



Richmond City Baseball Association

Policies and Procedures Document
Updated – February 2025

Volunteer Policies and Procedures

- All Richmond City Baseball Association (RCBA) volunteers, employees and contractors (excluding umpires) who work directly with minors are required to submit to a Police Information Check (Criminal Record Check (CRC)) every two years before they are permitted to engage with persons under the age of majority (18 years old). The Criminal Record Checks are sport-specific, and we cannot accept ones that were conducted for other sports. See Criminal Record Check Procedures below.
- If a volunteer is the subject of a criminal investigation, the volunteer must immediately notify the RCBA Executive who will notify the Disciplinary Committee. See Discipline Committee Procedures under Complaint Procedures.
- If volunteer requirements are not met, a \$100 fee will be charged at the end of the season.

Criminal Record Check Procedures

If you are new to RBCA or coaching/managing, please complete your online criminal record check (CRC). If you have done a CRC for RCBA in the recent past but can't remember when, please send an email to our secretary at secretary@richmondcitybaseball.ca, asking her if you need to do one this year. The cost of a CRC for all coaches and volunteers will be covered by RCBA. CRC information can be found [here](#)

Coaching requirements and selection

Good coaches play a pivotal role in the development of young baseball players. They serve as mentors, motivators, and guides, offering invaluable expertise, feedback, and encouragement. A

good coach not only imparts technical knowledge and skills but also instills discipline, teamwork, and a growth mindset.

RCBA is looking for coaches that possess a unique blend of qualities that make them effective communicators, strong leaders and the ability to motivate and inspire the youth of today.

If you have questions about coaching at RCBA, please send an email to coachdevelopment@richmondcitybaseball.ca

Coaching Development:

RCBA encourages all coaches to further their knowledge of coaching by partaking in [Baseball Canada's NCCP training program](#) (nccp.baseball.ca). Costs associated with NCCP certification are reimbursed by RCBA. Minimum Coaching Qualifications are required to coach interlock and summer ball season at the 11U, 13U and 15U level.

A full list of requirements for all divisions and levels can be found [here](#). You can also find more information on the Baseball BC website [here](#) including clinic schedules, FAQ's, and other NCCP information.

COACH SELECTION PROCESS: 5U - 9U, 11U, 13A, 13U AA and 15AA Spring Season

5U - 11U

Parents will indicate their interest in a head coach position upon registration. The Division Coordinator will assign Head Coach Roles. Assistant Coaches will be distributed evenly amongst the teams to ensure all teams are well supported. Head Coach and Assistant Coach registration forms will be sent out via TeamSnap.

11U MSET, 13UA, 13UAA, 15UA, 15UAA, Summer ball coaches for 11U, 13UA, 13UAA and 15UA COACH SELECTION PROCESS

The following divisions will require a formal application: 11U MSET, 13UA/AA, 15UA/AA. The following factors will be considered when applications for the head coach role of these divisions/season:

- Coaches that are being considered for summer ball teams should have held a coaching position (head or assistant) during the spring season
- Completed NCCP status, in accordance with BC MINOR rules for the division they are applying to, on or before projected team draft date
- RCBA reserves the right to ask for additional NCCP requirements above and beyond the BC MINOR minimum
- An Interview process may be required

- Head coaches will then select their Assistant Coaches

The voting procedure will be completed as follows by the following Board Members:

1. President
2. Vice-President
3. 2nd Vice-President
4. Division Coordinator from the age group above the coach's division

When one of the above-board members is being considered for a coaching position, they will not participate in the selection process for the role they have applied for.

A formal Application form will be sent out via TeamSnap to all those interested in applying.

SPRING EVALUATION AND DRAFT POLICY

8U – 11U, 13UA, 15UA

The goal of the evaluation process is to facilitate a balanced draft and to identify the appropriate level of play for each player. RCBA is committed to providing a fair evaluation for all players; however, it is important to note there will always be a level of subjectivity in any process used to evaluate players. Independent evaluators will be used in the older division (11U and up) evaluation process.

All players will be evaluated on the following specific baseball skills: throwing and pitching, hitting, fly balls and ground balls. Based on the evaluation of these skills, players will be given a total score used to rank each player for the draft process.

Every interested player must attend the evaluation to ensure an equitable evaluation and draft process takes place. In the event a player cannot make the evaluation, a score will be determined based on prior knowledge of the player.

Player rankings and the information about the performance of each player will be maintained by the Division Coordinator until such a time that the rankings and information are no longer needed. The specific rankings of each player will remain confidential and will not be provided to anyone in any fashion, including the parent(s) of the player.

DRAFT PROCESS for 11U and up.

RCBA Draft Process

- One (1) Head Coach and one (1) Assistant Coach per team assigned prior to the draft. Coaches will only be allowed to “protect” their own child. If a Coach has more than one child in that Division, then the additional child will also be considered “protected”.
- A player who was not evaluated on evaluation day will be given a rating based on past experiences with that player, and if possible, by talking to the parents and previous coaches to determine the player's experience or athletic ability.
- To determine which round the protected players fall within the draft, the lists of 2nd year players and 1st year players will be divided into groups based on the number of teams participating in the draft.
- The group in which each protected player lands, counting the groups from the top of the list, will determine in which round of the draft the protected player automatically becomes that team's pick.
- In the first (1st) round, the total ratings of the top 2 protected players for each team shall be calculated, with the draft order determined in order, with the team with the lowest total rating drafting first (1st) and the team with the highest total rating drafting last.
- The players available in the draft will be split into two separate groups with all the 2nd year players drafted first, followed by the 1st year players.
- When it is a team's turn to select, they may pick any player from a window/block of the next group of available non-protected players. For example, if a draft for 10 teams is being done, you would be able to select from the top 10 available players (where players protected by other teams are excluded), plus any further players who have the same rating as the 10th available player in the window.
- At the end of each round, the total rating is calculated for the complete rounds (Not including protected players which will land in future rounds). The team with the lowest rating drafts first in the next round.
- If the number of second (2nd) year players does not divide evenly into draft groups, after all rounds of second (2nd) year players have been drafted, the draft of the 1st year players will commence. The ‘leftover’ 2nd year players will remain available (but will not be calculated into the window of available players) and may be selected as a team's pick in any subsequent draft round.
- If there are players left over after all complete rounds have been drafted, a final round will be done following the same rules until all available players are drafted. Any teams that do not get a player in that final round will be assigned late registrant players (as subsequent registrations for that Division occur) in order based on the order of the final draft round. Following the draft, players may be traded between teams provided that the trade is equitable based on the total ratings of the players being traded to each team.

Try out process for MSET and 13UAA and single seasons 15UAA

11U MSET will be determined by a combination of the top 12-16 players of each birth year, based on the rankings done during evaluations and the selected head coach's discretion. External evaluators will oversee the evaluations, with the head coach present to observe.

A copy of the 11U Tryout/evaluation process that must be followed can be found here:

[☰ 11U Tryout and Evaluation Process](#)

13UAA and 15UAA Tryouts will be held on a date that is decided by the association and head coach.

The 13UAA/15UAA process will be at the discretion of the coaches and coordinators.

Players must register to Tryout. If they do not make the AA team, they will be evaluated and placed on an A team for the Spring Season.

Playing in a Higher Age Division

RCBA is committed to player development and having teams play in competitive divisions. Player movement is determined based on the skill set of the division and the player requesting a move. This is a rare situation and will not be considered in all situations. Players will not be allowed to move up 2 age divisions.

For a player to be considered for playing in a higher age division, the following conditions must be met:

- The parents or guardians of the player must submit a request in writing to RCBA prior to any evaluation or tryout dates held by the higher division.
- More than one player may request permission to tryout/be evaluated, however only 1 (one) player will be granted permission to move up per division.
- Once a review of the request is completed, and approved by RCBA, the player will participate in evaluations or tryouts in the age group requested. Players will be evaluated by an independent evaluator and RCBA's Director of Coach and Player Development. The safety and maturity of the player being evaluated will be considered and assessed at this time.

- Upon completion of evaluations, players requesting to play in a higher division must place in the top 3 (three) of players during tryouts. This will be determined by the independent evaluator and RCBA's Director of Coach and Player Development.
- Upon completion of the evaluations and the placement of the player against others, RCBA will decide as to whether a player will be allowed to play in a higher division.
- The coach of the team in the higher division must also agree to carry the underage player on their roster.
- If a player is approved to play in a higher division, the "Permanent Move Up" Rule 5.05 in BC Minor Rulebook (stated below) must also be satisfied. Once the decision is made for a player to play in a higher age division, that player cannot return to the lower age division during that season.
- The decision to allow a player to play in a higher division must be re-evaluated every year. A decision to allow a player to do so in one season does not grant permission to do so in a subsequent year.

BC Minor Baseball Rulebook 2023

5.05 Permanent Move Up

Any under-aged player who has the baseball ability may play in one higher age division at the discretion of the Association President or Player Agent provided:

- *(A) The Association applies in writing to the BCMBA Player Eligibility Chair providing full particulars.*
- *(B) Written approval has been obtained from the BCMBA Player Eligibility Chair prior to June 1. If written approval is not obtained the player will not be eligible to play in a higher division.*
- *(C) Only 9U player(s) that an Association moves up to 11U for the Spring Season are eligible to participate at any level of Summer Season. (8U not included)*
- *(D) Only 9U player(s) that an Association moves up to 11U for the Summer season only, may participate only at the 10U level. (8U not included)*
- *(E) Once a player is approved for a Permanent Move Up, they will be allowed to pitch and be governed by the rules/limits of the division they are approved to play in.*

If all the above conditions are fulfilled the player can play at the level (AAA, AA, A) that they are able to qualify for within the division they have been approved to play in.

Code of Conduct

RCBA Code of Conduct for Manager, Coaches, Players and Parents - In accordance with Sec. 13 of BC Minor Rulebook

RCBA is committed to providing an environment in which all individuals are treated with respect. Furthermore, RCBA supports equal opportunity and prohibits discriminatory practices. Members are expected to always conduct themselves in a manner consistent with the values of RCBA and BC Minor Baseball. Members may be subject to sanctions according to BC Minor Baseball Discipline Policy for engaging in any of the following behaviour:

- (A) not complying with the rules, regulations or policies of BC Minor Baseball, as adopted and amended from time to time;
- (B) deliberately disregarding the Rules of Baseball as amended from time to time;
- (C) verbally or physically abusing an opponent, officials, umpires, spectators, or sponsors;
- (D) showing disrespect to officials, including the use of foul language and obscene or offensive gestures;
- (E) abusing playing equipment or playing area;
- (F) failing to comply with the conditions of entry of an event including any rules regarding eligibility or advertising;
- (G) using tobacco products on-field at any BC Minor Baseball sanctioned competition;
- (H) any other unreasonable conduct which brings the game into disrepute, including but not limited to, abusive use of alcohol, non-medical use of drugs, use of alcohol by minors.

The BCMBA Code of Conduct shall govern all disciplinary matters to the extent that it conflicts with or augments the Code of Conduct of any Association Note: This code of conduct applies to all sanctioned baseball activities including but not limited to practices, players/coaches watching games as a spectator, and off-field conduct during team sanctioned road trips.

BEHAVIOUR EXPECTATIONS in accordance with Sec. 13.05 of the BC Minor Rulebook

Managers or coaches engaging or persisting in conduct or actions unfavourable to the spirit, principles and objectives of good sportsmanship shall receive a warning from the umpire. If the offence or offences continue, the offender or offenders will be removed from the game. A three (3) game suspension will be issued to the offender or offenders.

PARENT CODE OF CONDUCT IN ACCORDANCE WITH SEC. 13.08 OF THE BC MINOR RULEBOOK

Parents and spectators attending BCMBA sanctioned events are expected to role model appropriate behaviour for the youth players competing on the field. When conflict situations occur, parents and spectators are expected to resolve the conflict appropriately. Players, coaches, and umpires have the right to participate in the game without being subjected to abuse or distractions from outside the playing field. Examples of unacceptable behaviour include but are not limited to:

- showing disrespect to umpires, opposing players, coaches, parents, and league administrators including:
- Taunting
- Insulting language
- Angry outbursts
- Gestures
- physical aggression

The consumption of alcohol is not permitted at BCMBA sanctioned games. Coaches are expected to make their best efforts to ensure these expectations are met by their parents and supporters.

Any parent or spectator that fails to meet these expectations may be asked to leave the area surrounding the field by the umpires. The umpire may speak directly to the individual being asked to leave or may choose to have the appropriate coach communicate this decision to the parent. If a parent or spectator refuses to leave the area surrounding the field the umpire may suspend the game without making any judgement as to the final score, which will be determined by the BCMBA. Any BCMBA director may request that a parent or spectator leave the area surrounding the field of play as per the requirements of Rule 14. The BCMBA may review any reports submitted in writing regarding unacceptable parent behaviour and issue discipline as they feel warranted.

UMPIRES

NON-CONFRONTATIONAL OR VERBAL ABUSE BETWEEN COACHES, PLAYERS AND UMPIRES IN ACCORDANCE WITH SEC. 13.11 OF THE BC MINOR RULEBOOK

(A) Any Umpire's decision which involves judgement, such as, but not limited to, whether a batted ball is fair or foul, whether a pitch is a strike or a ball, or whether a runner is safe or out, is final. No player, manager, coach or substitute shall object to any such judgement decisions. Players leaving their position in the field or on base, or managers or coaches leaving the bench or coaches box, to argue on BALLS AND STRIKES will not be permitted. The Umpire will warn them if they start for the plate to protest the call. If they continue, they will be ejected from the game.

(B) If a manager has reasonable doubt that any Umpire's decision (excluding judgement calls) may conflict with the rules, the manager may request to approach the Umpire to and ask that a review of the ruling be made. Such a request shall be made only to the umpire who made the decision. The Umpire may reject a review.

(C) If the Umpire permits the review of the decision, the umpire making the decision may ask another umpire for information before making a final decision. If the umpires consult after a play and change a call that had been made, then they have the authority to take all steps that they may deem necessary, in their discretion, to eliminate the results and consequences of the earlier call that they are reversing, including placing runners where they think those runners would have been after the play, had the ultimate call been made as the initial call, disregarding interference or obstruction that may have occurred on the play; failures of runners to tag up based upon the initial call on the field; runners passing other runners or missing bases; etc., all in the discretion of the umpires. No player, manager or coach shall be permitted to argue the exercise of the umpires' discretion in resolving the play and any person so arguing shall be subject to ejection.

(D) A manager is permitted to ask the umpires for an explanation of the play and how the umpires have exercised their discretion to eliminate the results and consequences of the earlier call that the umpires are reversing. Once the umpires explain the result of the play, however, no one is permitted to argue that the umpires should have exercised their discretion in a different manner.

(E) Nothing set out in Section 13.11 (b) through (d) will prevent the right to protest under any other Section of this Rulebook.

(F) Exception to 13.11.1 (a): The manager or the catcher may request the plate umpire to ask their partner for help on a half swing when the plate umpire calls the pitch a ball, but not when the pitch is called a strike. The plate Umpire will consult with the other umpire for a determination which will be final. On a half swing, if the manager comes out to argue with first or third base umpire and if after being warned if they persist in arguing, they can be ejected as they are now arguing over a called ball or strike. The ball is in play on appeal on a half swing;

(G) Players, Coaches and Managers may request the Umpire to call "Time" or raise a safety concern; (H) Further, Coaches, Players and Spectators may NOT: (i) argue any call by making comments to a third party (ii) make any gesture or comments that shows public disagreement with an umpire's decision. Contravention will result in the person being ejected from the game.

Complaint Procedures

Baseball is a wonderful sport with many highs and lows, momentum shifts and high emotions. The level of excitement and competition can be a lot for some coaches, players and parents and

as most are able to keep their composure, maintain boundaries and sportsmanship, there are times when people can cross the line with their words and actions. This document outlines the procedure, should a line be crossed, and a formal complaint is put into place.

DISCIPLINE COMMITTEE

The Discipline Committee is made up of the following Executives: President, 1st VP and 2nd VP.

PLAYERS

If a player displays conduct contrary to the Player Code of Conduct mentioned above, the following procedures must be followed.

One Game Suspension

- The player's coach has the right to suspend the player for one game.
- A meeting between the coach(es), parent(s) and player must take place immediately after the game/practice in which the event takes place or as soon as practicable thereafter.
- The Division Coordinator and Discipline Committee must be informed immediately, and a record of the suspension will be held by the Division Coordinator

Greater Than One Game Suspension

- If the offense is deemed to be of a more serious nature and more than one game suspension is warranted, the coach(es) and division coordinator must meet to determine if the suspension can be dealt with between themselves, the player and the parent.
- If an agreement cannot be reached, the coach or division coordinator has the right to contact the Discipline Committee and request a review of the situation and for a decision to be made. The division coordinator can submit a request to the Discipline Committee to start proceedings.

COACH

If a coach displays conduct contrary to the Coach Code of Conduct a formal complaint may be submitted to the Discipline Committee

- A player, another coach, including a coach from the opposing team, may submit a complaint form request to the Discipline committee.

PARENT

If a parent displays conduct contrary to the Parent Code of Conduct, their son/daughter may face suspension from the association.

- A coach, another player, another parent or a spectator may submit a [Complaint Form](#) to the Discipline Committee.
- Until the matter has been formally resolved, the player of the parent is not allowed to participate in any association activities such as practices, spectating practices or games.

OTHER MEMBERS OF RCBA OR CONTRACT EMPLOYEE

If another RCBA member or contract employee of RCBA, displays conduct contrary to any of the Code of Conducts, a [Complaint Form](#) request should be sent to a member of the Discipline Committee.

DISCIPLINE COMMITTEE PROCEDURES

Investigation

- The RCBA Executives will convene the Disciplinary Committee within seven days of receiving the complaint.
- The Disciplinary Committee will determine whether the complaint is within scope of the policies written [here](#) and in accordance with the BC Minor Rulebook.
- The Discipline Committee will determine whether the complaint, if upheld, is a minor or major infraction. See examples of infractions below.
- Depending on the nature of the complaint, the Discipline Committee may request an independent individual from BC Minor Baseball to investigate. If so, the investigator will carry out the investigation in a timely manner and submit a written report to the Discipline Committee.

Accused Response – Minor Infraction

- For minor infractions, the Discipline Committee will contact the person or the parent of the player accused via email or by phone by a member of the Discipline Committee. A copy of the infraction with a copy of the complaint and, if applicable, the investigative report, will be provided to the person accused.
- The accused can respond to the allegations within seven days.

- After a review of the response, the Discipline Committee will decide and, if applicable, apply a disciplinary sanction.

Hearing Panel and Hearing – Major Infraction

- For major infractions, the Discipline Committee will notify the person or parent of the player accused in writing by email or by phone, no later than three days from the date of the Discipline Committee decision that the complaint is a major infraction.
- Within 3 days of receiving the Incident Report or the investigator's report, the Discipline Committee will establish a hearing panel. If the person accused acknowledges the facts of the incident, he or she may waive the hearing.
- Within 7 days of the hearing, the Hearing Panel will issue a written decision by email and apply sanctions.

[Complaint form.DOCX](#)

Minor Infractions - In accordance with BC Minor Rulebook Sec. 13.02

- A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors.
- Unsportsmanlike conduct such as angry outbursts or arguing.
- Non-compliance with the rules and regulations under which events are conducted, whether at the local, provincial, national or international level.

Major Infractions

- Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors.
- Playing under an assumed name, falsifying an affidavit or roster, or giving false information to tournament officials.
- Knowingly participating while ineligible.
- Knowingly competing with or against players who have been disqualified.
- Repeated unsportsmanlike conduct such as any angry outburst or arguing.

- Repeated incidents of being late for or absent from events and activities at which attendance is expected or required.
- Activities or behaviour which interfere with a competition or with any athlete's preparation for a competition.
- Pranks, jokes or any other activities which endanger the safety of others.
- Deliberate disregard for the rules and regulations under which events are conducted, whether at the local, district, provincial, national or international level.
- Abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive or causes the individual to behave in a disruptive manner, or interferes with the individual's ability to perform effectively and safely.
- Any use of alcohol by minors.
- Use of illicit drugs or narcotics.
- Hazing.
- Use of banned performance enhancing drugs or methods.