



# BRITISH COLUMBIA MINOR BASEBALL ASSOCIATION

*Providing Canadian Youth Baseball Program Since 1963*

Rally Cap-9U-11U-13U-15U-18U-26U-  
Girls Baseball-Blastball-Challenger Baseball  
[www.bcminorbaseball.org](http://www.bcminorbaseball.org)

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### **Hazing Policy**

#### **(1.0) Introduction**

The British Columbia Minor Baseball Association (BMBA) believes in fostering a safe, welcoming, and inclusive environment for participants. Hazing is an archaic and outdated practice that goes against these values and has no place in the sport. Hazing can have a serious, long-lasting, impact on athletes. Hazing tears teams apart and should be replaced with positive team building activities. Accordingly, the BCMBA condemns the practice of hazing in the strongest possible terms.

#### **(2.0) Definition**

Hazing is defined as any action, as part of an initiation of teammates, that reasonably could be foreseen to endanger the physical, mental, or social-emotional health or safety of another individual.

Hazing may be humiliating, demeaning, shameful, or degrading.

Hazing can occur in any location and with or without the consent of the participants.

There is no such thing as an acceptable form of hazing.

#### **(3.0) Role of Coaches**

Coaches have a responsibility to prevent hazing from occurring within their team. Coaches are expected to educate their athletes on this policy and to create a culture whereby hazing of any kind, is not acceptable. Coaches also have a duty to reasonably supervise their athletes for the purpose of preventing hazing incidents when athletes are under their direct supervision, such as at the ballpark and on road trips. A coach may be found to be responsible for a hazing incident, even when the incident occurs while athletes are not under the coach's direct supervision. The head coach has the primary responsibility for education and supervision.

When hazing events occur, the actions or inactions of coaches will be reviewed by the discipline committee. Coaches who are found to have not educated their athletes on hazing, or failed to provide reasonable supervision, or permitted hazing to occur in any other way, will be subject to disciplinary sanctions. A head coach who is found to have any degree of responsibility for a hazing event occurring, will be suspended for a minimum of ten-games. Other coaches may also face sanctions.



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### **(4.0) Consequences for Athletes – Active Participants**

Athletes who actively participate in verbal or physical forms of hazing will be sanctioned under the BCMBA discipline policy. Active participants include those who are cheering on and/or encouraging those committing the hazing. Athletes will be sanctioned based on their individual actions.

### **(5.0) Role of Bystanders**

Bystanders are defined as athletes who are present during a hazing event but do not actively participate and are not victims of the hazing. Bystanders are expected to speak out against hazing as it occurs, remove themselves from the situation, and immediately report the incident to a coach or other responsible adult. When bystanders watch hazing occur in silence, they become part of the incident and may be subject to discipline.



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### **Locker Room Policy**

#### **(1.0) Introduction**

The British Columbia Minor Baseball Association (BCMBA) believes in fostering a safe, welcoming, and inclusive environment for participants. Athletes are particularly vulnerable in locker room settings due to the various stages of dress/undress and the reduced level of supervision. The BCMBA is concerned about both athlete to athlete and adult to athlete conduct as it relates to locker room use.

The use of locker rooms is uncommon within the baseball setting in British Columbia and when in use, is typically only available for older athletes.

#### **(2.0) Application**

This policy shall apply to any indoor area where athletes are reasonably likely to dress and undress.

#### **(3.0) Supervision**

Coaches are responsible for the supervision of athletes while using locker rooms. The 'rule of two' method of supervision shall be applied with two coaches supervising athletes.

#### **(4.0) Access**

Teams shall restrict access to locker rooms to team members only when athletes are reasonably expected to be dressing or undressing. Other adults are not permitted in the dressing room during these times.

#### **(5.0) Teams Comprised of Athletes of More Than One Gender**

When teams are comprised of athletes of more than one gender, a process must be established to protect the privacy rights of all athletes. Ideally, athletes of different genders will have separate dressing rooms. When dressing rooms are shared between athletes of more than one gender, the established process must set expectations for minimum levels of dress and ensure that athletes are never watching members of other genders dress or undress.



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### **(6.0) Cell Phone & Other Image or Video Recording Device Use**

Cell phones or any other device with image or video recording capability may not be used in dressing rooms at any time athletes are reasonably expected to be dressing or undressing. At these times, cell phones and other such devices may be on but must not be visible to others.



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## **Social Media Policy**

### **(1.0) Introduction**

The British Columbia Minor Baseball Association (BCMBA) believes in fostering a safe, welcoming, and inclusive environment for participants. Social media is a beneficial and useful tool for connecting individuals, promoting the sport of baseball, and engaging the baseball community. The BCMBA is committed to promoting the responsible use of social media. The purpose of this policy is to set expectations for social media use.

This policy should be read in conjunction with the BCMBA's Locker Room Policy, which restricts the use of technology within any indoor area where athletes are reasonably likely to dress and undress.

### **(2.0) Definitions**

#### **(2.1) Social Media**

Social media is defined as any form of online or interactive media, including but not limited to, profiles, commentary, writings, photographs, images, posts, logos, audio, and video that is shared on platforms.

#### **(2.2) Platforms**

A platform is defined as any technology intended to create virtual connections on the internet. Examples of platforms include, but are not limited to, Facebook, Instagram, Twitter, Myspace, blogs, FaceTime, email, text messaging, message boards, and websites.

#### **(2.3) Technology**

Technology is defined as any electronic device that is used to communicate with others through social media platforms or other means.

### **(3.0) Application**

This policy is applicable to all individuals within the baseball community, including but not limited to, coaches, athletes, spectators, parents/guardians, members of the Board of Directors, staff, employees, and umpires. Furthermore, this policy is applicable to teams, associations, and member organizations.



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### (3.1) Individuals

This policy is applicable to individuals when:

- Their social media content is connected to BCMBA activities in any way.
- Their social media content is disseminated during any BCMBA sanctioned activity, whether that activity occurs on or off the field. This includes team travel to BCMBA sanctioned activities.

### (3.2) Teams, Associations, and Member Organizations

This policy is applicable to all content disseminated on the social media platforms of teams, associations, and member organizations, who participate in BCMBA sanctioned activities, regardless of whether the content is related to baseball activities.

### (3.3) Employees, Staff, Contractors, and Members of the Board of Directors

Individuals working or volunteering for BCMBA in any capacity are expected to role model appropriate social media conduct. This policy shall apply to all social media and other electronic communication from such individuals, regardless of whether it is baseball related.

### **(4.0) Differing Perspectives and Conflict Resolution**

The BCMBA acknowledges that social media provides a platform for sharing perspectives and calling out unacceptable conduct. While sharing one's perspective and potentially disagreeing with others or calling out unacceptable conduct is not prohibited under this policy, such communications must be respectful and consistent with the expectations of this policy and the Code of Conduct. Social media platforms are often not the best place for resolving problems. Individuals are encouraged to solve problems through direct, private contact with others. When participants are not able to mutually address problems, they are encouraged to report misconduct to BCMBA through official channels and processes, instead of using public social media platforms.



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### **(5.0) Prohibited Conduct**

The following is prohibited on social media:

- Any conduct that is in violation of BCMBA policies or Code of Conduct
- Bullying, harassment, threats, promotion of violence, and intimidation
- Conduct which promotes non-compliance with the law
- Intentional misrepresentations of the truth
- Content that marginalizes individuals, based on but not limited to, their colour, ethnicity, sexual orientation, race, gender, ancestry, sex, national origin, age, disability, or religion
- Content that is racist, sexist, or ageist
- Profanity, including homophobic language
- Comments that are personally insulting or damaging to others
- Comments that bring the game into disrepute
- Information that could reasonably be construed as originating from BCMBA without receiving proper authorization
- Use of BCMBA's logo, mark, or written, photographic, video, or audio property without authorization
- Sharing confidential or proprietary information about Baseball BC or its employees or agents, including, for example, financial or medical information
- Content that is personally insulting against other individuals
- Questioning the impartiality of umpires or other officials
- As it applies to umpires and officials, content that is critical of any individual or team that may lead to questions of impartiality in the future, as well as any details related to



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misconduct, such as but not limited to, ejections

The above expectations apply to all social media content regardless of whether an individual is initiating communication, responding to communication, or defending themselves on social media.

### **(6.0) Best Practice Considerations**

Participants are encouraged to follow best practice when using social media. Examples of best practice include:

- Educating participants on this policy and their social media responsibilities
- Pausing before using social media when one is upset
- Recognizing the permanent nature of social media
- Recognizing that private communications are only private so long as they are not subsequently shared by others
- Remembering that comments can be construed as being representative of a team or organization instead being one's individual opinion
- Considering waiting 30-60 minutes after a game before using social media
- Considering what one's parents/guardians or grandparents would think if they viewed the content
- Considering how the content may impact one's current or future employment

### **(7.0) Use of Technology by Athletes**

During BCMBA sanctioned team activities, coaches may reasonably limit athlete use of technology and social media. Such limitations may include when, where, and in what form, technology and social media is permitted. For example, coaches may prohibit athletes from using technology during certain team events, such as team meals, or after a certain time of day.

Coaches are required to allow athletes to have reasonable communication with their parents/guardians.



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### **(8.0) Reporting & Enforcement**

Individuals are encouraged to report violations of this policy to the BCMBA.

When responding to violations of this policy, the BCMBA will determine whether an educational or disciplinary approach is most appropriate.

Education may be appropriate for minor violations of this policy where an individual, often a minor athlete, may not be aware of social media expectations. Education may involve requesting that an individual delete or retract social media content and/or engage in restorative practices with those impacted.

When disciplinary actions are required for violations of this policy, the BCMBA discipline committee will have jurisdiction and the discipline policy shall apply.

When this policy is violated by a team, association, or member organization, the BCMBA will make its best effort to identify the individual(s) responsible for the content. Teams, associations, and members are expected to support a disciplinary investigation by identifying such individuals. When the BCMBA is unable to identify the individual responsible, an individual in a leadership position may be held accountable and subject to discipline. For example, a head coach may be held accountable for content on a team's Twitter account or website. Furthermore, in the case of teams, associations, and member organizations, the BCMBA may impose financial consequences as a form of discipline.

Violations of section 3.3 of this policy, may be dealt with through human resources, per the individual's employment contract, as opposed to through the discipline committee.



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### **Performing Enhancing Drugs Policy**

#### **(1.0) Introduction**

The BCMBA believes in fostering a safe, welcoming, and inclusive environment for participants. Performance enhancing drugs are detrimental to the health and welfare of athletes, create an unfair competitive advantage, and accordingly, have no place in sport. The BCMBA accepts, adopts, and adheres to the Canadian Anti-Doping Program and the designated authority and policies of the Canadian Center for Ethics in Sport.

#### **(2.0) Education of Athletes**

The BCMBA will provide educational opportunities related to the use of performance enhancing drugs as a standard component of high-performance programming.

#### **(3.0) Respect of Suspensions**

The BCMBA will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the World Anti-Doping Agency, Canadian Centre for Ethics in Sport, Baseball Canada, Baseball BC, or any other sport organization. The BCMBA may impose further sanctions under its discipline policy.

#### **(4.0) Participant Responsibilities**

Athletes and their parents/guardians are responsible for ensuring compliance with this policy. Individuals shall familiarize themselves with the Canadian Centre for Ethic in Sport's drug classification booklet (<https://cces.ca/prohibited-list>), which provides examples of banned and permitted substances.

#### **(5.0) Adult Responsibilities**

This section applies to adult participants and organizers at events directly sanctioned by the BCMBA. Adult participants and organizers, includes but is not limited to, coaches, umpires, league officials, association staff, volunteers, and members of the Board of Directors.

Any adult participant or organizer who has reason to believe that an athlete is using performance enhancing drugs shall report the matter to the President. The President will consider the information provided by the adult and shall contact the athlete's parents/guardians. The President, based on the totality of the evidence, will determine whether the matter should be referred to the discipline committee for review. An adult participant or organizer who withholds information about athlete performance enhancing drug use, is subject to discipline.



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Any adult participant or organizer who is found to have encouraged an athlete to take performance enhancing drugs shall be suspended for a minimum of two years and may be referred to the RCMP or local police, as required.



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### **Overnight Travel Policy**

#### **(1.0) Introduction**

The BCMBA believes in fostering a safe, welcoming, and inclusive environment for participants. Overnight team travel can be a fun, rewarding, and memorable experience for athletes. The purpose of this policy is to ensure the safety of athletes during overnight team travel. This policy applies to all BCMBA sanctioned teams.

#### **(2.0) Application**

There are different models of team travel that impact the applicability of sections of this policy.

When all athletes travel with their parents/guardians, the chaperone and supervision requirements, as described in section 4.0, are generally not applicable if the athletes remain under the direct supervision of their parents/guardians when not in a baseball setting.

Parents/guardians may arrange for their child to travel under the direct supervision of another adult. This scenario does not necessitate the need for chaperones.

#### **(3.0) Conduct**

When participating in team travel, athletes, regardless of whether they are under the direct supervision of chaperones or parents/guardians, are participating in a BCMBA sanctioned activity for the duration of that trip. As such, they are expected to follow all BCMBA policies, including the Code of Conduct, both on and off the field. Individuals who fail to adhere to these policies are subject to consequences under the BCMBA's discipline policy.

#### **(4.0) Chaperones & Supervision**

The team shall designate chaperones for the trip. The names of the chaperones and their contact information shall be communicated to the parents/guardians of athletes in advance of the trip.

Typically, coaches will act in the role of chaperones; however, other responsible adults, such as a travel manager, general manager, or chef de mission, may be assigned this role.

When more than one chaperone is assigned to a trip, it is permissible for chaperones to be on and off duty, provided that athletes are always under the supervision of a chaperone.

Any individual assigned as a chaperone must complete a screening process.



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The chaperones are responsible for supervising athletes and ensuring their safety both on and off the field. The chaperones must set clearly communicated expectations for their athletes related to conduct, their mobility, curfew, and other applicable items. These expectations will vary depending on the setting and the age of the athletes.

Chaperones may not be under the influence of substances while performing their duties.

It is permissible for parents/guardians to take over the direct supervision of their child from time to time during the trip. This must be communicated to the chaperones. Parents/guardians may not take direct responsibility for other athletes, without prior permission being given from that athlete's parents/guardians.

### **(5.0) Rooming**

The chaperones shall establish a rooming list and will ensure that in cases of coed teams, athletes of only one gender occupy each room.

Guests not affiliated with the team may not enter the rooms of minor athletes.

Coaches may not share a room with an athlete unless the athlete is the coach's child, grandchild, or sibling.

Chaperones shall request that the hotel block adult pay per view television channels and phone charges.

### **(6.0) Meetings**

Team, small group, and individual meetings between coaches and athletes should generally be held in common public areas or in designated meeting rooms. When such meetings are held in individual hotel rooms, the door must remain open and a minimum of two adults must be present.



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## Concussion Policy

### 1.0 Introduction

The BCMBA believes in fostering a safe, welcoming, and inclusive environment for participants. The BCMBA has adopted the Baseball Canada concussion policy & protocol to help guide the management of participants who may have a suspected concussion as a result of participation in baseball activities.

For the purpose of this document, a participant is defined as an athlete, coach, or umpire.

### 2.0 Purpose

This policy & protocol covers the recognition, medical diagnosis, and management of participants who may sustain a suspected concussion during a baseball activity. It aims to ensure that participants with a suspected concussion receive timely and appropriate care and proper management to allow them to return to baseball safely. This protocol may not address every possible clinical scenario that can occur during baseball-related activities but includes critical elements based on the latest evidence and current expert consensus.

### 3.0 Who should use this policy & protocol?

This protocol is intended for use by all individuals who interact with athletes inside and outside the context of school and non-school based organized baseball activity, including athletes, parents, coaches, officials, teachers, trainers, and licensed healthcare professionals.

### 4.0 Pre-Season Education

Despite recent increased attention focusing on concussion, there is a continued need to improve concussion education and awareness. Optimizing the prevention and management of concussion depends highly on annual education of all baseball stakeholders (athletes, parents, coaches, officials, teachers, trainers, licensed healthcare professionals) on current evidence-informed approaches that can prevent concussion and more serious forms of head injury and help identify and manage a participant with a suspected concussion.



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Concussion education should include information on:

- the definition of concussion,
  - possible mechanisms of injury,
  - common signs and symptoms,
  - steps that can be taken to prevent concussions and other injuries from occurring in baseball,
  - what to do when a participant has suffered a suspected concussion or more serious head injury,
  - what measures should be taken to ensure proper medical assessment,
  - return-to-school and return-to-baseball strategies,
  - return-to-baseball medical clearance requirements
- ▶ **Who:** Athletes, parents, coaches, umpires, teachers, and trainers, licensed healthcare professionals.
- ▶ **How:** Pre-season concussion education sheet

All parents, athletes, coaches, and umpires should review and submit a signed copy of the *pre-season concussion education sheet* to their coach prior to the first practice of the season. In addition to reviewing information on concussion, it is also important that all baseball stakeholders have a clear understanding of the BCMBA concussion policy & protocol. For example, this can be accomplished through pre-season in-person orientation sessions for athletes, parents, coaches, and other sport stakeholders.

### 5.0 Head Injury Recognition

Although the formal diagnosis of concussion should be made following a medical assessment, all baseball stakeholders are responsible for the recognition and reporting of participants who may demonstrate visual signs of a head injury or who report concussion-related symptoms. This is particularly important because many baseball venues will not have access to on-site licensed healthcare professionals.

A concussion should be suspected if a participant sustains a significant impact to the head, face, neck, or body and demonstrates any of the visual signs of a suspected concussion or reports *any* symptoms of a suspected concussion as detailed in the *Concussion Recognition Tool 5*. If a participant reports any concussion symptoms to one of their peers, parents, teachers, or coaches or if anyone witnesses a participant exhibiting any of the visual signs of concussion.



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In some cases, a participant may demonstrate signs or symptoms of a more severe head or spine injury including convulsions, worsening headaches, vomiting, or neck pain. If an athlete demonstrates any of the 'red flags' indicated by the *Concussion Recognition Tool 5*, a more severe head or spine injury should be suspected, and an emergency medical assessment should be pursued.

- ▶ **Who:** Athletes, parents, coaches, umpires, teachers, trainers, and licensed healthcare professionals
- ▶ **How:** [Concussion Recognition Tool 5](#)

### 6.0 Onsite Medical Assessment

Depending on the suspected severity of the injury, an initial assessment may be completed by emergency medical professionals or by an on-site licensed healthcare professional where available. In cases where a participant loses consciousness or it is suspected they might have a more severe head or spine injury, an emergency medical assessment, by emergency medical professionals, should take place. If a more severe injury is not suspected, the participant should undergo a sideline medical assessment or medical assessment, depending on if there is a licensed healthcare professional present.

#### 6.1 Emergency Medical Assessment

If a participant is suspected of sustaining a more severe head or spine injury during a game or practice, an ambulance should be called immediately to transfer the patient to the nearest emergency department for further medical assessment.

Coaches, parents, teachers, trainers, and umpires should not make any effort to remove equipment or move the participant until an ambulance has arrived. The participant should not be left alone until the ambulance arrives. After the emergency medical services staff has completed the emergency medical assessment, the participant should be transferred to the nearest hospital for medical assessment. In the case of youth (under 19 years of age), the participant's parents should be contacted immediately to inform them of the injury. For participants over 18 years of age, their emergency contact person should be contacted if one has been provided.

- ▶ **Who:** Emergency medical professionals



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### 6.2 Sideline Medical Assessment

If a participant is suspected of sustaining a concussion and there is no concern for a more serious head or spine injury, the participant should be immediately removed from the field of play.

#### **Scenario 1: If a licensed healthcare professional is present**

The participant should be taken to a quiet area and undergo a sideline medical assessment using the Sport Concussion Assessment Tool 5 (SCAT5) or the Child SCAT5. The SCAT5 and Child SCAT5 are clinical tools that should only be used by a licensed healthcare professional that has experience using these tools. It is important to note that the results of SCAT5 and Child SCAT5 testing can be normal in the setting of acute concussion. As such, these tools can be used by licensed healthcare professionals to document initial neurological status but should not be used to make sideline return-to-sport decisions in youth athletes. Any youth participant who is suspected of having sustained a concussion must not return to the game or practice and must be referred for medical assessment.

If a youth participant is removed from play following a significant impact and has undergone assessment by a licensed healthcare professional, but there are no visual signs of a concussion and the participant reports no concussion symptoms, then the participant can be returned to play but should be monitored for delayed symptoms.

#### **Scenario 2: If there is no licensed healthcare professional present**

The participant should be referred immediately for medical assessment by a medical doctor or nurse practitioner and the participant must not return to play until receiving medical clearance.

- ▶ **Who:** Athletic therapists, physiotherapists, medical doctor.
- ▶ **How:** [Sport Concussion Assessment Tool 5 \(SCAT5\)](#), [Child Sport Concussion Assessment Tool 5 \(Child SCAT5\)](#)

*BCMBA highly recommends that a participant be taken out of the game (with the right to return to play) if hit on the head, face, or neck, including the following scenarios:  
batter hit on the helmet, catcher/umpire hit by a foul tip, pitcher hit with a batted ball.*

*Other scenarios to be considered include: a fielder hitting a fence or a post, a runner hitting a defender's hard body part (knee, elbow), or fielders entering in a collision.*



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### 7.0 Medical Assessment

In order to provide comprehensive evaluation of participant with a suspected concussion, the medical assessment must rule out more serious forms of traumatic brain and spine injuries, must rule out medical and neurological conditions that can present with concussion-like symptoms, and must make the diagnosis of concussion based on findings of the clinical history and physical examination and the evidence-based use of adjunctive tests as indicated (i.e CT scan). In addition to nurse practitioners, medical doctors that are qualified to evaluate patients with a suspected concussion include: pediatricians; family medicine, sports medicine, emergency department, internal medicine, and rehabilitation (physiatrists) physicians; neurologists; and neurosurgeons.

In geographic regions of Canada with limited access to medical doctors (i.e. rural or northern communities), a licensed healthcare professional (i.e. nurse) with pre-arranged access to a medical doctor or nurse practitioner can facilitate this role. The medical assessment is responsible for determining whether the athlete has been diagnosed with a concussion or not. Participants with a diagnosed concussion should be provided with a *medical assessment letter* indicating a concussion has been diagnosed. Participants that are determined to have not sustained a concussion must be provided with a *medical assessment letter* indicating a concussion has not been diagnosed and the athlete can return to school, work, and sports activities without restriction.

- ▶ **Who:** Medical doctor, nurse practitioner, nurse
- ▶ **How:** *Medical Assessment Letter*

### 8.0 Concussion Management

When a participant has been diagnosed with a concussion, it is important that the participant's parent/legal guardian is informed. All participants diagnosed with a concussion must be provided with a standardized *medical assessment letter* that notifies the participant and their parents/legal guardians that they have been diagnosed with a concussion and may not return to any activities with a risk of concussion until medically cleared to do so by a medical doctor or nurse practitioner. Because the *medical assessment letter* contains personal health information, it is the responsibility of the participant or their parent/legal guardian to provide this documentation to the athlete's coaches, teachers, or employers. It is also important for the athlete to provide this information to baseball organization officials that are responsible for injury reporting and concussion surveillance where applicable.



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Participants diagnosed with a concussion should be provided with education about the signs and symptoms of concussion, strategies about how to manage their symptoms, the risks of returning to sport without medical clearance, and recommendations regarding a gradual return to school and sport activities. Participants diagnosed with a concussion are to be managed according to their *return-to-school and baseball-return-to-play strategy* under the supervision of a medical doctor or nurse practitioner. When available, participants should be encouraged to work with the team athletic therapist or physiotherapist to optimize progression through their *baseball-return-to-play strategy*. Once the participant has completed their *return-to-school and baseball-return-to-play strategy* and are deemed to be clinically recovered from their concussion, the medical doctor or nurse practitioner can consider the participant for a return to full sports activities and issue a *medical clearance letter*.

The stepwise progressions for *return-to-school and baseball-return-to-play strategies* are outlined below. As indicated in stage 1 of the *return-to-baseball strategy*, reintroduction of daily, school, and work activities, using the *return-to-school strategy*, must precede return to sport participation.

### 8.1 Return-to-School Strategy

The following is an outline of the *return-to-school strategy* that should be used to help student-athletes, parents, and teachers collaborate in allowing the participant to make a gradual return to school activities. Depending on the severity and type of the symptoms present, student-athletes will progress through the following stages at different rates. If the student-athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage. Athletes should also be encouraged to ask their school if they have a school-specific return-to-learn program in place to help student-athletes make a gradual return to school.



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Stage	Aim	Activity	Goal of each step
1	Daily activities at home that do not give the student-athlete symptoms	Typical activities during the day as long as they do not increase symptoms (i.e. reading, texting, screen time). Start at 5-15 minutes at a time and gradually build up.	Gradual return to typical activities
2	School activities	Homework, reading or other cognitive activities outside of the classroom.	Increase tolerance to cognitive work
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day.	Increase academic activities
4	Return to school full-time	Gradually progress	Return to full academic activities and catch up on missed schoolwork

McCrory et al. (2017). Consensus statement on concussion in sport – the 5<sup>th</sup> international conference on concussion in sport held in Berlin, October 2016. *British Journal of Sports Medicine*, 51(11), 838-847.

### 8.2 Return-to-Baseball Strategy

The following is an outline of the return-to-baseball strategy that should be used to help athletes, coaches, trainers, and medical professionals to partner in allowing the athlete to make a gradual return to baseball activities. An initial period of 24-48 hours of rest is recommended before starting the *return-to-baseball strategy*. The participant should spend a minimum duration of 24 hours without symptom increases at each stage before progressing to the next one. If the participant experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage. It is important that youth and adult student-athletes return to full-time school activities before progressing to stage 5 and 6 of the return-to-baseball strategy. It is also important that all athletes provide their coach with a *medical clearance letter* prior to returning to full contact sport activities.



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Stage	Aim	Activity	Goal of each step
1	Symptom-limiting activity	Daily activities that do not provoke symptoms.	Gradual re-introduction of work/school activities
2	Light aerobic activity	Walking or stationary cycling at slow to medium pace. No resistance training. <i>-Light intensity jogging or stationary cycling for 15-20 minutes at sub-symptom threshold intensity</i>	Increase heart rate
3	Baseball-specific exercise	Running drills. No head impact activities <i>- Moderate intensity jogging for 30-60 minutes at sub-symptom threshold intensity</i> <i>- Low to moderate impact throwing, receiving, hitting and agility drills</i>	Add movement
4	Non-contact training drills	Harder training drills, i.e. running catches. May start progressive resistance training. <i>- Participation in high intensity running and drills</i> <i>- Non-contact practice without risk of colliding with another participant</i> <i>- Participation in resistance training workouts</i>	Exercise, coordination and increased thinking
5	Full practice	Following medical clearance <i>- Participation in full practice without activity restriction</i>	Restore confidence and assess functional skills by coaching staff
6	Return to baseball	Normal game play	

McCrory et al. (2017). Consensus statement on concussion in sport – the 5<sup>th</sup> international conference on concussion in sport held in Berlin, October 2016. *British Journal of Sports Medicine*, 51(11), 838-847.

- ▶ **Who:** Medical doctor, nurse practitioner and team athletic therapist or physiotherapist (where available)
- ▶ **How:** *Return-to-Learn Strategy, Return-to Baseball Strategy, Medical Assessment Letter*

### 9.0 Multidisciplinary Concussion Care

Most participants who sustain a concussion while participating in baseball will make a complete recovery and be able to return to full school and baseball activities within 1-4 weeks of injury. However, approximately 15-30% of individuals will experience symptoms that persist beyond this time frame. If available, individuals who experience persistent post-concussion symptoms (>4 weeks for youth athletes, >2 weeks for adult athletes) may benefit from referral to a medically supervised multidisciplinary concussion clinic that has access to professionals with licensed training in traumatic brain injury that may include experts in sport medicine,



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neuropsychology, physiotherapy, occupational therapy, neurology, neurosurgery, and rehabilitation medicine.

Referral to a multidisciplinary clinic for assessment should be made on an individualized basis at the discretion of an athlete's medical doctor or nurse practitioner. If access to a multidisciplinary concussion clinic is not available, a referral to a medical doctor with clinical training and experience in concussion (e.g. a sport medicine physician, neurologist, or rehabilitation medicine physician) should be considered for the purposes of developing an individualized treatment plan. Depending on the clinical presentation of the individual, this treatment plan may involve a variety of health care professionals with areas of expertise that address the specific needs of the athlete based on the assessment findings.

- ▶ **Who:** Multidisciplinary medical team, medical doctor with clinical training and experience in concussion (e.g. a sports medicine physician, neurologist, or rehabilitation medicine physician), licensed healthcare professionals.

### 10.0 Return to Baseball and Sports

Participants who have been determined to have not sustained a concussion and those that have been diagnosed with a concussion and have successfully completed their *return-to-school and return-to-baseball strategy* can be considered for return to full sports activities. The final decision to medically clear an athlete to return to full game activity should be based on the clinical judgment of the medical doctor or nurse practitioner taking into account the athlete's past medical history, clinical history, physical examination findings, and the results of other tests and clinical consultations where indicated (i.e. neuropsychological testing, diagnostic imaging). Prior to returning to full contact practice and game play, each athlete that has been diagnosed with a concussion must provide their coach with a standardized *medical clearance letter* that specifies that a medical doctor or nurse practitioner has personally evaluated the patient and has cleared the athlete to return to sports. In geographic regions of Canada with limited access to medical doctors (i.e. rural or northern communities), a licensed healthcare professional (such as a nurse) with pre-arranged access to a medical doctor or nurse practitioner can provide this documentation. A copy of the *medical clearance letter* should also be submitted to sports organization officials that have injury reporting and surveillance programs where applicable.

Athletes who have been provided with a *medical clearance letter* may return to full sport activities as tolerated. If the athlete experiences any new concussion-like symptoms while returning to play, they should be instructed to stop playing immediately, notify their parents, coaches, trainer, or teachers, and undergo follow-up *medical assessment*. If the athlete sustains



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a new suspected concussion, the BCMBA concussion policy & protocol should be followed as outlined here.

- ▶ **Who:** Medical doctor, nurse practitioner
- ▶ **Document:** *Medical Clearance Letter*

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### **Severe Weather Policy – Thunder & Lightning**

#### **(1.0) Introduction**

The British Columbia Minor Baseball Association (BCMBA) believes in fostering a safe, welcoming, and inclusive environment for participants. When making decisions related to severe weather, the health and safety of participants shall be of the utmost concern. This document will detail procedures for responding to thunder and lightning events.

Further information on lightning safety can be found at:

<https://www.canada.ca/en/environment-climate-change/services/lightning/safety/preparedness-fact-sheet.html>

#### **(2.0) Suspension of Play**

Upon hearing thunder or seeing lightning the activity must be immediately suspended regardless of proximity to the thunder or lightning.

During games, the suspension of play is primarily an umpire responsibility. If thunder or lightning occur and the umpires do not take immediate action, the coaches shall advise the umpires of what they have seen and request that the umpire suspends play. Should the umpire still fail to suspend play, both sets of coaches shall withdrawal their team from the field and proceed with the steps detailed in section 3.0 of this document.

Play may be suspended in advance of thunder and lightning based on forecast, weather app data, or other factors.

#### **(3.0) Moving Participants and Spectators to a Safe Location**

Immediately upon the suspension of play, all participants and spectators shall be moved to a safe location. Safe locations include a fully enclosed building with wiring and plumbing. If a such a location is not available, a metal roofed vehicle, with its windows rolled up is recommended. Remaining in a dugout is not considered safe.

#### **(4.0) Resuming Activity**

Participants and spectators must wait 30 minutes after the last flash of lightning or rumble of thunder before returning to the field and resuming the activity.



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### **Emergency Action Plan Policy**

#### **(1.0) Introduction**

The British Columbia Minor Baseball Association (BCMBA) believes in fostering a safe, welcoming, and inclusive environment for participants. From time to time, emergency situations occur that require an immediate response from adults to provide care for participants. The purpose of this policy is to plan for such emergency situations.

#### **(2.0) Application**

The BCMBA will prepare an emergency action plan (EAP) for:

- Competition events, such as provincial championships
- High-Performance Camps
- High-Performance teams

#### **(3.0) Implementation**

The plan should be implemented when any serious injury or medical event occurs, including but not limited to, when a participant:

- Is not breathing
- Does not have a pulse
- Is bleeding profusely
- Has impaired consciousness
- Has visible major trauma
- Cannot move their arms or legs or has lost feeling to them

#### **(4.0) Planning Requirements**

##### **(4.1) Competition Events**

The BCMBA will complete the EAP form in advance of the competition event, in conjunction with the host association. The EAP will be provided to each team prior to the event.

The onsite technical director will provide the charge person with a level one first aid kit as per WorkSafe.



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Teams attending BCMBA competition events will be responsible for ensuring compliance with section 5.0 of this document, based on their internal policies.

### (4.2) High-Performance Camps

The BCMBA will complete the EAP in advance of the camp and will provide it to all camp coaches, leaders, or other staff.

The charge person will be provided with a level one first aid kit as per WorkSafe.

The call person will be provided with the participant information and medical history documents.

### (4.3) High Performance Teams

The BCMBA will complete the EAP form for the primary training location of the high-performance team and will provide it to all members of the coaching staff.

The charge person will be provided with a level one first aid kit as per WorkSafe.

The call person and, in the event of overnight travel, all chaperones, will be provided with the participant information and medical history documents.

## (5.0) Required Documents

The BCMBA will collect participant information and medical history as part of its registration process for camps and high-performance teams. It is essential that call person and chaperones are in possession of this information.

### (5.1) Participant Information

Participant information collected must include:

- Contact information for the athlete's parents/guardians
- Emergency contact information
- Doctor's name and phone number
- Athlete's birthdate
- Medical number



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### (5.2) Medical History Document

Medical history collected must include:

- List of previous injuries
- Allergies
- Current medications
- Other relevant medical information

### (6.0) Roles & Responsibilities

Three individuals, each with a different responsibility, will work together to implement the EAP in an emergency.

#### (6.1) Charge Person

The role of the charge person is to:

- Immediately enter the field of play and approach the injured participant
- Take control of the situation and secure the area
- Instruct the injured participant to lay still, and inform others to not move the individual
- Assess the injury status of the individual and communicate to the call person if an ambulance is required
- Provide first aid as required
- Determine if other individuals with first aid or other medical expertise may assist
- Stay with the participant until EMS arrive
- Advise the chief executive officer of the event and actions taken

#### (6.2) Call Person

The role of the call person is to:

- Call for emergency help
- Provide all necessary information to dispatch
- Update dispatch on the participant's condition and the medical assistance being performed
- Ensure the athlete's parents/guardians are contacted and if they are not reached the athlete's emergency contact.



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### (6.3) Control Person

The role of the control person is to:

- Ensures teammates, other participants, and spectators are not in the way of the charge person and ambulance crew
- Wait by the entrance to the park to direct the ambulance when it arrives
- Communicate with officials, umpires, the opposing team, and coaches, as required
- Seek highly trained medical personal to assist, if required by charge person



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### Emergency Action Plan

#### **Venue Information**

Venue name: \_\_\_\_\_

Venue address: \_\_\_\_\_

Ambulance entrance information: \_\_\_\_\_

Nearest AED location (if any): \_\_\_\_\_

EMS Phone Number: \_\_\_\_\_ 911 \_\_\_\_\_

Nearest hospital: \_\_\_\_\_

Nearest hospital phone number: \_\_\_\_\_

Nearest hospital address: \_\_\_\_\_

#### **Contact Person Information**

Charge Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Call Person: \_\_\_\_\_ Cell: \_\_\_\_\_

Control Person: \_\_\_\_\_ Cell: \_\_\_\_\_



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### **Equity, Diversity, and Inclusion, Policy**

#### **(1.0) Introduction**

The British Columbia Minor Baseball Association (BCMBA) is committed to developing a diverse, inclusive, and equitable environment for all baseball participants. We are committed to a non-discriminatory approach and provide equal opportunity for employment and participation in our administration and teams. We respect and value diverse life experiences and ensure that all voices are valued and heard. We are committed to modeling diversity, equity, and inclusion for the entire baseball community.

#### **(2.0) Definitions**

##### **(2.1) Equity**

Equity is defined as ensuring that everyone has access to the same opportunities. The BCMBA acknowledges that individuals do not all start from the same place and that advantages and barriers to participation exist.

##### **(2.2) Diversity**

Diversity is defined as the range of human differences including but not limited to race, gender, political beliefs, social class, religion, physical ability, national origin, colour, and family status.

##### **(2.3) Inclusion**

Inclusion is defined as an individual feeling welcomed and valued within a team or organization.



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### **(3.0) Commitment to Equity, Diversity, and Inclusion**

The BCMBA will support equitable, diverse, and inclusive opportunities:

- When developing, updating, or delivering programs and policies
- In athlete and coach selection
- In its hiring of staff and employees
- By including an equal opportunity statement on all job postings
- By developing a specific gender equity policy
- In all communications, such as promotional materials and publications
- By using gender neutral language in all documents and communications
- By participating in educational training
- By supporting member organizations
- By advocating for and supporting board-level thinking about how systemic inequities may impact the BCMBA

### **(4.0) Assessment**

The BCMBA will continually monitor and evaluate its ability to promote equity, diversity, and inclusion.



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### **Harassment & Sexual Harassment Policy**

#### **(1.0) Introduction**

The BC Minor Baseball Association (BCMBA) believes in fostering a safe, welcoming, and inclusive environment for participants. Harassment of any form, including sexual harassment, will not be tolerated. This policy seeks to define harassment and sexual harassment and identify a reporting process to manage complaints.

#### **(2.0) Definition of Harassment**

Harassment is defined as improper conduct by an individual, that is directed at and offensive to another individual in the workplace, including at any event or any location related to work, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat.

More specifically, harassment is normally a series of incidents but can be one severe incident which has a significant or lasting impact on the individual.

#### **(3.0) Definition of Sexual Harassment**

Sexual harassment is a form of discrimination and is defined as any unwelcome comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment.

#### **(4.0) Reporting Harassment and Sexual Harassment**

Persons who wish to file a harassment or sexual harassment complaint should contact the President.



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### **(5.0) Educational Resources**

BCMBA employees will receive training on harassment and sexual harassment and resources will be provided in the employee handbook.

Further information, including specific examples of harassment and sexual harassment can be found at the links provided below.

<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/harassment-conflict-resolution/harassment-tool-employees.html#c2>.

<https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/working-with-others/address-issue/address-sexual-harassment#examples-sexual-harassment>



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### **Intimate Relationships Policy**

#### **(1.0) Introduction**

The British Columbia Minor Baseball Association (BCMBA) believes in fostering a safe, welcoming, and inclusive environment for participants. The BCMBA recognizes that intimate relationships may develop between individuals within the baseball community. This policy seeks to clarify when such intimate relationships are inappropriate.

This document does not address issues of sexual harassment, which are addressed in the BCMBA's Harassment and Sexual Harassment Policy.

#### **(2.0) Definition of Intimacy**

For the purpose of this policy, intimacy shall be defined as:

- a) all physical forms of sexual activity including kissing, fondling, and sexual intercourse,
- b) the sharing of sexually explicit material and images,
- c) other forms of sexual activity that do not involve the individuals physically touching, which occur in the presence of another individual, whether in person or online.

Furthermore, any attempt to initiate intimacy, as described in section 2.0 a-c above, shall meet the definition of intimacy for the purpose of this policy.

#### **(3.0) Intimate Relationships Between Adults**

This section applies to any intimate relationships between adults within a team or organization, including but not limited to BCMBA's volunteer Board of Directors, employees, and staff.

Generally, intimate relationships between consenting adults are acceptable. The primary concern with intimate relationships between adults is the potential for conflict-of-interest situations to arise.

Examples of conflict of interest arising out of intimate relationships between adults include:

- a) when there is a direct reporting or supervisory relationship between the individuals,
- b) when one individual has influence over hiring, evaluation, selection, or promotion.
- c) any other decisions where one individual gains an advantage through the relationship

When relationships develop that present a conflict of interest, the individuals are expected to report the conflict to the president of the BCMBA, per the conflict-of-interest policy.



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### **(4.0) Relationships Between Adults and Athletes**

Coaches and other adults hold a privileged position of authority, trust, and influence with athletes and must maintain appropriate boundaries.

Regardless of whether legal under the law, no adult may be involved in an intimate relationship with a minor athlete under the age of 19, when both are participants in baseball.

### **(5.0) Relationships Between Athletes**

Given that there is generally not a power imbalance between athletes, such relationships are acceptable, provided they are legal based on the applicable laws. Canada's age of consent to sexual activity laws, can be found at this link:

<https://www.justice.gc.ca/eng/rp-pr/other-autre/clp/faq.html>.



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## Personal Information Protection Policy

### **(1.0) Introduction**

The British Columbia Minor Baseball Association (BCMBA) believes in fostering a safe, welcoming, and inclusive environment for participants and is committed to providing members with exceptional service. As providing this service involves the collection, use, and disclosure of some personal information about our members, protecting their personal information is one of our highest priorities.

While we have always respected our members' privacy and safeguarded their personal information, we have strengthened our commitment to protecting personal information because of British Columbia's *Personal Information Protection Act (PIPA)*. PIPA, which came into effect on January 1, 2004, sets out the ground rules for how B.C. businesses and not-for-profit organizations may collect, use, and disclose personal information.

We will inform our members of why and how we collect, use, and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

This Personal Information Protection Policy, in compliance with PIPA, outlines the principles and practices we will follow in protecting members' personal information. Our privacy commitment includes ensuring the accuracy, confidentiality, and security of our members' personal information and allows our members to request access to, and correction of, their personal information.

### **(2.0) Scope of this Policy**

This Personal Information Protection Policy applies to the BCMBA and its member organizations when collecting information on behalf of the BCMBA.

This policy also applies to any service providers collecting, using, or disclosing personal information on behalf of the BCMBA.



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## **(3.0) Definitions**

**Personal Information** – means information about an identifiable *individual*. Personal information does not include contact information.

**Contact information** – means information that would enable an individual to be contacted at a place of business and includes name, position name or title, business telephone number, business address, business email or business fax number, and social media addresses. Contact information is not covered by this policy or PIPA.

**Privacy Officer** – means the individual designated with responsibility for ensuring that BCMBA complies with this policy and PIPA.

## **(4.0) Collecting Personal Information**

Unless the purposes for collecting personal information are obvious and the member voluntarily provides their personal information for those purposes, the BCMBA will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection. We will only collect member information that is necessary to fulfill the following purposes:

- To verify identity
- To identify member preferences
- To deliver requested products and services
- To guarantee a travel or hotel reservation
- To enrol the athlete in a program
- To send out association membership information
- To contact our members for fundraising
- To ensure a high standard of service to our members
- To meet regulatory requirements



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## **(5.0) Consent**

We will obtain member consent to collect, use, or disclose personal information except where, as noted below, we are authorized to do so without consent.

Consent can be provided in writing, electronically, through an authorized representative, or it can be implied where the purpose for collecting, using, or disclosing the personal information would be considered obvious and the member voluntarily provides personal information for that purpose.

Consent may also be implied where a member is given notice and a reasonable opportunity to opt-out of their personal information being used for mail-outs, the marketing of new services or products, fundraising and the member does not opt-out.

Subject to certain exceptions (e.g., the personal information is necessary to provide the service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), members can withhold or withdraw their consent for the BCMBA to use their personal information in certain ways. A members' decision to withhold or withdraw their consent to certain uses of personal information may restrict the BCMBA's ability to provide a particular service or product. If so, we will explain the situation to assist the member in making the decision. We may collect, use, or disclose personal information without the member's knowledge or consent in the following limited circumstances:

- When the collection, use, or disclosure of personal information is permitted or required by law
- In an emergency that threatens an individual's life, health, or personal security
- When the personal information is available from a public source (e.g. a telephone directory)
- To protect ourselves from fraud
- To investigate an anticipated breach of an agreement or a contravention of law



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## **(6.0) Using and Disclosing Personal Information**

We will only use or disclose member personal information where necessary to fulfill the purposes identified at the time of collection or for a purpose reasonably related to those purposes such as:

- To conduct client, customer, or member surveys to enhance the provision of our services
- To contact our members directly about products and services that may be of interest

We will not use or disclose member personal information for any additional purpose unless we obtain consent to do so. We will not sell member lists or personal information to other parties.

## **(7.0) Retaining Personal Information**

If we use member personal information to make a decision that directly affects the member, we will retain that personal information for at least one year so that the member has a reasonable opportunity to request access to it. We will retain member personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose.

## **(8.0) Ensuring Accuracy of Personal Information**

We will make reasonable efforts to ensure that member personal information is accurate and complete where it may be used to make a decision about the member or disclosed to another organization.

Members may request correction to their personal information to ensure its accuracy and completeness. A request to correct personal information must be made in writing via email and provide sufficient detail to identify the personal information and the correction being sought.

If the personal information is demonstrated to be inaccurate or incomplete, we will correct the information as required and send the corrected information to any organization to which we disclosed the personal information in the previous year. If the correction is not made, we will note the members' correction request in the file.



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## **(9.0) Securing Personal Information**

We are committed to ensuring the security of member personal information to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal, or similar risks.

The following security measures will be followed to ensure that member personal information is appropriately protected:

- The use of locked filing cabinets; physically securing offices where personal information is held
- The use of user IDs, passwords, encryption, and firewalls
- Restricting employee access to personal information as appropriate (i.e., only those that need to know will have access)
- Contractually requiring any service providers to provide comparable security measures

We will use appropriate security measures when destroying members' personal information, such as shredding documents and deleting electronically stored information.

We will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.

## **(10.0) Providing Members Access to Personal Information**

Members have a right to access their personal information, subject to limited exceptions. Some examples include:

- Solicitor-client privilege
- When disclosure would reveal personal information about another individual
- Health and safety concerns

A request to access personal information must be made in writing via email and provide sufficient detail to identify the personal information being sought. A request to access personal information should be forwarded to the Privacy Officer.

Upon request, we will also tell members how we use their personal information and to whom it has been disclosed, if applicable.



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We will make the requested information available within 30 business days or provide written notice of an extension where additional time is required to fulfill the request.

A minimal fee may be charged for providing access to personal information. Where a fee may apply, we will inform the member of the cost and request further direction from the member on whether we should proceed with the request.

If a request is refused in full or in part, we will notify the member in writing, providing the reasons for refusal and the recourse available to the member.

## **(11.0) Questions and Complaints: The Role of the Privacy Officer or designated individual**

The Privacy Officer is responsible for ensuring the BCMBA's compliance with this policy and the *Personal Information Protection Act*.

Members should direct any complaints, concerns, or questions regarding the BCMBA's compliance in writing by email to the Privacy Officer. If the Privacy Officer is unable to resolve the concern, the member may also write to the Information and Privacy Commissioner of British Columbia.

Contact information for BCMBA's Privacy Officer:



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## **Whistleblower Policy**

### **(1.0) Introduction**

The British Columbia Minor Baseball Association (BCMBA) believes in foster a safe, welcoming, and inclusive environment for participants. The purpose of this policy is to allow workers to have a discrete and safe procedure by which they can disclose incidents of wrongdoing in the workplace without fear of unfair treatment or reprisal.

### **(2.0) Definitions**

The following terms have these meanings in this policy:

- a) “Director” – An individual appointed or elected to the BCMBA’s Board of Directors.
- b) “Worker” – An individual who has signed an Employment Agreement or Contractor Agreement with the BCMBA.

### **(3.0) Application**

This policy only applies to workers who observe, or experience incidents of wrongdoing committed by directors or by other workers.

Incidents of wrongdoing or misconduct observed or experienced by participants, volunteers, spectators, parents of participants, or other individuals not employed or contracted by the BCMBA can be reported under the terms of the BCMBA’s discipline policy, safe sport polices and/or reported to the BCMBA’s President to be handled under the terms of the individual worker’s employment agreement or contractor agreement, as applicable.

Matters reported under the terms of this policy may also be heard under the BCMBA’s discipline policy, at the discretion of the First Point of Contact.



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### **(4.0) Wrongdoing**

Wrongdoing can be defined as:

- a) Violating the law
- b) Intentionally or seriously breaching of the BCMBA's code of conduct
- c) Intentionally or seriously breaching the BCMBA's policies for workplace violence and harassment
- d) Committing or ignoring risks to the life, health, or safety of a participant, volunteer, worker, or other individual
- e) Directing an individual or worker to commit a crime, serious breach of a policy of the BCMBA or another wrongful act
- f) Fraud

### **(5.0) Pledge**

The BCMBA pledges not to dismiss, penalize, discipline, retaliate, or discriminate against any worker who discloses information or submits, in good faith, a report against a worker under the terms of this policy.

Any individual affiliated with the BCMBA who breaks this pledge will be subject to disciplinary action.

### **(6.0) Reporting Wrongdoing**

A worker who believes that a director or another worker has committed an incident of wrongdoing should prepare a report that includes the following:

- a) Written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s)
- b) Identities and roles of other individuals or workers (if any) who may be aware of, affected by, or complicit in, the wrongdoing



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- c) Why the act or action should be considered wrongdoing
- d) How the wrongdoing affects the worker submitting the report (if applicable)

### **(7.0) Authority**

The BCMBA has appointed a First Point of Contact to receive reports made under this policy.

After receiving the report, the First Point of Contact has the responsibility to:

- a) Connect the worker to the alternate liaison if the individual feels that he or she cannot act in an unbiased or discrete manner due to the individual's role with the BCMBA and/or the content of the report
- b) Determine if the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious)
- c) Determine if the BCMBA whistleblower policy applies or if the matter should be handled under the BCMBA's discipline policy
- d) Determine if the local police or RCMP should be contacted
- e) Determine if mediation or alternate dispute resolution can be used to resolve the issue
- f) Begin an investigation

### **(8.0) Alternate Liaison**

If the worker feels that the First Point of Contact is unable to act in an unbiased or discrete manner due to the individual's role with the BCMBA and/or the content of the report, the worker should contact the alternate liaison who will act as an independent liaison between the worker and the First Point of Contact.

The alternate liaison will not disclose the worker's identity to the First Point of Contact or to anyone affiliated with the BCMBA without the worker's consent.

A Worker who is unsure if they should submit a report, or who does not want to have their identity known, may contact the alternate liaison for informal advice about the process.



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### **(9.0) Investigation**

If the First Point of Contact determines that an investigation should be launched, the First Point of Contact may decide to contract an external investigator. In such cases, the BCMBA's Board of Directors may be notified that an investigation conducted by an external investigator is necessary without the nature of the investigation, content of the report, or identity of the worker who submitted the report being disclosed. BCMBA's Board of Directors may not unreasonably refuse the decision to contract an external investigator.

An investigation launched by the First Point of Contact or by an external investigator should generally take the following form:

- a) Follow-up interview with the worker who submitted the report
- b) Identification of workers, participants, volunteers, or other individuals that may have been affected by the wrongdoing
- c) Interviews with such affected individuals
- d) Interview with the director(s) or worker(s) against whom the report was submitted
- e) Interview with the supervisor(s) of the worker(s) against whom the report was submitted, if applicable

In all stages of the investigation, the investigator will take every precaution to protect the identity of the worker who submitted the report and/or the specific nature of the report itself. However, the BCMBA recognizes that there are some instances where the nature of the report and/or the identity of the worker who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.

The investigator will prepare an investigator's report – omitting names whenever possible and striving to ensure confidentiality that will be submitted to the BCMBA's president for review and action.



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### **(10.0) Decision**

Within fourteen (14) days after receiving the investigator's report, the BCMBA president will take corrective action, as required. Corrective action may include, but is not limited to including:

- a) Enacting and/or enforcing policies and procedures aimed at eliminating the wrongdoing or further opportunities for wrongdoing
- b) Revision of job descriptions
- c) Discipline, suspension, termination, or other action as permitted by Baseball BC's bylaws, provincial employment legislation, personnel policy, and/or the worker's employment agreement or contractor agreement.

The corrective action, if any, will be communicated to the investigator who will then inform the Worker who submitted the report.

Decisions made under the terms of this policy may be appealed under the terms of the BCMBA's appeal policy and will be heard by the Board of Directors, provided that:

- a) If the worker who submitted the initial report is appealing the decision, the worker understands that their identity must be revealed if they submit an appeal,
- b) If the director or worker against whom the initial report was submitted is appealing the decision, the worker or director understands that the identity of the worker who submitted the report will not be revealed, and that BCMBA will act as the respondent.

### **(11.0) Confidentiality**

Confidentiality at all stages of the procedures outlined in this policy – from the initial report to the final decision – is assured for all individuals (the worker, the worker(s) against whom the report is submitted, and the individuals interviewed during the investigation). An individual who intentionally breaches the confidentiality clause of this policy will be subject to disciplinary action.



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### **(12.0) First Point of Contact & Alternate Liaison**

The First Point of Contact shall be the President of the BCMBA.

The alternate liaison shall be the CEO of Baseball BC.



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### **Safe Sport Education & Orientation Policy**

#### **(1.0) Introduction**

The British Columbia Minor Baseball Association (BCMBA) believes in fostering a safe, welcoming, and inclusive environment for participants. The purpose of this policy is to document a process for how participants will be educated and oriented on BCMBA's Safe Sport policies.

#### **(2.0) Application**

This policy shall apply to individuals participating in baseball activities directly organized by the BCMBA.

#### **(3.0) Education & Orientation of Volunteers & Coaches**

Any coach, who has contact with athletes, must complete the following in advance of their participation at BCMBA's activities:

- 1) The Safe Sport component of NCCP.
- 2) An **annual** Safe Sport orientation and review of BCMBA's expectations and Coaches Code of Conduct. This orientation will be led by the President or designate and should be completed in person at the start of the event or during a video call. The purpose of this orientation is to reinforce the expected culture leaders create at BCMBA activities.

#### **(4.0) Education & Orientation of Athletes & Parents/Guardians**

In advance of participating in any baseball activity directly organized by BCMBA, families shall be emailed a note indicating Baseball BC's commitment to Safe Sport, a link to Baseball BC's Safe Sport webpage, and information on how they can report Safe Sport concerns.



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### **Reporting Safe Sport Concerns**

#### **(1.0) Introduction**

The British Columbia Minor Baseball Association (BCMBA) believes in fostering a safe, welcoming, and inclusive environment for participants. When individuals have concerns about compliance with BCMBA safe sport policies, a variety of reporting options are available to them. The purpose of this policy is to explain BCMBA's reporting, investigation, and discipline procedures related to safe sport concerns or complaints.

#### **(2.0) Reporting of Concerns**

Individuals may report safe sport concerns to the BCMBA by submitting a written complaint to the president or discipline committee chair of the BCMBA.

When another individual (Director, Staff, etc.) at the BCMBA receives a Safe Sport complaint, they shall immediately forward such complaint to the President and discipline committee chair. Such a complaint will be processed when received by the president or discipline committee chair.

Generally, verbal complaints will not be processed. However, should the president or discipline committee chair become aware of alleged conduct that meets the definition of section 4.1 of this policy, the President or discipline committee chair will advise the independent third party.

#### **(3.0) Jurisdiction**

The BCMBA holds jurisdiction over all disciplinary matters related to its member organizations. BCMBA may allow a member organization to internally manage a discipline case at the discretion of the BCMBA.

#### **(4.0) Investigative Pathway**

When it is determined, per Section 3.0 of this policy, that the BCMBA has jurisdiction over a Safe Sport complaint, the president or discipline committee chair must determine the investigative pathway.

##### **(4.1) Very Serious Conduct**

When the president or discipline committee chair determines that the complaint alleges very serious conduct has occurred, the complaint shall be forwarded to the independent third party



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who will conduct the investigation and discipline process. Examples of very serious conduct include without limitation:

- Maltreatment of a minor
- Criminal offenses
- Harassment
- Discrimination
- Sexual offenses
- Intimidation
- Threats of violence

When there is doubt, the case will generally be forwarded to the independent third party for review.

When there is alleged misconduct on the part of adult towards a minor, a lower threshold shall be applied, and the investigation is more likely to be forwarded to the independent third party.

The president or discipline committee chair is required to contact the Independent Third Party when informed of any very serious conduct, regardless of whether the complaint is made formally in writing, or informally by another means. The president or discipline committee chair need only have knowledge of the incident, regardless of whether that knowledge is obtained from the victim or another party. It is not the role of the president or discipline committee chair to substantiate the complaint.

The Independent Third Party may decide to refer an investigation back to the BCMBA Discipline Committee.

### (4.2) Other Conduct

When the Chief executive officer (or designate) determines that the complaint alleges conduct that would not be classified as very serious, the complaint shall be processed by the BCMBA discipline committee.

### (5.0) Duty to Report

When the president, or discipline committee chair may have reason to believe that a criminal offence may have occurred, they shall contact the local police or RCMP. This duty applies, regardless of whether the BCMBA assumes jurisdiction over a case.