

HAMILTON CARDINALS REP. BASEBALL ASSOCIATION



POLICY MANUAL

LAST REVISION: OCTOBER 2024

This manual has been designed to provide a written set of rules and guidelines for the Hamilton Cardinals Rep Baseball Association program.

The policies and operational guidelines written in this manual operate along with any other HCBA policies, i.e. Try-out Policy etc.

MISSION STATEMENT

To improve, foster & perpetuate rep baseball in the City of Hamilton.

To encourage and promote minor baseball in the City of Hamilton as a non-profit organization.

To provide, at an affordable cost, enhanced elite baseball programs for youth in the City of Hamilton as encompassed by the boundaries of the Hamilton District Baseball Association (HDBA), by acquiring resources and funding to improve the skills of the participants.

To instruct and practice a code of good sportsmanship and fair play by all members, while endeavoring to improve playing ability and provide recreation through the operation of Association programs.

To organize and operate competition for the regular season in any or all series and levels of rep baseball as established by Baseball Ontario, through the affiliation of the Hamilton District Baseball Association.

Code of Expectations

Players:

- must show respect for all coaches, umpires, game officials, spectators and other players
- must show good sportsmanship at all times
- must be co-operative with all coaches and other players
- must refrain from using inappropriate language and the throwing of equipment
- must be punctual and attend all games, practices and team functions on a regular basis
- must help to keep their players' benches tidy and clean
- must communicate absences to their coaching staff ahead of time
- must take pride in their appearance in a Cardinal Uniform

Coaches / Officials:

- must be good role models for players, treating them and others with respect and dignity
- must understand that the personal growth of each player is as important as winning
- must discipline players in a fair and consistent manner
- must set appropriate team rules and communicate these to players and parents
- must not verbally abuse nor intimidate umpires or game officials
- must not smoke, chew tobacco products nor drink alcohol around players
- must communicate regularly with parents about upcoming team games, practices and functions
- must provide a process for parents to communicate their concerns to the coaching staff
- must update themselves on modern coaching philosophy and techniques
- must participate in regular Police Screenings for Volunteers
- must instruct baseball skills appropriate to age and skill levels in accordance with the Association's Coach and Player Development Committee
- must be tidy and clean

Parents:

- must treat all coaches, umpires, game officials and players with respect
- must stay away from the players' benches during games
- must be supportive of coaches and players
- must avoid open confrontation within ballpark areas
- must follow the Association problem solving procedures
- must refrain from consuming alcohol within baseball parks

RZone Respectful Environments Policy (revised September 16th, 2024)

[RZone Respectful Environments | City of Hamilton](#)

Policy

The City of Hamilton has implemented a new policy with a zero-tolerance approach to violence, abuse and other inappropriate behaviours at all City facilities and properties.

The RZone Respectful Environments Policy promotes safe, positive, and supportive environments and interactions for all residents, visitors to Hamilton and City staff at any City facility or space. RZone sets clear expectations for appropriate behaviour and reinforces the commitment from the City of Hamilton to fostering community and work environments where there is:

- Respect for yourself
- Respect for others
- Responsibility for your actions

As of September 16, 2024, the City of Hamilton RZone Respectful Environments Policy applies to all City of Hamilton facilities and services and has been adopted by many municipalities across Ontario. RZone applies to all individuals and community organizations using City of Hamilton facilities and spaces and/or while interacting with City employees.

Incidents under RZone

All forms of violence, vandalism or inappropriate behaviour are unacceptable on all City facilities or spaces, and these include but are not limited to:

- aggressive or intimidating approaches to another individual
- verbal assault
- threats
- attempts to goad or incite anger in others
- throwing of articles in a deliberate or aggressive manner
- physical striking another individual
- theft of property
- possession of weapons
- illegal consumption of alcohol or drugs
- contravention of Municipal by-laws, policies, or procedures
- vandalism: the deliberate destruction, damage or defacing of property owned or leased through the Municipality
- harassment

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For more information on what can and cannot be reported, review the City's RZone Policy.

Reporting an incident

All incidents under the RZone policy should be reported within 24 hours. Members of the public that are involved in or witness a situation at a City facility can report it to directly to an employee. They will, with your assistance, complete an incident report.

If you have already reported the incident to a City Employee, you do not need to complete the RZone Incident Report form. If you have not reported this to a City employee, please complete the RZone Incident Report form below.

Your report will be kept confidential in accordance with the City of Hamilton's privacy policy.

The report will be logged by City staff and will be followed up directly by City employees or forwarded to the appropriate organization for follow-up whether reported in person or online.

Submit Rzone Online Report

- If this is an emergency, please call 911
- This form is for RZone incidents only. For other complaints or questions, please contact the [Customer Contact Centre](#).

Violating the RZone Policy

Individuals who engage in inappropriate behaviour may, depending on the severity, be removed immediately from City premises, issued a letter of warning and/or banned from a facility.

Where any damage to City property has occurred, the individual(s) responsible will be required to repair the damage and/or reimburse the City for all costs associated with any repairs, including any administration fees and lost revenues.

Appeal Process

If an individual wishes to appeal any action taken by the City, they can present their case in writing to the Director of the Department within 14 days of the decision. The appeal will be reviewed by the Director along with the People Leader of the department involved and a decision will be communicated.

TEAM WEBSITES POLICY (or other such software)

The Hamilton Cardinals Baseball Association (HCBA) acknowledges the value of websites or other such software used by individual teams (i.e. Team Snap, Game Changer etc), as well as other social networking sites, with respect to sharing team information with players, family and friends. It is important that the following guidelines are followed as they ensure safety and privacy concerns are

WWW.HAMILTONCARDINALS.CA

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addressed when teams choose to operate and maintain their section on the website and other social networking sites.

The HCBA is concerned with the safety of all our members. These guidelines have been established to provide a framework for acceptable conduct on the internet.

Guidelines

1. No unlawful uses of copyrighted or proprietary material (documents, music, photographs, graphics, etc.) are to be used on a team's site.
2. No offensive content (as may be deemed by the HCBA) is to be published on a team's site.
3. A team's site must not contain links to sites that promote products and services that are incompatible with the image of our sport (e.g. alcohol, gambling, tobacco, or others as deemed by the HCBA).
4. Group pictures may be published in the public area of the site if the group consists of three or more people. Publication of individual player's pictures is not recommended.
5. It should be communicated to those on your team that any website or software used outside of the www.hamiltoncardinals.ca is not an official site of the Hamilton Cardinals Baseball Association and the HCBA is not liable or responsible for the information contained within.

TEAM COMPOSITION

Please refer to the current version of our Try-out Policy as listed on the www.hamiltoncardinals.ca website, under the "Tryout Information" tab.

COACHING SELECTION

For information with regard to the Coaches Selection process, please refer to the current version of our Try-out Policy as listed on the www.hamiltoncardinals.ca website, under the "Tryout Information" tab.

TEAM OFFICIAL QUALIFICATIONS

- All HCBA rostered Team Officials must be certified with the Coach Certification Standards of Baseball Ontario and a valid Police check.
- Any carded official that has not presented a valid current police check shall be prohibited from participating in any team activity.
- Failure to adhere to the above will result in a suspension for the coach.
- There will be a maximum of 5 (five) carded Team Officials per team.
- Only Rostered Team Officials may be on the field/bench for games.
- Only Carded Team Officials may participate on the field.

TEAM OPERATIONS

Registration Forms / Roster Sheets

- All players must annually complete a Cardinal Registration Form. These forms can be accessed from the HCBA website.
- All completed registration forms must be submitted into the Association's Registrar by the assigned spring date.

Tournaments

- All team tournament dates must be sent to the Association Secretary prior to May.

HAMILTON CARDINALS POLICY (APPROVAL OCTOBER 2024 – Carried October 16th)

Team Finances – For this section, Financial Officer also means treasurer.

- Each team shall establish a Bank Account under the team name.
- Each team account shall have at least two signing officers, one of whom shall be an independent team parent. Coaches are not permitted to be a signing officers. Primary financial officers are not permitted to reside in the same house as the Head Coach.
- All head coaches must present their proposed team budget to the board 2 weeks prior to tryouts for approval. Once approved all coaches will present their proposed team budget to all parents at tryouts.
- Teams shall be allowed to place funds into team budgets to subsidize for travel and accommodation for “non-parent” coaches for out-of-town games and tournaments.

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Mileage chart attached. (chart is taken from Alliance Hockey but something similar)

Referees Traveling TO These Centres

2019-20	Burlington	Cambridge	Chatham	Chatham (Blenheim)	Chatham (Bothwell)	Chatham (Ridgetown)	Elgin (Komoka)	Fort Erie	Hamilton	Huron Perth (Goderich)	Huron Perth (Milverton)	Huron Perth (St. Marys)	Huron Perth (Zurich)	Kitchener	London	Sarnia	Stratford	St. Catharines	St. Thomas	Sun County (Essex)	Windsor	Waterloo	Woodstock
Burlington	52	48	233	227	198	211	157	91	18	178	116	139	180	68	136	231	109	52	151	291	306	73	54
Cambridge	26	48	193	187	158	171	102	136	43	130	64	75	113	15	95	190	56	97	111	251	265	25	45
Chatham	188	233	192	20	36	33	88	312	220	165	197	151	135	195	111	72	170	273	106	63	77	208	149
Chatham (Blenheim)	180	227	187	20	44	15	96	307	214	172	195	146	142	197	105	91	169	268	87	78	93	200	143
Chatham (Bothwell)	151	198	158	36	44	29	54	276	185	128	152	107	98	160	69	72	120	238	75	109	123	172	114
Chatham (Ridgetown)	165	211	171	33	15	29	80	297	198	157	181	130	127	180	88	89	154	252	85	91	106	183	127
Elgin (Komoka)	111	157	102	88	96	54	80	235	144	97	101	53	66	119	17	81	71	196	35	163	177	128	72
Fort Erie	131	91	136	312	307	276	297	235	93	270	205	218	260	157	216	310	197	41	231	371	385	163	168
Hamilton	39	18	43	220	214	185	198	144	93	176	110	126	168	62	123	217	110	53	139	278	293	67	75
Huron Perth (Goderich)	157	178	130	165	172	128	157	97	270	176	73	77	37	116	96	118	70	232	124	238	252	108	114
Huron Perth (Milverton)	93	116	64	197	195	152	181	101	205	110	73	41	75	49	91	165	25	166	110	255	269	43	53
Huron Perth (St. Marys)	93	139	75	151	146	107	130	53	218	126	77	41	53	61	40	117	18	179	65	210	224	70	48
Huron Perth (Zurich)	134	180	113	135	142	98	127	66	260	168	37	75	53	108	65	88	59	222	90	207	233	110	89
Kitchener	41	68	15	195	197	160	180	119	157	62	116	49	61	108	98	192	42	118	109	254	264	7	48
London	90	136	95	111	105	69	88	17	216	123	96	91	40	65	98	57	176	26	168	184	109	51	
Sarnia	184	231	190	72	91	72	89	81	310	217	118	165	117	88	192	96	134	271	110	136	150	203	148
Stratford	77	109	56	170	189	120	154	71	197	110	25	18	59	42	57	134	159	83	229	243	41	35	
St. Catharines	92	52	97	272	268	238	252	196	41	53	232	166	179	222	118	176	271	159	187	332	346	121	129
St. Thomas	100	151	111	106	87	75	85	35	231	139	124	110	65	90	109	26	110	83	187	164	178	128	67
Sun County (Essex)	245	291	251	63	78	109	91	163	371	278	238	255	210	207	254	168	136	229	332	164	27	279	222
Windsor	260	306	265	77	93	123	106	177	385	293	252	209	224	223	268	184	150	243	346	178	27	279	222
Waterloo	49	73	25	208	200	172	183	128	163	67	108	43	70	110	7	109	203	41	121	128	265	279	57
Woodstock	42	54	45	149	143	114	127	72	168	75	114	53	48	89	48	51	148	35	129	67	208	222	57

Referees Traveling FROM These Centres

NOTE: If officials are coming from a city/town not included on this chart, there actual mileage is not to be charge more then the maximum amount on the chart _____

- Each team shall maintain a monthly statement showing all income and expenses and shall produce it upon request by the Hamilton Cardinals Rep. Baseball Association Treasurer within 48 hours or ever second month (November, January, March, May, July and September – end of the year budget)
- Each team shall provide a year-end financial statement to each team parent prior to submitting to the Hamilton Cardinals Rep. Baseball Association Treasurer. A copy of this report shall be forwarded to the Hamilton Cardinals Rep. Baseball Association Treasurer for review no later than October 1st. After approval of this statement, the account can be closed or carried over to the next season (if applicable).
- Financial Statements should clearly show the expenses (detailed) and income for the team.
- The Hamilton Cardinals Rep. Baseball Association Executive will retain electronic copies of all Financial Statements.
- All remaining monies associated with each team shall be dispersed solely for those players and that team, with the parents’ knowledge and consent.
- Nominal financial budget surplus amounts are permitted to be carried over to the next season’s account. Nominal, equal but not to exceed \$500.00.
- Teams are required to collect and submit team fees, by instalments to the Hamilton Cardinals Rep. Baseball Association by the following dates Installment #1 - January 31st and Installment #2 - March 31st. These amounts may change year to year depending on the Organizational needs.

FUNDRAISING

- Teams participating in fundraising initiatives shall use these monies first prior to using team fees.

GRANTS

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- Teams applying for any type of grant shall provide the Hamilton Cardinals Baseball Association Treasurer with a copy of the request.
- Teams who receive a grant, and the funds are not used for the requested reason, Teams shall communicate with the Grantor and provide details to why the funds were not used and what they would like done with the grant monies. Hamilton Cardinals Baseball Association Treasurer shall be provided with a copy of this.
 - If the Grantor requests the grant monies back, the Team shall produce a cheque in the amount received.
 - If the Grantor does not want the grant monies back, the Team allocates this amount equally to each of that Teams players to take place of team fees.

END OF SEASON

- In the event a Team's plan of participating in an event which grant and/or fundraising monies were collected and the event is not able to participate, the monies remaining shall be used in place of Team fees first. Once these monies are disposed of, if needed, Team fees are to be used to balance the Team budget.
- In the event the budget is balanced, and monies are left over and Team fees were returned, any monies remaining shall be forfeited to the Hamilton Cardinals Baseball Association account.

Team Clothing

- The following is the official logo of the HCBA. No other logo may be substituted.
- The official home uniform of the HCBA is the red jersey and the white game pant, which must be worn at all home games. Other official jersey colours (white or navy etc) are appropriate substitutes for the red jersey for home games.
- All uniform pieces are standardized, and must be purchased through the HCBA's official uniform supplier, along with all uniform extras.
- The official uniform supplier will host a scheduled fitting session in Hamilton. An employee will be on hand during sizing to ensure proper fit for players.
- Uniform fees are included in league fees and are to be paid in full before uniforms can be picked up from the supplier. Uniforms are the property of the player once paid for.
- Player's surnames are permitted to be added to any jersey by the supplier at team cost.
- Terms such as "Coach", "Manager" or anything similar, may not be embroidered or printed on any uniform or extra piece.
- Sponsor's names are not permitted to be displayed anywhere on either home or away game uniforms. This includes jerseys, hats, pants, socks or other uniform piece. Sponsors may be displayed on other team wear/equipment.
- All official HCBA outerwear must be red in colour. Outerwear includes, but is not limited to, shells, jackets etc.
- All team members must wear the same colour socks, same colour belt and the same coloured cleats. Individual teams must choose cleats which are navy blue, black or red in colour.
- All players must have helmet decals on their batting helmets that include the official logo decal centred on the front face; a Canada flag on the lower back; and player

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number decals on the lower back centre. Decals must be placed on the helmet in these locations only and are available through the official uniform supplier for a nominal fee.

- The official HCBA issued uniform includes: two jerseys (head coach's choice of available jerseys), two pairs of pants, red hat, practice shorts, numbered practice t-shirt, belt and two pairs of socks.

Sponsorships

It is important to remember that sponsors are making a direct contribution to our baseball program. Sponsors can represent a large part of a team's operating budget.

- All HCBA members should effectively and sincerely show their appreciation to their sponsors wherever possible.
- The HCBA does not permit team sponsorships from Baseball Ontario non-recognized associations or teams.
- Sponsorship monies attained by parents may be applied towards that family's registration fee. Money applied in such a manner is considered a player sponsorship. Sponsors whose names and/or logos are placed on any team wear are exempt from this policy and are considered to be a team sponsorship.

Communication and Correspondence

Communication is a significant factor in the operation of a successful organization. In an effort to head off any misunderstanding or misinformation, the following procedure is in effect.

- Team Managers, Parent Reps and Media Reps are the conduit between the HCBA, the coach and the team parents.
- Team parents should not approach the coaching staff with concerns prior to, or immediately following, a game or practice (i.e. 24 hour rule). A meeting must be scheduled ahead of time with the team staff.

Team Parent Rep

It is suggested that each team shall designate a "Parent Rep".

The following guidelines are suggested:

- No member of the Coaching Staff or their spouse/family member, should act as Parent Rep.
- The parents must operate the selection process.
- The selection process must be conducted each season. Team Equipment
- All equipment purchased through team funds, sponsorship monies or association funds is ultimately the property of the HCBA. If a team is disbanded, or a coaching position not renewed, the coach has the right to retain only the equipment purchased with personal funds.
- An inventory of each team's equipment must be filed on an annual basis with the Association Secretary.

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CONCUSSIONS

A concussion is a brain injury caused by a hit to the head that can damage the way the brain usually works. Concussions can also be caused by a hit, blow or fall to the body that causes the head to move back and forth (whiplash). Most concussions occur without a loss of consciousness and signs and symptoms of a concussion may appear right away or hours to days later.

Signs & Symptoms of Acute Concussion

If any one of the following symptoms or problems is present, a head injury should be suspected and appropriate medical follow up should be recommended.

Cognitive or Thinking Issues

- General Confusion: player unaware of time, date, place, opposition or score
- Short Term Memory Loss: player unable to remember things that happened before and after the injury
- Poor Concentration or easily distracted

Typical Symptoms

- Headache or pressure in the head
- Balance problems or dizziness
- Nausea, feeling dinged, foggy, stunned or dazed
- Visual problems (i.e. seeing stars or flashing lights, double vision)
- Hearing problems (i.e. ringing in the ears)
- Irritability or emotional changes
- Subjective feeling of slowness and fatigue in the setting of an impact may indicate that a concussion has occurred or has not fully resolved

Physical Signs

- Loss of consciousness or impaired conscious state
- Poor co-ordination, unsteadiness or loss of balance
- Concussive convulsion / impact seizure
- Slow to answer questions or follow directions
- Easily distracted or poor concentration
- Inappropriate emotions (i.e. laughing, crying)

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- Vomiting, vacant stare or glassy eyes
- Slurred speech or changes in personality
- Inappropriate playing behaviour (i.e. running the wrong direction) or significantly decreased playing ability

Concussion Management

1. When a player shows ANY symptoms or signs of a concussion:
 1. The player should not be allowed to return to play in the current game or practice
 2. The player should not be left alone; regular monitoring for deterioration is essential over the initial few hours following the injury
 3. The player should be medically evaluated following the injury
 4. Return to play must follow a medically supervised stepwise process
 5. A player should never return to play while symptomatic. When in doubt, sit them out!

DISCIPLINE

- In dealing with a player's increasing inappropriate behaviour, coaches must employ progressive discipline consequences.
- No player shall be released from a team after May 15th, without the President's input and approval. The President may designate an individual to act on his/her behalf.

Suspensions

It is the coach's responsibility to ensure that all game suspensions are served.

ACCOUNTABILITY

Coaches and members who do not adhere to HCBA policies, guidelines and timelines, will be placed in bad standing status with the HCBA and face possible suspension from any/all HCBA activities.

CLASSIFICATIONS

Only teams in good standing with the HCBA will be classified for Baseball Ontario championships.

MEDIA

The HCBA may, from time to time, collect photographs of players and staff at various games, practices, tournaments or functions. The HCBA may release or distribute these photographs or any other electronic images as well as pertinent player or staff identifiable information on our website, in our social media sites, in our newsletters, on promotional material and throughout media outlets, to highlight and promote the HCBA and its players' accomplishments, hard work

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or just fun times. The use of these images and personal information will in no way be used by the HCBA in any other forum.