



Little League Safety Program

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1 Overview

1.1 Purpose

This program document specifies the minimum requirements related to Airdrie Little League Safety Program

1.2 Scope

This program applies to all players, coaches, parents, volunteers, spectators, and officials associated with Airdrie Little League. Scope is aligned with Little League International regulation 18-13.

2 Program Framework



2.1 Program Governance

The Airdrie Little League Board of Directors have overall authority related to the requirements within this Program.

2.2 Program Sustainment

Any material changes made to the program and associated processes will be communicated to affected areas. They will be informed about the expectations for adhering to the new or revised requirements. These changes may be made at the Little League International Level, Little League Alberta, or any other sources deemed necessary by the Airdrie Little League Board of Directors.

2.3 Roles and Responsibilities

Role	Responsibility
Airdrie Little League Board of Directors	<ul style="list-style-type: none"> - Overall accountability for the Program. Ensuring a board member conducts a documented review of the program governance on a frequency deemed appropriate. Ensure they are aware and compliant with the elements contained within the safety program as laid out within this and the associated documents - Supports the ongoing implementation and sustainment of the Safety Program at the baseball diamonds and associated areas of operation - Conducts themselves according to the standards detailed within the program at all times
Airdrie Little League Safety Officer	<ul style="list-style-type: none"> - Ensure the maintenance and implementation of the Program and its supporting documents as required.
Airdrie Little League Coaches & Umpires	<ul style="list-style-type: none"> - Ensure they are aware and compliant with the elements contained within the safety program as laid out within this and the associated documents - Supports the ongoing implementation and sustainment of the Safety Program at the baseball diamonds and associated areas of operation - Conducts themselves according to the standards detailed within the program at all times
Airdrie Little League Volunteers	<ul style="list-style-type: none"> - Ensure they are aware and compliant with the elements contained within the safety program as laid out within this and the associated documents - Supports the ongoing implementation and sustainment of the Safety Program at the baseball diamonds and associated areas of operation - Conducts themselves according to the standards detailed within the program at all times
Parents & Spectators	<ul style="list-style-type: none"> - The Safety Program will be made available as per the discretion of the Airdrie Little League Board of Directors.

3 Abuse Prevention

3.1 Zero Tolerance & Prevention

The abuse prevention requirement will apply to all players, coaches, parents, volunteers, spectators and officials. This abuse may be observed as Assault, abuse and/or maltreatment (mental/physical/emotional etc.),

Assault	Intentional physical force or contact (or threat of physical force or contact). Including but not limited to bumping, shoving, striking, poking, spitting or other threatening behaviour
Abuse	Display of temper/gestures/language/behavior, including but not limited to throwing equipment, physical attack of equipment or facilities, or any other display that may be deemed disruptive and/or intimidating, discriminatory.
Maltreatment	Psychological, emotional, physical, sexual, language or any other behaviors deemed inappropriate as per the "UCCMS" Universal Code To Prevent and Address Maltreatment found here.

Prevention

At all times, Airdrie Little League officials, coaches, members, and volunteers are committed to fostering a safe, respectful, and enjoyable environment for players, coaches, officials, and spectators. Unruly behavior by any individual on or near the diamond, including verbal abuse, physical aggression, or disruptions that interfere with player safety, will not be tolerated. As part of Zero Tolerance & Prevention the following steps shall be taken to address such incidents:

Immediate Action by Officials or Coaches:

- If an individual exhibits unruly behavior, coaches, umpires, or league officials have the authority to pause the game and request that the individual cease their behavior immediately.
- They may issue a verbal warning, emphasizing the need for respectful conduct and adherence to league rules.

Removal from the Diamond or Facility:

- If the behavior persists or escalates, the individual will be asked to leave the diamond and surrounding area.
- Physical contact or confrontation with the unruly individual should be avoided under all circumstances.
- If the person refuses, law enforcement may be contacted to ensure the safety of all participants.
- The game will not resume until the situation is resolved. No player, coach, official or spectators are required in their capacity to be responsible for removing the unruly individual(s) from the diamond or facility

Documentation of the Incident:

- The incident must be documented by the league representative, including the time, nature of the behavior, and actions taken.
- Statements from witnesses may also be collected if necessary.
- Please submit all incidents via email to safety@airdrielittleleague.ca and use the Airdrie Little League [Incident Report Form](#) located in the Policies Page on airdrielittleleague.ca.

Follow-Up and Disciplinary Action:

Depending on the severity of the incident, the individual may face further consequences, such as suspension from league activities, revocation of attendance privileges, or permanent banning. A review by the league’s disciplinary committee will determine the appropriate action.

- Little League Alberta District #3 - Policies Page 12 of 118 Version - 2025.2

4 Discipline

The Airdrie Little League Safety Program, Disciplinary Policy and Guidelines applies to all PLAYERS, COACHES, PARENTS, SPECTATORS and LITTLE LEAGUE OFFICIALS. All incidents must be reported to The Airdrie Little League within 24 hours of any incident.

4.1 Discipline Process

All incidents must be reported to the Airdrie Little League via email or via the Incident Report within 24 hours of any incident. Any incident involving an ejection from a game shall be initially dealt with by the League UIC (Umpire in Chief) as appropriate. Any incident which does not involve an ejection shall be dealt with by the Airdrie Little League President or delegate as appropriate.

- Investigation into incidents should be completed as soon as reasonably appropriate.
- A hearing committee (also known as incident review committee) can be convened by the President if deemed necessary.
 - Membership of the committee should at a minimum consist of President, Vice President, Umpire in Chief, and Safety Officer.
 - Additional membership can include Secretary, the divisional director, the person(s) involved, witness, and even a parent if the offending party is a player.
 - The attendees to the review committee will remain at the discretion of the president or the noted delegate.
- Application of an appropriate discipline outcome will remain at the discretion of the incident review committee, decision are final and binding
- A documented decision, inclusive of recommendation and outcomes is required to be kept on file via the Airdrie Little League

5 Code Of Conduct

Airdrie Little League has developed Code of Conducts for Parents, Coaches, Players and Umpires to protect children and guide all of our personnel and volunteers in their interactions with children. The safety, rights and well-being of children we serve are at the core of our daily operations. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries.

5.1 Code Of Conduct Process

The intent of the Code of Conduct is to guide our personnel and volunteers in developing healthy relationships with the children involved in activities or programs delivered by Airdrie Little League, Little League Alberta District 3. Treating Children with dignity and maintaining boundaries

All personnel and volunteers must ensure their behaviors are in support of the following:

- Treat all children with respect and dignity
- Establish, respect, and maintain appropriate boundaries with all children and families involved in activities or programs delivered by the organization It is important to monitor your own

behavior towards children, and pay close attention to the behavior of your peers to ensure that behavior is appropriate and respectful, and will be perceived as such by others.

- Tied to your duties, designed to meet the child's needs, not your own needs.
- Always consider the child's reaction to any activities, conversations, behavior or other interactions.

If at any time you are in doubt about the appropriateness of your own behaviour or the behaviour of others, you should discuss it with the designated person within your organization.

- Within your Local Association all concerns should be addressed with the Airdrie Little League President.
- If the Individual who is of concern is the President, you can discuss the matter with the Little League Alberta District 3 District Administrator.
- Any Little League Alberta District 3 individual of concern shall be brought to the Little League Alberta District 3 District Administrator.
- If the individual in question is the Little League Alberta District 3 District Administrator, then you shall discuss the matter with Little League Alberta President as necessary.

5.2 Code Of Conduct

Various Codes of Conduct exist for Airdrie Little League, Little League Alberta, District 3. Each can be found on the webpage for the governing association. The intent of this Safety Program is to support the documented codes throughout the players experience.

6 Weather

Weather policies are outlined to support games within Airdrie Little League, and Little League Alberta. These policies can be found on the webpage under ***Airdrie Little League Inclement Weather Procedures*** - <https://www.airdrielittleleague.ca/policies>

7 Injury Management

The health and safety of our players is the primary concern of Airdrie Little League Coaches, parents, and organization staff should be able to recognize signs and symptoms of serious injuries, medical emergencies and other non-emergency injuries (includes concussion). At all times, anyone responding to, or supporting any type of emergency should be trained in first aid.

7.1 Protocol for Managing Emergencies, Non-Emergencies, and other Injuries.

Emergency Response

- For injuries requiring immediate medical attention, 911 should be called immediately.

- Coaches or staff should administer first aid within the limits of their training until medical professionals arrive.

Communication:

- Parents or guardians must be informed of any injury as soon as possible.
- In the case of a suspected concussion or serious injury, a detailed report will be provided to the parents/guardians, including the circumstances of the injury and observed symptoms.

Removal from Play:

- Any player suspected of sustaining a concussion or other serious injury must be immediately removed from play.
- A player exhibiting any signs or symptoms of a concussion should not return to the game or practice that day, even if symptoms seem mild.

7.2 Return to Play (Post Emergency/Injury/removal from play)

Emergency and Other Injuries return to play is guided by the following:

- Minor injuries may allow for a quicker return to play at the discretion of the coach and parents, provided there is no risk of further harm.
- For serious non-concussion injuries, a healthcare professional's clearance may be required before the player resumes activities.

A player diagnosed with a concussion cannot return to practice or games until they have been cleared by a licensed healthcare professional experienced in concussion management. The healthcare provider's written clearance must be provided to the coach or designated organization official.

The return to play must follow a gradual, supervised process:

- Light aerobic activity (e.g., walking or stationary cycling).
- Sport-specific exercise (e.g., running drills in baseball, without head impact).
- Non-contact training drills.
- Full contact practice after medical clearance.
- Return to game play.

8 Responsible Coaching

Established by the Coaching Association of Canada and the Canadian Centre for Ethics in Sport, the Responsible Coaching Movement invites all coaches and sport organizations to learn and apply consistent safety principles. It includes three distinct pillars, each serving to create a sports environment that is ***Safe, Smart, and Secure***. Airdrie Little League strives to implement the RCM across all of its programs and offerings as outlined below.

8.1 Pillar 1 – Safe – Background Screening

Background screening ensures that coaches and volunteers meet the important requirements to coach and lead athletes/participants. Screening tools include comprehensive job postings, visible policies and processes, criminal record checks, interviews, and reference checks. All are equally important. This policy focuses on the screening process for criminal record checks with a vulnerable sector search.

The organization has determined that all volunteers and personnel must undergo screening if they will be involved in working directly with any of the participants in the programs offered.

The Airdrie Little League screening process is outlined below:

- All coaches must complete a Coach Application Form
- All coaches must undergo a background check, which includes a criminal record and vulnerable sector check, prior to starting any coaching duties.
- All coaches must complete a sufficient Safe Sport Certificate program
 - Currently Coach.ca is acceptable solution
- The criminal record check must be completed within the previous calendar year
- Airdrie Little League reserves the right to refuse or revoke the coaching status of anyone who fails to meet the requirements of this policy or who violates Little League policies or codes of conduct.

Any coach who is charged with and/or subsequently convicted of a relevant criminal offence, must immediately report this circumstance to the Organization who will take such steps as are appropriate, including re-assignment, suspension, dismissal or expulsion, on a provisional basis and/or pending the conclusion of the investigation or criminal process.

If a coach provides falsified or misleading information, the coach will immediately be removed from their position and may be subject to further discipline in accordance with the Organization's policies.

An individual who refuses or fails to provide the necessary screening documents will be ineligible to volunteer or apply for the position sought. The individual will be informed that their application and/or position will not proceed until such time as the screening documents are submitted. The Organization recognizes that different information will be available depending on the type of screening document that the individual has submitted. For example, an E-PIC may show details of a specific offense, or not, and/or a VSV may be returned with specific information or simply a notification indicating 'cleared' or 'not cleared'.

Records will be maintained in a confidential manner and will not be disclosed to others, except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings, or is in the best interest of the public.

8.2 Pillar 2 – Smart – Rule of Two

A safe sport environment ensures all coaches, volunteers and personnel apply the Rule of Two. When following the Rule of Two, all interactions and communications with participants are in open, observable

and justifiable settings, and two responsible adults, whether a coach, parent personnel or screened volunteer - are present. There may be exceptions in emergency situations.

8.3 Pillar 3 – Secure – Ethics Training

A smart and safe sports environment ensures coaches are trained and have the confidence and skills needed to effectively manage challenging situations.

Airdrie Little League, may, at its discretion, require coaches and volunteers to complete additional training related to **ethics** in sports. This requirement is fulfilled as coaches complete their Safe Sport training as required by Airdrie Little League.

9 Supporting Materials

Many materials contained within this program are in alignment with safety resources/policies/procedures from the governing and supporting bodies found below:

Coach.ca

[Little League Alberta District 3](#)

[Little League Alberta](#)

[Little League International](#)

[Baseball Canada](#)

Airdrie Little League Coach Screening Policy

Introduction

This Coach Screening Policy is designed to ensure that all coaches are suitable for working with children and are free from any criminal record or prior behaviour that could pose a risk to the children. The safety and well-being of the children participating in Airdrie Little League is of utmost importance.

Policy

Coach Application Form:

All coaches must complete a Coach Application Form including references that can be contacted.

Background Check:

All coaches must undergo a background check, which includes a criminal record and vulnerable sector check, prior to starting any coaching duties. The criminal record check must be completed within the past twelve months to ensure the safety of children participating in Airdrie Little League

Eligibility:

Any coach who has a criminal record or prior behaviour that could pose a risk to the children will not be allowed to participate in Little League activities.

Right to Refuse or Revoke:

Airdrie Little League reserves the right to refuse or revoke the coaching status of anyone who fails to meet the requirements of this policy or who violates Little League policies or codes of conduct.

Confidentiality:

The Coach Application Form and background check results will be kept confidential and stored in a secure location

Incident Reporting:

Any incidents involving a coach and a child must be reported to Airdrie Little League Safety Officer immediately, and a thorough investigation must be conducted

Training:

Little League will provide training to all coaches on appropriate behaviour and practices for working with children.

Rule of Two:

The "Rule of Two" will be followed in all situations and requires at least two adults to be present with children at all times, one of whom must be a registered coach with Airdrie Little League. There may be instances where coaches will not be able to adhere to the rule of two (e.g., travel to and from the ballpark) and they will make another Coach or Team Manager aware as soon as possible. The designated team manager may provide backup supervision for any coach who is absent or otherwise unable to provide adequate supervision.