

**Prince George Youth Baseball
Association
("PGYBA")**

**ALL STAR
POLICY & PROCEDURES
2023**

**Knights All Star Teams
11U, 13U, 15U & 18U**

PGYBA ALL STAR PHILOSOPHY

Prince George Youth Baseball Association's (PGYBA) philosophy is to encourage as many players to play at a higher level of competition as possible within their age division. PGYBA will not allow any permanent player move up from their age-appropriate division including in house league and All Star play. We want all players to have as much playing time as practicably possible. We believe that all our Players deserve the right to play when they all fundraise and travel. We believe if we play the 10th, 11th and 12th (13th, 14th & 15th) player on our roster they will not only get better, but they will keep playing at a higher level. We believe in enhancing the safety and development of all players.

All Star Committee 2023

All Star Coordinator-Veronica Vankoughnett

Creative Director-Sheila Littler

Treasurer-Veronica Vankoughnett

Team Manager Liaison-Meghan Hopkins

Equipment Coordinator- Frank Peebles

Uniform-Meghan Hopkins

Discipline/Rules- Veronica Vankoughnett & PGYBA Board

Overseen by President-Kyle Anderson

Note: Each year the All Star Committee will be discussed and approved at the 1st meeting following the AGM.

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1.0 COACHING

1.1 ALL STAR MANAGER SELECTION PROCESS

The All Star Manager may also be known as the Head Coach or Coach of an All Star Team (herein after referred to as the “All Star Manager”) in the Prince George Youth Baseball Association (PGYBA). They have overall responsibility for the team including conduct of players and staff, overall development of the team, and selecting tournaments and play in conjunction with the All Star Coordinator.

The following is the process for selecting the All Star Manager:

1. PGYBA will advertise to the league and community when they are accepting applications to manage an All Star Team with appropriate requirements and deadlines.
2. All Star Managers will apply prior to the Prince George Youth Baseball Annual General Meeting (AGM) of each year and will include a letter stating their case for nomination. The AGM is typically held in October.
3. A Selection Committee of at least four members will be formed, and a date for selection of the All Star Manager will be determined. Members of the committee will not be eligible for selecting the applicants in their player’s division.
4. The Selection Committee can approve an All Star Manager with only the application letter, but the board must approve it. Any board member or the Selection Committee may request an in-person interview for any or all applicants.
5. If there are multiple applicants or if the Selection Committee or a board member decides an interview is necessary for an applicant, all applicants in each division will be set up an interviewed.
6. Interview panels will have all questions and scenarios approved by the PGYBA board.
7. After the letter/interview process and discussion, the Selection Committee will recommend to the board an All Star Manager for each All Star team. Note: After final tryouts All Star Managers will be placed appropriately and final approval will be given by the board. Team designation will be discussed with the All Star Coordinator and All Star Manager after the tryouts are completed and once registration numbers are confirmed.
8. All Star Managers will be notified of their selection for the upcoming season, by the All Star Coordinator by December 15th of each year and announced to the league and community once teams are finalized.

The All Star Manager & Assistant Coaches must meet the following criteria to be considered and accepted:

1. Must be current season house division Coaches and coach in at least half of the regular season games if they have a player registered with PGYBA. Non-parent coaches are not required to coach in the house division; however, they are strongly encouraged to coach

in the house division. Rural and remote coaches are welcome to apply to the PGYBA Board for an exception if required.

2. All coaches and assistant coaches must meet all BC Minor Baseball and Baseball BC certification requirements as per the certification requirements outlined in the current BC Minor Baseball and Baseball BC Rulebook.
3. All Star Managers and Assistant Coaches must follow the certification requirements as per PGYBA.
4. The PGYBA Board must approve the All Star All Star Managers for each division.
5. The All Star Manager will bring potential Assistant Coaches names forward to the All Star Coordinator and Coach Coordinator.
 - i. The PGYBA board will approve Assistant Coaches.
 - ii. Assistant Coaches will be approved after tryouts with applications and criminal records. Interviews will not be mandatory.
6. All PGYBA Coaches must all be familiar with and conduct themselves in accordance with all PGYBA policies and procedures.
7. All Star coaches must read and be familiar with BC Minor Baseball Association rulebook and follow all rules therein: <https://www.bcminorbaseball.org/rulesbooks>.
8. Criminal Record Checks must be submitted prior to coaches first time on the field.
9. Rural and remote coaches are welcome to apply PGYBA Board for an exception, if required.

Managing a team within PGYBA is a highly scrutinized position, and the implementation and publication of this document is one of the many steps that PGYBA takes to ensure a fair and unbiased process.

1.2 COACH APPLICATION

Please apply online at: <https://go.teamsnap.com/forms/354918>

1.3 CRIMINAL RECORD

All PGYBA coaching staff are required to complete a Criminal Records Check. There is no charge for coaching staff and the process is quick and easy to complete.

To apply, go online:

Criminal Record Check (gov.bc.ca)

Our access code is: DG23RKUAZT

Failure to complete your Criminal Record Check will result in your coaching privileges being revoked.

This means that your team may not be able to play. There will be NO EXCEPTIONS.

All results of the Criminal Record Check will be sent to PGYBA.

All questions or inquiries should be directed to the Coach Coordinator.

1.4 COACHING DEVELOPMENT AND TRAINING

PGYBA will develop, provide and access coaching initiatives from year to year correlated to BC Minor Baseball Association (BCMBA) programming generally. As it evolves year to year, programming may or may not require certification. Costs will be covered by PGYBA for completed courses and the coaching program outlines for the coming season will be established and provided to the coaches by PGYBA. It is the coach's responsibility to contact the Coach Coordinator if they have any questions.

<u>Division</u>	<u>Coaching Certification</u>	
	<u>All Star Manager</u>	<u>Assistant Coach</u>
11U (All)	11U All Trained	11U All Trained
13U A	13UA Trained x 1	13UA All In Training
13U AA	13UAA Certified x 1	13UAA All Trained
13U AAA	13UAAA Certified x 2	13UAAA All Trained
15UA	15UA Trained x 1	15UA All 13U In Training
15U AA	15UAA Certified x 1	15UAA All Trained
15U AAA	15UAAA Certified x 2	15UAAA All Trained
18UAA	18UAA Certified +16 x 1	18UAA 16+ Trained
18UAAA	18UAAA Certified +16 x 2	18UAAA 16+ Trained

All Coaches

Safe Sport eLearning is
mandatory

Failure to have this certification will result in BCMBA, in conference with PGYBA, replacing non-certified field staff with certified field staff for tournaments including provincials.

Teams travelling to Western Canadian or National Championships must have the prescribed number of certified field staff as defined by Baseball Canada.

1.5 COACH EXPECTATIONS

The All Star Manager, and the Assistant Coaches are leaders and role models for PGYBA and publicly represent PGYBA, its board members, and the Prince George Baseball community. Strict adherence to the PGYBA, BC Minor Baseball and Baseball BC Code of Conducts is

mandatory and in effect in all PGYBA or BC Minor Baseball and Baseball BC sanctioned events, including team dinners or team activities during travel.

All Star Manager, Assistant Coaches and Team Administrator: Must agree to and follow the philosophy, policies, and procedures of PGYBA in-house and tournament play.

1. All Star Managers and Assistant Coaches report directly to the All Star Coordinator or Designate. Should any problems arise that cannot be worked out with the All Star Coordinator or Designate, the final authority will be a majority decision of the PGYBA Board.
2. Managers and assistant coaches should be of the legal age of nineteen (19). However, if underage managers and coaches are utilized, the Association executive must satisfy that these managers or coaches display the qualifications to control their team fully.
3. There is no limit to the number of coaches on a roster. However, the number of coaches allowed on a lineup card for a Zone qualifier or Provincial Championship is four (4). If a team has more than four (4) coaches on their roster before a Zone qualifier or Provincial Championship, they must declare the four (4) that will attend as official team coaches.

Certification:

1. All Star Managers and Assistant Coaches are required to have their certification up to date. If a coach does not currently hold that level, they must sign up for the course and complete by the assigned deadline.
2. Any coach that completes the course will have their Course Enrollment Fees reimbursed by PGYBA
3. If you have any questions about coaching certification, contact the PGYBA Coach Coordinator.

Responsibilities

1. All Star Managers must fill out and hand in their tentative coaching plan for the year by December 15 to allow the All Star Coordinator to book tournaments.
2. The All Star Manager will bring potential Assistant Coaches' names forward to the All Star Coordinator to be brought forward to the PGYBA board for majority approval.
3. The All Star Manager must select a Team Administrator who will be responsible for organizing and reporting to the board on all off-field functions, including but not limited to: uniforms, fees, travel, fundraising and financials.
4. The All Star Manager must assist with PGYBA All Star Tryouts, Spring ball and must attend provincials.
5. The All Star Manager, Assistant Coaches and Team Administrator will ensure the team attends sponsored events during tournament play, such as the opening and closing ceremonies, banquets, arranged tours, etc.
6. All Star coaches must read and be familiar with BCMBA rulebook and follow: <https://www.bcminorbaseball.org/rulesbooks>.
7. All Coaches should encourage and discuss rules in a fair and equitable manner, as per BC Minor Rule 13.11

8. The All Star Coordinator will communicate with each All Star Manager of each division to review expectations for the upcoming season prior to tryouts.
9. The All Star Manager, Assistant Coaches and Team Administrator are to ensure that house league play comes before All Star games, practices and out of town tournaments. It is the All Star Manager, Assistant Coaches, and Team Administrator's responsibility to cooperate with other house league coaches at all times to avoid disruption to the house league schedule and special events and to cooperate on pitcher's assignments unless otherwise authorized by the All Star Coordinator.

Code of Conduct for Player Expectations

Defining expectations is the first step in the discipline and complaint process. The signed Code of Conduct for players and your expectations as the coach should be clear to both parents and players. Statements such as "I didn't know," "it is only a joke," "or that's baseball" will not be tolerated or accepted as reasonable reasons to violate the Code of Conduct. Expectations and conduct are clear, as are the consequences. Our goal for every player is an inclusive, fun and competitive environment. When defining your player expectations, values, and norms, it is beneficial to develop and clarify these with your players in conjunction with a player agreement.

Player conduct at all times remains the responsibility of the All Star Manager, Assistant Coaches, and Team Administrator.

1. Communicate with players, staff and parents on the Code of Conduct
2. Coaches are encouraged to discuss rules in a fair and equitable manner, as per PGYBA & BCMBA rule 13.11
3. Review specific details for division with PGYBA & BCMBA
4. The All Star Manager, Assistant Coaches, Team Administrator, Players and Parents/Guardians must not argue with the umpires on any calls, and any misconduct will be subject to BC Minor Baseball and Baseball BC rules
5. Players, managers and coaches must remain in the dugouts, on the benches or in the prescribed areas throughout the game.
6. All Coaches are expected to have a listening ear and be present in the dugout at all times and respond to any instances of bullying, harassment, etc.

1.6 COACH CONDUCT FORM

1. I pledge to place the emotional and physical well-being of my players and game officials ahead of the desire to win.
2. I will always keep the players best interest at heart and will do my best to teach them, through a positive attitude and fair play; the skills of baseball and sportsmanship.
3. I will 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.
4. I will develop a team spirit and encourage each player to support one another.
5. I will respect games officials, and encourage each player to support and respect the game officials.
6. I will treat every player and game official with respect and dignity.
7. I will do my best to provide a safe and secure environment.

8. I/We will demand a drug, alcohol and smoke-free sports environment for our children and all children participating in the sport of baseball.
9. I will advise and demand that my players and or assistant coaches respect all PGYBA policies and Codes of Conduct.
10. I will do my best to organize practices that are fun and challenging for all players.
11. I will 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.
12. I will use coaching techniques appropriate for each of the baseball skills I teach.
13. I will remember that I am a youth coach and the game is for the benefit and development of the children.
14. I will praise and encourage all of my players.
15. I will not use profanity at any time during practices and or games.
16. I will do my best to create and maintain an enjoyable atmosphere for players, game officials and parents.
17. I will always put the children's safety, care and feelings ahead of my own.
18. I will not condone bullying of any team member. I also commit to take the appropriate action to resolve the issue in a fair, consistent, and timely manner.

Failure to comply with the above may result in disciplinary measures.

2.0 PLAYER TEAM TRYOUT

2.1 PLAYER ELIGIBILITY

Any player who would like to try out for an All Star team must be signed up for house league before they can tryout. Any player currently registered for house league may be considered for a PGYBA All Star team.

To be eligible, a player must be rostered on a PGYBA regular house season team and attend and play in 80% of practices and games.

When players commit to joining and are accepted to an All Star Team, their first commitment is to their All Star Team before any other sports camps or sports teams during the season (except for the players PGYBA house season team).

All Star candidates must bear in mind that being part of the PGYBA All Star program is a privilege and that house league must remain their primary focus.

1. Should a scheduling conflict arise after the All Star practice and tournament schedule is published, the player will require permission to be excluded from the house league game or event from the All Star Coordinator.
2. Each player must maintain proper attendance during the House League season. Failure to maintain adequate attendance may result in temporarily being removed from the roster until house league attendance is improved.

Parents of All Star players are expected to participate throughout the season including volunteering, fundraising, etc.

All players of an All Star team must participate in field maintenance if the team has entered into an agreement with PGYBA to maintain fields in exchange for payment.

All Star players may be expected to participate in player development for the younger All Star age groups. This may include, but not be limited to, helping with practices and volunteer coaching.

If a player is interested in being an All Star player they must sign the Commitment Form and return it to PGYBA by the date indicated on the form.

If the Commitment Form is not received by the date provided, PGYBA reserves the right to refuse the player to be selected for an All Star team.

2.2 PLAYER EVALUATION

PGYBA Star Player Evaluations, also referred to as tryouts, are an annual activity to assess each player's skills, abilities, and attitude and to assign each player an appropriate rating based on this criteria. Tryout dates happen in late spring on a schedule set out by PGYBA. They are typically two weeks and may include weekends.

All Star Player Evaluations are compromised of the following components:

1. Registering for House League and paying all required fees paid before signing up for All Star Tryouts.
2. Registering for All Star Tryouts and paying any associated tryout fees.
3. Signing the All Star Player Commitment Form.
4. Attendance at All Star Tryouts.
5. Notification of whether the player has been rostered or cut.

Player Selection:

1. The All Star Coordinator and Coach Coordinator will form a Selection Committee for each division to assess the skills, abilities, and attitudes of the players trying out. The committee will consist of minimum two other individuals with strong baseball knowledge. The Selection Committee will be present for a minimum of 2 tryout dates near the end of tryouts.
2. Tryouts are open to all players who have registered for house league in PGYBA.
3. Players will only be allowed on the field if PGYBA has received the signed Commitment Form. (Tournament dates will be given after tryouts)
4. All Star Managers will participate in all aspects of the tryouts.
5. All Star Managers will assess the skills, abilities, and attitudes bases on the evaluation form provided by PGYBA.
6. Parents will be excused from participating and asked to avoid communicating with the players during tryouts.
7. Players can only miss a tryout if approved by the All Star Coordinator.

8. There will be a minimum of 3 tryouts sessions, lasting for approximately 1-1.5 hours per session unless otherwise noted.
9. Players will be rostered or cut after the completion of tryouts.
 - a. The All Star Manager will inform players who are cut via email.
 - b. Parents are responsible to notify the All Star Manager if they would like an in-person notification instead of an email.

Evaluation and rating forms will be used in grading and classifying a player. Players will be graded on skills, athletic ability and attitude. Forms must be submitted to the All Star Coordinator within 48 hours of tryouts being complete.

2.3 PLAYER SELECTION

1. The Selection Committee will receive all evaluation and rating forms from the All Star Coordinator.
2. The All Star Manager will present their player rosters to the Selection Committee.
3. The Selection Committee will then review all player evaluations with the All Star Manager.
 - a. If during the selection a player's skill, abilities, and/or attitude is questioned by the Selection Committee, the All Star Manager will be asked to present the evaluation/reasons for said player selection to the Selection Committee and All Star Coordinator.
 - b. If the player is recommended to be rostered, or recommended to be cut, the Selection Committee must present their reasons to the All Star Manager and All Star Coordinator.
 - c. If the Selection Committee and the All Star Manager cannot come to an agreement the final player selection decision will be made by the All Star Coordinator and Coach Coordinator.
4. If another player selection must be made the All Star Manager will be afforded the time, by a date selected by the All Star Coordinator, to prepare for secondary selections.
5. The All Star Manager will submit their final player selections with Evaluations Forms to the All Star Coordinator within 48hrs after the completion of tryouts.

After the All Star Manager submits their selections:

Final approval of each team roster will rest with the All Star Coordinator.

The All Star Manager will be asked to inform any players not chosen during final selection by email unless specifically requested by the parent to be in person. Feedback to the player is encouraged on areas they can work on to help them qualify in the future.

All Star Player Rosters will be announced to parents within a reasonable amount of time after tryouts and only after players who did not make the team have been informed.

Appendix: when there are two teams in the same division and the same age category (e.g., two 15U AA teams) there may be 2nd tryouts to create one team that is representing PGYBA at provincials at the coach's discretion. Parents will be notified at the beginning of the season.

2.4 COMMITMENT FORM

All Star Player Commitment Form

All Divisions

Dear Players and Parents,

To prepare for our Knights All Star season, we would like to identify all eligible players who are interested in participating in All Stars. While it is an honor to be selected, all players and parents who choose to participate must understand and meet specific requirements and commitments. Please complete all of the following information and submit your completed form with registration.

Player Availability and Attendance

To be eligible to be selected onto the Knights All Star Team a player must be:

1. Available for all practices and games.
2. Practices are to begin after teams are announced.
3. You should expect practices to be 3-4 days a week up until the tournaments and provincials.
4. If there is more than (2) unexcused absences from a game or practice, the player may be removed from the team.
5. An excused absence would be a medical or family emergency.
6. All other absences are unexcused, unless approved by the All Star Manager.
7. Player availability must be disclosed in advance and approved by the All Star Manager and the All Star Coordinator.
8. All Star Managers will set the expectations.

Requirements:

1. Proof of age and residency is required.
 - a. If selected to the All Star team, it is required to have an original government issued Birth Certificate document. Originals must be shown and copies will need to be provided by April 15 to the Team Administrator.

Player Conduct

1. All players must agree to and follow the philosophy, policies, and procedures of PGYBA in house league and All Star play.
2. When registering to All Star baseball player the player must agree and sign the PGYBA player conduct form. Player conduct at all times remains the responsibility of the All Star Coaches.
3. PGYBA will not tolerate bullying and harassment engaged in by anyone at any of its, or of BC Baseball's, sanctioned events or on premises whether owned, operated, rented, leased, maintained, or are in use agreement.
4. Players must read and follow all PGYBA and BCMBA policies and procedures regarding Bullying & Harassment.

5. Your Player is representing the PGYBA All Star Knights, and the city of Prince George. Respectful behaviour on the fields, in the dugouts, and at all team events is expected.
6. Dress code on the field and at team events is mandatory which includes hats, belts, jersey.

Parent Conduct

Parents must agree to and follow the philosophy, policies, and procedures of PGYBA in house and All Star play. Parents must read and agree to sign the PGYBA Parent Conduct form.

Expect that there may be a mandatory parent meeting.

Travel and Tournament Play

1. All Star teams travel out of town for most, if not all, tournaments. All associated costs for travel are the responsibility of the parent/guardian.
2. Tournament dates and locations will be determined by the All Star Manager in conjunction with the All Star Coordinator and must be approved by the All Star Coordinator
3. Teams are eligible to advance as far as Provincials, Westerns and Nationals. Provincials for teams and all players are mandatory, unless non-attendance is discussed and approved by the All Star Coordinator and PGYBA board.
4. PGYBA will notify All Star team players and their parents with the tentative tournaments to the best of their knowledge within 24 hours of player selection is complete and before fees are collected.
5. Players and parents must be aware that all tournaments, league games and exhibition games are subject to change. Provincials for teams and players are mandatory, unless non-attendance is discussed and approved by the All Star Coordinator and PGYBA board.
6. Player availability must be disclosed in advance and approved by the All Star Manager and the All Star Coordinator.

Fees & Summary

Prospective Players and their Parent/Guardians must complete and submit the Acknowledgment section of this policy to confirm their commitment to the All Star team.

1. Submitting the Acknowledgement section along with the player All Star fees confirm your position on the All Star team roster.
2. The fees must be submitted to the Team Administrator within 72 hours of the player's offer of a spot on the All Star team, and prior to practices or game play.
3. Fees will be comprised of a \$200.00 player fee and a \$150.00 uniform deposit.
4. The \$150.00 deposit will be returned to the parents once the uniforms are received back to the Team Administrator and confirmed by the Uniform Coordinator.

I understand that PGYBA All Stars is different from the regular season experience:

1. All Star teams are comprised of only the top-quality players from PGYBA.

2. An out-of-town player may be rostered on a PGYBA All Star Knights team provided they fulfill the requirements of BC Minor Baseball rules.
3. There will be more frequent and longer duration practices.
4. Games are generally very competitive and played at a much higher level than regular season games. Playing rules regarding substitutions, minimum playing time and at bats, player behavior and parent and spectator interaction are also completely different.
5. Players chosen to an All Star team get a comprehensive coaching experience, regardless of their eventual playing time in games.
6. A majority of players' time will be spent in practices and pre-game workouts. This is the time that all players participate in equally.

Having read all of the above and understanding such, I agree to the all the above statements and willingly submit this form to be considered for the PGYBA All Star Knights Team.

ACKNOWLEDGEMENT

We, the undersigned, have read the PGYBA All Star Policy and affirm by our signatures that to the best of our ability, and with reasonable effort, will adhere to the PGYBA All Star Policy.

Print Player Name:	Print Parent Name:
Player Signature:	Parent Signature:

DATE: _____

Parent Contact Information:

Email: _____ Cell

Phone: _____

The signatures of the Acknowledgement form, and receipt of the \$350.00 All Star Fees by the Team Administrator confirms your commitment to the All Star Team and confirmation of your spot on the All Star Knights roster has been secured.

IMPORTANT: Further, selection to an All Star team is a new process each year. Previous selection to an All Star team does not ensure selection in each successive year. The following pages will outline the commitments for the season but is subject to change at any point.

All players, parents, family and coaching staff must make themselves familiar and adhere to the rules set out in the PGYBA All Star Policy and Code of Conduct.

2.5 PLAYER CONDUCT FORM

Players and parents must agree to and sign off on the player's code of conduct during the registration process of their player.

The actions of players are a reflection of themselves, their team, PGYBA 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 PGYBA is a privilege, not a right.

As a Player with PGYBA I confirm that:

1. I will abide by the guidelines, rules and regulations of the PGYBA and BC Minor Baseball always. I will follow the guidelines set forth by my coach for the team and program.
2. I will always treat my coaches and other members of the staff in a respectful manner. I will support and encourage my teammates and resolve any conflicts that arise without resorting to offensive language or hostility of any kind.
3. I will not participate in any hazing activities. Hazing is defined as any group or individual action or activity that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).
4. I will attend all practices and games, to the best of my ability, and will inform my coach in advance whenever I cannot attend.
5. I will learn the rules of the game and improve my skills to the best of my ability.
6. I will always exercise self-control, and will refrain from unsportsmanlike gestures, talk, language, or profanity. I recognize that taunting or teasing players on the opposing team is not acceptable. I will not throw equipment in disgust (bat, helmet, glove, or any object).
7. I will not use physical force outside of the rules of the game.
8. I will respect and accept with dignity the decisions of game officials and PGYBA. I will refrain from making negative comments to the umpires.
9. I deserve to have fun during my sports experience, and I will alert my Coaches or Parents if it stops being fun.
10. I accept that there is no place in baseball for illegal drugs, performance enhancing drugs or supplements, alcohol, or tobacco products. I will abstain from the use of any of them.
11. I understand that if I fail to comply with these rules I may be subject to penalties and ultimately may be required to withdraw from PGYBA.

I have read and understand this PGYBA Player Code of Conduct as described above. I am aware that any failure on my behalf to comply with the above may result in my temporary or permanent removal from all PGYBA sponsored activities and negation of my player playing privileges. I agree that all decisions in these matters made by PGYBA board of directors are final and binding.

3.0 PARENT CONDUCT FORM

Parents must agree to and sign off on the parent's code of conduct during the registration process of their player.

As a parent in the Prince George Youth Baseball Association (PGYBA), I promise too:

1. Remember that baseball is an opportunity to learn and to have fun.
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. Place the emotional and physical well-being of all players ahead of any personal desire to win.
4. 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 players during games, practices and events.
5. Be responsible for the behavior for any guests I may invite to participate in or observe a PGYBA event and ensure they behave in accordance with this code.
6. Assist my player in attending every practice, game and team event that they are able, and give their coach reasonable notice if they are unable to attend.
7. Embody PGYBA mission to be a community of baseball players, parents, coaches and volunteers, pursuing athletic excellence and personal development of youth in Prince George.
8. Respect the integrity and judgment of the game umpires, understanding that they are doing their best to help promote the youth baseball athletes, and admire their willingness to participate in full view of public.
9. Provide positive support, care and encouragement for all players in the sport of baseball.
10. Agree and follow PGYBA Policies and procedure and when applicable follow BCMBA Rulebook.
11. I will abide by and adhere to PGYBA Conflict of Resolution policy

I have read and understand this PGYBA Parent Code of Conduct as described above. I am aware that any failure on my behalf to comply with the above may result in my temporary or permanent removal from all PGYBA sponsored activities and negation of my player playing privileges. I agree that all decisions in these matters made by PGYBA board of directors are final and binding.

4.0 FINANCES

1. When the player commits to the All Star Team, players will be required to pay a \$350 All Star fee. The fee consists of a \$200.00 player fee and a \$150.00 uniform deposit fee. The uniform deposit of \$150.00 will be refunded when the uniform is returned washed and clean by August 30th of the same year of play. The All Star fee helps the league to reduce the

cost the league incurs for All Star teams which includes belts, hats, equipment, insurance, provincial fees, coaches' fees for provincials, etc. Parents/Guardians are to make cheques /cash payable to your team account name. Players not paying will not be eligible to play.

2. The league will pay a \$40.00 per day per diem for each day of scheduled games or mandatory coach meetings to each of the All Star Manager, Assistant Coaches, and/or Team Administrator for a maximum of three (3) individuals for provincials. (Ex. Travelling on Friday to Kamloops for games scheduled on Saturday and Sunday will each receive \$80.00, as the Friday was a travel day not a scheduled game day.)
3. The league will pay an additional \$200.00 per diem to each of the All Star Manager, Assistant Coaches, or Team Administrator up to a maximum of three (3) individuals per a team participating in a Provincial Championship tournament. Receipts are required and can include receipts for fuel, food or hotel. Receipts are to be provided to the Team Administrator for submission to the Treasurer.
4. The All Star Manager must provide to the All Star Coordinator the names of the individuals, who will be receiving the per diems. The final decision will be left to the PGYBA Board should any discrepancies occur.
5. Any funding from provincial/national bodies will go directly to the league treasurer and become property of the league. This money does not become part of the team fundraising. If receipts are required in order for the league to have a reimbursement, the receipts must be turned in to the league treasurer within 2 weeks following the team travel.
6. A bank account has been established for each All Star team and all signing authority must be updated between April 1 and May 15. The All Star Coach, Team Administrator, Team Verifier, if applicable, PGYBA President and PGYBA Treasurer shall have signing authority on this account. This will be the only account that shall exist. By September 30th the current All Star bank account shall be closed out with a minimum \$20.00 balance left for the next season and no outstanding financial commitments.
7. The Team Treasurer with the Team Administrator or All Star Manager must maintain their bank account with PGYBA in good standing and all funds must flow through the team account. Delinquent accounts must be reconciled prior to and to the satisfaction of the PGYBA Board, All Star Coordinator, Team Administrator and All Star Manager. At no time will a personal account ever be used.
8. The Team Administrator must provide a pre-season budget approved by the Parents/Guardians and PGYBA Board. Amendments can be made to their budget during the All Star season with the approval of the Parents/Guardians and in consultation with the PGYBA Board. Parents/Guardians will be provided with a financial update during the All Star season and be provided a Post Season Reconciliation report to the PGYBA Treasurer, PGYBA Board and Parents/Guardians.
9. PGYBA Treasurer will pay on behalf of any All Star team up to a maximum of \$2,000.00 to fund tournament entry fees. This advancement must be repaid by July 1st of the current All Star season.

10. PGYBA Board reserves the right to oversee and approve all financial transactions.
11. Attending All Star tryouts constitutes interest in the PGYBA All Star Program. An acceptance of offer to join that All Star team constitutes commitment. All Star fees are non-refundable once a player has committed to an All Star team under the provisions outlined in this policy, unless a refund authorized by the All Star Coordinator and PGYBA Board.
12. At any time after committing to the All Star team, and All Star fees have been received, should any player or Players Parent/Guardian decide to remove themselves from that team, that player forfeits their All Star eligibility for any PGYBA sponsored All Star team for the remainder of the current baseball season and for one (1) single subsequent season thereafter. That player must also return any merchandise acquired through the PGYBA All Star program and is also not eligible for any reimbursement made available through team fundraising efforts.
13. Notwithstanding section 12., it is understood that certain circumstances may require a Players unwilling removal from the team after commitment is given that is beyond the control of that player or their family. Under these circumstances that player and the players' immediate family may petition the PGBYA Board, in writing, through the Team Administrator and PGYBA All Star Coordinator for an exemption to section 12. The item will be tabled with a motion for immediate resolution (vote) where majority will rule.
14. Any exemption given under section 12. shall be immediate and stricken from the players' record. There shall be no further action or consequence taken relative to personal removal or quitting of an All Star team. Uniform deposit shall be reimbursed at the end of the season. That player must return any merchandise acquired through the PGYBA All Star program in good, clean condition and is not eligible for any reimbursement made available through team fundraising efforts.

4.1 NON-PARENT COACH REIMBURSEMENT:

1. Non-Parent (NP) Coaches donate a significant amount of their personal time, energy, and resources to help advance an All Star team and should be reimbursed for a reasonable amount of their out of town travel expenses. Parents/Guardians who are Coaches incur travelling expenses regardless and therefore are expected to pay their own travelling expenses.
2. Reimbursement would be provided for a maximum of two (2) NP Coaches who are expected to be responsible and minimize their spending where possible by carpooling, sharing a hotel room, and providing all required receipts.
3. No reimbursement is required if the NP Coach is suspended by the PGYBA Board or is responsible for any form of misconduct as determined by PGYBA Board. Any disciplinary action must be self reported within 48 hours to the All Star Coordinator and the PGYBA Board.
4. NP Coach reimbursement is applicable for a maximum of three (3) out of town travel tournaments unless team Parents/Guardians for additional tournaments provides consensus.

5. The reimbursement for out-of-town travel would be provided for each team's NP Coaches at the following rates, unless there is consensus of the team Parents/Guardians for alternate arrangements:
 - a. Gas receipts to and from the out-of-town tournament for the use of one (1) personal vehicle.
 - b. One (1) hotel room booked at the same hotel as the team for each required overnight stay with no additional expenses (e.g., telephone, mini bar).
 - c. Per diem for every day of overnight stay at a maximum of \$40.00 per day for each NP Coach.
6. NP Coach reimbursement will be provided by the Team Administrator through the submission of all required receipts.

5.0 UNIFORMS & EQUIPMENT

1. The league will provide catcher's equipment, balls, bats, and one bat bag per team.
2. The league will provide jerseys, belts, and hats (crested).
3. PGYBA All Star uniforms can only use the approved Knights All Star logo. The Uniform Manager and Team Administrator will select the style of the Team attire and equipment—final decision by Uniform Manager. PGYBA Board will set color schemes. Team is responsible for purchase of any extra team attire and equipment. All team players are to be outfitted the same.
4. Uniforms must be returned by August 30th in good clean. After the league has received all uniforms and equipment, uniform deposits will then be returned to parents.

6.0 TEAM ADMINISTRATOR

Duties and Responsibilities of a Team Administrator:

1. Liaise with the All Star Coordinator and/or PGYBA as needed.
2. Ensure team conduct and safety of all team members and coaching staff adheres to PGYBA All Star expectations.
3. Maintain up-to-date player contact/health/registration records.
4. Responsible to PGYBA to ensure all team league fees (player fees) are paid in full, with complete roster forms and player registration forms completed and submitted.

5. Responsible for submitting relevant paperwork for tournaments, including appropriate paperwork and Provincial roster.
6. Submit team photo and roster for Provincial program.
7. Responsible for communicating and distributing team information to all team members and coaching staff.
8. Act as the “go-between” for communication between parents and coaches (parent liaison).
9. Return all issued equipment at the completion of season in good, clean condition.
10. Coordinate uniform pick up and distribution between the league and the team.
11. Coordinate return of uniforms to PGYBA and ensure good, clean condition.
12. Set up Team Snap and ensure game and practice schedules are up to date (may be delegated).
13. Book fields through PGYBA according to All Star Managers schedule and field needs.
14. Coordinate exhibition games at Coaches’ request.
15. Assist and communicate with jersey color selection for games (may be delegated).
16. Coordinate team apparel order including sizing, apparel options, sourcing, etc..
17. Arrange all accommodations for out-of-town tournaments.
18. Coordinate team dinners and team building functions (may be delegated).
19. Ensure that for each game, there is a parent score keeper and a parent pitch-counter.
20. Coordinate and keep record of parent volunteers for team cooler, etc..
21. Coordinate fundraising actions (may be delegated).
22. Coordinate team pictures with PGYBA and distribute photos if required.
23. Plan year end wind up, gifts, etc., if applicable (may be delegated).

7.0 TEAM TREASURER

Duties and Responsibilities of a Team Treasurer: (as per PGYBA All Star policy, Team Administrator can facilitate both the Administrator and Treasurer positions):

1. Collect team fees and uniform deposits from parents (provide receipts if requested).
2. Obtain signing authority from banking institution.
3. Create and update team budget working closely with Team Administrator, if different and All Star Manager.

4. Budgets should include tournament fees, coach travel expenses, apparel, fundraising, gifts, team parties, team dinners, team building experiences, etc..
5. Budget must be submitted and approved by the All Star Coordinator.
6. Record all expenses, fundraising monies and sponsorship/donations. All incoming and outgoing monies should be accounted for and reconciled with the team bank account and records of such, provided to the All Star Coordinator.
7. Prepare and provide any monies owed back to parents at the completion of the season.

Should either the Team Administrator or the Team Treasurer be a spouse of the All Star Manager, the All Star Manager must select a Team Verifier to double check and sign off on financials (including deposits, cheques written, electronic transfers and reconciliation of the team account). The Team Verifier must be a parent of a player on the team not related to the All Star Manager. The Team Verifier can be a member of the PGYBA board. The Team Administrator, Team Treasurer and Team Verifier must all be approved by the All Star Coordinator.

8.0 FUNDRAISING

The Team Administrator must appoint a parent to be responsible for all fundraising and must be accounted for by the Team Administrator and Team Verifier, if applicable.

The portion of the funds raised by any player becomes the property of that team.

Fundraising activities require pre-approval of the All Star Manager, Team Administrator, All Star Coordinator, PGYBA Treasurer and PGYBA Board.

Any fundraising activity requiring a BC Gaming License must strictly follow the BC Gaming regulations and the Team Treasurer must work with the PGYBA Treasurer to obtain such licenses.

Every All Star team must participate in the All Star Mega 50/50 raffle coordinated by the PGYBA Sponsorship Committee.

The All Star Mega 50/50 is comprised of the following parts:

1. There will be multiple raffles depending on the number of All Star Teams rostered. 50% of each raffle will go to the winner and 50% to PGYBA. The 50% to PGYBA will be distributed as follows:
 - i. 35% of each total ticket sold by the team goes directly to the selling team.
 - ii. 15% of each total ticket sold goes to PGYBA for All Star travel fees, per diems, and other administrative costs as approved by the PGYBA Board.

2. Each team is responsible for selling the tickets assigned to them. The funds each team receives depends directly on how many tickets the team sells.

9.0 TRAVEL

1. Teams traveling will notify the All Star Coordinator in advance of the dates, time, and location. The league requires a roster, including contact information, of all players making trips to be given to the All Star Coordinator or Designate one week prior to traveling.
2. Teams are not insured to travel outside of Canada; BC Minor Baseball and Baseball BC requires notification prior to any interprovincial travel.
3. Teams traveling past Provincials (Canadians, Westerns, Regional, or Worlds) will be responsible for their travel costs. PGYBA may provide additional funding depending on the league budget.
4. Parents can request another parent or guardian to transport their player to out of town events. The transporting parent is responsible to maintain \$5,000,000.00 liability coverage through ICBC. Both the Player parent and transporting parent must complete and return to the Team Administrator a PGYBA Player Travel Permission Form, with the required insurance coverage confirmation, drivers abstract, and criminal record check.
5. Players are not allowed to drive either their own or their Parents/Guardians vehicles to out of town tournaments.
6. The Team Administrator, All Star Manager, and Assistant Coaches are not permitted to transport non-related players to or from any baseball related activities including games or practices unless written permission is given by the Parents/Guardians and approved by PGYBA.

10.0 CONFLICT RESOLUTION

The board of directors of the PGYBA recognize that disagreements are a normal by-product of participation in any organization, including minor sports. PGYBA has a responsibility to all stakeholders in the program (players, parents, coaches, volunteers, and the board of directors) 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:

1. If any PGYBA stakeholder perceives that a violation of any Codes of Conduct (player, coach, or parent) of the PGYBA has been committed.

2. If there is a disagreement about the manner in which any baseball rules have been applied.
3. If there is a disagreement about the manner in which any PGYBA 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 consequences may affect a player's eligibility to play in the PGYBA, a parent's ability to participate in PGYBA events, or a coach's ability to participate in a leadership role in PGYBA. Strict confidentiality, impartiality, fairness and due process must be observed.

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 PGYBA.

Step 1: Coaches and 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 or parent shall contact the other party and ask to meet outside of normal practice or game times, as soon as possible. The parties should meet within 48hrs of the request being made to discuss the issue
4. The parent or coach who requests the meeting should bring their written concerns to the meeting
5. If the issue is resolved at the meeting, then there is no need for further action by the PGYBA. The parent or coach should document that an issue was raised and resolved by notifying the Coach Coordinator and President of PGYBA.
6. It is recommended that follow up to a concern or event should happen within 3 days of the event occurring.

If step 1 does not resolve the issue, then proceed to step 2.

Step 2: Communicate with the Coach Coordinator and the President of PGYBA that an issue has been escalated.

1. If the parent and coach cannot agree on a resolution in Step 1, the Coach Coordinator and President will arrange to meet with the parties within 3 days of receiving letters from both parties describing the conflict and suggested resolutions.
2. The Coach Coordinator and 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.
3. If the parties reach agreement on a resolution at this conference there is no need for further action. The President and Coach Coordinator cannot help the parties to reach a

mutually agreeable resolution they will forward the letters from the parties to the board of directors, along with their notes on the matter.

Step 3: If step 2 does not resolve the issue, the Coach Coordinator and the President of PGYBA will facilitate a meeting with an independent third party to assist with conflict resolution before moving to step 4.

Step 4: If the issue is not resolved in Step 3 the board of directors will meet as necessary to determine a fair resolution to the issue.

1. The board of director'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 next section.
2. 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.
3. This should be completed within 14 days of the concern reaching the board of directors.

Potential Consequences

All parties involved with PGYBA should be aware of the consequences from actions deemed inappropriate, including but not limited to:

1. Verbal apology to parties involved (with Director's witness)
2. Written apology to parties involved (and copy to the Executive)
3. Temporary ban on attending PGYBA events (parents or players)
4. Permanent ban on attending PGYBA events (parents or players)
5. Temporary suspension of coaching privileges (Spring season) (e.g., 1 game or more, 1 week)
6. Full season or remainder of season coaching privileges suspension
7. Permanent removal of coaching privileges

11.0 GENERAL RULES

1. All Star coaches must read and be familiar with BC Minor Baseball Association rulebook and follow <https://www.bcminorbaseball.org/rulesbooks>
2. Teams will carry a minimum roster of 12 players to exhibition games, league games, spring play and tournaments. Unless an arrangement is approved by the All Star Coordinator.
3. All Coaches should encourage and discuss rules in a fair and equitable manner, as per BC Minor Rule 13.11
4. All Parents and Coaches should read and reference Fair Play Rules, as per BC Minor Rule 25

5. All parents, players, and coaches must follow all PGYBA policies and conduct and BC Minor Baseball Rules.
6. Players in uniform shall not address or mingle with spectators during a game. All Players must remain behind the screen during the game. It will be the Team Administrator, All Star Coach, and Assistant Coaches responsibility to enforce this rule.