



OAKVILLE A's REPRESENTATIVE TEAM MANUAL

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BASEBALL
OAKVILLE
EST. 1963



OAKVILLE A's REPRESENTATIVE TEAM MANUAL

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Section 1 – **Baseball Oakville Disclaimer**

1. Athletes, their parents, coaches, umpires and volunteers are asked to read and understand the Oakville A's Representative Team Manual (the "Manual") as posted on the Oakville Minor Baseball Association ("OMBA" or "Baseball Oakville") website before participating in the Oakville A's Representative ("Rep") program. Rep players, coaches, umpires, volunteers and parents are obligated to be knowledgeable and supportive of these policies and procedures.
 2. This Rep Manual provides a framework from which the Board of Directors, VP of Rep, Rep coaches, athletes, their parents, umpires and volunteers can best work together for the benefit of the overall program. Although it is intended to be comprehensive in nature, there will inevitably be situations that occur, that are not outlined in this handbook. Coaches, athletes, and parents should always use good common sense in handling any situation.
 3. The overall goal of Baseball Oakville is to deliver a full range of baseball programs for the residents of Oakville, that:
 - A. Provides an opportunity for athletes to develop and achieve with teammates;
 - B. Creates an understanding of the proper definition of a team - a collection of players united in the pursuit of a common objective, and of which each player is an integral member;
 - C. Have an enjoyable season;
 - D. Provides experiences that balance fun, safety, individual athletic abilities and satisfaction from team achievements;
 - E. Builds character, self-esteem and personal confidence through performing as a team;
 - F. Assists all players to develop the skills and techniques of baseball; and
 - G. Develops and blends the particular skills of each individual into successful team play.
 4. Baseball Oakville believes that everyone involved in youth sports has a responsibility to model healthy behavior. Baseball Oakville strongly endorses the OBA standard that coaches, players, parents and spectators should maintain a drug and alcohol free environment at all youth sporting events. Accordingly, smoking or alcohol use at any Baseball Oakville sporting event or practice is prohibited.
 5. Baseball Oakville strives to see that its objectives and values are expressed by everyone associated with its programs. The operating principles that have been established are to be used to exemplify the spirit of these principles in all we do. Oakville Minor Baseball Association.
 6. **Baseball Oakville reserves the right to make exceptions to the guidelines, rules and principles outlined in this document based on a situation's specific facts.**
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Section 2 - **Oakville A's Rep Baseball Program Overview**

Baseball Oakville has been providing quality baseball in Oakville since 1963. The OMBA offers House League, Select and Rep baseball programs for the youth of Oakville, from ages 4 to 21. Further information on the BASEBALL OAKVILLE and its programs is available at www.baseballoakville.com.

Baseball Oakville operates the Oakville A's, the official Rep baseball program in our community. The Oakville A's play in the Central Ontario Baseball Association ("COBA"). COBA is an official affiliate of the Ontario Baseball Association ("OBA"), which is the official governing body for baseball in the province of Ontario, and recognized as such by Baseball Canada.

The Oakville A's operate teams in 10 divisions, according to a player's age:

Age Series	Age	Birth Year for 2014 Season
Junior Rookie Ball	7-8	2006, 2007
Rookie Ball	9	2005
Minor Mosquito	10	2004
Major Mosquito	11	2003
Minor Peewee	12	2002
Major Peewee	13	2001
Minor Bantam	14	2000
Major Bantam	15	1999
Minor Midget	16	1998
Major Midget	17-18	1996, 1997
Junior	19 -21	1993, 1994, 1995

PLAYING BASEBALL FOR THE OAKVILLE A'S IS A DESTINATION, NOT A STEPPING STONE TO ANOTHER ORGANIZATION



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2.1 Mission Statement

The Oakville A's Rep baseball program will deliver an **elite baseball** development program for players ranging in ages from 7 to 21.

Elite will be defined by the:

1. Quality and depth of baseball coaching provided
2. Opportunity to train year round
3. Ability to compete against the best
4. Opportunity to develop in a competitive and supportive environment
5. Exposure received by a player to showcase their talent

The outcome of our **elite baseball** development program will be to maximize the talent and opportunity for each of our Rep baseball players. We strive to provide the best baseball environment available to an Oakville based ball player.

2.2 Long Term Athlete Development

Long-Term Athlete Development ("LTAD") is based on sport research, coaching best practices, and scientific principles. LTAD expresses these principles, research, and practices as 10 Key Factors essential to athlete development. <http://canadiansportforlife.ca/learn-about-canadian-sport-life>

To optimize the development of players, we need to take advantage of the best sport science and best practices in coaching and training. LTAD does this by codifying important elements of sport science and coaching practices into the 10 Key Factors of LTAD:

1. Excellence Takes Time
2. Fundamentals
3. Specialization
4. Developmental Age
5. Trainability
6. Physical, Mental, Cognitive and Emotional Development
7. Periodization
8. Competition Planning
9. System Alignment and Integration
10. Continuous Improvement



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Baseball Oakville's Rep Program will be following closely the advice Baseball Canada will provide on training athletes and baseball players.

From the Baseball Canada website - http://www.baseball.ca/eng_doc.cfm?docid=319

Long Term Athlete Development ("LTAD") is a systemic approach being developed and adopted by Baseball Canada to maximize a participant's potential and involvement in baseball. The LTAD framework aims to define optimal training, competition and recovery throughout an athlete's career to enable him/her to reach his/her full potential in baseball and as an athlete. Tailoring a child's sports development program to suit basic principles of growth and maturation, especially during the "critical" early years of their development, enables him/her to:

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

The LTAD model is split into stages in which a player will move from simple to more complex skills and from general to baseball related skills. For example, a beginner may start by learning basic throwing and hitting actions and then once this has been mastered he/she will progress onto more advanced skills.

This framework will set out recommended training sequences and skills developments for the participant from the Active Start stage (5 and under) to the Active for Life Stage (adult recreational). It will address the physical, mental, emotional and technical needs of the athlete as they pass through each stage of development.

Where has it come from?

A combination of recent research and the knowledge of coaches from around the world are being used to write the LTAD model. The program will be sport-science supported and based on the best data and research available. Our work will be based on the work of Canadian sport scientists, such as Istvan Bayyi, and focuses on key, common principles of individual development, which many sports organizations consider good practice in long-term planning for athletes.

Many leading sports stars have also attributed part of their success to participating in different sports and activities at a young age by giving them a wider base of sports skills. Our goal will be to develop our players to their maximum potential by training and enhancing all the athletic skills that contribute to their success.



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What will this mean for your child?

During your child's first few years of baseball, the emphasis will be on physical literacy. Time should be spent learning the ABC'S of athleticism (Agility, Balance, Coordination and Speed) to teach them how to control his/her own bodies. For this reason, your child may take part in exercises that do not look relevant to baseball but are supporting their development. Games and other sports will teach your child to throw the ball (basic hitting actions), catch it (hand-eye coordination), change direction and run properly. At each stage the child will be trained in the optimal systems and programs to maximize his/her potential as a ballplayer and as a long-term participant in sport.

What has this got to do with baseball?

Baseball Canada is looking to provide children with the all skills needed to take part in physical activity throughout their lifetimes. We are looking further into the future than teaching the skills to win games or tournaments tomorrow if it may have a detrimental effect on them taking part at a later age.

It is thought that taking part in baseball-specific training too early can lead to an early drop out rate, create muscle imbalances and also neglect teaching the fundamental skills needed for most sports. In fact, research shows that early specialization in most team sports results in these outcomes.

Research has also shown that it is during childhood that people are best at learning physical skills. For this reason we are advising coaches and parents to teach transferable skills first that will allow your child to become proficient in a number of different sports and therefore increase their chances of being physically active throughout their lifetime. For example, if your child learns to catch and throw a ball successfully, an avenue to take part in other ball sports is opened.

2.3 Code of Conduct

As a general rule, Coaches, Players, Parents, Umpires and Volunteers are expected to follow the guidelines outlined below:

Coaches will:

- Treat all players, parents, coaches and umpires with respect and promote good sportsmanship at all times
- Agree to fair play as defined herein
- Agree that fun and development is first and foremost



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- Not unduly criticize the umpires nor place blame on the umpires for any reason
- Encourage players in a positive manner and strive to suppress criticism
- Make the time to address concerns or conflicts expressed by players and / or parents
- Be cautious and safety-conscious in regards to all aspects of practices and games and will abide by parents' and / or physician's limitations that may be placed upon a player
- Not give up on the team during a game
- Notify players and parents of any changes in practices, games or meetings in a timely manner
- Explain with a player and parents, in a timely manner, and prior to the fact, any changes that will directly affect a player's role on the team
- Be responsible for maintaining control of the players during Baseball Oakville activities under their control
- Notify the player's parents at the end of a practice/game of any pending disciplinary action by Baseball Oakville or the Coach
- Be the one that confers with the umpires and/or officials when a dispute or question arises.

Head Coaches are:

- Responsible for the conduct of Assistant Coaches, players, parents and spectators. Upon request of the umpires, the Head Coach may take whatever action is necessary to allow the game to continue;
- The Head Coach has the ultimate responsibility and accountability in the running of his team; therefore:
 - A. A coach in Baseball Oakville must not be under the influence of alcohol prior to or during practices or games, or while responsible for the transportation of players;
 - B. A coach may not use illegal drugs or smoke at any time while representing Baseball Oakville in any capacity;
 - C. A coach must not use abusive or vulgar language in the presence of officials, players, parents or spectators; and
 - D. A coach must not physically or verbally abuse any player, official, parent or spectator.

Players will:

- Realize that their coach will follow fair play and not equal play guidelines
- Treat all players, parents, coaches and umpires with respect and promote good sportsmanship
- Not criticize the umpires nor place blame on the umpires for any reason
- Attend all practices and/or games ready to participate at the agreed upon time unless unable to attend due to conflicts, injuries or emergencies
- Remain in the dugout during games when not in the line-up and will ask the coach for permission if they need to leave the dugout



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- Help maintain order and cleanliness of our dugout, by picking up any loose equipment and refraining from any horseplay
- Leave the dugout neater than when they found it
- Maintain focus in the dugout during games and practices by requesting that friends and family speak to them after the game
- Not ask a coach during a game or practice questions regarding playing time or position(s), but will ask such questions in private either beforehand or after a game
- Be supportive of coaches and teammates at all times by offering positive comments and refraining from making negative comments or placing blame
- Give their best effort at all times, exhibited by hustle (running on and off the field) and a positive attitude whether in warm-ups, practices or games, whether winning or losing
- Treat personal and team equipment with respect at all times, placing items in the proper place and position in the dugout
- Come to the coaches with any problems or concerns regarding conflicts with a teammate
- Obey instructions given by a coach (and parents helping) without having to be told twice, talking back or arguing within reason
- Not throw a bat, helmet or any equipment at any time
- Not argue or talk disrespectfully to any coach at any time for any reason
- Not use profanity at any time
- Positively refrain from using alcohol or tobacco during any Baseball Oakville activity. In addition, will not use performance-enhancing drugs of any kind at any time.
- Maintain acceptable grades per my parents' expectations and understand that the lack of satisfactory progress is a reason for their parents to not allow their participation
- Adhere to the curfew during away games that is set by the coaches, that will be strictly enforced, and will not bring visitors into hotel rooms when on road trips without permission from their manager
- Enjoy yourselves! The friends you make this year will last a lifetime and remember that success is not only measured in wins.

Parents will:

- Treat all players, parents, coaches and umpires with respect and promote good sportsmanship
- Agree that fun and development is first and foremost
- Encourage players in a positive manner and strive to suppress criticism
- Not unduly criticize the umpires nor place blame on the umpires for any reason
- Support the players and coaches in a fashion which will allow them to achieve the above.



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Note: The penalty for unsportsmanlike conduct is under the jurisdiction of the umpires, officials and/or the Head Coach. Any player, coach, parent or spectator who becomes an offender and is ordered from the playing area, must comply immediately or the game is subject to forfeit;

2.4 The Outcome

The Oakville's A's Rep program will produce:

1. Teams and players that are well trained and developed
2. Teams and players that are well coached
3. Players and coaches that are well prepared to play or coach the game
4. Teams that play hard and fair, and its players are good competitors
5. Teams and players that show respect for their competition, umpires and parents
6. Teams that are difficult to play against because of the above



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Section 3 - Principles of Representative Baseball

Representative baseball is, by its nature, more competitive than House League. The competition against other communities and amongst players for a spot on the roster can be, at times, very intense. We believe that healthy competition is good for both the individual and the team. It inspires top performance and, in the appropriate environment, will allow the player to thrive on rising to the level of competition required and will test their skills against the very best players.

While we encourage fostering a winning attitude, winning is one of several goals to be pursued. Others, no less important, include: developing individual skills and talents; having fun; learning more about the game of baseball; learning to be gracious athletes, win or lose; and developing a "TEAM" approach, which players can take into their adult careers.

Teams are made up of a wide range of individuals with differing capabilities and talents. Each was selected for the team because of a particular contribution which he/she can make to the team. All players deserve the chance to become as good as they can be. This does not mean that all players must or will receive equal playing time. It does mean that playing time for all players should be fair to the team and fair to the individual player.

3.1 Structure for the Representative (Rep) System

Three levels of organization make up the Representative Baseball System, including the Ontario Baseball Association (OBA), the Central Ontario Baseball Association (COBA), and Baseball Oakville. Within Baseball Oakville, a Representative Committee forms part of the league's executive and deals with the matters of concern to Oakville's Representative teams (Oakville A's).

Each year, the Rep Committee shall delegate an individual(s) to represent Baseball Oakville on the COBA Board of Directors and/or executive.

The OBA and COBA set the framework within which our Rep teams play.

In general terms, the OBA:

- Defines the appropriate rule modifications for each age group
- Determines the age series (Rookie Ball, Mosquito, Peewee, etc.)
- Oversees all tournaments and play downs
- Controls the registration and eligibility of players and coaches.



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In general terms, the COBA:

- Makes local modifications to age series (Minor/Major) and selected rules and regulations (for league play)
- Administers the regular playing schedule and preliminary playoff rounds.

Communities with teams in COBA include: Brampton, Burlington, Erindale, Milton, Georgetown, Mississauga North (MNBA), Mississauga South (MSBA), Oakville, Waterdown and Mississauga Majors.

In general terms, Baseball Oakville:

- Provides funding for the operation of Baseball Oakville Rep teams (Oakville A's);
- Determines how coaches and teams will be selected;
- Supplies umpires, diamonds, equipment and uniforms; and
- Deals with any aspect not specified by the OBA or COBA.

3.2 Rep Streams

Baseball Oakville has an integrated program at each cohort that starts at House League and finishes at Tier 1. The Rep program will have two streams Tier 1 and Tier 2. Historically Tier 1 has been called AAA and Tier 2, AA.

Tier 1 will be Baseball Oakville's highest level of competition. Playing at this level is a commitment. Players aspiring to play AAA have made a decision to invest in themselves to maximize their talent and see where it will take them.

Tier 2 is our feeder team to our Tier 1 club. As a cohort moves through the eleven (11) age series, a player's talent matures and skill sets develop. Today's Rookie Ball Tier 2 player is likely a Tier 1 player at Peewee or Bantam. To meet that upward movement of talent, Tier 2 will heavily emphasize individual player development, including a greater exposure to positions.

How does Baseball Oakville deliver on the intended outcome?

The Tier 1 Head Coach and his staff at a particular cohort will be responsible for the cohort's program goals and execution in conjunction with Baseball Oakville VP of Rep.



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3.3 Rep Phases

Baseball Oakville trains and develops its players based on the age of the player, rules of the game, field size and experience.

Our Phase 1 programs will include players in Junior Rookie Ball and Rookieball.

Our Phase 2 programs will include players in Minor and Major Mosquito, and Minor and Major Peewee.

Our Phase 3 programs will include players in Minor and Major Bantam, Minor and Major Midget, and Junior.

How does Baseball Oakville deliver on the intended outcome?

Training and player development will be tailored to the age of our players.

3.4 Player Development Principles

- A. Every coach at the Tier 1 and Tier 2 level is responsible for developing an annual development program to be reviewed with the Rep Committee prior to October 31, 2013.
- B. The Tier 1 coach will work with the Tier 2 coach at the same age level to ensure consistency in development and teaching models.
- C. The Tier 1 and Tier 2 coaching staffs will work with the House League convenor at their age level to assist in House League and Select player development.
 - Each season every Tier 1 team will use its coaching staff, and that of its Tier 2 team, to run two player development clinics for House and Select League players of the same birth year.
 - Where a House League program does not exist at an age level, those Tier 1 and 2 teams are required to contact younger rep teams and arrange for their older players to assist (in pairs and at least once per year) with a younger rep practice.
 - Baseball Oakville VP of Rep will let all coaches know which rep levels have no House League obligations, and younger rep teams will arrange with the older coaches for older players to attend.
 - Baseball Oakville VP of Rep and VP House League will together to establish the objectives for each player development clinic.



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How does Baseball Oakville deliver on the intended outcome?

Baseball Oakville wants coaches who are interested in learning and improving themselves as baseball coaches. Our A's coaches will meet the standard established by OBA at a minimum. Baseball Oakville VP of Rep will provide not less than two training clinics annually for all Rep coaching staffs - attendance at 1 of 2 clinics is mandatory.

3.5 Player Exposure

For the Phase 3 players we will not only deliver strong development and training programs but we will expose our players to next level opportunities, which will include college and professional teams.

It is "okay" for our players to aspire to land a scholarship or be drafted - we will embrace and support a player's "dreams"

How does Baseball Oakville deliver on the intended outcome?

Our Phase 3 Head Coach, with the assistance of Baseball Oakville VP of Rep, will investigate and establish a relationship with the Minor Midget and Midget AAAA championships. Additionally, Baseball Oakville President will investigate and establish an affiliation agreement with the Inter-county Baseball League (IBL) supporting high-level player options for the junior program.

3.6 Player Training Principles

A. Fall baseball is mandatory for each team.

	<i>Phase 1</i>	<i>Phase 2</i>	<i>Phase 3</i>
Practice and exhibition games	Yes	Yes	Yes
Fall baseball season and/or tournaments	No	Yes	Yes

B. Winter training is mandatory for each team.

- Starting in early January and not less than 90 minutes per week.
- Winter training and development plans will be included in the full year development plan submitted to Baseball Oakville VP of Rep.
- A minimum of 15 weeks of training.



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- C. Baseball Oakville will have its own indoor training facility as of September 1, 2014.
- When Baseball Oakville has its own facility, it will be mandatory for each Rep teams to contribute a fixed amount per year for the right to a guaranteed number of training hours to cover the facility's cost of operations.
 - Use of third party baseball training facilities will not be allowed.



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Section 4 – **A Rep Team**

Head coaches are free to select players registered with Baseball Oakville subject to each player meeting the residency, age restrictions and eligibility for the relevant age series. Players must be (a) residents of Oakville or an approved import, and (b) play at the level designated by their age in the calendar year of the baseball season.

Also, all players confirmed to an A's Rep roster may not play in, or be signed to, an alternate baseball program roster.

4.1 **Rep Team Selection**

All players will participate in a competitive draft. All players attending tryouts will receive a fair look for team selection.

Players must:

- Tryout for the player's age series Tier 1 team first. Players not selected and cut from the Tier 1 team, will have the opportunity to play for any Tier 2 team formed following selection of the Tier 1 team (the availability of subsequent teams depends upon registration numbers and volunteers).
- Fully participate in not less than 2 tryouts to be considered for a team.

Head Coaches will:

- Not make statements at the beginning of tryouts, which infer that there are only a few spots open or that any player is assured a place on the team. In short, every spot on the team is open and must be earned.
- Select players based solely on a player's talent, dedication and coachability.
- Not cut a player for any other reason than a baseball reason.
- Be sensitive to the player's self-esteem when cuts are made.
- Head coaches will help players by being as specific as possible about the areas where improvement is needed.

When cutting or offering a roster spot to a player, Baseball Oakville uses the system of calling each player away from the broader group at the end of the tryout and speaking to both the player and their parent to either: (a) inform the player they have made the team; or (b) inform the player that they did not make the team, thanking the player for coming out to the tryout(s), and providing feedback regarding where the player needs to improve.



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4.2 Running Tryouts

The Rep team tryouts are held in September each fall with the locations for such tryouts being posted on Baseball Oakville web site and listed in local media. All participants must be residents of Oakville or fit within the residency and eligibility requirements listed below.

For the purposes of conducting tryouts for Rep team selections, baseball diamond locations are arranged yearly with Oakville Parks and Recreation.

There will be a \$20.00 outdoor tryout fee for each player to offset the cost of field permits required for Rep team tryouts. Each Head Coach will be responsible for completing a Tryout Attendance and Contact Info Form (refer to sample form included as Appendix A) to ensure each player is registered and has paid the tryout fee. Registration forms and fees are to be turned into Baseball Oakville Treasurer as soon as possible, or by the stated deadlines.

As each player or their parent registers the player, a Welcome to A's Rep Baseball Letter (refer to sample form included as Appendix B) will be handed out. The Letter allows the Head Coach to communicate the program's goal and expectations.

The emphasis at the tryouts is on evaluating the player's core skills. Appendix C is a sample Player Evaluation Form that can be used at try-outs. It is important that the Head Coach retain a copy of the evaluation of all player's that participated in try-outs.

4.3 Late Registrant

In the event a player seeks to play Rep baseball in Oakville following the completion of the Rep team tryouts and wishes to be considered for an open spot on a Rep team, arrangements will be made by the Rep Committee with the respective Rep team coaches to evaluate the player at an appropriate time and place.

If a player is added to a team's roster prior to June 30th but after the COBA regular season schedule starts, the player's Rep Assessment amount that is payable to Baseball Oakville will be pro rated based on the number of regular season games remaining.



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4.4 Imports

Baseball Oakville will allow imports as set out below:

- Import players are permitted on Tier 1 teams.
- Tier 2 teams may take an import player(s) only when there is no Oakville resident trying out for the roster spot(s). For greater clarity, the only imports on Tier 2 teams would be those who fill out an incomplete roster.
- Imports can only tryout/practice with an A's team AFTER they have a release from their organization.
- The maximum number of imports allowed by Phase is:
 - Phase 1: 2 imports
 - Phase 2: 3 imports
 - Phase 3: 5 imports
- Once an import makes an A's team, they will be treated the same as any other Oakville player

4.5 Playing Up

Except in the rare case where a Baseball Oakville Rep team is not hosted at their age group, Baseball Oakville does NOT permit playing up above a player's birth year. Our goal is to provide teams at all ages, which can develop players. Players who have been naturalized under former Baseball Oakville rules prior to November 1, 2013 may remain with their team on a grandfathered basis, provided their skill permits them to make their team's Tier 1 roster

4.6 Requirements for Number of Players

Each Rep team must carry the number of players as defined below. The minimum and maximum numbers are MANDATORY.

Age Series	Phase	Minimum Number	Maximum Number
Junior and Major Rookie Ball	1	12	14
Minor and Major Mosquito	2	12	14
Minor and Major Peewee	2	12	14
Minor and Major Bantam	3	14	25
Minor Midget and Major Midget	3	16	25
Junior	3	16	25

Baseball Oakville roster deadline will mirror the OBA's, which may be amended from time to time.



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4.7 Rep Player Movement

These guidelines apply to player movement within the Rep system and are based on the OBA official rule pertaining to Player Movement.

The position of Baseball Oakville is that any player movement will only be considered primarily for player development or safety purposes. Player movement applies only when assisting teams are at equal age series or one higher age series. Generally, such player movement would only be temporary in nature (i.e. player filling spot for another who is on vacation, injury replacement, etc.)

Baseball Oakville Rep Committee does not support downward movement of players (i.e. from Tier 1 to Tier 2 or Tier 2 to House League) after the team has been selected. A Head Coach who feels such player movement is justified or the circumstances warrant such a move, must first discuss such circumstances with the player/parents concerned and the VP of Rep. The VP of Rep will then evaluate the situation and make a final decision.

Generally player movement is allowed up to the final OBA Player Carding deadline of June 30th (first deadline is May 31st) of each season. After the roster finalization deadline, players may only move up temporarily to Tier 1 from Tier 2 or from House League/Select (carded players only) to Tier 2.

Player movement may be requested on a permanent basis (i.e. from Tier 2 to Tier 1), where serious player injury has occurred or a player has moved out of town mid-season but not after the June 30th deadline. These situations must first be presented in writing from the Head Coach to Baseball Oakville VP of Rep for consideration.

Whenever player movement is to occur, the following guidelines apply:

1. First contact is between Head Coaches of both teams before any contact or discussion takes place with the parents or player concerned;
2. Head coaches should apply some variety in player movement (i.e. not always call on the same player);
3. Except in exceptional circumstances, movement should not be from lower age series to a higher age series (i.e. Minor Peewee to Peewee); and
4. Head coaches must strongly encourage all players to support the idea of movement as described above. Accordingly, players should not be discouraged from moving.



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4.8 House League, All-Star or SOBA Player Call - Ups

To be eligible to play in COBA league games or OBA/COBA sanctioned tournament games, all Rep players must first be "carded" or registered with the OBA. All players must be carded before the first OBA tournament game. Although OBA permits the carding of additional players until the player registration deadline of June 30th (first deadline is May 31st) any additions or changes to team rosters must first be approved by Baseball Oakville Rep Committee.

OBA rules permit teams to call up House League players, which have been carded to their team at any time during the season or during playoffs. Teams are not restricted to the number of times they call up a properly carded House League player. However, Head Coaches must respect that the called-up player's first responsibility is to his House League team and Rep games must not interfere with the called-up player's ongoing responsibilities to their House League team. In addition, Head Coaches are to be informed as to any implications with All-Star and Select Ontario Baseball Association (SOBA) rules. SOBA rules indicate that a player called up for a fifth time must be removed from SOBA and placed on the OBA roster of the team for the remainder of the year.

Players registered with another Baseball Oakville Rep team in a younger age series may also be called up on a fill-in basis, with the initial approval of the player's Head Coach and VP House League. Priority must go to the carded player in the same age series.

Any player called up for a game must see some playing time when possible in that game. Players who are asked to attend a game should not be made to feel they are "forfeit insurance". On the other hand, Head Coaches should not be routinely playing call up players at the expense of regular roster players, except in the case of injury, discipline, etc.

4.9 Rep Player Release Procedures

A player is expected to play for the Rep team representing the baseball association located in the city or town the player lives in or where at least one of the player's parents reside. Accordingly, for Oakville residents, it is expected that they will play on an Oakville A's Rep team. Importantly, once a player is carded as a Rep player on a Baseball Oakville team, such player will require a written release from Baseball Oakville to play for another Rep team in the event of a move, relocation, change in family situation or other circumstances.

To apply for a Rep player release, the following procedures are to be followed:

1. Player and/or the parent(s) shall request a release in writing from Baseball Oakville's Chair of the



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Release Committee;

2. Baseball Oakville's Release Committee will in turn evaluate the request as follows:
 - Identify the player and age series;
 - Ensure the player attended Rep team tryouts;
 - Consult with the Head Coach, VP of Rep (or Head Coaches, if more than one team) for the respective age series to determine if the player in question is qualified to play Rep on an Baseball Oakville team; and
 - Release Committee to determine if the player is of interest to the team or teams in that age series.
3. If the Head Coach (or Head Coaches, if more than one team) agrees that the player in question would not have been selected for Baseball Oakville Rep team, they will advise the Release Committee, who in turn, will issue a written release to the player;
4. If the Head Coach (or Head Coaches, if more than one team) feels that the player in question is capable of playing Rep and has an interest in selecting the player, no release will be issued and the player will be requested to attend team practices and/or events; and
5. Once a player receives a release, the release does not have to be renewed on a yearly basis (i.e. the OBA accepts this release as permanent). If a player returns to Oakville, then the original release becomes null and void.

Every effort will be made by Baseball Oakville to resolve any player releases within a thirty (30) day period from the time a player contacts the Release Committee for Baseball Oakville regarding a request for a release.

4.10 **Player Registration and Rostering**

To participate in the Rep fall season and/or indoor practices, each player must first be registered with Baseball Oakville. Players who have not registered are not permitted to participate in Rep team events. THERE IS NO EXCEPTION TO THIS RULE. HEAD COACHES WHO DO NOT ADHERE TO THIS RULE WILL BE SUBJECT TO DISCIPLINARY ACTIONS by Baseball Oakville Discipline Committee.

Once the Rep team has been selected, the team roster is to be provided to Baseball Oakville VP of Rep for submission to COBA and OBA for the registration and carding of the players. Other than the Junior team, the team roster and player fees are to be submitted to Baseball Oakville VP of Rep and Baseball Oakville respectively by October 31, 2013.

To be eligible to play in COBA league games or OBA/COBA sanctioned tournament games, all Rep players



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must first be "carded" or registered with the OBA. All players must be carded before the first OBA tournament game. Although OBA permits the carding of additional players until the player registration deadline of June 30th, any additions or changes to team rosters must first be approved by the Baseball Oakville VP of Rep.

4.11 Playing Time – Fair Play

Fair play will not mean equal play. All players are valued and given roles, which are clear and maximize their contribution when the game presents such opportunity.

At the Tier 1 level:

- Phase 1 players will average not less than 5 of 7 innings played over the course of a season,
- Phase 2 players will average not less than 4 of 7 innings played over the course of a season, and
- Phase 3 players will not have a minimum requirement.

At the Tier 2 level the range in average innings played per game over the course of a season, from the most to the fewest per player, will NOT be more than 33%. As an example, if the player on a particular Phase 1 team with the highest average innings played per game is 6, that Phase 1 team could NOT have a player with an average innings played per game less than 4.

Note: If a player sits three (3) entire, straight OBA sanctioned games, the OBA rules permit a player release.

4.12 Player Positions

At the Tier 1 level the coach will put players in a position(s) that will maximize the team's and a player's performance. There is no guarantee that a player will play any particular position. At the Tier 2 level the coach will ensure that all players are exposed to not less than two (2) positions. The coach will use his discretion in which games and innings, the player's are exposed to the various positions.

4.13 OBA Classification

Oakville will field Tier 1 and Tier 2 teams. The Oakville A's Tier 1 teams will play at the OBA AAA level and Tier 2 teams will play at the OBA AA level. An exception can be requested by a team from the Rep Committee.

Attendance at COBA or OBA Championships is mandatory if invited.



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Section 5 – Coaches

Coaches are critical to the successful development of our players, as athletes, team members and future leaders of our community. Coaching also provides rewarding opportunities for adults to volunteer as leaders and role models for our children.

5.1 Head Coaches Selection Process

Process

All coaching information is personal and confidential and must be protected. Distribution of information must be limited only to those involved in the selection process. Criminal record information is kept by the Association and any issues are handled by the Board of Directors.

Criteria

Coaches should be evaluated on the following basic criteria:

- NCCP Coaching Levels
- Supplemental coaching education
- Coaching experience, including other sports
- Player, parent and umpire performance feedback
- Complaints
- Coaching philosophy
- Practice and game philosophy
- Criminal record check
- References
- Practice organization
- Communication skills with the players, parents, and association
- Positive reinforcement of players
- Ability to commit time to other Baseball Oakville activities
- Ability to commit time to team

Other criteria specific to the division may be appropriate including development of coaches for future years and should be determined by the Head Coaches Selection Committee.

Committee

A committee consisting of three (3) members including Baseball Oakville VP of Rep shall be selected by the Board of Directors at the beginning of each year.



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Selection

The Head Coaches Selection Committee will be responsible for expanding the pool of potential coaching candidates. Resources include:

- List of prior year(s) coaches
- Word of mouth, asking parents, executive members, current coaches for recommendations and contacting these potential volunteers
- Check with other associations for Coaches
- Advertising by website, social media, email and newspaper

Application

The Head Coaches Selection Committee is responsible for distributing and collecting coaching applications and collecting all evaluation and feedback documentation pertaining to all potential candidates.

The application form must be accompanied by a criminal record check to be eligible for consideration. All committee members need to review all received applications and feedback documentation.

Interviews

The Head Coaches Selection Committee will meet with all potential candidates to expand their understanding of the individual's suitability and development needs.

Final Selection

The Head Coaches Selection Committee will meet to review, discuss and agree on the candidate selection, communication plans to all candidates, and training requirements.

The decision on coaching selection by the Head Coaches Selection Committee, once approved by the Board of Directors, is final.

Communication

The Head Coaches Selection Committee is responsible for communicating all results to coaching candidates. All candidates should be given feedback on their strengths, development opportunities and training requirements.

Evaluation

Appendix F is a Parent Survey Form. All Team Managers and coaches are encouraged to ask their parents to complete the survey and return to Baseball Oakville VP of Rep. This will aid in understanding areas that require improvement as well as point out the strengths and positives.



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Dates

- Application deadline - July 31st
- Interviews completed - by August 31st
- Announcement of Head Coaches - the first Tuesday following Labour Day

Forms

- Manager Application Form – posted on Baseball Oakville website
- Police Check
- Parent Survey Form – Appendix F

5.2 Assistant Coaches Selection Process

Baseball Oakville VP of Rep, on the recommendation of the individual teams' Head Coach, shall approve all Assistant Coaches. To ensure the integrity of the player selection process during Rep team tryouts, the recommendation and appointment of Assistant Coaches cannot occur prior to the conclusion of the tryouts and the selection of each Rep team (Tier 1 and Tier 2). Accordingly, no Assistant Coaches, with children involved in Rep team tryouts for a specific age series, may be on the field during the tryouts for the particular team.

Following the recommendation and appointment of Assistant Coaches, each Assistant Coach must provide a Police Background Check or evidence of an application for a Police Background Check to Baseball Oakville VP of Rep prior to December 31st. In the event an Assistant Coach has not provided a Police Background Check or evidence of an application for a Police Background Check to Baseball Oakville VP of Rep prior to December 31st, the Assistant Coach will be suspended from on-field events or other team activities (including winter training or other practices) until the Police Background Check or evidence of an application for a Police Background Check has been provided to Baseball Oakville VP of Rep.

It is also expected that Assistant Coaches will complete or be working towards achieving Regional Coach Training under Baseball Canada's NCCP before starting practices or winter workouts with their team.

In addition, one member of each coaching staff must be CPR and First Aid certified as well as one parent.

5.3 Coach Removal

A Head Coach, Assistant Coach or other team official may be removed by majority vote of the Board upon recommendation of the Discipline Committee. Removal of a Head Coach, Assistant Coach or other team



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official will only be considered upon observed, documented and sustained evidence of incompetence in or omission of, one or more of the following:

- General coaching and leadership abilities
- Ability to teach baseball skills
- Handling or control of players
- Organizational and administrative skills
- Regular practices (as diamond time and weather conditions permit)
- Fair treatment of players
- Reasonable distributed playing time
- Demonstrated conduct on and off the field appropriate to minor sports programs
- Support of Baseball Oakville and the Town of Oakville
- Attendance of Head Coach and Assistant Coaches at team practices, games and other events

5.4 Parent/Coach Communication

Parenting and coaching are each difficult vocations. Understanding each other's roles and following the proper channels of communication will enable parents and coaches to effectively work together to provide a meaningful experience for all players.

Head coaches of Baseball Oakville Rep teams are required to conduct a pre-season meeting to include all players, and their parents. All items affecting the team should be addressed at this meeting including team philosophy, expectations for players and parents, financial commitments, fundraising and an overview of the team budget and team roles to be required throughout the season. Parent/athlete handbooks are to be distributed and discussed at this meeting. Attendance is required of all athletes and their parents at these meetings.

Coaches should communicate the following to parents:

- Philosophy of the coach, both generally and more specifically, where possible
- Locations and times of practices and games
- Expectations of the players and the team
- Team rules and repercussions for violations
- Injury and emergency medical procedures
- Expected team budget, financial commitments and the role of fundraising
- Role of parents in terms of volunteer help for the team and fundraising



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Parents should notify the coaches of any health issues concerning your child. Please let coaches know well in advance of any schedule conflicts.

At the core of any good relationship is trust. It is important to understand there may be times when things do not go the way athletes, parents, and coaches wish. There may be times when it is difficult for parents to understand how playing time is allotted, why people are playing certain positions and strategy, among other things. It is imperative that parents and athletes trust that the coaches are trying to do the right thing for the team and all individuals involved. It is important to understand that the coaches are the ones with the team on a daily basis in practice and games and therefore will make judgment decisions based on what they feel is in the best interests of the team. Playing time, players' positions, and strategy should be left to the discretion of the Head Coach. However, if players and/or parents have a concern, please ensure it is discussed with the Head Coach, prior to it becoming a major issue.



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Section 6 – **Safety and Conduct**

Providing a safe environment for practice and competition is a priority of Baseball Oakville for everyone involved in its baseball programs. Every step is taken to ensure the safety and well being of all participants. However, athletes and their parents must be aware that certain risks of injury are inherent in athletic participation. Accidents ranging from minor to severe may occur. It is mandatory that the parents or guardians of all athletes sign a consent form before they are allowed to participate. By signing this form, parents and guardians acknowledge the risks associated with playing baseball.

6.1 **Emergency Procedures**

For health related emergencies, parents should be notified as soon as possible. The Head Coach and/or an Assistant Coach should inform the athlete's parents as soon as possible, as to the type of injury, the extent of the injury, what has been done to treat the injury, and whether further medical attention is necessary. It is important to always err on the side of caution.

If an athlete has been taken to a doctor or hospital, parents should be informed of the exact location and phone number. The purpose of the emergency medical form is so that emergency treatment can begin, if necessary, until parents arrive.

All Baseball Oakville participants must have a completed and signed copy of the approved medical release form on file with their Head Coach in order to participate in any Baseball Oakville sanctioned activity.

Your cooperation in completing signing and returning all forms will be much appreciated.

6.2 **Injury Prevention**

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

1. Be conscious of injury prevention by creating a safe environment for practices and games.
2. Document all injuries when they occur. Have all skin abrasions treated, no matter how minor.
3. All protective equipment should be in good order and worn for all practices, as well as games.
4. Warm up thoroughly before every practice and game.
5. Players should inform coaches when they are tired. That is the time when injuries are most likely to occur.



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6. Personal equipment (T-shirts, socks, supporters, etc.) should be clean. Skin infections start with dirty equipment.
7. Never indulge in horseplay. You expose both your teammates and yourself to injury.
8. Learn the fundamentals of baseball. Players who know how to play are less likely to be injured.
9. Injuries can often be prevented by alert play

6.3 Harassment and Abuse

Baseball Oakville wishes to maintain zero tolerance towards harassment and abuse for its Head Coaches, Assistant Coaches, Team Managers, players and officials. Harassment and abuse takes many forms but generally can be defined as comment, conduct or gesture directed towards an individual or group. Examples include: sexual, physical, name calling, threatening, ridiculing, intimidating, isolating or hazing of a Head Coach, Assistant Coach, Team Manager, player or other official. Harassment and abuse will not be tolerated by Baseball Oakville as part of its baseball programs. Failure to comply with these guidelines will be cause for disciplinary action, up to and including, removal from Baseball Oakville.

An incident is defined as any misconduct by a player or Head Coach or Assistant Coach or Team Manager as described above which occurs prior to the commencement of the game, during a game and immediately after the game is completed or during any other Rep team or Baseball Oakville sponsored event.



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Section 7 – Parks and Equipment

7.1 Diamonds

Each Rep team will be assigned a regular home diamond and a regular home game time and weeknight. It is the responsibility of each Rep team to properly prepare their allocated diamond for each game, which will include raking and lining the field and ensure there are no playing hazards. Any situation that may affect playing conditions, such as diamond conditions and/or lights, should be reported to Baseball Oakville VP of Rep immediately and should be followed up by the Head Coach to Baseball Oakville VP of Rep the next morning so that issues can be raised with Oakville's Parks and Recreation department.

It is the responsibility of the home team to ensure that the home diamond is in playable condition.

Baseball Oakville VP of Rep is responsible for allocating each Rep team with a home diamond for practices and games. Any ongoing problems regarding diamond use should be brought to their attention. For details on arranging diamonds for makeup games, see the section titled "Game Postponements"

AT NO TIME WILL ANY COACH CONTACT OAKVILLE'S PARKS AND RECREATION DEPARTMENT FOR A GAME OR PRACTICE DIAMOND. IT IS ALSO PROHIBITED FOR ANY COACHES, PLAYERS OR PARENTS TO REMOVE SOIL, DIG TRENCHES, ALTER OR OTHERWISE DAMAGE DIAMONDS IN ANY WAY, WITHOUT THE WRITTEN AND EXPRESSED CONSENT OF THE TOWN OF OAKVILLE

Note: Each team shall provide not less than one helper to work with Baseball Oakville's VP Equipment to set up and close their respective diamond each year.

7.2 Practices

Regular practice diamonds, days and times will be assigned by Baseball Oakville VP of Rep. Each Rep team should fully utilize the allotted practice times and notify Baseball Oakville VP of Rep if the practice time conflicts with an away game, tournament or other event, so that other teams might utilize the diamond for make-up games or practices. If diamonds are available occasionally, practices can be rescheduled through Baseball Oakville VP of Rep. Rescheduled games and Baseball Oakville House league play and tournaments take priority over extra practices.



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With the limited availability of diamonds, all Rep team participants will have to do the best they can with the facilities made available to the Rep teams, as will the remaining players and teams served by Baseball Oakville.

7.3 Equipment

Each Rep team is responsible for the acquisition and expenses related to equipment that the team will require throughout the year. Equipment that will typically be required includes bases, pitching rubbers, practice and game balls, training equipment including a batting net, whiffle balls and a batting tee, catchers' equipment and team bats, if applicable, among other things determined by each Rep team. It is expected that any equipment required for Rep teams will be funded through the team's budget.

For COBA league home games and certain tournament games, each Rep team will ensure that they have available two (2) game balls that are of adequate quality, as determined by the umpires of the game.

For any equipment provided by Baseball Oakville for use by Rep teams, any special requests for repairs or replacement of equipment should be directed to Baseball Oakville VP of Rep and Baseball Oakville equipment representative.

7.4 Uniforms and Jackets

Rep team uniforms, including home and away jerseys, training shirt, one pair of pants, socks, hat and belt will be sourced, ordered and supplied by Baseball Oakville as part of the Rep fees paid by each player. Requests for special sizing or additional/replacement components should be directed to Baseball Oakville VP of Rep. As part of the uniform fitting and ordering, each Rep team can chose to place orders for additional items (such as pitching jackets, long sleeve shirts etc.) with the understanding that the expenses associated with any additional items will be the responsibility of each Rep team and/or player/parent, as appropriate. Baseball Oakville will not be responsible for sizing, sourcing or costs related to any additional items ordered by a Rep team.

Uniform sizing for all Rep teams will take place at appointed times in November and all sizing sheets are expected by mid December. Delivery of uniforms will take place by the end of March. Additionally:

- No Rep uniforms are allocated for carded players. It is up to the Head Coach to ensure that any call up has a uniform for the team (i.e. borrowed from the absent player).
- Only Baseball Oakville supplied uniforms and jackets are to be worn when representing Baseball Oakville. A team jersey must be worn at all league games by all players and coaching staffs. A



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maximum number of one (1) uniform for new coaches will be supplied by the league each year. A uniform for a returning coach will be allowed to be purchased on an approval basis by Baseball Oakville VP of Rep only.

- No alterations or modifications to jackets or uniforms are allowed unless approval by Baseball Oakville VP of Rep (i.e. tournament crest, coaching levels, umpire levels, etc.).
- Sponsor logos may only be applied to Rep team “additional items” and not the team’s jersey(s). Application of the logos can only be done by using Baseball Oakville’s selected official supplier. Sponsor logos should also not be applied to Head Coaches’ or Assistant Coaches’ uniforms to ensure that they are available for use in future years.

Note: No player shall be sized for a uniform until ALL player Rep fees, Registration fees and tryout fees are submitted to Baseball Oakville.



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Section 8 – **Managing a Rep Team**

8.1 **Budgets for Rep Teams**

The purpose of a Rep team budget is to establish a sound financial record for team activities and should be made available to each parent/athlete regularly throughout the year and on request by a player and/or parent. Once a Rep team budget is created and approved by the players and parents on the specific Rep team, it is a useful tool to plan for future events, provide an accurate historical record, and finally, as a means to determine to what extent financial support is needed for the team. While each Rep team will determine how best to create and maintain its team budget, it is often helpful to have a parent volunteer or Team Manager coordinate the team budget and bank accounts for the team.

Allocations are made for Revenues, which are provided by parent levies, corporate sponsorships and fundraising. Expenses will be categorized in key areas, which may include equipment, uniforms, training (winter/other), fundraising, tournaments and travel, social/events and miscellaneous (to include such expense items as additional umpire expenses and bank charges).

A budget year begins on October 1st and ends on September 30th of the following year.

A sample budget is attached as Appendix E.

Revenues

To finance each Rep teams' budget, it is the responsibility of the Head Coach and/or Team Manager to determine how the players and parents wish to finance the budget. Typically, a Rep team budget that incorporates winter training expenses and the expenses for 3 – 4 tournaments, without significant travel and accommodation costs, will approximate \$10,000 - \$12,000.

Player/parent levies relate to funds collected from players and/or parents to cover costs of registration, Rep assessments and team operations. Any excess funds will be returned to the players/parents prior to the end of the budget year (September 30th) on a pro-rated basis, as contributed.

All costs levied by Baseball Oakville will be due on the following dates:

- Baseball Oakville Registration Fee - payable when you accept to play on a Rep Team
- Rep Assessments – no later than by the November Rep sizing date
- Tryout Fees - payable at Fall Tryouts



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For players joining a Rep team after the due dates, all fees are immediately due and payable. When a player is confirmed to a Rep team, it is understood that all fees associated with the Rep program are non-refundable.

For corporate sponsorships, Rep teams are welcome to solicit donations from the corporate community, although care should be taken to ensure that corporate sponsorships for Rep teams are not generated at the expense of traditional corporate sponsors for Baseball Oakville and its House League program. Head Coaches and Team Managers are asked to review Baseball Oakville sponsor list before soliciting sponsorships or approaching potential corporate partners for sponsorships. Duplication in the solicitation process of corporate sponsors should be avoided by prior consultation with other Baseball Oakville directors, Head Coaches of other Rep teams or Team Managers. Baseball Oakville's Sponsorship Committee is responsible for maintaining the official list of sponsors.

All funds will be made payable to the applicable team by way of cheque. At the end of the Rep team season (September 30th of each year), subject to the approval of all players and/or parents, any excess funds will carry forward to the following year's team one level above. It is understood that in the event any excess funds are carried forward to the next season, any players/parents not returning to the Rep team, will be paid out of their pro rata portion of excess funds, as contributed. Alternatively, any excess funds can be paid to Baseball Oakville by the end of the budget year and disbursed to the new team in the following year.

Rep teams can also collect others funds from team fundraising efforts. This includes money generated through event entry fee collection, t-shirt and memorabilia sales, car washes, group work, yard clean-ups, candy sales, and restaurant promotions and other events designed to raise funds to support a Rep team.

Baseball Oakville encourages full or partial sponsorship of Rep teams in all activities provided that the primary affiliation of the sponsor is not tobacco or alcoholic products. The above monies may be used to acquire equipment for the team, pay for tournament fees, uniforms and additional items, winter training and other training, umpire expenses, travel for tournaments, food, events or awards. Team funds should not be used for team parties or gifts for coaches. **ALCOHOL MAY NOT BE PURCHASED WITH THESE FUNDS. NO OTHER MEANS OF HANDLING THESE FUNDS IS PERMITTED.**

Expenses

Rep team budgets, which exclude Baseball Oakville registration fees/late fees, Baseball Oakville Rep assessments, vary from team to team. Tournament entry fees, travel, winter training and other training programs, additional uniforms/apparel, required and additional equipment, team events, player awards,



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sponsor plaques or awards, team banners, sponsor cresting of uniforms, equipment abused, neglected, lost or stolen, are the primary expenses of a Rep team and are the costs to be borne by the players and/or parents. These expenses may be subsidized by sponsorship funds and other fundraising activities completed by the Rep team. All sponsorship funds and team fundraising will accrue to the benefit of the Rep team and not an individual player. In the event of a remaining balance in sponsorship funds, they can be carried forward to the following season, subject to the provisions for the pay-out of players and/or parents not returning to the specific Rep team the next season, as previously discussed.

Player and/or parent levies shall be paid to their Rep team by no later than March 30th of the current season or as determined by each Rep team and communicated to all players and/or parents. Given the requirement for winter training for each Rep team, it is understood that certain expenses will need to be disbursed prior to March 30th, which may require player and/or parent levies to be requested earlier. In the event player and/or parent costs are less than the amount levied as part of financing the team budget, any excess amounts shall be returned to parents by September 30th of the current season, on an as contributed basis, unless it is agreed upon by all returning players and/or parents to maintain a bank account balance for the upcoming season, subject to the provisions for the pay-out of players and/or parents not returning to the specific Rep team the next season, as previously discussed.

The management and operation of the team finances, bank account and budget are to be handled by team parents/volunteers, as designated by the Team Manager. To ensure complete transparency to disbursements, access to team funds in a Rep team bank account should require 2 signatures. Proper financial documentation through official receipts or logbook will also be kept up to date at all times and be available for review by Baseball Oakville, parents and players. The Head Coach and/or Team Manager will be responsible for submitting a copy of the proposed budget in the format prescribed by Baseball Oakville prior to November 30th of the current season.

Team purchases shall be facilitated through the Head Coach and/or Team Manager only, in conjunction with the official suppliers of Baseball Oakville. Head coaches and/or Team Managers must obtain the consent of Rep team players and/or parents before committing the Rep team players and parents to tournament, travel and lodging, additional uniform items, training and instruction, additional equipment or any other material expenses. Head coaches and/or Team Managers must review the Rep team budget in detail with Rep team players and/or parents and receive approval for the Rep team budget, prior to the budget being submitted to Baseball Oakville, on or before November 30th of the current year.



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All Rep teams must also prepare a final version of their Rep team budget, which will include budgeted, actual and final accounting of team expenses, for submission to Baseball Oakville Treasurer, no later than September 30th of the current season.

8.2 Umpires

Scheduling of umpires for games for Rep teams will be handled by the Umpire-in-Chief. For any questions, concerns or other issues with umpires, please contact the Umpire-in-Chief. Contact details for the Umpire-in-Chief are available on Baseball Oakville's website (www.baseballoakville.com) under the Umpires tab.

Umpire fees for regular season league games will be paid by the Head Coaches directly from either the umpire fees provided by Baseball Oakville to each Rep team or from Rep team budgets. The fees for umpiring of exhibition games will be the responsibility of each Rep team and funded from Rep team budgets.

Several points to note:

1. Games on the original league home schedule are the only ones that the Umpire-in-Chief and the umpiring crews are aware of. Changes, cancellations or additions must be called into the appropriate scheduler, with an adequate amount of time as necessary to schedule an umpire crew.
2. Umpires are to be in uniform and at the park at least 15 minutes before game time.
3. Any shortages of umpires, no shows or problems, should be reported immediately to the appropriate scheduler and your respective convener.

Rep teams cannot arrange umpire crews individually by contacting umpires directly - always utilize the umpire schedulers.

8.3 Game Postponements

All games by Rep teams are to be played as scheduled on the official league schedule, except where field conditions are determined by the Head Coaches, umpires and/or other officials to be in an unplayable condition. Official league games that are postponed due to weather are to be rescheduled and played within 10 days. Baseball Oakville must approve all exceptions, with such approval to be facilitated through Baseball Oakville VP of Rep.

If the progress of any game is suspended due to weather, 15 minutes must elapse before an umpire and/or official can terminate the game. Postponed or tie games are to be rescheduled and played within 10 days. Baseball Oakville must approve all exceptions, with such approval to be facilitated through Baseball Oakville VP of Rep.



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If any official league Rep game is suspended when the score is tied, it is to be continued at a later date from the exact point at which it was suspended, or as more specifically stated in the respective COBA/OBA rules

8.4 Rules and Protests

The rules followed by Baseball Oakville Rep system are as follows:

1. Official Rules of Baseball
2. Ontario Baseball Association (OBA)
3. Central Ontario Baseball Association (COBA)
4. Oakville Minor Baseball Association (OMBA)

An important rule for Rep teams, starting at the Minor Mosquito and above age group divisions, relate to pitching counts for pitchers and pitching changes. The OBA has adopted a more stringent rule with regards to pitching in tournaments, which may vary from COBA rules. In order to be abreast of these changes and be prepared for tournament play, Head Coaches and Team Managers must carefully read the TOURNAMENT RULES as outlined in the OBA rule book.

Regular season protests are handled by the COBA Protest Committee. To lodge a protest, the Head Coach must inform the Home Plate Umpire and the opposing coach, at the time of the incident leading to the protest, and the Head Coach must also inform the COBA Umpire-in-Chief the following morning with a written protest and \$50.00 submitted by registered mail the following day. In deciding to lodge a protest, Head Coaches must remember that judgment calls may not be protested, only rule interpretations.

Any coach will be suspended a minimum of one (1) game for an ejection from a Rep game for any reason and could receive further discipline from Baseball Oakville Discipline Committee, if the coach's actions are deemed to justify a longer suspension.

8.5 Ejections or Incidents

Ejections or incidents as a result of harassment or abuse may be given to a Head Coach, Assistant Coach, Team Manager or player with the following penalties imposed:

- **Head Coach or Assistant Coach** – A first ejection or incident will result in a one (1) game suspension. A second offence will result in an indefinite suspension effective until required appearance before Baseball Oakville Discipline Committee, comprised of a minimum of three members of Baseball Oakville Board of Directors.



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- **Player** – A first ejection or incident will result in a minimum one (1) game suspension. A second offence will result in an indefinite suspension effective until a required appearance before Baseball Oakville Discipline Committee, comprised of a minimum of three members of Baseball Oakville Board of Directors. The attendance of the Head Coach is required at all player appearances before Baseball Oakville Discipline Committee

8.5 Discipline Committee

Baseball Oakville Discipline Committee will consist of one Baseball Oakville Board member designated as the Chair and a minimum of two other Baseball Oakville Board members, as appointed from time to time by the Chair.

Baseball Oakville Discipline Committee will meet when an issue regarding conduct of a Head Coach, Assistant Coach, Team Manager, player or other Baseball Oakville member is brought before Baseball Oakville Board by any member.

- i. A member is defined as a member in good standing.
- ii. An issue will be regarded as being brought before the Board if a complaint, in writing, has been submitted to the Chair of the Discipline Committee of Baseball Oakville.

Upon being informed of an issue requiring a hearing, the Chair of the Discipline Committee will convene a meeting as soon as possible, but not later than two weeks from the time of notification.

- i. The defendant(s) will be notified in writing of the requirement to attend the hearing for the reasons stated in the complaint. They will be further notified that failure to attend may result in a binding action being levied against them.
- ii. The plaintiff(s) will be notified in writing of the hearing. The plaintiff(s) may attend and state his or her case or the plaintiff(s) may have their written submission stand as their complaint.
- iii. Witnesses and/or anyone who may bring value to the hearing will be allowed to attend. The Chair reserves the right to limit participation to a reasonable number of people and to limit debate to a reasonable amount of time, as determined solely by the Chair.

Any participation by a player in the Discipline Committee process should have a parent or guardian present, if such player has not reached the age of majority.

After hearing all the evidence and conducting any necessary due diligence, the Discipline Committee will meet in private to discuss the matter, compile their report and make their recommendation to the Board.



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The Discipline Committees recommendation requires majority vote of the Board. The decision will then be rendered.

- i. The decision will be rendered in writing and will be forwarded to the plaintiff(s), defendant(s) and the Secretary.
- ii. The Secretary will forward the decision to the President.
- iii. The President will ensure that the decision is abided by.

Failure to abide by a decision of the Discipline Committee is in itself a reason for suspension, without further recourse by the defendant(s).

The defendant(s) has the right to appeal any decision by the Discipline Committee to the President.

An appeal is a submission in writing to the President of Baseball Oakville. As with all appeals, the appeal is only valid if it contains new evidence not previously known to the Discipline Committee.



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Section 9 – Tournaments

Each Rep team is permitted and encouraged to enter tournaments in outside communities plus any hosted by Baseball Oakville.

Participation in any tournament requires a copy of the Team Registration Form approved by COBA at a minimum and often, by the OBA. To do this, all players and coaches cards must be signed and submitted to the appropriate COBA registrar for the specific age group at least three weeks before the tournament, where COBA approval is required and, at least five weeks before the tournament, where OBA approval is required.

Head coaches and Team Managers are advised to apply as early as possible for tournaments to gain entry into tournaments of interest. Each application will require a COBA permission form, a cheque for the entry and a copy of the Rep team's registration form, approved by the OBA – often this can follow later, when applying for early tournaments.

When tournament games conflict with COBA official league games, COBA LEAGUE GAMES MUST TAKE PRECEDENCE. Normally, games can be rescheduled by working out an arrangement well ahead of time with the opposing coaches. This should be done as early as possible in the season, so that rainout and other rescheduled games do not contribute to a backlogged schedule at the end of the season, when injuries and vacations can become an important factor in game outcomes.

PLEASE ADVISE YOUR COBA CONVENOR OF ANY RESCHEDULED GAMES.

When considering applying to enter a U.S. tournament, several approvals may be required, including approvals from the OMBA, COBA and OBA. Requests should be made in written form and submitted to Baseball Oakville VP of Rep. Baseball Oakville VP of Rep will process the request in order to obtain all the proper approvals.

Head coaches and/or Team Managers must review the COBA/OBA insurance policies for U.S. tournaments well in advance of applying for entry into a tournament in the U.S.

9.1 National Championship Tournaments

In order to reach a National Championship Tournament, a Baseball Oakville Rep team must first participate in a Provincial Elimination Tournament. Head Coaches should be aware that once a Rep team is accepted into a



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National Championship Tournament, the Rep team's OBA classification will automatically become "AAA", without consideration for the Rep team's actual COBA standings.

Only with permission from the Rep Committee, may a Tier 2 (AA) Rep team apply for a Provincial Elimination Tournament. If that Rep team is allowed to enter the Provincial Elimination Tournament, the tournament fee and all related expenses must be paid for by the Rep team and Baseball Oakville will bear no responsibility for such fees and expenses.

Once a Rep team has won this tournament, the Head Coach, accepts full financial responsibility for the monetary demands of OBA, including travel and all other associated expenses. Please make note that some of these amounts may have to be paid within 72 hours of winning the Provincial Elimination Tournament.

With regards to the National Championship Tournament, there may be funds available from Baseball Oakville, COBA, OBA and the host sponsor, to assist a Rep team in funding the costs of attending. Baseball Oakville will evaluate its financial contribution on a per case basis.

Note: Entry fees are due in to the OBA office no later than June 1st (to be confirmed). Should any Rep team miss the deadline, they will NOT be allowed to participate, regardless of OBA penalties being covered at the Rep team's expense.

9.2 Baseball Oakville Tournaments

As an active baseball association in Ontario, it is important for Baseball Oakville to convene a number of Rep tournaments throughout the baseball season. The Rep season tournament format will be as followed for each tournament sponsored by Baseball Oakville and as indicated below. For each playing season, the list of Baseball Oakville sponsored Rep tournaments will be listed on Baseball Oakville website at www.baseballoakville.com.

A head convener will be selected by Baseball Oakville from among Rep team Head Coaches and/or Team Managers to run a specific tournament. There will be a support staff appointed to that convener, comprised of Head Coaches, Assistant Coaches, Team Managers and other volunteers from each Rep team. The tournament convener will hold a meeting with the support staff to discuss the duties and obligations prior to the start of the tournament to ensure a well-organized tournament for all participants. Failure to convene a tournament if requested by Baseball Oakville VP of Rep **will require the team to pay \$500 to Baseball Oakville.**



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Note: A reminder to all Rep team Head Coaches and/or Team Managers not to book any tournaments, games, practices, etc. during the tournaments that you and your staff are required for. Each Rep team is responsible for checking the schedule for Baseball Oakville sponsored Rep tournaments to ensure team tournaments do not limit a Rep team's ability to assist as volunteers.

9.3 Tournament Convening

To assist Head Coaches and/or Team Managers in preparing to convene a Baseball Oakville sponsored tournament, the following provides a summary guide to roles and responsibilities of the convener. Equipment that will be required is likely to include bases, mound/pitching rubber, hammer, spikes (double bag), tape measure, rake, cell phone, clipboard, pen/pencil, tournament schedule, OBA rules book, local tournament rules (if applicable), and the head convener's phone number.

Before Game 1

A photocopy of each team's OBA registration sheet must be submitted (if not done ahead of time). The OBA stamp and/or affiliated Association Registrar's signature must be present on the form. In addition, an association permission form must also be handed in (if not done ahead of time).

The player sign-in sheet must be completed (note - one sheet can accommodate four teams). A minimum of the Head Coach and one Assistant Coach must also be on this sign-in sheet. The player sign in sheet must then be compared to the OBA registration sheet received.

The OBA registration sheet, the association permission form and the player sign-in sheet are to be kept and returned to the head tournament convener at the earliest possible convenience.

If there are players arriving after the start of game one (and possibly as late as the last game of the tournament), their names must be printed on the sign-in sheet and this must be communicated to the head convener. When the players arrive, they must first complete the sign-in sheet prior to playing.

Basic Requirements

Arrive approximately one hour prior to game time. Ensure the diamond is prepared. Greet each Head Coach/Team Manager and distribute line-up cards. Conduct the coin toss. Inform the home team they are to keep score and record pitch counts, if applicable. Provide the home team with the game sheet. Ensure the home team is aware of pitch count rules and record requirements for pitch counts. Meet the umpires when they arrive and inform the umpires of any rules or time limits they should be aware of. Provide two new balls and one used ball to the umpires. Inform the umpires as to the team who is the home team for this game.



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Turn the game over to the umpires. At the conclusion of each game, collect the game sheet from the home team, ensure it is signed by both teams and collect the game balls from the umpires. Inform the head convener of the game result for tournament update purposes.

Diamond Preparation

The bases and mound (if not already there) should be measured accurately and secured at least one half hour prior to the start of the first game. The bases and mound can be left down for the entire duration of the day but must be removed at the conclusion of each day's last game. Each base should be double spiked with the spikes secured on the outfield side or foul territory side of the base. For Oakville Park and River Oaks, there is also a pitcher's mound tarp that should be removed at the start of each day and replaced at the conclusion of each day. In cases of rain, please ensure the tarps are put down as soon as the umpire suspends the game. A rake is required only for small cleanups around home plate, the mound and the bases in between each game. Oakville's Parks and Recreation department will have a schedule for the re-lining of the diamonds.

Schedule Changes

Due to weather conditions or the forfeiting of a team's participation, the tournament schedule may change. All Head Coaches, Assistant Coaches and/or Team Managers are to be made aware of the head convener's contact number and the tournament headquarters location, in the event the schedule requires changes.

Accident or Serious Injury

In case of injury, ensure the OBA accident report is completed (included in tournament package you receive from the head convener). Inform the head convener immediately when the accident occurs.

Ejections

If there is an ejection during a game, ensure the umpire completes the OBA ejection form and that the ejected player and/or Head Coach are made aware of the OBA rules governing ejections



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Section 10 – Head Coach Acknowledgement

Head Coaches and Assistant Coaches are important volunteers, who are vital to achieving Baseball Oakville’s mission to provide a baseball program that is safe, sound and develops the baseball skills of young athletes in Oakville. Accordingly, Head Coaches and Assistant Coaches tend to be active and involved people within Baseball Oakville, many of whom are deeply connected to the Oakville baseball community. They are sought to lead Baseball Oakville’s Rep teams for just these reasons.

The Oakville A’s Representative Team Manual sets out the code of conduct expected of Baseball Oakville Rep team Head Coaches and Assistant Coaches, as well as the philosophy, approach and guiding principles that they will collectively bring to team selection, organization and competition, understanding that each team represents the Oakville community. Each Head Coach shall sign the attached acknowledgement (in a stand-alone format) confirming that they have read and understand the manual, with any questions or concerns being raised with Baseball Oakville VP of Rep.

Acknowledgement

I confirm that I have read and understand the Oakville A’s Representative Team Manual and will comply with the code of conduct for Head Coaches included in the manual. In addition, I will strive to:

1. Avoid any behavior that would bring Baseball Oakville or my team into question;
2. Act with the utmost good faith and in the best interests of my team and Baseball Oakville; and
3. Exercise the care, diligence and skill of a reasonably prudent and informed person under comparable circumstances.
4. Complete and submit all forms, budgets and other documents as requested by Baseball Oakville through the VP of Rep in accordance with the timeline summary in Section 10.1 in a format acceptable to Baseball Oakville which may change from time to time.

I have read the above and agree to abide by the above.

_____ (Signature)

_____ (Name)

_____ (Date)



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Section 11 – Summary of Key Dates

Item	Section Reference	Date
Season Begins	-	September 1 or Day after Labour Day
Tryouts ⁽¹⁾	-	September 1 – 30
Annual Development Program Submission ⁽¹⁾	3.4	October 31
Roster Deadline ⁽¹⁾	4.10	October 31
Rep Fee Deadline ⁽¹⁾	4.10	October 31
Budget Deadline ⁽¹⁾	-	October 31
Police Clearance Deadline ⁽¹⁾	5.2	December 31
First OBA Player Carding Deadline		May 31
Final OBA Player Carding Deadline	4.7	June 30
Classification Deadline	-	June 30
Coaching Application Deadline	5.1	July 31
Budget Reconciliation Deadline	-	August 15
Coach Interview Deadline	5.1	August 31
Announcement of Head Coaches	5.1	First Tuesday following Labour Day
Season Ends	-	Labor Day

Note: ⁽¹⁾ Does not apply to the Oakville A's Junior team.



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APPENDIX A

Baseball Oakville Rep Tryout – Attendance and Contact Info Form



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APPENDIX B

Welcome to A's Rep Baseball



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APPENDIX C
Player Evaluation Form



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APPENDIX D
Baseball Oakville Incident Report



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APPENDIX E Sample Budget for a Rep Team



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APPENDIX F
Parent Survey Form



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As at December 10, 2013

BASEBALL
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