



WHITE ROCK SOUTH SURREY
BASEBALL ASSOCIATION

POLICY MANUAL

Effective August 13, 2026

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REVISION HISTORY

Version	Date	Description of Change	Approved By
1.0	Aug 13, 2026	Initial adoption of WRSSBA Policy Manual	Board of Directors

VOLUNTEER POLICIES & PROCEDURES

1. All White Rock South Surrey Baseball Association (WRSSBA) volunteers, employees and contractors (excluding umpires) who work directly with minors are required to submit to a Police Information Check (AKA 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; we cannot accept ones that were conducted for other sports. See Criminal Record Check Procedures below.
2. If a volunteer is the subject of a criminal investigation, the volunteer must immediately notify the WRSSBA Executive who will notify the Disciplinary Committee. See Discipline Committee Procedures under Complaint Procedures.
3. Under no circumstances is a coach permitted to travel alone with a player, unless he/she is their own child, to or from any game, practice or WRSSBA event. In addition, a coach is not permitted to be at any facility (i.e., field, training center) alone with a player unless the player is a son/daughter of the coach.

Criminal Record Check Procedures

4. If you are new to WRSSBA or coaching/managing, please complete your online criminal record check. If you have done a CRC for WRSSBA in the recent past but can't remember when, please send an email to info@wrssba.com
5. Online Process
 - a) Link to the BC Criminal Record Check Application - [Security Programs Division - Screening Portal](#).
 - b) Complete the Application using the access code **QR9DRS7BS6**
 - c) Email your verification number to CRC@wrssba.com
6. ID Verification – During the Application process, coaches must verify their identity. The most efficient way to do this is via the BC Services Card App, which completes Electronic Identity Verification. If a coach is unable to use the BC Services Card App, they will be required to submit their driver's license to CRC@wrssba.com for verification purposes.

WAITLIST POLICY

1. **Purpose:** The purpose of this Policy is to establish a fair, transparent, and consistent process for managing player registration when the number of registrants exceeds the available capacity for a specific division or team.
2. **Capacity Definition:** Capacity for each division is determined by the Board of Directors based on:
 - Field availability and permit hours.
 - Availability of qualified coaches.
 - Maximum roster sizes as mandated by the governing body (e.g., Baseball BC/Little League).

Once a division reaches its capacity cap, all subsequent registrants will be automatically placed on the Waitlist.

3. **Priority of Allocation:** When a roster spot becomes available, WRSSBA will not necessarily fill the spot based solely on "First-Come, First-Served." To ensure the integrity of WRSSBA, players will be activated from the Waitlist in the following strict order of priority:
 - a) Children of Confirmed Head Coaches: To incentivize volunteerism, children of parents willing to Head Coach a team (where a vacancy exists) are given top priority.
 - b) Returning Players: Players who were registered with WRSSBA in the immediately preceding season.
 - c) Siblings: Players who have a sibling currently registered in another division within WRSSBA (to assist families with logistics).
 - d) Catchment Residents: Players residing within the official boundaries of WRSSBA but who are new to the league.
 - e) Out-of-Catchment Players: Players residing outside boundaries (subject to release/transfer rules).
 - f) General Registration (Timestamp): If multiple players fall into the same category above, priority is determined by the date and time stamp of their registration payment/submission.

4. Notification and Acceptance Process

- a) Offer of Placement: When a spot opens, the Registrar will contact the family at the top of the priority list via the email address provided at registration.
 - b) Response Window: The family has 48 hours from the time of the email notification to accept the spot and pay any outstanding fees.
5. **Forfeiture:** If no response is received within 48 hours, the spot is forfeited; the player is moved to the bottom of the waitlist, and the offer is extended to the next player in line.

6. Waitlist Fees

- a) Waitlist Registration: Players may register for the waitlist free of charge.
- b) Activation: Full registration fees are due immediately upon accepting a spot off the waitlist.

7. **Team Balancing:** WRSSBA reserves the right to deviate from the strict waitlist order in exceptional circumstances if a specific team requires a player to meet roster minimums (e.g., a team suddenly drops below the minimum number of players required to field a team, but the first person on the waitlist cannot make the practice times of that specific team).

COACH SELECTION POLICY

Coaches play a key role in the development of our youth baseball players. WRSSBA is committed to a coach selection process that will ensure we assign coaching roles to the most suitable and qualified candidate through a fair, equitable and objective process.

WRSSBA will seek coaches that possess effective communication skills, technical expertise, a passion for the sport, and a commitment to teaching the values of teamwork, sportsmanship, and respect.

Our goal is to create a safe, fun, and inclusive environment that fosters the growth and development of our players.

1. Coaching Development:

All WRSSBA coaches are encouraged to develop their skills through Baseball Canada's NCCP training program (nccp.baseball.ca). Costs associated with NCCP certification are reimbursed by WRSSBA.

What is the NCCP?

The NCCP is a training and certification program for coaches, offered across Canada in more than 60 sports. The program was designed to meet the needs of a wide range of coaches, from those who introduce youngsters to sport to those who work with Canada's high-performance athletes.

The NCCP prepares coaches to:

- better meet the needs of all participants in sport
- provide a positive sport experience to participants
- provide opportunities for participants to achieve their full potential in and through sport.

Minimum Coaching Qualifications are required to coach interlock and summer ball season at the 11U, 13U and 15U level.

For all Coaches – Safe Sport eLearning is mandatory.

BCMBA Post-Season, Coaches and Manager Certification (Effective 2026)

DIVISION	HEAD COACH
11U (ALL)	11U Trained
13U A	One coach 13U Trained all other coaches 13U in training, including but not limited to Coach Initiation in Sport & Coach Initiation in Baseball (Fundamentals) online modules
13U AA	One coach 13U Certified all other coaches 13U Trained
13U AAA	One coach 13U Certified all other coaches 13U Trained
15U A	One coach 15U Trained all other coaches 13U in training, including but not limited to Coach Initiation in Sport & Coach Initiation in Baseball (Fundamentals) online modules
15U AA	One coach 15U Certified all other coaches 15U Trained

2. Coach Selection - General

At all age levels, WRSSBA will strive to select the most suitable coach for each head coaching role.

Factors to consider when determining coach suitability are:

- NCCP status level - A coach that is willing to take the time to further develop their coaching skills shows a commitment to the sport
- Parent feedback - Parents provide an opportunity for WRSSBA to get a picture of coaching abilities and attitude that may not be readily available within executive feedback
- Previous coaching experience
- Feedback from the following executive members:
 - Umpire in chief
 - Director of Player and Coach Development
 - Vice-President Junior/Senior Division
 - Division Coordinator.

The abilities of the coach candidate's child must reasonably be expected to fall within the competition level they are applying for. This information can be obtained through any or all of the following:

- Recent or upcoming evaluation scores
- Player performance and development through a season
- Feedback from Director of Player and Coach Development, Vice-President or Division Coordinator

3. Coach Selection - Non-Voting Process

5U - 9U, 13A, 15A Spring Season

- Parents will indicate their interest in a head coach position upon registration.
- Division coordinator will assign head coach roles.
- Assistant coach volunteers should be distributed evenly among teams to ensure coaching volunteers are well supported.

When there are more head coach volunteers than team requirements, division coordinators are encouraged to collaborate with all coach volunteers so team assignments are fair and given to the most suitable coach.

11U Spring Season (American League and National League)

American League

- Division coordinator will reserve American League head coach roles for more experienced coaches.
- American League head coach selection will be finalized after general evaluations are complete.
- An American League head coach will require their child to have an evaluation score suitable to be considered eligible into the American League draft (see *WRSSBA Draft Policy*).
- American League Coaches may select one assistant prior to draft.
- Assistant coach must have a child that is considered eligible for the American League draft

When there are more head coach volunteers than team requirements, division coordinators through collaboration with VP of Junior division, will consider all factors detailed in section 2 of this document when assigning head coach roles.

National League

- Parents will indicate their interest in a head coach position upon registration.
- National League Head coaches will be assigned by division coordinator.
- Assistant coach volunteers should be distributed evenly among teams to ensure coaching volunteers are well supported.

When there are more head coach volunteers than team requirements, division coordinators are encouraged to collaborate with all coach volunteers so team assignments are fair and given to the most suitable coach.

4. Coach Selection - Voting Process

The following divisions and seasons will require a vote to determine team head coach assignments:

- 8U/9U Summer Season
- 11U Summer Season
- 13U AA, 13U AAA

- 15U AA
- 15U A Summer Season

The following factors will be taken into account when considering 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
- WRSSBA reserves the right to ask for additional NCCP requirements above and beyond the BC MINOR minimum
- An Interview process may be required

The voting procedure will be completed as follows:

- Three board members will complete the vote. The three votes will be awarded to the following board members in order:
 1. Division Coordinator for the coach's division
 2. Vice-President for the coach's division
 3. Director of Baseball Operations & Player Development
 4. President
 5. Vice-President from outside the coach's division
 6. 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.

PLAY UP POLICY

1. Players wishing to play in a higher level than their age group must ask permission from WRSSBA prior to evaluations.
2. Players must evaluate in the top 10% of the players in the division they intend to play.
3. If the player does evaluate in the top 10%, the player must still be evaluated by the player and coach development person to address any safety or maturity concerns.
4. If a player is approved to play up, they must follow the “Permanent move up” rule in BC Minor Rulebook.

SPRING HOUSE DIVISION DRAFT POLICY

1. Evaluation Process

The goal of the evaluation process is to facilitate a balanced draft and to identify the appropriate level of play for each player. WRSSBA 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 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 in order 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 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.

**** General evaluations will be conducted in February for the Spring season.****

2. Draft Process

Following the evaluation process, a draft will be conducted. The goal is to have the Vice-President and Division Coordinator present to facilitate the draft.

- There is to be one Head Coach and one Assistant Coach per team, decided on prior to the draft.
- Each coach 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”. Head Coaches are encouraged to recruit any additional coaches and/or manager after the draft is complete.
- The goal is to have 12 players per team for each division, with the exception of Bantam and Midget, which should be 15+ players. Final roster size will be determined by the division coordinator and is subject to change based on overall registration numbers, the organization of individual divisions and to best meet the needs of the players.
- When drafting female players onto a team, please try to draft more than 1 female onto a team whenever possible.

a) Draft Process – U11 (Mosquito) American League & U13 (Pee Wee) AA

There will be a limited number of players available in the draft. The total number of players available will be determined by the following formula:

- Number of Teams, multiplied by 12 (roster size), plus an additional 20% of players.

- For example, if we have 4 American League teams, the number of players available in the draft would be 58 ($4 \times 12 + 20\% = 58$). In order to be eligible for the draft, a player must be in the top 58 players and all those who scored the same as the 58th ranked player.

To start the draft, the accumulative score of the top 2 “protected” players for each team shall be calculated. The order in the 1st round of the draft is determined by the total score. The team with the lowest total score will draft first and the team with the highest total score will draft last. The round that each “protected” player falls within during the draft, will be determined by their overall ranking. For example, if a player is ranked 11th overall, with 4 teams, that player will be assigned to the 3rd round.

When a team is selecting, they may pick any player eligible in the draft. At the end of each round, the total team score is calculated for the completed rounds (not including “protected” players from future rounds), with the lowest ranked team drafting first in the next round. This will continue and be calculated after each round of the draft.

Immediately following the draft, players may be traded between teams provided the trade is equitable based on the evaluation score of the players being traded or as determined by the Division

Coordinator to being fair. At the end of draft night, the rosters are final.

**** It is strongly encouraged to have a roster to include a minimum of 25% percent 1st year players on each team. ****

b) Draft Process – U11 (Mosquito) National League, U13 (Pee Wee) A & U15 (Bantam) A

The same draft process will be used except there will be no 1st year and 2nd year player requirements.

c) Bantam AA Tryout Process

Tryout dates will be posted on the WRSSBA website for any player wanting to play Bantam AA. The tryouts will be conducted by the Bantam AA coach.

The division coordinator may adapt these rules from year to year if necessary.

REP TEAM SELECTION POLICY

WRSSBA is committed to a transparent, consistent and development focused player evaluation process for our high-performance divisions. This document outlines the complete evaluation and team selection procedures for the following teams:

- 13U AAA
- 15U AA

These are the only divisions that use this evaluation model. All other divisions follow separate evaluation procedures not covered in this Policy.

This process exists to ensure athletes are evaluated fairly, consistently and through multiple data points while protecting families from subjective or coach-influenced decisions. It is designed to build competitive rosters, provide transparency for parents and establish an accountable, year over year consistent framework.

1. Objectives of the Evaluation Model

The WRSSBA evaluation and selection process is built on the following principles:

- Multi-day evaluations increase fairness and reduce the effects of a single bad session
- Enables assessment of multiple baseball skills including hitting, fielding, pitching and athletic development
- Supports a consistent process each year
- Creates accountability for evaluators and WRSSBA
- Protects players from subjective or single coach decisions
- Provides clarity and transparency to families
- Builds rosters that reflect athlete skill and readiness for competitive play

2. Overview of the Evaluation Model

The 13U AAA and 15U AA teams will use an evaluation model with three rounds of cuts. All evaluation sessions are run by the Director of Player Development and independent evaluators. Head coaches may observe but do not participate in player scoring or assessment during this phase.

Round 1: Foundation Skill Assessment

These sessions establish a baseline of each player's technical skill profile. Athletes demonstrate:

- Hitting mechanics and contact quality
- Throwing accuracy and arm strength
- Fielding fundamentals
- Positional skill movements
- Pitching mechanics, if applicable
- Athletic development including speed, agility and quickness

After round 1 sessions are complete the first round of cuts is made.

Round 2: Consistency And Positional Evaluation

These sessions repeat and expand on earlier skills, allowing evaluators to confirm skill stability and identify growth or regression. More detailed positional skill work occurs here.

After sessions in round 2 are complete the second round of cuts is made.

Round 3: Validation and Final Review

These sessions confirm the evaluator consensus with repeated data collection. Athletes are assessed on consistency, execution under pressure, adaptability within drills and ability to repeat technical movements.

After round 3 sessions are complete, the final team selections are made.

3. Player Movement and Eligibility 13U AAA Eligibility

Movement rules apply only to the 13U age category.

- Players released after round 1 or round 2 must attend 13U AA evaluations to remain eligible for selection to that team.
- Players released after round 3 are automatically eligible for 13U AA selection and do not require additional evaluations.

This structure ensures that early releases have further opportunities to be compared against the AA player pool while final round cuts already have sufficient data for appropriate placement.

4. 15U AA Eligibility

There is no downstream competitive team at this age group. Players released after any stage are not evaluated further.

5. Attendance Requirements

To ensure fairness and consistency of assessment, players must attend at least 50% (rounded up if required) of the total evaluation sessions offered to be eligible for team selection.

If an athlete cannot attend the minimum required amount of sessions for any reason including injury, illness or other commitments, they may not be selected to the team. This rule respects dual sport athletes but ensures evaluators have adequate information to make an informed decision.

6. Evaluation Criteria

The evaluation process focuses on repeated observation of core baseball skills. These criteria replace any references to hockey or scrimmage-based evaluation.

CATEGORY	SKILLS ASSESSED
Hitting	• Bat speed • Swing mechanics • Ability to adjust to pitch location • Contact quality and barrel control • Discipline and strike zone awareness
Throwing	• Arm strength relative to age • Accuracy • Release time and exchange • Throwing mechanics and consistency
Fielding	• Glove work and ability to secure the ball • Footwork • Reads and reactions • Lateral mobility • Completing routine plays consistently
Pitching	• Command • Velocity relative to age • Delivery consistency • Mechanical efficiency • Composure and repeatability
Athletic Development (SAQ)	• Speed • Agility • Quickness • General movement quality

What is NOT Evaluated:

- No game play or scrimmage evaluation occurs
- Baseball IQ and Game IQ is not evaluated
- Base running is not evaluated

7. Scoring System and Evaluator Procedures

Evaluators follow a consistent recording method that ensures comparability across all rounds of evaluations.

Scoring Guidelines

- All evaluators use a 1 to 10 scale
- Whole number scores only
- Highest performing athlete in a session receives a 10
- Lowest performing athlete receives a 1
- Evaluators take notes and record observations throughout each session
- Scoring is done independently before any discussion

Consensus Process

- After each session, evaluators meet to review rankings and reach consensus
- Discussion weighs both observational notes and numerical scoring
- No evaluator has more influence than another
- Head coaches do not participate in this phase
- All scoring and notes are stored securely for internal use only

8. Team Selection Process

After the evaluation process completes, the process transitions to team selection.

Role of the Director of Player Development and Independent Evaluators

- They consolidate all recorded scoring
- They review evaluator notes
- They build an ordered list of athletes based on performance

Role of the Head Coach

- Does not evaluate at any stage of the process
- Participates only in final roster selection
- Input is limited to positional needs, roster structure and final borderline decisions
- Cannot override evaluator rankings
- Works collaboratively with the Director of Player Development and evaluators

Final Decision Structure

- No single person selects the roster
- All decisions are collaborative
- Teams are selected based on skill, positional balance, consistency of performance and overall athletic profile
- Final rosters are approved by the Director of Player Development and Vice-President of Senior Divisions

9. Communication Protocol

Communication with families is clear and consistent.

- All notifications are sent by email and families receive notice after each designated round of cuts
- Emails outline next steps and eligibility pathways if applicable

No phone calls or in person notifications are used during the evaluation stages.

10. Appeals

There is no appeal process for evaluation results or team selection outcomes.

Selection decisions are final. The structure of the evaluation system is intentionally built to incorporate multiple rounds, multiple evaluators and consensus based scoring which provides fairness and eliminates the need for appeals.

11. Post Evaluation Steps

Once evaluations conclude:

- Team rosters are published
- Coaches are provided with evaluation information to support athlete development planning throughout the season

Specific scores are not shared with families. General development feedback may be provided as appropriate by the coaching staff.

12. Conclusion

This evaluation and team selection policy ensures consistency, fairness and transparency for WRSSBA families while establishing a structured and development focused pathway for athletes striving to reach competitive levels of play.

The process is designed to align team placement with demonstrated skill, repeated observation and a collaborative selection model that protects players and supports the long-term success of WRSSBA programs.

SUMMER TEAM SELECTION POLICY (8U – 18U)

1. Purpose

The purpose of this policy is to establish a fair, transparent, and consistent process for selecting athletes for summer competitive teams. WRSSBA is committed to fielding highly competitive teams across all BC Minor summer divisions.

Each year, WRSSBA will evaluate the depth of player intake to determine our capacity to field additional teams in any given division. WRSSBA recognizes the importance of continued growth for all athletes; therefore, we will always attempt to provide alternative development opportunities, such as tiered or Academy-style development rosters for players who are not selected for the primary summer teams. These supplementary programs are contingent upon volunteer and coaching availability.

2. Eligibility

To be eligible for summer team selection, a player must:

- Be registered and in good standing with WRSSBA for the current spring season.
- Meet the specific age requirements for their division (8U through 18U) as defined by BC Minor.
- "Playing up" a division is strictly prohibited for the 8U and 9U age groups (e.g., 7U players may not play in 8U; 8U players may not play in 9U). For 11U and older divisions, any play-up considerations will be handled in conjunction with BC Minor play-up rules.

3. Evaluation and Player Suitability Criteria

Evaluations will be conducted annually to evaluate the following core areas:

- **Technical Skills:** Baseball-specific mechanics, consistency, and execution.
- **Athleticism & Physicality:** Speed, agility, strength, and overall conditioning appropriate for the age level.

Additional factors that will impact roster selection across all divisions include:

- **Attitude & Coachability:** Effort, focus, responsiveness to feedback, and respect for coaches and peers.
- **Roster Positional Depth:** A complete, competitive roster requires specific positional coverage (with an emphasis on pitching and catching depth). Final roster decisions are significantly influenced by these operational needs. Therefore, players ranking outside the top tier of overall assessments may be selected over higher-ranked players to fill specialized roles, ensuring a well-balanced team.
- **Commitment:** Availability for the required summer tournament schedule and team practices.

4. Evaluation Absences

Players who are unable to attend evaluations will be assessed based on prior evaluations and current spring coach feedback. Failure to attend formal evaluations limits the association's ability to accurately score the player and may negatively impact their ability to be selected for a summer roster.

5. Age-Specific Philosophies

The balance between fundamental development and competitive optimization shifts as players age. WRSSBA will adhere to the following framework when constructing rosters:

Age Group	Primary Focus	Roster Construction Strategy
8U - 9U	Foundation & Development	Equal opportunity; prioritizing athleticism, effort, and basic skill foundations.
10U, 11U A/AA	Transition & Competition	Balancing player development with specialized roles; recognizing emerging development.
11U AAA, 13U - 18U	High Performance	Highly competitive; drafting for specific positional needs, peak performance, and competitive fortitude.

6. The Selection Process

- **Step 1 - Independent Evaluation:** Evaluations will be conducted using independent evaluators (individuals without a child in the age group being evaluated) utilizing a standardized 1–10 scoring rubric.
- **Step 2 - Roster Selection:** WRSSBA will monitor the roster selection process across all divisions and play an active role in identifying the top eight (8) players on any given roster based on assessment data and division specific knowledge. The Head Coach (once appointed in accordance with the Coach Selection Policy) is granted the discretion to select the remaining roster spots. This mechanism empowers the coach to draft for specific positional needs, chemistry, and coachability.
- **Step 3 - Roster Sizes:** Roster sizes will generally be set at twelve (12) players. When appropriate, WRSSBA will consider additional roster spots if positional circumstances and playing time dynamics permit. Under no circumstances will WRSSBA approve a roster of fewer than 12 players or more than the maximum roster size permitted by BC Minor.

7. Notification, Feedback & Finality

- **Notification:** Final rosters will be distributed directly to each group and posted on the WRSSBA website.
- **Confidentiality:** Evaluation scores and overall rankings are strictly confidential. Players and parents are not entitled to view ranking data.
- **Feedback & Cooling-Off Period:** For specific feedback on areas for player improvement, families are encouraged to reach out to their spring coach or the VP of their division. To prevent conflict, parents may not contact the evaluators or

the appointed Summer Head Coach directly regarding selection cuts for a mandatory 24-hour "cooling-off" period.

All roster decisions approved by the Association are final.

COMPLAINT POLICY

In this policy “member” refers to all categories of members in WRSSBA as well as to all individuals engaged in activities with or employed by WRSSBA, including but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, medical personnel, administrators and employees (contracted personnel).

Preamble

1. WRSSBA is committed to the development of amateur baseball in White Rock / South Surrey and the establishment of a friendly and mutually rewarding relationship among members of WRSSBA to better facilitate competition.
2. Membership in WRSSBA brings with it many benefits and privileges. At the same time, members are expected to fulfill certain responsibilities and obligations, including but not limited to, complying with the Code of Conduct, Harassment Policy, general policies rules and regulations of Baseball BC, Little League Canada and any other associations affiliated with WRSSBA.
3. The WRSSBA Code of Conduct identifies the standard of behavior which is expected of members of WRSSBA. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this Dispute Resolution and Discipline Policy.

Application

4. This Policy applies to all categories of members in WRSSBA.
5. This Policy applies to discipline, disputes and complaints that may occur during the course of WRSSBA business, activities and events, including but not limited to, training camps, exhibitions, tournaments and international tours.
6. Discipline, disputes and complaints arising within business, activities or events of local, provincial and territorial baseball associations, teams and affiliated organizations of WRSSBA shall be dealt with first by using the discipline policies and procedures of such organizations. Thereafter, the WRSSBA Appeal procedure will then apply. In the event that there are no discipline policies and procedures in place in such organizations then the WRSSBA Dispute Resolution and Discipline Policy, and if necessary, the WRSSBA Appeal procedure will be utilized.
7. This Policy applies to complaints regarding the failure to adhere to the WRSSBA Code of Conduct.

Reporting a Complaint

8. Any individual subject to this policy may report a complaint to the Discipline Committee (Director of Risk, Safety, Junior VP or Senior VP) in writing, setting out a brief summary of the matters in dispute including but not limited to the date, time and location from which the dispute arises (“the Complaint”). Within 7 days of receiving the Complaint, the Discipline Committee shall determine whether the matter in dispute and the parties to the dispute are properly within the scope and application of this Policy, or are more properly to be dealt with pursuant to another policy of WRSSBA. This decision regarding jurisdiction is final and may not be appealed.

Investigation

9. Depending on the nature of the Complaint, the President (or delegate), or Discipline Committee may appoint an independent individual to conduct an investigation. If this occurs, the Investigator shall carry out the investigation in timely manner and shall submit a written report to the President (or delegate) or discipline Committee.

Determination of category of infraction

10. Subsequent to receiving the Complaint and, where an independent investigation has been conducted and an Investigation Report completed and received, the Discipline Committee shall make a determination as to whether the Complaint would, if upheld, constitute a Minor Infraction or a Major Infraction. The decision regarding the nature of the infraction is final and may not be appealed.
11. Examples of Minor and Major Infractions are set out in Appendix A. These examples are not meant to be exhaustive and the Discipline Committee may determine that other conduct constitutes a Minor or Major Infraction.
12. Where the Discipline Committee determines that the Complaint would, if proven, constitute a Minor Infraction, the Discipline Committee will provide the individual to whom the Complaint applies with a copy of the Complaint and, if applicable the Investigation Report, and further provide the individual with an opportunity to respond to the allegation in writing within 7 days.
13. Upon receipt of the written response from the individual to whom the Complaint applies, the Discipline Committee shall determine whether the allegation has been proven on a balance of probabilities and where so determined, Discipline Committee may apply a disciplinary sanction.
14. The following disciplinary sanctions may be applied, singly or in combination, for Minor infractions:
 - a) Verbal reprimand;
 - b) Written reprimand to be placed in individuals' file;
 - c) Verbal apology;
 - d) Hand delivered written apology;
 - e) Team service or other voluntary contribution;
 - f) Suspension from the current competition; and
 - g) Other sanctions as may be considered appropriate for the offence.
15. Notice of the findings of the Discipline Committee and, if applicable, the disciplinary sanctions applied, shall be in writing and provided to the individual to whom the complaint applies and the person who initiated the complaint.
16. A Minor Infraction which results in discipline shall be recorded using the Incident Report form in Appendix B.

Mediation

17. Opportunities for mediation may be pursued at any point in a dispute subsequent to the Complaint being reported to the Discipline Committee as set out in paragraph 8

and where the disputing parties agree that such a course of action would be mutually beneficial.

18. Where the disputing parties agree to attempt resolution of their dispute through mediation, each shall provide written direction to the Discipline Committee to refer the matter to Mediate BC in Vancouver, B.C., which shall be responsible for the appointment of a mediator.
19. The process for the mediation including but not limited to the appointment of the mediator shall occur pursuant to the mediation rules of Mediate BC.
20. All costs associated with mediation including the fees charged by the mediator, administrative costs incurred by Mediate BC or other similar expenses shall be borne equally between the disputing parties.

Hearing Panel

21. Where the Discipline Committee determines that the Complaint would, if proven, constitute a Major Infraction, the alleged offender shall be notified in writing no later than 3 days from date of the Discipline Committee decision that the Complaint constitutes a Major Infraction if proven, and shall be advised of the procedures outlined in this policy.
22. If the incident is to be dealt with as a Major Infraction, then within 14 days of having received the Incident Report, or within 14 days of receiving the written report of the Investigator if an investigation was carried out, the Discipline Committee shall establish a Hearing.

Panel and select the members of the Panel as follows:

- a) The Hearing Panel shall be comprised of one, three or five, individual(s) who shall have no significant relationship with the affected parties, shall have had no involvement with the Complaint or the dispute, and shall be free from other actual or perceived bias or conflict. The decision regarding the size of the Hearing Panel shall be at the sole discretion of the Discipline Committee;
- b) In any case where a Complaint is brought by an athlete and where the Hearing Panel consists of three or five persons, one member of the Hearing Panel may be an athlete's representative. The athlete may submit a list of three candidates from which the Discipline Committee shall select one candidate to be a member of the Hearing Panel. The athlete's representative shall have had no involvement with the complaint or dispute, and shall be free from any other actual or perceived bias or conflict; and
- c) If the Hearing Panel consists of three or five persons, the Discipline Committee shall select the Chairperson of the Hearing Panel.

Preliminary Conference

23. Where the Hearing Panel determines that the circumstances of the Complaint warrant a preliminary conference, it shall be conducted by telephone. The issues that may be considered at a preliminary conference include:
 - a) The format of the hearing, as the hearing may proceed by a review of documentary evidence, an in-person hearing, and oral hearing by telephone, or a

combination of these methods. The Hearing Panel, in coming to its decision regarding the format of the hearing, must ensure that the hearing process complies with the principles of natural justice and provides procedural fairness to all parties;

- b) Timelines for the exchange of documents and the extent of disclosure required;
- c) Clarification of issues in dispute;
- d) Clarification of evidence to be presented to the Hearing Panel;
- e) Order and procedure of the hearing;
- f) Identification of witnesses; and
- g) Any other procedural matter which may assist in expediting the hearing.

24. Where the Hearing Panel consists of three or five persons, the hearing panel may delegate to its Chairperson the authority to deal with any or all preliminary matters.

The Procedure for an Oral Hearing

25. Where the Hearing Panel has determined that the hearing shall be held by way of oral hearing, whether in person or not, the Hearing Panel shall govern the hearing by such procedures as it deems appropriate and fair, provided that:

- a) The hearing shall be held within 21 days of the appointment of the Hearing Panel;
- b) The parties involved shall be given 10 days' written notice of the date, time and place of the hearing;
- c) The parties shall receive a copy of the Complaint;
- d) The parties shall receive a copy of the Investigator's report, where an investigation was carried out;
- e) A quorum shall be the single Hearing Panel member or all three members, as the case may be;
- f) If there are three Hearing Panel members, decisions shall be by majority vote, where the Chairperson carries a vote;
- g) If the decision of the Hearing Panel may affect another party to the extent that the other party would have recourse to a hearing in their own right, that party shall become a party to the hearing in question;
- h) Any of the parties at the hearing may be accompanied by a representative or advisor, including legal counsel; and
- i) The Hearing Panel may direct that any other person participate in the hearing.

The Procedure for a Documentary Hearing

26. Where the Hearing Panel has determined that the hearing shall be held by way of documentary review, it shall govern the hearing by such procedures as it deems appropriate and fair provided that:

- a) All parties are given a reasonable opportunity to review the Complaint and the Investigator's report, where an investigation was carried out, to provide written submissions to the Hearing Panel, to review the written submissions of the other parties, to provide written rebuttal, and to provide written arguments, and
- b) The applicable principles and timelines set out in Paragraph 25 are respected.

Evidence Which May Be Considered

27. As a general rule, the Hearing Panel shall consider any evidence that is relevant to the matters in dispute. The normal rules of evidence will be relaxed. The Hearing Panel has authority to consider hearsay evidence provided the Hearing Panel gives to such evidence weight as might be reasonable in light of the circumstances of its inclusion.

The Decision

28. Within 14 days of concluding the hearing, the Hearing Panel shall issue its written decision, with reasons. The Hearing Panel may decide:
- a) Where it is found to be proven on a balance of probabilities, to uphold the Complaint and apply the appropriate sanction;
 - b) To dismiss the Complaint;
 - c) To design a remedy that, in the opinion of the Hearing Panel, will resolve the dispute. However, in so doing the Hearing Panel is not authorized to change or alter any rule, criteria, policy, procedure or bylaw of the WRSSBA that has been properly passed and implemented by the appropriate governing body; and
 - d) To determine how costs of the hearing, excluding legal fees and legal disbursements of any of the parties, shall be allocated, if at all.
29. A Major Infraction which results in discipline shall be further recorded using the Incident Report form in Appendix B.
30. Where the Hearing Panel is comprised of three or five members and the decision is not unanimous, the written decision shall include the dissenting panel member's reasons.
31. The Hearing Panel may apply the following disciplinary sanctions singly or in combination, for Major Infractions:
- a) Written reprimand to be placed in individual's file;
 - b) Hand-delivered written apology;
 - c) Forfeiture of certain games;
 - d) Suspension from certain WRSSBA events which may include suspension from the current competition or from future teams or competitions;
 - e) Payment of a financial fine, amount to be determined by the Discipline Committee;
 - f) Suspension of WRSSBA or Sport B.C. funding;
 - g) Suspension from certain WRSSBA activities (i.e. competing, coaching or officiating) for a designated period of time;
 - h) Suspension from all WRSSBA activities for a designated period of time;
 - i) Expulsion from WRSSBA; and
 - j) Other sanctions as may be considered appropriate for the offense, including notification to law enforcement authorities if appropriate in all of the circumstances.
32. The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent WRSSBA policy, such as those dealing with harassment, doping, personnel or event-specific matters.

33. Unless the Discipline Committee decides otherwise, any disciplinary sanctions shall commence immediately.
34. In applying sanctions, the Discipline Committee may have regard to the following aggravating or mitigating circumstances:
- a) The nature and severity of the offense;
 - b) Whether the incident is a first offense or has occurred repeatedly;
 - c) The individual's acknowledgment of responsibility;
 - d) The individual's extent of remorse;
 - e) The age, maturity or experience of the individual; and
 - f) The individual's prospects for rehabilitation.
35. Notwithstanding the procedures set out in this policy, any member who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from WRSSBA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by WRSSBA in accordance with this policy.
36. A copy of the decision shall be provided to each of the parties and to the President. This decision shall be binding on all parties to the dispute. Failure by any party to comply with a decision and remedy shall result in automatic suspension of membership in WRSSA and participation in any of the programs of WRSSBA, until such time as the decision and remedy are complied with.
37. Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Discipline Committee shall determine the appropriate disciplinary sanction. The Discipline Committee may hold a hearing for the purpose of determining an appropriate sanction.
38. If the individual being disciplined does not participate in the hearing without a reasonable explanation for the absence, the hearing shall proceed.

Timelines

39. If the circumstances of a Complaint or a dispute are such that this policy will not allow a timely resolution of the matter, or if the circumstances of a dispute are such that the matter cannot be resolved within the timelines dictated in this Policy, the Discipline Committee may direct that these timelines be revised.

Disputes at Competition or Where There is a Critical Lack of Time

40. Complaints regarding conduct and disputes that arise during competitions, events or in any situation where this Policy applies, but where there is no time to implement the process set out above, may be dealt with immediately by the person having been given the authority to act by WRSSBA.
41. For every competition, event or activity, the WRSSBA President shall formally designate a person to represent the WRSSBA, who shall have the authority to act pursuant to paragraphs 40 through 46 only. This person shall be referred to as "The WRSSBA Person in Authority". Notwithstanding any other process contained in this

Policy, nothing shall prevent such a person from taking and imposing, on an interim basis, immediate, informal, corrective disciplinary action where appropriate).

42. Any interim sanction, discipline or remedy imposed by the WRSSBA Person in Authority shall:
- a) Be reasonable and proportionate to the conduct complained of after hearing the athlete's version of events;
 - b) Remain in effect only for the duration of the competition, event or activity; and
 - c) Where the decision is to remove an athlete, coach or official from competition or from the WRSSBA team, such a decision may only be made after consultation with the President or Discipline Committee of WRSSBA.
43. Minor or Major infractions as determined by the WRSSBA Person in Authority which occur within competition may be dealt with immediately if necessary, provided the individual to whom the Complaint applies being disciplined is told of the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the event only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy for major infractions. This review does not replace the appeal provisions of this policy.
44. Further sanctions or remedies may be applied to, or imposed on the athlete, coach or official after the competition.
45. The decision of the WRSSBA Person in Authority shall be binding on all parties to this Agreement. Failure by any party to comply with a decision of the WRSSBA Person in Authority shall result in an automatic suspension of membership in WRSSBA and no further right to any participation in the WRSSBA Team or in WRSSBA Team-related activities. The suspension shall continue until such time as the interim sanctions, discipline or other remedies are complied with.
46. A decision of the WRSSBA Person in Authority, made pursuant to paragraphs 40 through 46, is effective immediately and may not be appealed until the interim sanction, discipline or remedy has been reviewed in accordance with this Policy.

Confidentiality

47. Where the dispute is of a highly sensitive nature, WRSSBA shall keep all proceedings under this Policy confidential, except where disclosure is directed by the Discipline Committee as part of the remedy to resolve the dispute, is required by law, or is in the best interests of the public as determined by a majority of the Discipline Committee.

Location

48. The hearing shall take place in the location designated by the Discipline Committee, unless the Discipline Committee decides the hearing 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 Committee as a preliminary matter.

Appeals Procedure

49. Except where otherwise provided, the decision of the Discipline Committee may be appealed in accordance with the procedures set out in the WRSSBA Appeal Policy.
50. The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent WRSSBA policy, such as those dealing with harassment, doping, personnel or event specific matters.

Irregularities, Procedural Objections and Time Requirements

51. Notwithstanding any provision in this Dispute Resolutions and Discipline Policy:
 - a) A hearing, decision of, or disciplinary action by WRSSBA, the President of WRSSBA (or designate), or Discipline Committee, or any appeal related thereto, is not invalidated or defeated by an irregularity or preliminary procedural objection or failure to meet a time requirement under this Policy.
 - b) If an irregularity, procedural error, or failure to meet a time requirement has occurred, WRSSBA, the President of WRSSBA (or designate), or the Discipline Committee, may determine that the hearing, decision, disciplinary action or appeal shall remain in place, or proceed as the case maybe, and may impose such conditions, including the granting an adjournment of further proceedings, as deemed appropriate in all of the circumstances.