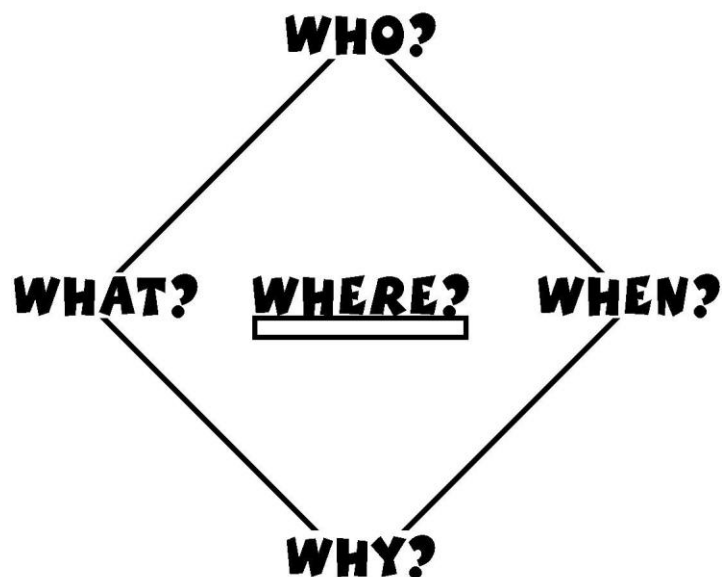




# **WHAT EVERY TEAM SHOULD KNOW**

## **BEFORE GOING TO A CANADIAN CHAMPIONSHIP**



## AFFILIATED PROVINCIAL/TERRITORIAL SOFTBALL ASSOCIATIONS

# PROVINCIAL/TERRITORIAL OFFICES

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### **Softball Alberta**

9860-33 Avenue  
Edmonton, AB, T6N 1C6  
(B) 780-461-7735  
(F) 780-461-7757  
[michele@softballalberta.ca](mailto:michele@softballalberta.ca)  
[www.softballalberta.ca](http://www.softballalberta.ca)

### **Softball British Columbia**

P0 Box 45570  
Sunnyside Mall  
Surrey, BC, V4A 9N3  
(B) 604-531-0044  
(F) 604-531-8831  
[info@softball.bc.ca](mailto:info@softball.bc.ca)  
[www.softball.bc.ca](http://www.softball.bc.ca)

### **Softball Manitoba**

321-145 Pacific Avenue  
Winnipeg, MB, R3B 2Z6  
(B) 204-925-5674  
(F) 204-925-5703  
[softball@softball.mb.ca](mailto:softball@softball.mb.ca)  
[www.softball.mb.ca](http://www.softball.mb.ca)

### **Softball Newfoundland & Labrador**

P.O. Box 21165  
183 Kenmount Road Suite  
107  
St. John's, NL, A1A 5B2  
(R) 709-685-6318  
(B) 709-576-7231  
709-576-7049  
(F) 709-576-7081  
[softball@sportnl.ca](mailto:softball@sportnl.ca)  
[www.softball.nf.ca](http://www.softball.nf.ca)

### **Softball Nunavut**

Box 440  
Baker Lake, NU, X0C 0A0  
(D) 867-793-3307  
(F) 888-765-5506  
[dpenney@gov.nu.ca](mailto:dpenney@gov.nu.ca)

### **Softball Ontario**

3 Concorde Gate  
Toronto, ON, M3C 3N7  
(B) 416-426-7150  
(F) 416-426-7368  
[info@softballontario.ca](mailto:info@softballontario.ca)  
[www.softballontario.ca](http://www.softballontario.ca)

### **Softball Prince Edward Island**

PO Box 1044  
61 Capital Drive  
Charlottetown, PE, C1E 1E8  
(B) 902-892-1561  
(F) 902-892-1283  
[softballpei@pei.sympatico.ca](mailto:softballpei@pei.sympatico.ca)  
[www.softballpei.com](http://www.softballpei.com)

### **Softball Northwest Territories**

c/o Sport North Federation,  
Box 11089  
Yellowknife X1A 3X7  
(B) 867-669-8332  
(F) 867-669-8327  
[edcurlingsoftball@sportnorth.com](mailto:edcurlingsoftball@sportnorth.com)  
[www.nwtsoftball.com](http://www.nwtsoftball.com)

### **Softball Nova Scotia**

5516 Spring Garden Road,  
4th floor  
Halifax, NS, B3J 1G6  
(B) 902-425-5454, ext.313  
(F) 902-425-5606  
[softballns@sportnovascotia.ca](mailto:softballns@sportnovascotia.ca)  
[www.softballns.com](http://www.softballns.com)

### **Softball Québec**

4545 Pierre de Coubertin  
Montreal, PQ  
H1V 0B2  
(B) 514-252-3061, ext.3517  
(F) 514-252-3134  
[cgagnon@loisirquebec.qc.ca](mailto:cgagnon@loisirquebec.qc.ca)  
[www.softballquebec.com](http://www.softballquebec.com)

### **Softball Saskatchewan**

2205 Victoria Avenue  
Regina, SK, S4P 0S4  
(B) 306-780-9235  
(F) 306-780-9483  
[info@softball.sk.ca](mailto:info@softball.sk.ca)  
[www.softball.sk.ca](http://www.softball.sk.ca)

### **Softball Yukon**

28 Evergreen Cres.  
Whitehorse, YK, Y1A 4X1  
(R) 867-667-4547  
(B) 867-667-4487  
(F) 867-667-4237  
[softball@sportyukon.com](mailto:softball@sportyukon.com)  
[www.softball yukon.com](http://www.softball yukon.com)

### **Softball New Brunswick**

4242 Water Street  
Miramichi, NB E1N 4L2  
(R) 506-773-5343  
506-773-3507 (Summer)  
(F) 506-773-5630  
[pmclean@nbnet.nb.ca](mailto:pmclean@nbnet.nb.ca)  
[www.softballnb.ca](http://www.softballnb.ca)



You are on your way to a  
Softball Canada  
Canadian Championship!

You should be proud of your accomplishment . . . the many hours of practice, the participation in numerous tournaments and the personal sacrifice has finally paid off.

Softball Canada, your Provincial/Territorial Softball Association, and your Canadian Championship Host Committee are all working hard to make this a memorable experience for you.

This booklet provides teams attending the championship with an overview of what can be expected when they attend a Canadian Championship. Please take the time to read it carefully. Each year there may be changes approved by the membership and implemented the following year. These changes will be listed at [www.softball.ca](http://www.softball.ca) with the current Special Operating Rules. We hope that this booklet will provide you with the answers to most of your questions.

If you have any further questions, please direct them to your Provincial/Territorial Association or Softball Canada.

*Good luck... and enjoy!*

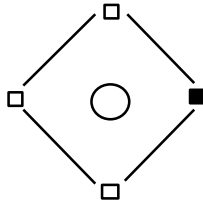
CANADIAN CHAMPIONSHIP COMMITTEE  
SOFTBALL CANADA

Softball Canada

c/o Mike Branchaud  
Manager- National Teams / Canadian Championships  
223 Colonnade Road, Suite 212  
Ottawa, Ontario, K2E 7K3  
(B) (613) 523-3386, ext. – 3103  
(C) (613) 558-1117  
(F) (613) 523-5761  
[mbranchaud@softball.ca](mailto:mbranchaud@softball.ca)

# TOUCHED ALL THE BASES?

## FIRST BASE: TASKS TO DO UPON QUALIFYING



## RESPONSIBILITIES

### **Teams:**

- Teams are completely responsible for ALL expenses incurred while participating at a Canadian Championship. Please ensure that all accommodation expenses have been paid prior to your final departure.

### **Provincial/Territorial Associations (P/T):**

- Confirm participation in the Canadian Championship by June 7<sup>th</sup> (May 1<sup>st</sup> for SP) of the year of the event. A province/territory registering a team after the deadline shall be charged late fee of \$500.
- Each Provincial/Territorial Association will be charged a registration fee for each team entered into a Canadian Championship. The registration fee will be \$500 and this registration fee must be paid at the time of registration. Each Provincial/Territorial Association must submit a cheque for \$1,000 per team as a “bond” to ensure participating teams stay at the Host Hotel.

**Note:** A P/T withdrawing a team **after** the June 7<sup>th</sup> deadline will forfeit their registration fee and be fined an amount equal to \$1,000 (minus their registration fee). This penalty will be equally divided between Softball Canada and the Host.

- Determine team representation from the P/T. Initially each P/T in good standing shall be entitled to one representative team at each Canadian Championship. However, other representative teams may include:
  - A host city
  - Defending champions from the previous year's championship
  - Up to a maximum of 4 teams based on P/T registrations.
- Review the eligibility of players on the P/T representative team(s) roster.
- Review the eligibility of managers and coaches on the P/T representative team(s) roster.
- (FP Only) Ensure that one of the registered coaches or manager is fully certified at Level II – softball (theory, technical, practical) in the NCCP and in attendance at all games. A P/T sending a team to a Canadian Fast Pitch Championship without one fully certified coach or manager will be fined \$2,500.
- Approve, in writing, any player, coach or manager addition to the P/T representative team roster.
- Sign and send copies of the Softball Canada Canadian Championship Official Players List (OPL) and the respective forms to the Softball Canada national office, the Supervisor, and the respective Host Committee Chairperson at least two weeks prior to the tournament. In the Sr. Men's Fast Pitch category, the rosters will be made public two (2) weeks prior to the Championship. Teams arriving without forms will not be allowed to participate.

- Ensure that the P/T representative team(s) is aware of the Special Operating Rules (SOR) as they apply to Canadian Championships and in particular to the rules that dictate:
  - a) Submission of the \$1,000 Host Hotel bond
  - b) Mandatory attendance at the Coaches/Managers Meeting
  - c) Uniform requirements
  - d) Helmets (FP Only)
  - e) Attendance at opening banquets, opening ceremonies, etc.
  - f) Official Players List (OPL)
- Ensure that the P/T representative team is aware of the importance of contacting the Host Committee immediately upon qualifying for the Canadian Championship. This will assist the Host and team(s) in making travel and accommodation arrangements.
- Confirm Host Hotel booking requirements asap or at least three (3) weeks prior to the Championship.
- A province/territory withdrawing from a Canadian Championship before completing their schedule will be fined \$1,000.

### **TEAM INFORMATION PACKAGE**

Your Provincial/Territorial Association should have received a Team Information Package from the Host Committee. If you were not given this package upon qualifying, please ask your Provincial/Territorial Association for a copy. (Please note some Hosts are now posting the team information on their website.) This package will include details about your specific Championship as well as various forms to be completed with a list of deadlines for submission. The following information should be provided:

- a) Host Committee contact person including address, phone numbers, fax number and email
- b) Request for team contact info and deadline for submission
- c) Request for team requirements for a bat boy/girl
- d) Location and availability of practice fields
- e) Information on the Host Hotel including prices, services and process to book
- f) Request for submission of team information and picture for event program
- g) Banquet information and order form
- h) Description of playing facilities
- i) Ticket information
- j) Schedule of events including coaches/managers meeting, ceremonies and other special events
- k) Tournament Schedule (if available)
- l) Map of area
- m) A team checklist for information required by Host Committee, (i.e. s, roster, photographs, team biography, etc.) along with deadlines for submission
- n) Any other information as deemed necessary by the Host Committee

### **COMMUNICATION**

Provincial/Territorial Association: The coach or manager of each team should contact the Provincial/Territorial Softball Association to inquire about the following:

- 1) Whether the Host Committee has sent any information
- 2) If the P/T Association has made any travel arrangements on behalf of the team
- 3) If there are any funding opportunities provided by the P/T Association

Teams: The coach or manager of each team must contact the Host Chairperson immediately upon qualifying. The host has deadlines for things such as booking rooms, etc. that are very time sensitive. We have developed an “Unofficial” Players List Form to assist hosts with obtaining team information to use in the setting up of their souvenir programs and website (see *Appendix 9*). Please complete the form and submit it to the Host Chairperson immediately.

## **TRAVEL ARRANGEMENTS**

Arrival Date & Time: One team representative MUST be in attendance for the Coaches/Managers Meeting usually held on the day prior to the first day of competition for ALL Canadian Championships. Please verify the time with the host. Teams should also make every effort to arrive on time for the banquet that is usually held at 7:00p.m on the day before competition begins.

Departure Date & Time: While some teams may want to leave a Canadian Championship on their last day of competition, it is strongly recommended that the earliest departure be scheduled for the morning after completion of the Championship in case of inclement weather and the rescheduling of games.

## **ACCOMMODATION ARRANGEMENTS**

Host Committee: The Host Committee is responsible for securing sufficient accommodations for all participants (coaches and players only). Teams must stay at the Host Hotel(s). Your Provincial/Territorial Association will have requested a \$1,000 hotel bond at the same time the team registration fee was requested. Should a team (a “team” is defined as every player and coach/manager listed on the Official Players List) not stay at the Host Hotel, then the \$1,000 will be given to the Host Committee.

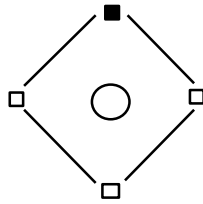
Clarification: The host team is exempt from this fee. Teams traveling from their individual residences will not be required to stay at the Host Hotel. Camping is considered paid accommodations. If teams require any form of paid accommodation, they must stay at the Host Hotel.

Team: Ensure that the following points are discussed with the Host Chairperson:

- Total number of required rooms
- Date for submission of rooming list
- Total number of nights requested
- Method of payment
- Deposit required?

## **SECOND BASE: TASKS TO DO BEFORE THE CHAMPIONSHIP**

### **OFFICIAL PLAYERS LIST & REGISTRATION FORMS**



Teams: Complete the Softball Canada Official Players List (OPL) from your P/T and return it to your P/T Softball Association for approval. The P/T Softball Association will then forward a completed copy of the OPL to the appropriate parties (Softball Canada, the Supervisor and the host).

These forms must be received by Softball Canada **a minimum of (2) weeks prior** to the start of the Championship.

If a player or a coach who is added during the two (2) weeks prior to the start of the Championship, the team must have a letter or email signed by the Provincial/Territorial Softball Association representative authorizing the additional player(s) or coach(es).

Each team must carry a copy of the Official Players List to the Coach/Managers Meeting or will be ineligible to participate.

### **PROMOTIONS**

Most Host Committees will request a team photograph, roster and background information. This material is used in the event program. You may also choose to provide your local media contact with information as a way to keep your hometown informed.

### **BAT BOYS/GIRLS (FP ONLY)**

Bat boys /girls may be supplied for each participating team. Inform the Host Chairperson, thirty (30) days in advance of the tournament if your team is bringing its own bat boy/girl. Helmets must be worn by bat boys/girls and it is recommended that they be 10-12 years of age. Softball Canada is pleased to supply a gift to one bat boy/girl per team.

### **TRADER PINS**

Be prepared to exchange a provincial/territorial, city, town, etc. souvenir pin with each player of every new opposing team. Bring a generous supply of extra pins, as you will find spectators and umpires also eager to trade.

## **MEDICAL INFORMATION**

Teams: It is the responsibility of the coaches to identify and to notify the Championship Supervisor and Host Committee of any players on their team(s) suffering from a disorder or injury who might require special treatment or medical attention.

Host: . In most cases, the Host Committee will arrange for medical professionals such as physiotherapists, dentists or doctors as needed. The Host will also set up a medical area at each Championship to evaluate each medical situation.

**NOTE:** Please read carefully – the "HIV Prevention" recommendation in *Appendix 1*.

## **SOCIAL FUNCTIONS & EVENTS**

1. We strongly encourage Host Committees to organize a variety of social functions for all participants at Canadian Championships. Participating teams should make every effort to attend these functions. They are an excellent opportunity to socialize with others off the field.
2. The host is required to organize a banquet for the teams at U14, U16 and U18 Championships. The Host Committee will provide tickets for up to a maximum of 21 people (maximum of 17 players and 4 coaches) for the banquet. The exact number will be determined by the individuals listed on the Official Players List (OPL). The Host Committee is allowed to charge up to a maximum of \$15 for each banquet ticket. The banquet is for the teams, but the host may choose to sell tickets to team supporters if there is room. If a team will not be participating in the banquet, please inform the host at least **one week** prior to the banquet.
3. ALL teams must participate in the Opening Ceremonies. Opening Ceremonies are **not** required for Slo-Pitch. Details pertinent to the Opening Ceremonies will be discussed at the Coaches/Managers Meeting. The exact time of the ceremony varies, but usually takes place on the first day of competition between 5:00 p.m. and 7:00 p.m.
4. Awards presentations for the All-Star Team and various Individual Awards take place between the first two (2) games of the Championship Round.
5. The top three (3) teams (gold, silver and bronze medal winners) will participate in the Closing Ceremonies that take place immediately after the final game.

## **OFFICIAL SCHEDULE**

The schedule for ALL Canadian Championships should be available no later than three (3) weeks prior to the start date. A copy of all draws may be obtained from your respective Provincial/Territorial Softball Association. The official draw will also be posted on the Championship website.

**NOTE:** There may be revisions to the schedule made at any time.

## **SPECIAL OPERATING RULES**

It is imperative that all coaches/managers review the Special Operating Rules prior to attending a Canadian Championship. Rules are outlined in the current Softball Canada Rulebook and shall apply for all Canadian Championships. The SOR can be viewed at [www.softball.ca](http://www.softball.ca).



## **ENFORCEMENT OF AN ILLEGAL PITCH**

The 'Enforcement of the Pitching Rule' (steps 1 through 4) is a guideline that should be followed by the officials for all pitching infractions.

1. If the umpire has any doubt that a pitcher's mechanic is illegal, then it shall be deemed legal.
  - Umpires will explain what is being called. Coaches must instruct the pitcher how to pitch legally.
2. Umpires will deliver a warning directly to the pitcher... "It will be delivered by the umpire who initiated the call or by one of the umpires, if more than one umpire initiates the illegal pitch call".
  - The umpire will not deliver the message through a player or coach.
  - If the coach wishes to obtain an explanation, the coach will be invited by the enforcing umpire to listen to the explanation with the pitcher.
  - The umpire will explain what was illegal and what is expected in a simple and concise manner.
  - Umpires have been instructed to answer any questions in a courteous manner. However, they will not prolong the conversation or explanation if it appears the coach and or pitcher becomes irritated with the explanation, or it appears the extra time is attracting undo attention to the situation or the umpire.
  - Umpires will hustle to their position once they feel the message has been properly delivered and understood.
  - The defensive team will not be charged with a conference unless the coach delays leaving the mound after the umpire have returned to their starting position.
3. If a pitcher commits the same violation after being warned during the game, an illegal pitch shall be called.

**NOTE:** No pitcher shall be warned a second time for the same violation.

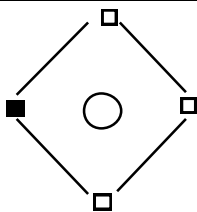
4. A pitcher shall be warned for each new violation prior to the illegal pitch being called.

**NOTE:** Although umpire partners must share in the responsibility of not only enforcing the pitching rule mechanic when a pitcher throws an illegal pitch, only the one initiating the call will explain the ruling to a pitcher and/or team representative.

Reminder to U18, U21 and Senior Fast Pitch Teams

1. It is illegal to jump outside the 24 inch width of the plate.
2. It illegal to step back with either foot on the pitching plate.
3. The arm must be in continuous motion once the pitcher leaves the pitching plate.

## **THIRD BASE: AT THE CHAMPIONSHIP**



## **UNIFORMS AND EQUIPMENT**

Please note that all Canadian Championship teams must have more than one set of uniform jerseys, each in a different colour (light and dark). Helmets are to be worn at all Fast Pitch Canadian Championships. If a team has only one set of uniforms, please inform the Host and Softball Canada Supervisor as soon as possible.

## **COIN TOSS FOR HOME TEAM ADVANTAGE**

‘Home’ and ‘away’ in the Qualifying Round will be determined at the Coaches/Managers meeting prior to the start of the Canadian Championship by the coin toss. . In the Championship Round, ‘home’ and ‘away’ will be determined by the round robin standing, the higher placing team will have choice of inning. If there are two divisions, the highest placing team from either division will have choice of inning. If teams are ranked equally, a coin toss will determine the higher placing team. The ‘home’ team shall wear their dark coloured uniform and the ‘away’ team will wear their light coloured uniform.

**Exception:** In the Championship Game, the undefeated team in the Championship Round will have the choice of inning (i.e. home or away).

## **PRACTICE SCHEDULE**

All Host Committees will make practice times available for those teams wishing to take advantage of this service. All team requirements must be communicated to the host.

## **ALL-STAR AWARDS**

The All-Star Team will be announced prior to the start of the Championship Round. Athletes receiving an award are asked to be in attendance for the presentations between the first two games of the Championship Round.

## **TEAM CONDUCT**

The success and quality of a Canadian Championship depends greatly on the participation, behaviour and integrity of all teams involved. Be prepared to conduct yourselves with dignity at all times. Remember, you represent your province/territory as well as yourself! Misconduct, on or off the playing field, will not be tolerated. Teams will be disqualified from the Canadian Championships for improper behaviour. The Supervisor of the Canadian Championships, if necessary, will make this decision. Please review *Appendix 2* – Softball Canada’s Discipline Policy.

## **VIDEO RECORDING**

Video recording from the dugouts is not allowed.

## **COMMUNICATION**

An arrangement must be made with the Host Committee for a local cell phone or land line for communication purposes in case of re-scheduling of games or inclement weather.

## **DISCIPLINE PROCEDURES**

The Canadian Championship Discipline Committee will be comprised of the Supervisor, the UIC and a third person appointed by the Supervisor from the host community. The Discipline Committee will make rulings on any incidents that occur during Canadian Championships. Incident Report Forms must be completed by all parties. These forms will be available in the Umpires' change rooms during the tournament or can be obtained from the Supervisor.

All incidents must be reported even if no further action is required. Provincial/Territorial Associations wish to be informed of all incidents involving their teams at Canadian Championships. Incident reporting may be for both on and off field incidents. See Discipline Policy (in *Appendix 2*) for a list of examples of minor and major infractions (*Appendix 4*).

In all matters of Canadian Championship Discipline, the Supervisor shall have final authority.

The reporting process will be:

- An Incident Report Form will be completed by all parties involved (i.e. the umpire and coach and/or player will each give a written account of the events).
- Based on the report, the Discipline Committee will decide if a minor or major infraction occurred.
- If the incident was a minor infraction, the Discipline Committee will determine a disciplinary sanction.
- If the incident was a major infraction, the Discipline Committee will convene a hearing and determine a disciplinary sanction.

## **MEDIA COVERAGE**

Your local media may be interested in relaying your game results to your fans. Assign a team representative to phone in your team results and interesting stories. Make contacts with your local media prior to the Canadian Championships, collect their contact information (see Media Contact Information Form in *Appendix 8*) and forward it to the Host Committee.

The Host Committee will add your local media to their media list and forward game results for your team. It is recommended that you contact your local media a few times throughout the week to ensure that they are receiving the results.

## **THEFT**

Theft will not be tolerated at any of the Championships. Theft of banners, signs, water jugs, etc., will be directed immediately to the local police.

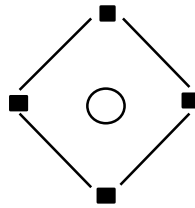
### **NATIONAL TEAM SCOUTS**

National Team Scouts may be present at some Canadian Championships identifying and evaluating possible candidates for the Softball Canada National Teams Program.

### **DOPING**

Softball Canada has adopted the Canadian Policy on Doping in Sport and as a result all softball events are subject to doping control testing. Therefore, all participants in Canadian Championships are subject to drug testing. It is important to note that due to the cost of these tests, testing may not be carried out at all events and quite possibly at any events. But you should prepare your athletes as there is always a possibility. If you would like further information on the doping policy contact the Canadian Centre for Ethics in Sport (1-800-672-7775).

### **HOME RUN: AT THE END OF THE CHAMPIONSHIP**



### **CANADIAN CHAMPIONSHIP EVALUATION FORM**

You will be sent a link to an electronic survey/evaluation form to be completed after the Championships. This information is very helpful to further improve the Canadian Championships. Please complete this evaluation and send it back to Softball Canada by September 15.

# **APPENDICES**

# Appendix 1

## SOFTBALL - SPECIFIC HIV PREVENTION

1. Prevention of bloody injuries includes the use of appropriate safety and protective equipment. Protective equipment should be designed and maintained to prevent bloody injuries.
2. Dealing with a Bloody Wound
  - i) If bleeding occurs where other participants, (including the official(s) of the game) may be exposed to blood, the individual's participation must be interrupted until the bleeding has stopped. The amount of time taken to treat the wound should be left to the umpire. The injured player may be forced to leave the game, and have a substitute player take their place until the bleeding stops. The wound must both be cleansed and securely covered before the athlete can return to the game. If no substitute is available, and a reasonable amount of time has been given for the injured athlete to be treated and meet the requirements to return to the game, the game is considered forfeiture.
  - ii) All clothing soiled with blood must be replaced prior to the athlete resuming training or competition. If any part of the uniform is soiled with blood, have the athlete exchange it regardless of whether it be a jersey, undershirt, or pants (shorts). Note that there will be no violation for wearing a replacement uniform of a different team colour. Clothing soiled with blood or other body fluids must be washed in hot, soapy water.
  - iii) All equipment and surfaces (especially note softballs) contaminated with blood and other bodily fluids should be cleaned with a solution of one part household bleach to nine parts water. This solution should be prepared fresh daily.
  - iv) While cleaning blood or other bodily fluid spills, the following must be done:
    - wear waterproof gloves
    - wipe up fluids with paper towel or disposable cloths
    - disinfect the area, if required
    - place all soiled waste in a plastic bag for disposal
    - remove gloves and wash hands with soap and water
3. Medical personnel should examine athletes, coaches and officials if other wounds including abrasions, blisters, skin lesions and rashes are experienced. All wounds, blisters, skin lesions and rashes must be confirmed as non-infectious and securely covered prior to the athlete starting or continuing participation.

It is also recommended for general prevention that sport participants who are traveling confirm the medical precautions and personnel available at each destination. For further information on

HIV and AIDS, contact your doctor, your public health unit or community health center, your community AIDS organization, or the Canadian Public Health Association.

## Appendix 2

# SOFTBALL CANADA DISCIPLINE POLICY

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### DEFINITIONS

1. The following terms have these meanings in this Policy:
  - a) “*Complainant*” – The party alleging an infraction.
  - b) “*Days*” – Days irrespective of weekend and holidays.
  - c) “*Member*”- All categories of membership defined in the Softball Canada Bylaws, as well as all individuals employed by or engaged in activities with the Softball Canada, including but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees.
  - d) “*Respondent*” – The alleged infracting party.
  - e) “*Case Manager*” – The person or organization appointed by Softball Canada to oversee management and administration of complaints.

### PREAMBLE

2. Softball Canada is committed to providing a sport environment which is athlete-centered, and which is characterized by open and clear communication, honesty, fairness and mutual respect.
3. Membership in Softball Canada 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, policies, rules and regulations of Softball Canada.
4. The Softball Canada Code of Conduct (Appendix A) identifies the standard of behaviour which is expected of members of Softball Canada. Members who fail to meet this standard will be subject to the disciplinary sanctions identified within this policy.

### APPLICATION

5. This Policy applies to all Members as defined in the Definitions.
6. It applies to discipline matters which may occur during the course of all Softball Canada business, activities and events, including but not limited to, tournaments, training camps, exhibitions, meetings and travel associated with these activities.
7. Discipline matters arising within the business, activities or events of provincial/territorial softball associations, teams, or affiliated organizations of Softball Canada shall be dealt with using the discipline policies and mechanisms of such organizations.

### **Reporting a Complaint**

8. Any Member may report to the Softball Canada's Head Office any complaint of an infraction by a Member. Such a complaint must be signed and in writing, and must be filed within fourteen (14) days of the alleged incident. Anonymous complaints may be accepted upon the sole discretion of the Case Manager.
9. A Complainant wishing to file a complaint beyond the fourteen (14) days must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the fourteen (14) day period will be at the sole discretion of the Case Manager. This decision may not be appealed.

### **Case Manager**

10. Upon receipt of a complaint, Softball Canada will assign a Case Manager to oversee management and administration of complaints submitted in accordance with this Policy and such appointment is not appealable. The Case Manager has an overall responsibility to ensure procedural fairness is respected at all times in this Policy, and to implement this Policy in a timely manner. More specifically, the Case Manager has a responsibility to:
  - a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy. If the Case Manager determines the complaint is frivolous or vexatious or outside the jurisdiction of this Policy, the complaint will be dismissed immediately. The Case Manager decision to the acceptance or dismissal of the complaint may not be appealed.
  - b) Determine if the complaint is a minor or major infraction;
  - c) Appoint a Panel, if necessary, in accordance with this Policy;
  - d) Determine the format of the hearing;
  - e) Coordinate all administrative aspects of the complaint;
  - f) Provide administrative assistance and logistical support to the Panel as required; and
  - g) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.
11. This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action in response to behavior that constitutes either a minor or major infraction. Further sanctions may be applied in accordance with the procedures set out in this Policy.

### **DISCIPLINARY PROCEDURES**

#### **Minor Infractions:**

12. Examples of minor infractions are shown in Appendix B. All disciplinary situations involving minor infractions occurring within the jurisdiction of Softball Canada will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to, a board member, committee member, tournament chairperson, umpire in chief, coach, team manager, team captain or head of delegation).
13. Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.



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 individual's file,
  - c) verbal apology,
  - d) hand-delivered written apology,
  - e) team service or other voluntary contribution to Softball Canada,
  - f) suspension from the current competition,
  - g) other sanctions as may be considered appropriate for the offense.
15. Minor infractions which result in discipline shall be recorded using the Incident Report form in Appendix C.

**Major Infractions:**

16. Examples of major infractions are shown in Appendix B. Any member of Softball Canada may report a major infraction using the Incident Report form in Appendix C.
17. Major infractions will be decided using the disciplinary procedures set out in this policy, except where a dispute resolution procedure contained within a contract or other formal written agreement takes precedence.
18. Major infractions occurring within competition may be dealt with immediately, if necessary by a Softball Canada representative in a position of authority, provided the individual 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.

**Procedure for Major Infraction Hearing**

19. If the Case Manager is satisfied that the complaint is a major infraction, the Case Manager will establish a Panel consisting of 1-3 Adjudicators to hear the complaint.
20. The Case Manager will determine the format of the hearing, which may involve an oral hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Panel deem appropriate in the circumstances, provided that:
  - a) The hearing will be held within the appropriate timeline determined by the Case Manager.
  - b) The Parties will be given appropriate notice of the day, time and place of the hearing.
  - c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing in accordance with the appropriate timeline.
  - d) The Panel may request that any other individual participate and give evidence at the hearing.
  - e) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome.

- f) The hearing will be conducted in the official language of choice of the Complainant.
- g) Decisions will be by majority vote.

### **Decision**

- 21. After hearing the matter, the Panel will determine whether an infraction has occurred and if so what appropriate sanction will be imposed. The Panel's written decision, with reasons, will be distributed to all parties, the Case Manager and Softball Canada within thirty (30) days of the conclusion of the hearing. The decision will be considered a matter of public record unless decided otherwise by the Panel.
- 22. The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent Softball Canada policy, such as those dealing with harassment, doping, personnel or event-specific matters.
- 23. Where the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.
- 24. If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.
- 25. In fulfilling its duties, the Panel may obtain independent advice.

### **Sanctions**

- 26. The Discipline 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 Softball Canada 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 Disciplinary Panel;
  - f) suspension of Softball Canada funding or, with the consent of Sport Canada, Sport Canada funding;
  - g) suspension from certain Softball Canada activities (i.e. competing, coaching or officiating) for a designated period of time;
  - h) suspension from all Softball Canada activities for a designated period of time;
  - i) expulsion from Softball Canada;
  - j) other sanctions as may be considered appropriate for the offense.
- 27. The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent Softball Canada policy, such as those dealing with harassment, doping, personnel or event-specific matters.
- 28. Unless the Discipline Panel decides otherwise, any disciplinary sanctions shall commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership in Softball Canada until such time as compliance occurs.

29. A written record will be maintained by Softball Canada at their head office for major infractions that result in a sanction.
30. In applying sanctions, the Disciplinary Panel 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.
31. Notwithstanding the procedures set out in this policy, any member who is convicted of a criminal offense may face automatic suspension from Softball Canada for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by Softball Canada in accordance with this policy.

#### **Serious Infractions**

32. Softball Canada may determine that an alleged incident is of such seriousness as to warrant suspension of the Respondent pending a hearing and a decision of the Panel.

#### **Confidentiality**

33. The discipline and complaints process is confidential involving only the parties, the Case Manager and the Panel. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings.

#### **APPEALS PROCEDURE**

34. Except where otherwise provided, an appeal of any disciplinary matter will be done according to the Appeals Policy of Softball Canada.

## SOFTBALL CANADA CODE OF CONDUCT

### **Preamble**

1. Softball Canada is committed to providing an environment in which all individuals are treated with respect. Furthermore, Softball Canada supports equal opportunity and prohibits discriminatory practices. Members are expected to conduct themselves at all times in a manner consistent with the values of Softball Canada.

### **Application of this Policy**

2. This policy applies to Individuals relating to conduct that that may arise during the course of Softball Canada's business, activities and events, including but not limited to, office environment, competitions, practices, tournaments, training camps, travel, and any meetings.
3. This policy applies to conduct that may occur outside of Softball Canada's business and events when such conduct adversely affects relationships within Softball Canada and its work and sport environment and is detrimental to the image and reputation of Softball Canada.

### **Responsibilities**

4. Members will be subject to sanctions according to Softball Canada's Discipline Policy for engaging in any of the following behaviour:
  - a) Any conduct detrimental to the game of softball, including but not limited to, abusive use of alcohol, non-medical possession, distribution or use of drugs, possession, distribution or use of alcohol by minors;
  - b) Verbally or physically abusing an official, an umpire, or an opposing team member preceding, during or following a game;
  - c) Showing disrespect to the officials, including the use of foul language and obscene or offensive gestures;
  - d) Not complying with the rules, regulations or policies of Softball Canada, as adopted and amended from time to time;
  - e) Any behaviour on or off the field, which in the judgment of a person in authority places the integrity of the event in jeopardy;
  - f) Deliberately disregarding the Rules of Softball as amended from time to time.
  - g) Using power and/or authority in an attempt to coerce another person to engage in inappropriate activities.
  - h) Disrespecting the property of others and causing damage.

**Examples of minor infractions:**

- i. a single incident of disrespectful, offensive, abusive (verbal/physical), racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- ii. unsportsmanlike conduct such as angry outbursts or arguing;
- iii. a single incident of being late for or absent from Softball Canada events and activities at which attendance is expected or required;
- iv. non-compliance with the rules and regulations under which Softball Canada events are conducted, whether at the local, provincial, national or international level.
- v. knowingly competing as coach or a manager on a team which has failed to obtain a travel permit;
- vi. knowingly competing in unsanctioned tournaments.

**Examples of major infractions:**

- i. repeated minor infractions;
- ii. repeated incidents of disrespectful, offensive, abusive (verbal/physical), racist or sexist comments or behaviour directed towards others, including but not limited to peers, opponents, athletes, coaches, officials, administrators, spectators and sponsors;
- iii. playing under an assumed name, falsifying an affidavit or roster, or giving false information to tournament officials;
- iv. knowingly participating while ineligible;
- v. knowingly competing with or against players who have been disqualified;
- vi. repeated unsportsmanlike conduct such as angry outbursts or arguing;
- vii. repeated incidents of being late for or absent from Softball Canada events and activities at which attendance is expected or required;
- viii. activities or behaviour which interfere with a competition or with any athlete's preparation for a competition;
- ix. pranks, jokes or other activities which endanger the safety of others;
- x. deliberate disregard for the rules and regulations under which Softball Canada events are conducted, whether at the local, provincial, national or international level;
- xi. abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
- xii. any use of alcohol by minors;
- xiii. use of illicit drugs and narcotics;
- xiv. use of banned performance enhancing drugs or methods

## SOFTBALL CANADA INCIDENT REPORT

For use by Umpires, Umpires-in-Chief, and Supervisors for reporting purposes.

### 1. CHAMPIONSHIP INFORMATION

<b>Championship:</b>	<b>City:</b>	<b>Diamond:</b>
<b>Time:</b> am    pm	<b>Date:</b> Day:                    Month:                    Year:	

### 2. OFFICIALS' INFORMATION

<b>Plate Umpire:</b>	<b>P/T:</b>	<b>Base Umpire:</b>	<b>P/T:</b>
<b>Base Umpire:</b>	<b>P/T:</b>	<b>Base Umpire:</b>	<b>P/T:</b>

### 3. TEAM INFORMATION

<b>Home Team Name:</b>	<b>Visiting Team Name:</b>
<b>Head Coach's Name</b>	<b>Head Coach's Name</b>
<b>P/T:</b>	<b>P/T:</b>

### 4. INDIVIDUAL(S) INVOLVED

<b>Name:</b>	<b>Team:</b>
<b>Name:</b>	<b>Team:</b>
<b>Name:</b>	<b>Team:</b>
<b>Name:</b>	<b>Team:</b>
<b>Name:</b>	<b>Team:</b>

### 5. NAMES OF INDIVIDUAL(S) WHO OBSERVED THE INCIDENT

NAME	PHONE #	EMAIL

### 6. INJURY

Was the person injured?	Yes	No
If an injury occurred, please complete the <b>Injury Report Form</b> and submit it with the Incident Report.		

### 7. FIELD CONDITION

<b>Condition of infield:</b>
<b>Condition of outfield:</b>
<b>Weather Conditions:</b>

### 8. REPORT SUBMISSION

Report submitted by:	P/T:
Address:	City:                    Postal Code:
Email address:	
Signature:	Date:

**Submit this report to the Tournament UIC if you are an umpire or Supervisor if player or coach.**

**NOTE:**        The Supervisor submits this report to Softball Canada with the tournament report or if a **major** infraction within **ten (10) days** of the completion of the Championship.



## SOFTBALL CANADA

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### INJURY REPORT

**This injury report is to be completed by Umpires, Umpires-in-Chief, and Supervisors for reporting purposes.**

An injury is defined as an injury that causes the player to miss part of a game or practice; or requires treatment from a trainer, nurse or other medical professional.

#### 1. CHAMPIONSHIP INFORMATION

<b>Championship:</b>	<b>City:</b>	<b>Diamond:</b>	
<b>Time:</b> am    pm	<b>Date:</b>	Day:	Month:                      Year:

#### 2. OFFICIALS' INFORMATION

<b>Plate Umpire:</b>	<b>P/T:</b>	<b>Base Umpire:</b>	<b>P/T:</b>
<b>Base Umpire:</b>	<b>P/T:</b>	<b>Base Umpire:</b>	<b>P/T:</b>

#### 3. TEAM INFORMATION

<b>Home Team Name:</b>	<b>Visiting Team Name:</b>
<b>Coach's Name</b>	<b>Coach's Name</b>
<b>P/T:</b>	<b>P/T:</b>

#### 4. INDIVIDUAL(S) INVOLVED

<b>Name:</b>	<b>Team:</b>
<b>Name:</b>	<b>Team:</b>
<b>Name:</b>	<b>Team:</b>

#### 5. NAMES OF INDIVIDUAL(S) WHO OBSERVED THE INCIDENT


#### 6. WHEN DID THE INJURY OCCUR?

A) During a practice session	
B) During a game	
C) Warming up for a game	
D) Not related to softball team participation	
E) Other: _____	

#### 7. FIELD CONDITION

<b>Condition of infield:</b>
<b>Condition of outfield:</b>
<b>Weather Conditions:</b>



**8. DESCRIPTION OF INJURY SITUATION** (Using as much detail as possible, provide an objective description of the incident. Be concise, accurate and non-judgmental.)

- e.g. Batter hit in the head by pitched ball
- e.g. Sliding into a base - sprained finger
- e.g. Collision between two fielders fielding a ball


**9. WHERE DID THE INJURY OCCUR?**

A) In the outfield	
C) While batting	
E) While on the bench	
G) While sliding	

B) In the infield	
D) Behind the plate	
F) While running bases	
H) Other: _____	

**10. WHAT BODY PART WAS INJURED?**

A) Head	
D) Back	
G) Upper Arm	
J) Wrist	
M) Upper Leg	
P) Ankle	

B) Face	
E) Abdomen	
H) Elbow	
K) Hand	
N) Knee	
Q) Foot	

C) Neck	
F) Shoulder	
I) Lower Arm	
L) Hip	
O) Lower Leg	
R) Other	

**11. TYPE OF INJURY**

A) Concussion	
D) Broken Bone	
G) Muscle Strain	
J) Bursitis	
M) Other: _____	

B) Laceration	
E) Dislocation	
H) Separation	
K) Cartilage Tear	

C) Bruise	
F) Sprain	
I) Tendinitis	
L) Shin Splints	

**12. WAS THE INJURY PREVENTABLE?**

- e.g. Poor field conditions (bumpy, holes)
- e.g. Faulty equipment (mask, batting helmet, leg pads)
- e.g. Dangerous bats (illegal bat, cracked bat)
- e.g. Poor weather conditions, rainy, cold, snow, etc.


**13. HOW WAS THE INJURY IMMEDIATELY TREATED?**

A) Person continued to play with no treatment	
B) Person continued to play following some treatment e.g. Ankle wrap, bandage, ice, washing injury, etc	
C) Person continued to play, seeking medical attention at a later time	
D) Ice was applied and person sat out for remainder of game	
E) Person taken to the hospital for medical attention immediately following the injury	
F) Other: _____	

**14. WAS A DOCTOR CONSULTED ABOUT THIS INJURY?**

A) Yes                        B) No

i) How soon after the injury? \_\_\_\_\_ (hours, days)

ii) Did the athlete go to Emergency right after the injury occurred?

A) Yes                        B) No

**15. DIAGNOSIS BY DOCTOR (S).**


**16. HOW LONG WAS THE ATHLETE OUT OF ACTIVITY/COMPETITION?**

A) Till the next inning	<input type="checkbox"/>	B) For a couple of innings	<input type="checkbox"/>
C) Rest of the game	<input type="checkbox"/>	D) One game	<input type="checkbox"/>
E) Two games	<input type="checkbox"/>	F) Three games	<input type="checkbox"/>
G) Rest of championship	<input type="checkbox"/>	H) Other: _____	<input type="checkbox"/>

**17. WAS THIS A NEW INJURY OR A RECURRENCE OF A PREVIOUS INJURY?:**

A) New                        B) Recurrence

**18. WHAT WAS THE NATURE OF THE PREVIOUS INJURY?**


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**19. COMMENTS FROM INDIVIDUAL(S) INVOLVED** (Complete if injury occurred because of a possible discipline incident)


**20. REPORT SUBMISSION**

<b>Report submitted by:</b>		
<b>Address:</b>		
<b>City:</b>	<b>P/T:</b>	<b>Postal Code:</b>
<b>Signature:</b>	<b>Date:</b>	
<b>Comments:</b>		

**21. FOLLOW UP ACTION**

The UIC and Supervisor must complete this section if injury involved a discipline infraction.

<b>Was disciplinary action taken?</b>	<b>Yes</b>	<b>No</b>	<b>If Yes, what?</b>
<b>Further action suggested?</b>	<b>Yes</b>	<b>No</b>	<b>If Yes, what?</b>
<b>UIC:</b>			<b>SC Supervisor:</b>
<b>Comments:</b>			<b>Comments:</b>

The Supervisor submits this report to Softball Canada with the tournament report.

**NOTE:** If the injury occurred because of an infraction of the Discipline Policy, please also complete the **Incident Report form**. If the infraction was a **major** infraction, this report along with the Incident Report must be submitted to Softball Canada within ten (10) days of the completion of the Championship

# Athlete/Coach Profile Form



The Host Committee of the Canadian Championship that your team is participating in would like each member of your team to complete this form and submit it back to the Host's Media Office as soon as possible.

<b>Name</b>	
<b>Position</b>	
<b>Team</b>	
<b>Team Coach</b>	
<b>Throws</b>	
<b>Bats</b>	
<b>Date of Birth</b>	
<b>Birthplace</b>	
<b>Hometown</b>	
<b>Currently Resides</b>	
<b>Most Influential Person</b>	
<b>National Softball Experience</b>	
<b>International Softball Experience</b> (where applicable)	
<b>Awards &amp; Special Accomplishments</b>	
<b>Human Interest Stories</b> <i>(for example...my sister is playing ball in the US on a scholarship; my brother was drafted by the Toronto Maple Leafs....)</i>	
<b>Other Sports</b>	

# Media Contact Information



Please contact your local radio, newspaper and television stations to collect their contact information for the Media Office at the Canadian Championship that your team is participating in. Kindly complete the form below with their contact information and submit the completed forms to the Host Committee as soon as possible.

<b>Organization</b>	
<b>Name</b> - <i>Editor/Sports Editor</i>	
<b>Title</b>	
<b>Media Type</b>	<input type="radio"/> Radio <input type="radio"/> Print <input type="radio"/> Television <input type="radio"/> Other specify
<b>Contact Details</b>	
<b>Email address</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Town/City</b>	
<b>Team (s) or Athlete (s) you are interested in following</b>	

## Appendix 9

# Unofficial Players List

Championship/Championnat	Date & Location/Date et Lieu	Representing (P/T)/Représentant (P/T)
Name of Team & City From/Nom de L'Équipe et de la ville	Team Colours/Coul. de l'Équipe	P/T Ranking/Rang P/T

<b>Legend/Légende</b> MM-Master Men/Maitres Messieurs M-Men's/Hommes W-Women's/Femmes FP-Fast Pitch/Balle Rapide SP-Slo-Pitch/Balle Lente	<b>Full name of players</b> (print BLOCK letters) <b>Nom complet des joueuses/joueurs</b> (en caractères d'imprimerie)	<b>Uniform #</b> <b>Uniforme no.</b>		<b>Position</b>	<b>Bats (L/R)</b> <b>Frappe (D/G)</b>	<b>Throws (L/R)</b> <b>Lance (D/G)</b>
		Home	Away			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Min. FP 11						
Min. MM, Co-ed & M/W SP 12						
13						
14						
15						
16						
Max. FP & M/W SP 17						
18						
19						
Max. Co-ed & MM SP 20						

### COACHES/MANAGERS

### ENTRAÎNEURS(ES)/GÉRANTS(ES)

Name/Nom	Address/Adresse	H PH./Tél. Maison	Email/Courriel