Rules and Policies

- A. It is the intent of Sandwich West Turtle Club to accommodate any player who wants to play baseball or softball and meets registration requirements established by Sandwich West Turtle Club.
- B. The number of teams is limited to availability of fields. During registration and team formation, players may be placed on a waiting list until there is an opening on a roster or until enough players register to form another team.
- C. No player shall be subjected to abusive language, harassment, severe or injurious discipline, anger of the Coaches, teammates, etc.
- D. Managers, Coaches, parents, spectators, players, etc., shall not consume alcohol or tobacco products at any Sandwich West Turtle Club function except with the approval of the Board of Directors.
- E. Sandwich West Turtle Club does not employ any person through direct employment or contracted service under the age of thirteen (13) years unless approved by the Board of Directors.
- F. Sandwich West Turtle Club follows the rules as set forth in the Official Regulations and Playing Rules for the current year for each chartered division as well as the Operating Manual for the current year. Sandwich West Turtle Club has adopted Supplemental Rules that augment the Official Regulations and Playing Rules. These Supplemental Rules are mandatory during regular season, but are not applicable during post-season tournament play. Managers and Coaches (and parents and players) are responsible to know these Supplemental Rules as well as the Official Regulations and Playing Rules.
- G. The President or designee (only a Sandwich West Turtle Club Board member qualifies as designee) of Sandwich West Turtle Club may require a background check on all adults that may come in contact with any Sandwich West Turtle Club player.
- H. Sandwich West Turtle Club will provide the safest playing environment possible.
- I. Our facilities are regularly surveyed and always maintained to the highest standards.
- J. The use of Sandwich West Turtle Club property by other organizations, groups or individuals is strictly prohibited unless a request is made to the Board of Directors for such use and is approved.

### 2.2 Refund Policy, Late Fees and Returned Cheques

Sandwich West Turtle Club has a strict no refund policy. However, the Sandwich West Turtle Club Board of Directors may decide to provide a refund in situations where medical or other special circumstances may arise. The following details the registration payment and refund procedure.

Players may request a refund in writing to the Sandwich West Turtle Club Board of Directors prior to the start of the house league season.

- The Board of Directors will consider requests for refunds based on the following criteria:
  - a. Date of request.
  - b. Nature of the request; medical, family, etc...
  - c. Availability of a waitlisted player to fill the vacated spot
  - d. A \$50 administration fee may be charged on every refund approved

Cheques paid to the Sandwich West Turtle Club during a registration may be postdated though the agreed upon and posted date(s) at registration



Late registration fees as determined by the Board of Directors may be applied at each registration date. Cheques that are returned to the Sandwich West Turtle Club:

- Cannot be replaced by another cheque, the only accepted form of payment will be cash.
- Will have a \$50 administration fee plus any bank penalties incurred by Sandwich West Turtle Club passed on to the registrant.

Full payment for the house league season must be received by the agreed upon post-dated check date. If you fail to make payment by such date a uniform will not be ordered for your child(ren) and they will not be submitted as players on any roster.

Sandwich West Turtle Club will not extend credit for registration fees or Select Team fees if there are outstanding balances.

- We will not allow any further credit until the outstanding balance is paid in full.
- Any extraordinary circumstances that arise will be presented and voted on by the Board of Directors.

## ***2.3 Registration Support Programs***

Sandwich West Turtle Club currently does not have any programs that it can offer on its own for assistance with registration costs. We are aware, however, that there are community programs through the Town of LaSalle as well as other Community and Social Services programs in the City and the County. We will attempt to guide individuals requiring assistance to the right organizations; however, we may not always have the most current information on available programs. We encourage you to investigate the options available and then contact us for further assistance if necessary.

## ***2.4 Policy on Harassment and Abuse***

Harassment of any kind is not acceptable behavior at Sandwich West Turtle Club; it is inconsistent with the commitment to excellence that characterizes all Sandwich West Turtle Club's activities. Sandwich West Turtle Club is committed to creating an environment in which every individual can learn and enjoy the game of baseball/softball without being harassed or abused in any manner. Harassment may, therefore, lead to sanctions up to and including being banned from Sandwich West Turtle Club.

Harassment is any conduct, verbal, written or physical during any Sandwich West Turtle Club sanctioned event that has the intent or effect of unreasonably interfering with an individual or groups' participation or enjoyment at Sandwich West Turtle Club or that creates an intimidating, hostile, or poisoned environment. Some kinds of harassment are prohibited by civil laws or by Sandwich West Turtle Club policies on conflict of interest and nondiscrimination. Harassment on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, same-sex partnership status and handicap.

Sexual harassment may take many forms. Sexual assault and requests for sexual favors that affect decisions constitute sexual harassment. However, sexual harassment may also consist of unwanted physical contact, requests for sexual favors, and visual displays of degrading sexual images, sexually suggestive conduct, or remarks of a sexual nature.

Sandwich West Turtle Club is committed under this policy to stopping harassment and associated retaliatory behavior. All Sandwich West Turtle Club Board Members, Managers and Coaches have a responsibility to act to stop harassment in the areas under their supervision. Any member of the Sandwich West Turtle Club community who feels harassed is encouraged to seek assistance and resolution of the complaint.





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### **Options for Dealing with Harassment**

Sandwich West Turtle Club's procedure for handling complaints is designed to provide choice for the complainants, so that different people may find options for stopping harassment that are appropriate for them. While some people prefer the clarity of a single, formal grievance procedure, many people who have been harassed do not want to lodge a formal complaint.

The following are the recommended approaches:

- A. Use our Complaint form found in Appendix E.
- B. Contact the Policy and Conflict Resolution Officer
- C. Contact any Member of the Sandwich West Turtle Club Board of Directors if unable to contact the Policy and Conflict Resolution Officer



## Section 3: Code of Conduct for Managers, Coaches, Parents and Players

### 3.1 Parent Code of Conduct

Sandwich West Turtle Club has a zero tolerance policy for volatile spectators and has adopted the following Code of Conduct for parents and/or guardians.

The essential elements of character building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, and caring and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character".

It is therefore understood:

- A. I will not force my child to participate in sports.
- B. I will remember that children participate to have fun and that the game is for youth and not adults.
- C. I will inform the Coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- D. I will learn the rules of the game and the policies of the league.
- E. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, Coaches, officials and spectators at every game, practice, or other sporting event.
- F. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, Coach, player, or parent such as booing or taunting; refusing to shake hands; or using profane language or gestures.
- G. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
- H. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I. I will demand that my child treat other players, Coaches, officials and spectators with respect regardless of race, creed, color, sex and ability.
- J. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
- K. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- L. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
- M. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.
- N. I will promote the emotional and physical wellbeing of the athletes ahead of any personal desire I may have for my child to win.
- O. I will respect the officials and their authority during games and will never question, discuss, or confront Coaches or Umpires at the game field, and will take time to speak with Coaches at an agreed upon time and place.
- P. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
- Q. I will refrain from coaching my child or other players during games and practices, unless I am one of the official Coaches of the team.



### **3.2 Manager & Coach Code of Conduct**

As a Manager/Coach for the Sandwich West Turtle Club, I agree to:

- A. **Respect all players.** I will ensure that all criticism I offer to the players will be constructive and balanced with compliments. I recognize that all players are contributors to my team and will treat them all fairly and equitably within the rules.
- B. **Respect all parents.** I recognize that baseball is a big commitment for parents. I will keep my team parents informed as well as possible to ensure that the whole team is pulling in the same direction.
- C. **Follow proper channels to resolve any disputes.** I understand that I am not alone in my position as Manager or Coach. I have a strong organization to assist me in the resolution of problems, issues or disputes. If they arise, I will discuss problems with my Manager or Coaches, the player(s), the parents, the Division Director or the Dispute Resolution and Policy Officer as necessary. With the Manager or Coaches I will schedule a team meeting before our first practice to formulate the expectations for our team. These expectations will be published in writing and given to all my team players and parents.
- D. **Display good sportsmanship at all times.** I understand that the players are learning to be good sportsmen and team players and are quick to copy all behavior they see on the field, particularly that of me in my position as Manager or Coach. I will show respect to my team's Manager, Coaches, players and parents and the opposing Managers, Coaches, players and parents at all times. The umpires and fans will also have my respect and I will respectfully take care of the playing fields, facilities and equipment that we use.
- E. **Be a positive contributor to the Sandwich West Turtle Club.** I will be a positive and caring influence and an encouraging force in teaching the lessons of team play through baseball to all the players I encounter.

Sandwich West Turtle Club is responsible for the reasonable safety and well-being of all our athletes under the age of majority according to Ontario legislation while participating in baseball/softball activities. As a Manager or Coach, supervisory responsibilities play an integral part of your role. Interaction between Managers/Coaches and Players must be based on mutual respect, dignity, health and well-being for all participants. The following expectations shall be adhered to by all Managers/Coaches:

- A. Exercise a "2 deep" policy at all times.
- B. All players should have their own transport to and from all games, practices and team functions

### **3.3 Player's Code of Conduct**

As a Player for the Sandwich West Turtle Club, I understand that:

- A. I will learn the rules of the game, and play by them;
- B. I will be responsible for my behaviour at all times;
- C. I will come to the diamond prepared;
- D. Be courteous and supportive to all teammates and volunteers;
- E. Always have a positive attitude and show good sportsmanship both on and off the diamond.
- F. Show good character in both victory and defeat;
- G. As a player I will serve all suspensions as required by the Turtle Club;
- H. Never swear or use obscene gestures on the diamond, at parks and during other team functions;
- I. Will not engage in fighting or horseplay on or off the diamond during sanctioned activities;
- J. I will not use email or the internet to disrespect or bully a team mate or any volunteer of the Turtle Club as it pertains to sanctioned Turtle Club activities;
- K. Commit to my team and try my best to attend all practices and games as possible;



## Section 4: Volunteer Applications and Background Checks

Sandwich West Turtle Club owes a duty of care to its players, to staff, and to the community. Acceptance of this duty will be reflected in all Sandwich West Turtle Club programs, services and activities, as well as in its policies and procedures. Sandwich West Turtle Club accepts its significant responsibilities to its ball players (vulnerable members). Sandwich West Turtle Club recognizes that some of the positions in the Organization are of significant trust. People applying for and undertaking positions of trust may be subject to more intense initial and ongoing screening and supervision than individuals in placements that are not positions of trust.

Sandwich West Turtle Club will not discriminate against any person on the basis of these grounds (age, race, sex, marital status, etc.) unless there is a bona fide reason related essentially and explicitly to the position being applied for, and will do so with due consideration for the need to accommodate applicants where possible. For all volunteer or paid positions at Sandwich West Turtle Club, we will require a back ground check as established by the Board of Directors.

Individuals with past **Criminal Code** convictions, charges pending or pardons for the following offenses shall not be considered for a direct service position:

1. Sexual Assault
2. Current prohibitions or probation orders forbidding the individual to have contact with anyone under the age of 18
3. Indictable criminal offenses for child abuse
4. Sexual exploitation
5. Sexual interference
6. Invitation to sexual touching
7. Other sexually related offences as defined by the Criminal Code of Canada (some examples of these offences are; Voyeurism, Indecent Act, etc.
8. Or any other conviction and/or charge that the Turtle Club Board of Directors deems is contrary to our Codes of Conduct and/or values as an organization

It should be noted that every volunteer once accepted, is obligated to inform the Sandwich West Turtle Club Executive if he or she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

Once accepted by with Sandwich West Turtle Club as a volunteer, you will be required to complete a background check every three (3) years providing that the individual remains a volunteer with Sandwich West Turtle Club continuously for those 3 years. If there is a break or hiatus in the volunteer status, the individual will be required to undergo and submit a new background check. For the 2<sup>nd</sup> and 3<sup>rd</sup> year of service the volunteer shall submit a completed "Sandwich West Turtle Club Criminal Offence Declaration" along with the Volunteer Application Form (See Appendix G: Criminal Offense Declaration).

All volunteers and paid staff, regardless of age, will be required to submit an application prior to the applicants assuming their duties for the current season. Sandwich West Turtle Club will review and file the completed forms prior to assuming his/her duties:

- Managers
- Coaches
- Board of Directors
- Any other person, volunteers, staff, contractors, anyone who provides regular service to the league and/or has access to or contact with players on regular basis as determined by the Board of Directors.

Refusal to submit a fully completed application and background check shall result in the immediate dismissal of the individual from Sandwich West Turtle Club. Also, any individual that provides erroneous or misleading information whether knowingly or otherwise shall be immediately dismissed from Sandwich West Turtle Club.



## Section 5: Parents Roles and Responsibilities

### 5.1 Parents Roles and Responsibilities

When league fees are paid, the parents and the players automatically become league members for that season until the following AGM. There exists the expectation that all members will contribute to the betterment of our league in a positive manner. The Board looks to ALL parents in particular to be volunteers in making our league run smoother. Sandwich West Turtle Club is a volunteer organization; it cannot be effective if only the Board of Directors and a few other parents do all the work. It is critical that each parent be involved with the everyday operation of Sandwich West Turtle Club. Your involvement helps ALL of the kids playing in Sandwich West Turtle Club. Therefore, ALL parents need to be responsible for one of the areas of responsibility on their child's team. Each parent should have something to do that will foster team spirit and take burdens off the Manager's shoulders. Areas where parents should help, but not limited to, are:

- A. Be familiar with the Sandwich West Turtle Club Constitution and Rules of Operation
- B. Understand the Parent Code of Conduct and more importantly adhere to it at all times
- C. Be a positive role model for all children, players and visitors, at our practices/games
- D. Be on the lookout for hazards that may pop up and affect the safety of players and spectators – including facility and player equipment hazards
- E. Treat EVERYONE with respect at all times
- F. Understand that Umpires, Managers/Coaches, Players are going to make mistakes and that we need to support them as opposed to criticizing them
- G. Take responsibility for your players and children at all times. The league does not accept responsibility for children that are dropped off and left at fields other than players during organized game/practice times
- H. Communicate with your Manager/Coaches to stay informed about your child's progress in skill development
- I. Drive carefully (10 KM/H) in the parking lots of the field.
- J. NO PETS are permitted on Sandwich West Turtle Club Park premises at any time
- K. Observe posted signs
- L. Be alert for foul balls and errant throws
- M. Pick-up all TRASH before exiting your field.
- N. Be a volunteer; assist your Board in providing better services to our League



## Section 6: Umpires

Umpiring is the most misunderstood aspect of and generates the most complaints among our parents – more than Manager and Coach complaints, even more than playtime complaints. Did you ever wonder why our players don't complain nearly as much about all those same items?

Once again, the Sandwich West Turtle Club encourages the use of volunteers from the membership to fulfill this function. To encourage and stimulate the volunteer status of umpires, Sandwich West Turtle Club maintains the service of an Umpire-In-Chief to oversee this vital function.

It has been the policy of Sandwich West Turtle Club to recruit the best umpire crew we can each and every season. In addition to recruiting an excellent Chief of Umpires, our goal has been to strike a balance between experienced adult umpires and more entry-level high school age umpires who can further learn and grow from experience.

Umpires have a huge amount of discretion that is built into the rules of and often make decisions based on split second judgment. Umpires often do not have the best angle on every call. Umpires do not have the benefit of instant replay on any play. Umpires at all costs avoid wishful thinking on every play. What umpires do strive for is to be consistent in their judgment to the best of their abilities on any given play.

Prior to the start of each game, the umpires will hold a meeting with opposing team captains and Managers/Coaches. At that time, at their discretion, and in addition to their other responsibilities, umpires may review any relevant rules or clarify instructions such as the width and height of a strike zone – rules make an allowance for an expanded strike zone if the Umpire so chooses. It is the captain and/or Coach/Manager's responsibility to communicate that conversation and inform their team – spectators are NOT included in this loop. Keep in mind umpires have a responsibility to keep games on time and making an in game adjustment to a strike zone for both teams, to speed the game along, is within the scope of an umpires responsibility.

Umpires have the ability to eject players, Coaches, Managers and parents from the entire facility for the duration of a game after a warning has been issued. Anyone (parents included) who is ejected automatically is suspended for his or her team's next physically played game.

Before criticizing an umpire this season, put yourself in their shoes first and, look at the players in the dugout having a great time.

All Umpires shall document any on field incidents and/or ejections using the Umpire Ejection/Incident Report form found in Appendix F.



## Section 7: Communication

Sandwich West Turtle Club recognizes that communication is the key to a better understanding of rules and procedures and will make for a more enjoyable experience for the membership. As such Sandwich West Turtle Club sponsors the following local publications:

- A. Monthly newsletters – these have been emailed to save cost
- B. Periodic email bulletins as necessary for reminders, issues and follow-up
- C. [www.turtleclubbaseball.com](http://www.turtleclubbaseball.com) is our local website

Sandwich West Turtle Club EXPECTS parents to be proactively involved in our league and to be informed about the content of these publications. Additional copies of the printed correspondence are usually available at our Field House during the season or by request to the league by email.

In addition to these publications each team will hold at least one team meeting prior to the start of the season. Managers/Coaches and the Team Parent are excellent sources of information.

In addition to what is provided locally by Sandwich West Turtle Club, has an abundance of excellent resources:

- A. Annual Operating Manual
- B. Annual Official Regulations & Playing Rules

To say you “are not informed” is to say you chose to ignore your personal responsibility here.



## Section 8: Policy and Conflict Resolution Committee

This Procedure is designed to provide a method for reviewing complaints and taking disciplinary action if necessary. The procedure's purpose is to resolve complaints and improve the overall program. In the event disciplinary proceedings are deemed necessary, these shall be conducted expeditiously.

### 8.1 Policy and Conflict Resolution Process & Procedures

- A. The Sandwich West Turtle Club Board of Directors reserves the right to investigate, discipline, suspend, dismiss or expel where it deems necessary any member, who by their conduct or behaviour during a sanctioned or an event affiliated through the use of the team name, organization name or logos, on or off the field, brings the reputation of the Sandwich West Turtle Club into disrepute and/or is contrary to the Codes of Conduct.
- B. Any concerns or conflicts which arise must be discussed with the appropriate Division Director of the division where an issue has arisen.
- C. The Division Director may direct that the concern, issue or complaint be put in writing but in most cases, oral communication should be sufficient.
- D. Complaints of a more serious nature must be filed in writing and directed to the Policy and Conflict Resolution Executive Officer. All complaints, upon receipt, shall be reviewed by the of the Policy and Conflict Resolution Officer who will either refer the complaint back to the Division Director for resolution or may cause an investigation to be launched.
- E. All complaints whether formal or informal and subsequent resolutions will be presented to the Sandwich West Turtle Club Board of Directors at the next possible meeting and noted in the records.
- F. The Policy and Conflict Resolution Officer may attempt to resolve a complaint informally in cases where the nature of the complaint is relatively minor in nature and is not an allegation for which a suspension or dismissal could result.
- G. In cases of serious allegations, the Policy and Conflict Resolution Officer shall refer the complaint to and create a Policy and Conflict Resolution committee who shall conduct an investigation then report their findings and make recommendations to the Board of Directors with respect to discipline if any.
- H. Sandwich West Turtle Club will contact the parent/guardian of any minor that has committed or has allegedly committed any actions that require or may require disciplinary action. The Parent/guardian will have the right to be present at any discussion, meeting or hearing.
- I. Should the Policy and Conflict Resolution Officer declare a Conflict of Interest or is in a position of perceived Conflict of Interest, he/she shall appoint a another member of Board to act as Chairperson for that specific complaint /investigation.
- J. Any member of the Policy and Conflict Resolution committee who declares a Conflict of Interest or is in a position of perceived Conflict of Interest shall absent themselves from any proceedings. The Policy and Conflict Resolution Officer reserves the right to appoint members of the Board of Directors to act as members of the Policy and Conflict Resolution committee if deemed necessary.
- K. A written record of all disciplinary actions taken against any player, coach, volunteer or other member of the Sandwich West Turtle Club shall be kept in a confidential personnel file. These personnel files may be referenced by the Board of Directors and/or the Policy and Conflict Resolution Officer where subsequent issues occur requiring subsequent discipline.





## **8.2 Suspensions, Dismissals, Expulsions**

Any member of the Sandwich West Turtle Club alleged to have committed any of the following violations may at the discretion of the Policy and Conflict Resolution Executive Officer, be suspended immediately pending an investigation.

- A. Breach of Sandwich West Turtle Club By-laws, Constitution, Code of Conduct or Rules of Operation.
- B. Breach of Confidentiality.
- C. Physical, emotional, or sexual abuse of players or other volunteers.
- D. Libel or slander towards any players, volunteers or Sandwich West Turtle Club Board members.
- E. Embellishments or Lies about previous record of relevant civil / criminal convictions or current relevant pending charges.
- F. Misrepresentation of credentials, qualifications or references.
- G. Gross misconduct or insubordination.
- H. Being under the influence of alcohol or non-medically prescribed drugs while performing a volunteer assignment.
- I. Falsification of records.
- J. Illegal, violent or unsafe acts.
- K. Abuse or mistreatment of players, coaching staff members, umpires or volunteers.
- L. ANY act that may potentially be deemed to bring the organization into disrepute.

Any player suspended by the Sandwich West Turtle Club shall not be entitled to any monetary refund or credit for time lost during the suspension.

Any player who is suspended indefinitely or expelled from the Sandwich West Turtle Club will not be allowed to register for the following / upcoming Baseball/Softball season until reinstated by the Sandwich West Turtle Club Board of Directors.

Any member of the Sandwich West Turtle Club who is suspended indefinitely, dismissed or expelled from the Sandwich West Turtle Club SHALL, if / when seeking reinstatement, make application in writing for such reinstatement to the Sandwich West Turtle Club Board of Directors citing reasons why that member(s) should be reinstated.

## **8.3 Appeals**

- A. All decisions rendered by the Sandwich West Turtle Club Board of Directors shall be subject to the Right of Appeal by any team, player or person who is the subject of a decision, disciplinary or otherwise.
- B. Appeals will only be considered in instances of error of procedure or error of fact.
- C. This appeal shall be in writing within (7) seven days of receiving the initial decision and is to be directed to the President of the Sandwich West Turtle Club.
- D. All suspensions will remain in effect throughout the appeal process.
- E. Any decision on the appeal to the Sandwich West Turtle Club will be considered final and binding in any and all circumstances to all parties.
- F. These guidelines have been put into place not only to protect the youth of the Sandwich West Turtle Club but also to protect the volunteers. Remember, your conduct not only reflects upon yourself but on every member of the Sandwich West Turtle Club.



## **8.4 Courses of Disciplinary Action**

The following courses of disciplinary action are available, but not limited to, the Policy and Conflict Resolution Officer.

- A. Coaches:
  - 1) Policy and Conflict Resolution Officer could decide to take no further action.
  - 2) Policy and Conflict Resolution Officer could decide to draft a warning or letter of reprimand.
  - 3) Policy and Conflict Resolution Officer could decide to revoke all or part of the person's managing/coaching privileges for a specific period of time, but not longer than the remainder of the season.
  - 4) Policy and Conflict Resolution Officer could decide to prohibit the attendance and/or participation in Sandwich West Turtle Club activities in full or in part for a specific period of time.
  - 5) Policy and Conflict Resolution Officer could decide to make a recommendation that this volunteer's application be rejected in future years.
- B. Players:
  - 1) Policy and Conflict Resolution Officer could decide to take no further action.
  - 2) Policy and Conflict Resolution Officer could decide to draft a warning or letter of reprimand.
  - 3) Policy and Conflict Resolution Officer could decide to revoke all or part of the person's player Membership privileges for a specific period, but not longer than the remainder of the season.
  - 4) Policy and Conflict Resolution Officer could decide to prohibit the attendance and/or participation in Sandwich West Turtle Club activities in full or in part for a specific period of time.
  - 5) Policy and Conflict Resolution Officer could decide to make a recommendation that this player's registration to be rejected in future years.
- C. Parents and/or Spectators
  - 1) Policy and Conflict Resolution Officer could decide to take no further action.
  - 2) Policy and Conflict Resolution Officer could decide to draft a warning or letter of reprimand.
  - 3) Policy and Conflict Resolution Officer could request the Parent and/or Spectator not attend all or part of the park activities for a specified period of time.



## Section 9: Divisions of Play

### **Tee Ball**

Tee Ball baseball is a program developed primarily for young players and those just learning the fundamentals. Rather than using the pitched ball, Tee Ball utilizes an adjustable batting stand or "tee" from which the ball is hit. No pitching is allowed. Tee Ball is generally for children of league age 4 to 6.

### **Rookie Ball**

The Rookie Ball is a program to aid players in the transition from Tee Ball to pitch ball. It will be available for children league age 7 to 8. It will be focused on just learning the fundamentals of a pitch ball baseball game. Rather than having teams pitch to each other we will employ a pitching machine to deliver pitches to both teams.

### **Mosquito Baseball Division**

Mosquito division is the next step to providing the basic training in fundamentals. Mosquito division activity helps perpetuate the local league by providing a flow of trained, younger players to replace those who graduate each year out of the program. The Mosquito division is generally for players aged 9 and 10.

### **PeeWee Baseball Division**

This division is for players 11 and 12 years old. Players for this division are assessed for ability score and subsequently put in a draft and are selected for a team.

### **Bantam Baseball Division**

This division is generally for players 13 and 14 years old. Players for this division are assessed for ability and subsequently put in a draft and are selected for a team.

### **Midget Baseball Division**

This division is for players 15 and 16 years old. Players for this division are assessed for ability and subsequently put in a draft and are selected for a team.

### **Mite (U10) Softball**

The Mite Softball is a program to aid players in the transition from Tee Ball to pitch ball. It will be available for children league age 7 to 9. It will be focused on just learning the fundamentals of a pitch ball softball game. We may employ a pitching machine to deliver pitches to both teams and, later in the season, allow teams to pitch to each other based on their progress.

### **Squirt (U12) Softball Division**

Squirt Softball division is the next step to providing the basic training in fundamentals. Squirt division activity helps perpetuate the local league by providing a flow of trained, younger players to replace those who graduate each year out of the program. The Squirt division is generally for players aged 10 and 11.

### **Novice (U14) Softball Division**

This division is for players 12 and 13 years old. Players for this division are assessed for ability score and subsequently put in a draft and are selected for a team.

### **Bantam (U16) Softball Division**

This division is generally for players 14 and 15 years old. Players for this division are assessed for ability and subsequently put in a draft and are selected for a team.

### **Midget (U18) Softball Division**

This division is for players 16 and 17 years old. Players for this division are assessed for ability and subsequently put in a draft and are selected for a team.

Note: Sandwich West Turtle Club may or may not field teams in each division or may combine divisions depending on the number of players registered in the program. If there are not enough players to field divisions as outlined divisions may be combined and/or split in order to provide the best house league experience possible. This decision will be made each season and may differ from year to year based on registration.



## Section 10: Managers and Coaches

### 10.1 Manager & Coach Selection

The Manager and Coach must be demonstrated leaders. All must recognize that they hold a position of trust and responsibility in a program that deals with a sensitive and formative period of a child's development. It is required that the Manager and Coach have an understanding, patience and capacity to work with children. The Manager and Coach should be able to inspire respect. Above all else Managers and Coaches must realize they are helping to shape the physical, mental and emotional development of young people.

The Manager must be something more than just a teacher. Knowledge of the game is essential but is not the only badge of a Coach or Manager. While an adult with training and background in the game is a desirable candidate for a Manager or Coach, Our Manager and Coach Selection Committee will look for other qualities. Screening of Managers, Coaches and others that have contact with children is also very important in avoiding abusive situations. Children of age are strongly influenced by adults whose ideals and aspirations are similar to their own. The Manager/Coach and player share a common interest in the game, a desire to excel, and a determination to win. Children often idolize their Managers and Coaches, not because the adult is the most successful Coach or mentor, but because the Manager/Coach is a source of inspiration.

Managers and Coaches must be adults who are sensitive to the mental and physical limitations of children of age and who recognize that the game is a vehicle for training and enjoyment not an end in itself. Play will only be as good as the quality of leadership in the managing and coaching personnel. The Board will make a determined effort to enlist the best adults in the community to serve as Managers and Coaches.

Volunteers in the local program do not have tenure, regardless of the years of service. In order to serve, a Manager, Coach or umpire must be appointed by the President, after recommendation from the appropriate committee, and approved by the Sandwich West Turtle Club Board of Directors annually. Prior service does not guarantee re-appointment.

Sandwich West Turtle Club utilizes a selection committee comprised of current Board Members who review all completed applications. At their discretion, interviews may be held to further assess compatibility with and local goals and priorities. Among the criteria heavily considered are role model ability, communications skills, and safety compliance as well as:

- A. Manager positions are for the current season only.
- B. Having managed one year is not a guarantee of a managing position the following year.
- C. No candidate will be allowed to manage more than one team across all Sandwich West Turtle Club divisions of play.
- D. The selection committee may give preference to candidates that are not already approved/rostered coaches on another team instead of allowing one individual to Coach on more than one team.

Individuals interested in managing a Sandwich West Turtle Club baseball/softball team must complete and submit the following:

- A. Application Form
- B. Background check

Each Manager/Coach candidate may be interviewed by the Manager/Coach Selection committee for each division. Following the completion of this process for each division, the Manager/Coach Selection committee will submit a list of Manager candidate names to the Sandwich West Turtle Club Board of Directors that they are recommending be approved as Managers for the up-coming season.



## ***10.2 Manager Training***

Every Manager shall attend the Sandwich West Turtle Club classroom and/or field training classes and/or any offsite 3<sup>rd</sup> party training given under the direction of the Division Director, or the Vice President of the Athletics or Titans organizations respectively. Failure to attend any or all of these classes may result in dismissal of that Manager from Sandwich West Turtle Club at the discretion of the Sandwich West Turtle Club Board of Directors upon recommendation from the Division Director, or the Vice President of the Athletics or Titans organizations respectively.

## ***10.3 Manager Responsibilities***

Managers are responsible for:

- A. Ensuring the physical and emotional safety of all players and Coaches on their team.
- B. Ensuring proper moral and ethical conduct of players, Coaches, players' parents, and himself/herself.
- C. Knowing, teaching, and following all rules and regulations as set forth by the Sandwich West Turtle Club.
- D. Attending all required Manager meetings and training classes.
- E. Accepting all decisions of Sandwich West Turtle Club Board of Directors and/or President as final.
- F. Looking for ways to improve Sandwich West Turtle Club and conveying them to the Sandwich West Turtle Club Board of Directors



## Section 11: Assignment of Players to Teams in House League

The most important consideration in the assignment of players to teams is the assignment of players to the level of play they are best suited and to distribute the available talent so that all teams in all divisions of Sandwich West Turtle Club are competitive.

### 11.1 Player Evaluations

The Manager of each team and his/her Coaching Staff is responsible to submit an evaluation for each and every player on their team prior to the last regular season game. Failure to submit the required evaluation may forfeit your right to participate in any League play-off or Championship series.

Manager Responsibilities:

- A. These evaluations are to be submitted to the Division Director of each league no later than June 30<sup>th</sup>.
- B. The Sandwich West Turtle Club Player Evaluation Form must be used. A copy of the form will be provided by the Division Director to each Manager and it is also available on our website in the Coaches Section.
- C. Players should be evaluated in every category on the evaluation form.

These evaluations will be used as input for the following years' team assignment and/or draft process. A sample evaluation form is included in Appendix A of this document; also a current version will be kept on our website within the Manager's Section.

### 11.2 Draft Procedures

The Sandwich West Turtle Club Player Agent and/or Directors of Baseball and/or Directors of Softball, in accordance with the current edition of the Operating Manual shall administrate the draft process.

Pre-Draft Preparation:

- Before draft the Division Director shall have players rated at their respective clinics if possible. This rating should be done with the most honesty and accuracy to assure teams are made as fair as possible.
- These ratings along with a complete list of players (by age group and by overall rating) eligible for the draft shall be brought to the draft by the Division Director using the agreed upon spreadsheet format.
- The Division Director will provide a list to Managers of the Coaches that have been approved for their division. This list will also include the player's associated with that coach (and their ages and player ratings); so that Managers will know which players they may draft to establish their coaching staff. Division Directors shall keep in mind that coaches and manager groupings should not create unbalanced teams.
- Before the draft begins the player agent shall provide a list to each manager (in private) of the players that requested to be on his/her team. It will become each Manager's responsibility to try and draft these players if they want to honour these requests.
- Players that were not rated at the clinics will be discussed with all managers to try and determine where each player falls within the rating system. Those that cannot be rated at all will be left blank for the purposes of this draft and will be selected at the discretion of each Manager.
- The eligible players will be split into four groups. These groups will be based on the player ratings. The highest rated players will be group A, and so on.
- It is the responsibility of the individual team Managers' to have adequate knowledge of the players who are eligible to be drafted by having attended the evaluations or other means

Draft Room:

- Only Managers for the Division that the Draft is occurring for will be allowed in the Draft Room.
- At least one of the following Sandwich West Turtle Club Board Members, President, Vice-President or Player Agent shall be in attendance and one of these individuals will run the draft.
- The Division Director is present for oversight and input should a conflict or issues arise.



**Draft Order:**

- Draft order will be determined the day of the Draft in the Draft Room.
- Numbers will be drawn to determine the Draft order.
- There shall be no trading of Draft numbers or draft picks.
- The draft shall be a “snake order” method; i.e. Round 1: 1,2,3,4 Round 2: 4,3,2,1 etc.

**Draft Master List:**

- All players within a division will be ranked first by age then by overall rank; i.e. Mosquito Baseball Division will have 10A, 10B, 10C, 10D then 9A, 9B, 9C, 9D.
- Any special considerations for a particular division will be identified; i.e. pitchers and catchers

**Draft Process:**

- Players shall be draft from oldest to youngest. Within each age bracket from highest rank to lowest rank.
- Once an age/rank bracket has less than the total number of teams in the draft plus two (2) then the next bracket will be opened up to provide the next selection with total number of teams in the draft plus two (2) players.
- At the end of an Age bracket the draft order will be reversed.
- Players with parents that are Volunteer Coaches or Sponsors shall be identified by colour highlight.
- It will be the responsibility of the Manager to draft one (1) sponsor, if there are player/sponsor combinations available for each team, otherwise one will be assigned. A Manager that drafts 2 player/sponsor combinations will have to trade one (1) of them.
- It will be the responsibility of the Manager to draft up to three (3) coaches based on the division of play.

**Draft Room Trades:**

- Managers shall be allowed to trade players immediately after the draft
- Trades shall be approved by the Division Director (if not in conflict) in consultation with the Player Agent and the Baseball and/or Softball Director.
- After a reasonable amount of times has been allowed for trades the Draft shall be deemed closed and no further player movement will be allowed by the Managers.

**Post Draft:**

- Once the draft is closed only the Division Director can ask for players to be moved. Any such moves must be approved by both the Player Agent and the baseball/softball Director.
- Each player drafted shall, for the duration of his/her playing season, be a titled member of the team that drafted him/her, unless he/she is subsequently traded before the Managers leave the draft room, unless changes are deemed necessary to ensure balance within the house league program by the Director of that division and the Player Agent.
- The Sandwich West Turtle Club Board of Directors, through the Player Agent, reserves the right to continue any player who has a residence change (e.g., moved outside of the Sandwich West Turtle Club boundaries) after becoming a member of Sandwich West Turtle Club as provided in the official rules (following proper completion and submission of appropriate waiver forms). However, the Sandwich West Turtle Club Board of Directors shall take into account the interests of the player in exercising this right.

**Special Circumstances:**

- To ensure balance in the House League Program the Division Director in agreement with the Player Agent and the Director of Softball and/or Baseball may move players during and/or after the draft as Sandwich West Turtle Club deems necessary to ensure fairness to all.
- Sandwich West Turtle Club shall honour requests from siblings wanting to play on the same team. This may require player trades at the end of the draft to accommodate. Managers shall be made aware of sibling combinations and need to understand that drafting one means you will either get the other sibling or you will need to trade the sibling you drafted.
- Any request for a Manager/Coach or for playing on the same team will be honour to the best ability of the Managers in the draft. No commitment shall be made in regards to this type of request to any parent.





## Section 12: Safety

Sandwich West Turtle Club will provide the safest playing environment possible. Our facilities are regularly surveyed and always maintained to the highest standards to prevent injuries and mishaps.

- A. Umpires and Managers shall check the playing facilities for safety prior to starting games. All problems must be reported to the Building and Grounds Director, or if unavailable, a member of the Sandwich West Turtle Club Board.
- B. Each incident or accident will be documented using the Sandwich West Turtle Club Injury/Incident Tracking Report (Appendix B) and reported to the Division Director as soon as possible, but at least within 24 hours of its occurrence.
- C. In the event of **lightning**, all practices and/or games must stop immediately and everyone must retreat from the field to a safe location. **No one is to return until at least 15 minutes from the last seen strike.**
- D. Equipment should be stored in an orderly manner in the dugouts to prevent hazards.
- E. No visitors shall occupy the dugout area.
- F. Each Manager will inspect the equipment for wear and tear before each practice or game and notify the Equipment Director of any equipment requiring repair or replacement.
- G. Volunteers performing duties within the concession stands will be briefed on the regulations and operating guidelines employed within the stand.
- H. No unauthorized personnel shall operate any motorized equipment belonging to the Sandwich West Turtle Club.
- I. The Director of Building and Ground will train all volunteers performing facility upkeep on safe operation of all equipment prior to using said equipment.





## Section 13: Building and Grounds

### 13.1 Building and Grounds Rules

The following rules apply to our fields of play and other facilities at Sandwich West Turtle Club Park.

- A. No pets are allowed on any fields used by Sandwich West Turtle Club.
- B. Absolutely no field work (raking, dragging, etc.) is allowed on any field by untrained personnel.

### 13.2 Access Policy

The following is the Sandwich West Turtle Club Access Control and Key Holder policy which shall be signed by every Board member before they are given access to any of the facilities.

Name: \_\_\_\_\_

Key Number: \_\_\_\_\_

By signing this form I hereby understand and agree that:

- All keys issued to me by Sandwich West Turtle Club remain the property of Sandwich West Turtle Club and are to be returned to the issuing authority immediately upon ending my service on the Board of Directors whether by my choice or that of the Board of Directors.
- I will not loan, duplicate or use the key(s) issued to me in any manner other than to fulfill my defined role on the Board.
- I will ensure the keys are either in my possession and/or appropriately secured at all times.
- I accept responsibility for the cost of replacement keys, re-keying locks and any associated damage or losses incurred by Sandwich West Turtle Club, should I lose the keys or should the keys be lost, stolen or misused while assigned to me.

I \_\_\_\_\_ understand that failure to adhere to the terms and conditions of the Sandwich West Turtle Club Access Control and Key Holder Policy may result in immediate dismissal from the Sandwich West Turtle Club Board of Directors.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Section 14: Supplemental Rules

The following set of rules is intended to supplement and/or emphasize the Baseball/Softball Official Regulations and Playing Rules. These supplemental rules are mandatory during regular season. Tournament exceptions are noted. Any conflicts with these supplemental rules must be brought to the Sandwich West Turtle Club Umpire in Chief in writing for resolution.

### 14.1 General Rules

- a. Practices and Games must only be held at Sandwich West Turtle Club or other sites as approved by the President.
- b. Player availability (e.g., school events) is not cause to delay the start of, or call a scheduled or rescheduled game.
- c. Games shall not be called by the Managers.
- d. In severe weather situations, the Building and Grounds Director can call a game no sooner than one (1) hour prior to game time. Every effort must be made to make fields playable when they are scheduled. Rescheduled games put a burden on Sandwich West Turtle Club, teams, umpires, and especially Managers –pitching eligibility rules are enforced for rescheduled games. If this process is not followed, one or both teams shall forfeit.
- e. Unless specified otherwise in the Supplemental Rules, division champions and tie-breakers shall be determined by the following:
  - Complete Season: When a season ends with all games having been played by contending teams, the champion shall be determined based upon the won-loss record. In cases with teams having identical won-loss records, the champion shall be determined by the following order of precedence:
    - I. Best record of head to head competition.
    - II. A one game playoff will be played, weather, fields, and time permitting as determined by the Division Director or President, if the director is unavailable.
    - III. If a playoff game cannot be played, records against identical competition will be used to determine the champion.
    - IV. A coin flip will determine the champion.
  - Incomplete Season: When a season ends with some games not being played by any contending team, the following order of precedence shall determine the champion.
    - I. Division best won-loss record against identical competition.
    - II. A one game playoff will be played, weather, fields, and time permitting as determined by the division Director or President, if the director is unavailable.
    - III. A coin flip will determine the champion.
- t. Team equipment (catchers gear, batting helmets, first aid kit, etc.) are the property of Sandwich West Turtle Club and must be returned at the conclusion of the season.
- u. Prior to the start of a scheduled game, each team may take infield practice. The visiting team will take the field first, 30 minutes prior to scheduled game start time followed by the home team at 18 minutes prior to game time. Each team is allowed up to 12 minutes to conduct their infield practice. If field preparation shortens available infield practice time, each team will divide equally the remaining time for their infield practice. All infield practice will stop 5 minutes prior to scheduled game start time by order of the umpire.
- v. Sandwich West Turtle Club teams are prohibited from using for practice or game any Sandwich West Turtle Club Park field unless it has been scheduled for their use through the Sandwich West Turtle Club Master Scheduler. Violation of this rule may result in Manager suspension.



## 14.2 Rule Violations

All rules and regulations (Official Regulations and Playing Rules and Sandwich West Turtle Club supplemental) are to be adhered to in their fullest.

During a game, the umpire will enforce these rules and if they feel an infraction has taken place, they will deal with it accordingly, being both firm and fair. The umpires have the right to enforce penalties on Players, Coaches and/or Managers for any and all rule infractions as to keep a level playing field for all and not let one team have an unfair advantage over another. When in the umpire's judgment, a player, Coach or Manager has crossed the line and requires ejection; it will be reported, in writing to the Umpire in Chief. For tournament, play this must be done immediately as to keep a steady flow in our tournaments. Any safety violations must be dealt with immediately. All penalties to Players and or Coaches/Managers will be effective immediately.

### Ejections

- a) Any player, coach or manager ejected by an umpire from any game is suspended for 1 game, and this to be the next scheduled game. The player, coach or manager may be subject to further suspension depending on the severity of the circumstances leading to the ejection at the discretion of TC.
- b) The umpires, who umpire a game where an ejection occurs, shall file an ejection report with the UIC and Division Director immediately following the completion of the game. Failure to submit an ejection report shall result in the suspension of the umpire(s) until the report is filed.

There will not be any protests in any division where score is not kept. Should a rule clarification be required, it must be brought to the Umpire in Chief or Division Director. All umpires will have FULL knowledge and a copy of all rule changes and enforcement policies for each infraction.

## 14.3 Little Turtles, Jr. T-Ball, Sr. T-Ball

These Divisions are the foundation for the development of our future baseball and softball players. It is in these divisions that we begin the process of teaching these players the 4 basic skills of baseball/softball; catch, throw, hit and run. The Little Turtles Jr. T-Ball and Sr. T-Ball programs need to instill these 4 basic elements in the young players and teach them the proper techniques to execute each properly for their age. The focus is all on developing the four basic skills and providing an environment that is fun, enjoyable and encourages the continued growth of each player.

The T-Ball Program is comprised of 3 divisions:

- Little Turtles – 4 year olds
- Jr. T-Ball – 5 year olds
- Sr. T-Ball – 6 year olds

The T-Ball Program shall be executed in this format, based on approximately a 3 month season (May through July) and the Division Director(s) will adjust for a reduced game season as necessary.

### Regular Season:

- Score will not be recorded in the Little Turtles and Jr. T-Ball divisions but will be kept in the Sr. T-Ball division
- Outs will be removed from bases if called out by the coaches
- Focus on the development of hitting, catching, running and throwing skills

### Defense: In game play:

- Little Turtles: 8 players may take the field. Each team will field a catcher, a first baseman, a second baseman, a third baseman, a shortstop, 1 pitcher and 2 outfielders (if possible) in the line-up
- Jr. T-Ball: 9 players may take the field. Each team will field a catcher, a first baseman, a second baseman, a third baseman, a shortstop, 1 pitcher and 3 outfielders (if possible) in the line-up
- Sr. T-Ball: 11 players may take the field. Each team will field a catcher, a first baseman, a second baseman, a third baseman, a shortstop, 1 pitcher and 5 outfielders (if possible) in the line-up
- If a team has less than 6 players it must borrow from the opposing team to field a complete infield at least



**Score:** Scores will not be recorded in Little Turtles or Jr. T-Ball, however, Sr T-Ball will keep score as it is intended to be a developmental program providing the players a structure to continue learning the game of Baseball while introducing the competitive nature of the game. T-Ball is aimed at growing the skills of players and preparing them for the next level of play.

**Game sheets/Rotation Schedules:** All rotation schedules and the game sheet for the Sr. T-Ball division must be completed, signed and handed in to Division Director's mail slot immediately following each game. This is to allow the Division directors to ensure that we keep player rotations fair for all.

**Innings:** All games will be a minimum of:

- Little Turtles – 3 innings
- Jr. T-Ball – 3 innings
- Sr. T-Ball – 4 innings

**Throws:** Every attempt must be made to throw the ball overhand to make a defensive play. It is highly recommended that this be taught to help develop of the player and better prepare them for the next level of play. Outfielders must be encouraged to throw the ball into the infield, if an outfielder runs the ball to a base to make a defensive play the base runner will be called safe.

**Time called/given:** Time is when a person on the defensive team puts up their hand and calls time while in possession of the ball anywhere on the infield, in front of the dugout, grass infield etc. It is given when the umpire calls Time. Keep in mind that an Umpire does not have to grant Time to a player if in their judgment there is a play to be made at a base. We want to teach the players to make plays where appropriate and not rely solely on Time as a defense. There will be no other plays or advances after Time has been granted by the Umpire. After T-Ball this rule does not apply.

**Player Rotation:** All players must be rotated through all infield and outfield positions, unless a Manager and parent have agreed upon safety concerns with their child playing a specific position. All players must be rotated through all positions as equally as possible. No player can play the same position more than twice in a game. In a full game all players shall play a minimum of 2 innings in the infield and 1 inning in the outfield, if numbers allow. No player can sit twice until all players sit once this continues throughout the entire season to ensure that all players take their turn sitting out equally. During the season all players will have equal opportunity to be last batter and each inning will start with a different first batter.

**Thrown bat:** Any infraction of a bat being thrown will result in time being called; the batter will be instructed on how to release the bat and allowed to bat over. Both Managers will be warned about the infraction and the next batter to throw a bat will be called out.

**Dead ball:** It is the Umpires discretion on whether or not the batted ball is deemed playable or not. In this Division, it will be the "best effort" rule. The umpire, when possible, will notify the defense to play the next one if there is a problem with distance gained from the batters efforts.

**Batting:** Team Managers will supply a team list for offence and defense to the opposing team before the start of each game. All players shall bat in each inning. If there are an odd number of players on a team, then the team that is short players bats their first batter in the first inning and second batter in the second inning and so on. If more than one short, in the first inning, the first two bat twice, then in the second inning, the next two bat twice and so on.

**Base Runner:** No player on the offensive team, while a base runner, shall take a lead-off from the base they are on until the batter has hit the ball from the tee. When any runner has taken a lead-off, the base umpire shall indicate same by raising their hat. Play is permitted to continue and all runners are in jeopardy. At the end of the play when time is called, any outs will stand and all other runners will return to their original bases and the batter, if not put out will return to bat. In the event that lead-off occurs on the last batter, play will continue and all legal runs are allowed to score except player(s) who lead-off.

**Overthrows:** On an over throw to 1<sup>st</sup> base runners will not be allowed to advance. On overthrows to 2<sup>nd</sup> or 3<sup>rd</sup> base runners may advance 1 base. In no case shall a runner score on an overthrow.



**Playing Line:** There is an imaginary line running directly from first base to third base. A 1st baseman, 2nd baseman, 3rd baseman and a shortstop: must play in a position regularly played by those infielders and they shall not cross the playing line until the ball is hit.

**No Batter:** If there is no batter available because of bathroom break, etc., go to the next batter and make that missing person the last batter. If still not back in time for last batter, the one present is last batter and then the inning ends.

**Catchers:** Must be in full game gear at all times during play. Must stand on opposite side of batter, and can only take off helmet for last batter play. The catcher is the only player who can end the inning by having possession of the ball and position on home plate.

**Last batter:** Only the catcher or pitcher are allowed in the home plate area (approximately 10 foot radius), and in order for the inning to end, the catcher only must be in control of the ball and have position on home plate. In an effort to keep a flow to the game, the catcher for the next inning cannot be the last batter.

**Bat Person:** Each team must supply a bat person from the batting line up. All players must wear a helmet to be a bat person. Typically, the person batting after the next batter.

**End of inning:** No defensive player is allowed to leave the field until all base runners have scored.

**The Bat:** The bat shall be round and made of wood or aluminum. It shall not be more than 33 in. in length. It shall not be more than 2 1/4 in. in diameter at its largest part and not less than 1 1/16 in. in diameter at its smallest. For specific bat rules please visit [www.baseballontario.com](http://www.baseballontario.com)

**Player Evaluations:** The player evaluations are requested to be completed mid-season and at the end of the season to help with next year's draft.

## ***14.4 Rookie Ball Baseball***

This Division is the next step for players into real baseball. It is in this division that we continue the process of teaching these players the basics skills but we also take the next steps of baseball; Hitting and catching a pitched ball, aggressive base running, force plays and fielder's choice.

The Rookie Ball program needs to strengthen the 4 basic elements from T-Ball (hitting, catching, running and throwing) and expand upon them while executing each properly for their age. The focus is on game play and strengthening the four basic skills, providing an environment that is fun, enjoyable and encourages the continued growth of each player.

### **Regular Season:**

The Rookie Ball Program shall be executed in this format, based on approximately a 3 month season (May through July) and the Division Director(s) will adjust for a reduced game season as necessary.

- a) Outs will be recorded and players removed from bases if called out by the umpire.
- b) Scores will be recorded, and standings kept.
- c) Strengthen hitting, catching, running and throwing skills through game situations.



**General Game Play:**

- a) Each team is allowed to field up to 11 players (4 outfielders). Less than 7 players results in game being played with defensive player(s) being borrowed from the other team. Borrowed players play defense only for other team.
- b) Teams are encouraged to call up players from Sr. T-Ball to fill open spots if players are available, without forfeiture.
- c) Games will not be re-scheduled with the exception of rained out games. For playoffs, forfeited games will not be played; winning team will be awarded 8-0 win.
  - i. Continuous batting order. If a player arrives late, the player will be placed in the last position of the batting order. If a player leaves early having batted in the lineup, that person will from that point be considered an automatic out.
  - ii. Games will be 5 innings in length. Each offensive side shall be retired with 3 outs or when 4 runs are scored; the 5<sup>th</sup> will be unlimited runs.
  - iii. Players will play a minimum of 2 innings in the infield and 1 inning in the outfield. Pitching and catching are considered infield positions.
  - iv. No player can sit twice until all players have sat once.
  - v. No player can play the same position twice until all players have played that position.
  - vi. A courtesy runner must be used for the catcher of record with 2 outs or 3 runs in an inning except the last inning. The courtesy runner will be the most recent player to have been called out. The manager shall ask the catcher to request time to make this substitution.

**Batting:**

- a) There is no "on deck" position. The only player allowed to have a bat in his/her hands is the batter.
- b) Each batter shall receive a maximum of 5 strikes as called by the umpire. The batter shall not be called out if the 5th strike is called a foul ball. If a ball crosses the plate over the batter's head or bounces into the dirt, the umpire will not count it as a strike unless the batter swings at the pitch.
- c) Batters cannot walk or bunt. (Bunts are automatic outs.)
- d) There shall be no passed balls or wild pitches.

**Pitching (Machine):**

- a) A circle; eight feet in diameter with its center at 44 feet from home plate, will surround the pitching machine. (Hereafter referred to as "machine").
- b) Catcher to stand in proper catcher's position until the batter has completed their appearance. The catcher should try to catch the pitch, provided they are comfortable and capable of doing so and their safety is not compromised.
- c) The machine speed will be set at an appropriate speed as agreed upon by the two competing managers. A regulation baseball/ softball will be used. If there is a discrepancy the Division Director shall be consulted for a decision.
- d) A fair ball is in play, no matter how far it is hit. There is no discretionary line like in T-Ball.
- e) "Errant" pitches (as a result of machine malfunction) will be at the discretion of the umpire (ie. Drops in front of the plate, hits batter, over head of batter, as long as batter is standing in proper position). Ball may be called dead and pitch will not count.
- f) If mechanical/electrical issues persist with the machine, a tee will be brought out to finish the game, unless there is a backup (Turtle Club) pitching machine available.
- g) Minimum adjustment of the machine height/speed during the game except for in the need to provide a proper strike location for the batter. Mechanical malfunction is an acceptable circumstance to adjust the machine, but every effort to set the machine and leave it alone should be attempted.
- h) If a ball hits machine or coach going through the 8 ft. circle, it shall be declared a dead ball; the batter will be awarded a single and runners may advance 1 base if forced. Runners advance ONLY if forced to run...if there's no force play, the batter gets first, but the other runners do not advance.
- i) All players are to make every effort to avoid entering the 8ft circle for safety's sake. Any violation of this in an attempt to make a play on the ball results in the play being called dead and the batter/runners awarded 1 base if forced.
- j) All teams shall use only Turtle Club equipment (i.e. pitching machines). No personal machines shall be permitted during a game.





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**Base Running:**

- a) There is no stealing. All runners must be hit home. (I.e. on an overthrow a runner cannot advance past 3rd.) Play is stopped when a defensive infielder is in possession of the ball and runners have returned to their bases.
- b) Base Runners cannot leave the base until the batter makes contact with the ball. If an infraction occurs, the ball will be declared dead and runners may not advance. One (1) warning will be issued and for any further infractions thereafter the runner will be called out. (Each team may receive 1 warning).
- c) No head first sliding unless returning to a base, player will be called out. There is no sliding on the way to 1st base; the Runner will be called out.

**Fielding:**

- a) The infield fly rule does not apply.
- b) The pitcher must stand beside the pitching machine outside of the safety circle and behind the release point of the pitching machine. Lines shall be drawn from the release point to 4 ft. beyond the circle. The pitcher must have both feet on or within 4 feet behind the white line until the ball is released from the machine. Once the ball is released from the machine, the pitcher may move in front of the line, but may not move through the circle.
- c) All catchers are required to wear full catcher's equipment during the game and during warm-ups. Use of a catcher's mitt is encouraged but not mandatory.
- d) Infielders with control of the ball can ask for time in the infield area. Time will be given at the umpire's discretion when continuous action from the play has stopped. The ball does not have to go back to the pitcher before an infield may ask for time. Continuous action ends when the defense stops trying to field the baseball, and the offense stops trying to advance.

**Coaching/ Management:**

- a) An adult is always required in the dug-out with the players as bench manager.
- b) Any manager/coach ejected from a game must leave the park immediately and is automatically suspended for a minimum of the next game. The suspended individual will owe an incident report to the Division Manager prior to returning to participation.
- c) Coaches shall feed the machine for their own team. This individual must be an adult and a rostered coach.
- d) Base coaches at 1st and 3rd and the machine coach are the only coaches permitted on the field of play during the game. No defensive coaches on the field. No coaches behind the back stop will be permitted; coaches must stay in or around the dugout area.
- e) All game sheets must be completed, signed and handed into the Division Director's mailbox in the TC clubhouse immediately following each game. This is to make sure that coaches are rotating players equally and to record scores correctly.

**Playoff Season:**

The Rookie Ball Program shall be executed in this format, based on approximately a 4 week playoff season (Director will adjust for a reduced game season):

- a) Same rules as regular season.
- b) Scores will be recorded, and standings kept.
- c) Playoff format will be a round robin ending on the Day of champs.
- d) If a game ends (by time or score) in a tie, the score will be recorded from the last inning that did not end in a tie
- e) Each team is allowed to field up to 11 players (5 outfielders). Less than 7 players results in a forfeit and the game will not be played. The winning team will be awarded an 8-0 score.
- f) The intention of the playoff will be to compete on a higher level than the regular season while maintaining the integrity of the game. The intention will be to challenge the players to step up their games in a round robin format. The hope will be to have the players shine and not the coaches.

**Player Evaluations:** The player evaluations are requested to be completed mid-season and at the end of the season to help with next year's draft or the team may be declared ineligible for playoffs.



## **14.5 Mosquito/PeeWee (9, 10, 11 Year Olds) Baseball**

The Mosquito division shall use the current edition of the Ontario Baseball Association Constitution containing Regulations and Playing Rules (available at [www.baseballontario.com](http://www.baseballontario.com)) and the following supplemental rules adapted by TC for the Mosquito house league season. (Including playoffs)

### **Game sheets:**

Must be completed, signed and in your Division Director's mail slot in the Field house immediately following your game. You must also email the division director the score of the game by midnight of the day of the game. Division standings, mandatory playing rules and player rotation reviews are performed using these sheets. Teams will be charged with a loss when game sheets are not submitted on time.

### **Innings:**

Five (5) innings constitute a complete game.

### **Rotations:**

We will have approximately a 3 month season (May through July) and the Division Director(s) will adjust for a reduced game season as necessary. The season will conclude with a round robin tournament of champions.

### **Curfew:**

There will be no curfew, once started games can only be called by the umpire.

### **Batting order:**

Continuous batting order will be used. The complete roster of players present will be used as the batting order. The side will be retired when three (3) outs occur or when a team scores four (4) runs in their half of the inning. There is no run limit in the 5<sup>th</sup> inning.

### **Mandatory playing rule:**

In a five (5) inning game a player shall play a minimum of 2 innings in the infield and 1 inning in the outfield. Pitching and catching are considered infield positions. No player shall play the catcher position more than 3 innings in any one game. The position of spare does not count as infield or outfield. No player can play the same position more than three times in a game. No player can sit twice until all players sit once this continues throughout the entire season to ensure that all players take their turn sitting out equally. Failure to follow the mandatory playing rules shall result in a forfeit of that game. In addition, the Manager may be suspended for such actions.

### **Infield fly rule:**

The infield fly rule will be in effect in this division.

### **Balk:**

There will be no balks in this division.

### **Intentional walk:**

There will be no intentional walks in this division.

### **Stealing:**

Stealing will be allowed in all games. There is no stealing of home. A Runner on 3<sup>rd</sup> base must be hit home or forced home. There is no head first sliding, unless going back to a base.

### **Managers/Coaches:**

Only rostered House League Managers and Coaches with a valid Police Clearance Certificate are allowed inside the playing area. Two adult base Coaches only – players may not Coach 1<sup>st</sup> or 3<sup>rd</sup> base.





**Pitchers:** Any one pitcher is allowed to pitch a maximum of three (3) innings per game. Every player must pitch a minimum of one (1) inning during the season. Four (4) walks in the inning or two (2) hit batters will qualify as a complete inning pitched towards the player's minimum one (1) inning. A 9, 10 and 11 year old pitcher must pitch a minimum of one inning per game each. A pitcher hitting three (3) batters in a game or two (2) batters in an inning shall be removed as the pitcher.

**Pitch Count:**

Turtle Club has adopted the OBA Pitch Count Program.

- a) Any player being called up to play in a higher division shall be restricted to the pitching rule of the division in which he/she is rostered in.
- b) In Mosquito/Peewee games, the number of trips to the mound by manager/coach shall be limited to 3 trips, on the 3<sup>rd</sup> trip of an inning the pitcher must be replaced
- c) In Mosquito/Peewee games, a pitcher once removed from pitching, regardless of the number of trips to the mound by the manager/coach, may continue in the game at another position, but shall not be permitted to return to pitch in that game.
- d) In the Mosquito/Peewee division, a player may not be a pitcher and a catcher in the same game.
- e) If a pitcher throws more than the 45 pitches in a calendar day he/she cannot pitch the next day – the player must have 2 nights rest.
- f) A pitcher may not pitch more than 70 pitches in a calendar day. If the limit is reached while facing a batter, the pitcher may pitch to the earlier of: (i) the completion of that batter or (ii) the end of the inning. – the player must have 2 nights rest.
- g) Where a team has multiple games on the same day, if a pitcher throws more 45 pitches during a game or in combination of one or more games, the pitcher may not pitch again in a subsequent game that day:
- h) In the Mosquito/Peewee division, pitchers may not pitch on 3 consecutive calendar days
- i) The official scorekeeper shall designate the official pitch count recorder.
- j) The official pitch count recorder must provide the current pitch count for any pitcher when requested by either manager or the umpire.
- k) The official pitch count recorder shall inform the home plate umpire when a pitcher has delivered his/her limit of pitches for the game. The home plate umpire will then notify the pitcher's manager that the pitcher must be removed. Note: It is the responsibility of the manager to remove a pitcher when that pitcher is no longer eligible, even if the pitch count recorder and/or the umpire fail to notify the manager.
- l) If a team has no remaining players eligible to pitch in a game, the opposing coach may designate a player who has yet to pitch in the game. This pitcher may not throw more than 30 pitches. If the limit is reached while facing a batter, the pitcher may pitch to the earlier of (i) the completion of that batter, or (ii) the end of the inning.
- m) Illegal pitching penalty: where a player throws more pitches than is permitted; or pitches without the rest required; or pitches on 3 consecutive days; or pitches and catches in the same game, the penalty shall be forfeiture by the player's team. A second violation by a team will result in the manager/head coach's suspension.

**Rainouts:**

Re-scheduling rain outs are the responsibility of the Division Director and are done automatically as a division.

**Standings:**

Standings will be determined using a two point system: 2 points for a win, 1 point for a tie and 0 points for a loss. Tie games constitute a complete game for all games with the exception of the championship final which will be played until a winner can be declared.

**Player Evaluations:**

The player evaluations must be completed at the end of the regular season. If a coach does not hand in their team's evaluation before the playoff tournament, the manager will not be allowed to participate in the tournament of champions until it is completed.



## 14.6 PeeWee / Bantam (12, 13, 14, 15 Year Olds) Baseball

The PeeWee/Bantam division shall use the current edition of the Ontario Baseball Association Constitution containing Regulations and Playing Rules (available at [www.baseballontario.com](http://www.baseballontario.com)) and the following supplemental rules adapted by TC for the Mosquito house league season. (Including playoffs)

### **Game sheets:**

Must be completed, signed and in your Division Director's mail slot in the Field house immediately following your game. You must also email the division director the score of the game by midnight of the day of the game. Division standings, mandatory playing rules and player rotation reviews are performed using these sheets. Teams will be charged with a loss when game sheets are not submitted on time.

### **Innings:**

Six (6) innings constitute a complete game.

### **Rotations:**

We will have approximately a 3 month season (May through July) and the Division Director(s) will adjust for a reduced game season as necessary. The season will conclude with a round robin tournament of champions.

### **Curfew:**

There will be no curfew, once started games can only be called by the umpire.

### **Batting order:**

Continuous batting order will be used. The complete roster of players present will be used as the batting order. The side will be retired when three (3) outs occur or when a team scores five (5) runs in their half of the inning. There is no run limit in the 6<sup>th</sup> inning.

### **Mandatory playing rule:**

In a six (6) inning game a player shall play a minimum of 2 innings in the infield and 1 inning in the outfield. Pitching and catching are considered infield positions. No player shall play the catcher position more than 3 innings in any one game. The position of spare does not count as infield or outfield. No player can play the same position more than three times in a game. No player can sit twice until all players sit once this continues throughout the entire season to ensure that all players take their turn sitting out equally. Failure to follow the mandatory playing rules shall result in a forfeit of that game. In addition, the Manager may be suspended for such actions.

### **Infield fly rule:**

The infield fly rule will be in effect in this division.

### **Balk:**

There will be balks in this division.

### **Intentional walk:**

Intentional walks will be allowed in this division.

**Stealing:** Stealing will be allowed in all games. Head first slides are allowed. Slide or avoid rule is in effect at all bases.

### **Managers/Coaches:**

Only rostered House League Managers and Coaches with a valid Police Clearance Certificate are allowed inside the playing area. Two adult base Coaches only – players may not Coach 1<sup>st</sup> or 3<sup>rd</sup> base.

**Pitchers:**

Any one pitcher is allowed to pitch a maximum of three (3) innings per game. Every player must pitch a minimum of one (1) inning during the season. Four (4) walks in the inning or two (2) hit batters will qualify as a complete inning pitched towards the player's minimum one (1) inning. A 12, 13 and 14 year old pitcher must pitch a minimum of one inning each per game. Any combination of 1 or 15 year old can only pitch a maximum of 1 inning in a game. A pitcher hitting three (3) batters in a game or two (2) batters in an inning shall be removed as the pitcher.

**Pitch Count:**

Turtle Club has adopted the OBA Pitch Count Program.

**Pitching Rules:**

- a) Any player being called up to play in a higher division shall be restricted to the pitching rule of the division in which he/she is rostered in.
- b) In Peewee/Bantam games, the number of trips to the mound by manager/coach shall be limited to 2 trips, on the 2<sup>nd</sup> trip of an inning the pitcher must be replaced
- c) In Peewee/Bantam games, a pitcher once removed from pitching, regardless of the number of trips to the mound by the manager/coach, may continue in the game at another position, but shall not be permitted to return to pitch in that game.
- d) In the Peewee/Bantam division, a player may not be a pitcher and a catcher in the same game.
- e) If a pitcher throws more than the 80 pitches in a calendar day he/she cannot pitch the next day – the player must have 2 nights rest.
- f) A pitcher may not pitch more than 80 pitches in a calendar day. If the limit is reached while facing a batter, the pitcher may pitch to the earlier of: (i) the completion of that batter or (ii) the end of the inning. – the player must have 2 nights rest.
- g) Where a team has multiple games on the same day, if a pitcher throws more 55 pitches during a game or in combination of one or more games, the pitcher may not pitch again in a subsequent game that day:
- h) In the Peewee/Bantam division, pitchers may not pitch on 3 consecutive calendar days
- i) If a balk is called but the pitcher throws the ball it will count as a pitch thrown, even if it is not counted as a pitch for ball/strike purposes.
- j) The official scorekeeper shall designate the official pitch count recorder.
- k) The official pitch count recorder must provide the current pitch count for any pitcher when requested by either manager or the umpire.
- l) The official pitch count recorder shall inform the home plate umpire when a pitcher has delivered his/her limit of pitches for the game. The home plate umpire will then notify the pitcher's manager that the pitcher must be removed. Note: It is the responsibility of the manager to remove a pitcher when that pitcher is no longer eligible, even if the pitch count recorder and/or the umpire fail to notify the manager.
- m) If a team has no remaining players eligible to pitch in a game, the opposing coach may designate a player who has yet to pitch in the game. This pitcher may not throw more than 30 pitches. If the limit is reached while facing a batter, the pitcher may pitch to the earlier of (i) the completion of that batter, or (ii) the end of the inning.
- n) Illegal pitching penalty: where a player throws more pitches than is permitted; or pitches without the rest required; or pitches on 3 consecutive days; or pitches and catches in the same game, the penalty shall be forfeiture by the player's team. A second violation by a team will result in the manager/head coach's suspension.

**Rainouts:**

Re-scheduling rain outs are the responsibility of the Division Director and are done automatically as a division.

**Standings:**

Standings will be determined using a two point system: 2 points for a win, 1 point for a tie and 0 points for a loss. Tie games constitute a complete game for all games with the exception of the championship final which will be played until a winner can be declared.

**Player Evaluations:**

The player evaluations must be completed at the end of the regular season. If a coach does not hand in their team's evaluation before the playoff tournament, the manager will not be allowed to participate in the tournament of champions until it is completed.



## 14.7 Softball Division Rules Overview

Rule	PWSA Rules					TC House League Rules	
	MITE	SQUIRT	NOVICE	BANTAM	MIDGET	MITE-ROOKIE	SQUIRT-NOVICE
AGE - YOU WILL TURN	10U	12U	14U	16U	18U	6,7,8,9	10,11,12,13
CAGES ON HELMET	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY
CATCHER THROAT GUARD	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY
INNINGS	6	7	7	7	7	4	5
BALL SIZE	11	11	12	12	12	11	11
PITCHING DISTANCE	30	35	38	43	43	30	34
BASE DISTANCE	45	55	60	60	60	60	60
PITCHING INNINGS PER GAME	3	4	N/A	N/A	N/A	2	2 innings max by any one pitcher Min 1 inning by 10 year old by 2nd inning Min 1 inning by 11 year old by 3rd inning
PITCHING INNINGS PER WEEK	N/A	N/A	N/A	N/A	N/A	N/A	N/A
INNING RUN LIMIT	N/A	N/A	N/A	N/A	N/A	4	5
STEALING	YES	YES	YES	YES	YES	NO	YES - Leaves Hand
STEALING HOME	NO	NO	YES	YES	YES	NO	NO
INFIELD FLY	YES	YES	YES	YES	YES	NO	YES
DOUBLE FIRST BASE(SAFETY BAG)	YES	YES	YES	YES	YES	YES	YES
ON DECK	NO	YES	YES	YES	YES	NO	NO
COUNT TO START	0-0	0-0	0-0	0-0	0-0	0-0	0-0
BUNTING	NO	YES	YES	YES	YES	NO	YES
PLAYER POSITIONS	3 INNINGS MAX	4 INNING MAX	N/A	N/A	N/A	Minimum 2 innings in infield Minimum 1 inning in outfield No one can sit twice until everyone has sat once	Minimum 2 innings in infield Minimum 1 inning in outfield No one can sit twice until everyone has sat once
OVER THROW ADVANCE	1 BASE	UNLIMITED	UNLIMITED	UNLIMITED	UNLIMITED	1 BASE MAX	1 BASE MAX
DROP 3RD STRIKE	NO	YES	YES	YES	YES	NO	NO
TIME LIMIT	NO INNING AFTER 90 MIN	NO INNING AFTER 90 MIN	NO INNING AFTER 90 MIN	NO INNING AFTER 90 MIN	NO INNING AFTER 90 MIN	NONE	NONE
SCORES						ENTER ONLINE	ENTER ONLINE

### Miscellaneous Rules:

- Mite/Rookie Division will be coach pitch for first half of the season and player pitch the 2<sup>nd</sup> half of the season with a 3 ball limit. This means that if a pitcher reaches a 3 ball count a coach will come into pitch to that batter.
- Any player arriving late is simply added to the bottom of the continuous batting order.
- No games can be forfeited, share players if a team is short.
- Every player must be given the opportunity to pitch as well as play every position on the diamond. If a player and/or parent does not want to play in a given position the manager must request an email from the parent/player stating such
- On the 2<sup>nd</sup> visit to the mound in an inning the pitcher must be replaced.
- Coaches may warm up pitchers.
- Managers may call players up from one division down.
- Managers must exchange lineups prior to the start of the game.
- Scores must be submitted to the Division Director within 24 hours of game completion.



## Section 15: Select Teams

### 15.1 Select Teams

As a chartered organization of OBA, Sandwich West Turtle Club is entitled to form teams to participate in sanctioned Select Ontario Baseball Association (SOBA) tournaments. Sandwich West Turtle Club endeavors to fairly put together the best team possible to win their respective tournaments. Players will be selected based only on their ability, attitude, availability, and eligibility.

Sandwich West Turtle Club will allow Select teams to use Sandwich West Turtle Club fields and equipment (catcher's gear, batting helmets, first-aid kit, etc.). All other expenses related to Select Teams including, but not limited to, uniforms, transportation, lodging and meals shall be the responsibility of the individual team members and coaching staff.

All trophies won by Sandwich West Turtle Club Select teams shall be returned to TC prior to next year's tournament season. All trophies won by Sandwich West Turtle Club Select teams at official tournaments are property of Sandwich West Turtle Club and shall be promptly provided to the Sandwich West Turtle Club Board.

### 15.2 Eligible Players

Player age eligibility is dictated by OBA each year.

All players who desire to play on a Select team must try out for the Select team in their age division of play.

### 15.3 Select Team Manager Selection

The Manager and Coach must be demonstrated leaders. All must recognize that they hold a position of trust and responsibility in a program that deals with a sensitive and formative period of a child's development. It is required that the Manager and Coach have an understanding, patience and capacity to work with children. The Manager and Coach should be able to inspire respect. Above all else Managers and Coaches must realize they are helping to shape the physical, mental and emotional development of young people.

The Manager must be something more than just a teacher. Knowledge of the game is essential but is not the only badge of a Coach or Manager. While an adult with training and background in the game is a desirable candidate for a Manager or Coach, Our Manager and Coach Selection Committee will look for other qualities. Screening of Managers, Coaches and others that have contact with children is also very important in avoiding abusive situations.

Children of age are strongly influenced by adults whose ideals and aspirations are similar to their own. The Manager/Coach and player share a common interest in the game, a desire to excel, and a determination to win. Children often idolize their Managers and Coaches, not because the adult is the most successful Coach or mentor, but because the Manager/Coach is a source of inspiration.

Managers and Coaches must be adults who are sensitive to the mental and physical limitations of children of age and who recognize that the game is a vehicle for training and enjoyment not an end in itself. Play will only be as good as the quality of leadership in the managing and coaching personnel. The Board will make a determined effort to enlist the best adults in the community to serve as Managers and Coaches.

Volunteers in the local program do not have tenure, regardless of the years of service. In order to serve, a Manager, Coach or umpire must be appointed by the President, after recommendation from the appropriate committee, and approved by the Sandwich West Turtle Club Board of Directors annually. Prior service does not guarantee re-appointment.



The following process will be used for the selection of Select Team Managers:

- A. Select Team Manager postings will be made available through the Division Director as well as posted on our website.
- B. A Select Team Manager Application Form will be available through each Division Director and our website. See Appendix C.
- C. There will be a set time limit for completing and returning the application form to your Division Director.
- D. A Manager can only be the rostered Manager for one Select Team during a season.
- E. The Manager and Coaches Selection Committee will convene to review and screen all applicants.
- F. The Manager and Coaches Selection Committee may convene to interview applicants.
- G. The Manager and Coaches Selection Committee will make a recommendation to the Sandwich West Turtle Club Board of Directors for each Manager position.
- H. The Sandwich West Turtle Club Board will discuss and vote on each recommendation. Based on the vote the President will then appoint each team Manager.
- I. Tournament Coaches are selected by the Select Team Manager and must be submitted to the Division Director who will take them to the Sandwich West Turtle Club Board for approval.
- J. Tournament Managers and Coaches must have been Managers or Coaches in that division of the Select Team during the regular season. In addition, they must have participated on the playing field in at least 51% of their team's regular season games. It is strongly recommended that Select Team Managers without tournament Managing/Coaching experience ensure that at least one of the Coaches they select have such experience.
- K. If recommended Tournament Coaches are already rostered as a Manager or Coach on another Select Team the Manager may be requested to consider other Coach candidates. It will also be made clear to such Coach that if they should have Manager duties on another team those in all instances shall supersede the roll of Coach on another team. All Managers and Coaches must be aware of the situation and understand the impact of their availability and time commitments to the teams they volunteer on. No Manager/Coach will be permitted to be on more than 2 Select Team rosters as a Manager and Coach unless otherwise approved by the Board of Directors.
- L. This must be done after the team is picked and before the Manager makes any commitments to any potential Coaching staff members.

## **15.4 Baseball/Softball Select Team Selection Process**

This process will apply for all Select Teams.

- A. A minimum of three evaluations will take place to evaluate all the candidates.
- B. The Directors of Baseball and Softball will appointed an Evaluation Committee consisting of the selected Team Manager, the Director for that Division, the Director of Baseball or Softball, the Player Agent as well as three (3) Sandwich West Turtle Club approved Managers and/or Coaches from that division of play. This in no way reflects who the Coaches will be for a Select Team; this is simply for the player evaluation process.
- C. The Selection Committee shall evaluate and grade all players using the Sandwich West Turtle Club Player Evaluation Form found in Appendix A of this document. Players shall be given the opportunity to play their primary position during the evaluation process.
- D. At the end of evaluations the Director of Baseball or Softball will compile the results of the evaluation and supply them to the appointed team Manager.
- E. The team manager will then select players to fill out their roster. Should the Manager elect to select a lower ranked player over another they must provide an explanation for such a decision. A meeting may be called with the Evaluation Committee and the Manager if warranted by the Director of Baseball or Softball.
- F. Once this process is complete the team Manager will contact their selected players to inform them of their status. The remaining players will be contacted by a member of the Evaluation Committee to thank them for their participation.
- G. If extenuating circumstances don't allow this process to be followed as written, this process may be adjusted as required with the approval of the Sandwich West Turtle Club Board of Directors.



## ***15.5 Select Team Budget***

It will be the responsibility of each Select Team Manager to prepare a budget for their Tournament season and present such budget to the Division Director, who in turn will have it approved by the Sandwich West Turtle Club Board of Directors.

The budget shall include all costs expected to be incurred by the Select Team, including but not limited to:

- a. Tournament Fees
- b. Uniforms
- c. Umpires
- d. Building and grounds assessment
- e. Equipment
- f. Travel expenses for players and coaches,

The budget will then be divided by the number of rostered players on the team and that shall be the cost for allocated to each Select Team member

Select Team uniform costs will be rolled into the cost of the Tournament season and the players will get to keep their uniform. It is the responsibility of the Manager to obtain approval from the Division Director prior to the purchase of any team apparel to ensure that it falls in line with Sandwich West Turtle Club standards.





## Section 16: Awards and Recognition

- A. Each player (Baseball and Softball) shall receive a current year Sandwich West Turtle Club participant medal/trophy. All medals shall be presented to players by their Manager and Division Director at the conclusion of the final house league game of the season.
- B. Team Roster Boards will be displayed at Sandwich West Turtle Club for all Ontario, Canadian and World Series championship Travel and Select Teams only.
- C. Sandwich West Turtle Club 10 year rings are awarded annually to players that have achieved 10 years of play.
- D. Each year the Award of Merit may be presented to a member of the Sandwich West Turtle Club for recognition of services and dedication to the organization over a period of time.
- E. Each year the Volunteer Recognition Award may be presented to a member of the Sandwich West Turtle Club for recognition of volunteer services over the course of the season.
- F. Each year the President's Recognition Award may be presented to a member of the Sandwich West Turtle Club Board of Directors for recognition of volunteer services over the course of the season.





**Appendix B: Injury/Incident Tracking Report**

Name of Injured Person: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
Name of Parent/Guardian, if injured is a player: \_\_\_\_\_ Informed of Injury: Yes ☐ No ☐  
Address of Injured Person: \_\_\_\_\_ City: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ AM ☐ PM Location: \_\_\_\_\_  
Division: \_\_\_\_\_ Name of Team: \_\_\_\_\_ Name of Manager: \_\_\_\_\_

Check all applicable responses in **each** column:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Player           | <input type="checkbox"/> Practice            | <input type="checkbox"/> Concession      |
| <input type="checkbox"/> Coach            | <input type="checkbox"/> Game                | <input type="checkbox"/> Grounds Keeping |
| <input type="checkbox"/> Umpire           | <input type="checkbox"/> Travel To/From Game | <input type="checkbox"/> Other: _____    |
| <input type="checkbox"/> Volunteer Worker | <input type="checkbox"/> Tournament          |  |
| <input type="checkbox"/> Spectator        | <input type="checkbox"/> Tryout              |  |
| <input type="checkbox"/> Other: _____     | <input type="checkbox"/> Other: _____        |  |

Check the boxes for all appropriate items below. At least one item in each column must be selected.

**POSITION WHEN INJURED**

- ☐ 1<sup>st</sup>  
☐ 2<sup>ND</sup>  
☐ 3<sup>RD</sup>  
☐ BATTER  
☐ BULLPEN  
☐ CATCHER  
☐ COACH  
☐ COACH HING BOX  
☐ DUGOUT  
☐ MANAGER  
☐ ON DECK  
☐ OUTFIELD  
☐ PITCHER  
☐ RUNNER  
☐ SHORTSTOP  
☐ UMPIRE  
☐ OTHER: \_\_\_\_\_

**INJURY**

- ☐ ABRASION  
☐ BITES  
☐ CONCUSSION  
☐ BRUISE  
☐ DENTAL  
☐ DISLOCATION  
☐ FRACTURE  
☐ CUT  
☐ PUNCTURE  
☐ STRAIN  
☐ SPRAIN  
☐ HEATSTROKE  
☐ OTHER: \_\_\_\_\_

**PART OF BODY**

- ☐ ABDOMEN  
☐ ANKLE  
☐ ARM  
☐ BACK  
☐ CHEST  
☐ ELBOW  
☐ FOOT  
☐ HAND  
☐ HEAD  
☐ NECK  
☐ SHOULDER  
☐ GROIN  
☐ WRIST  
☐ FINGER  
☐ FACE (part) \_\_\_\_\_  
☐ LEG ☐ Right ☐ Left  
☐ part \_\_\_\_\_  
☐ OTHER: \_\_\_\_\_

**CAUSE OF INJURY**

- ☐ BATTED BALL  
☐ BATTING  
☐ CATCHING  
☐ COLLISION  
☐ COLLIDING WITH FENCE  
☐ FALLING  
☐ HIT BY BAT  
☐ HORSEPLAY  
☐ PITCHED BALL  
☐ RUNNING  
☐ SLIDING  
☐ SHARP OBJECT (what) \_\_\_\_\_  
☐ TAGGING  
☐ THROWING  
☐ THROWN BALL  
☐ OTHER: \_\_\_\_\_

Medical Treatment Given: ☐ Non ☐ Medical (what) \_\_\_\_\_ ☐ 1<sup>st</sup> Aid (what) \_\_\_\_\_

Ambulance Attended ☐ YES ☐ NO Injured Person Transported ☐ YES ☐ NO

Brief statement of what happened: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS FORM IS FOR TURTLE CLUB LITTLE LEAGUE PURPOSES ONLY AND THE INFORMATION COLLECTED IS STRICTLY CONFIDENTIAL. WHEN AN INCIDENT OCCURS OBTAIN AS MUCH INFORMATION AS POSSIBLE AND FORWARD THIS FORM TO A SWTC DIRECTOR WITHIN 72 HOURS OF THE OCCURENCE.

Date: \_\_\_\_\_ Name of person reporting (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Signature of SWTC Director: \_\_\_\_\_



## Appendix C: Select Team Manager Application

### Sandwich West Turtle Club Select Team Manager Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Alt No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

1. What level team would you like to manage?

Softball

- ☐ T-Ball
- ☐ Mite
- ☐ Squirt
- ☐ Novice
- ☐ Midget

Baseball

- ☐ T-Ball
- ☐ Rookie Ball
- ☐ Mosquito
- ☐ PeeWee
- ☐ Bantam
- ☐ Midget

2. What experience do you have managing or coaching youth athletics?

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3. Please describe any other youth activities that you have been involved in and how that experience will help you be an effective Manager.

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4. Have you ever attended any coaching, umpire or player clinics?

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5. What sports have you played recreationally or competitively yourself?

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6. If you have previously managed or coached a team, would you have a problem with a League representative contacting parents on that team to discuss their experience?

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7. Do you have a child(ren) in ? Please list player(s) name(s) and division(s).

---

---

---

8. Please list a minimum of two references that we may contact.

---

---

---

I understand that the information I have provided may be verified by contacting persons or organizations that may have information pertaining to me. I hereby release and agree to hold harmless any person or organization that may provide information. I also hold harmless Sandwich West Turtle Club and the Officer and Volunteers thereof.

In signing this application, I affirm that the information I have given is true and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_





## Appendix D: Volunteer Application

### Sandwich West Turtle Club Volunteer Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Alt No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Special Professional Training, Skills and Hobbies: \_\_\_\_\_

Previous Volunteer Experience: \_\_\_\_\_

Special Certification (i.e. CPR, Medical, etc.): \_\_\_\_\_

Do you have children in the Sandwich West Turtle Club Program: \_\_\_\_ Yes \_\_\_\_ No

If Yes, at what Level: \_\_\_\_\_

Do you have a driver's license: \_\_\_\_ Yes \_\_\_\_ No Driver's License #: \_\_\_\_\_

In which of the following would you like to participate:

\_\_\_\_ House League Manager      \_\_\_\_ House League Coach      \_\_\_\_ Umpire  
\_\_\_\_ Building and Grounds      \_\_\_\_ Concession      \_\_\_\_ Other Volunteer

Please list a minimum of two references that we may contact.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand that the information I have provided may be verified by contacting persons or organizations that may have information pertaining to me. I hereby release and agree to hold harmless any person or organization that may provide information. I also hold harmless Sandwich West Turtle Club and the Officer and Volunteers thereof. In signing this application, I affirm that the information I have given is true and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix E: Sandwich West Turtle Club Complaint Form

First Name:		Last Name:	
Contact Phone:		Contact Fax:	
Contact E-mail:		Date:	

### Details of Complaint:

Please include names, dates, and locations and as much other detail as possible. The information provided will be used to investigate this complaint. Additional Sheets may be attached if required.

[illegible]



## Appendix F: Umpire Ejection/Incident Report

First Name:		Last Name:	
Contact Phone:		Contact eMail	
Diamond # and Time:		Division	
Team Name & No.		Manager/Coach Involved	

Details of Ejection/Incident:

Please include names, dates, and locations and as much other detail as possible. The information provided may be used to investigate this ejection/incident. Additional Sheets may be attached if required.

[illegible]



## Appendix G: Criminal Offence Declaration

This document is to be signed by all Sandwich West Turtle Club volunteers each subsequent year after the acceptance of a background by Sandwich West Turtle Club (i.e., Year 2 and Year 3 while background check is valid), to be in compliance with the Sandwich West Turtle Club policy on mandatory volunteer applications and background checks.

Name: \_\_\_\_\_

Volunteer Position(s): \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, hereby declare that:

- ☐ I have no convictions for offenses under the Criminal Code of Canada as outlined in the Sandwich West Turtle Club Mandatory Volunteer Applications and Background Checks Policy, up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

or

- ☐ I have the following convictions for offenses under the Criminal Code of Canada as outlined in the Sandwich West Turtle Club Mandatory Volunteer Applications and Background Checks Policy, for which a pardon under the Criminal Records Act (Canada) has not been used or granted:

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit in a sealed envelope marked Sandwich West Turtle Club Offence Declaration Form – Confidential to: Mr. Domingos Vieira, President Sandwich West Turtle Club.

**Office Use Only:** Received on \_\_\_\_\_

Recorded by \_\_\_\_\_

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_





## Appendix H: Privacy Policy

### Sandwich West Sandwich West Turtle Club Privacy Policy

#### BACKGROUND

Sandwich West Turtle Club is a community organization consisting of adult volunteers, whose primary purpose is the administration of baseball and softball activities for the youth of the town of LaSalle.

Sandwich West Turtle Club programming involves governing amateur baseball/softball Leagues, teams and games including training of coaches, trainers and umpires, determining players eligibility for specific divisions and establishing appropriate rules and regulations for competition within the League.

To maintain the current programs, information is collected by the League, for the purposes of certifying team officials and umpires; registering players; determining if boundary regulations may apply; gauging the success of certain programs in order to improve upon them; facilitating emergency contact; providing educational opportunities and/or career opportunities; researching and facilitating electronic updates/contacts; maintaining a membership list of the League for the purpose of determining membership status and voting eligibility.

#### PURPOSE OF THIS POLICY

The League has developed this Privacy Policy for implementation beginning January 1, 2004. This Policy describes the way in which the League collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, members, and others including players, parents, managers, coaches, umpires, volunteers and employees.

This Policy describes the way that the League will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The Policy follows the 10 Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). The Policy describes each principle and the method of implementing each. The League will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws. The League reserves the right in its sole discretion to make whatever changes to its Privacy Policy it deems necessary and expedient. Any and all such changes will immediately be posted to the League web site ([www.turtleclubbaseball.com](http://www.turtleclubbaseball.com)). A copy of the League Privacy Policy is available on the League website.

#### 1. Accountability

1.1. The League shall designate a Privacy Officer for the League who will report to the League President and they are jointly accountable to the League Board of Directors for compliance with this Policy. The Privacy Officer will be responsible for the League's compliance with PIPEDA privacy principles and for responding to access requests, corrections and complaints in accordance with this Policy.

1.2. The name(s) of the individual(s) listed as the Privacy Officer(s) for the League and member Associations shall be made available upon request.

1.3. The League's Privacy Officer will ensure that the League is accountable for all personal information in its possession including that, which may be transferred to a third party. Third party organizations that handle information on behalf of the League shall be contractually obligated to adhere to the standards of the League Privacy Policy.



1.4. The League will implement internal policies, which will facilitate adherence to the Privacy Policies including but not limited to the following:

- Security measures at all levels designed to protect personal information in its possession.
- Procedures designed to respond to complaints and/or inquiries
- Volunteer training in all facets of information management, including awareness of the League's Privacy Policy and subsequent policies and procedures developed in accordance with the Policy.

## 2. Identifying Purposes

2.1. The League shall only collect information necessary to conduct baseball/softball programming and fulfill our membership registration requirement as per the League Constitution and By-Laws. Access to our Privacy Policies and procedures will be readily available. Similarly, the process by which challenges may be made to the League's compliance and/or adherence to the legislation in question shall be readily available.

2.2. The League shall collect personal information for the purpose of providing baseball/softball programming, which endeavours to meet the individual needs of each participant (Table1).

2.3. The League recognizes that in the sports of baseball and softball by its nature injuries are to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and as such may be requested. While participants are under no obligation whatsoever to supply this information and may refuse to do so without penalty, the League will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

2.4. The League will request individual permission for the use of any data collected which is extraneous to that which has been identified below in Table 1, unless said usage is authorized or required by law.

2.5. The information will be collected via an oral and/or written (electronic) agreement to allow the individual submitting information an opportunity to opt-out or opt-in to the use of personal information for third parties.

2.6. All information is kept for the duration of twelve (12) years or as long as required to fulfill the purposes identified, unless permission is obtained from the member providing the information to hold it for a different length of time.

2.7. The League will endeavour to advise potential registration candidates of the purpose for the collection of their data at the time of registration. This information will be made available by reference to the League websites or Constitution. The League will further endeavour to ensure that all collectors of the personal information are familiar with the potential use of the data. Any other purpose of collection will be stated at time of collection.

2.8. All data collected by the League shall be maintained in the League office.

2.9. The League may also use information about user access to secure areas of the League website. Information you are asked to provide during your use of the League web site may include your name, address, e-mail address, age, sex and will be treated within the same parameters as other personal information collected through other means. It will always remain your choice to provide information in certain fields.

### Table 1

#### Type of Personal Information

A participant's name, gender, place of residence and date of birth.

#### Purpose of Collecting

To determine that the participant's geographical, division and level of play information are consistent with League regulations.

#### Type of Personal Information

Historical information concerning past teams played for.



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**Purpose of Collecting**

To determine if any transfer regulations apply.

**Type of Personal Information**

A participant's skill and development level and feedback on programs, honours and awards received.

**Purpose of Collecting**

To measure the success of our programs and maintain governance.

**Type of Personal Information**

A participant's parents (if applicable); name, address, telephone number(s), email addresses and fax.

**Purpose of Collecting**

To facilitate emergency contact information and to ensure compliance with residency regulations and League membership.

**Type of Personal Information**

Educational information

**Purpose of Collecting**

To ensure all residency regulations have been adhered to.

**Type of Personal Information**

E-mail addresses and fax

**Purpose of Collecting**

To facilitate membership communication.

**Type of Personal Information**

Skill levels, ability, emergency contacts and health concerns

**Purpose of Collecting**

To ensure our activities are carried out in a safe and secure environment.

**Type of Personal Information**

Resumes/coaching applications

**Purpose of Collecting**

To identify potential future coaches, managers, volunteers or individuals running for League positions.

**Type of Personal Information**

Registration information to administer the League.

**Purpose of Collecting**

To conduct research studies including but not necessarily limited to baseball demographic type research. To be made available to related organizations, branches, associations, Leagues and/or third party service providers.

**Type of Personal Information**

Appeal Information

**Purpose of Collecting**

To administer appeals and any related proceedings, and the Rules, Regulations and By-Laws of the League.



### 3. Consent

3.1. The League will use the personal information for the uses specified in section 2.

3.2. All members of the League have the ability to consent to the use of their personal information on a yearly basis at registration. A member of the League agrees that the act of registering constitutes implied consent to such use of their personal information by the League.

3.3. During registration, members will have the opportunity to choose whether information other than name, address, birth date, and information concerning registration, discipline, and honours and awards received may be kept for a longer period than otherwise mentioned.

3.4. If at any time you wish to withdraw your consent to the use of your information for any purposes, you may do so by contacting the League Privacy Officer at any time, subject to legal or contractual restrictions and by providing reasonable written notice. Previous consent will be removed from the League database upon receipt of a written request and that request will be communicated to all Member Partners and their Associations within 10 business days.

3.5. The League may collect personal information without consent where reasonable to do so and where permitted bylaw.

### 4. Limiting Collection

4.1. The League shall only collect personal information in a fair and lawful manner as set forth in this Privacy Policy.

4.2. The League shall not indiscriminately collect information. The amount and type of information collected shall be limited to that which is required to fulfill its identified purposes.

4.3. The League will not use any form of deception in gaining personal information from its members.

### 5. Limiting Use, Disclosure and Retention

5.1. The League shall limit the use of personal information collected to purposes that are listed in Section 2 (Identifying Purposes) and 3 (Consent) and will not disclose the information for other purposes except as authorized or required by applicable law.

5.2. Prior to enlisting the services of third party organizations, the League will contractually commit those parties to treat your personal information in a manner consistent with this Privacy Policy.

5.3. The League may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information or where the association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as authorized or required by applicable law.

5.4. The League may at its discretion release personal information for the purposes of collecting debts, which may be owed to the League.

5.5. The League shall retain documents concerning registration, performance activities, discipline, events and honours and awards received for specific periods of time dependant upon necessity or destroyed accordingly when it is deemed appropriate. More specifically:

5.5.1. Registration data will be retained for a three-year period after an individual has left the League programs in the event that an individual chooses to return to the League programs after leaving.

5.5.2. Parental/Family information will be maintained for a similar three-year period after a member has left our programs.



5.6. Other personal information will be retained by the League for regulated timeframes as requested by legislation governing its operation and/or the information provided, after, which time (unless consent is given to keep information for a longer period) the information will be destroyed in a secure manner.

5.7. If there is no legislative requirements to retain other information it will be kept for a minimum of 24 months from the time it was provided.

## **6. Accuracy**

6.1. The League shall strive to ensure to the extent that it can, that the information entrusted to it is maintained in an accurate manner. Members will have the ability to view and review data provided on their application for membership at any time through the League database. The League shall attempt to maintain the privacy interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that may be flawed.

6.2. The League shall only update information if a request is made in writing.

## **7. Safeguards**

7.1. Security safeguards will be implemented to ensure your personal information is protected from theft as well as unauthorized use or access, disclosure, copying, or modification thereof.

7.2. All information collected by the League (as per Section 2) will be considered highly sensitive. As such, a high level of security will be practiced at all times.

7.3. Methods of protection and safeguards to be employed shall include but in no way be necessarily limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.

7.4. Information that no longer serves a purpose to the League, will be destroyed in an appropriate manner so as to ensure against unauthorized access.

7.5. These measures will be subject to yearly reviews by the League and its Privacy Officer to ensure the best methods possible are being utilized to maximize effectiveness.

## **8. Openness**

8.1. The League publicly discloses the methods by which personal information is handled. This information is readily available through its Privacy Policy, on its website or upon request by contacting the League Privacy Officer.

8.2. The information available includes:

8.2.1. The name address and phone number of the League Privacy Officer.

8.2.2. The forms to access your information or change your information.

8.2.3. A description of the type of personal information and our general uses thereof (review chart in section 2 for more details).

8.3. If any participant shall have a question regarding the personal information collected, the investigation may be initiated to the League Privacy Officer.

## **9. Individual Access**

9.1. Upon request by the individual concerned, subject to applicable legislation, the League shall disclose whether or not it actually holds personal information on an individual. The League shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.

9.2. The League may request sufficient information to confirm your identity before releasing any personal information to you.



9.3. Subject to applicable legislation, the League shall endeavour to provide this information within 30 days of receipt of the request for information and only charge nominal fees for the purpose of satisfying its expenses incurred in the supply of requested information. This information shall be in format understandable to you.

9.4. A member may challenge the accuracy and completeness of the information through written request and any inaccurate information, which may be so validated, shall be corrected and any third parties shall be notified of the corrections as per Section 3(Consent).

## **10. Challenging Compliance**

10.1. The League has established a set of procedures for the resolution of grievances in the administration of its Privacy Policy.

10.2. Prospective members and staff may challenge the League's compliance with this Policy by contacting the League President and/or Privacy Officer. Upon receipt of a complaint the League shall make available the complaint procedures, which will be simple and easy to access.

10.3. The League shall investigate all complaints received. If the complaint is deemed justified, the League shall take the appropriate steps to ensure that compliance is achieved and will make any necessary changes to its policies to allow for compliance in the future.

10.4. All complaints shall be addressed to the League Privacy Officer. League policies and procedures must be adhered to in order to have the challenge dealt with in an appropriate and timely fashion.



## Sandwich West Turtle Club Protection of Personal Information Agreement

Team/Organization: \_\_\_\_\_  
Name of Requestor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Date: \_\_\_\_\_

Purpose of Disclosure of Sandwich West Turtle Club Member Personal Information:

Name of Third Party receiving information:

Team/Organization: \_\_\_\_\_  
Name of Receiver: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

I hereby acknowledge that I am receiving sensitive personal information collected confidentially from members of the Sandwich West Turtle Club Corporation. This information is being transferred to the said individual/company for a purpose that is in the best interest of, or for conducting normal baseball/softball operations of, the League and its members. Any use, transfer or distribution of this information to any other party than the one indicated above or for any other purpose other than that indicated above, is strictly prohibited; and failure to comply with this stipulation is in direct violation of the Personal Information Protection and Electronic Documents Act (PIPEDA) and known violation of this policy will be pursued to the full extent of the law. Furthermore, it is understood that the individual/company entrusted with this information will take reasonable steps to protect the information from use or disclosure by unintended parties, and will also render the information useless and illegible once the intended use is complete.

I, having the authority to do so, hereby accept these conditions relating to the receipt of this personal information.

Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_