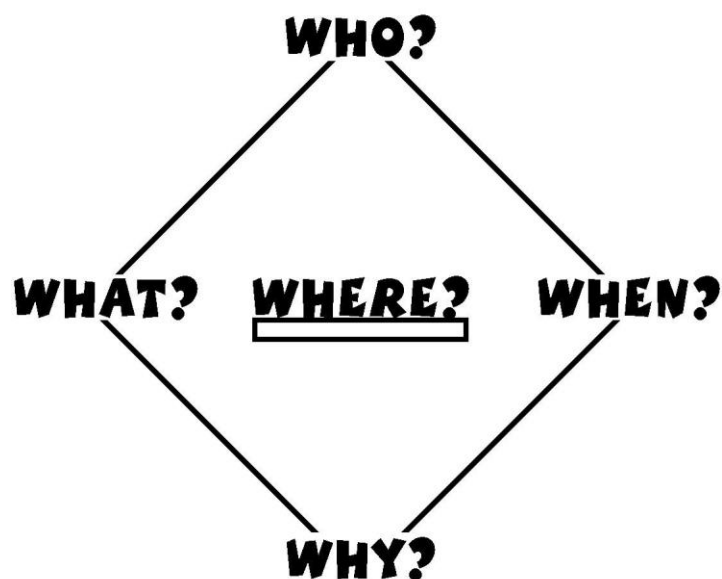




# WHAT EVERY TEAM SHOULD KNOW

BEFORE GOING TO A  
CANADIAN CHAMPIONSHIP



**AFFILIATED PROVINCIAL/TERRITORIAL SOFTBALL ASSOCIATIONS**

# ***PROVINCIAL/TERRITORIAL OFFICES***

---

**Softball Yukon**  
4061 – 4<sup>th</sup> Avenue  
Whitehorse, YK, Y1A 1H1  
(T) 867-667-4487  
(F) 867-667-4237  
softball@sportyukon.com  
www.softballyukon.com

**Softball Northwest Territories**  
4908 – 49<sup>th</sup> Street, Box 11089  
Yellowknife, NT  
X1A 3X7  
(B) 867-773-2429  
(F) 867-445-5014  
paulg@theedge.ca  
www.nwtsoftball.com

**Softball Nunavut**  
(B) 867-793-3307  
(F) 888-765-5506  
dpenney@gov.nu.ca

**Softball British Columbia**  
#201 -8889  
Walnut Grove Drive  
Langley, BC, V1M 2N7  
(T) 604-371-0302(F) 604-371-0344  
info@softball.bc.ca  
www.softball.bc.ca

**Softball Saskatchewan**  
2205 Victoria Avenue  
Regina, SK, S4P 0S4  
(T) 306-780-9235  
(F) 306-780-9483  
guy@softball.sk.ca  
www.softball.sk.ca

**Softball Manitoba**  
321-145 Pacific Avenue  
Winnipeg, MB, R3B 2Z6  
(T) 204-925-5674  
(F) 204-925-5703  
donklym@mymts.net  
www.softball.mb.ca

**Softball Ontario**  
301 – 85 Scarsdale Road  
Toronto, ON, M3B 2R2  
(T) 416-426-7150  
(F) 416-426-7150  
info@softballontario.ca  
www.softballontario.ca

**Softball Québec**  
4545 Ave Pierre de Coubertin,  
Montreal, QC, H1V 0B2  
(B) 514-252-3061, Ext.3517  
(F) 514-252-3134  
cgagnon@loisirquebec.gc.ca  
www.softballquebec.com

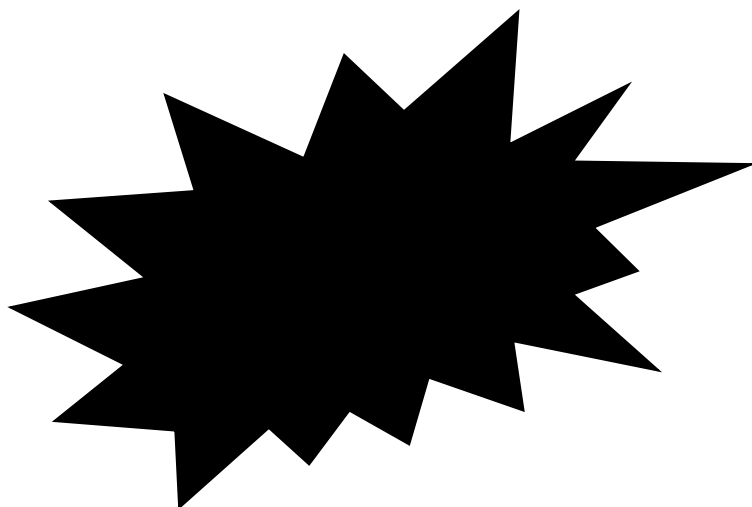
**Softball Nova Scotia**  
5516 Spring Garden Road,  
4th Floor  
Halifax, NS, B3J 1G6  
(T) 902-425-5454, Ext.313  
(F) 902-425-5606  
softballns@sportnovascotia.ca  
[www.softballns.net](http://www.softballns.net)

**Softball Newfoundland & Labrador**  
1296A Kenmount Road  
Paradise, NL, A1L 1N3  
(T) 709-576-3418  
(F) 709-576-7081  
executivedirector@softballnl.ca  
[www.softballnl.ca](http://www.softballnl.ca)

**Softball Prince Edward Island**  
40 Enman Crescent Suite  
203  
Charlottetown, PE, C1E 1E6  
(T) 902-620-3549  
(F) 902-368-4548  
softballpei@gmail.com  
www.softballpei.com

**Softball Alberta**  
9860-33 Avenue NW  
Edmonton, AB T6N 1C6  
(T) 780-461-7735  
(F) 780-461-7757  
info@softballalberta.ca  
www.softballalberta.ca

**Softball New Brunswick**  
1668 Route 655  
Rusagonis, NB, E3B 8H8  
(H) 506-454-8994  
softball@softballnb.ca  
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 (SOR). 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!*

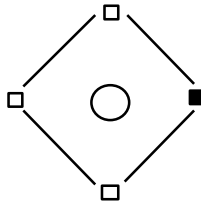
### CANADIAN CHAMPIONSHIP COMMITTEE SOFTBALL CANADA

#### 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 \$750 and this registration fee must be paid at the time of registration.

**Note:** A P/T withdrawing a Slo-Pitch team between May 1<sup>st</sup> – July 15 deadline will forfeit their registration fee and will be fined an additional \$1000. After the July 15<sup>th</sup> deadline, the fine will be \$2000. This penalty will be equally divided between Softball Canada and the Host.

A P/T withdrawing a Fast-pitch team **between** June 7<sup>th</sup> – July 15<sup>th</sup> deadline will forfeit their registration fee and will be fined an additional \$1,000. After the July 15<sup>th</sup> deadline, the fine will be \$2000. 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
- 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) One of the registered coaches or manager must be fully certified Level II – softball (theory, technical, practical) or Competition – Introduction Certified in the National Coaching Certification Program and must be in attendance at all games and on the team's bench.
- 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 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) Mandatory attendance at the Coaches/Managers Meeting
  - b) Uniform requirements
  - c) Helmets
  - d) Attendance at opening banquets, opening ceremonies, etc.
  - e) 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.
- 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) Request for submission of team information and picture for event program
- f) Banquet information and order form
- g) Description of playing facilities
- h) Ticket information
- i) Schedule of events including coaches/managers meeting, ceremonies and other special events
- j) Tournament Schedule (if available)
- k) Map of area
- l) A team checklist for information required by Host Committee, (i.e. s, roster, photographs, team biography, etc.) along with deadlines for submission
- m) 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 5**). Please complete the form and submit it to the Host Chairperson immediately.

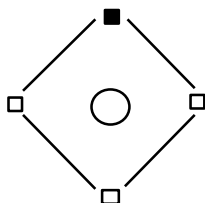
## **TRAVEL ARRANGEMENTS**

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 between 3:00-8:00p.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.

## **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 OPL 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 Concussion protocol 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 U19 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 OPL. The Host Committee is allowed to charge up to a maximum of \$20 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 3:00 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 when ideal.
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**

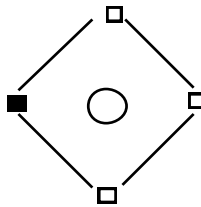
The schedule for ALL Canadian Championships should be available no later than three (3) weeks prior to the start date. A copy of all draws may be obtained from your respective Provincial/Territorial Softball Association. The official draw will also be posted on the Championship website.

**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). It can be found under: Resources – Special Operating Rules.

### **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 ***next round of play***, home teams will be determined by the ***previous*** round standings, the higher placing team will have a choice of inning.

a) If two ***or more*** divisions ***were in the previous round***, the highest placed team from ***the*** division ***pairings*** will have choice of inning ***in the first game***.

b) ***In subsequent games, the higher ranked team of all divisions (of the previous round) combined will have choice of inning.***

c) If teams *of all divisions combined (of the previous round)* are ranked equal, a coin toss will determine the higher placing team.

**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 or at the beginning of 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 prohibited.

## **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 B*).

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 4*) 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.

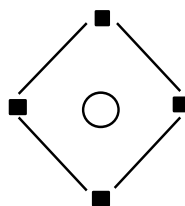
## **NATIONAL TEAM SCOUTS**

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. The survey/evaluation is also available on our website at [www.softball.ca](http://www.softball.ca). 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 – Concussion Protocol**

## **Belief**

Whereby Softball Canada is committed to promoting softball environments that are safe, inclusive and provide opportunities for all athletes to enjoy the sport of softball regardless of capacity or role. This includes taking steps to reduce the risk of injury within softball. The purpose of this policy is to educate staff, coaches, athletes, parents/guardians and the greater softball community (volunteers) on concussion prevention, signs and symptoms, and Return to Play guidelines in the event of a diagnosed, or suspected concussion.

## **Objectives**

1. Softball Canada is committed to promoting the safety and well-being of athletes and recognizes that head injuries and/or concussions can adversely impact the cognitive, physical, emotional and social development of athletes.
2. Softball Canada will undertake promotional efforts to develop awareness about head injury prevention and concussion management amongst Softball Canada staff, member organizations, coaches, athletes, parents/guardians and the softball community (volunteers).
3. Softball Canada will work to establish guidelines for the identification and management of head injuries and/or concussions.
4. Softball Canada will work with all member organizations to promote Return to Play guidelines into all levels of play.

## **Concussion Overview**

A concussion is a type of traumatic brain injury that can have serious effects particularly on a young, developing brain. While most individuals with concussions recover quickly and fully, some will have concussion symptoms that last for days, weeks, months – even years. These may include changes in how an individual thinks, feels, and acts, as well as their ability to learn and remember. While rare, a repeat concussion can result in brain swelling or permanent brain damage. Concussions should be treated on a case by case basis, as no two concussions are the same.

## **Glossary**

### **Concussion**

- A brain injury that causes change in how the brain functions, leading to symptoms that can be physical (e.g. headaches, dizziness), cognitive (e.g. difficulty concentrating or remembering), emotional/behavioral (e.g. depression/irritability), and/or related to sleep (e.g. drowsiness, difficulty falling asleep).
- May be caused by either a direct blow to the head, face or neck, or blow to the body that transmits a force to the head that causes the brain to move rapidly in the skull.

- Can occur even if there is no loss of consciousness and cannot normally be seen on x-rays, standard CT scans or MRIs.

## **Procedure**

### **Steps and Responsibilities in Suspected or Diagnosed Concussions - Initial Response**

#### **Unconscious Athlete**

1. Stop the activity immediately – assume concussion.
2. Initiate Emergency Action Plan and call 911. Assume a neck injury. Only if properly trained, immobilize the athlete. DO NOT move athlete or remove equipment unless there is difficulty breathing.
3. Remain with athlete until emergency medical help arrives.
4. Contact athlete's parent/guardian (or emergency contact) to inform of the incident and that emergency medical help has been contacted.
5. Monitor athlete and document any changes (physical, cognitive, emotional/behavioral)
6. If athlete regains consciousness, encourage athlete to remain calm and still. Do not administer any medication (unless athlete requires medication for other conditions - i.e. insulin).
7. Complete the Suspected Concussion Identification Tool (see Appendix for example). Provide duplicate copy to parent/guardian as soon as possible.
8. Forward Suspected Concussion Identification Tool to the appropriate organizations (local association, Provincial/Territorial Association or Softball Canada).
9. Indicate to the athlete and their parent/guardian (if applicable), they shall not participate in any physical activities until the parent/guardian communicates the results of a medical examination to all required parties.
10. Complete an Injury Reporting Form (see Appendix for example) for documentation following the incident and upon the athletes return to activity.

#### **Conscious Athlete but Concussion is Suspected**

1. Stop the activity immediately.
2. When safe to do so, remove the athlete from current activity/game.
3. Initiate Emergency Action Plan as laid out by the coach.
4. Conduct an initial assessment using the Suspected Concussion Identification Tool (Appendix A).
5. Do not allow athlete to return to play in the activity, game or practice that day even if the athlete states he/she is feeling better.
6. Contact the athlete's parent/guardian (or emergency contact) to inform them:
  - of the incident
  - that they need to come and pick up the athlete
  - that the athlete needs to be examined by a doctor or nurse practitioner as soon as possible that day

7. Monitor and document any changes (e.g., physical, cognitive, emotional/behavioral) in the athlete. If signs or symptoms worsen, call 911.
8. Do not administer medication (unless athlete requires medication for other conditions, e.g., insulin).
9. Stay with the athlete until his/her parent/guardian (or emergency contact) arrives.
10. Athlete must not leave the premises without parent/guardian supervision.
11. Provide parent/guardian (emergency contact) a signed copy of Appendix A - Tool to Identify a Suspected Concussion.
12. Attending staff to inform appropriate organization of suspected concussion, and forward a copy of the completed and signed Appendix A - Tool to Identify a Suspected Concussion, which is to be retained in athlete records.
13. Inform all coaching staff and volunteers who work with the athlete of the suspected concussion.
14. Indicate that the athlete shall not participate in any learning or physical activities until parent/guardian communicates the results of the medical examination to the Coaching staff.

### **Prevention**

Any time an athlete is involved in a physical activity, there is a chance of sustaining a concussion; therefore it is important to take preventative measures while encouraging a culture of safety and mindfulness when athletes are being physically active. Regardless of the steps taken to prevent injury, some athletes will continue to be injured. The severity of the injury can be mitigated by the following:

1. Education of the coaches, staff, parent, volunteers and athletes to:
  - a. Recognize symptoms of a concussion
  - b. Remove the athlete from play
  - c. Refer the athlete to a medical doctor/nurse practitioner
2. Wearing sport specific protective equipment:
  - a. Equipment should fit properly;
  - b. Equipment should be well maintained;
  - c. Equipment should be worn consistently and correctly;
  - d. Equipment should meet current safety standards; and
  - e. Damaged or expired equipment should be replaced.
3. Follow Softball Canada's rulebook and enforce a Code of Conduct (see Appendices for example).
4. Ensure players receive instruction, understand and follow softball specific safety rules and skills prior to participation.
5. Teach skills in proper progression.
6. Outline the concussion risks associated with the sport and demonstrate how they can be minimized (teach proper sport techniques – sliding, hitting, etc.).
7. Athletes must follow their coach/supervising volunteer's safety instructions at all times.
8. Reinforce the importance of following Softball Canada's rulebook
9. Discourage parents/guardians/coaches/teachers/volunteers/staff from pressuring recovering concussed athletes to play before they are ready.



10. Parents need to reinforce with their child the importance of following Softball Canada safety procedures.
11. Parents need to report concussion history to their coaches/volunteers/staff.
12. Provide reassurance, support and make accommodations to concussed athletes as needed.

### **Conclusion**

Despite prevention strategies listed above, head injuries will still occur. Softball Canada, its staff and member organizations, coaches and volunteers who are involved in a Softball Canada event will not be held personally liable in a civil proceeding for an act of omission if the person acts reasonably in the circumstance and in good faith

## Appendices

### A. Tool to Identify a Suspected Concussion

Athlete's name: \_\_\_\_\_ Age: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Name of person monitoring athlete at scene: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_

Description of incident: ☐ Blow to the head ☐ Hit to the body

What happened?

The following signs/symptoms were observed/reported (Please circle as appropriate):

| Possible Symptoms Reported  | Possible Signs Observed   |
|---|---|
| <b>Physical</b> <ul style="list-style-type: none"><li>• Headache</li><li>• Pressure in head</li><li>• Neck pain</li><li>• Feeling off/ not right</li><li>• Ringing in ears</li><li>• Seeing double or blurry/loss of vision</li><li>• Seeing stars, flashing lights</li><li>• Pain at physical site of injury</li><li>• Nausea/stomach ache/pain</li><li>• Balance problems or dizziness</li><li>• Fatigue or feeling tired</li><li>• Sensitivity to light or noise</li></ul> <b>Cognitive</b> <ul style="list-style-type: none"><li>• Difficulty concentrating or remembering</li><li>• Slowed down, fatigue or low energy</li><li>• Dazed or in a fog</li></ul> <b>Emotional/Behavioral</b> <ul style="list-style-type: none"><li>• Irritable, sad, more emotional than usual</li><li>• Nervous, anxious, depressed</li></ul> | <b>Physical</b> <ul style="list-style-type: none"><li>• Vomiting</li><li>• Slurred speech</li><li>• Slowed reaction time</li><li>• Poor coordination or balance</li><li>• Blank stare/glassy eyes/dazed or vacant look</li><li>• Decreased playing ability</li><li>• Loss of consciousness or lack of responsiveness</li><li>• Lying motionless on the ground or slow to get up</li><li>• Amnesia</li><li>• Seizure or convulsion</li><li>• Grabbing or clutching of head</li></ul> <b>Cognitive</b> <ul style="list-style-type: none"><li>• Difficulty concentrating</li><li>• Easily distracted</li><li>• General confusion</li><li>• Does not know time, date, place, type of activity in which he/she was participating</li><li>• Cannot remember things that happened before and after the injury</li><li>• Slowed reaction time (answering questions or following directions)</li></ul> <b>Emotional/Behavioral</b> <ul style="list-style-type: none"><li>• Strange or inappropriate emotions</li></ul> |
| <b>*Note – Continued monitoring of the athlete is important as signs and symptoms of a concussion may appear hours or days later. If any signs worsen, call 911.</b>  |   |

## B. Concussion Report

### Concussion Report

\_\_\_\_\_ (athlete name) sustained a suspected concussion on \_\_\_\_\_ (date) at \_\_\_\_\_ (time). As a result, this athlete must be seen by a medical doctor or nurse practitioner. Prior to returning to active softball practices/games, the parent/guardian must inform the team coach of the results of the medical examination by completing the following:

#### Results of Medical Examination

- ☐ This athlete has been examined and **no concussion** has been diagnosed, and therefore may resume full participation in learning and physical activity with no restrictions.
- ☐ This athlete has been examined and **a concussion has been diagnosed**, and therefore must begin a medically-supervised, individualized and gradual Return to Play Plan using the Return to Play Guidelines.
- ☐ I have been informed of the team's/association's concern regarding my child having a suspected concussion and decline to have him/her assessed by a medical professional. I understand my child will still need to follow Return to Play guidelines as directed by the coach, staff, trainer, etc.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Physician signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Comments:

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### **C. Return to Play Guidelines**

A concussion is a serious event. Returning to normal activities, including sport participation, is a step-wise process that requires patience, attention, and caution.

#### **STEP 1: NO ACTIVITY, ONLY COMPLETE REST.**

- Limit school, work and tasks requiring concentration. Refrain from physical activity until symptoms are gone. Once symptoms are gone, a physician, preferably one with experience managing concussions, should be consulted before beginning a step wise Return to Play process.

#### **STEP 2: LIGHT AEROBIC EXERCISE.**

- Activities such as walking or stationary cycling. The player should be supervised by someone who can help monitor for symptoms and signs. No resistance training or weight lifting. The duration and intensity of the aerobic exercise can be gradually increased over time if no symptoms or signs return during the exercise or the next day.
- SYMPTOMS: Return to rest until symptoms have resolved. If symptoms persist, consult a physician.
- NO SYMPTOMS: Proceed to Step 3 the next day.

#### **STEP 3: SPORT SPECIFIC ACTIVITIES.**

- Activities such as skating or throwing can begin at step 3. There should be no body contact or other jarring motions such as high speed stops or hitting a baseball with a bat.
- SYMPTOMS: Return to rest until symptoms have resolved. If symptoms persist, consult a physician.
- NO SYMPTOMS: Proceed to Step 4 the next day.

#### **STEP 4: BEGIN DRILLS WITHOUT BODY CONTACT.**

- SYMPTOMS: Return to rest until symptoms have resolved. If symptoms persist, consult a physician.
- NO SYMPTOMS: The time needed to progress from non-contact exercise will vary with the severity of the concussion and with the player. Proceed to Step 5 only after medical clearance.

#### **STEP 5: BEGIN DRILLS WITH BODY CONTACT.**

- SYMPTOMS: Return to rest until symptoms have resolved. If symptoms persist, consult a physician.
- NO SYMPTOMS: Proceed to Step 6 the next day.

#### **STEP 6: GAME PLAY.**

#### **MEDICAL CLEARANCE**

- These Return to Play guidelines and this policy require the participant to consult with a physician throughout the return to play process and provide proof of medical clearance before being eligible for progression.

#### **D. Informed Consent**

##### **INFORMED CONSENT / PERMISSION FORM FOR TEAMS**

*[Name of Team]*

*[Description of activity]*

*[Date (s)]*

**THIS FORM MUST BE READ AND SIGNED BY EVERY ATHLETE WHO WISHES TO PARTICIPATE AND BY A PARENT GUARDIAN OF A PARTICIPATING ATHLETE IF THE ATHLETE IS UNDER THE AGE OF MAJORITY.**

##### **ELEMENTS OF RISK:**

Softball activities involve certain elements of risk. Injuries may occur while participating in these activities. The following includes, but is not limited to, examples of the types of injury which may result during an activity: fracture, laceration, sprain, strain, contusion, concussion, etc.

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the athlete, or the team, the organization, its employees/agents or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your athlete may be injured.

The chance of injury occurring can be reduced by carefully following instructions at all times while engaged in the activity. If you choose to participate, you must understand that you bear the responsibility for any injury that might occur.

Please indicate if your athlete has been diagnosed as having any medical conditions and provide pertinent details to ensure a safe and positive environment.

If your athlete is presently diagnosed with a concussion by a medical doctor/nurse practitioner, that was sustained outside of team physical activity, the Concussion Report must be completed before the athlete returns to practice/games, or other competitions. Request the form from your Provincial/Territorial administrator or from [www.softball.ca](http://www.softball.ca).

##### **ACKNOWLEDGEMENT**

**I/WE HAVE READ THE ABOVE AND UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED**

**ABOVE, I/WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.**

Signature of Athlete: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ *(if athlete under 18 years of age)*

##### **PERMISSION**

**I GIVE PERMISSION TO PARTICIPATE IN THE ACTIVITY DESCRIBED ABOVE.**

Signature of Athlete: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ *(if athlete under 18 years of age)*

#### **E. Codes of Conduct**

##### **1. Player's Code of Conduct**

- I will wear the proper equipment and wear it correctly.

- I will develop my skill and body strength so that I can play to the best of my ability.
- I understand that a concussion is a serious brain injury that has both long and short term effects.
- I understand that I do not need to lose consciousness to have a concussion.
- I understand that any blow to the head, face, neck or a blow to the body which causes a sudden jarring of the head may cause a concussion.
- I understand that if I suspect I might have a concussion, I should stop playing the sport immediately.
- I understand that playing with a suspected concussion increases my risk of more severe, longer lasting concussion symptoms, as well as increases my risk of other injuries.
- I will not hide my symptoms. I will tell my coach, trainer, parent or other responsible person if I am concerned I have a concussion and/or experience any signs and symptoms of a concussion following a collision.
- I understand I will not be able to return to play following a collision where I experience signs and symptoms of a concussion.
- I understand I will have to be cleared by a physician or qualified medical professional, preferably one with experience in concussion management, prior to returning to play.
- I understand and will follow the Return to Play guidelines when returning to activity as laid out by my team, association, or other appropriate organization.
- I will respect the rules of the game.
- I will respect my opponents and play fair.
- I will not fight or attempt to injure anyone on purpose.
- I will respect my coaches, trainers, parents and the medical professionals and any decisions made with regards to my health and safety.

## **2. Coach's Code of Conduct**

- I will ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment.

- I will avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes' medical and psychological problems.
- I will ensure my players wear the proper equipment and wear it correctly.
- I will help my players develop the skills and body strength so that they can play to the best of their ability.
- I understand that a concussion is a serious brain injury that has both long and short term effects.
- I understand that an athlete does not need to lose consciousness to have a concussion.
- I understand that any blow to the head, face, neck or a blow to the body which causes a sudden jarring of the head may cause a concussion.
- I understand that if I suspect a player might have a concussion, they should stop playing the sport immediately.
- I understand that an athlete playing with a suspected concussion increases their risk of more severe, longer lasting concussion symptoms, as well as increases their risk of other injuries.
- I will not hide a player's symptoms. I will tell the athlete's other coaches, trainers, parents or other responsible people if I am concerned an athlete has a concussion and/or experiences any signs and symptoms of a concussion following a collision.
- I understand an athlete will not be able to return to play following a collision where they experience signs and symptoms of a concussion.
- I understand the athlete will have to be cleared by a physician or qualified medical professional, preferably one with experience in concussion management, prior to returning to play.
- I understand and will ensure the athletes follow the Return to Play guidelines when returning to activity as laid out by the team, association, or other appropriate organization.
- I will ensure my players respect the rules of the game.
- I will ensure my players respect opponents and play fair.
- I will not tolerate any athlete fighting or attempting to injure anyone on purpose.
- I will respect other coaches, trainers, parents and the medical professionals and any decisions made with regards to the health and safety of the athletes on my team.

### **3. Parent/Guardian's Code of Conduct**

- I will report any medical problems of my child/athlete in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete.
- I will encourage players to always play according to the rules.

- I understand that a concussion is a serious brain injury that has both long and short term effects.
- I understand that an athlete does not need to lose consciousness to have a concussion.
- I understand that any blow to the head, face, neck or a blow to the body which causes a sudden jarring of the head may cause a concussion.
- I understand that if I suspect a player might have a concussion, they should stop playing the sport immediately.
- I understand that an athlete playing with a suspected concussion increases their risk of more severe, longer lasting concussion symptoms, as well as increases their risk of other injuries.
- I will not hide a player's symptoms. I will tell the athlete's coaches, trainers, parents or other responsible people if I am concerned an athlete has a concussion and/or experiences any signs and symptoms of a concussion following a collision.
- I understand an athlete will not be able to return to play following a collision where they experience signs and symptoms of a concussion.
- I understand the athlete will have to be cleared by a physician or qualified medical professional, preferably one with experience in concussion management, prior to returning to play.
- I understand and will ensure the athletes follow the Return to Play guidelines when returning to activity as laid out by the team, association, or other appropriate organization.
- I will encourage all athletes to respect opponents and play fair.
- I will not tolerate any athlete fighting or attempting to injure anyone on purpose.
- I will respect other coaches, trainers, parents and the medical professionals and any decisions made with regards to the health and safety of the athletes.

#### **4. Administrator's / League Official's Code of Conduct**

- I will report any medical problems in a timely fashion, where such problems may limit an athlete's ability to travel, train or compete.
- I will ensure that parents, coaches, and participants understand that a concussion is a serious brain injury that has both long and short term effects.



- I will communicate to the softball community that an athlete does not need to lose consciousness to have a concussion.
- I will communicate to the softball community that any blow to the head, face, neck or a blow to the body which causes a sudden jarring of the head may cause a concussion.
- I will promote that if anyone suspects a player might have a concussion, the player should stop playing the sport immediately.
- I understand and will communicate to the softball community that an athlete playing with a suspected concussion increases their risk of more severe, longer lasting concussion symptoms, as well as increases their risk of other injuries.
- I will not hide a player's symptoms. I will tell the athlete's coaches, trainers, parents or other responsible people if there is concern that an athlete has a concussion and/or experiences any signs and symptoms of a concussion following a collision.
- I understand and uphold that an athlete will not be able to return to play following a collision where they experience signs and symptoms of a concussion.
- I understand and will uphold that an athlete will have to be cleared by a physician or qualified medical professional, preferably one with experience in concussion management, prior to returning to play.
- I understand and will ensure the athletes follow the Return to Play guidelines when returning to activity as laid out by the team, association, or other appropriate organization.
- I will encourage all players to respect opponents and play fair.
- I will not tolerate any athlete fighting or attempting to injure anyone on purpose.
- I will respect all coaches, trainers, parents and the medical professionals and any decisions made with regards to the health and safety of the athletes.

#### F. **References**

Softball Canada would like to acknowledge the following documents and organization from where parts of this policy were derived.

1. Softball Ontario SAFE Star Program
2. Parachute Canada
3. Brant Haldimand Norfolk School Board Concussion Policy

4. Kidshealth.org
5. OPHEA (Ontario Physical Health Education Association)



## Appendix 2

### Discipline and Complaints Policy

#### **DEFINITIONS**

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

#### **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.
8. This Policy also applies to Individuals' conduct outside of Softball Canada's business, activities, and events when such conduct adversely affects relationships within Softball Canada (its work and/or sport environment) or is detrimental to the image and reputation of Softball Canada. The jurisdiction of this Policy will be determined by Softball Canada at its sole discretion.
9. This Policy does not prevent an appropriate person having authority from taking immediate, informal or corrective action. Further sanctions may be applied in accordance with the procedures set out in this Policy.

### **Reporting a Complaint**

10. Any Member may report to 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.
11. 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.
12. At Softball Canada's discretion, Softball Canada may act as the complainant and initiate the complaint process under the terms of this Policy. In such cases, Softball Canada will identify an individual to represent Softball Canada.

### **Case Manager**

13. 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.
14. The Case Manager has a responsibility to:
  - a) Determine whether the complaint is frivolous or vexatious and within the jurisdiction of this Policy;
  - b) Propose the use of mediation;
  - c) Appoint a Panel, if necessary, in accordance with this Policy;
  - d) Determine the format of the hearing, in cooperation with the Panel;
  - 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.

## **DISCIPLINARY PROCEDURES**

15. If the Case Manager determines the complaint is:
  - a) Frivolous or outside the jurisdiction of this Policy, the complaint will be dismissed immediately.
  - b) Not frivolous and within the jurisdiction of this Policy, the Case Manager will notify the Parties the complaint is accepted and the applicable next steps.
16. The Case Manager's decision to accept or dismiss the complaint may not be appealed.
17. The Case Manager will establish and adhere to timeframes that ensure procedural fairness and that the matter is heard in a timely fashion.
18. After notifying the Parties that the complaint has been accepted, the Case Manager will first, propose mediation with the objective of resolving the dispute. If the dispute is not resolved or the parties refuse mediation, the Case Manager will appoint a Discipline Panel, which shall consist of a single Adjudicator, to hear the complaint. In extraordinary circumstances, and at the discretion of the Case Manager, a Panel of three persons may be appointed to hear the complaint. In this event, the Case Manager will appoint one of the Panel's members to serve as the Chair.
19. The Case Manager, in cooperation with the Discipline Panel, will then decide the format under which the complaint will be heard. This decision may not be appealed. The format of the hearing, may involve direct communications with the Parties, an oral in-person hearing, an oral hearing by telephone or other telecommunications, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Case Manager and the Discipline Panel deem appropriate in the circumstances, provided that:
  - a) The Parties will be given appropriate notice of the day, time, and place of the hearing, in the case of an oral in-person hearing, an oral hearing by telephone or other telecommunications
  - b) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties, through the Case Manager, in advance of the hearing and/or decision rendered
  - c) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
  - d) The Discipline Panel may request that any other individual participate and give evidence at the hearing
  - e) The Discipline Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the complaint, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
  - f) The decision will be by a majority vote of the Discipline Panel

20. If a decision affects a 3<sup>rd</sup> party to the extent that the 3<sup>rd</sup> party would have recourse to a complaint or an appeal in their own right, that 3<sup>rd</sup> party will become a party and apart of the complaint procedure to the complaint in question and will be bound by the decision.
21. 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.
22. 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.
23. If the Respondent chooses not to participate in the hearing, the hearing will proceed in any event.
24. In fulfilling its duties, the Panel may obtain independent advice.

### **Decision**

25. After hearing and/or reviewing 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. In extraordinary circumstances, the Discipline Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter.

### **Sanctions**

26. The Discipline Panel may apply the following disciplinary sanctions singly or in combination;
  - 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) Withholding of prize money or awards;
  - k) Payment of the cost of repairs for property damage;
  - l) Service or other contribution to Softball Canada;
  - m) 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 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 and/or completion of the criminal process.

### **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**

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

## **APPENDIX A**

### **SOFTBALL CANADA CODE OF CONDUCT**

#### **Definitions**

1. The following terms have these meanings in this Code:
  - a) “*Association*” – Softball Canada
  - b) “*Individuals*” –All categories of membership defined in the Softball Canada Bylaws, as well as to all individuals engaged in activities with or employed by Softball Canada, including, but not limited to, athletes, coaches, officials, volunteers, directors, officers, team managers, team captains, medical and paramedical personnel, administrators and employees (including contract personnel).
  - c) “*Workplace*” - Any place where business or work-related activities are conducted. Workplaces include but are not limited to, the Association’s office, work-related social functions, work assignments outside the Association’s offices, work-related travel, and work-related conferences or training sessions

#### **Purpose**

2. The purpose of this Code is to ensure a safe and positive environment (within the Association’s programs, activities, and events) by making Individuals aware that there is an expectation, at all times, of appropriate behaviour consistent with the Association’s core values. The Association supports equal opportunity, prohibits discriminatory practices, and is committed to providing an environment in which all individuals are treated with respect and fairness.

#### **Application of this Policy**

3. 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.
4. 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.
5. An Individual who violates this Code may be subject to sanctions pursuant to the Association’s *Discipline and Complaints Policy*. In addition to facing possible sanction pursuant to the Association’s *Discipline and Complaints Policy*, an Individual who violates this Code during a competition may be ejected from the competition or the playing area, the official may delay the competition until the Individual complies with the ejection, and the Individual may be subject to any additional discipline.
6. An employee of the Association found to have engaged in acts of violence or harassment against any other employee, worker, contractor, member, customer, supplier, client or other third party during business hours, or at any Association event, will be subject to appropriate disciplinary action.

## Responsibilities

### 7. Individuals have a responsibility to:

- a) Maintain and enhance the dignity and self-esteem of the Association members and other individuals by:
  - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, age, ancestry, color, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, and sexual orientation
  - ii. Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees, or members
  - iii. Consistently demonstrating the spirit of sportsmanship, sport leadership, and ethical conduct
  - iv. Acting, when appropriate, to correct or prevent practices that are unjustly discriminatory
  - v. Consistently treating individuals fairly and reasonably
  - vi. Ensuring adherence to the rules of the sport and the spirit of those rules
- b) Refrain from any behaviour that constitutes **harassment**, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading, or malicious. Types of behaviour that constitute harassment include, but are not limited to:
  - i. Written or verbal abuse, threats, or outbursts
  - ii. Persistent unwelcome remarks, jokes, comments, innuendo, or taunts
  - iii. Leering or other suggestive or obscene gestures
  - iv. Condescending or patronizing behaviour which is intended to undermine self-esteem, diminish performance or adversely affect working conditions
  - v. Practical jokes which endanger a person's safety, or negatively affect performance
  - vi. Any form of hazing
  - vii. Unwanted physical contact including, but not limited to, touching, petting, pinching, or kissing
  - viii. Unwelcome sexual flirtations, advances, requests, or invitations
  - ix. Physical or sexual assault
  - x. Behaviors such as those described above that are not directed towards a specific individual or group but have the same effect of creating a negative or hostile environment
  - xi. Retaliation or threats of retaliation against an individual who reports harassment to the Association
- c) Refrain from any behaviour that constitutes **workplace harassment**, where workplace harassment is defined as vexatious comment or conduct against a worker in a workplace – a comment or conduct that is known or ought reasonably to be known to be unwelcome. Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including measures to correct performance deficiencies, such as placing someone on a performance improvement plan,



or imposing discipline for workplace infractions. Types of behaviour that constitute workplace harassment include, but are not limited to:

- i. Bullying
  - ii. Repeated offensive or intimidating phone calls or emails
  - iii. Inappropriate sexual touching, advances, suggestions or requests
  - iv. Displaying or circulating offensive pictures, photographs or materials in printed or electronic form
  - v. Psychological abuse
  - vi. Personal harassment
  - vii. Discrimination
  - viii. Intimidating words or conduct (offensive jokes or innuendos)
  - ix. Words or actions which are known or should reasonably be known to be offensive, embarrassing, humiliating, or demeaning
- d) Refrain from any behaviour that constitutes **workplace violence**, where workplace violence is defined as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker; an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker; or a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker. Types of behaviour that constitute workplace harassment include, but are not limited to:
- i. Verbal threats to attack a worker
  - ii. Sending to or leaving threatening notes or emails for a worker
  - iii. Making threatening physical gestures to a worker
  - iv. Wielding a weapon in a workplace
  - v. Hitting, pinching or unwanted touching of a worker which is not accidental
  - vi. Throwing an object at a worker
  - vii. Blocking normal movement or physical interference of a worker, with or without the use of equipment
  - viii. Sexual violence against a worker
  - ix. Any attempt to engage in the type of conduct outlined above
- e) Refrain from any behaviour that constitutes **sexual harassment**, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favours, or conduct of a sexual nature. Types of behaviour that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes
  - ii. Display of sexually offensive material
  - iii. Sexually degrading words used to describe a person
  - iv. Inquiries or comments about a person's sex life
  - v. Unwelcome sexual flirtations, advances, or propositions
  - vi. Persistent unwanted contact
- f) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, the Association adopts and adheres to the Canadian Anti-Doping Program. Any infraction under this Program shall be considered an infraction of

this Code and may be subject to further disciplinary action, and possible sanction, pursuant to the Association's *Discipline and Complaints Policy*. the Association will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the Association or any other sport Association

- g) Refrain from associating with any person for the purpose of coaching, training, competition, instruction, administration, management, athletic development, or supervision of the sport, who has incurred an anti-doping rule violation and is serving a sanction involving a period of ineligibility imposed pursuant to the Canadian Anti-Doping Program and/or the World Anti-Doping Code and recognized by the Canadian Centre for Ethics in Sport (CCES)
- h) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities
- i) Refrain from consuming tobacco products, or recreational drugs while participating in the Association's programs, activities, competitions, or events
- j) In the case of adults, avoid consuming alcohol in competitions and situations where minors are present and take reasonable steps to manage the responsible consumption of alcohol in adult-oriented social situations associated with the Association's events
- k) Respect the property of others and not willfully cause damage
- l) Promote the sport in the most constructive and positive manner possible
- m) **Adhere to all federal, provincial, municipal and host country laws**
- n) Comply, at all times, with the Association's bylaws, policies, procedures, and rules and regulations, as adopted and amended from time to time

#### **Board/Committee Members and Staff**

- 8. In addition to section 7 (above), the Association's Directors, Committee Members, and Staff will have additional responsibilities to:
  - a) Function primarily as a member of the board and/or committee(s) of the Association; not as a member of any other particular member or constituency
  - b) Act with honesty and integrity and conduct themselves in a manner consistent with the nature and responsibilities of the Association's business and the maintenance of Individuals' confidence
  - c) Ensure that the Association's financial affairs are conducted in a responsible and transparent manner with due regard for all fiduciary responsibilities
  - d) Conduct themselves openly, professionally, lawfully and in good faith in the best interests of the Association
  - e) Be independent and impartial and not be influenced by self-interest, outside pressure, expectation of reward, or fear of criticism
  - f) Behave with decorum appropriate to both circumstance and position and be fair, equitable, considerate, and honest in all dealings with others
  - g) Keep informed about the Association's activities, the provincial sport community, and general trends in the sectors in which they operate
  - h) Exercise the degree of care, diligence, and skill required in the performance of their duties pursuant to the laws under which the Association is incorporated
  - i) Respect the confidentiality appropriate to issues of a sensitive nature

- j) Ensure that all Individuals are given sufficient opportunity to express opinions, and that all opinions are given due consideration and weight
- k) Respect the decisions of the majority and resign if unable to do so
- l) Commit the time to attend meetings and be diligent in preparation for, and participation in, discussions at such meetings
- m) Have a thorough knowledge and understanding of all the Association governance documents
- n) Conform to the bylaws and policies approved by the Association, in particular this *Code of Conduct and Ethics* as well as the *Conflict of Interest Policy*

## Coaches

9. In addition to section 7 (above), coaches have many additional responsibilities. The coach-athlete relationship is a privileged one and plays a critical role in the personal, sport, and athletic development of the athlete. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it, consciously or unconsciously. Coaches will:
  - a) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability, and fitness level of the involved athletes
  - b) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes
  - c) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment, and management of athletes' medical and psychological treatments
  - d) Support the coaching staff of a training camp, provincial team, or national team; should an athlete qualify for participation with one of these programs
  - e) Provide athletes (and the parents/guardians of minor athletes) with the information necessary to be involved in the decisions that affect the athlete
  - f) Act in the best interest of the athlete's development as a whole person
  - g) Respect other coaches
  - h) Meet the highest standards of credentials, integrity and suitability, including but not limited to such considerations established by the Association's *Screening Policy*
  - i) Report any ongoing criminal investigation, conviction, or existing bail conditions, including those for violence, child pornography, or possession, use, or sale of any illegal substance
  - j) Under no circumstances provide, promote, or condone the use of drugs (other than properly prescribed medications) or performance-enhancing substances and, in the case of minors, alcohol and/or tobacco
  - k) Respect athletes playing with other teams and, in dealings with them, not encroach upon topics or actions which are deemed to be within the realm of 'coaching', unless after first receiving approval from the coaches who are responsible for the athletes
  - l) Not engage in a sexual relationship with an athlete under 18 years old, or an intimate or sexual relationship with an athlete over the age of 18 if the coach is in a position of power, trust, or authority over the athlete
  - m) Recognize the power inherent in the position of coach and respect and promote the rights of all participants in sport. This is accomplished by establishing and following procedures

for confidentiality (right to privacy), informed participation, and fair and reasonable treatment. Coaches have a special responsibility to respect and promote the rights of participants who are in a vulnerable or dependent position and less able to protect their own rights

- n) Dress professionally, neatly, and inoffensively
- o) Use inoffensive language, taking into account the audience being addressed

### **Athletes**

10. In addition to section 7 (above), athletes will have additional responsibilities to:

- a) Report any medical problems in a timely fashion, when such problems may limit their ability to travel, practice, or compete; or in the case of carded athletes, interfere with the athlete's ability to fulfill requirements under the Athlete Assistance Program
- b) Participate and appear on-time and prepared to participate to their best abilities in all competitions, practices, training sessions, tryouts, tournaments, and events
- c) Properly represent themselves and not attempt to participate in a competition for which they are not eligible by reason of age, classification, or other reason
- d) Adhere to the Association's rules and requirements regarding clothing and equipment
- e) Never ridicule a participant for a poor performance or practice
- f) Act in a sportsmanlike manner and not display appearances of violence, foul language, or gestures to other athletes, officials, coaches, or spectators
- g) Dress to represent the sport and themselves well and with professionalism
- h) Act in accordance with the Association's policies and procedures and, when applicable, additional rules as outlined by coaches or managers

### **Officials**

11. In addition to section 7 (above), officials will have additional responsibilities to:

- a) Maintain and update their knowledge of the rules and rules changes
- b) Work within the boundaries of their position's description while supporting the work of other officials
- c) Act as an ambassador of the Association by agreeing to enforce and abide by national and provincial rules and regulations
- d) Take ownership of actions and decisions made while officiating
- e) Respect the rights, dignity, and worth of all individuals
- f) Not publicly criticize other officials or any club or association
- g) Assist with the development of less-experienced officials and minor officials
- h) Conduct themselves openly, impartially, professionally, lawfully, and in good faith in the best interests of the Association, athletes, coaches, other officials, and parents
- i) Be fair, equitable, considerate, independent, honest, and impartial in all dealings with others
- j) Respect the confidentiality required by issues of a sensitive nature, which may include ejections, defaults, forfeits, discipline processes, appeals, and specific information or data about Individuals
- k) Honor all assignments unless unable to do so by virtue of illness or personal emergency, and in these cases inform the assignor or association at the earliest possible time
- l) When writing reports, set out the true facts and not attempt to justify any decisions

m) Dress in proper attire for officiating

## **Appendix B**

### **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

**SECTION A: PERSONAL INFORMATION**

## SECTION B: INCIDENT DETAILS

Address: 212-223 Colonnade Road, Ottawa ON K2E 7K3



# Softball Canada Injury Report Form

Please complete the following at the time of injury, and return the form to Softball Canada directly following the event

## SECTION A: PERSONAL INFORMATION

|                   |              |  |                                       |
|-------------------|--------------|--|---------------------------------------|
| First Name: _____ |              | Last Name: _____                               |                                       |
| Team Name: _____  |              | Date of Injury: _____<br>Time of Injury: _____ |                                       |
| Age: _____        | Sex: M__ F__ | Email: _____                                   | Phone Number: _____                   |
| Address: _____    |              | City: _____                                    | Province: _____<br>Postal Code: _____ |
| Event: _____      |              | Location of Event: _____                       |                                       |

## Witness Information

|                   |                  |                                     |
|-------------------|------------------|-------------------------------------|
| First Name: _____ | Last Name: _____ | Role (i.e. Fan, coach, etc.): _____ |
| Email: _____      |                  | Phone Number: _____                 |

## SECTION B: INJURY DETAILS

### Body Part(s) Injured (Please Select all that apply)

|                                      |                                      |                                       |                                       |
|--------------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> R. Shoulder | <input type="checkbox"/> L. Shoulder | <input type="checkbox"/> Face         | <input type="checkbox"/> Head         |
| <input type="checkbox"/> R. Hand     | <input type="checkbox"/> L. Hand     | <input type="checkbox"/> Neck/Spine   | <input type="checkbox"/> Chest        |
| <input type="checkbox"/> R. Knee     | <input type="checkbox"/> L. Knee     | <input type="checkbox"/> Lower Back   | <input type="checkbox"/> Abdomen      |
| <input type="checkbox"/> R. Ankle    | <input type="checkbox"/> L. Ankle    | <input type="checkbox"/> Buttocks     | <input type="checkbox"/> Groin        |
|                                      |                                      | <input type="checkbox"/> R. Hamstring | <input type="checkbox"/> L. Elbow     |
|                                      |                                      | <input type="checkbox"/> L. Calf      | <input type="checkbox"/> R. Elbow     |
|                                      |                                      | <input type="checkbox"/> L. Foot      | <input type="checkbox"/> R. Hamstring |
|                                      |                                      | <input type="checkbox"/> R. Calf      |                                       |
|                                      |                                      | <input type="checkbox"/> R. Foot      |                                       |

FRONT BACK

**Nature of Injury:** Dislocation \_\_\_ Skin Injury \_\_\_  
Sprain/Strain \_\_\_ Swelling \_\_\_ Fracture \_\_\_ Head Injury \_\_\_  
Bruising \_\_\_ Other (please specify below) \_\_\_

**Note** that any injury involving loss of consciousness or a possible concussion requires immediate medical consultation

**Care:** Trainer \_\_\_ Hospital Care \_\_\_ EMS \_\_\_ Doctor \_\_\_

**Initial Treatment:** RICE (Rest, Immobilize, Cold, Elevate) \_\_\_  
SCAT 2 \_\_\_ Wrapping/Taping \_\_\_ Stretch/Exercises \_\_\_ CPR \_\_\_  
Sling/Splint \_\_\_ Manual Therapy \_\_\_ Dressing \_\_\_ None \_\_\_

*Please indicate here what caused the injury, and whether it could have been avoided:*

Name of Individual completing the form: \_\_\_\_\_ Signature: \_\_\_\_\_



# 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><br>(for example...my sister is playing ball in the US on a scholarship; my brother was drafted by the Toronto Maple Leafs....) |  |
| <b>Other Sports</b>  |  |

## Appendix 4

# 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<br><input type="radio"/> Print<br><input type="radio"/> Television<br><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 5

## Unofficial Players List

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

| <b>Legend/Légende</b><br>MM-Master Men/Maitres<br>Messieurs<br>M-Men's/Hommes<br>W-Women's/Femmes<br>FP-Fast Pitch/Balle Rapide<br>SP-Slo-Pitch/Balle Lente | Full name of players<br>(print BLOCK letters)<br>Nom complet des joueuses/joueurs<br>(en caractères d'imprimerie) | Uniform #<br>Uniforme no. |               | Position | Bats (L/R)<br>Frappe (D/G) | Throws (L/R)<br>Lance (D/G) |
|---|---|---------------------------|---------------|----------|----------------------------|-----------------------------|
|   |   | Home<br>Maison            | Away<br>Route |          |                            |                             |
| 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 |
|----------|-----------------|-------------------|----------------|
|          |                 |                   |                |
|          |                 |                   |                |
|          |                 |                   |                |
|          |                 |                   |                |