



Vernon Baseball Association Coaching Package

2017 SEASON

Dear Coach,

On behalf of the Executive and, even more so, the players of the Vernon Baseball Association, thank you for volunteering your time to help our kids get active and play this wonderful game!

The Executive realizes the time commitment it takes to take on this task and to do it well. We hope that this package will provide you with most of the information that you need to successfully administer and coach your teams for this and future years. For this season, we have tried to provide you with more tools so you can spend more time on the field with your team instead of managing it off the field. Having said that, your first job as coach should be to identify team parents that can help take a lot of the administrative work off your hands. Most of a coach's time should be thinking of how to get your players better on the field!

As a coach in VBA, we have certain expectations of you. We expect that you uphold our Code of Conduct and that you ask that your team's parents and players do the same. We expect that you come to practice prepared to make your players better. Most of all, we expect that you foster a love of the game in the kids and let them have FUN!

There is also one thing we do not expect of you. We DO NOT expect that you know everything about the game, especially if you start out coaching at the younger age groups. A lot of our really good coaches have learned by starting with their players at a beginner level and growing with them. We will try to provide you with tools and instruction on how to become a better coach.

Items included in this package:

1. Guidelines to your coaching responsibilities
2. Beginning of Season Prep/Agenda
3. Dress code for coaches
4. Tips on how to maintain the fields and keep the equipment safe.
5. Field & Batting Cage Booking
6. Details on Website tools available
7. Baseball rules
8. Information on coaching for Summer All Star baseball – coaching requirements and application process
9. Codes of Conduct for Coaches, Players and Parents
10. Other VBA policies such as how to resolve any serious conflicts with other stakeholders (coaches, parents, umpires, players, etc)
11. Contact list

COACHING RESPONSIBILITIES

- All coaches for Vernon Baseball Association are required to undergo an Electronic Criminal Records Check. This is a very easy process and is done online. Please start the application process as soon as you can so you can be cleared to coach before the season starts. Go to the “Coaches” tab on the website and follow the link. There is no need to go to the RCMP office.
- It is the Coaches' responsibility to follow the VBA Coach's Code of Conduct and all of our policies. They are also responsible for reviewing the parent and player codes of conduct with their teams at the beginning of the season. All codes can be found at the back of this package and on the website under the “Policies & Forms” tab.
- Home Teams are responsible to prepare the fields for play. It is also the home team's responsibility to return all equipment to the storage facilities and lock them up. Coaches should find a team parent to help coordinate team responsibilities.
- A Coach must be prepared to spend time practicing with their team in order that the players have a chance to develop skills and team spirit. As the season progresses practice sessions may vary in duration and frequency. Please see the website under the Coaches tab for example practice plans.
- Coaches are responsible for picking up team equipment bags and returning them (cleaned out) at the end of the season to the respective Division Director.
- Coaches of PeeWee AA, Bantam, and Midget are required to gather all VBA jerseys from players and return them cleaned at the end of the season to their respective Division Director.

If you have any questions about coaching or organizational issues, please ask your Division Director.

Although it is not mandatory for new coaches, Vernon Baseball Association encourages ALL returning coaches at all levels to complete a minimum of NCCP Initiation Coach Trained Status. VBA will pay for all coaches who participate in any coaching level courses. NCCP certification is required, if you wish to coach at any level of Summer All Star baseball for VBA (see table below for details)

In some instances, a Coach may have to prepay their fee and then be reimbursed by VBA.

Please see the VBA calendar on the website or visit NCCP at www.coach.ca for dates and locations of planned certification sessions.

NCCP CERTIFICATION

Rule 11.01 (A) – Coaches and Manager Certification (from BC Minor Baseball Rulebook)

11.1 (A) Coaches and Managers Certification

Level	Initiation in Training	Initiation Trained	Regional Trained	Regional Certified	Provincial Trained	Provincial Certified
18U AAA					Other Coaches	Head Coach
18U AA			Other Coaches	Head Coach		
15U AAA					Other Coaches	Head Coach
15U AA			Other Coaches	Head Coach		
15U A		Other Coaches	Head Coach			
13U AAA			Other Coaches	Head Coach		
13U AA			Other Coaches	Head Coach		
13U A		Other Coaches	Head Coach			
11U (All)		Other Coaches	Head Coach			

If you do wish to coach Summer All-Star baseball, applications must be in October and coaches will be selected by November 1st by the Executive. Therefore, please plan on having these NCCP requirements completed or in the works by that date. VBA from time to time will host some NCCP clinics but dates will be determined at a later time and will be posted on the website. The Coaching Application for summer ball can be found on our website under the “Coaches” tab. Please complete and forward to your Division Director.

Beginning of Season Preparation

At the beginning of the season, please plan on having a meeting with all of your parents to discuss what the season is going to look like. Below is a sample of an agenda that could be used for that meeting.

Sample Parent/Guardian Meeting Agenda

1. WELCOME AND INTRODUCTIONS

- Review background as athlete, coach, parent, etc.
- Review Codes of Conduct (Coach, Parent, & Player)
- Practice and game schedule
- Talk about required equipment
- Phone lists
- Website communication

2. COACHING PHILOSOPHY

- Discuss what the team values will be.
- Dealing with mistakes in competition/Team mistake ritual
- Policy on playing time, missing practices, etc.

3. GOALS AND HOPES FOR THE SEASON

- Coaches Goals & Hopes
- Parent Goals & Hopes

4. ASK FOR VOLUNTEERS

- You will need to identify Team Parents that will help score keepers, help maintain the field before and after games and help with Game Write-ups for the local newspaper, etc.

Dress Code

Coaches

- Practices: All coaches participating on the field will wear baseball appropriate attire.
- Games: All coaches participating on the field will wear VBA/Team Shirt, and VBA/Team hat.

Player Uniforms

- VBA provides the uniforms for players in each division.
- With the exception of 7U, 9U, 11U and 13U A; the jerseys issued at the beginning of the season are to be returned (washed and on a hanger) by the players.
- Players are to wear jerseys, pants and hats issued to every game.

Field Maintenance

General Tips:

- The coaches are responsible for ensuring all field maintenance is completed before they leave the field. Coaches must also ensure that all gear is put away in the appropriate lockup in an organized fashion.
- All gear **MUST** be returned to its proper storage location at the end of every game or practice. Please ensure to secure keys in the appropriate lock box as well.
- Have the kids help out in completing the field prep – these are their fields!
 - Exception: **NO** players are to drive the tractors at Creekside. All 15U and 18U players must be trained to operate the machines and must be used in a safe supervised setting at Marshall Field.
- Home teams are responsible for prepping the field prior to and after any games. This includes placing bases and chalking foul lines and the batter's box. If you don't know how to do it there will almost always be someone around the field who does. Just ask.
- **All coaches must attend the preseason Coaches meeting which will address all field maintenance meeting prior to the start of the season. This meeting will help clarify any questions and will lay out the expectations and walk through the field maintenance requirements and equipment to accomplish the tasks.**

General Field Maintenance (All Fields)

Daily Routine after Practice and Games:

RULE #1 – Have the kids help out as much as possible. Make this an expectation at the beginning of the season

RULE #2 – Coaches DO NOT give out the lock codes to anyone including players and umpires. This can and has led to break-ins and damage or theft of our equipment.

- Remove the bases and replace the base anchor sleeves before dragging the field
- Drag the fields with the rakes (Lakeview) or tractor (Creekside & Marshall) at the end of every game or practice.
 - Keep the drag at least 18 inches away from any grass interface with the shale infield. Dragging shale over grass causes build-up of shale under the grass, creating a lip around the infield. This causes dangerous hops on ground balls!!
 - The outside and inside edges of infield manicured with a rake - not dragged.
 - Perimeter grass of infield swept - dirt back on dirt.
 - **Do not** drag dirt on to grass. Stop drag on the dirt - then remove and rake flat.
- Infield lines, pitching mound and home plate areas can be raked by the kids.
- Rake or sweep loose dirt off grass along base paths, mound circle, and infield edge
- Rebuild the bull pen, mound and home plate area
 - Mound raked UP toward the rubber. Hole in front of the rubber - sweep out loose material and replace with clay. Pack TIGHT with tamper. Cover lightly with shale. Same for landing areas on the mound and batters boxes.
- Replace and tamp any loose divots in turf areas
- Dispose of trash in and around field and bleacher areas
- Clean and sweep out both dugouts
- Lock up gear in the shed (wherever you found it) at the end of each game or practice. Coaches are responsible to make sure this happens.
- **Ensure all gates to the field and dugouts are closed and locked if necessary**
- **Finally, it is required in all 11U, 13U, 15U and 18U level games that after each game the Home Team and Away Team are responsible for sending the final score to the Division Director while copying the opposing team coach. This will ensure accuracy and allow the Division Director to keep an accurate Standings.**

- **It is also required that a Game Write-up be completed on the website and submitted for potential use in the local paper. This helps create buzz with the kids and increases the positive coverage of baseball in the community. This is a great task for a Parent helper to take on at each game.**

Additional Field Maintenance

Armoury Park, Beairsto Fields, or Lavington Parks

- Lock up gear in the gearboxes at the end of each game or practice and make sure the lock boxes are completely shut and locked as well. Coaches are responsible to make sure this happens.

Lakeview

- Ensure all items are returned to the lockup and put away properly. Ensure door is locked and keys are returned to the lock box.

Creekside Parks

- Ensure the batting cage is secured and locked up after each use of the main field.

Marshall Fields

- Tarps need to put back on the field after each use.
- DO NOT leave the key in the tractor. Please return it to its proper location.

Field Booking and Cancellations

Bookings:

1. Look at main field schedule on the website section “Calendar” for field availability.
2. Send a request with field, date, time and team, to your Division Director who will then forward the request to the President.
3. The Division Director will then confirm with the coach all the details once it is determined that the request can be fulfilled. The President
4. may have to contact the City to confirm field availability.

Cancellations and rain outs:

1. **IMPORTANT** – Let the Division Director know ASAP when a game is rained out or cancelled for any other reason.
2. Any games cancelled can be rescheduled with the assistance of the Division Director. Refer to “Bookings” above for the process of rescheduling.

Batting Cages

Please note that we are now taking Bookings of the batting cages (both at Creekside (outdoor) and at Marshall Field (indoor and outdoor)). The calendar on the Vernon Baseball website will have updated information regarding availability. Once confirmed the key code will be given to you.

For the good of the association, if you find you cannot use a previously-booked time, please notify your Division Director and President to remove your team name from the booking schedule ASAP.

- Booking of the batting cages is based on the honor system. The code to access the batting cage will be provided to you by Vernon Baseball, when your reservation request is approved. Giving a key code to a 3rd party is NOT PERMITTED. Anyone found to be giving their key code to an unauthorized person will have their Batting Cage privileges revoked.
- Reservation requests for the outdoor cages should be emailed to your Division Director. Approved requests will be placed on the Vernon Baseball website calendar by the appropriate Division Director (Creekside Cage – Pee Wee 13U, Mosquito 11U or Tadpole 9U and Marshall Field Outdoor Cage – Midget 18U or Bantam 15U) and only then are they considered official & confirmed.

- Reservations for Marshall Field Indoor Batting Cage should be emailed to the President. The President will place approved requests on the Vernon Baseball website calendar and only then are they considered official & confirmed.
- Clean indoor shoes must be worn in the Indoor Cage at all times. Each user must sweep the cage at the conclusion of their session.
- No CLEATS (metal or plastic) are allowed in the Marshall Field Indoor Batting Cage.
- No spits, tobacco, spitting etc in any cage at any time.
- A supervising adult (coach or parent) must be present & responsible at all times while players (regardless of age) are using the cage.
- Batting Cage sessions cannot begin before 6:00 AM and must end by 10:00 PM.
- Individual reservations will "not" be accepted for any session more than 2 weeks in advance.
- Batting Cage times are for a maximum session of 3 hours.
- All times not officially reserved by another team are welcome to be used by any team on a first come basis.
- FOR THE GOOD OF THE ENTIRE ASSOC, PLEASE DO NOT BOOK BATTING CAGE TIMES YOU WILL NOT USE.
- Any abuse of the booking system or misuses of the batting cage, including giving the access code to unauthorized 3rd parties will result in batting cage privileges being revoked.
- Coaches and Assistant coaches may book the batting cage in the off season free of charge for registered players using the same guidelines as above.

Batting Cage Cleanup

To ensure the long term use of our batting cages and to protect our investment, please make sure you clean up the batting cages and leave them better than how you found them.

- Sweep out of the batting cage as needed
- Replace screens and nets to proper locations
- Pick up all baseballs and return them to their proper place
- Pick up and dispose of all trash

- In the case of the Creekside (outdoor) cages – place the nettings and plate back into the lockup and ensure all doors are locked and keys returned.
- If the Creekside cages begin to get covered in weeds, please contact the Field Director or Division Director to have the city come and treat them.

Website

Instead of sending out individual emails to parents about games or practices, our website has all the communication and scheduling tools you need built in. Please utilize this tool to improve communication with the team and it should save you time as a coach from some of the more remedial questions about times and locations of practice and games.

Other Documents:

Many other helpful documents like can be found on the website under the related tab or “Policies/Forms”

Examples:

Uniform Policy

Evaluation forms

Suggested Equipment

Tournament Policy

If you have any other questions please contact your Division Director.

BASEBALL RULES

General

The rules of baseball that VBA follows are determined by the following hierarchy:

MLB Rules: (http://mlb.mlb.com/mlb/downloads/y2015/official_baseball_rules.pdf)



Baseball Canada Modifications:

([https://www.baseball.ca/uploads/files/2015%20Rule%20Book,%20White%20pages%20\(back%20section%20is%20Cdn%20Content\).pdf](https://www.baseball.ca/uploads/files/2015%20Rule%20Book,%20White%20pages%20(back%20section%20is%20Cdn%20Content).pdf))



BC Baseball Modifications: (found under RuleBook on the BC Minor Website)



“House” Rules – for the Mosquito Division, “House” rules will be determined and provided by the Division Directors. For all of the other Divisions (Pee Wee and above), “House” rules will be determined by the Division Directors of all Associations participating in the interlocked league schedule. These will be provided to coaches by your coordinator.

Note: If any House rules conflict with those in the BC Minor Rulebook, the above hierarchy holds and the House rule is not valid.

Important Rules to Know

1. BC Minor Rule 13: Code of Conduct - Manager, Coach, Player, and
2. BC Minor Rule 22: Administration of games
3. BC Minor Rule 24: Pitching rules (Mosquito and above)
4. BC Minor Rule 25: Fair Play Rule
5. BC Minor Rule 26: General Playing Rules

VBA CODES OF CONDUCT AND
CONFLICT RESOLUTION POLICY

COACH'S CODE OF CONDUCT

VERNON BASEBALL ASSOCIATION

COACH'S CODE OF CONDUCT

The player/coach relationship is a privileged one. **Coaches** play a critical role in the personal as well as the athletic development of their players. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. **Coaches** must also recognize that they are conduits through which the values and goals of the Vernon Baseball Association are channeled. Thus how a player regards playing baseball is often dependent on the behavior of the coach.

A **coach** must not exploit this privileged relationship with players for personal, ideological, material or other advantage.

Coaches are responsible for their own behavior as well as that of their players. This **Code of Conduct** has been developed to aid coaches in achieving a level of behavior that will allow them to assist their players in becoming well-rounded, self-confident and productive citizens.

As a coach in the VERNON BASEBALL ASSOCIATION I promise to:

1. Review the relevant VBA Codes of Conduct with both the players and parents of my team. I will demand that my players and/or assistant coaches and parents respect and abide by all relevant VBA Codes of Conduct.
2. Ensure that all players and assistant coaches are knowledgeable in all rules and regulations pertaining to the baseball league in which my team will be playing.
3. Place the emotional and physical well-being of my players and game officials ahead of any personal desire to win.
4. Remember that I am a youth coach and the game is for the benefit and development of the children.
5. Always keep the players best interest at heart and will do my best to teach them, through a positive attitude & fair play; the skills of baseball and sportsmanship.
6. Be fair and just and not criticize players publicly. I will treat each player with respect and as an individual.
7. Treat every player and game official with respect & dignity.
8. Praise and encourage all of my players.
9. Always strive to maximize the individual potential of each player, while respecting each player's level of commitment, and to provide an equal opportunity to all players.
10. Develop a team spirit and encourage each player to support one another.
11. Respect games officials, and encourage each player to support and respect the game officials.
12. Do my best to organize practices that are fun and challenging for all players.
13. Use coaching techniques appropriate for each of the baseball skills I teach.

14. Not use profanity at any time during practices and or games.
15. Provide a drug, alcohol and smoke-free sports environment for our children and all children participating in the sport of baseball. Do my best to create and maintain an enjoyable atmosphere for players, game officials and parents.
16. Not condone bullying of any team member. I also commit to take the appropriate action to resolve any instances of such behavior in a fair, consistent, and timely manner.
17. ALWAYS put the children's safety, care and feelings ahead of my own.
18. Do my best to provide a safe and secure facility.
19. Review and practice the necessary first aid principles needed to treat injuries of my players.
20. If I observe any violations of this Code of Conduct by other coaches or those to be followed by either Parents or Players, I will abide by and adhere to the VBA Conflict Resolution Policy in dealing with the matter of concern, if necessary. (Please refer the www.vernonbaseball.com for this Policy)

Please note that it is important that you have read and understand this VBA Code of Conduct as described above. Any failure on your behalf to comply with the above may result in a temporary or permanent removal from all VBA sponsored activities and negation of my coaching privileges.

PARENT'S CODE OF CONDUCT

VERNON BASEBALL ASSOCIATION

PARENT'S CODE OF CONDUCT

As parents and spectators we must remember that our coaches and are doing the best that they can to teach the players the game, rules, and to act properly on and off the field. The Vernon Baseball Association appreciates the job they are doing and expect parents to acknowledge their efforts as well.

Everyone participating in the Vernon Baseball Association whether as players, coaches, officials, parents or spectators, is entitled to do so in an environment of courtesy and safety.

Parents and spectators are encouraged and welcomed to attend all games and special functions hosted by the Vernon Baseball Association.

As a parent in the Vernon Baseball Association I promise to:

1. Provide positive support, care, and encouragement for our children participating in the VBA and all other children participating in the sport of baseball.
2. Encourage good sportsmanship through demonstrating and providing respect for all players, coaches, umpires, parents and the public at large at all games, practices and events.
3. Encourage and teach our children to always treat all players, coaches, parents, fans and officials with respects.
4. Encourage and promote a team spirit and will endeavor to have our children attend all games, practices and events related to the baseball season.
5. Place the emotional and well-being of our children ahead of any personal desire to win.
6. Demand a drug, alcohol and smoke-free sports environment for our children and all children participating in the sport of baseball.
7. Always remember that the game and the experience is for the children.
8. Discuss any differences with coaches, fans and officials away and distant from all children in a calm and dignified manner. Understand that the coach is in charge and has the position of authority over the children during games, practices and events.
9. Always remember to be a positive example in all respects of the sport of baseball for the children.
10. Not accept or participate in bullying of any player, coach, official, or other parent physically, verbally, or emotionally.
11. Be responsible for the behavior for any guests I may invite to participate in or observe a VBA event and ensure they behave in accordance with this Code.
12. If I observe any violations of this Code of Conduct by other parents or those to be followed by either Coaches or Players, I will abide by and adhere to the VBA Conflict Resolution Policy in dealing with the matter of concern. (Please refer the www.vernonbaseball.com for this Policy)

Warnings and Ejections

Any parent or spectator engaged in profane, rude or threatening speech, gestures or actions are subject to **ejection** from the park by the umpires or a member of the Board of Directors of the Vernon Baseball Association.

Umpires have been given the authority by the Vernon Baseball Association to determine whether a game continues; the game may be suspended or forfeited until or terminated unless, the violator ceases his or her conduct or leaves the park following their ejection. The coach of the team (home or visitor) with the violator is responsible to direct their affiliate from the park to avoid forfeiture or suspension of their game.

Medical information disclosure by parents

It is the responsibility of parents to disclose medical information regarding a player.

- a. Parents must notify coaches of any pre-existing medical condition(s) such as a heart condition, past concussion, etc. prior to a player working out with a team
- b. Parents must notify coaches immediately of any existing medical condition(s) that has become known.
- c. Parents who do not report medical condition(s) of a player to coaches will not be eligible for VBL insurance coverage.

Please note that it is important that you have read and understand this VBA Code of Conduct as described above. Any failure on your behalf to comply with the above may result in a temporary or permanent removal from all VBA sponsored activities.

PLAYER'S CODE OF CONDUCT

VERNON BASEBALL ASSOCIATION

PLAYER'S CODE OF CONDUCT

The actions of players are a reflection of themselves, their team, the Vernon Baseball Association and their community. A player's involvement in baseball provides opportunities and experiences that are important to the development of a well- rounded individual; however, players must remember that their participation in baseball and functions of the Premier Baseball Association is a privilege, not a right.

As a player in the Vernon Baseball Association I promise to:

1. Have and show a positive attitude and be responsible during my participation in the VBA.
2. Practice and encourage good sportsmanship with all players, coaches, umpires, officials and parents at every game, practice and event.
3. Realize that I have a responsibility as a member of a team sport and will do my best to support the team throughout the season.
4. Do my best to listen and learn from my coaches.
5. Treat not only my coaches but also all coaches, teammates, opposing players and game officials with respect and I will expect to be treated with respect in return.
6. Understand that I deserve to have fun during my baseball season and will alert parents or coaches if it stops being fun or an enjoyable experience.
7. Understand that I deserve to play in an alcohol, smoke and drug free environment and expect all participants to respect my wishes.
8. Encourage my parents to be involved and support my team and me in some capacity, as it is important to me.
9. Always try my best.
10. Do my very best in school.
11. Remember that baseball is an opportunity to learn and to have fun.
12. Attend every practice, game and team event that is possible and will give my coach reasonable notice prior to practice, game or event, if I am unable to attend.
13. Always try to be on time for games and practices.
14. Respect the officials and will accept their decisions without incident and will abide by the rules.
15. Agree to refrain from foul language, taunting, and talking disrespectfully.
16. Not accept or participate in bullying of any player physically, verbally, or emotionally.

Please note that it is important that you have read and understand this VBA Code of Conduct as described above. Any failure on your behalf to comply with the above may result in a temporary or permanent removal from all VBA sponsored activities and negation of my playing privileges.

Conflict Resolution Process

VERNON BASEBALL ASSOCIATION

Conflict Resolution Process

Revised: Dec 5, 2016

The Executive Committee members of the VBA recognize that disagreements are a normal by-product of participation in any organization, including minor sports. VBA has a responsibility to all stakeholders in the program (players, parents, coaches, Executive Committee members) to ensure that matters of concern are investigated and discharged in a fair, timely, and appropriate way. We commit to providing a mechanism to allow all parties to find a fair resolution through a transparent process.

This policy should be followed in any of the following instances:

- Any VBA stakeholder perceives that a violation of any of the codes of conduct (Player, Coach, Parent) of the VBA has been committed
- There is a disagreement about the manner in which any baseball rules are applied or There is a disagreement about the manner in which any VBA policies are applied
- Outlined below are the steps that Parents, Players and Coaches should use to deal with any conflicts that arise. It is imperative that all steps are followed in the proper order.
- Should it be determined that a transgression has occurred that necessitates a remedy, all parties should be aware that the resolution to a problem may include serious consequences. Serious issues may affect a player's eligibility to play in the VBA, a parent's ability to participate in VBA events, and a coach's ability to participate in a leadership role in the VBA.
- All stakeholders should be aware that all allegations of a serious or criminal nature will be reported immediately to the police or relevant agency and will not be investigated by the VBA.

Note: Strict confidentiality, impartiality, fairness and due process must be observed.

Step 1: Coaches/Parents should address any concerns by dealing directly with the person involved.

1. Wait 24 hours after the event or conflict (except in cases where immediate action to deal with a serious matter is concerned, e.g. abuse, harassment)
2. Write out the facts of the conflict or concern on paper

3. The Coach/Parent shall contact the other party and ask to meet outside of normal practice/game times, as soon as possible after the event/concern. The parties should meet within 48hrs of the request being made to discuss the issue. A good time would be after a game/practice or on an off-day
4. Parents or Coaches requesting a meeting should bring their written, specific concerns to this meeting, not simply complain about general issues related to the team.
5. If the issue is resolved at the meeting there is no need for further action by the VBA, however the Parent(s)/Coach(es) should document that an issue was raised and resolved. The Coach should then notify their respective Division Director of the resolution of the issue.

This should all take place within 3 days of the event/conflict.

If Step 1 does not resolve the issue then both parties must put their concerns in writing (or email) and forward these notes to the Division Director and the Vice President within 24 hours.

Step 2: Involve Division Director and Vice President or President if Necessary

If the Parent and Coach cannot agree on a resolution in Step 1, the Division Director and Vice President or President will arrange to meet with the parties within 3 days of receiving letters from both parties describing the conflict and suggested resolutions.

The Division Director and Vice President or President should gather information as necessary to ensure they have a clear understanding of the facts. If there is a dispute over the facts, statements from witnesses and other relevant evidence will be obtained.

If the parties reach agreement on a resolution at this conference there is no need for further action. The Vice President or President and Division Director should inform the Executive in writing that a formal complaint has been brought forward, that a meeting has been held, and that a resolution has been reached.

If the Division Director and Vice President or President cannot help the parties to reach a mutually agreeable resolution they will forward the letters from the parties to the Executive, along with their notes on the matter.

This should all be done within 7 days of the event/concern

Step 3: Involve Executive Committee

If the issue is not resolved in Step 2 the Executive Committee will meet as necessary to determine a fair resolution to the issue.

The Executive's decision will be conveyed to the parties involved, in writing, along with a clear explanation of the rationale behind the decision and any penalties that are applied.

The potential consequences are detailed in the paragraph below.

A report documenting the Complaint, summarizing the Investigation Process, and the outcome including any penalties assessed will be prepared and filed.

This report should include any recommendations for future actions.

This should be completed within 14 days of the event/concern.

Potential Consequences

All parties involved with the Vernon Baseball Association should be aware of the consequences from actions deemed inappropriate, including:

- verbal apology to parties involved (with Director's witness)
- written apology to parties involved (and copy to the Executive)
- temporary ban on attending VBA events (parents or players)
- permanent ban on attending VBA events (parents or players)
- temporary suspension of coaching privileges (Spring season) (e.g. 1 game or more, 1 week)
- full season (or remainder of season) suspension (Spring season)
- suspension of coaching privileges (Summer ball season)
- suspension of coaching privileges (next Spring season)
- suspension of coaching privileges (permanent)