



## NEWMARKET MINOR SOFTBALL ASSOCIATION'S PROCEDURES, POLICIES AND GUIDELINES

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### ASSOCIATION'S ANNUAL GENERAL MEETING OF MEMBERS

- Newmarket Minor Softball Association will hold its Annual General Meeting in early October following the completion of the softball season.

### BOARD MEETINGS

- See By-laws in PPG 3.2 for more information on Board Meetings.
- All elected Directors are expected to attend the Board meetings to present the following to the Board for approval:
  - A progress report since the last meeting.
  - Any motions for change in policy and procedures.
  - Budgets
  - Financial Status
  - New Business

### BOARD RESPONSIBILITIES

- See By-laws in PPG 3.2 – Article 3; Section 3.2 for information on Powers of Board.
- Approval of Previous Board Minutes, Standing and AD Hoc Committee Minutes.
- Outline Officers
- Ratification of policies and directions as to the committees carrying out specific tasks
- Receive and review the audited financial statement for the Association.
- Approval of long-term and annual planning for the Association programs and approval of the financial planning for the corporation.
- Ratification of Association appoints to the Board of Directors.
- Appoint Chairman for Ad Hoc Committees.
- Deal with the day to day administration of the Association.
- As a whole is a member ex-officio of all committees.
- Responsible for overall administration of the budget and Association funds.
- Responsible for the administration and operation of all technical programs. (ie. Skills Clinics, Umpire Clinics)
- Review recommendations from the Ad Hoc Committees, Finance Committee and Volunteers.
- Review Association material referred by Softball Ontario and/or Softball Canada.
- Develop and monitor short and long-term planning for the Association.
- Liaison with other local softball Associations, Ontario Trillium Foundation, Softball Ontario and other related agencies.
- Approve the appointments of Ad Hoc Committee Members.

### OFFICERS ON THE BOARD

- See By-laws in PPG 3.2 – Article 3; Section 3.15

### BOARD GOVERNANCY/AD HOC COMMITTEES

#### Committees Established

- The Board of Directors of NMSA has established the following Ad Hoc Committees:
  - Budget Committee
  - Special Events Committee

- Uniform Committee
  - Rules Committee
  - Governance Committee
  - Disciplinary Committee
  - Appeals Committee
  - Nominations Committee (2015)
- Each Committee is provided with their roles and responsibilities. They are expected to meet when necessary and present their ideas to the Board for their approval. See PPG 3.2 – Article 7 for more information on Committees.

### **Chairman Appointments**

- The appointment of Ad Hoc Chairman is appointed by the Board will be the chair for all committee meetings; in their absence another individual may be chair of that meeting as elected by the committee members. The Ad Hoc Chairman term is one year, ending with the softball season.

### **Committee Appointments**

- All Committee appointments must be advertised.
- All Committee appointments term is one year, ending with the softball season.

### **Quorum at Ad Hoc Committee Meetings**

- The quorum at committee meetings shall be a simple majority of the members of the committee, one of whom must be a Director. Members who must absent themselves from discussion for a reason of a declared conflict of interest are deemed to have remained in the meeting for purposes of determining quorum.
- If a meeting is held, and there is no quorum, then the Committee is to make recommendations only, and the next level would be to make the recommendations into motions if approved.
- In-camera sessions are not allowed at Committee Meetings.

### **Volunteer Appointments**

- NMSA volunteers may not be a member of a competing/conflicting organization.
- Must be a Registered Member (as outlined in PPG 3.2 – Article 2; Section 2.1).

### **CLINICS**

- That all clinics be controlled and assigned by NMSA Board of Directors together with the Director of Skills Development.

### **MINUTES**

- That the minutes from NMSA Board Meetings be circulated to all Board of Directors 10 days from the meeting date.

### **RISK MANAGEMENT POLICY**

- See PPG 3.3 for a copy of NMSA's Risk Management Policy

### **MEMBER CONDUCT POLICY**

- See PPG 3.4 for a copy of NMSA's Member Conduct Policy

### **CONFLICT OF INTEREST POLICY**

- See PPG 3.5 for a copy of NMSA's Conflict of Interest Policy

### **POLICY ON POLICE RECORDS CHECKS**

- See PPG 3.6 for a copy of NMSA's Police Records Check & Vulnerable Sector Screening Policy
- See PPG 3.7 for NMSA's Annual Defense Declaration Form.

#### **APPEAL POLICY**

- See PPG 3.8 for a copy of NMSA's Appeal Policy

#### **SOCIAL MEDIA POLICY**

- See PPG 3.9 for NMSA's Social Media Policy.
- NMSA will assign the Director of Social Media to manage all Social Media pages in the name of Newmarket Minor Softball Association.
- NMSA will post Press Releases, E-Blasts, Photos, and Events to the official Facebook Page.
- NMSA email accounts must be set up using an official NMSA email address (@nmsa.net).

#### **DISCRIMINATION & HARASSMENT POLICIES**

- See PPG 3.10 for a copy of NMSA's Harassment Policy.

#### **CONFIDENTIALITY AGREEMENT**

- See PPG 3.11 for a copy of NMSA's Confidentiality Agreement. This Confidentiality Agreement is to be completed by any NMSA volunteer that is given member information to ensure that they use it only for the purposes of providing softball programming under the banner of Newmarket Minor Softball Association.

#### **COACH CODE OF ETHICS**

- See PPG 3.12 for a copy of NMSA's Coach Code of Ethics
- Required to be signed by all NMSA volunteer coaches prior to the season opener.

#### **COACH EXPECTATIONS**

- See PPG 3.13 for NMSA's Coach Expectations - handed out to all coaches within their Coaches Binder.

#### **EXECUTIVE CODE OF ETHICS**

- See PPG 3.14 for a copy of NMSA's Executive Code of Ethics
- Required to be signed by all NMSA Executive Members at their first Board Meeting after the Annual General Meeting.

#### **TEAM BALANCING**

NMSA has implemented a detailed process to improve team balance in every division. One of the Convenor's most important duties is to fairly divide the available talent, for the division that they represent, to ensure that we have an equal and competitive level of play. If a team does not win a game, or goes undefeated, we have not been successful.

Our process relies on accurate ratings of every player, every year. Coaches complete rating forms, provided with detailed instructions and guidelines on how to rate their teams. At the end of the season an All Coaches meeting is conducted for each division and all the ratings are discussed, adjusted if necessary and agreed to. The following year these ratings are used convenors/coaches to build and balance the teams. The process is not perfect but we are getting better and our satisfaction ratings have increased for this issue every year.

#### **ROBERTS'S RULES OF ORDER**

- See PPG 3.16 for a summary of Robert's Rules of Order.

## SECTION #2 – FINANCE POLICIES

### **BUDGET COMMITTEE**

- Shall consist of seven (7) members: The Executive Director, Secretary, Treasurer and four (4) Board of Director's chosen by fellow Board of Directors to join the committee.

### **MEETINGS**

- The Budget Committee shall meet a minimum of twice per year – once in September to finalize the completed softball seasons financials. Once in November/December to finalize the next season's financial plan.

### **RESPONSIBILITIES**

- Responsible for the long term financial planning and yearly budgeting of the Association.
- Responsible for the administration of funds as directed by the Board.
- Recommend financial guidelines and policies to the Board of Directors.
- Review fundraising and marketing needs and make recommendations to the Board of Directors regarding it.
- As required provide financial information to the Board of Directors.
- Ensure a yearly audit or financial review of the Association is conducted as decided by the Board of Directors.
- Investigate new accounting procedures as required.
- Keep abreast of new funding sources.
- Review Association's Accounts Receivables.
- Prepare a yearly report for the Annual General Meeting of NMSA.
- Review Association's budget and provide input to the Board of Directors

### **ASSOCIATION'S YEAR END**

- NMSA's year-end is \_\_\_\_\_

### **PETTY CASH**

- That a Petty Cash float of \$100.00 be approved for all NMSA events. The treasurer to be responsible for the control of such Petty Cast float.

### **FEES**

- Recommend that NMSA's fees be quoted (or advertised) as an amount plus applicable taxes, not an amount, including applicable taxes.

### **NSF CHEQUES**

- Service Fee - \$25.00

## Risk Management Policy

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### Purpose

In sport, the term “risk management” usually has a narrow definition, referring to measures a sport organization takes to ensure safety in programs and to minimize liability through techniques such as waivers and insurance.

Newmarket Minor Softball Association (NMSA) recognizes risk management as a broader activity that encompasses all facets of the organization. Such an understanding of risk management recognizes that harm or loss (whether financial or otherwise) can arise from a range of activities and that minimizing such harm or loss requires careful management of all aspects of NMSA’s operations.

Managing risks thus requires planning, foresight and diligence from Directors, Members and other representatives of NMSA. This document is the Association’s first effort to formulate a guiding statement on risk management. Its purpose is to:

1. Reinforce an understanding of risk management as having a broad focus;
2. Draw attention to some of the key areas of risk facing NMSA;
3. Provide timelines for review and updating key items relating to these risk areas;
4. Perform an educational function;
5. Over the longer term, contribute to enhancing a “risk management culture” within the Association

This policy is not a replacement for NMSA’s existing policies and procedures, many of which contain risk management measures, but is a companion piece to these other documents.

### Responsibilities for Risks

As with any sport organization, NMSA has three areas of responsibility. Failure to fulfill these responsibilities, either through direct measures or through leadership, can result in harm to persons and/or loss to the organization, or both.

- *To provide a safe environment* → this means having and implementing policies, standards and rules that promote safe programs in safe facilities, overseen by qualified personnel and trained volunteers.
- *To manage conflict effectively* → this means having and following proper policies and procedures when making decisions that affect members and handling disputes that may arise from such decisions.
- *Protecting assets of the organization* → this means, safeguarding money, equipment, facilities (where applicable), data and intellectual property (where intellectual property includes trademarks, copyrights, confidential and proprietary information, patents, personality rights and goodwill)

### Existing Policy Framework

NMSA presently has the following policy documents that related to risk management:

- Harassment Policy
- Conflict of Interest Policy
- Member Conduct Policy

### Risk Areas

NMSA's operations have been reviewed by the Board of Directors, who has identified the following as priority risk areas. This is not an exhaustive list and over time, additional areas may be identified.

### Risk Area 1 – Governance and Dispute Management

#### *Importance to risk management:*

A necessary step in risk management is “getting the policy house in order”. Sound policies lead to informed and transparent decision-making, which in turn results in improved management of time, resources, disputes and risk exposures. These are the hallmarks of good governance and good governance is essential to managing risks.

#### Actions:

1. NMSA approved new By-laws in October 2014. The Board of Directors recognizes that its Constitution was also in need of updating. The Board of Directors also undertakes to review the By-laws every year so that they remain current and reflect the Association's evolving needs.
2. As part of its commitment to sound policies and risk management, NMSA will establish and maintain current policies to address: code of conduct, discipline, harassment, appeals, dispute resolution, conflict of interest and safe environment/screening. NMSA commits to developing and approving the following specific policies by October 2014:
  - A consolidated Policy Relating to Member Conduct that will include a Code of Conduct, as well as provisions to deal with disciplinary issues arising from misconduct including harassment;
  - An Appeal Policy that includes provisions for alternate dispute resolution where appropriate;
  - A Conflict of Interest Policy to govern Board, Coaches, Registered and Committee Members;
  - A Guideline for Screening using Police Records Checks and Vulnerable Sector Screens.

Once approved, these policies will be reviewed on an annual basis to ensure they keep pace with legal developments.

### Risk Area 2 – Programs and Activities

#### *Importance to risk management:*

The core of NMSA's mandate is fulfilled through its programs, pre-season and main season. To manage risks effectively, NMSA must provide sound policies to guide its own activities as well as strong leadership to influence the activities of its Members.

#### Actions:

1. Over the winter and spring (pre-season), NMSA will conduct a risk management assessment of its technical programs for coaches, officials, and players, to ensure that appropriate risk management measures are in effect. Any proposed new measures will be implemented for the following softball season.

### Risk Area 3 – Intellectual Property

#### *Importance to risk management:*

Intellectual property refers to the intangible assets of NMSA such as copyrights, trademarks, logos, confidential and proprietary information, and goodwill. Although it is difficult to measure a discrete value of these items, or to convert them into measurable revenue streams, without them NMSA would not have the recognition, image and brand value that it presently has. Risk management involved protecting intellectual property assets from loss, theft or misappropriation.

#### Actions:

1. NMSA will register its name and visual image (logo) as a trademark in order to improve the Association's ability to limit its use by others and protect its value.
2. Using contracts and other written agreements, NMSA will ensure that copyright in creative works (publications, website, manuals) is owned by the Association, not by the creators of the work.
3. NMSA will consult with its web site host to ensure that its membership data, and other confidential information on the web site, is secure from unauthorized access.

## **General**

1. Each year as insurance is renewed; the President will review coverages with the insurance broker to determine if there are any emerging risks or issues to be addressed.
2. This policy will be reviewed by the Board on an annual basis and be updated as appropriate. The Board may obtain independent risk management advice in this review.

Approved by the Board of Directors  
Newmarket Minor Softball Association  
October 2017

**POLICY RELATING TO MEMBER CONDUCT****Application of this Policy**

1. This policy applies to all Members of Newmarket Minor Softball Association (NMSA), where the term Member refers to all categories of Member as defined in the By-laws of NMSA, as well as all individuals engaged in activities with NMSA, including but not limited to directors, officers, coaches, athletes, umpires, scorekeepers and volunteers.
2. This Policy applies to the conduct of Members at any activity, program or event organized by NMSA. This Policy does not apply to activities, programs or events organized by neighbouring Associations, or organized by other entities.
3. This Policy also applied to conduct which may occur outside of NMSA sanctioned events and activities when such conduct adversely affects relationships within NMSA sand its work and sport environment and or is detrimental to the image and reputation of NMSA and its Members.
4. This Policy was approved by the NMSA Board of Directors. It will be reviewed on an annual basis and may be amended, deleted or replaced by a resolution of the Board.

**Expected Standard of Ethical Conduct**

5. All Members of NMSA are expected to:
  - a. Demonstrate through words and actions the spirit of sportsmanship, sports leadership and ethical conduct;
  - b. Treat others with respect and refrain from negative or disparaging remarks or conduct;
  - c. Refrain from actions or communications that are vexatious, defamatory or that otherwise place NMSA, its official Representatives, or the sport of softball into disrepute;
  - d. Avoid and reject the non-medical use of drugs or the use of performance-enhancing drugs or methods;
  - e. Consume alcohol and tobacco products responsibly in association with NMSA events;
  - f. Refrain from any behaviour that constitutes harassment, where harassment is defined as unwelcome sexual advances or conduct of a sexual nature, when submitting to or rejecting this conduct influences decisions which affect the individual, such conduct has the purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment; and
  - g. Comply at all times with the By-laws, policies, rules and regulations of NMSA, as adopted and amended from time to time, including complying with any contracts or agreements executed with or by NMSA.

**Types of Infractions**

6. Failure by a Member to achieve the expected standard set out above may result in an infraction and the imposition of discipline. Infractions are divided into two types, minor infractions and major infractions, which are dealt with using different procedures.
7. Minor infractions are single incidents of breaching the expected standards of conduct that generally do not result in harm to others. Examples of minor infractions include, but are not limited to:
  - a. Single instances of disrespectful comments or behaviour directed towards others;
  - b. Single instances of unsportsmanlike conduct;
  - c. Single instances of non-compliance with the policies and rules of NMSA.
8. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the Member involved: this person may include, but is not restricted to, a Board Member, A Division Convenor or any other person holding a position of authority in the given circumstances.
9. Major infractions are instances of misconduct that result, or have the potential to result, in harm to other person, to NMSA or to the sport of softball. Examples of major infractions include, but are not limited to:

- a. Repeated minor infractions;
  - b. Activities or behaviours that interfere with a competition or with any athlete's preparation for a competition;
  - c. Pranks, jokes, or other activities that endanger the safety of others;
  - d. Deliberate disregard for the policies and rules of NMSA;
  - e. Conduct that intentionally damages the image, credibility or reputation of NMSA;
  - f. Behaviour that constitutes harassment, sexual harassment or sexual misconduct;
  - g. Abusive use of alcohol, any use of alcohol by minors, use of illicit drugs and narcotics, or use of banned performance enhancing drugs or methods.
10. Major infractions will be reviewed and decided using the disciplinary procedures set out in this policy.

## Reporting an Infraction

11. Any individual may report to the Director of House League a complaint of an infraction. Such complaint must be in writing and must be made within 14 days of the alleged infraction. For the purposes of this Section, an "Official" is any person in a responsible volunteer position within NMSA.
12. Upon receiving a complaint, the Director of House League will provide it immediately to the Executive Director, or designate, (Secretary), if the President is not available or not able to act in this capacity.
13. NMSA may determine that an alleged infraction is of such seriousness as to warrant suspension of the Member pending investigation, a hearing and a disciplinary decision.
14. Upon receiving a complaint of a major infraction, the Executive Director will review the complaint with the Director of House League and together, they may:
  - a. Dismiss the complaint if he or she considers it to be trivial or vexatious;
  - b. Determine that the complaint does not fall within the jurisdiction of this policy, and refer it to the appropriate body having jurisdiction;
  - c. Direct that the infraction be dealt with informally as a minor infraction; or
  - d. Refer the matter to the Discipline Committee to deal with as a major infraction.

## Disciplinary Procedures

15. The Discipline Committee is a NMSA tribunal composed of three persons, who are appointed by NMSA to deal with the complaint. At least two of the three persons will be actively involved with NMSA. The Discipline Committee has the authority to determine its own procedures, has an overall responsibility to ensure procedural fairness is respected at all times during the disciplinary process, and to carry out this process in a timely manner.
16. Depending on the circumstances of the complaint, the Discipline Committee may authorize an investigation into the alleged infraction.
17. The Disciplinary Committee will determine the format of the disciplinary process, which may involve an oral hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods.
18. The Member will be given reasonable notice of the format as well as day, time and place of the hearing; will receive a copy of the "Report", if an investigation was carried out; may be accompanied by a representative; and will have the right to present evidence and argument before the Discipline Committee.
19. After hearing the matter, the Discipline Committee will reach a decision as to whether an infraction has occurred and if it has, what the sanction should be. The Discipline Committee will issue a written decision, including reasons, for the distribution to the Member, the complainant and the Executive Director.
20. Where the conduct being reviewed by this policy is of a sensitive nature, the Discipline Committee and NMSA will keep all proceedings under the policy confidential, except where publication is ordered as part of the sanction, is required by law, or is in the best interests of the public.
21. In fulfilling its duties, and with the approval of NMSA, the Discipline Committee may obtain independent advice.

## **Disciplinary Sanctions**

22. The following are examples of disciplinary sanctions that may be applied where it is found that an infraction has occurred:
- a) Verbal or written reprimand
  - b) Require a verbal or written apology
  - c) Service or other voluntary contribution to NMSA
  - d) Removal of certain privileges of membership or employment;
  - e) Suspension from certain events, which may include suspension from the current event or from future events;
  - f) Suspension from certain NMSA activities such as competing, coaching, or officiating for a designated period of time;
  - g) Suspension from all NMSA activities for a designated period of time;
  - h) Expulsion from membership; or
  - i) Publication of the disciplinary sanction.
23. It is understood that the above are representative penalties only, that they may be modified to fit the circumstances of the infraction, and that they are presented generally in order of severity.

## **Appeals**

24. Discipline decisions made under this policy are final and binding upon the Member, subject only to a successful appeal under NMSA's Appeal Policy.

## CONFLICT OF INTEREST POLICY

## PURPOSE

1. The purpose of this policy is to describe how members of NMSA will conduct themselves in matters relating to real or perceived conflicts of interest, and to clarify how NMSA will make decisions in situations where conflicts of interest may exist.

## DEFINITIONS OF CONFLICT OF INTEREST

2. A conflict of interest is a situation where an individual, or the organization he or she represents or has an interest in, has a real, potential or perceived, direct or indirect competing interest with NMSA's activities. This competing interest may result in the individual, or entities in which they have an interest, being in a position to benefit from the situation or in NMSA not being able to achieve a result which would be in the best interest of NMSA.
3. Conflicts of interest include both pecuniary and non-pecuniary interests. A pecuniary interest is an interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated. A non-pecuniary interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involved the potential for financial gain or loss.

## APPLICATION

4. This policy applies to directors, officers, committee members, and other volunteers who are decision-makers within NMSA (hereafter referred to as "Representatives" of NMSA).

## STATUTORY OBLIGATIONS

5. NMSA is incorporated under the Ontario Corporations Act ("Act") and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a director or officer (or other individual involved in decision-making or decision-influencing roles) and the broader interests of the corporation.
6. Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a director's or officer's interest and the interests of NMSA must at all times be resolved in favour of NMSA.

## ADDITIONAL OBLIGATIONS

7. In addition to fulfilling all requirements of the Act, NMSA and its Representatives will also fulfill the additional requirements of this policy. Representatives of NMSA will not:
  - a. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with NMSA, unless such business, transaction or other interest is properly disclosed in accordance with this policy;
  - b. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
  - c. In the performance of their official duties, give preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;

- d. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with NMSA, where such information is confidential or is not generally available to the public.
- e. Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of NMSA, or in which they have an advantage or appear to have an advantage on the basis of their association with NMSA;
- f. Use NMSA property, equipment, supplies, or services for activities not associated with the performance of official duties with NMSA;
- g. Place themselves in positions where they could, by virtue of being a Representative of NMSA, influence decisions or contracts from which they could derive any direct or indirect benefit or interest; or
- h. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of NMSA.

## **DISCLOSURE OF CONFLICT OF INTEREST**

8. On an annual basis, all directors, officers, committee members, and other volunteers who are decision-makers will complete a written statement disclosing any real or perceived conflicts that they might have.
9. At any time that a Representative of NMSA becomes aware that there may exist a real or perceived conflict of interest, they shall disclose this conflict to the Board of Directors immediately.
10. Any person who is of the view of a Representative of NMSA may be in a position of conflict of interest may report this matter to the Board.

## **RESOLVING CONFLICTS IN DECISION-MAKING**

11. Decisions or transactions that involved a real or perceived conflict of interest that has been disclosed by a Representative of NMSA may be considered and decided upon by NMSA provided that:
  - a. The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
  - b. The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
  - c. The Representative abstains from voting on the proposed decision or transaction;
  - d. The Representative is not included in the determination of quorum for the proposed decision or transaction, and;
  - e. The decision or transaction is in the best interest of NMSA.

## **ADOPTION**

12. This policy was approved by the NMSA Board of Directors October 2014. It will be reviewed on an annual basis and may be amended, deleted or replaced by a resolution of the Board.

### **3.4- Vulnerable Sector Screening Policy**

#### **PURPOSE**

1. Screening of personnel is an important part of providing a safe environment and has become common practice among organizations in the non-profit sector that provide programs and services to youth in the community, including sport organizations. NMSA takes very seriously, and is committed to, fulfilling the duty of care it owes to its members.

#### **POLICY STATEMENT**

2. All NMSA executive members, board of directors, coaches and volunteers 18 years of age and older must provide NMSA with a Vulnerable Sector Screening (VSS) immediately following their assignment to the given position.
3. Failure to participate in the VSS process as outlined in this policy will result in ineligibility for the 'designated position'.

#### **PROCEDURE**

4. Each person subject to this policy will apply for and obtain a VSS at their local police detachment. If there is a charge to obtain the VSS, NMSA will reimburse the person for such expense up to \$40. Provided that the applicant submitted the correct paperwork at the police detachment including the NMSA VSS form which verifies that they are an NMSA volunteer.
5. Each person subject to this policy will submit the original copy of their VSS to the NMSA Secretary.
6. The Secretary will review all VSS' received and will determine whether the VSS reveals a relevant offence.
7. If a person's VSS does contain a relevant offence the Secretary will notify that person.
8. In the event that a person experiences delays in obtaining their VSS from their local police detachment for reasons directly related to the administration within the local police detachment, the original receipt will verify that the VSS has been requested and will remain on file until such time that the VSS arrives. At which time it must be given to the Secretary immediately.
9. Following the initial VSS a person in a designated position must annually submit a completed and signed Offence Declaration to maintain eligibility. The VSS will remain on file for 3 years. After the third year the applicant must obtain an updated VSS. Notwithstanding this, NMSA may at any time request that a person in a 'designated position' provide a VSS if the Executive has reasonable grounds to believe that the results of the VSS on file are no longer accurate.

#### **RELEVANT OFFENCES**

10. For the purposes of this policy, a 'relevant offence' is any of the following offences for which pardons have not been granted:
  - a) If imposed in the last five years: any criminal offence involving the use of a motor vehicle, including but not limited to impaired driving; or any violations for trafficking under the Controlled Drug and Substances Act.
  - b) If imposed in the last ten year: any crime of violence including but not limited to assault, or any criminal offence involving a minor or minors.
  - c) If imposed at any time: any criminal offence involving the possession, distribution, or sale of any child-related pornography; or any sexual offence involving a minor or minors.
  - d) Notwithstanding subsections a), b) and c), a first conviction for impaired driving will not be deemed to be a relevant offence, nor will a conviction for Level 1 assault, also known as 'common assault', as defined in Section 266 of the Criminal Code.

## NEWMARKET MINOR SOFTBALL ASSOCIATION ANNUAL OFFENCE DECLARATION FORM – 2015

	<b>Date of Birth</b>		
NAME	yyyy	mm	dd
ADDRESS	POSITION WITH NMSA		

**I DECLARE**, since the last Criminal Background Check collected by NEWMARKET MINOR SOFTBALL ASSOCIATION, or since the last Offence Declaration given by me to Newmarket Minor Softball Association, that:

I have **NO** convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issues or granted under the *Criminal Records Act (Canada)*

**OR**

I have the following convictions for offences under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act (Canada)* has **NOT** been issues or granted.

**List of Offences**

1. a) Date: \_\_\_\_\_
- b) Court Location: \_\_\_\_\_
- c) Conviction: \_\_\_\_\_
  
2. a) Date: \_\_\_\_\_
- b) Court Location: \_\_\_\_\_
- c) Conviction: \_\_\_\_\_
  
3. a) Date: \_\_\_\_\_
- b) Court Location: \_\_\_\_\_
- c) Conviction: \_\_\_\_\_

*(Use additional page if necessary)*

DATED at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_/2015.

\_\_\_\_\_  
**Signature**

Appeal Policy

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**Purpose**

1. The purpose of this policy is to enable disputes with members and participants to be dealt with fairly, expeditiously and affordably, within NMSA, and without recourse to external legal procedures.

**Application of Policy**

2. In this policy, the term *Member* refers to all categories of member as defined in the By-laws of NMSA, as well as to all individuals engaged in activities with NMSA, including but not limited to directors, officers, coaches, athletes, umpires, and volunteers.
3. A Member who is affected by a decision of the Board of Directors, of any Committee of the Board of Directors, or of anybody or individual who has been delegated authority to make decisions on behalf of the Board of Directors, will have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Section 8 of this policy.
4. This right to appeal will not apply to decisions relating to:
  - a. Infractions for doping offences, which are dealt with through the Canadian Anti-Doping Program;
  - b. Discipline matters arising during events organized by entities other than NMSA, including OSSTA, which are dealt through the policies of these other entities;
  - c. Matters of budgeting, budget implementation, operational structure, staffing or employment;
  - d. Matters that are decided by the general membership of NMSA such as approval and amendment of the Constitution and By-laws;
  - e. Commercial matters for which another dispute resolution process exists under either a contract or applicable law;
  - f. Decisions on Police Records Checks, or
  - g. Any decision made under Sections 9 and 10 of this policy.

**Timing of Appeal**

5. Members who wish to appeal a decision will have seven (7) days from the date on which they received notice of the decision, to submit in writing notice of their intention to appeal to the Board of Directors of NMSA.
6. The notice will contain the contact information for the Appellant, the name of the Respondent (the body whose decision is being appealed), grounds for the appeal, a summary of the evidence that supports these grounds, and the remedy or remedies requested.
7. Upon receiving a notice of appeal, the Executive Director will designate an "Official" (an individual independent of the parties) to administer the appeal on behalf of the parties.

**Grounds for Appeal**

8. Not every decision may be appealed. Decisions may only be appealed, and appeals may only be heard, on the procedural grounds. Procedural grounds are strictly limited to the Respondent:
  - a. Making a decision for which it did not have authority or jurisdiction as set out in governing documents;
  - b. Failing to follow procedures as laid out in the By-laws or approved policies of NMSA;
  - c. Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views, or made a decision that was influenced by factors unrelated to the merits of the decision; or
  - d. Making a decision that was grossly unreasonable or unfair.

**Screening of Appeal**

9. Within seven (7) days of receiving the notice of an appeal, the Official will determine whether there is a right of appeal and appropriate grounds for the appeal to proceed, as set out in Sections 4 and 8.
10. If the appeal is denied on the basis of insufficient grounds, the Official will notify the Appellant of this decision in writing, giving reasons. This decision is at the sole discretion of the Official, and may not be appealed.

### **Appeals Panel**

11. If the Official is satisfied that there is a right of appeal and that there are sufficient grounds for an appeal, within 14 days of the Executive Director having received the original notice of appeal, the Official will establish an Appeals Panel (hereafter referred to as the "Panel") as follows:
  - a. The Panel will be comprised of three individuals who will have no significant relationship with the affected parties, will have had no involvement with the decision being appealed, and will be free from any other actual or perceived bias or conflict.
  - b. At least two members of the Panel will be actively involved in the sport of softball in Newmarket.
  - c. The Official will name one of the Panel members to serve as Chair of the Panel.

### **Preliminary Conference**

12. The Panel may determine that the circumstances of the appeal warrant a preliminary conference. The matters that may be considered at the preliminary conference include:
  - a. Format of the appeal (hearing by documentary evidence, oral hearing or a combination of both);
  - b. Timelines for exchange of documents;
  - c. Clarification of issues in dispute;
  - d. Identification of affected parties;
  - e. Clarification of evidence to be presented to the Panel;
  - f. Order and procedure of hearing;
  - g. Location of hearing, where the hearing is an oral hearing;
  - h. Identification of witnesses; and
  - i. Any other procedural matter that may assist in expediting the appeal proceedings.
13. The Panel may delegate to its Chair the authority to deal with these preliminary matters on behalf of the Panel.

### **Procedure for the Hearing**

14. Where the Panel has determined that the appeal will be held by way of oral hearing, the Panel will govern the hearing by such procedures as it deems appropriate, provided that:
  - a. The hearing will be held within 14 days of the Panel's appointment.
  - b. The Appellant and Respondent will be given 10 days written notice of the date, time and place of the hearing.
  - c. A quorum will be all three Panel members. Decisions will be by majority vote, where the Chair carries a vote.
  - d. If the decision of the Panel may affect another party to the extent that the other party would have recourse to an appeal in their own right under this policy, that party will become a party to the appeal in question and will be bound by its outcome.
  - e. A representative or advisor, including legal counsel, may accompany any of the parties at the party's own expense.
  - f. The Panel may direct that any other person participate in the appeal.
15. In order to keep costs to a reasonable level the Panel may conduct the appeal by means of a telephone conference.

### **Procedure for Documentary Appeal**

16. Where the Panel has determined that the appeal will be held by way of documentary submissions, it will govern the appeal by such procedures as it deems appropriate provided that:
  - a. All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal and argument; and

- b. The applicable principles and timelines set out in Section 14 are respected.

### **Appeal Decision**

- 17. Within seven (7) days of concluding the appeal, the Panel will issue its written decision, with reasons.
- 18. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide:
  - a. To reject the appeal and confirm the decision being appealed; or
  - b. To uphold the appeal and refer the matter back to the initial decision-maker for a new decision, or
  - c. To uphold the appeal and vary the decision but only where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reason of lack of clear procedure, lack of time, or lack of neutrality; and
  - d. To determine whether costs of the appeal, excluding legal fees and legal disbursements of any of the parties, will be assessed against any party. In assessing costs, the Panel will take into account the outcome of the appeal, the conduct of the parties and their respective financial resources.
- 19. The decision will be considered a matter of public record. A copy of the decision will be provided to each of the parties and to the Official.
- 20. In extra ordinary circumstances, the Panel may issue a verbal decision or a summary written decision, with reasons to follow, provided the written decision with reasons is rendered within the timelines specified in Section 17.

### **Timelines**

- 21. If the circumstances of the dispute are such that this policy will not allow a timely appeal, or if the circumstances of the dispute are such the appeal cannot be concluded within the timelines dictated in this policy, the Panel may direct alternate timelines to those specified in this policy.

### **Location**

- 22. The appeal will take place in the location designated by the Official, unless the Panel decides the appeal is to be held by way of telephone conference, or unless, at the specific request of a party, a different location is mandated by the Panel as a preliminary matter.

### **Final and Binding Decision**

- 23. The decision of the Panel will be final and binding on the parties and on all Members of NMSA.

Social Media Policy

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**DEFINITIONS**

1. The following terms have these meanings in this Policy:
  - a) “*Social media*” – The catch-all term that is applied broadly to computer-mediated communication media such as blogs, YouTube, Facebook, Instagram, Tumblr, Forum and Twitter, etc.
  - b) “*Member*”- All categories of membership defined in the NMSA, as well as all individuals engaged in activities with NMSA, including but not limited to, athletes, coaches, officials, volunteers, directors and officers.

**PREAMBLE**

2. NMSA is aware that Member interaction and communication occurs frequently on Social Media. NMSA cautions Members that any conduct falling short of the standard of behaviour required by the NMSA Policy Relating to Member Conduct will be subject to the disciplinary sanctions identified within the NMSA Policy Relating to Member Conduct.

**APPLICATION**

3. This Policy applies to all Members as defined in the Definitions.

**CONDUCT AND BEHAVIOUR**

4. Per the NMSA's Policy Relating to Member Conduct, the following Social Media conduct may be considered minor or major infractions at the discretion of the Board:
  - a) Posting a disrespectful, hateful, insulting, or otherwise negative comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at Members or at other persons connected with NMSA and related events.
  - b) Posting a disparaging or harmful comment on a personal blog, in a Facebook post or note, or as a Tweet on Twitter, that is directed at NMSA and related events.
  - c) Creating or contributing to a Facebook group, webpage, blog, or online forum devoted solely or in part to promoting negative or disparaging remarks or commentary about NMSA and related events.
  - d) Posting a picture, altered picture, or video on Facebook, Tumblr, Twitter, YouTube, or other social medium that is harmful, disrespectful, insulting, or otherwise offensive, and that is directed at Members or at other persons connected with NMSA and related events.
  - e) Any instance of cyber-bullying or cyber-harassment between one Member and another Member (including a teammate, coach, opponent, volunteer, or official), where incidents of cyber-bullying and cyber-harassment can include but are not limited to the following conduct on any social medium, via text-message, or via email: regular insults, negative comments, vexatious behaviour, pranks or jokes, threats, posing as another person, spreading rumours or lies, or other harmful behaviour.
  - f) Any instance of bring the game of softball into disrepute.
5. All conduct and behaviour occurring on Social Media may be subject to the NMSA's Policy Relating to Member Conduct at the discretion of the Board.

**MEMBER RESPONSIBILITIES**

6. Members must be aware that their Social Media use may be monitored by NMSA
7. When using Social Media, a Member must model appropriate behaviour benefitting the Member's status as a member of NMSA.
8. Removing content from Social Media after it has been posted (either publicly or privately) does not excuse the Member from being subject to the NMSA Policy Relating to Member Conduct.

9. A member who believes that the Social Media use by another member is inappropriate or may violate of NMSA's policies and procedures should report the matter to NMSA in the manner outlined by the NMSA's Policy Relating to Member Conduct.

**ASSOCIATION ACCOUNTS**

10. All NMSA social media accounts must be free standing and in no way associated with the personal account of any one person.
11. The Director of Social Media is responsible for all forms of social media and will therefore have passwords to all accounts along with the NMSA President and Secretary.
12. The Director of Social Media may request additional help with all aspects surrounding social media with the approval of the Board and only those with approval may have access.

(Adopted October 2014)

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**Policy Statement**

1. Newmarket Minor Softball Association (NMSA) is committed to providing a sport and volunteer environment that is safe, welcoming, inclusive and respectful. Such an environment does not include or condone discrimination or harassment. NMSA recognizes that harassment is a form of discrimination, and like discrimination is prohibited by human rights legislation in Canada. In its extreme forms, harassment can also be an offence under Canada's Criminal Code.

**Application**

2. This policy applies to all employees as well as to all directors, officers, coaches, athletes, team personnel, officials and members of NMSA. It applies to discrimination and harassment that may occur during the course of all NMSA business, activities and events.
3. Harassment and discrimination arising within the business, activities and events of teams and affiliates of NMSA will be dealt with using the policies and mechanisms of such other organizations.

**Definitions**

4. Discrimination is a distinction, based on grounds relating to personal characteristics of an individual or group which, whether intended or not, has the effect of imposing disadvantages on that individual or group not imposed on others, or withholding or limiting access to advantages available to others.
5. Harassment is a form of discrimination and takes many forms, but can generally be defined as comment, conduct, or gesture directed toward an individual or group of individuals that is known, or ought to be known, to be unwelcome.
6. Behaviours that constitute harassment include, but are not limited to:
  - a. Written or verbal abuse or threats;
  - b. The display of audio or visual material which is offensive, or which one ought to know is offensive;
  - c. Unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation, or abilities;
  - d. Leering or other suggestive or vulgar gestures;
  - e. Condescending, paternalistic or patronizing behaviour that undermines self-esteem, diminishes performance, or adversely affects working conditions;
  - f. Unwanted physical contact including touching, petting, pinching or kissing;
  - g. Unwelcome sexual flirtations, advances, requests, invitations, questions or discussions;
  - h. Use of homophobic or other derogatory sexual terms;
  - i. Any form of hazing;
  - j. Behaviours such as those described above that are not directed towards individuals or groups but that have the effect of creating a negative, hostile or poisoned environment;
  - k. Criminal conduct such as stalking and physical or sexual assault or abuse;
  - l. Retaliation or threats of retaliation against an individual who reports harassment.
7. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
  - a. Submitting to or rejecting this conduct is used as the basis for making decisions which affect the individual;
  - b. Such conduct has the purpose or effect of interfering with an individual's performance;
  - c. Such conduct creates an intimidating, hostile or poisoned environment.

## Complaints

8. Any person may make a complaint under this policy to the Director of House League of NMSA. Complaints must be timely, (within 30 days of the incident giving rise to the complaint) and must be in writing, signed by the complainant.
9. Once a complaint is made the Director of House League is to serve in a neutral capacity in assisting in an informal resolution of the complaint, where this is appropriate.
10. If the Director of House League is unable to assist in an informal resolution of the complainant, or if the information resolution is not appropriate, the Director of House League will report the complaint to the Executive Director ( or such other member appointed if the Executive Director position is vacant) of NMSA.

## Investigation

11. The Executive Director or appointed designate will appoint an independent individual to conduct an investigation of the complaint. The Investigator will carry out an investigation in a timely manner and at the conclusion of the investigation will provide a written report. This report will make findings and where the complaint is substantiated, will set forth recommendations for conducting a hearing in order to resolve the complaint.
12. The Executive Director or appointed designate may determine that the alleged conduct is of such seriousness as to warrant immediate suspension or removal of the individual pending an investigation, hearing and decision.

## Hearing and Decision

13. Where the Investigator recommends that a hearing take place, such hearing will occur in a timely matter, using fair procedures that afford all parties an opportunity to make representations to a Panel of three impartial decision-makers appointed by the Executive Director or appointed designate of NMSA. The format, timelines and procedures for the hearing will be at the discretion of the Panel. The Panel has an obligation to ensure a timely procedure that respects the principles of procedural fairness at all times.
14. The Panel will consider the evidence of the parties, relevant witnesses, and the Investigator's finding in making its decision and will issue a written decision. The decision of the Panel will take effect immediately and will be final and binding on all parties.
15. Discipline sanctions that may be imposed by the Panel include the following, singly or in combination, depending on the nature of the severity of the case:
  - a. Verbal or written apology;
  - b. Letter of reprimand;
  - c. Removal of certain privileges of membership;
  - d. Suspension from membership to be reviewed at a future time;
  - e. Termination of membership or employment;
  - f. Publication of the decision.
16. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership in NMSA until such time as the sanction is fulfilled.
17. Harassment and discrimination complaints arising during competition may be dealt with immediately by a NMSA representative in a position of authority. In such instances, disciplinary sanctions will be for the duration of the event only. Further sanctions may be applied but only after a review of the matter in accordance with the procedures in this policy. This review does not replace the appeal provisions of this policy.

## Criminal Matters

18. Notwithstanding the procedures set out in this policy, any person to whom this policy applies who is convicted of an offense under Section 5 of the Criminal Code of Canada (Sexual Offences, Public Morals and Disorderly Conduct), or is convicted of a similar offense of sexual nature, will face automatic suspension from NMSA for a period of time corresponding to the length of their criminal sentence, and may face further disciplinary action by NMSA in accordance with this policy.

#### Confidentiality

19. NMSA recognizes the sensitive nature of discrimination, harassment and member discipline and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, NMSA will do so. It is also the policy of NMSA to allow publication of the decision of the Panel, where the Panel directs publication as part of its decision.

#### Appeal

20. An individual who is sanctioned under this Policy may appeal, in accordance with NMSA's Appeal Policy.

## Confidentiality Agreement

This Agreement made this \_\_\_\_ day of \_\_\_\_\_, 2018.

Between:

**Newmarket Minor Softball Association (NMSA)**

**AND**

\_\_\_\_\_ (DEF)

**WHEREAS** NMSA is the local community sport organization of softball in Newmarket and possess information relating to softball programs that is confidential and proprietary to NMSA (hereinafter “Confidential Information”).

**AND WHEREAS** DEF is a volunteer within NMSA and is willing to receive disclosure of the Confidential Information for the purposes of providing softball programs.

NOW THEREFORE, in consideration for the mutual undertakings of NMSA and DEF under this Agreement, the parties agree as follows:

1. DEF agrees to keep in strictest confidence, at all times, all Confidential Information, which DEF may acquire in connection with or as a result of volunteering with NMSA.
2. DEF agrees not to publish, communicate, divulge or disclose to any unauthorized third party or parties any information, without the prior written consent of NMSA.
3. All files and written materials relating to the work performed during the volunteer position will remain the property of NMSA and upon the request of NMSA, DEF will return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, immediately of such request.
4. Copyright and any other intellectual property rights in all written material (including material in electronic format) and other works produced in connection with this volunteer position will be owned solely by NMSA, which will have the right to use, reproduce and distribute such material and works, or any part thereof, for any purpose it wishes.
5. The term “Confidential Information” includes, but it not limited to the following:
  - a. Names, addresses, email, telephone number, date of birth, and credit card information of NMSA members, volunteers, Directors, Officers, committee members, coaches, and other decision-makers within NMSA;
  - b. Information related to the business or affairs of NMSA or any Member of NMSA; and
  - c. Data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, financial information.
6. DEF agrees that in the event of any breach or threatened breach by DEF, NMSA may obtain, in addition to any other legal remedies which may be available, such equitable relief as may be necessary to protect NMSA against any such breach or threatened breach.

7. The DEF will indemnify, release, hold harmless and forever discharge NMSA, and its directors, officers, volunteers and representatives for any claims, actions or costs that may arise out of, or in relation to, the disclosure, publication, use, communication, or disclosure of Confidential Information under this Agreement. Such indemnification will include any amount paid by NMSA with respect to liability and any and all legal fees and disbursements incurred by NMSA. Such indemnification will survive the duration or termination of this contract.
8. If any provision of this Contract is void, invalid, illegal or unenforceable by reason of law or public policy, all other provisions of this Contract will nonetheless remain in force and effect.
9. The Contract will be interpreted in accordance with the laws of the Province of Ontario.

NMSA AND DEF HEREBY AGREE TO ABIDE BY THE TERMS AND CONDITIONS OUTLINED IN THIS AGREEMENT. TO EVIDENCE THEIR AGREEMENT, THE PARTIES HAVE SIGNED THIS CONTRACT BEFORE A WITNESS.

Newmarket Minor Softball Association

\_\_\_\_\_

President

DEF

\_\_\_\_\_

Full Name

\_\_\_\_\_

Witness

\_\_\_\_\_

Witness

\_\_\_\_\_

Date

\_\_\_\_\_

Date

### 3.10 –

## The NMSA Coaching Code of Ethics

All coaches have the responsibility to fulfill his/her commitments with the highest of ethical standards. Immediately upon acceptance to any NMSA coaching position I will be asked to sign the following *Code of Ethics*.

Introduction: This coaching code of ethics is organized around four (4) ethical principles:

1. respect for participants
2. responsible coaching
3. integrity
4. honouring the sport

**1. Respect for Participants:** The principle of respect for participants challenges coaches to act in a manner respectful of the dignity of all participants. Fundamental to this principle is the basic assumption that each person has value and is worthy of respect.

Acting with respect for participants means coaches:

- Do not make some participants more or less worthy as a person than others on the basis of gender, race, origin, athletic potential, beliefs, status or any other conditions.
- Have a responsibility to respect and promote the rights of all participants. this is accomplished by establishing and following procedures for confidentiality, informed participation, and shared decision making, and fair and reasonable treatment
- Interact with others in a manner that enables all participants to maintain their dignity; and
- Build mutual support among fellow coaches, officials, athletes, and their family members.

**2. Responsible Coaching:** The principle of responsible coaching carries the basic ethical expectation that the activities of coaches will benefit society in general and participants in particular. Fundamental to the implementation of this principle is the notion of competence in coaching--maximizing benefits and minimizing risks to participants--by coaches that are well prepared and current in their discipline.

In addition, responsible coaching means that coaches:

- Act in the best interest of the athlete's development as a whole person;
- Recognize the power inherent in the position of coach;
- Are aware of their personal values and how these affect their position as a coach;
- Acknowledge the limitations of their discipline; and
- Accept the responsibility to work with other coaches, officials, athletes, and their family members.

**3. Integrity:** Integrity means that coaches are expected to be honest, sincere, and honourable in their relationships with others. Acting on these values is most possible when coaches possess a high degree of self-awareness and the ability to react critically on how their perspectives influence their interactions with others.

**4. Honouring The Sport:** The principle of honouring the sport challenges coaches to recognize, act on, and promote the value of sport for individuals and teams and for society in general.

In addition, honouring the sport means that coaches:

- Act on and promote clearly articulated values related to coaching and sport;
- Encourage and model honourable intentions and actions in their coaching practice;
- Show high regard for and promote the value of sport in society.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

## Expectations

### Parent Expectations (what you can expect from me)

- Fair Play (rotating positions, equal playing time)
- Develop the player's skills for all positions
- FUN learning experience
- Good leadership and positive attitude
- Teach hustle and sportsmanship
- Respect for the team/players and the game of softball
- In case of rainouts we will let everyone know by 6:00 that day
- Effective communication – please check your email regularly! It's easier for me to send out a single email than to make individual phone calls.

### Coach Expectations (what the coach expects from you)

- Players are to arrive on time with a full equipment bag and ready to play
- Communicate with all coaches about absence, lateness, questions/concerns either in person or in writing
- Not about winning; about proper skill, social, and personal development and having FUN
- "Open door- Open mind" policy
- Help at practices to learn more and be involved with their child
- Demonstrate and be a good role model for your child- show good sportsmanship!
- Respect for the umpires, no arguing calls (in some cases, they too, are just learning)
- During games there will be no parents on the bench and all players must be part of the team; when not in the field they are to be on the bench, not in the stands
- Please no yelling instructions from the bleachers or behind the backstop, this is the coaches job on the field
- Let the coaches know if your child is not available for their game night treat in advance to game time so the coaches can bring a replacement treat.

**All Executive members have the responsibility to fulfill his/her commitments with the highest of ethical standards. Immediately upon acceptance to any Executive position I will be asked to sign the following *Code of Ethics***

**Conduct:** As an NMSA Executive member I will conduct myself in an honourable fashion with the highest of integrity and respect during all NMSA activities both on and off the ball diamond.

**Avoiding Conflict of Interest:** Where I am entrusted with making decisions and choices for the NMSA it is essential that these decisions are (and are perceived to be) free of any inappropriate bias arising from personal relationships or the opportunity for personal gain.

**Bribes:** As an NMSA Executive member, I will not offer, give, solicit, or receive any form of bribe, kickback, or improper inducement in order to secure sponsorships, coaches, team membership, game outcome etc.

**Purchasing Decisions:** The selection of supplies/equipment and tendering of same shall be based on quality, price, service and benefit to NMSA. I will never exert, or attempt to exert, influence to obtain special treatment on behalf of a particular supplier. Even to appear to do so can undermine the integrity of NMSA. If I, my spouse, relative or close personal friend is an employee of, or has a substantial interest in, a business seeking to provide goods and services to NMSA, I cannot be involved in making decisions regarding that business.

**Care Of Assets:** I am entrusted with the care and use of NMSA assets with the expectation that they will be used for the benefit of, and as directed by, NMSA. Using NMSA assets, (whether physical or financial) for my personal gain is a violation of this trust. I will not use NMSA property or assets for my personal gain or benefit, or for the personal gain or benefit of anyone else.

I am responsible for the proper use and security of NMSA property entrusted to me, and shall ensure that all NMSA property assigned to me is maintained in good condition.

Paper records should be properly filed and stored in order to protect them from loss or damage and to reduce the possibility of inadvertent disclosure of confidential information, and to ensure ready access by others who may need to refer to them. All documents are to be up-to-date and accurate in order to properly maintain and facilitate the preparation of accurate records and financial statements.

Computers and disks used to record NMSA related information should be afforded an even higher level of security than paper records. Since the information stored in this way is not visible it is easy to forget that it is vulnerable. All maintenance and back-up procedures must be carefully followed.

Theft of NMSA assets is the most fundamental breach of ethics. NMSA will not tolerate theft under any circumstances and will prosecute if necessary.

**Confidentiality:** The handling of information is an area where NMSA relies on the integrity, discretion, and common sense of every Executive member. Executive members who have access to confidential information MUST take EVERY precaution to KEEP it confidential. The duty of confidentiality not only prohibits the disclosure of confidential information to others, but also prohibits the use of confidential information for unauthorized purposes. My obligation to protect NMSA's confidential information continues even after I am no longer an Executive member.

**Intellectual Property:** All intellectual property, databases, innovations, and related information conceived while I am a member of the NMSA Executive shall remain the property of NMSA when I am no longer an Executive member.

To report a breach of this code of ethics I will contact, in writing, one of the following:

- The Executive Director or appointed designate of NMSA
- If I am a convener, I may contact the Director of House League
- Any member of the Board of Directors

The person receiving the report must make a record of its receipt, and to keep all the information in the strictest of confidence. No retaliatory action will be taken or be permitted to be taken against me if I make a good faith report of a violation.

If I violate the Constitution or the NMSA Executive Code of Ethics in any way, a hearing will be held as per PP&G 3.4 Member Conduct Policy and PP&G 3.8 Appeal Policy of the NMSA Constitution.

Signature\_\_\_\_\_

Print Name\_\_\_\_\_

Position\_\_\_\_\_

Date\_\_\_\_\_

## 3.13 – Robert's Rules of Order - Summary Version

### For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

### Guidelines

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

### The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor

- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified