

# AIRDRIE GIRLS SOFTBALL ASSOCIATION:

AIRDRIE **ANGELS** FASTPITCH  
POLICIES AND PROCEDURES



AIRDRIE GIRLS SOFTBALL ASSOCIATION:

[www.airdriegirlssoftball.com](http://www.airdriegirlssoftball.com)



# AGSA POLICIES AND PROCEDURES

**November 2019**

## Introduction:

The Airdrie Angels Fastpitch program offers membership to all children aged 8-19 who reside North of Highway 1 (to the Wheatland County border) and west of Highway 9. This includes the City of Airdrie, the towns of Crossfield, Carstairs and Didsbury and the Hamlet of Balzac. Our program is focused on skills and development but also teamwork, friendship and fun. Children aged of 5 to 7 can also become members of our **Learn to Play** team.

## Our Purpose

Our program, above all else, wants to offer a quality softball program to the youth of our community, and as a result, cultivate a lifelong love of the game with our members.

## Policies and Procedures

- [Registration and Cancellation Policy](#)
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## REGISTRATION AND CANCELLATION POLICY

### Purpose

**AGSA** wants to handle Registrations and Cancellations from the program in a fair and reasonable manner.

### Policy

**Online Registration** will occur each year from the beginning of January to the end of March for the regular fastpitch program (Mite (U10) to Midget (U19)) and from beginning of January to the end of April for **Learn to Play**. Early Bird prices will be in effect as determined by the **AGSA** board. Exact dates to be determined by the board during the off season and posted to the website before registration begins. Dates will also be emailed to past members, posted to our Facebook and Instagram page, and through any other means of advertising.

The **final cut-off** date for registrations for the regular fastpitch program will be determined by the board based on the registration date and start date set by the **Calgary Minor Softball Association**.

The **final cut-off date** for **Learn to Play** will be when all teams are full or just prior to the start of the program.

A **waitlist** will be started when an athlete is interested in signing up for a division that is already deemed full. In **U12 level** and up, players with a specific skill (catcher, pitcher) may be taken from the waitlist before a person higher on the waitlist, if that skill is needed.

**Refunds** for the regular fastpitch program – all registrants will be reimbursed the registration fee, minus a \$25 administration fee, if they withdraw prior to the final cut-off date. After the final cut-off date, no refunds will be issued as **AGSA** will have already paid all the required fees on behalf of the registrant. There will be **no exceptions** to this policy without board approval.

One Parent or Guardian of each player **MUST** complete (or have previously completed) the **Respect In Sport (RIS)** course and submit a valid certification number to [president@airdriegirlssoftball.com](mailto:president@airdriegirlssoftball.com) before the start of the season.

## FINANCIAL ASSISTANCE PROCEDURE

### Purpose

**AGSA** wants to allow all children to have the opportunity to play by removing financial barriers.

### Procedure

The **Airdrie Angels Fastpitch** program is pleased to work alongside the KidSport and Jumpstart programs.

Application must be started Prior to March 15<sup>th</sup> through their websites:

- <http://www.kidsportcanada.ca/alberta/calgary/apply-for-assistance/>
- <http://jumpstart.canadiantire.ca/content/microsites/jumpstart/en/apply.html#wanttoapply>

You can also apply in print by following the directions provided by each charity on their websites.

Send confirmation of the application (prior to March 15<sup>th</sup>) to [president@airdriegirlssoftball.com](mailto:president@airdriegirlssoftball.com) or the **AGSA** Registrar to hold a spot on the waiting list pending approval from one of the programs listed above. If application acceptance has not been received prior to the start of the outdoor season, full payment will be required before the athlete can play.

If you have any further questions, please give them a call; KidSport Calgary and Area (403) 202-0251, Jumpstart 1 (844) 937-7529.

## VOLUNTEERING PROCEDURE

### Purpose

**AGSA** wants to ensure the sustained success of our Fastpitch program. Volunteering can also be a great way to meet new people, learn new skills and gain valuable experience.

### Procedure

The **Airdrie Angels Fastpitch** program has many positions to volunteer for both at the Association Level and the Team Level. No experience is required or necessary to become a volunteer and most opportunities require little or no training. We will provide you with any necessary training with plenty of support!

Examples of Volunteer positions at the Association Level positions are; *President, Vice President, Treasurer, Equipment Manager, Coach and Player Coordinator, Learn to Play Coordinator, Registrar, Fundraising Coordinator, Team Wear Coordinator, Media Coordinator, or Tournament Coordinator*. Team level positions examples are; *Coach, Assistant Coach, Team Manager, Jersey Manager, Bench Mom, Scorekeeper and Umpire*.

If you are interested in volunteering, please review and fill out the **AGSA Volunteer Application Form** found in the **Forms Section** of the **AGSA** website. Coaches and Assistant coaches should read and follow the **Coaching Policy and Procedure** section of this document.

Anyone who wishes to volunteer with AGSA as a Coach or Assistant Coach must complete a criminal record check that is available through the local RCMP detachment in Airdrie. Criminal record checks must be completed every three years.

- Most Criminal Record Checks in Airdrie are processed the same day, but it may take up to four weeks.
- You will be required to bring two forms of Valid Identification (ID) (one photo ID with a local address and one other).
- The cost of a criminal record check is \$15 with a letter that AGSA will provide. \*\* They will not start the process without the letter.
- For more information, please go to <https://www.airdrie.ca/index.cfm?serviceID=842>

## COACHING POLICY AND PROCEDURE

### Purpose

**AGSA** wants to thank you for choosing to coach! The **Airdrie Angels Fastpitch** program is committed to helping you succeed in your role.

### Policy

Coaches are the core of the **Airdrie Angels Fastpitch** program. Our club wants to provide our coaches with all of the resources and training they may require in order to competently train our athletes in; proper technical skills, drills and game play, all of which will help keep them healthy, fit and able to compete and have fun.

Potential coaches or assistant coaches should fill out an **AGSA Coaching Application Form** which can be found on the **AGSA** website, these can be filled out and emailed to [president@airdriegirlssoftball.com](mailto:president@airdriegirlssoftball.com).

### Procedure

The **AGSA** has 3 requirements for ALL coaches AND assistant coaches:

- Calgary Minor Softball Coaches Orientation **OR** Level 1 NCCP (Community On-Going Sport)
- A complete and current Criminal Record Check (see [Volunteering Procedure](#))
- The Coaches Respect in Sport Certification.

If a team (U12 to U19) would like to go to provincials, that team will require at least one Female coach that has their Community Softball certification (formerly NCCP Certification Level 1 (which includes Making Ethical Decisions (MED))) or Competition – Introduction certification (formerly NCCP Certification Level 2).

**AGSA** will pay for Community Softball and Competition - Introduction Certification training for coaches but the coach will be required to pay for the training up front. Once the training is completed and you forward your certificate of achievement to [admin@airdriegirlssoftball.com](mailto:admin@airdriegirlssoftball.com) and you finish 1 season of coaching for **AGSA** you will be reimbursed for the expense.

We have many different resources to help you succeed as a coach in our association.

- The **AGSA** Coaches Handbook can be found on our [Coaches Page](#)
- Drills and Practice plans can be found on our [Coaches Page](#)
- CMSA Rule Book ([http://calgaryminorsoftball.com/files/2018\\_calgary\\_minor\\_softball\\_rulebook.pdf](http://calgaryminorsoftball.com/files/2018_calgary_minor_softball_rulebook.pdf))

If you have any questions about any aspect of the position feel free to reach out to the **AGSA** board members.

## EVALUATION PROCEDURE

### Purpose

The Calgary Minor Softball Association requires **AGSA** to tier ALL players to place them in the most appropriate level for their skills and experience.

### Procedure

All our teams (under the **Airdrie Angels Fastpitch** program) play in the CMSA league. CMSA creates tiered divisions, thus when we are expected to have more than one team in any division, we are required to tier the teams. If we only have enough players for one team, evaluations will not be required.

- Athletes will be evaluated and placed on a tiered team. Once selected to play on a tiered team, the athletes must be committed to their team for the duration of the season.
- Athletes should arrive 15 minutes prior to the Evaluation time to check in. Please outfit athletes in appropriate clothing and indoor (non-marking) running shoes and water.
- Athletes will be evaluated on their basic softball skills in a station format. (Throwing, Fielding, Hitting and Base Running.)
- Athletes will be awarded points at each station with some stations being worth more points than others.
- All points awarded to the athletes will be added together giving evaluators a ranking.
- Tiered teams will be picked based on a percentage of the top ranked athletes in addition to a percentage of AGSA board picked athletes. AGSA Board will use rankings to distribute players on tiered teams by ranking in this order; Pitchers, Catchers then all other players. The teams will be picked following this chart:

Division	Athletes <sup>†</sup> picked by Rank	AGSA Board Picks
<b>U10</b>	<b>Top 6 athletes</b>	<b>Plus 3*</b>
<b>U10 Premiere</b>	<b>Top 7 athletes</b>	<b>Plus 5*</b>
<b>U12</b>	<b>Top 7 athletes</b>	<b>Plus 5*</b>
<b>U14</b>	<b>Top 7 athletes</b>	<b>Plus 5*</b>
<b>U16</b>	<b>Top 7 athletes</b>	<b>Plus 5*</b>

\*Number of AGSA Board Picks will depend on total number of Athletes available per age group.

<sup>†</sup>Top athletes include Pitchers, catchers and all other players in that order.

- Once teams are selected, the team's head (or assistant) coach (if available) will be given the team roster and they will contact parents following the evaluations. If no coaches are available, the AGSA Board will contact parents to arrange a meeting to discuss coaching requirements.
- The evaluation results are not shared with ANYONE.



## EQUIPMENT POLICY

### Coaches

- As a coach, at the beginning of the season, you will receive your package of equipment. You are responsible for this equipment for the duration of the season.
- If any equipment is damaged or lost, please let the association know as soon as possible, so that it can be replaced in a timely manner.
- The equipment also will come with basic first aid supplies. See the [Safety and Injury Policy and Procedure](#) for more information.
- The equipment will also come with line up cards. If these run out, you can print line up cards found [here](#).
- If there is something that you require above the initial package of equipment, please submit a formal request to [president@airdriegirlssoftball.com](mailto:president@airdriegirlssoftball.com). **Do not** pre-purchase equipment without approval from the **AGSA** board. All equipment purchases **MUST** be approved by the **AGSA** board prior to purchase.
- Any questions can also be directed to our board, check on our **AGSA** [contacts page](#) and contact a board member if you need any help.

### Parents

As a parent, you are responsible for outfitting your athlete in the apparel they require:

- **AGSA** provided apparel:
  - Airdrie Angles Fastpitch Jersey (see [Jersey Policy](#))
  - Airdrie Angels Hat
  - Softball Socks in Angels Colours
- Athlete provided apparel:
  - Navy Blue Ball pants (crops recommended)
  - Red Belt
  - Ball Glove
  - Jyl (protective gear)
  - CSA approved helmet with dual ear flaps, fastened chin strap, and attached face mask.
  - Proper running shoes or softball cleats (NO metal cleats or spikes). Softball cleats are highly recommended.
  - No exposed jewelry allowed
  - ALL pitchers must use an approved fielding mask for all levels U10 and above. (**AGSA** will provide one mask per team at the U10 and U12 level)

## JERSEY POLICY

### Purpose

AGSA has a strict **Jersey Policy** to ensure that jerseys are returned in a timely fashion and in good condition.

### Policy

Prior to receipt of the jersey, parents will be required to:

1. Sign off on the condition of the jersey and
2. Read and sign off that you understand the Jersey Policy
3. Provide a deposit cheque<sup>1</sup> in the amount \$75.00 made out to **AGSA** and dated July 15<sup>th</sup> of the current season calendar year.

<sup>1</sup>Cheques are required; if you do not have cheques please see your financial institution to obtain one.

Jerseys must be returned labelled, with the players full name and team<sup>1</sup>, by a return date to be set by the **AGSA** Board. The Cheque will be cashed if any of the following conditions occur;

- The jersey is returned stained, unwashed or otherwise damaged
- The jersey is NOT returned by the required return date or
- The jersey is lost, stolen or missing.

<sup>1</sup>Jerseys will be handed in to a team jersey manager. The jersey manager will hand in all the jerseys they receive on or before the return date, so parents need to coordinate drop off directly with their team's jersey manager.

After the Deposit cheque has been cashed there will be **NO REFUNDS**.

If a Deposit Cheque bounces ALL fees incurred by AGSA will be required to be paid along with the original \$75 deposit. Failure to do so could result in the athlete's registration being denied in the future.

## TEAM MANAGEMENT POLICY

### Purpose

Team Managers are **MANDATORY** on all **Airdrie Angels Fastpitch** teams. Team managers are essential in a smooth-running season for Parents, Players and Coaches. Also new this season are Team Jersey Managers; this position is **MANDATORY** as well.

### Team Manager Policy

Thank you for choosing to be a Team Manager! A team is not complete without a team manager. Coaches and Assistant Coaches are focussing on player development, so someone needs to focus on the organization of the team, communication with parents as well as the **AGSA**.

Responsibilities of the Team Manager may include:

- Booking Tournaments
- Communicating to parents on behalf of the team jersey manager.
- Organizing Team Fundraisers or end of season wind-ups.
- Collecting and Paying tournament fees, outside coaching fees, etc.
- Keeping Parents and Athletes up to date on game and practice dates/times/locations
- Collecting and Keeping the copies of the Players Medical Forms
- Organizing the parent umpire, bench mom and field set-up schedule.
- Setting Up a Team Snap Account (<https://www.teamsnap.com/>)
- Organizing a snack schedule (younger age groups)

### Team Jersey Manager Policy

Thank you for choosing to be a Team Jersey Manager! The Team Jersey manager is responsible for completing the jersey return to **AGSA** at the end of your team's season.

Responsibilities of the Team Manager may include:

- Communicating to parents the Jersey Policy regarding jersey returns.
- Panning Jersey drop offs for parents.
- Ensuring Jersey's are washed before they are handed in to **AGSA**.
- Communicating any delays on Jersey returns (due to team commitments or individual commitments to late season provincials or tournaments) to **AGSA**.

## FUNDRAISING POLICY

### Purpose

The **Airdrie Girls Softball Association**, like most clubs, uses fundraising activities to supplement the organizations finances. Funds raised are used to make the organization better for the players, coaches and parents. The **AGSA** board typically holds a club wide fundraiser every two years but this is subject to change should the need arise.

### Policy

#### **AGSA** fundraisers:

- The Airdrie Angels Fastpitch program holds a club wide Fundraiser every two years.
- The fundraising activity usually changes and is chosen by the **AGSA** board.
- Information will be distributed as early as possible on these fundraising years.

#### Team fundraisers:

- At the team level, teams can fundraise as a means of reducing team costs for tournaments, team meals, team apparel, etc.
- Examples of Fundraising opportunities at the Team Level include; bottle drives, bake sales, car washes, sponsorships, etc.
- Any team fundraisers that require a licence **MUST** be communicated to the **AGSA board**.
- Team sponsors are permitted but only by specific request. These requests can be emailed to [president@airdriegirlssoftball.com](mailto:president@airdriegirlssoftball.com). The sponsorship will be approved or denied within 14 days.
- Team funds do not roll over year to year.
- All excess funds at the end of the season must be used to, in the following order;
  - Used to pay for outstanding bills
  - Cash Call funds (money requested directly from families) can be divided evenly and given back to the families (only up to the amount initially collected.)
  - If there are still funds left over, they **MUST** be donated to **AGSA**.

## TOURNAMENTS AND PROVINCIAL CHAMPIONSHIP: FEE POLICY

### Purpose

The **Airdrie Girls Softball Association** encourages all it's teams to participate in Tournaments, as well as, the Provincial Championship. Tournaments have various fees and fiscal requirements that are covered in this policy.

### Policy

Tournament Fees along with any other fees such as, but not limited to; Gate Fees, Tournament themed apparel, Banners or signage, transportation, accommodations, team activities, meals, etc. are NOT covered by the AGSA (unless previously announced or offered by the board).

Should a team enter the Provincial Championship and be relegated to Zone Play Downs, the team is required to get Board Approval before offering to host, and teams may be required to cover costs associated with hosting. If your team is attending Zone Play Downs as a guest, there also may be additional fees charged by the host association.

\*Please note, if a team should lose in play downs and NOT make it to the Provincial Championship, the tournament organizer will keep all tournament fees.

### Special Consideration

\*\*As per Softball Alberta; All coaches wanting to coach at a Provincial Championship are required to be at least Community Softball (Formerly NCCP Level 1) trained.

If your team does not have at least one certified female coach and you wish to take your team to provincials, please reach out to the **AGSA** board as soon as possible by emailing [president@airdriegirlssoftball.com](mailto:president@airdriegirlssoftball.com).

## SOCIAL MEDIA POLICY

### Purpose

Social media platforms are a great way for our association to connect with friends, family, teammates and supporters. This policy is to ensure that all members of the Airdrie Girls Softball Association (**AGSA**) conduct themselves in a responsible and safe manner when using social media platforms.

When using social media, the actions of one of us can affect the image of us all. Remember, we are all participating in amateur athletics that is for enjoyment and fun. This encourages us to promote respect and fair play for all members of the **AGSA**.

### Definitions

“Social Media” – are all online platforms for social interaction, networking and relationships that include the various online technology tools that enable people to communicate easily via the internet to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications. Examples of social media platforms are: internet forums, weblogs, social blogs, micro blogging, wikis, social networks and podcasts. Social Media network websites include sites like *Facebook, Flickr LinkedIn, Twitter, YouTube, Snapchat, Instagram, etc.*

“Airdrie Girls Softball Association Members (**AGSA**) Members” – All categories of being a member in the association, as well as all individuals engaged in activities with **AGSA**, including but not limited to, athletes, coaches, officials, volunteers, board members, team managers, and employees.

### Unacceptable Conduct

1. Posting hateful, insulting, disrespectful, disparaging, harmful or any other type of negative comment on a personal blog, under any platform, that is directed at **AGSA** Members connected with **AGSA** and/or CMSA, their members and their related events.
2. Contributing to and/or creating a Social Media group, website or platform devoted solely or in part to promoting negative remarks about **AGSA** and/or CMSA or their reputations, members and related events.
3. Posting picture(s), altered picture(s), or video(s) on a Social Media platform that is hateful, insulting, disrespectful, disparaging, harmful, or offensive, and that is directed at members or affiliates/affiliations of **AGSA** and/or CMSA and related events.
4. Any type of cyber-bullying or cyber-harassment between one member and another member (including a teammate/player, coach, opponent, volunteer, and/or official). Incidents can include but are not limited to the following conduct on any social media platform, via text message or via email: regular insults, negative comments, discomfoting behavior, pranks or jokes, threats, posing as another person, spreading rumors or lies, or other harmful behaviors(s).
5. Any instance(s) of bringing discredit to **AGSA**, the CMSA League, or the game of softball.

## SOCIAL MEDIA POLICY

### Responsibilities of **AGSA** Members

- Members must be aware that their Social Media usage may be monitored by **AGSA**.
- The removal of content from the Social Media, after it has been posted, does not remove the member from being subject to the policy.
- A member that believes social media being used by another member inappropriately and/or violates this policy, should report the incident to an **AGSA** board member.

### Consequences

- Unacceptable content, if brought to the attention of **AGSA** or the CMSA, may result in disciplinary action in accordance with **AGSA** policies, CMSA's handbook and bylaws or the **AGSA** confidentiality, Code of Conduct and Abuse and Harassment Policies.
- Any disciplinary action will be decided upon by the **AGSA** Board.
- This is a ZERO-TOLERANCE policy and any ruling made shall be final with no right to appeal.

## SUBSTANCE ABUSE POLICY

### Purpose

**AGSA** is committed to provide a substance free sporting environment and experience to all its members.

### Policy

All athletes, coaches, parent(s)/guardian(s) and officials must refrain from the use of tobacco, alcohol or drugs and not be under the influence of such substances prior to or during practices, games or team events.

Violations of the policy must not be handled independently. Parents, coaches, athletes or other officials must [report any incident](#) to the **AGSA** president directly at [president@airdriegirlssoftball.com](mailto:president@airdriegirlssoftball.com)

The **AGSA** board will review all violations to determine the disciplinary actions to be taken. This is a ZERO-TOLERANCE policy and any ruling made shall be final with no right to appeal.



## ABUSE AND HARASSMENT POLICY

### Purpose

**AGSA** is committed to provide an abuse and harassment free sporting environment and experience to all its members.

### Policy

Inappropriate or unacceptable behaviour include but are not limited to, verbally or physically harassing and/or abusing any coach, athlete, certified OR volunteer umpire, league volunteer or spectator.

Teams are responsible for the behavior of their spectators.

Incidents of unacceptable behaviour should not be handled independently. Parents, coaches, athletes or other officials must [report any incident](#) to the **AGSA** president directly at [president@airdriegirlssoftball.com](mailto:president@airdriegirlssoftball.com)

Any inappropriate or unacceptable behavior towards any member of the **AGSA** trying to fulfill their duties or any athlete on or off the playing field will be subject to disciplinary action.

The **AGSA** Board will review all violations to determine the disciplinary actions to be taken.

This is a ZERO-TOLERANCE policy and any ruling made shall be final with no right to appeal.

## SAFETY AND INJURY POLICY AND PROCEDURE

### Purpose

**AGSA** is committed to the prevention of athlete injuries and to deal with injuries in a manner as to not create any future/chronic issues later in life.

### Policy

The Athlete Medical Forms must be present at all practices, games, tournaments and other team functions.

**AGSA** provides basic first aid supplies to every team, however, it is the team's responsibility to replenish it if required. Coaches can ask Parents for supply donations or funds to replace the supplies.

Each athlete must wear all required protective equipment that is necessary during any softball play. All visible jewelry should be removed except for medical alert bracelets (but these should be taped to the skin to secure them).

Weather policy can be found on the CMSA website at;  
[http://calgaryminorsoftball.com/page.php?page\\_id=39185](http://calgaryminorsoftball.com/page.php?page_id=39185)

**AGSA** is committed to preventing injuries by:

- Enforcing the required equipment rules
- Warming up properly prior to every practice or game.
- Rotating athletes through positions.
- Concentrating on age appropriate pitch counts.
- Developing skills that are age appropriate.
- Allowing athletes to return to play only when cleared by a healthcare professional, post injury.

### Procedure

Concussion Guidelines and Protocol can be found on the CMSA webpage at;  
[http://calgaryminorsoftball.com/page.php?page\\_id=88314](http://calgaryminorsoftball.com/page.php?page_id=88314)

In the event of an injury, obtain the necessary treatment IMMEDIATELY. If the injury is serious, or if it may become serious, contact 911 for immediate transportation to an emergency facility. If it is possible that the injury involves the spine, or the injury is very serious, DO NOT MOVE the injured individual and dial 911 and wait for qualified personnel.

In the event of an injury that requires medical treatment by a medical professional, the Team Manager of the injured athlete is responsible for contact, as soon as possible, to the parent(s)/guardian(s). The Coach/Team Manager is responsible for providing an Incident/Accident Report Form within 24 hours to **AGSA** by email to [president@airdriegirlssoftball.com](mailto:president@airdriegirlssoftball.com).

Additional incident reports will be accepted from any witnesses or family members of an injured individual who wishes to submit one. Injury report forms can be found at  
[http://calgaryminorsoftball.com/files/injury\\_report12.pdf](http://calgaryminorsoftball.com/files/injury_report12.pdf)

## DISCIPLINARY PROCEDURE

### Purpose

**AGSA** is committed to the diffusion and resolution to disagreements between parties.

### Procedure

**AGSA** abides by the 24-hour rule for conflict resolution; if a concern arises and an individual has a resulting complaint, wait 24 hours to remove and/or decrease the emotional element so the actual concern can be brought forward to the appropriate party in the form of an incident report. Forms can be found at [http://calgaryminorsoftball.com/files/incident\\_report7.pdf](http://calgaryminorsoftball.com/files/incident_report7.pdf)

If an individual still wishes to voice their concern after the initial 24 hours, they should adhere to the following order of escalation;

- A resolution should be sought between parties first.
- If it cannot be resolved, then contact one of the Coaches or the Team Manager.
- Any further escalation must go to the Coach and Player Coordinator, which will result in a decision from the **AGSA** board.

Disciplinary measures may include but are not limited to;

- Verbal or Written reprimand (which will be placed in the athlete's file)
- Verbal or Written (handwritten/hand delivered) apology
- Service or other voluntary contribution
- Possible Suspension (from some or all games/events/programs/activities)
- Expulsion from the Association

Within 21 days of being notified, the **AGSA** board will come to a decision based on the input from all parties and witnesses.

Any board members must recuse themselves if they have any conflict of interest with the parties involved.

All parties involved in the complaint or issue may be asked to provide information regarding the incident to ensure proper resolution is found. Confidentiality agreements may be signed to ensure privacy is kept.

Disciplinary measures will be decided on a case-by-case basis and will consider the severity and number of offences. The **AGSA** Board reserves the right to remove coaches or athletes from teams, if necessary, based on their findings. An **AGSA** board member will inform those in violation of the decisions reached regarding disciplinary measures.

Any coach wishing to remove an athlete from their roster will need to fill out and submit an incident report to the **AGSA** board, indicating reasons for the removal along with examples. A member of the **AGSA** Board will meet with the athlete and the family to discuss the reported issues and determine if removal is warranted.

All decisions reached by the **AGSA** Board are final with no right to appeal.

# FAIR PLAY PLEDGE

## Purpose

**AGSA** in part with **Calgary Minor Softball** want to ensure that all association members have a safe, fun and rewarding season in the Airdrie Angels Fastpitch program.

## FAIR PLAY CODES

### **AGSA (Via: Calgary Minor Softball Association)**

#### **.....for COACHES**

1. I will be reasonable when re-scheduling games and practices, remembering that players have other interests and obligations.
2. I will teach my players to play fairly and to respect the rules, officials, and opponents
3. I will ensure that all players get instruction, support and playing time in an equitable manner
4. I will not ridicule or yell at my players for making mistakes or for performing badly.
5. I will remember that players play to have fun and must be encouraged to have confidence in themselves
6. I will make sure that equipment and playing fields are safe and match players ages and abilities
7. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example
8. I will obtain proper training and continue to upgrade my coaching skills
9. I will work in cooperation with officials for the benefit of the game
10. I will respect and inspire respect from my players for the playing facilities provided for my team and our opponents

#### **.....for PLAYERS**

1. I will play softball because I want to, not because others or coaches want me to
2. I will play by the rules of CMSA and in the spirit of the game
3. I will control my temper – fighting or 'mouthing off' can spoil the activity for everyone
4. I will respect my opponents
5. I will do my best to be a true team player
6. I will remember that winning isn't everything – that having fun, improving my skills, making friends and doing my best are also important
7. I will acknowledge all good plays and performances - those of my team and of my opponents
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect
9. I will respect the playing facilities provided for me team and my opponent

### .....for PARENTS

1. I will not force my child to participate in softball
2. I will remember that my child plays sports for his or her enjoyment, not mine
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence
4. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard
6. I will never ridicule or yell at my child for making a mistake or losing a competition.
7. I will remember that children learn best by example. I will applaud good plays/performance by both my child's team and their opponents.
8. I will never question the officials' judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's sporting activities
10. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child.

### .....FAIR PLAY ATHLETE – COACH AGREEMENT

#### **ATHLETE**

I agree to:

- Always play by the rules
- Never argue with an official. When a call is disputed, I'll let the coach or team captain handle it.
- Remember that I'm playing because I enjoy the sport. Winning is fun, but so are many other things about the sport.
- Work at achieving my personal best and to not get discouraged if it's not the best.
- Show appreciation for good plays/performance, even by opponents.
- Control my temper and not be a show-off.

#### **COACH**

I agree to:

- Remind my athletes that winning a game or trophy isn't the only measure of success.
- Encourage my athletes and offer constructive criticism.
- Instruct my athletes to follow both the letter and the spirit of the rules.
- Teach my athletes that officials are an important part of the game. They should always be respected, as should their decisions.
- Encourage my athletes to be good sports.
- Give every participant a chance to play and learn the skills.
- Remember that my actions speak louder than my words.

## AGSA BOARD - POLICY

### Purpose

**AGSA** is run entirely by volunteers; this includes the **AGSA** Board. Board members are a critical part of the Airdrie Angels Fastpitch program and as such we have put a policy in place to govern their role in the Association.

### Procedure

- The operations of **AGSA** shall be carried out by the Executive (consisting of President, Vice President, Secretary and Treasurer) and the Board Members.
- An **AGSA** Board member shall perform his or her duties in good faith and in the best interest of the association; and shall only receive remuneration for their services in the form of reimbursement of expenses directly related to **AGSA** Board duties.
- A Board member may be removed from office at any time by a majority vote from the board.
- A Board member may resign at any time by giving written notice to the Board.
- A new **AGSA** Board member shall attend a minimum of two (2) meetings before being permitted to vote.
- In the case of a tie vote, the vote of the President shall become the tie breaker.
- Any special meetings that may need to be called over the course of a year shall be called by the President at his or her discretion.
- All **AGSA** Board members must hold at least one Executive or Director (Coordinator) position to maintain their spot on the board. If they should relinquish a role that leaves them with no role at all, they need to select a new role at the next scheduled board meeting unless otherwise agreed upon by the board.

### Responsibilities

- The association is a direct member of the **Calgary Minor Softball Association (CMSA)** and in general follows the policies and procedures as set forth by them, particularly regarding any safety requirements for players of the association.
- Any special requests from players to play on the same team are made at the discretion of the board and are mainly determined by evaluation results.
- Any complaints with regards to a coach, parent, or volunteer must be made in writing (in accordance with our policies and procedures) to the president of the board and will be dealt with at a special meeting of the board if necessary.
- **AGSA** is a non-profit organization and as such will keep fees and fundraising set to rates that allow us to maintain service without incurring financial loss.



**Airdrie Girls Softball Association:**

Airdrie **Angels** Fastpitch program

**Revision 2**