

# Paradise Minor Baseball Constitution and By-Laws

## **Article 1 - Name**

The name of this organization shall be called Paradise Minor Baseball (PMB), a not-for-profit organization.

## **Article 2 - Aims and Objectives**

To provide an opportunity for youth in the Town of Paradise, NL to participate in organized baseball.

1. To promote and improve minor baseball in the Town of Paradise.
2. To recruit, assist and develop coaches.
3. To develop and encourage community spirit in the Town of Paradise.
4. To aid in the development of character and sportsmanship of our players, coaches and umpires and to encourage a positive environment among parents and spectators

## **Article 3 - Membership**

### **3.01 General Membership**

All Parents and Legal Guardians of a paid registered player(s) in good standing represents one voting member of Paradise Minor Baseball (PMB) to be used at the Annual General Meeting (AGM). A registered player(s) is someone who was officially registered with PMB in the year of the Annual General Meeting.

### **3.02 Voting Members (Executive Committee)**

The vote of an Executive Committee Member must be exercised in person at the AGM. Each current Executive Committee Member, present at the AGM, will be eligible to cast one ballot in each decision taken by vote. An Executive member with a registered player can't exercise the vote of a parent/guardian as well.

## **Article 4 - Voting**

- 4.01 The vote of a voting member must be exercised in person at the AGM. A voting Member is the Parent or Legal Guardian of the Registered Player as per Article 3.01. No proxy votes are permitted.
- 4.02 The vote of an Executive Committee Member must be done in person at the AGM. Each Executive Committee Member will be eligible to cast one ballot in each decision taken by vote.
- 4.03 Elections will be by secret ballot for positions in which more than one person is nominated. Positions for which only one person is nominated shall be filled by acclamation.

## **Article 5 - Meetings**

### **5.01 Annual General Meeting (AGM)**

The date of the AGM will be set by the Executive Committee and must occur between October 1st and April 30th. The AGM will be advertised 30 days in advance on the association website. The minutes and proceedings of Annual General Meetings shall be part of public record.

### **5.02 General Meetings**

General meetings shall be called by the President, or upon special request to the President by a minimum of 2 Executive Committee Members. Attendance by 50% or more of the Executive Committee Members will constitute a quorum. Each Executive Committee member shall have a single vote. All decisions made by vote will be final. Minutes of all meetings shall be taken and kept on record for a period of 5 years.

## **Article 6 - Executive Committee**

### **6.01 Positions**

- A. President, Vice President, Past President, Secretary, Treasurer, Registrar, All-Star and Coaching Coordinator, Scheduler and Website Administrator, Junior Divisional Rep, Senior Divisional Rep.
- B. A person may hold no more than two positions on the Executive in any given year.
- C. To be eligible to be nominated as President or Vice President, a candidate must have served a minimum of one term in another capacity on the Executive of Paradise Minor Baseball.

### **6.02 Voting (Executive Committee Members)**

- A. Each Executive Member holds one vote with a majority deciding each voting issue (b) Each executive Member must submit their vote on each issue in person during a scheduled meeting
- B. If an immediate vote is required on an issue, and time does not permit the scheduling of a General Meeting, the President can propose a vote via Email to all Executive Committee Members.
- C. The Executive Members must respond within 48 hours to cast their vote.
- D. All Executive Members are required to vote on any issue that is brought forth to the Executive Committee. If an Executive Committee Member decides to Abstain from a vote he/she must advise all other Executive of their wish to do so and provide valid reason for abstaining. The remaining Executive Members must vote unanimously to allow the Member to abstain, otherwise the Executive member must cast a vote.
- E. Any changes, additions and/or omissions to the Constitution and By-Laws requires a 70% majority vote of the Executive Committee Members present.

- F. In the event of a tie during a vote, the following will occur:
1. In the event of a tie, the Executive must debate the issue and re-vote
  2. In the event of a 2nd tie, the Executive must re-debate the issue and vote for a 3rd time
  3. In the event of a 3rd tie the issue will be declined and cannot be re-presented to the Executive until the next General Meeting
- G. Executive decisions by vote shall be recorded. Except where the Executive Committee exercises its powers by by-law or where it is otherwise provided herein, the decision of the Executive Committee regarding any matter coming before it will be made by voting as outlined in Article 6.02 and will be recorded in the minutes of Executive Meetings.

## 6.03 Election

- A. Each position is elected for a two year term, based on the following criteria to avoid excessive vacancies in a single year:
- President - elected in even numbered years
  - Vice President – elected in odd numbered years
  - Secretary – elected in even numbered years
  - Treasurer - elected in odd numbered years
  - Registrar – elected in odd numbered years
  - All-Star & Coaching Coordinator - elected in even numbered years
  - Scheduler and Website Administrator - elected in even numbered years
  - Junior Divisional Rep – elected in even numbered years
  - Senior Divisional Rep – Elected in odd numbered years

Notwithstanding the above, any vacant positions through resignation, or other, will be filled based on Article 6.03(g) and Article 6.03(h)

- B. Elections for Executive positions will occur at the AGM
- C. Nominations for all Executive Positions must be given at the AGM by a member other than the person being nominated. The Nominee must accept the nomination in person at the AGM.
- D. Positions will be filled in the following order:
1. *President*
  2. *Vice President*
  3. *Secretary*
  4. *Treasurer*
  5. *Registrar*
  6. *All-Star & Coaching Coordinator*
  7. *Scheduler and Website Administrator*
  8. *Junior Divisional Rep*
  9. *Senior Divisional Rep*
- E. PMB Members present at the AGM will cast a vote for each position by secret ballot as per Article 3. Positions for which only one person is nominated shall be filled by acclamation.
- F. Any resignations post the AGM shall be recruited and filled by an Executive vote up to September 30<sup>th</sup> of any given year.

- G. Any resignations or vacancies after September 30th of any given year shall be filled at the next AGM (Do these dates need to be changed since we are changing AGM date)
- H. There shall not be 2 or more Executive Committee members sitting on the Executive at the same time that are immediate family. For this clause immediate family will be defined as: Husband & Wife (including common-law), Parent & Child, or Siblings. Notwithstanding, any current members sitting on the Executive committee that are immediate family as described in this clause will be permitted to finish out their current term from the effective date of this amended clause.

#### 6.04 Responsibility

- A. Any Executive Member that resigns their position during their current term will not be permitted to hold an Executive position in the future.
- B. If the Resignation of an Executive position is the result of the Member to occupy another executive role immediately, then Article 5.04(a) will not apply and the Member will continue in the newly elected role. The new Executive Position must be voted on as per article 6.03 and if the Executive Member is successfully voted into the new role they will resign their old position immediately.
- C. If the resignation is deemed by the remaining Executive Committee to be due to extenuating circumstances, then the Executive will vote to permit the individual to be nominated for an executive role outside of Article 6.04(a). There must be a 70% majority vote by the remaining executive Committee Members.
- D. The Executive Committee is empowered to dismiss or suspend from PMB any Executive Committee Member, Coach, Volunteer, Student Employee, Parent or Player of PMB who are deemed not to be fulfilling their duties and responsibilities, or inappropriate conduct that is deemed against PMB's Aims and Objectives, Coaches Code of conduct or Player Code of Conduct. A 70% vote of the Executive Committee must be fulfilled to suspend or dismiss any of the above. This action must take place at a General or Special Meeting called by the President. Notice of such meeting will be sent to the member by Email or Registered Mail 7 days prior to such meeting.
- E. All Executive Committee Members are expected to attend all General Meetings. In cases where Members cannot attend, regrets are to be sent to the other Executive members.
- F. No Executive Committee Member will directly or indirectly personally benefit from their position on the Executive Committee. In the event that a member believes he/she may be in a position to benefit from a decision taken by the Executive it is the responsibility of the member to declare the possible conflict of interest and withdraw from the decision-making process. The reason must be valid and deemed so by the remainder of the Executive Committee unanimously.

## G. Confidentiality

- Except as required for the operation of Paradise Minor Baseball, each member shall ensure all Executive Meetings and/or correspondence amongst or between Executive Members, records and information to which they have access and/or are in their custody by virtue of Executive Committee membership, remain confidential. No Executive Committee member shall divulge specifics of confidential discussions and/or votes held during Executive meetings with person(s) outside of the Executive. If a vote and/or decision is made that directly affects members, players, coaches or staff, the voting outcome or decision shall be a matter of public record for the association.
- Except as otherwise expressly provided herein, the proceedings of any meeting or part of a meeting of Executive Committee conducted, including the minutes or any other records concerning any such meetings or part thereof, will be kept in confidence by every member and by any other person invited or permitted to attend any such meeting or part thereof.
- An Executive member's duty to maintain the confidentiality of records and information shall continue after the member ceases to be a member of the executive Committee.

## 6.05 Executive Member Roles

The primary duties of each Executive position are as follows, and may include other duties assigned by the Executive:

### **President**

- The President shall preside over all Executive meetings and shall oversee all activities of the PMB. The President shall also act as liaison with the Town of Paradise and shall meet regularly with the Director of the Recreation Department to provide updates on the PMB's planned activities, address any issues or concerns and discuss Town plans that may impact the PMB.
- The President shall communicate with Baseball NL on any and all matters that require the attention of Baseball NL. The President shall attend all Baseball NL general meetings on behalf of PMB.
- The President shall be present for the opening and closing of all tournaments hosted by PMB, and if he or she cannot attend, will appoint an executive member to be present.
- The President will be present at any special events that PMB is invited to attend.
- The President will assist in the hiring of staff and provide guidance or support to staff when required.

### **Vice President**

- The Vice President (VP) shall oversee and assist with the operation of the PMB and in the absence or disability of the President, shall perform all duties of the President.
- The VP also acts a liaison with the Town of Paradise (ToP) for Summer Student Employment matters. The VP oversees all activities with PMB summer student employment that includes such things as (but not limited to); determining required seasonal staffing levels; defining budget requirements for staff in conjunction with the PMB Treasurer; completing submitting and administering both federal and provincial summer student employment grants through the various programs available; defining and documenting job descriptions and job ads; posting jobs ads in conjunction with the ToP; screening and interviewing candidates and hiring candidates in conjunction with the ToP; ensuring staff obtain code of conducts and vulnerability sector checks, have required first aid certifications and complete required safety training; oversee the scheduling of staff in conjunction with the student Baseball Coordinator; approve timesheets submissions in conjunction with the student Baseball Coordinator, the ToP and PMB Treasurer.
- The VP acts as a PMB signing authority officer for both administration and financial transitions; documents and administers requests for proposals and/or quotes, works as liaison with vendors/suppliers for jerseys, caps, equipment and supplies.

### **Past President**

- Is a continuous term immediately following the individual's term as President. The Past president will assist the incoming President to transition into the new role and provide previous knowledge to all current Executive Members.
- The role of Past president will cease once the current President is no longer in their position, at which time the Past President role will pass to the current outgoing President.

### **Treasurer**

- The Treasurer shall maintain the financial records of PMB and is responsible for ensuring accounting practices conform to generally accepted accounting principles. The Treasurer shall present a Statement of Financial Position at Executive meetings, at the Annual General Meeting, and as otherwise directed by the Executive. The Statement of Financial Position shall include a detailed report of revenues and expenses.
- The Treasurer shall also be responsible for developing an annual budget outlining the PMB's planned revenues and expenses for the coming fiscal year.
- The Treasurer shall coordinate and oversee the annual player registration process and compile and maintain a record of all registered members of the PMB. The Treasurer will liase with the Division Coordinators on all matters regarding payment of player registration.
- The Treasurer will coordinate with Baseball Newfoundland (BNL) for all payments of affiliation and insurance fees, as well as payment for all Provincial tournaments.
- Day-to-day banking for PMB.

### **Secretary**

- Circulate notices, record the minutes of Executive meetings and issue correspondence as directed by the Executive, make any bookings for meeting space or for special events held by the association.
- Maintain an archive of information pertaining to the operation of the PMB necessary to meet all obligations and responsibilities and to ensure the history of the PMB is preserved. The information archive maintained by the PMB shall include but shall not be limited to the following:
  1. A current copy of the Constitution and By-Laws and all prior amendments;
  2. The minutes of Annual General Meetings;
  3. A list of all student and other hires;
  4. The minutes of Executive meetings;
  5. A record of any disciplinary action taken by the PMB;
  6. Maintain documents both in electronic and hard copy formats.
- Responsible for maintaining correspondence for all Fundraising Activities and will help coordinate the Parent Group for Fundraising. The Secretary will prepare necessary schedules and preparation for any Fundraising Canteens that are operated by PMB.

### **All Star & Coaching Coordinator**

- The All-Star & Coaching Coordinator shall coordinate the PMB All-Star program and related activities, the scheduling of tryouts and related advertising, coordination of player evaluation and selection, instructional clinics and coordination of the PMB All-Star teams and communication of related events to All-Star Coaches.
- The All-Star & Coaching Coordinator shall also act as liaison between the PMB and the BNL for Provincial tournament rosters and fees.

### **Junior Divisional Rep**

- The Junior Divisional Rep shall coordinate the PMB house league program and related activities for the T-Ball, Novice, and Rookie divisions. This may include the development of team rosters, working with the Scheduler & Website Administrator to create schedules, the assignment of coaches to teams, and the provision of information to house league coaches.
- The Junior Divisional Rep should collaborate with the Registrar and Treasurer during the registration process.
- The Junior Divisional Rep should assign division coordinators each year to assist with running the house league program.
- The Junior Divisional Rep should coordinate the Rookie Select program in collaboration with other associations.
- The Junior Divisional Rep shall arrange any year end functions for their divisions.

### **Senior Divisional Rep**

- The Senior Divisional Rep shall coordinate the PMB house league program and related activities for the Mosquito, Pee Wee, Bantam and Midget divisions. This will include the development of team rosters, working with the Scheduler & Website Administrator to create schedules, the assignment of coaches to teams, and the provision of information to house league coaches.
- The Senior Divisional Rep should collaborate with the Registrar and Treasurer during the registration process.
- The Senior Divisional Rep should assign division coordinators each year to assist with running the house league program.
- The Senior Divisional Rep should coordinate the Pee Wee House League Program in collaboration with the Website Administrator and our partnering association, CBS Raiders.
- The Senior Divisional Rep shall arrange any year end functions for their divisions.

### **Scheduler and Website Administrator**

- The Scheduler and Website Administrator shall develop a schedule for all House League play for the entire season and communicate such to the division coordinators.
- The Scheduler and Website Administrator shall develop a schedule for any play-offs and preseason for all divisions if required.
- The Scheduler and Website Administrator shall post all schedule information on the PMB website. The Scheduler and Website Administrator shall update all information on the association's website on a regular basis, including announcements for association members.
- The Scheduler and Website Administrator shall post any cancellations to the schedule on the website.
- The Scheduler and Website Administrator will appoint a replacement from the Executive to post any information on the website during any absence.

### **Registrar**

The Registrar will maintain and/or perform the following:

- A complete list of all registered players with PMB
- An electronic database of all registered player information and keep an updated email contact list of all registered players.
- Coordinate annual registration process.
- Collect all player registration forms and fees, verify payments and submit registration fees to the Treasurer.
- Provide all Divisional Coordinators and Executive with a list of registered players.
- Confirm all players placed on a team are officially registered.
- Manage and issue all requests for refunds, and update lists accordingly.

All Executive members shall attend regular Executive meetings and be prepared to bring to the attention of, discuss, and make recommendations to the Executive on matters pertaining to their respective area of responsibility. In addition, all Executive members shall participate and assist in events of the PMB, including, but not limited to, registrations and tournaments.

To avoid any real or perceived conflict of interest, members of the Executive will excuse themselves during discussions and voting on subject matters they or any dependent may have an interest in.

## **Article 7 - Financial Matters**

### **7.01 Financial Year**

The fiscal and operating year of the Paradise Minor Baseball Association shall be from April 1st to March 31<sup>st</sup>.

### **7.02 Financial Institution**

A bank account in the name of PMB shall be maintained at a Canadian chartered financial institution at the beginning of the fiscal year. Changes to a financial institution may be made by adoption and passing of a motion at any PMB General Meeting or special meeting called by the President.

### **7.03 Payments**

All cheques or other order for the payment of money, notes or other evidence of indebtedness issued in the name of PMB, shall be authorized by a minimum of 2 Executive Committee Members, one of which must be the Treasurer or President. There shall be a minimum of 3 members of the Executive Committee that will have signing authority for payments, which must include the Treasurer and President.

### **7.04 Books and Records**

The Treasurer shall maintain accurate records of revenue and expenses, bank statements and budget forecast/expenditures and present a summary at General Meetings and the AGM for approval by the General Membership.

### **7.05 Contribution to Travel**

The executive will vote on all matters involving contribution of funds to PMB teams that require travel.

## **Article 8 - Code of Conduct**

**8.01** PMB will adhere to the Coaches of Canada Code of Ethics, as well as the NCCP Code of Ethics, in dealing with all matters brought forth to the Executive Committee that involve complaints about Coaches with PMB. We will also follow the Little League of Canada Coaching Code of Conduct. These documents can be found attached in Appendix A, B and C.

**8.02** PMB has developed a Player's Code of Conduct that all player's in PMB are expected to adhere to. Parents, coaches and volunteers should inform the players of this Code of Conduct. This Code of Conduct was adapted from Little League Canada. Please see Appendix D for the Document.

**8.03** PMB expects all Executive Committee Members, Coaches, Parents, Umpires, Students, and Volunteers to abide by the same Code of Ethics and Conduct mentioned in Article 8.01 and 8.02. If any individual is found to be in violation of these Codes the Executive Committee will decide on the appropriate disciplinary action to take, which could include, but is not limited to, warning, suspension, or removal from PMB.

## **Article 9 - Fair Play and Mandatory Play Rules**

### **9.01 Fair Play Rule (House League)**

All players registered with PMB House league teams will receive equal playing time regardless of their skill or ability. All coaches must allow each player to develop at the same pace and attempt to have all players learn every position. While we strive for all players to play at all positions, there will be times that the player's safety will take precedent over playing in a certain position. At no time should a player play in a position where they may be at risk of injury. The coaches are expected to abide by this policy fully in PMB House League play.

### **9.02 Fair Play Rule (All-Star)**

At the All-Star level, Fair Play rules do not apply. Coaches shall follow the guidance provided for each specific tournament or league they are participating in. For example, BNL provincial rules will apply during provincial championships (for example: all Mosquito players will be in the batting line-up). Baseball Canada National and Atlantic Championship rules will take precedence during those tournaments. Notwithstanding the above, coaches should make best efforts to use every opportunity, such as exhibition games or practice games, to use players in different positions and situations to allow for further development of the player.

## **Article 10 – Coaching**

10.01 All coaches must apply to the Executive Committee for House League and All-Star each year. The Executive Committee will vote on all applications.

10.02 All-Star coaches will require certification to coach in all Provincial and National tournaments.

10.03 Executive members should not hold the position of head coach for All-Star teams. Notwithstanding, if a lack of qualified applicants for the position of head coach are received then the Executive can vote to allow an exception to this article.

10.04 All coaches / parent volunteers must complete a Certificate of Conduct, submitted prior to season start.

## **Article 11 -Students**

11.01 Students employed by PMB must re-apply each year.

## **Article 12 - Uniforms**

12.01 Team jerseys and hats will be purchased and given to each player participating in all house League play each year.

12.02 Team jerseys and hats will be purchased and given to each player participating on PMB All-Star teams. PMB supplied Hats and Jerseys are mandatory for all-star teams

**Appendix A – Coaches of Canada Code of Ethics**

**Coaching Code of Ethics  
Principles and Ethical Standards**

This section of the code of ethics is organized around four ethical principles identified during a workshop for Coaching Ethics Advisory Committee members.

- i Respect for Participants.....2
- ii Responsible Coaching .....4
- iii Integrity in Relationships .....7
- iv Honoring Sport .....8

Each principle is followed by a brief description and a list of ethical standards illustrating how that principle applies to the activities of coaches. These standards are grouped by key words that are an important part of the overall principle.<sup>1</sup>

The approach, structure and contents of this code were inspired by the *Canadian Code of Ethics for Psychologists, 1991*. For a detailed guide to this code and how it was developed, see Carole Sinclair and Jean Pettifor, editors, *Companion Manual to the Canadian Code of Ethics for Psychologists, 1991* (Chelsea, Que: Canadian Psychological Association, 1992). Many of the ideas for ethical standards were drawn from numerous other codes. The most significant of these were developed by the Association Québécois des entraîneurs professionnels en sport, The British Institute of Sport Coaches and Promotion Plus, Women In Coaching Committee, British Columbia.

## I. Respect for Participants

The principle of *respect* for participants challenges coaches to act in a manner respectful of the dignity of all participants in sport. Fundamental to this principle is the basic assumption that each person has value and is worthy of respect. Acting with *respect for participants'* means that coaches:

- i Do not make some participants more or less worthy<sup>5</sup> as persons than others on the basis of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socioeconomic status, marital status, age or any other conditions;
- ii Have a responsibility to respect and promote the rights of all participants. This is accomplished by establishing and following procedures for confidentiality (right to privacy); informed participation and shared decision-making (right to self-determination – athletes' rights); and fair and reasonable treatment (right to procedural fairness). Coaches have a special responsibility to respect and promote the rights of participants who are in vulnerable or dependent positions and less able to protect their own rights;
- iii Interact with others in a manner that enables all participants in sport to maintain their dignity; and
- iv Build mutual support among fellow coaches, officials, athletes and their family members.

In being faithful to the principle of *respect for participants*, coaches would adhere to the following ethical standards:

Key Words	Ethical Standards
<i>Respect</i>	<ol style="list-style-type: none"><li>1.1 Treat all participants in sport with respect at all times.</li><li>1.2 Provide feedback to athletes and other participants in a caring manner that is sensitive to their needs, e.g., focus criticism on the performance rather than on the athlete.</li><li>1.3 Respect the areas of expertise, experience and insights of others in sport by considering carefully their opinions.</li><li>1.4 Do not engage publicly (e.g., statements, conversations, jokes, presentations, media reports) in demeaning descriptions of others in sport.</li><li>1.5 Be discreet in non-public conversations about athletes, coaches or other participants in sport.</li></ol>

Respect: consideration of the dignity of others; courteous regard.

Participants: those taking part in sport, e.g., athletes and their family members, coaches, officials, volunteers, administrators. Dignity: self-respect; self-worth.

Worthy: having worth, value or merit; deserving praise; valuable; noble; estimable; virtuous; legitimate.

Condition: a provision or stipulation called for as a requirement for participation or competition; a prerequisite; anything that modifies or restricts the nature of participation.

<i>Rights</i>	1.6	Recognize athletes' right to consult with other coaches and advisors.
	1.7	Respect athletes as autonomous individuals and refrain from intervening inappropriately in personal affairs that are outside the generally accepted jurisdiction of a coach.
<i>Equity</i>	1.8	Treat all participants equitably within the context of their sporting activities, regardless of gender, race, and place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socioeconomic status and any other condition.
	1.9	Use language that conveys respect for the dignity of others (e.g., gender-neutral terms) in written and verbal communications.
	1.10	Do not practice, condone, ignore, facilitate or collaborate with any form of unjust discrimination in sport.
	1.11	Act to prevent or correct practices that are unjustly discriminatory.
<i>Empowerment</i>	1.12	Encourage and facilitate participants' abilities to be responsible for their own behaviour, performance and decisions.
	1.13	Respect as much as possible the opinions and wishes of participants when making decisions that affect them.
	1.14	Give athletes the opportunity to discuss, contribute to and agree with proposals for training and for performance standards.
<i>Informed</i>	1.15	Provide athletes with the information necessary for them to be <i>participation</i> meaningfully involved in the decisions that affect them.
	1.16	Communicate and cooperate with family <sup>9</sup> members, involving them in appropriate decisions pertaining to an athlete's development.
	1.17	Clarify the nature of coaching services to participants, i.e., athletes, parents, family members or significant others.
<i>Confidentiality</i>	1.18	Determine, in consultation with athletes and others, what information is confidential.
	1.19	Keep confidential any information about athletes or others gained through coaching activities and believed to be considered confidential by those persons.

Discreet: prudent; cautious; wary; careful about what one says or does.

Empowerment: the act of enabling or state of being enabled.

Family: those persons who are identified by an athlete as providing familial support, whether or not they are biologically related.

	1.20	Share confidential information only with the consent of those requesting confidentiality or in a way that the individual(s) involved cannot be identified.
	1.21	Exercise discretion in recording and communicating information to prevent this information from being interpreted or used to the detriment of others.
	1.22	Clarify and implement measures to protect confidential information, e.g., restricting access to confidential records.
<i>Mutual support</i>	1.23	Encourage a climate of mutual support among all participants in sport.
<i>Extended</i>	1.24	Encourage participants to respect one another and to responsibly expect respect for their worth as individuals.
	1.25	Keep informed on current issues related to respect for participants, e.g., gender equity.

## II. Responsible Coaching

The principle of *responsible coaching* carries the basic ethical expectation that the activities of coaches will benefit society in general and participants in particular and will do no harm. Fundamental to the implementation of this principle is the notion of competence – responsible coaching (maximizing benefits and minimizing risks to participants) is performed by coaches who are “well prepared and current” in their discipline.

In addition, *responsible coaching* means that coaches:

- i Act in the best interest of the athlete’s development as a whole person;
- ii Recognize the power inherent in the position of coach;
- iii Are aware of their personal values and how these affect their practice as coaches;
- iv Acknowledge the limitations of their discipline; and
- v Accept the responsibility to work with other coaches and professionals in sport.

In being faithful to the principle of *responsible coaching*, coaches would adhere to the following ethical standards:

### Key Words

### Ethical Standards

<i>Professional training</i>	2.1	Be responsible for achieving a high level of professional competence through appropriate training.
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*Integrity Makes True Champions: The Coaching Code of Ethics* (Gloucester, Ont.: Coaching Association of Canada, Canadian Association of National Coaches, 1993).

	2.2	Keep current with relevant information (knowledge), coaching and teaching skills and research through personal learning projects, discussions with colleagues, workshops, courses, conferences, etc. to ensure that coaching services benefit and do not harm others.
<i>Self-knowledge</i>	2.3	Evaluate how personal experiences, attitudes, beliefs, values, socioeconomic status, sexual orientation, individual differences and stresses influence actions as coaches and integrate this awareness into all efforts to benefit and not harm others.
	2.4	Engage in self-care activities that help to avoid conditions (e.g., burnout, addictions) that could result in impaired judgment and interfere with the ability to benefit and not harm others.
<i>Beneficence</i>	2.5	Coach in a way that benefits athletes, removes harm and acts consistently for the good of the athlete, keeping in mind that the same training, skills and powers that coaches use to produce benefits for athletes are also capable of producing harm.
<i>Coaching Limits</i>	2.6	Take the limits of knowledge and capacity into account in coaching practice; in particular, do not assume responsibilities if insufficiently prepared for them.
	2.7	Recognize and accept when it is appropriate to refer athletes to other coaches or sport specialists.
	2.8	Refrain from working in unsafe or inappropriate situations that significantly compromise the quality of coaching services and the health and safety of athletes.
<i>Athlete's</i>	2.9	Ensure that activities are suitable for the age, experience, ability, and <i>interest</i> physical and psychological conditions of athletes.
	2.10	Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments.
	2.11	Refrain from using training methods or techniques that may harm athletes; monitor innovative approaches with care.
	2.12	Be aware of significant pressures in athletes' lives, e.g., school, family and financial pressures, and coach in a manner that fosters positive life experiences.

Beneficence: an ideal or principle of conduct that requires us to act in a way that benefits others. Such benefit might take the form of preventing or removing harm, or acting directly to produce a good. The same training, skills and powers coaches use to produce benefits are also capable of producing harm.

- 2.13 Consider athletes' future health and well-being as foremost when making decisions about an injured athlete's ability to continue participating.
- 2.14 Strive to be fully present, physically and mentally, in the performance of coaching duties.
- Safety*
- 2.15 Ensure that athletes train and perform in suitable and safe settings.
- 2.16 Make athletes aware of their responsibilities for participating safely in sport.
- Sexual*
- 2.17 Be acutely aware of power in coaching relationships and, therefore, *relationships* avoid sexual intimacy with athletes, both during coaching and during that period following coaching during when imbalance in power could jeopardize effective decision-making.
- 2.18 Abstain from and refuse to tolerate in others all forms of harassment, including sexual harassment. Sexual harassment includes either or both of the following:
- i. The use of power or authority in an attempt to coerce another person to engage in or tolerate sexual activity. Such uses include explicit or implicit threats of reprisals for noncompliance or promises of reward for compliance.
  - ii. Engaging in deliberate or repeated sexually oriented comments, anecdotes, and gestures or touching, if such behaviour:
    - a. is offensive and unwelcome;
    - b. creates an offensive, hostile or intimidating working environment; or
    - c. can be expected to be harmful to the recipient.
- Colleagues*
- 2.19 Act toward other coaches in a manner characterized by courtesy, good faith and respect.
- 2.20 Collaborate<sup>12</sup> with other coaches and colleagues from related disciplines.
- 2.21 Communicate and cooperate with health practitioners in the diagnosis, treatment and management of athletes' health-related needs.

Collaboration: a process through which parties such as members of an interdisciplinary team (e.g., trainer, psychologist, masseuse, team captain) work together on problems and issues to develop solutions that go beyond their limited visions of what is possible. Collaboration is based on the simple adage that two heads are better than one and that one by itself is not good enough. See Barbara Gray, *Collaborating: Finding Common Ground for Multiparty Problems*. (London, England: Jossey-Bass Publishers, 1989), 5.

- |                                |      |   |
|--------------------------------|------|---|
|                                | 2.22 | Use discretion for resolving disputes with colleagues, e.g., deal with differences of opinion constructively on a personal basis and refer more serious disputes to appropriate bodies. |
| <i>Extended responsibility</i> | 2.23 | Encourage others, when appropriate, to coach responsibly.   |
|                                | 2.24 | Recognize and address harmful personal practices of others in sport, e.g., drug and alcohol addiction, physical and mental abuse, misuse of power.                                      |
|                                | 2.25 | Assume responsibility for the actions of athletes and other supervised individuals with regard to the principle of <i>responsible coaching</i> .  |

### III. Integrity in Relationships

Integrity means that coaches are expected to be honest, sincere and honourable in their relationships with others. Acting on these values is most possible when coaches possess a high degree of self-awareness and the ability to reflect critically<sup>13</sup> on how their perspectives influence their interactions with others. In being faithful to the principle of *integrity in relationships*, coaches would adhere to the following ethical standards:

<b>Key Words</b>	<b>Ethical Standards</b>
<i>Honesty</i>	3.1 Explore mutual expectations with athletes in an honest and open manner, giving due consideration to the age and experience of individuals.
	3.2 Accurately represent personal coaching qualifications, experience, competence and affiliations in spoken and written communications, being careful not to use descriptions or information that could be misinterpreted.
	3.3 Make athletes and others clearly aware of coaching qualifications and experience.
	3.4 Notify other coaches when working with those coaches' athletes.
<i>Sincerity</i>	3.5 Honour all promises and commitments, both verbal and written.
	3.6 Act with an enthusiastic and genuine appreciation for sport.

In coaching, critical reflection questions existing assumptions about the values and practices that govern coaches' actions. The essential component of critical reflection is an attitude based on (i) open-mindedness, i.e., an active predisposition to hear more than one side of an issue; (ii) active inquiry, i.e., asking why things are done the way they are; and (iii) sincerity, i.e., coaches being genuine in their coaching relationships. *HIV/AIDS Education for Nurses: Practice Issues and Curriculum Guidelines* (Ottawa: Canadian Nurses Association, 1992).

<i>Honour</i>	3.7	Know the support and abide by sport's rules, regulations and standards.
	3.8	Take credit only for the work and ideas actually done or generated and give credit for work done or ideas contributed by others.
<i>Conflict of interest</i>	3.9	Do not exploit any relationship established as a coach to further personal, political or business interests at the expense of the best interests of their athletes or other participants.
	3.10	Be clear about and avoid abusing relationships (e.g., with athletes, assistants, officials, administrators, board members) and avoid other situations that might present a conflict of interest or reduce the ability to be objective and unbiased in the determination of what might be in the best interests of athletes.
	3.11	Declare conflicts of interest when they arise and seek to manage them in a manner that respects the best interests of all those involved.
<i>Self-awareness</i>	3.12	Evaluate how personal experiences, attitudes, values, social context, individual differences and stresses influence coaching activities and thinking, integrating this awareness into all attempts to be neutral and unbiased in coaching.
	3.13	Recognize and reveal whether personal views are based on facts, opinions, conjecture, theory, beliefs, etc.
<i>Extended responsibility</i>	3.14	Encourage athletes and other participants to develop and maintain integrity in their relationships with others.

#### **IV. Honouring Sport**

The principle of *honouring sport* challenges coaches to recognize, act on and promote the value of sport for individuals and teams and for society in general.

*Honouring sport* means that coaches:

- i. Act on and promote clearly articulated values related to coaching and sport; ii. Encourage and model honourable intentions and actions in their coaching practice; and iii. Show high regard for and promote the value of sport in Canadian society and around the world.

In being faithful to the principle of *honouring sport*, coaches would adhere to the following ethical standards:

<b>Key Words</b>	<b>Ethical Standards</b>
<i>Spirit of sport</i>	4.1 Advocate and model the fundamentally positive aspects of sport, e.g., sporting and human excellence, fair play, honest competition and effort, self-discipline, integrity, personal growth and development, respect for the body, challenge and achievement, the joy of movement, and other positive aspects identified by participants.
	4.2 Actively seek ways to reduce potentially negative aspects of sport, e.g., winning at all costs, playing to the letter of the rules at the expense of the spirit of the rules, exploiting unfairly competitors' weaknesses, focusing on sport to the harmful exclusion of other aspects of athletes' lives, initiating and supporting potentially harmful training regimes, and other negative aspects identified by participants.
<i>Respect for the rules</i>	4.3 Accept both the letter and the spirit of the rules that define and govern sport.
	4.4 Actively encourage athletes and other participants to uphold the rules of the sport and the spirit of such rules.
<i>Respect for Officials</i>	4.5 Accept the role of officials in ensuring that competitions <i>and</i> are conducted fairly and according to established rules. <i>other coaches</i>
	4.6 Refrain from abusive personal attacks on officials and other coaches, especially when talking with the media.
<i>Drug-free Sport</i>	4.7 Support initiatives that encourage the spirit of sport <sup>14</sup> (See also 4.1, 4.2).
	4.8 Actively discourage the use of performance-enhancing drugs; support athletes' efforts to be drug-free.
	4.9 Refrain from encouraging the use of alcohol and tobacco in conjunction with athletic events or victory celebrations at playing sites.
<i>Positive role model</i>	4.10 Maintain the highest standards of personal conduct and project a favourable image of the sport and of coaching to athletes, other coaches, officials, spectators, families, the media and the general public.
	4.11 Project an image of health, cleanliness and functional efficiency in personal habits and appearance, e.g., refrain from smoking while coaching, and refrain from drinking alcoholic beverages when working with athletes.

The Canadian Centre for Drug-Free Sport has designed a major campaign under the theme of the spirit of sport. At the heart of their message is the premise that inherent in sport are all the strengths, values and qualities necessary to overcome the incursion of performance-enhancing drugs. Sport is strong and it gives (or can give) strength to those who participate. This theme embraces the fundamental positive aspects of sport, is non-blaming and non-moralistic and emphasizes the positive attributes of sport. Manifest Communications Inc., *Draft Strategy for A National Educational Campaign to Promote Drug-Free Sport in Canada*. (Document prepared for Canadian Centre for Drug-Free Sport, Ottawa, 19 April 1993)

*Responsibility*

- 4.12 Promote and maintain the highest standards of the coaching discipline.
- 4.13 Encourage measures to improve the quality and availability of coaches' professional services.
- 4.14 Encourage measures that promote education, knowledge development and research in the field of coaching.
- 4.15 Develop the coaching profession by exchanging knowledge and experiences with colleagues, athletes and students and by being participants, course facilitators or master course conductors in courses and internships.
- 4.16 Uphold the responsibility to coaching by bringing incompetent or unethical behaviour to the attention of appropriate regulatory committees in a manner consistent with the ethical principles of this code, if informal resolution or correction of the situation is not appropriate or possible.

*Extended responsibility*

- 4.17 Encourage athletes and other participants to honour sport on a lifelong basis.

## **Appendix B – NCCP Code of Ethics**

# **NCCP Code of Ethics**

### **What is a Code of Ethics?**

A code of ethics defines what is considered good and right behaviour. It reflects the values held by a group, and outlines the expected conduct of members while they perform their duties. It can also be used as a benchmark to assess whether certain behaviours are acceptable.

### **Why a Code of Ethics in Coaching?**

Core coaching values have been formalized and expressed as a series of principles in the NCCP Code of Ethics. These principles can be thought of as a set of duties and responsibilities regarding participation in sport, coaching athletes or teams, and administering sports. The NCCP Code of Ethics can help coaches to evaluate issues arising within sport because it represents a reference for what constitutes “the right thing to do”.

### **Principles of the NCCP Code of Ethics**

The NCCP Code of Ethics is a simplified version of the Code of Ethics of the Canadian Professional Coaches Association (CPCA). However, both codes deal with the same fundamental principles and beliefs:

1. Respect for Athletes
2. Coaching Responsibly
3. Maintaining Integrity in Relations with Others
4. Honouring Sport

The following pages provide a description of each principle and outline implications for coaches.

The Fair Play principles, which follow the NCCP Code of Ethics, relate to the principle of “Honouring Sport”.

# NCCP Code Of Ethics

## 1. Respect for Athletes

The principle of *respect* for athletes challenges coaches to act in a manner respectful of the dignity of those involved in sport. This principle is based on the basic assumption that each person has value and is worthy of respect. Acting with *respect for participants'* means that coaches:

- Do not make some participants feel more or less worthy as persons than others, on the basis of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, marital status, age, or any other conditions.
- Have a responsibility to respect and promote the rights of all participants. This is accomplished by establishing and following procedures for **confidentiality** (right to privacy), **informed participation** and **shared decision-making** (right to self-determination – athletes' rights), and **fair and reasonable treatment** (right to procedural fairness). Coaches have a special responsibility to respect and promote the rights of participants who are vulnerable or in dependent positions, and therefore less able to protect their own rights.
- Interact with others in a manner that enables all participants in sport to maintain their dignity.
- Build mutual support among fellow coaches, officials, athletes, and their family members.

## 2. Coaching Responsibly

The principle of *coaching responsibly* carries the expectation that the activities of coaches will benefit society in general, and athletes in particular, and will do no harm. Fundamental to the implementation of this principle is the notion of competence, which implies that coaches should be well-prepared and possess up-to-date knowledge of their discipline so that they will be able to maximize benefits and minimize risks to athletes.

In addition, *coaching responsibly* implies that coaches:

- Act in the best interest of the participant/athlete's development as a whole person.
- Recognize the power inherent in the position of coach.
- Are aware of their personal values and how these affect their behaviour.
- Acknowledge the limitations of their knowledge and competence in their sport. Accept the responsibility to work with other coaches and professionals in sport in the best interests of the athletes.

### **3. Integrity in Relationships**

Behaving with integrity means that coaches are expected to be honest, sincere, and honourable in their relationships with others. Acting on these values is possible when coaches have a high degree of self-awareness and the ability to reflect critically on how their views and opinions influence how they interact with others. In coaching, critical reflection questions existing assumptions about the values and practices that govern coaches' actions. The essential component of critical reflection is an attitude based on (i) open mindedness, i.e. an active predisposition to hear more than one side of an issue; (ii) active inquiry, i.e. asking why things are done the way they are; and (iii) sincerity, i.e. coaches being genuine in their coaching relationships.

### **4. Honouring Sport**

The principle of honouring sport challenges coaches to recognize and promote the value of sport for individuals and teams, and for society in general. Honouring sport implies that coaches:

- Act on and promote clearly articulated values related to coaching and sport.
- Encourage and model honourable intentions and actions.

## Fair Play Principles

In addition to a Code of Ethics, coaches and athletes should abide by the principles of Fair Play. Applying Fair Play principles implies that all those involved in sport recognize the importance of fairness, a respectful attitude, and appropriate conduct when engaged in sporting activities, and agree to model and promote them. The following are examples of Fair Play behaviours for coaches, athletes, officials, and parents:

- Follow all of the rules, and never seek to deliberately break a rule.
- Aim to compete fairly, using talent and ability to win; refuse to win by illegal means or by cheating.
- Respect the official(s), and accept their decisions without doubting their integrity.
- Recognize good performances by the opponent.
- Maintain dignity in all circumstances, and demonstrate self-control. In defeat, recognize with dignity the superiority of the opponent. In victory, act modestly, and do not ridicule the opponent.
- For the officials – know all the rules well, and apply them with impartiality at all times.

**Note:** *The Fair Play principles, the NCCP Code of Ethics, and the sample codes of conduct for parents and athletes found in the appendix can all serve as starting points to help in the creation of a team code of conduct that is designed and agreed upon by the athletes, parents and other coaches of your team.*

## Appendix C – Little League Canada Coaching Code of Conduct

# *Coaching Code of Conduct*

The relationship between a coach and the Leagues athlete's is a special one. Coaches play a very critical role in the development of players, both athletically and personally. Coaches must recognize and respect the authority they hold, and must be very careful not to abuse it.

The values and goals of Minor Baseball are channeled through the coaches. Therefore, how an athlete regards his or her time in the game is dependent on the behavior of the coach.

Each coach is asked to read and sign this Code, as a commitment to excellence in coaching

1. Being a coach means being reasonable. Players develop at different rates.
2. Teach your players to play by the rules, just as you play by the rules.
3. Be constructive in your criticism, followed always by praise for things done right.
4. Give every player the same chance. It's not about the elite player, it's about getting everyone involved as a part of a team.
5. Treat the umpire the way you expect your players to treat you. With Respect.
6. Striving to win is not a sin. Striving to win every time, at all costs, means your players are not getting enough different opportunities. Everyone should play both infield and outfield.
7. Give your voice a rest when the game is on. Use it only to encourage, and discuss the mistakes quietly after the game.
8. Have fun. You are a volunteer coach, in a volunteer organization, and if it isn't fun, it isn't Minor Baseball.
9. If you win, have ice cream. If you lose, have ice cream. If you treat winning and losing the same, you will teach your team a much more valuable lesson.
10. The center of attention should be the players-not the adults. A coach cannot accomplish anything if the players aren't there.

## Appendix D – Little League Canada Player’s Code of Conduct

# *Player’s Code of Conduct*

Little League in Canada has developed a Code of Conduct to assist the players to become well-rounded, valuable and productive people, not only in sports, but also in life.

1. Play for Fun. If it isn't fun, it isn't Minor Baseball.
2. Respect your coaches and the umpires. Treat them the same way you want to be treated.
3. Be a good sport. Be Fair. Play by the rules.
4. Improve your skills. Help your teammates to get better.
5. Never give up.
6. Be willing to try every position. You never know which one will be the most fun.
7. Don't be selfish. Your teammates deserve the same chances as you.
8. Be on time.