



PBL SAFE SPORT POLICY

Air Quality Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. When making decisions related to air quality, the health and safety of participants shall be of the utmost concern.

Air quality impacts individuals differently. This document will use the term 'at-risk athletes' to describe individuals most likely to experience health impacts related to poor air quality. An individual with a history of respiratory or cardiovascular conditions, young children, and the elderly may be considered at-risk. To determine if an individual is in the at-risk population, see Environment Canada's website at <https://www.canada.ca/en/environment-climate-change/services/air-quality-health-index/health-risks.html>.

It is strongly recommended that the parents/guardians of at-risk athletes communicate this information to their child's coaches to ensure their health is closely monitored in times of poor air quality. The parents/guardians of at-risk athletes, should make decisions related to their child's participation in baseball activities, based on their child's own personal health circumstances.

(2.0) Measurement Tools

Baseball BC will use the Air Quality Index (AQI) and Air Quality Health Index (AQHI) as measurement tools of air quality. These measurements will help guide the appropriate response to poor air quality, as it impacts baseball activity.



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(2.1) Air Quality Index (AQI)

The AQI measures five different air pollutants on a scale of 0 to 500. The most common and problematic pollutants for physical activity are ground level ozone and particulate matter. The following scale explains the level of risk with each reading:

0-50	Green	Good
51-100	Yellow	Moderate
101-150	Orange	Unhealthy for sensitive groups
151-200	Red	Unhealthy
201-300	Purple	Very Unhealthy
301 +	Maroon	Hazardous

The following link provides current and historical AQI readings at various locations in British Columbia.

<https://aqicn.org/map/britishcolumbia/>

(2.2) Air Quality Health Index (AQHI)

The AQHI measures the sum of the health risks associated with air pollution on a scale of 1 to 10.

The following scale explains the level of risk with each reading:

1-3	Low risk
4-6	Moderate risk
7-10	High risk
10+	Very high risk

The following link provides observed AQHI readings at various locations in British Columbia as well as forecasted readings for the next 24 hours.

https://weather.gc.ca/airquality/pages/provincial_summary/bc_e.html



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(3.0) Intensity of Physical Activity

The intensity of physical activity and related exertion levels are factors when determining what actions to take in response to poor air quality. Baseball is generally considered a low intensity sport and may make different adaptations in times of poor air quality, when compared to higher intensity sports, such as soccer and lacrosse.

(4.0) Recommended Adaptations

(4.1) Moderate Risk

AQI reading of 51-150 or an AQHI reading of 4-6.

When there is a moderate air quality risk, Baseball BC recommends:

- monitor at-risk athletes for respiratory difficulties
- consider reducing the physical exertion levels at-risk athletes
- consider reducing the length of time at-risk athletes spend outside
- generally, no action is required for the general population

(4.2) High Risk

AQI reading of 151-200 or an AQHI reading of 7-10.

When there is a high air quality risk, Baseball BC recommends:

- significantly reducing outdoor activity for at-risk athletes; reschedule or move training for at-risk athletes inside
- reduce the physical exertion levels of all athletes
- reduce the length of time all athletes spend outside; consider, for example, not taking batting practice and leaving the field immediately after training or competition
- monitor all athletes for symptoms including coughing and throat irritation; reduce exertion levels or reschedule activities for those experiencing symptoms



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(4.3) Very High Risk

AQI reading over 200 or an AQHI reading of 10+.

When there is a high air quality risk, Baseball BC recommends:

- cancelling or rescheduling outdoor activity
- significantly reducing physical exertion and length of time spent outdoors for all athletes
- closely monitoring all athletes for symptoms including coughing and throat irritation; strongly consider ending activities for those experiencing symptoms

(5.0) Decision Making Process

Given that air quality can vary throughout the province, the responsibility for enacting the recommended adaptations described in section 4 of this document, is typically the responsibility of local sports organizations and individual teams.

At Baseball BC provincial championships, the onsite technical director will have the primary responsibility for making decisions and recommendations related to air quality in consultation with the president and executive director.

At Baseball BC camps and high-performance activities, the camp leader or head coach will have primary responsibility for making decisions and recommendations related to air quality, in consultation with the president and executive director.

When air quality nears a very high risk, as described in section 4.3 of this document, leagues, member organizations, and Baseball BC may consider suspending outdoor baseball activity for a specific region of the province.



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(6.0) References

1) Information related to the Air Quality Health Index (AQHI) is that of Environment Canada and was retrieved on January 24, 2021 from:

https://weather.gc.ca/airquality/healthmessage_e.html

2) Information related to the Air Quality Index (AQI) is that of Air Now and was retrieved on January 24, 2021 from:

<https://www.airnow.gov/aqi/aqi-basics/#:~:text=Think%20of%20the%20AQI%20as,300%20represents%20hazardous%20air%20quality.>



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Appeals Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. As part of creating a safe environment, Baseball BC must hold individuals accountable for their conduct when it is in violation of Baseball BC policies, which may result in disciplinary sanctions. The purpose of this policy is to create a fair process for allowing individuals the opportunity to appeal disciplinary decisions that have been issued against them.

(2.0) Jurisdiction & Application

The appeals policy is only applicable to disciplinary decisions.

The appeals committee shall have jurisdiction over the following disciplinary matters:

- a) An appeal of a disciplinary decision made by the Baseball BC discipline committee, that resulted in a suspension of four games or more.
- b) At the request of a local sports organization or member, an appeal of a disciplinary decision, arising from a safe sport complaint.
- c) At the request of a member, an appeal of a disciplinary decision, arising from game related conduct, including but not limited to, umpire ejections.

(3.0) Appeal Committee Composition

When the appeal involves a disciplinary decision described in section 2 (B or C) the Baseball BC discipline committee shall hear the appeal.

When the appeal involves a disciplinary decision described in Section 2 (A) the Baseball BC president (or designate) shall establish an independent appeals committee comprised of a chairperson and two additional members.



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(4.0) Decision Making

When deliberating, the appeals committee shall seek to achieve consensus. When consensus cannot be achieved, the committee shall make decisions by majority vote.

(5.0) Deposit

For an appeal to be heard, the appellant must provide a deposit in the amount of \$250. Should the appeal be upheld or partially upheld, the deposit is returned in full. Should the appeal be dismissed, the deposit is retained by Baseball BC.

(6.0) Deadline & Submission

An appeal of a decision made by the Baseball BC discipline committee must be made, including the submission of the deposit, within 48 hours of the disciplinary decision being issued.

An appeal must be made in writing to the executive director of Baseball BC.

The appellant must clearly state their grounds for appeal, providing explanation and evidence to support their claim. The onus to prove the claim is on the appellant.

(7.0) Grounds for Appeal

The following are grounds for appeal:

- a) A substantive error in findings.
- b) A substantive error in applying or interpreting a rule, process, or policy.
- c) A committee member's bias, conflict of interest, or partiality.
- d) That a sanction is clearly unreasonable in proportion to the offense.
- e) That the decision was outside the scope of the discipline committee's authority.



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(8.0) Appeal Process

- (a) The executive director shall confirm reception of the written appeal.
- (b) The appeals committee chairperson shall invite the appellant to submit any further documentation in support of their appeal and advise the appellant of their right to an online hearing. Such a hearing should be scheduled within five days of receiving the appeal.
- (c) The appeals committee shall investigate, ask clarifying questions of the appellant, and speak to witnesses as deemed necessary.
- (d) The appeals committee should release their final ruling within seven days of receiving the appeal.

(9.0) Status of Original Decision

Once an appeal is received, subject to the exceptions below, the original disciplinary decision is held in abeyance and the individual is permitted to resume participation, pending the results of the appeal.

If the discipline was issued because of an umpire ejection, the individual must serve their automatic one game suspension, per section 5.1 of the Baseball BC discipline policy.

The original disciplinary decision will not be held in abeyance and the individual will continue to serve their suspension in the following circumstances:

- a) The appeal process is delayed beyond one week at the fault of the appellant.
- b) The individual was issued a suspension of 8 games or more.

(10.0) Expedited Process

This process is to be applied in cases where an appellant's suspension is held in abeyance under section 9 of this policy and the appellant is scheduled to participate in a Baseball BC event before the appeal would ordinarily be heard.

In this instance, Baseball BC may convene the appeal's committee and process the appeal in an expediated manner. When Baseball BC chooses to process an appeal in an expediated manner, the appellant is required to participate, at times determined by the chairperson. When an



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appellant fails to participate, thereby delaying the expediated process, the chairperson may determine that the suspension will not be held in abeyance.

(11.0) Appeal Committee Considerations

An appeals committee shall consider the following when determining whether to uphold an appeal:

- a) That an error, described in section 7 (A or B) of this document, must be substantive and that the error led to an increased or unreasonable sanction.
- b) When considering appeals under Section 7 (C) of this document, the appeals committee shall only uphold the appeal when the discipline falls outside the range of what is reasonable, not simply because the appeals committee would have come to a slightly different decision.

When the appeal involves a disciplinary decision described in Section 2 (B or C) of this document, made by another member organization, the appeals committee shall consider the applicable policies and procedures of that organization.

(12.0) Appeal Committee Options

The appeals committee may:

- a) Uphold the appeal and vacate the disciplinary sanctions in its entirety.
- b) Dismiss the appeal and uphold the disciplinary decision in its entirety.
- c) Partially uphold the appeal and modify the terms of the disciplinary sanction.



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Baseball BC Code of Conduct

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. Participants are expected to conduct themselves in a manner consistent with the values of Baseball BC, as expressed in this document and other policies. This document provides a general guide for overall conduct expectations. More specific and detailed expectations can be found in individual policies.

Baseball BC accepts all language contained in the British Columbia Universal Code of Conduct, a version of which can be found through the following link:

[BC_UCC_2021.pdf\(viasport.ca\)](#)

(2.0) Application

The Baseball BC Code of Conduct applies to all participants during baseball related activities, on and off the field of play.

Baseball BC participants are defined to include, but not be limited to, all players, coaches, umpires, league officials, coach developers, umpire instructors, association staff, volunteers, members of the Board of Directors, parents/guardians, sponsor representatives, club supporters, and members of the general public attending as spectators.

Failure to follow the Code of Conduct and policies of Baseball BC may result in disciplinary sanctions.



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(3.0) General Principles

The Baseball BC Code of Conduct includes sections with expectations specific to athletes, coaches, umpires, and employees/staff/members of the Board of Directors.

The following overarching principles apply to all participants:

- Demonstrate the greatest levels of respect, protecting the rights, dignity and worth of every person regardless of their gender, ability/disability, sexual orientation, age, race, national or ethnic origin, colour, and religion.
- Demonstrate integrity in all matters involving the sport by behaving with honesty and transparency.
- Use respectful language when communicating with others.
- Solve problems and disputes peacefully using a calm voice and respectful language.
- Follow all Baseball BC rules and polices, including but not limited to discipline, concussions, screening, equality, inclusion, diversity, tobacco & vaping, performance enhancing drugs, illegal drug use, whistle blower, social media, overnight travel, confidentiality & privacy, locker room, hazing, air quality, conflict of interest, and relationships.



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(4.0) Code of Conduct – Athlete

Athletes are expected to:

- Respect the decisions and authority of umpires.
- Honour both the spirit and the letter of the competition rules and live up to the highest ideals of ethics and conduct.
- Demonstrate respect for the opposition. Refrain from engaging in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks, trash-talking, taunting or actions that are demeaning to other players, coaches, and supporters.
- Care for and respect the facilities and equipment made available to you during training and competition.
- Safeguard your health; avoid performance enhancing drugs, tobacco products (including smokeless tobacco), illegal drugs, cannabis, and alcohol.
- Report all injuries to your coach and advocate to protect your health and safety.
- Show appreciation for volunteers, including officials, coaches, and umpires.



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(5.0) Code of Conduct – Coach

Coaches are expected to:

- Proactively educate athletes on the principles of fair play and the policies of Baseball BC and demand athlete compliance. Provide fair and consistent consequences to those who fail to abide by the Code of Conduct and other policies.
- Seek to maximize the participation and enjoyment of all athletes.
- Provide positive support for athletes. Praise their effort.
- Emphasize skill development over winning.
- Always consider the health, safety, and welfare of players. Show concern and caution toward ill and injured players. Follow the advice of a physician and/or sports trainer to the letter when determining when an injured athlete is ready to recommence training or competition. Be knowledgeable about safety policies including arm care and concussions. Be observant for safety concerns and discourage unsafe conduct.
- Maintain appropriate, professional relationships with players.
- Maintain a thorough knowledge of the sport and keep abreast of current coaching methods.
- Demonstrate leadership and model consistent compliance with the principles of fair play and adherence to the rules and policies of Baseball BC.
- Respect the decisions and authority of umpires.



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(6.0) Code of Conduct – Umpire

Umpires are expected to:

- Conduct oneself with dignity on and off the field of play and by personal example, to inspire participants to abide by the true principles of fair play.
- Adhere to all provincial standards and directives.
- Treat everyone fairly and respectfully regardless of gender, race, color, ability, or any other characteristic or factor.
- Consistently display high personal standards and project a favorable image of the sport by:
 - a) refraining from public criticism of participants (including other officials), the use of profane or offensive language, and the use of tobacco products, or vaping, on or around the field,
 - b) refraining from gambling (however minor) on any game in which one may be involved in any way,
 - c) to not be under the influence of alcohol or cannabis when officiating or educating others,
 - d) to honor all commitments and/or assignments and when unable to do so because of an emergency, promptly notifying the allocator or find a suitable replacement.
- Continue to regularly attend educational clinics and workshops, to study the rule book and training manuals, and challenge oneself to ongoing improvement as students and practitioners of the game of baseball.



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(7.0) Code of Conduct – Parent/Guardian/Spectator

Parents, guardians, and spectators are expected to:

- Be mindful that children participate in sport for fun. The game is about them and not the adults.
- Respect the decisions and authority of umpires.
- Support athletes to learn the concept of fair play.
- Speak up against and report actions that are not consistent with Baseball BC policies or its Code of Conduct; whether the actions are from athletes, coaches, officials, parents or spectators. “If you see something; say something.”
- Positively support athletes and respect their efforts.
- Participate in positive cheering that encourages the athletes you are supporting.
- Demonstrate respect for your opposition. Refrain from engaging disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks, trash-talking, taunting or other actions that are demeaning to other players, coaches, and supporters.



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(8.0) Code of Conduct - Association Employees, Staff, and Volunteer Members of the Board of Directors

Employees, staff, and volunteer members of the Board of Directors are expected to:

- Conduct oneself openly, professionally, collaboratively, and in good faith.
- Represent the collective, best interests of Baseball BC.
- Behave with decorum appropriate to the circumstance and position.
- Exercise due diligence in upholding one's fiduciary responsibility to the membership of Baseball BC.
- Promote the open exchange of ideas and perspectives. Demonstrate respect towards others in all communications.
- Respect the governance, policies and lawfully taken decisions of Baseball BC.
- Model the general principles outlined in this Code of Conduct, thereby setting a positive leadership example for the sport.
- Promote a safe sport environment. Proactively report concerns to the appropriate governing body.



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Concussion Policy & Protocol

1.0 Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. Baseball BC has adopted the Baseball Canada concussion policy & protocol to help guide the management of participants who may have a suspected concussion as a result of participation in baseball activities.

For the purpose of this document, a participant is defined as an athlete, coach, or umpire.

2.0 Purpose

This policy & protocol covers the recognition, medical diagnosis, and management of participants who may sustain a suspected concussion during a baseball activity. It aims to ensure that participants with a suspected concussion receive timely and appropriate care and proper management to allow them to return to baseball safely. This protocol may not address every possible clinical scenario that can occur during baseball-related activities but includes critical elements based on the latest evidence and current expert consensus.

3.0 Who should use this policy & protocol?

This protocol is intended for use by all individuals who interact with athletes inside and outside the context of school and non-school based organized baseball activity, including athletes, parents, coaches, officials, teachers, trainers, and licensed healthcare professionals.

4.0 Pre-Season Education

Despite recent increased attention focusing on concussion, there is a continued need to improve concussion education and awareness. Optimizing the prevention and management of concussion depends highly on annual education of all baseball stakeholders (athletes, parents, coaches, officials, teachers, trainers, licensed healthcare professionals) on current evidence-informed approaches that can prevent concussion and more serious forms of head injury and help identify and manage a participant with a suspected concussion.



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Concussion education should include information on:

- the definition of concussion,
 - possible mechanisms of injury,
 - common signs and symptoms,
 - steps that can be taken to prevent concussions and other injuries from occurring in baseball,
 - what to do when a participant has suffered a suspected concussion or more serious head injury,
 - what measures should be taken to ensure proper medical assessment,
 - return-to-school and return-to-baseball strategies,
 - return-to-baseball medical clearance requirements
- ▶ **Who:** Athletes, parents, coaches, umpires, teachers, and trainers, licensed healthcare professionals.
- ▶ **How:** Pre-season concussion education sheet

All parents, athletes, coaches, and umpires should review and submit a signed copy of the *pre-season concussion education sheet* to their coach prior to the first practice of the season. In addition to reviewing information on concussion, it is also important that all baseball stakeholders have a clear understanding of the Baseball BC concussion policy & protocol. For example, this can be accomplished through pre-season in-person orientation sessions for athletes, parents, coaches, and other sport stakeholders.

5.0 Head Injury Recognition

Although the formal diagnosis of concussion should be made following a medical assessment, all baseball stakeholders are responsible for the recognition and reporting of participants who may demonstrate visual signs of a head injury or who report concussion-related symptoms. This is particularly important because many baseball venues will not have access to on-site licensed healthcare professionals.

A concussion should be suspected if a participant sustains a significant impact to the head, face, neck, or body and demonstrates any of the visual signs of a suspected concussion or reports *any* symptoms of a suspected concussion as detailed in the *Concussion Recognition Tool 5*. If a participant reports any concussion symptoms to one of their peers, parents, teachers, or coaches or if anyone witnesses a participant exhibiting any of the visual signs of concussion.



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In some cases, a participant may demonstrate signs or symptoms of a more severe head or spine injury including convulsions, worsening headaches, vomiting, or neck pain. If an athlete demonstrates any of the 'red flags' indicated by the *Concussion Recognition Tool 5*, a more severe head or spine injury should be suspected, and an emergency medical assessment should be pursued.

- ▶ **Who:** Athletes, parents, coaches, umpires, teachers, trainers, and licensed healthcare professionals
- ▶ **How:** [Concussion Recognition Tool 5](#)

6.0 Onsite Medical Assessment

Depending on the suspected severity of the injury, an initial assessment may be completed by emergency medical professionals or by an on-site licensed healthcare professional where available. In cases where a participant loses consciousness or it is suspected they might have a more severe head or spine injury, an emergency medical assessment, by emergency medical professionals, should take place. If a more severe injury is not suspected, the participant should undergo a sideline medical assessment or medical assessment, depending on if there is a licensed healthcare professional present.

6.1 Emergency Medical Assessment

If a participant is suspected of sustaining a more severe head or spine injury during a game or practice, an ambulance should be called immediately to transfer the patient to the nearest emergency department for further medical assessment.

Coaches, parents, teachers, trainers, and umpires should not make any effort to remove equipment or move the participant until an ambulance has arrived. The participant should not be left alone until the ambulance arrives. After the emergency medical services staff has completed the emergency medical assessment, the participant should be transferred to the nearest hospital for medical assessment. In the case of youth (under 19 years of age), the participant's parents should be contacted immediately to inform them of the injury. For participants over 18 years of age, their emergency contact person should be contacted if one has been provided.

- ▶ **Who:** Emergency medical professionals



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6.2 Sideline Medical Assessment

If a participant is suspected of sustaining a concussion and there is no concern for a more serious head or spine injury, the participant should be immediately removed from the field of play.

Scenario 1: If a licensed healthcare professional is present

The participant should be taken to a quiet area and undergo a sideline medical assessment using the Sport Concussion Assessment Tool 5 (SCAT5) or the Child SCAT5. The SCAT5 and Child SCAT5 are clinical tools that should only be used by a licensed healthcare professional that has experience using these tools. It is important to note that the results of SCAT5 and Child SCAT5 testing can be normal in the setting of acute concussion. As such, these tools can be used by licensed healthcare professionals to document initial neurological status but should not be used to make sideline return-to-sport decisions in youth athletes. Any youth participant who is suspected of having sustained a concussion must not return to the game or practice and must be referred for medical assessment.

If a youth participant is removed from play following a significant impact and has undergone assessment by a licensed healthcare professional, but there are no visual signs of a concussion and the participant reports no concussion symptoms, then the participant can be returned to play but should be monitored for delayed symptoms.

Scenario 2: If there is no licensed healthcare professional present

The participant should be referred immediately for medical assessment by a medical doctor or nurse practitioner and the participant must not return to play until receiving medical clearance.

- ▶ **Who:** Athletic therapists, physiotherapists, medical doctor.
- ▶ **How:** [Sport Concussion Assessment Tool 5 \(SCAT5\)](#), [Child Sport Concussion Assessment Tool 5 \(Child SCAT5\)](#)

Baseball BC highly recommends that a participant be taken out of the game (with the right to return to play) if hit on the head, face, or neck, including the following scenarios: batter hit on the helmet, catcher/umpire hit by a foul tip, pitcher hit with a batted ball.

Other scenarios to be considered include: a fielder hitting a fence or a post, a runner hitting a defender's hard body part (knee, elbow), or fielders entering in a collision.



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7.0 Medical Assessment

In order to provide comprehensive evaluation of participant with a suspected concussion, the medical assessment must rule out more serious forms of traumatic brain and spine injuries, must rule out medical and neurological conditions that can present with concussion-like symptoms, and must make the diagnosis of concussion based on findings of the clinical history and physical examination and the evidence-based use of adjunctive tests as indicated (i.e CT scan). In addition to nurse practitioners, medical doctors that are qualified to evaluate patients with a suspected concussion include: pediatricians; family medicine, sports medicine, emergency department, internal medicine, and rehabilitation (physiatrists) physicians; neurologists; and neurosurgeons.

In geographic regions of Canada with limited access to medical doctors (i.e. rural or northern communities), a licensed healthcare professional (i.e. nurse) with pre-arranged access to a medical doctor or nurse practitioner can facilitate this role. The medical assessment is responsible for determining whether the athlete has been diagnosed with a concussion or not. Participants with a diagnosed concussion should be provided with a *medical assessment letter* indicating a concussion has been diagnosed. Participants that are determined to have not sustained a concussion must be provided with a *medical assessment letter* indicating a concussion has not been diagnosed and the athlete can return to school, work, and sports activities without restriction.

- ▶ **Who:** Medical doctor, nurse practitioner, nurse
- ▶ **How:** *Medical Assessment Letter*

8.0 Concussion Management

When a participant has been diagnosed with a concussion, it is important that the participant's parent/legal guardian is informed. All participants diagnosed with a concussion must be provided with a standardized *medical assessment letter* that notifies the participant and their parents/legal guardians that they have been diagnosed with a concussion and may not return to any activities with a risk of concussion until medically cleared to do so by a medical doctor or nurse practitioner. Because the *medical assessment letter* contains personal health information, it is the responsibility of the participant or their parent/legal guardian to provide this documentation to the athlete's coaches, teachers, or employers. It is also important for the athlete to provide this information to baseball organization officials that are responsible for injury reporting and concussion surveillance where applicable.



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Participants diagnosed with a concussion should be provided with education about the signs and symptoms of concussion, strategies about how to manage their symptoms, the risks of returning to sport without medical clearance, and recommendations regarding a gradual return to school and sport activities. Participants diagnosed with a concussion are to be managed according to their *return-to-school and baseball-return-to-play strategy* under the supervision of a medical doctor or nurse practitioner. When available, participants should be encouraged to work with the team athletic therapist or physiotherapist to optimize progression through their *baseball-return-to-play strategy*. Once the participant has completed their *return-to-school and baseball-return-to-play strategy* and are deemed to be clinically recovered from their concussion, the medical doctor or nurse practitioner can consider the participant for a return to full sports activities and issue a *medical clearance letter*.

The stepwise progressions for *return-to-school and baseball-return-to-play strategies* are outlined below. As indicated in stage 1 of the *return-to-baseball strategy*, reintroduction of daily, school, and work activities, using the *return-to-school strategy*, must precede return to sport participation.

8.1 Return-to-School Strategy

The following is an outline of the *return-to-school strategy* that should be used to help student-athletes, parents, and teachers collaborate in allowing the participant to make a gradual return to school activities. Depending on the severity and type of the symptoms present, student-athletes will progress through the following stages at different rates. If the student-athlete experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage. Athletes should also be encouraged to ask their school if they have a school-specific return-to-learn program in place to help student-athletes make a gradual return to school.



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Stage	Aim	Activity	Goal of each step
1	Daily activities at home that do not give the student-athlete symptoms	Typical activities during the day as long as they do not increase symptoms (i.e. reading, texting, screen time). Start at 5-15 minutes at a time and gradually build up.	Gradual return to typical activities
2	School activities	Homework, reading or other cognitive activities outside of the classroom.	Increase tolerance to cognitive work
3	Return to school part-time	Gradual introduction of schoolwork. May need to start with a partial school day or with increased breaks during the day.	Increase academic activities
4	Return to school full-time	Gradually progress	Return to full academic activities and catch up on missed schoolwork

McCroory et al. (2017). Consensus statement on concussion in sport – the 5th international conference on concussion in sport held in Berlin, October 2016. *British Journal of Sports Medicine*, 51(11), 838-847.

8.2 Return-to-Baseball Strategy

The following is an outline of the return-to-baseball strategy that should be used to help athletes, coaches, trainers, and medical professionals to partner in allowing the athlete to make a gradual return to baseball activities. An initial period of 24-48 hours of rest is recommended before starting the *return-to-baseball strategy*. The participant should spend a minimum duration of 24 hours without symptom increases at each stage before progressing to the next one. If the participant experiences new symptoms or worsening symptoms at any stage, they should go back to the previous stage. It is important that youth and adult student-athletes return to full-time school activities before progressing to stage 5 and 6 of the return-to-baseball strategy. It is also important that all athletes provide their coach with a *medical clearance letter* prior to returning to full contact sport activities.



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Stage	Aim	Activity	Goal of each step
1	Symptom-limiting activity	Daily activities that do not provoke symptoms.	Gradual re-introduction of work/school activities
2	Light aerobic activity	Walking or stationary cycling at slow to medium pace. No resistance training. <i>-Light intensity jogging or stationary cycling for 15-20 minutes at sub-symptom threshold intensity</i>	Increase heart rate
3	Baseball-specific exercise	Running drills. No head impact activities <i>- Moderate intensity jogging for 30-60 minutes at sub-symptom threshold intensity</i> <i>- Low to moderate impact throwing, receiving, hitting and agility drills</i>	Add movement
4	Non-contact training drills	Harder training drills, i.e. running catches. May start progressive resistance training. <i>- Participation in high intensity running and drills</i> <i>- Non-contact practice without risk of colliding with another participant</i> <i>- Participation in resistance training workouts</i>	Exercise, coordination and increased thinking
5	Full practice	Following medical clearance <i>- Participation in full practice without activity restriction</i>	Restore confidence and assess functional skills by coaching staff
6	Return to baseball	Normal game play	

McCroly et al. (2017). Consensus statement on concussion in sport – the 5th international conference on concussion in sport held in Berlin, October 2016. *British Journal of Sports Medicine*, 51(11), 838-847.

- ▶ **Who:** Medical doctor, nurse practitioner and team athletic therapist or physiotherapist (where available)
- ▶ **How:** *Return-to-Learn Strategy, Return-to Baseball Strategy, Medical Assessment Letter*

9.0 Multidisciplinary Concussion Care

Most participants who sustain a concussion while participating in baseball will make a complete recovery and be able to return to full school and baseball activities within 1-4 weeks of injury. However, approximately 15-30% of individuals will experience symptoms that persist beyond this time frame. If available, individuals who experience persistent post-concussion symptoms (>4 weeks for youth athletes, >2 weeks for adult athletes) may benefit from referral to a medically supervised multidisciplinary concussion clinic that has access to professionals with licensed training in traumatic brain injury that may include experts in sport medicine,



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neuropsychology, physiotherapy, occupational therapy, neurology, neurosurgery, and rehabilitation medicine.

Referral to a multidisciplinary clinic for assessment should be made on an individualized basis at the discretion of an athlete's medical doctor or nurse practitioner. If access to a multidisciplinary concussion clinic is not available, a referral to a medical doctor with clinical training and experience in concussion (e.g. a sport medicine physician, neurologist, or rehabilitation medicine physician) should be considered for the purposes of developing an individualized treatment plan. Depending on the clinical presentation of the individual, this treatment plan may involve a variety of health care professionals with areas of expertise that address the specific needs of the athlete based on the assessment findings.

- ▶ **Who:** Multidisciplinary medical team, medical doctor with clinical training and experience in concussion (e.g. a sports medicine physician, neurologist, or rehabilitation medicine physician), licensed healthcare professionals.

10.0 Return to Baseball and Sports

Participants who have been determined to have not sustained a concussion and those that have been diagnosed with a concussion and have successfully completed their *return-to-school and return-to-baseball strategy* can be considered for return to full sports activities. The final decision to medically clear an athlete to return to full game activity should be based on the clinical judgment of the medical doctor or nurse practitioner taking into account the athlete's past medical history, clinical history, physical examination findings, and the results of other tests and clinical consultations where indicated (i.e. neuropsychological testing, diagnostic imaging). Prior to returning to full contact practice and game play, each athlete that has been diagnosed with a concussion must provide their coach with a standardized *medical clearance letter* that specifies that a medical doctor or nurse practitioner has personally evaluated the patient and has cleared the athlete to return to sports. In geographic regions of Canada with limited access to medical doctors (i.e. rural or northern communities), a licensed healthcare professional (such as a nurse) with pre-arranged access to a medical doctor or nurse practitioner can provide this documentation. A copy of the *medical clearance letter* should also be submitted to sports organization officials that have injury reporting and surveillance programs where applicable.

Athletes who have been provided with a *medical clearance letter* may return to full sport activities as tolerated. If the athlete experiences any new concussion-like symptoms while returning to play, they should be instructed to stop playing immediately, notify their parents, coaches, trainer, or teachers, and undergo follow-up *medical assessment*. If the athlete sustains



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a new suspected concussion, the Baseball BC concussion policy & protocol should be followed as outlined here.

- ▶ **Who:** Medical doctor, nurse practitioner
- ▶ **Document:** *Medical Clearance Letter*

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PBL SAFE SPORT POLICY

Conflict of Interest Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. The purpose of this policy is to define and manage conflicts of interest within the organization.

(2.0) Application

This policy applies to individuals hired, appointed, or elected to roles within Baseball BC, including but not limited to, employees, staff, coaches, volunteers, and members of the Board of Directors.

(3.0) Definition

A conflict of interest is defined as a situation where an individual has a competing personal interest that conflicts, or may reasonably be seen to conflict, with the interests of Baseball BC. Real and perceived conflicts of interest are of equal concern.

Conflicts of interests can arise from personal friendships, economic interests, from membership in organizations, and from other types of relationships.

Given the interconnectedness of the baseball community, Baseball BC recognizes that all conflicts of interest are not necessarily problematic or avoidable. It is also recognized that many members of the Board of Directors, represent member organizations and as such, represent and advocate for the interests of their organization.

(4.0) Duty to Report

Individuals are expected to report any real or perceived conflicts of interest to the president who shall keep a record of such reports.

A conflict of interest must be declared when there is a direct or indirect material interest in a contract or transaction with the society or a matter for consideration by the board. A "material interest" is an interest that is not insignificant and could reasonably be considered to affect a person's decision-making.



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(5.0) Expectation

Baseball BC expects all employees, staff, coaches, volunteers, and members of the Board of Directors to act in the best interest of the organization.

(6.0) Avoiding Conflict of Interest

To avoid conflicts of interest, individuals, as defined in section 2.0:

- May not have direct or indirect interests of any nature that conflict with the discharge of their duties.
- Shall not accept or solicit any personal gift, favour, or service that might influence the individual in discharging their duties.
- Shall not disclose information acquired conducting business for Baseball BC for personal gain or benefit.
- Shall not transact any business, in their official capacity with Baseball BC, with any organization or business of which the participant is an officer, agent, or member in which they own a substantial interest.



PBL SAFE SPORT POLICY

Dispute Resolution Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. The purpose of this policy is to provide a mechanism by which disputes between parties, that are not disciplinary in nature, may be resolved. Mediators and committees under this policy have no disciplinary authority.

For the purpose of this policy, 'parties' is defined as individual athletes, parents/guardians, coaches, umpires, local sports organizations, and members.

(2.0) Jurisdiction & Mutual Consent

Both parties must mutually consent to the use of this policy to resolve their dispute. Such consent must be made in writing, as a request to the executive director or president of Baseball BC and must state whether the parties are consenting to mediation or binding arbitration, per section 4 of this document.

Once entered in binding arbitration, neither party can withdrawal that consent.

(3.0) Dispute Resolution Committee Composition

When the parties consent to mediation, the president (or designate) will appoint an individual to mediate the dispute.

When the parties consent to binding arbitration, the president (or designate) will appoint a dispute resolution committee, that includes a chairperson and two additional members.

The president may appoint themselves as a chairperson or committee member.



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(4.0) Mediation & Binding Arbitration

The parties may choose to consent to either mediation or binding arbitration to resolve their dispute.

(4.1) Mediation is a process by which a mediator will work with both parties for the purpose of reaching a mutually agreeable solution to the dispute. There is no guarantee that a mutually agreeable solution will be found.

(4.2) Binding arbitration is a process by which a dispute resolution committee will impose a decision that resolves the dispute. Such decision is not subject to further appeal.

(5.0) Process

Given that this policy may be used to resolve a wide variety of disputes, flexibility in process must be given to the mediator or dispute resolution committee.

The process should include:

- The opportunity for both parties to make written submissions to the mediator or chairperson of the dispute resolution committee, explaining their perspective and desired outcome.
- Communications that allow the mediator or dispute resolution committee to seek clarification of the issues and conduct research and investigations, as deemed necessary, for the purpose of gaining further understanding into the dispute.
- A virtual or in-person hearing between the parties, mediator, or committee members. The mediator or chairperson shall determine the process for the hearing. The process must include the opportunity for both parties to present their perspective and ask questions of each other.

(6.0) Decision Making

When deliberating, the dispute resolution committee shall seek to achieve consensus. When consensus cannot be achieved, the committee shall make decisions by majority vote.

The mediator or dispute resolution committee shall issue their decision in writing.



PBL SAFE SPORT POLICY

Emergency Action Plan Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. From time to time, emergency situations occur that require an immediate response from adults to provide care for participants. The purpose of this policy is to plan for such emergency situations.

(2.0) Application

Baseball BC will prepare an emergency action plan (EAP) for:

- Competition events, such as championships
- Camps
- High performance teams

(3.0) Implementation

The plan should be implemented when any serious injury or medical event occurs, including but not limited to, when a participant:

- Is not breathing
- Does not have a pulse
- Is bleeding profusely
- Has impaired consciousness
- Has visible major trauma
- Cannot move their arms or legs or has lost feeling to them

(4.0) Planning Requirements

(4.1) Competition Events

Baseball BC will complete the EAP form in advance of the competition event, in conjunction with the host association. The EAP will be provided to each team prior to the event.

The onsite technical director will provide the charge person with a level one first aid kit as per WorkSafe.

Teams attending Baseball BC competition events will be responsible for ensuring compliance with section 5.0 of this document, based on their internal policies.



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(4.2) Camps

Baseball BC will complete the EAP in advance of the camp and will provide it to all camp coaches, leaders, or other staff.

The charge person will be provided with a level one first aid kit as per WorkSafe.

The call person will be provided with the participant information and medical history documents.

(4.3) High Performance Teams

Baseball BC will complete the EAP form for the primary training location of the high-performance team and will provide it to all members of the coaching staff.

The charge person will be provided with a level one first aid kit as per WorkSafe.

The call person and, in the event of overnight travel, all chaperones, will be provided with the participant information and medical history documents.

(5.0) Required Documents

Baseball BC will collect participant information and medical history as part of its registration process for camps and high-performance teams. It is essential that call person and chaperones are in possession of this information.

(5.1) Participant Information

Participant information collected must include:

- Contact information for the athlete's parents/guardians
- Emergency contact information
- Doctor's name and phone number
- Athlete's birthdate
- Medical number

(5.2) Medical History Document

Medical history collected must include:

- List of previous injuries
- Allergies
- Current medications
- Other relevant medical information



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(6.0) Roles & Responsibilities

Three individuals, each with a different responsibility, will work together to implement the EAP in an emergency.

(6.1) Charge Person

The role of the charge person is to:

- Immediately enter the field of play and approach the injured participant
- Take control of the situation and secure the area
- Instruct the injured participant to lay still, and inform others to not move the individual
- Assess the injury status of the individual and communicate to the call person if an ambulance is required
- Provide first aid as required
- Determine if other individuals with first aid or other medical expertise may assist
- Stay with the participant until EMS arrive
- Advise the executive director of the event and actions taken

(6.2) Call Person

The role of the call person is to:

- Call for emergency help
- Provide all necessary information to dispatch
- Update dispatch on the participant's condition and the medical assistance being performed
- Ensure the athlete's parents/guardians are contacted and if they are not reached the athlete's emergency contact.

(6.3) Control Person

The role of the control person is to:

- Ensures teammates, other participants, and spectators are not in the way of the charge person and ambulance crew
- Wait by the entrance to the park to direct the ambulance when it arrives
- Communicate with officials, umpires, the opposing team, and coaches, as required
- Seek highly trained medical personal to assist, if required by charge person



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Emergency Action Plan

Venue Information

Venue name: _____

Venue address: _____

Ambulance entrance information: _____

Nearest AED location (if any): _____

EMS Phone Number: _____ 911 _____

Nearest hospital: _____

Nearest hospital phone number: _____

Nearest hospital address: _____

Contact Person Information

Charge Person: _____ Cell: _____

Call Person: _____ Cell: _____

Control Person: _____ Cell: _____



PBL SAFE SPORT POLICY

Equity, Diversity, and Inclusion, Policy

(1.0) Introduction

Baseball BC is committed to developing a diverse, inclusive, and equitable environment for all baseball participants. We are committed to a non-discriminatory approach and provide equal opportunity for employment and participation in our administration and teams. We respect and value diverse life experiences and ensure that all voices are valued and heard. We are committed to modeling diversity, equity, and inclusion for the entire baseball community.

(2.0) Definitions

(2.1) Equity

Equity is defined as ensuring that everyone has access to the same opportunities. Baseball BC acknowledges that individuals do not all start from the same place and that advantages and barriers to participation exist.

(2.2) Diversity

Diversity is defined as the range of human differences including but not limited to race, gender, political beliefs, social class, religion, physical ability, national origin, colour, and family status.

(2.3) Inclusion

Inclusion is defined as an individual feeling welcomed and valued within a team or organization.



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(3.0) Commitment to Equity, Diversity, and Inclusion

Baseball BC will support equitable, diverse, and inclusive opportunities:

- When developing, updating, or delivering Baseball BC programs and policies
- In athlete and coach selection
- In its hiring of staff and employees
- By including an equal opportunity statement on all job postings
- By developing a specific gender equity policy
- In all communications, such as promotional materials and publications
- By using gender neutral language in all documents and communications
- By participating in educational training
- By supporting member organizations
- By advocating for and supporting board-level thinking about how systemic inequities may impact Baseball BC

(4.0) Assessment

Baseball BC will continually monitor and evaluate its ability to promote equity, diversity, and inclusion.



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Gender Equity Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants.

Baseball BC is committed to offering female baseball programming to the province of British Columbia and does so knowing and respecting that the sport of “softball” is traditionally the vehicle for female athletes. Despite this historical reality, Baseball BC remains focused on program growth and opportunity creation for female participants.

All individuals, regardless of gender, must have equitable opportunities to take part in baseball as a participant, coach, official, administrator, or leader.

The concept of gender equity requires consideration of the unique needs, interests and experiences of the target group and the identification and elimination of any discriminatory practices which may be barriers to full participation.

The purpose of this policy is to document how Baseball BC will promote gender equity to its membership and increase female participation in Baseball BC programming.

(2.0) Promotion of Gender Equity & Increasing Female Participation

Baseball BC will promote gender equity and increase female participation by:

- Ensuring equitable opportunities to participate in sport and physical activity are provided to all genders.
- Creating a safe, supportive, inclusive, and relevant environment for sport participation.
- Implementing a proactive approach to providing female specific opportunities in playing, coaching, and officiating.
- Using gender neutral language in the organization’s by-laws, policies, and publications.



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- Declaring that it is an equal opportunity employer and respecting the principles of pay equity.
- Striving to have female representation on working committees and the board of directors.
- Requiring that female teams have at least one female coach, manager, or chaperone.
- Increasing exposure and building awareness of gender equity in all aspects of baseball.
- Continually evaluating the organization's progress towards a more inclusive sport system.



PBL SAFE SPORT POLICY

Harassment & Sexual Harassment Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. Harassment of any form, including sexual harassment, will not be tolerated. This policy seeks to define harassment and sexual harassment and identify a reporting process to manage complaints.

(2.0) Definition of Harassment

Harassment is defined as improper conduct by an individual, that is directed at and offensive to another individual in the workplace, including at any event or any location related to work, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises objectionable act(s), comment(s) or display(s) that demean, belittle, or cause personal humiliation or embarrassment, and any act of intimidation or threat.

More specifically, harassment is normally a series of incidents but can be one severe incident which has a significant or lasting impact on the individual.

(3.0) Definition of Sexual Harassment

Sexual harassment is a form of discrimination and is defined as any unwelcome comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job-related consequences for the victim of the harassment.

(4.0) Reporting Harassment and Sexual Harassment

Persons who wish to file a harassment or sexual harassment complaint should contact the President or Executive Director.



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(5.0) Educational Resources

Baseball BC employees will receive training on harassment and sexual harassment and resources will be provided in the employee handbook.

Further information, including specific examples of harassment and sexual harassment can be found at the links provided below.

<https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/harassment-conflict-resolution/harassment-tool-employees.html#c2>.

<https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/working-with-others/address-issue/address-sexual-harassment#examples-sexual-harassment>



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Hazing Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. Hazing is an archaic and outdated practice that goes against these values and has no place in the sport. Hazing can have a serious, long-lasting, impact on athletes. Hazing tears teams apart and should be replaced with positive team building activities. Accordingly, Baseball BC condemns the practice of hazing in the strongest possible terms.

(2.0) Definition

Hazing is defined as any action, as part of an initiation of teammates, that reasonably could be foreseen to endanger the physical, mental, or social-emotional health or safety of another individual.

Hazing may be humiliating, demeaning, shameful, or degrading.

Hazing can occur in any location and with or without the consent of the participants.

There is no such thing as an acceptable form of hazing.

(3.0) Role of Coaches

Coaches have a responsibility to prevent hazing from occurring within their team. Coaches are expected to educate their athletes on this policy and to create a culture whereby hazing of any kind, is not acceptable. Coaches also have a duty to reasonably supervise their athletes for the purpose of preventing hazing incidents when athletes are under their direct supervision, such as at the ballpark and on road trips. A coach may be found to be responsible for a hazing incident, even when the incident occurs while athletes are not under the coach's direct supervision. The head coach has the primary responsibility for education and supervision.

When hazing events occur, the actions or inactions of coaches will be reviewed by the discipline committee. Coaches who are found to have not educated their athletes on hazing, or failed to provide reasonable supervision, or permitted hazing to occur in any other way, will be subject to disciplinary sanctions. A head coach who is found to have any degree of responsibility for a hazing event occurring, will be suspended for a minimum of ten-games. Other coaches may also face sanctions.



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(4.0) Consequences for Athletes – Active Participants

Athletes who actively participate in verbal or physical forms of hazing will be sanctioned under the Baseball BC discipline policy. Active participants include those who are cheering on and/or encouraging those committing the hazing. Athletes will be sanctioned based on their individual actions.

(5.0) Role of Bystanders

Bystanders are defined as athletes who are present during a hazing event but do not actively participate and are not victims of the hazing. Bystanders are expected to speak out against hazing as it occurs, remove themselves from the situation, and immediately report the incident to a coach or other responsible adult. When bystanders watch hazing occur in silence, they become part of the incident and may be subject to discipline.



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Heat Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. When making decisions related to severe weather, the health and safety of participants shall be of the upmost concern. This document will detail Baseball BC's recommendations for responding to extreme heat.

Further information on heat safety can be found at: <https://www.canada.ca/en/health-canada/services/sun-safety/extreme-heat-heat-waves.html>.

(2.0) Individual Strategies for Reducing Risk of Heat Illness

To reduce the risk of heat illness, the following strategies are recommended to participants:

- Stay hydrated
- Use sunscreen
- Wear loose fitting, light colored, breathable clothing
- Take frequent breaks
- Avoid direct sunlight, when possible
- Wearing sunglasses that have UVA and UVB protection

(3.0) Monitoring Athletes

It is important to continually monitor athletes for symptoms of heat illness. Typical symptoms of heat illness include, but are not limited to:

- Flushed face
- Shortness of breath
- Dizziness
- Nausea
- Headache
- Extreme thirst
- Confusion or agitation



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(4.0) Recommended Adaptations to Team Activities

(4.1) Temperature Under 29C

At this temperature range, adaptations to team activities are typically not required. Participants should consider the individual strategies listed in section 2.0.

(4.2) Temperature from 30C to 35C

At this temperature range the following team adaptations are recommended:

- Consider reducing the length of warm-up; for example, cancelling batting practice
- Consider playing with a time limit
- If dugout areas are not shaded, consider creating shade for athletes with tents and tarps

(4.3) Temperature from 35C to 39C

At this temperature range, the following team adaptations are recommended, in addition to those found in section 4.2:

- Consider rescheduling activities for early morning or late evening when the temperature may be lower
- Consider playing under lights in the late evening when there is no direct sunlight
- Consider playing a single game instead of a doubleheader
- Consider scheduling umpires for only one game. In the case of a doubleheader with four umpires not available, consider having umpires work one game solo.

(4.4) Temperature 40C Plus

At this temperature range, strong consideration should be given for cancelling activities.



PBL SAFE SPORT POLICY

Intimate Relationships Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. Baseball BC recognizes that intimate relationships may develop between individuals within the baseball community. This policy seeks to clarify when such intimate relationships are inappropriate.

This document does not address issues of sexual harassment, which are addressed in Baseball BC's harassment and sexual harassment policy.

(2.0) Definition of Intimacy

For the purpose of this policy, intimacy shall be defined as:

- a) all physical forms of sexual activity including kissing, fondling, and sexual intercourse,
- b) the sharing of sexually explicit material and images,
- c) other forms of sexual activity that do not involve the individuals physically touching, which occur in the presence of another individual, whether in person or online.

Furthermore, any attempt to initiate intimacy, as described in section 2.0 a-c above, shall meet the definition of intimacy for the purpose of this policy.

(3.0) Intimate Relationships Between Adults

This section applies to any intimate relationships between adults within a team or organization, including but not limited to Baseball BC volunteer Board of Directors, employees, and staff.

Generally, intimate relationships between consenting adults are acceptable. The primary concern with intimate relationships between adults, is the potential for conflict-of-interest situations to arise.

Examples of conflict of interest arising out of intimate relationships between adults include:

- a) when there is a direct reporting or supervisory relationship between the individuals,



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- b) when one individual has influence over hiring, evaluation, selection, or promotion.
- c) any other decisions where one individual gains an advantage through the relationship

When relationships develop that present a conflict of interest, the individuals are expected to report the conflict to the president of Baseball BC, per section 3.0 of the conflict-of-interest policy.

(4.0) Relationships Between Adults and Athletes

Coaches and other adults hold a privileged position of authority, trust, and influence with athletes and must maintain appropriate boundaries.

Regardless of whether legal under the law, no adult may be involved in an intimate relationship with a minor athlete under the age of 19, when both are participants in baseball.

(5.0) Relationships Between Athletes

Given that there is generally not a power imbalance between athletes, such relationships are acceptable, provided they are legal based on the applicable laws. Canada's age of consent to sexual activity laws, can be found at this link:

<https://www.justice.gc.ca/eng/rp-pr/other-autre/clp/faq.html>.



PBL SAFE SPORT POLICY

Locker Room Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. Athletes are particularly vulnerable in locker room settings due to the various stages of dress/undress and the reduced level of supervision. Baseball BC is concerned about both athlete to athlete and adult to athlete conduct as it relates to locker room use.

The use of locker rooms is uncommon within the baseball setting in British Columbia and when in use, is typically only available for older athletes.

(2.0) Application

This policy shall apply to any indoor area where athletes are reasonably likely to dress and undress.

(3.0) Supervision

Coaches are responsible for the supervision of athletes while using locker rooms. The 'rule of two' method of supervision shall be applied with two coaches supervising athletes.

(4.0) Access

Teams shall restrict access to locker rooms to team members only when athletes are reasonably expected to be dressing or undressing. Other adults are not permitted in the dressing room during these times.



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(5.0) Teams Comprised of Athletes of More Than One Gender

When teams are comprised of athletes of more than one gender, a process must be established to protect the privacy rights of all athletes. Ideally, athletes of different genders will have separate dressing rooms. When dressing rooms are shared between athletes of more than one gender, the established process must set expectations for minimum levels of dress and ensure that athletes are never watching members of other genders dress or undress.

(6.0) Cell Phone & Other Image or Video Recording Device Use

Cell phones or any other device with image or video recording capability, may not be used in dressing rooms at any time athletes are reasonably expected to be dressing or undressing. At these times, cell phones and other such devices may be on but must not be visible to others.



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Performing Enhancing Drugs Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. Performance enhancing drugs are detrimental to the health and welfare of athletes, create an unfair competitive advantage, and accordingly, have no place in sport. Baseball BC accepts, adopts, and adheres to the Canadian Anti-Doping Program and the designated authority and policies of the Canadian Center for Ethics in Sport.

(2.0) Education of Athletes

Baseball BC will provide educational opportunities related to the use of performance enhancing drugs as a standard component of high-performance programming.

Athletes who are selected to the Baseball BC Canada Cup team will complete a mandatory educational component on performance enhancing drug use.

(3.0) Respect of Suspensions

Baseball BC will respect any penalty enacted pursuant to a breach of the Canadian Anti-Doping Program, whether imposed by the World Anti-Doping Agency, Canadian Centre for Ethics in Sport, Baseball Canada, or any other sport organization. Baseball BC may impose further sanctions under its discipline policy.

(4.0) Participant Responsibilities

Athletes and their parents/guardians are responsible for ensuring compliance with this policy. Individuals shall familiarize themselves with the Canadian Centre for Ethic in Sport's drug classification booklet (<https://cces.ca/prohibited-list>), which provides examples of banned and permitted substances.



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(5.0) Adult Responsibilities

This section applies to adult participants and organizers at events directly sanctioned by Baseball BC. Adult participants and organizers, includes but is not limited to, coaches, umpires, league officials, association staff, volunteers, and members of the Board of Directors.

Any adult participant or organizer who has reason to believe that an athlete is using performance enhancing drugs shall report the matter to the executive director. The executive director will consider the information provided by the adult and shall contact the athlete's parents/guardians. The executive director, based on the totality of the evidence, will determine whether the matter should be referred to the discipline committee for review. An adult participant or organizer who withholds information about athlete performance enhancing drug use, is subject to discipline.

Any adult participant or organizer who is found to have encouraged an athlete to take performance enhancing drugs shall be suspended for a minimum of two years and may be referred to the RCMP or local police, as required.



PBL SAFE SPORT POLICY

Personal Information Protection Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants and is committed to providing members with exceptional service. As providing this service involves the collection, use, and disclosure of some personal information about our members, protecting their personal information is one of our highest priorities.

While we have always respected our members' privacy and safeguarded their personal information, we have strengthened our commitment to protecting personal information because of British Columbia's *Personal Information Protection Act* (PIPA). PIPA, which came into effect on January 1, 2004, sets out the ground rules for how B.C. businesses and not-for-profit organizations may collect, use, and disclose personal information.

We will inform our members of why and how we collect, use, and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that a reasonable person would consider appropriate in the circumstances.

This Personal Information Protection Policy, in compliance with PIPA, outlines the principles and practices we will follow in protecting members' personal information. Our privacy commitment includes ensuring the accuracy, confidentiality, and security of our members' personal information and allows our members to request access to, and correction of, their personal information.

(2.0) Scope of this Policy

This Personal Information Protection Policy applies to Baseball BC and its member organizations when collecting information on behalf of Baseball BC.

This policy also applies to any service providers collecting, using, or disclosing personal information on behalf of Baseball BC.



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(3.0) Definitions

Personal Information – means information about an identifiable *individual*. Personal information does not include contact information.

Contact information – means information that would enable an individual to be contacted at a place of business and includes name, position name or title, business telephone number, business address, business email or business fax number, and social media addresses. Contact information is not covered by this policy or PIPA.

Privacy Officer – means the individual designated with responsibility for ensuring that Baseball BC complies with this policy and PIPA.

(4.0) Collecting Personal Information

Unless the purposes for collecting personal information are obvious and the member voluntarily provides their personal information for those purposes, Baseball BC will communicate the purposes for which personal information is being collected, either orally or in writing, before or at the time of collection. We will only collect member information that is necessary to fulfill the following purposes:

- To verify identity
- To identify member preferences
- To deliver requested products and services
- To guarantee a travel or hotel reservation
- To enrol the athlete in a program
- To send out association membership information
- To contact our members for fundraising
- To ensure a high standard of service to our members
- To meet regulatory requirements



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(5.0) Consent

We will obtain member consent to collect, use, or disclose personal information except where, as noted below, we are authorized to do so without consent.

Consent can be provided in writing, electronically, through an authorized representative, or it can be implied where the purpose for collecting, using, or disclosing the personal information would be considered obvious and the member voluntarily provides personal information for that purpose.

Consent may also be implied where a member is given notice and a reasonable opportunity to opt-out of their personal information being used for mail-outs, the marketing of new services or products, fundraising and the member does not opt-out.

Subject to certain exceptions (e.g., the personal information is necessary to provide the service or product, or the withdrawal of consent would frustrate the performance of a legal obligation), members can withhold or withdraw their consent for Baseball BC to use their personal information in certain ways. A members' decision to withhold or withdraw their consent to certain uses of personal information may restrict Baseball BC's ability to provide a particular service or product. If so, we will explain the situation to assist the member in making the decision. We may collect, use, or disclose personal information without the member's knowledge or consent in the following limited circumstances:

- When the collection, use, or disclosure of personal information is permitted or required by law
- In an emergency that threatens an individual's life, health, or personal security
- When the personal information is available from a public source (e.g. a telephone directory)
- To protect ourselves from fraud
- To investigate an anticipated breach of an agreement or a contravention of law



PBL SAFE SPORT POLICY

(6.0) Using and Disclosing Personal Information

We will only use or disclose member personal information where necessary to fulfill the purposes identified at the time of collection or for a purpose reasonably related to those purposes such as:

- To conduct client, customer, or member surveys to enhance the provision of our services
- To contact our members directly about products and services that may be of interest

We will not use or disclose member personal information for any additional purpose unless we obtain consent to do so. We will not sell member lists or personal information to other parties.

(7.0) Retaining Personal Information

If we use member personal information to make a decision that directly affects the member, we will retain that personal information for at least one year so that the member has a reasonable opportunity to request access to it. We will retain member personal information only as long as necessary to fulfill the identified purposes or a legal or business purpose.

(8.0) Ensuring Accuracy of Personal Information

We will make reasonable efforts to ensure that member personal information is accurate and complete where it may be used to make a decision about the member or disclosed to another organization.

Members may request correction to their personal information to ensure its accuracy and completeness. A request to correct personal information must be made in writing via email and provide sufficient detail to identify the personal information and the correction being sought.

If the personal information is demonstrated to be inaccurate or incomplete, we will correct the information as required and send the corrected information to any organization to which we disclosed the personal information in the previous year. If the correction is not made, we will note the members' correction request in the file.



PBL SAFE SPORT POLICY

(9.0) Securing Personal Information

We are committed to ensuring the security of member personal information to protect it from unauthorized access, collection, use, disclosure, copying, modification or disposal, or similar risks.

The following security measures will be followed to ensure that member personal information is appropriately protected:

- The use of locked filing cabinets; physically securing offices where personal information is held
- The use of user IDs, passwords, encryption, and firewalls
- Restricting employee access to personal information as appropriate (i.e., only those that need to know will have access)
- Contractually requiring any service providers to provide comparable security measures

We will use appropriate security measures when destroying members' personal information, such as shredding documents and deleting electronically stored information.

We will continually review and update our security policies and controls as technology changes to ensure ongoing personal information security.

(10.0) Providing Members Access to Personal Information

Members have a right to access their personal information, subject to limited exceptions. Some examples include:

- Solicitor-client privilege
- When disclosure would reveal personal information about another individual
- Health and safety concerns

A request to access personal information must be made in writing via email and provide sufficient detail to identify the personal information being sought. A request to access personal information should be forwarded to the Privacy Officer.

Upon request, we will also tell members how we use their personal information and to whom it has been disclosed, if applicable.



PBL SAFE SPORT POLICY

We will make the requested information available within 30 business days or provide written notice of an extension where additional time is required to fulfill the request.

A minimal fee may be charged for providing access to personal information. Where a fee may apply, we will inform the member of the cost and request further direction from the member on whether we should proceed with the request.

If a request is refused in full or in part, we will notify the member in writing, providing the reasons for refusal and the recourse available to the member.

(11.0) Questions and Complaints: The Role of the Privacy Officer or designated individual

The Privacy Officer is responsible for ensuring Baseball BC's compliance with this policy and the *Personal Information Protection Act*.

Members should direct any complaints, concerns, or questions regarding Baseball BC's compliance in writing by email to the Privacy Officer. If the Privacy Officer is unable to resolve the concern, the member may also write to the Information and Privacy Commissioner of British Columbia.

Contact information for Baseball BC's Privacy Officer:

David Laing – Executive Director
604-586-3312
davidlaing@baseball.bc.ca



PBL SAFE SPORT POLICY

Safe Sport Education & Orientation Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. The purpose of this policy is to document a process for how participants will be educated and oriented on Baseball BC Safe Sport policies.

(2.0) Application

This policy shall apply to individuals participating in all baseball activities directly organized by Baseball BC, such as but are not limited to:

- Spring, summer, and winter camps
- High performance identification events
- Selects team programming (all)
- Grass roots girls and women's programming
- Championships

(3.0) Education & Orientation of Volunteers & Coaches

Any coach, who has contact with athletes, must complete the following in advance of their participation at Baseball BC activities:

1) The Safe Sport component of NCCP.

2) An **annual** Safe Sport orientation and review of Baseball BC's expectations and Coaches Code of Conduct. This orientation will be led by the Executive Director or designate and should be completed in person at the start of the event or during a video call. The purpose of this orientation is to reinforce the expected culture leaders create at Baseball BC activities.

(4.0) Education & Orientation of Athletes & Parents/Guardians

In advance of participating in any baseball activity directly organized by Baseball BC, families shall be emailed a note indicating Baseball BC's commitment to Safe Sport, a link to Baseball BC's Safe Sport webpage, and information on how they can report Safe Sport concerns.



PBL SAFE SPORT POLICY

Reporting Safe Sport Concerns

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. When individuals have concerns about compliance with Baseball BC safe sport policies, a variety of reporting options are available to them. The purpose of this policy is to explain Baseball BC's reporting, investigation, and discipline procedures related to safe sport concerns or complaints.

(2.0) Reporting of Concerns

Individuals may report safe sport concerns to Baseball BC by:

- Emailing the president or executive director
- Phoning the Baseball BC office
- Directly contacting the Independent Third Party

When another individual (Director, Staff, etc.) at Baseball BC receives a Safe Sport complaint, they shall immediately forward such complaint to the Executive Director (or designate).

(3.0) Jurisdiction

When a concern or complaint is reported per section 2.0 of this policy, the Executive Director (or designate) will first determine jurisdiction. If the alleged conduct occurred at any event or activity directly sanctioned or organized by Baseball BC, the Executive Director (or designate) shall follow the Section 4.0 of this policy to determine the investigative pathway for the complaint. Such Baseball BC events and activities include but are not limited to camps, high-performance programming, Summer Games, female grass roots programming, and championships.

When the alleged conduct occurred at a baseball activity that was not directly sanctioned or organized by Baseball BC, the complaint will be forwarded to the applicable Baseball BC member organization who will assume jurisdiction.

Baseball BC member organizations may request Baseball BC assume jurisdiction over a Safe Sport complaint, per Section 2.0 of the Baseball BC Discipline Policy.



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(4.0) Investigative Pathway

When it is determined, per Section 3.0 of this policy, that Baseball BC will assume jurisdiction over a Safe Sport complaint, the Executive Director (or designate) must determine the investigative pathway.

(4.1) Very Serious Conduct

When the Executive Director (or designate) determines that the complaint alleges very serious conduct has occurred, the complaint shall be forwarded to the independent third party who will conduct the investigation and discipline process. Examples of very serious conduct include without limitation:

- Maltreatment of a minor
- Criminal offenses
- Harassment
- Discrimination
- Sexual offenses
- Intimidation
- Threats of violence

When there is doubt, the case will generally be forwarded to the independent third party for review.

When there is alleged misconduct on the part of adult towards a minor, a lower threshold shall be applied, and the investigation is more likely to be forwarded to the independent third party.

The Executive Director (or designate) is required to contact the Independent Third Party when informed of any very serious conduct, regardless of whether the complaint is made formally in writing, or informally by another means. The Executive Director (or designate) need only have knowledge of the incident, regardless of whether that knowledge is obtained from the victim or another party. It is not the role of the Executive Director (or designate) to substantiate the complaint.

The Independent Third Party may decide to refer an investigation back to the Baseball BC Discipline Committee.



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(4.2) Other Conduct

When the Executive Director (or designate) determines that the complaint alleges conduct that would not be classified as very serious, the complaint shall be forwarded to the Baseball BC Discipline Committee for their action.

(5.0) Duty to Report

When the president, executive director, or discipline committee chair may have reason to believe that a criminal offence may have occurred, they shall contact the local police or RCMP. This duty applies, regardless of whether Baseball BC assume jurisdiction over a case.



PBL SAFE SPORT POLICY

Screening Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. The purpose of the screening process is to create a safe environment by identifying individuals who may pose a risk to the organization and its participants. Ongoing screening, supervision, evaluation, and feedback helps Baseball BC provide a safe and secure environment for participants.

Baseball BC requires personnel who interact with athletes, or who are placed in a position of trust or authority, to obtain a Criminal Records Check (CRC) and complete a Screening Disclosure Form.

Baseball BC strongly recommends that all baseball organizations adopt a similar screening policy for their organization to ensure they are compliant with the Criminal Records Review Act and other applicable laws.

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96086_01

(2.0) Definitions

The following definitions apply to this policy:

(2.1) Criminal Record Check (CRC)

The Criminal Record Check shall be any approved document, as defined in section 6 of this policy.

(2.2) Organization

Organization is defined as an association or club which has been formed for the purpose of providing the sport of baseball to its members.

(2.3) Personnel

Baseball BC personnel include, but is not limited to, coaches, staff, employees, volunteers, and members of the Board of Directors.



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(3.0) Application

This policy applies to Baseball BC personnel, age 19 and over, who at any time could be expected, in the performance of their duties to:

- be entrusted with performing financial duties
- be responsible for bookkeeping, banking, or any other monetary duty
- Are in a designated category per section 4.0 of this document
- May be with any vulnerable person

Such individuals must have the results of a CRC and Screening Disclosure Form on file before they can fill a designated position. Proof of the CRC and Screening Disclosure Form must be submitted to Baseball BC prior to interacting with vulnerable participants, unless an exception is made under section 15.0 of this document.

(4.0) Designated categories

Not all personnel associated with Baseball BC will be required to undergo screening through a CRC and Screening Disclosure Form, as not all positions pose a risk of harm. Baseball BC will determine which designated categories of personnel will be subject to screening.

The following designated categories are applicable to this policy. Personnel who hold roles within these categories have been identified as those working closely with vulnerable persons or who occupy positions of trust and authority within Baseball BC.

- a) Baseball BC directors
- b) Coaches, managers, trainers
- c) Officials and umpires
- d) Employees or paid staff
- e) Umpire clinic instructors
- f) Any other position(s), whether paid or volunteer, that involve interaction with minor participants



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(5.0) Personnel Under the Age of 19

In lieu of a CRC, personnel under the age of 19 who wish to apply for designated positions may submit a Screening Disclosure Form and two references who may be contacted by the screening officer. Such personnel submitting a Screening Disclosure Form and references in lieu of a CRC must be supervised by an adult while interacting with vulnerable persons.

(6.0) Obtaining a Criminal Records Check with Vulnerable Sector Verification

Personnel may obtain a CRC by one of the following methods:

- Local municipal police detachment
- RCMP
- Sterling's Backcheck Enhanced Police Identification Check (EPIC)

Fingerprinting may be required if there is a match with the individual's gender and birth date.

The CRC fee is determined by the provider. Baseball BC will not be responsible for costs incurred to obtain a CRC.

Personnel are responsible for submitting the completed CRC and Screening Disclosure Forms to Baseball BC. Baseball BC may direct that personnel also submit their completed CRC directly to other governing bodies (ie. Coaches uploading a completed CRC to the Baseball Canada NCCP platform).

Baseball BC may use any combination of screening tools it determines necessary to screen personnel and may modify its list of approved tools at any time. Additional screening tools may be required such as application forms, interviews, and reference checks.

(7.0) Term

CRCs are valid for a period of three years and Screening Disclosure Forms must be completed on an annual basis. Notwithstanding this, the screening officer may request that an individual in a designated category provide a CRC or the Screening Disclosure Form to the screening officer for review and consideration at any time. Such request will be made in writing and will provide the reasons for such a request.



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(8.0) Refusal to Submit

Personnel who do not submit a CRC and Screening Disclosure Form are ineligible for participation in designated positions and shall not interact with minor participants. Personnel will be informed in writing that their application and/or position will not proceed until such time as the CRC and Screening Disclosure Form are received.

(9.0) Duty to Report

Any personnel in a designated position who are charged with a relevant offense must report this circumstance immediately to the screening officer.

(10.0) Falsification

Any personnel who provide falsified or misleading information, will immediately be removed from their position and may be subject to further discipline in accordance with Baseball BC's discipline policy.

(11.0) Relevant Offences

For the purposes of this policy examples of a 'relevant offence' may be any of the following:

(11.1) Imposed in the Last Five Years:

- Any offence involving the use of a motor vehicle, including but not limited to impaired driving
- Any violation for trafficking and/or possession of drugs and/or narcotics
- Any offence involving conduct against public morals

(11.2) Imposed in the Last Ten Years:

- Any crime of violence including, but not limited to, all forms of assault
- Any offence involving a minor



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(11.3) Imposed at any Time:

- Any offence involving the possession, distribution, or sale of any child-related pornography
- Any sexual offence involving a minor
- Any offence involving theft or fraud

(12.0) Determining the Relevance of an Offense

In determining whether an offense is relevant, the following shall be considered:

- Connection between the offense and the nature of the designated position
- Number and nature of charges/convictions
- When the offence(s) occurred
- What the individual has done since the offense occurred, as it relates to the likelihood of reoccurrence
- The sentence imposed
- Age of the offender at the time of the offense

(13.0) Screening Officer

The screening officer shall be appointed by the Board of Directors. The screening officer will carry out their duties in accordance with the terms of this policy.

The screening officer is responsible for receiving and reviewing all CRC and Screening Disclosure Forms and based on such reviews, shall make decisions regarding whether individuals may fill designated positions.

In carrying out their duties, the screening officer may consult with independent experts, including lawyers, police officers, risk management consultants, volunteer screening specialists, or any other person. The screening officer may, at their discretion, seek out the advice of a Baseball BC committee, president, or Board of Directors. This must be done confidentially, without identifying the individual being discussed.



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(14.0) Decision Making Process

The screening officer will review all CRC and Screening Disclosure Forms and determine whether the documents reveal a relevant offence.

(14.1) No Relevant Offenses Identified

If the CRC and Screening Disclosure Form do not identify any relevant offenses the screening officer shall approve an individual's participation in a designated position.

(14.2) Positive Results or Flags

If the CRC or Screening Disclosure Form identify any relevant offenses, the screening officer must decide whether to approve the individual for a designated position. The screening officer will consider sections 11 and 12 of this policy in making such a decision. When the screening officer is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a designated position without adversely affecting the safety of participants or pose a risk to the organization, the screening officer may approve an individual's placement in a designated position.

Before making this decision, the screening officer may:

- Request further information or explanation from the individual
- Consult other individuals per section 10 of this document
- Obtain further information from any source

The screening officer will render one of the following decisions:

- a) Deny an individual's placement in a designated position
- b) Approve the individual's placement in a designated position
- c) Approve an individual's placement in a designated position, subject to terms and conditions as the screening officer deems appropriate

The screening officer shall advise individual of their decision in writing.



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(15.0) Delays

From time to time, delays occur in the screening process through no fault of the individual. Should an individual experience a delay in obtaining the CRC, the screening officer may approve an individual's placement in a designated position on a temporary basis. This approval may be revoked at any time. The delay in obtaining the CRC must be supported by evidence. It is recommended that individuals approved under this section work under close supervision and that all other aspects of the hiring process, such as an interview and reference checks, are complete.

(16.0) Appeals

An individual may appeal the decision of the screening officer. The Baseball BC appeal policy will apply, with the exception that the appeal will be submitted to the president and will be heard by the Board of Directors.

The appellant may choose to submit a confidential appeal, where only the president knows the identity of the appellant. The appellant may choose to identify themselves to the Board of Directors in the appeal process.

(17.0) Records Managements

The screening officer shall retain all CRCs, written records of communication with individuals whose CRCs or Screening Disclosure Forms indicate a relevant offence, copies of their decisions, and written reasons for decisions. Once the individual has completed their role with Baseball BC, or in the case of staff who have either resigned their position or been terminated, the CRC will be destroyed. The records of an individual who is denied a designated position due to the results of a CRC or Screening Disclosure Form, will be maintained by the screening officer, in the event the individual applies for a designated position in the future.

The records management of CRCs processed and submitted through third parties, is outside the control of Baseball BC. Baseball BC is not able to destroy such electronic records.

All records in the possession of Baseball BC will be maintained in a confidential and secure manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings. Records cannot be shared with other organizations without the consent of the individual.



PBL SAFE SPORT POLICY

Severe Weather Policy – Thunder & Lightning

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. When making decisions related to severe weather, the health and safety of participants shall be of the utmost concern. This document will detail procedures for responding to thunder and lightning events.

Further information on lightning safety can be found at:

<https://www.canada.ca/en/environment-climate-change/services/lightning/safety/preparedness-fact-sheet.html>

(2.0) Suspension of Play

Upon hearing thunder or seeing lightning the activity must be immediately suspended regardless of proximity to the thunder or lightning.

During games, the suspension of play is primarily an umpire responsibility. If thunder or lightning occur and the umpires do not take immediate action, the coaches shall advise the umpires of what they have seen and request that the umpire suspends play. Should the umpire still fail to suspend play, both sets of coaches shall withdrawal their team from the field and proceed with the steps detailed in section 3.0 of this document.

Play may be suspended in advance of thunder and lightning based on forecast, weather app data, or other factors.

(3.0) Moving Participants and Spectators to a Safe Location

Immediately upon the suspension of play, all participants and spectators shall be moved to a safe location. Safe locations include a fully enclosed building with wiring and plumbing. If a such a location is not available, a metal roofed vehicle, with its windows rolled up is recommended. Remaining in a dugout is not considered safe.

(4.0) Resuming Activity

Participants and spectators must wait 30 minutes after the last flash of lightning or rumble of thunder before returning to the field and resuming the activity.



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Social Media Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. Social media is a beneficial and useful tool for connecting individuals, promoting the sport of baseball, and engaging the baseball community. Baseball BC is committed to promoting the responsible use of social media. The purpose of this policy is to set expectations for social media use.

This policy should be read in conjunction with Baseball BC's Locker Room Policy, which restricts the use of technology within any indoor area where athletes are reasonably likely to dress and undress

(2.0) Definitions

(2.1) Social Media

Social media is defined as any form of online or interactive media, including but not limited to, profiles, commentary, writings, photographs, images, posts, logos, audio, and video that is shared on platforms.

(2.2) Platforms

A platform is defined as any technology intended to create virtual connections on the internet. Examples of platforms include, but are not limited to, Facebook, Instagram, Twitter, Myspace, blogs, FaceTime, email, text messaging, message boards, and websites.

(2.3) Technology

Technology is defined as any electronic device that is used to communicate with others through social media platforms or other means.



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(3.0) Application

This policy is applicable to all individuals within the baseball community, including but not limited to, coaches, athletes, spectators, parents/guardians, members of the Board of Directors, staff, employees, and umpires. Furthermore, this policy is applicable to teams, associations, and member organizations.

(3.1) Individuals

This policy is applicable to individuals when

- Their social media content is connected to Baseball BC activities in any way.
- Their social media content is disseminated during any Baseball BC sanctioned activity, whether that activity occurs on or off the field. This includes team travel to Baseball BC sanctioned activities.

(3.2) Teams, Associations, and Member Organizations

This policy is applicable to all content disseminated on the social media platforms of teams, associations, and member organizations, who participate in Baseball BC sanctioned activities, regardless of whether the content is related to baseball activities.

(3.3) Employees, Staff, Contractors, and Members of the Board of Directors

Individuals working or volunteering for Baseball BC in any capacity are expected to role model appropriate social media conduct. This policy shall apply to all social media and other electronic communication from such individuals, regardless of whether it is baseball related.



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(4.0) Differing Perspectives and Conflict Resolution

Baseball BC acknowledges that social media provides a platform for sharing perspectives and calling out unacceptable conduct. While sharing one's perspective and potentially disagreeing with others or calling out unacceptable conduct is not prohibited under this policy, such communications must be respectful and consistent with the expectations of this policy and the Code of Conduct. Social media platforms are often not the best place for resolving problems. Individuals are encouraged to solve problems through direct, private contact with others. When participants are not able to mutually address problems, they are encouraged to report misconduct to Baseball BC through official channels and processes, instead of using public social media platforms.

(5.0) Prohibited Conduct

The following is prohibited on social media:

- Any conduct that is in violation of Baseball BC policies or Code of Conduct
- Bullying, harassment, threats, promotion of violence, and intimidation
- Conduct which promotes non-compliance with the law
- Intentional misrepresentations of the truth
- Content that marginalizes individuals, based on but not limited to, their colour, ethnicity, sexual orientation, race, gender, ancestry, sex, national origin, age, disability, or religion
- Content that is racist, sexist, or ageist
- Profanity, including homophobic language
- Comments that are personally insulting or damaging to others
- Comments that bring the game into disrepute



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- Information that could reasonably be construed as originating from Baseball BC without receiving proper authorization
- Use of Baseball BC's logo, mark, or written, photographic, video, or audio property without authorization
- Sharing confidential or proprietary information about Baseball BC or its employees or agents, including, for example, financial or medical information
- Content that is personally insulting against other individuals
- Questioning the impartiality of umpires or other officials
- As it applies to umpires and officials, content that is critical of any individual or team that may lead to questions of impartiality in the future, as well as any details related to misconduct, such as but not limited to, ejections

The above expectations apply to all social media content regardless of whether an individual is initiating communication, responding to communication, or defending themselves on social media.

(6.0) Best Practice Considerations

Participants are encouraged to follow best practice when using social media. Examples of best practice include:

- Educating participants on this policy and their social media responsibilities
- Pausing before using social media when one is upset
- Recognizing the permanent nature of social media
- Recognizing that private communications are only private so long as they are not subsequently shared by others
- Remembering that comments can be construed as being representative of a team or organization instead being one's individual opinion



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- Considering waiting 30-60 minutes after a game before using social media
- Considering what one's parents/guardians or grandparents would think if they viewed the content
- Considering how the content may impact one's current or future employment

(7.0) Use of Technology by Athletes

During Baseball BC sanctioned team activities, coaches may reasonably limit athlete use of technology and social media. Such limitations may include when, where, and in what form, technology and social media is permitted. For example, coaches may prohibit athletes from using technology during certain team events, such as team meals, or after a certain time of day.

Coaches are required to allow athletes to have reasonable communication with their parents/guardians.

(8.0) Reporting & Enforcement

Individuals are encouraged to report violations of this policy to Baseball BC.

When responding to violations of this policy, Baseball BC will determine whether an educational or disciplinary approach is most appropriate.

Education may be appropriate for minor violations of this policy where an individual, often a minor athlete, may not be aware of social media expectations. Education may involve requesting that an individual delete or retract social media content and/or engage in restorative practices with those impacted.

When disciplinary actions are required for violations of this policy, the Baseball BC discipline committee will have jurisdiction and the discipline policy shall apply.

When this policy is violated by a team, association, or member organization, Baseball BC will make its best effort to identify the individual(s) responsible for the content. Teams, associations, and members are expected to support a disciplinary investigation by identifying such individuals. When Baseball BC is unable to identify the individual responsible, an individual in a leadership position may be held accountable and subject to discipline. For example, a head coach may be held accountable for content on a team's Twitter account or website.



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Furthermore, in the case of teams, associations, and member organizations, Baseball BC may impose financial consequences as a form of discipline.

Violations of section 3.3 of this policy, may be dealt with through human resources, per the individual's employment contract, as opposed to through the discipline committee.



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Substances Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. Substances are detrimental to the health and welfare of participants and have no place in baseball. The purpose of this policy is to set expectations for the use and possession of substances at events directly sanctioned by Baseball BC.

Performance enhancing drugs are outside the scope of this policy and are dealt with in a separate policy.

(2.0) Definitions

Substances are defined as:

- Tobacco products including cigarettes, cigars, little cigars, cigarillos, dissolvable products, smokeless tobacco, and waterpipes.
- Alcohol
- Electronic cigarettes
- Vaping products
- Cannabis and associated products
- Illegal drugs

A 'baseball setting' is defined as any place where athletes participate in baseball activities.

'Close proximity to a baseball setting' is defined as being in any location where one can be seen by participants, including spectators, at a baseball setting.

'Possession' is defined as having physical control of a substance, including but not limited to, when a substance in a clothing pocket or bag.

'Visible possession' is defined as having physical control of a substance **and** the substance itself is visible to others.



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(3.0) Minor Athletes

Minor athletes are prohibited from using, being under the influence of, or having in their possession, any of the substances defined in section 2.0 of this policy, at any Baseball BC sanctioned event.

Minor athletes found to be in violation of this policy should be removed from the event and returned to the care of their parents/guardians. During game play, the athlete is ejected. Athletes found to be in violation of this policy shall be subject to disciplinary sanctions.

(4.0) Adults

(4.1) Coaches

Coaches have a responsibility to role model a healthy lifestyle and compliance with this policy. While in close proximity to a baseball setting, when athletes are present, coaches are prohibited from using, being under the influence of, or being in visible possession of any substance, defined in section 2.0 of this policy, which is legal under the law. Such substances may not be stored on the coach's person and must remain out of sight.

Coaches are prohibited from possessing any of the substances defined in section 2.0 of this policy, which are illegal under the law.

Coaches found to be in violation of this policy should be removed from the event. During game play, the coach is ejected. Coaches found to be in violation of this policy shall be subject to disciplinary sanctions.

(4.2) Adult Athletes

While actively participating in a Baseball BC event, adult athletes are prohibited from using, being under the influence of, or being in visible possession of any substance, defined in section 2.0 of this policy, which is legal under the law.

Adult athletes are prohibited from possessing any of the substances defined in section 2.0 of this policy, which are illegal under the law.



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Adult athletes found to be in violation of this policy should be removed from the event. During game play, the adult athlete is ejected. Adult athletes found to be in violation of this policy shall be subject to disciplinary sanctions.

(4.3) Baseball BC Staff, Employees, and Volunteer Members of the Board of Directors

Staff, employees, and volunteer members of the Board of Directors are subject to the expectations contained in section 4.1 of this document. Individuals found to be in violation of this policy shall be subject to disciplinary sanctions, either through the discipline process or the terms of their employment contract.

(4.4) Spectators

Spectators may only use substances, as described in section 2.0 of this document, when in compliance with all municipal and provincial laws. Substances may never be used near athletes. A spectator who fails to comply with this policy should be asked to leave the park, may be subject to disciplinary sanctions, and/or referred to the appropriate authorities.

(5.0) Coach Responsibility to Supervise Minor Athletes

Coaches of minor athletes are responsible for creating a substance free culture within their team and for educating athletes on this policy.

Coaches have a responsibility to supervise the athletes in their care and to ensure their athletes are compliant with this policy at all Baseball BC events, including all team travel. When a coach discovers an athlete to be in violation of this policy, the coach is expected to remove the athlete from participating in the event, return the athlete to the care of their parents/guardians, and report the matter to the executive director. Coaches who fail to respond to athlete substance use, per the expectations of this policy, will be subject to disciplinary sanctions.

Any coach who is found to have provided a minor athlete with any of the substances described in section 2.0 of this document, shall be suspended for a minimum of one year and may be referred to the RCMP or local police, as required.



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Overnight Travel Policy

(1.0) Introduction

Baseball BC believes in fostering a safe, welcoming, and inclusive environment for participants. Overnight team travel can be a fun, rewarding, and memorable experience for athletes. The purpose of this policy is to ensure the safety of athletes during overnight team travel. This policy applies to all Baseball BC organized teams, including but not limited to teams travelling to Western and National Championships.

(2.0) Application

There are different models of team travel that impact the applicability of sections of this policy.

When all athletes travel with their parents/guardians, the chaperone and supervision requirements, as described in section 4.0, are generally not applicable if the athletes remain under the direct supervision of their parents/guardians when not in a baseball setting.

Parents/guardians may arrange for their child to travel under the direct supervision of another adult. This scenario does not necessitate the need for chaperones.

(3.0) Conduct

When participating in team travel, athletes, regardless of whether they are under the direct supervision of chaperones or parents/guardians, are participating in a Baseball BC sanctioned activity for the duration of that trip. As such, they are expected to follow all Baseball BC policies, including the Code of Conduct, both on and off the field. Individuals who fail to adhere to these policies are subject to consequences under Baseball BC's discipline policy.

(4.0) Chaperones & Supervision

The team shall designate chaperones for the trip. The names chaperones and their contact information shall be communicated to the parents/guardians of athletes in advance of the trip.

Typically, coaches will act in the role of chaperones; however, other responsible adults, such as a travel manager, general manager, or chef de mission, may be assigned this role.



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When more than one chaperone is assigned to a trip, it is permissible for chaperones to be on and off duty, provided that athletes are always under the supervision of a chaperone.

Any individual assigned as a chaperone must complete the Baseball BC screening policy.

The chaperones are responsible for supervising athletes and ensuring their safety both on and off the field. The chaperones must set clearly communicated expectations for their athletes related to conduct, their mobility, curfew, and other applicable items. These expectations will vary depending on the setting and the age of the athletes.

Chaperones may not be under the influence of substances while performing their duties.

It is permissible for parents/guardians to take over the direct supervision of their child from time to time during the trip. This must be communicated to the chaperones. Parents/guardians may not take direct responsibility for other athletes, without prior permission being given from that athlete's parents/guardians.

(5.0) Rooming

The chaperones shall establish a rooming list and will ensure that in cases of coed teams, athletes of only one gender occupy each room.

Guests not affiliated with the team, may not enter the rooms of minor athletes.

Coaches may not share a room with an athlete unless the athlete is the coach's child, grandchild, or sibling.

Chaperones shall request that the hotel block adult pay per view television channels and phone charges.

(6.0) Meetings

Team, small group, and individual meetings between coaches and athletes should generally be held in common public areas or in designated meeting rooms. When such meetings are held in individual hotel rooms, the door must remain open and a minimum of two adults must be present.



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Whistleblower Policy

(1.0) Introduction

Baseball BC believes in foster a safe, welcoming, and inclusive environment for participants. The purpose of this policy is to allow workers to have a discrete and safe procedure by which they can disclose incidents of wrongdoing in the workplace without fear of unfair treatment or reprisal.

(2.0) Definitions

The following terms have these meanings in this policy:

- a) “Director” – An individual appointed or elected to Baseball BC’s Board of Directors.
- b) “Worker” – An individual who has signed an Employment Agreement or Contractor Agreement with Baseball BC.

(3.0) Application

This policy only applies to workers who observe, or experience incidents of wrongdoing committed by directors or by other workers.

Incidents of wrongdoing or misconduct observed or experienced by participants, volunteers, spectators, parents of participants, or other individuals not employed or contracted by Baseball BC can be reported under the terms of Baseball BC’s discipline policy, safe sport polices and/or reported to Baseball BC’s Board or executive director to be handled under the terms of the individual worker’s employment agreement or contractor agreement, as applicable.

Matters reported under the terms of this policy may also be referred or heard under Baseball BC’s discipline policy, at the discretion of the First Point of Contact.



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(4.0) Wrongdoing

Wrongdoing can be defined as:

- a) Violating the law
- b) Intentionally or seriously breaching of Baseball BC's code of conduct
- c) Intentionally or seriously breaching Baseball BC's policies for workplace violence and harassment
- d) Committing or ignoring risks to the life, health, or safety of a participant, volunteer, worker, or other individual
- e) Directing an individual or worker to commit a crime, serious breach of a policy of Baseball BC, or another wrongful act
- f) Fraud

(5.0) Pledge

Baseball BC pledges not to dismiss, penalize, discipline, retaliate, or discriminate against any worker who discloses information or submits, in good faith, a report against a worker under the terms of this policy.

Any individual affiliated with Baseball BC who breaks this pledge will be subject to disciplinary action.



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(6.0) Reporting Wrongdoing

A worker who believes that a director or another worker has committed an incident of wrongdoing should prepare a report that includes the following:

- a) Written description of the act or actions that comprise the alleged wrongdoing, including the date and time of the action(s)
- b) Identities and roles of other individuals or workers (if any) who may be aware of, affected by, or complicit in, the wrongdoing
- c) Why the act or action should be considered wrongdoing
- d) How the wrongdoing affects the worker submitting the report (if applicable)

(7.0) Authority

Baseball BC has appointed a First Point of Contact to receive reports made under this policy.

After receiving the report, the First Point of Contact has the responsibility to:

- a) Connect the worker to the alternate liaison if the individual feels that he or she cannot act in an unbiased or discrete manner due to the individual's role with Baseball BC and/or the content of the report
- b) Determine if the report is frivolous, vexatious, or not submitted in good faith (e.g., the submission of the report is motivated by personal interests and/or the content of the report is obviously false or malicious)
- c) Determine if Baseball BC's whistleblower policy applies or if the matter should be handled under Baseball BC's discipline policy
- d) Determine if the local police or RCMP should be contacted
- e) Determine if mediation or alternate dispute resolution can be used to resolve the issue
- f) Begin an investigation



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(8.0) Alternate Liaison

If the worker feels that the First Point of Contact is unable to act in an unbiased or discrete manner due to the individual's role with Baseball BC and/or the content of the report, the worker should contact the alternate liaison who will act as an independent liaison between the worker and the First Point of Contact.

The alternate liaison will not disclose the worker's identity to the First Point of Contact or to anyone affiliated with Baseball BC without the worker's consent.

A Worker who is unsure if they should submit a report, or who does not want to have their identity known, may contact the alternate liaison for informal advice about the process.

(9.0) Investigation

If the First Point of Contact determines that an investigation should be launched, the First Point of Contact may decide to contract an external investigator. In such cases, Baseball BC's Board of Directors may be notified that an investigation conducted by an external investigator is necessary without the nature of the investigation, content of the report, or identity of the worker who submitted the report being disclosed. Baseball BC's Board of Directors may not unreasonably refuse the decision to contract an external investigator.

An investigation launched by the First Point of Contact or by an external investigator should generally take the following form:

- a) Follow-up interview with the worker who submitted the report
- b) Identification of workers, participants, volunteers, or other individuals that may have been affected by the wrongdoing
- c) Interviews with such affected individuals
- d) Interview with the director(s) or worker(s) against whom the report was submitted
- e) Interview with the supervisor(s) of the worker(s) against whom the report was submitted, if applicable



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In all stages of the investigation, the investigator will take every precaution to protect the identity of the worker who submitted the report and/or the specific nature of the report itself. However, Baseball BC recognizes that there are some instances where the nature of the report and/or the identity of the worker who submitted the report will or may be inadvertently deduced by individuals participating in the investigation.

The investigator will prepare an investigator's report – omitting names whenever possible and striving to ensure confidentiality that will be submitted to Baseball BC's president and/or executive director for review and action.

(10.0) Decision

Within fourteen (14) days after receiving the investigator's report, Baseball BC's president and/or executive director will take corrective action, as required. Corrective action may include, but is not limited to including:

- a) Enacting and/or enforcing policies and procedures aimed at eliminating the wrongdoing or further opportunities for wrongdoing
- b) Revision of job descriptions
- c) Discipline, suspension, termination, or other action as permitted by Baseball BC's bylaws, provincial employment legislation, personnel policy, and/or the worker's employment agreement or contractor agreement.

The corrective action, if any, will be communicated to the investigator who will then inform the Worker who submitted the report.

Decisions made under the terms of this policy may be appealed under the terms of Baseball BC's appeal policy and will be heard by the Board of Directors, provided that:

- a) If the worker who submitted the initial report is appealing the decision, the worker understands that their identity must be revealed if they submit an appeal,
- b) If the director or worker against whom the initial report was submitted is appealing the decision, the worker or director understands that the identity of the worker who submitted the report will not be revealed, and that Baseball BC will act as the respondent.



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(11.0) Confidentiality

Confidentiality at all stages of the procedures outlined in this policy – from the initial report to the final decision – is assured for all individuals (the worker, the worker(s) against whom the report is submitted, and the individuals interviewed during the investigation). An individual who intentionally breaches the confidentiality clause of this policy will be subject to disciplinary action.

(12.0) First Point of Contact & Alternate Liaison

The First Point of Contact shall be the President of Baseball BC.

The alternate liaison shall be Baseball Canada.