

Soo Minor Baseball Competitive Stream Manual



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TABLE OF CONTENTS

1 - Preface	4
1.1 - Introduction.....	4
1.2 - Disclaimer	4
2 - Competitive Stream Program	5
2.1 - Overview	5
2.2 - Mission Statement	5
2.3 - Principles of Competitive Stream Baseball.....	5
2.4 - Commitment	6
2.5 - Program Outline.....	6
3 - Long Term Athlete Development	8
3.1- Overview	8
4 - Coach Selection Process	9
4.1 - Head Coach.....	9
4.2 - Assistant Coaches	10
5 - Coaching Courses and Certification.....	11
5.1 - Overview	11
5.2 - Mandatory Certifications.....	11
5.3 - Vulnerable Sector Check / Police Record Check	11
5.4 - How to Register.....	11
5.5 - Certification Timelines	11
5.6 - Reimbursement Policy	11
6 - Tryouts and Rostering	12
6.1 - Key Responsibilities	12
6.2 - Standardized Evaluation Pathway.....	12
6.3 - RBI Pre Tryout Assessment Data Collected And Supplied	13
6.4 - Condensed Coach-Led Tryout Structure	14
6.5 - Sessions.....	14
6.6 - Rostering	14
6.7 - Communicatio.....	15
6.8 - First Team Meeting.....	15
7 - Financial Management	16
7.1 - Overview	16
7.2 - Bank Account	16



7.3 - Financial Planning.....	16
7.4 - Team Expenses include:.....	17
7.5 - Team Expenses DO NOT include:	18
7.6 - Surplus Funds.....	18
8 - Fundraising and Sponsorships	19
8.1 - Overview	19
8.2 - Approved Fundraising Options	19
8.3 - Sponsorship Guidelines	19
8.4 - Tracking and Transparency.....	19
9 - Equipment and Safety Guidelines	20
9.1 - Overview	20
9.2 - League-Provided Equipment	20
9.3 - Individual Player Equipment	20
9.4 - Team supplied individual Player equipment	20
9.5 - Team supplied shared equipment.....	21
9.6 - Health and Safety Preparedness.....	21
10 - Uniforms and Team Apparel.....	23
10.1 - Overview.....	23
10.2 - Standard Team Uniform (Mandatory Items)	23
10.3 - Optional Apparel.....	24
10.4 - Uniform Standards and Consistency.....	24
11 - Practices & Player Development	25
11.1 - Overview.....	25
11.2 - Practice Scheduling	25
11.3 - Practice Effort and Attitude Expectations	25
12 - Complaints and Disciplinary Procedures.....	26
12.1 - Overview.....	26
12.2 - Filing a complaint.....	26
12.3 - Complaint review process	26
12.4 - Reinstatement	27
12.5 - Appeal	27
Appendix 1 – Forms.....	28



1 - PREFACE

1.1 - INTRODUCTION

Welcome to the Soo Minor Baseball Association's Competitive Stream Program Manual.

This manual is designed to be a helpful guide for everyone involved with the Competitive Stream Program. It brings together important information, practical guidance, and clear direction to support coaches, players, parents, members, and volunteers throughout the season.

By outlining expectations, responsibilities, and procedures, this manual, together with the Soo Minor Baseball Association's Rules and Regulations, establishes the standards that uphold our values, guide how our organization is represented, and ensure a safe, supportive, and positive experience for all athletes and their families.

The Competitive Stream Convenor is the main point of contact for all Competitive Stream teams. They can be reached at competitive@soominorbaseball.com. The Convenor is available to guide you through this manual, assist with season preparation, and answer any questions throughout the year.

1.2 - DISCLAIMER

1. Governance of the Competitive Stream (hereinafter referred to as CS) Program falls on the Board of Directors (hereinafter referred to as "BoD") of the Soo Minor Baseball Association (hereinafter referred to as "SMBA").
2. The CS Convenor has the authority to uphold the processes outlined within this manual.
3. Any decision or action taken based on the information outlined in this manual is reviewable by the SMBA BoD.
4. All individuals involved with any CS team are expected to review and understand the contents of this manual prior to participation.
5. All sections of this manual apply to every SMBA CS division, with any division-specific requirements clearly outlined where applicable
6. This manual is intended to be comprehensive; however, situations may arise that are not addressed or require process updates. For guidance, contact the CS Convenor.
7. SMBA BoD reserves the right to amend this document as required. The changes will be completed when determined necessary and an updated version will be published to the SMBA website.
8. The version of this manual published on the SMBA website is the official version in effect.



2 - COMPETITIVE STREAM PROGRAM

The content of this section applies to all CS teams unless clearly identified otherwise.

2.1 - OVERVIEW

1. Through the CS Program, SMBA will operate teams within the divisions of Rep A and Dedicated Select for the 2026 season. Both these programs participate in tournaments and OBA provincial playoffs. OBA is the official governing body for baseball in the province of Ontario and is recognised as such by Baseball Canada, which is the official governing body of baseball in Canada.
2. Players must register with the SMBA; however, they are not permitted to participate in house league games. Player registration with the SMBA is required for eligibility to participate in the CS program. These fees support field maintenance, umpire wages, and facility upkeep associated with CS team use of Sinclair Fields. SMBA registration fees are separate from Team Fees, which are allocated directly to team funds to support the teams' activities during the season.
3. Near the end of the season, and prior to the OBA provincial tournaments and coach selections for the following year, a town hall meeting will be held. This meeting provides an opportunity for members to meet with the BoD to review the season and help inform planning and decisions for the upcoming year.
4. SMBA BoD will review the program annually.

2.2 - MISSION STATEMENT

1. SMBA will strive to provide the best baseball environment available to players in the Sault Ste. Marie and surrounding area while maximising the opportunity for development of all SMBA's players. The SMBA CS Program will be defined by:
 - a. Increased quality and depth of baseball coaching provided.
 - b. Opportunity to train for a longer season.
 - c. Ability to compete at a higher level.
 - d. Opportunity to develop in a competitive and supportive environment.

2.3 - PRINCIPLES OF COMPETITIVE STREAM BASEBALL

1. The SMBA believes that healthy competition is good for both the individual and the team. It inspires top performance and, in the appropriate environment, will allow the player to thrive on rising to the level of competition required to play at this higher level.
2. While fostering a winning attitude is encouraged, winning is only one of several goals to be pursued. The others include:
 - a. Developing individual skills and talents
 - b. Learning more about the game of baseball
 - c. Learning to be a gracious player, win or lose



- d. Developing a "TEAM" approach, which players can take into their adult careers
 - e. Becoming a respectable person beyond the game of baseball
 - f. Having fun
3. Teams are made up of a wide range of individuals with differing capabilities and talents. Each player was selected for the team because of a particular contribution which they can make to the team. All players deserve the chance to become as good as they can be.

2.4 - COMMITMENT

1. The benefits of being part of the SMBA CS Program come with a higher level of commitment required by its players and their families. Players who aspire to compete on an SMBA CS team have made the decision to invest in their personal development and in the collective success of their team, with the goal of maximizing their potential and fully realizing their capabilities.
2. As a player moves through the SMBA CS program, either from one age group to another or from one division to another, their talents mature and skills continue to develop.
3. With keeping the goals of development in mind it is important that coaches from all levels and divisions, work with each other to ensure consistency in development and teaching models.

2.5 - PROGRAM OUTLINE

1. Please visit the OBA website for their definition and criteria outlining the different competitive divisions.
 - a. Dedicated Select division: <https://www.playoba.ca/house-league-select-vs-dedicated-select>
 - b. Rep A Division: <https://ondeck.baseballontario.com/page/5937/rep-division-procedures-playing-rules/20361/rep-division-procedures#R1.02>
2. SMBA's expectations and commitment criteria (Off season and playing season)
 - i. Teams will be picked in September after the previous season has ended.
 - ii. From September to January, it is up to the Coach if they want to hold practices.
 - iii. Starting in January it is expected the coach will schedule routine developmental practices until the season starts.
 - iv. During regular season the team will be scheduled two events per week at Sinclair Yards.
 - v. Travel Commitment: A Travel Event is defined as anything that requires an overnight stay. This requirement does not include the OBA provincial tournament.
 1. Dedicated Select teams: must travel for a minimum of one travel event and no more than four travel events during the playing season (games, tournaments, or exhibitions).



2. Rep A teams: must travel for a minimum of three events and no more than six events during the playing season (games, tournaments, or exhibitions).
- vi. In the event teams from multiple divisions representing the SMBA are registered for the same tournament the highest-level division will be granted first rights of refusal. Only one team representing the SMBA may attend a scheduled competition unless approved by the BoD.
- vii. Teams are required to make a reasonable effort to qualify for and participate in the OBA provincial tournament at the end of the regular season.
- viii. Additional practices may be scheduled by the coach during the playing season utilising Sinclair Yards, indoor spaces, school fields, or city fields.
 1. Contact the SMBA Scheduler to book fields at Sinclair Fields.
 2. Contact the CS Convenor if any further help is required.
- ix. Exhibition games may be scheduled with home or away teams as the coach and team deem appropriate, keeping in mind OBA arm care rules and guidelines.
 1. Contact the SMBA Scheduler to book fields at Sinclair Fields.
 2. Contact the SMBA Umpire in Chief to schedule umpires if required.
 3. Contact Canteen Services to inquire about canteen services at the time of your event. If the canteen is not available during your event you may make other arrangements to provide food.
 4. Contact the VP of Baseball Operations to ensure they are aware of your exhibition games. They will coordinate field crews to prepare the facilities, including setting fields to the appropriate age requirements, grooming the grounds, and ensuring the venue is ready and open for guests.
 5. Contact the CS Convenor if any further help is required.
3. Please visit the OBA website for their arm care rules and regulations when making decisions for game scheduling.

<https://ondeck.baseballontario.com/page/5941/oba-procedures-playing-rules/20369/oba-procedures-and-playing-rules#A13.01>



3 - LONG TERM ATHLETE DEVELOPMENT

The content of this section applies to all CS teams.

3.1- OVERVIEW

1. Long Term Athlete Development (hereafter referred to as “LTAD”) is based on sport research, coaching best practices, and scientific principles. LTAD expresses these principles, research, and practices as 10 Key Factors essential to athlete development.
2. <http://canadiansportforlife.ca/learn-about-canadian-sport-life> is a link to the document provided by Baseball Canada outlining the LTAD approach.
3. To optimize the development of players, coaches need to take advantage of the best sport science and best practices in coaching and training. LTAD does this by codifying important elements of sport science and coaching practices into the 10 Key Factors of LTAD:
 - a. Excellence Takes Time
 - b. Fundamentals
 - c. Specialization
 - d. Developmental Age
 - e. Trainability
 - f. Physical, Mental, Cognitive and Emotional Development
 - g. Periodization
 - h. Competition Planning
 - i. System Alignment and Integration
 - j. Continuous Improvement
4. For more information on LTAD visit <https://www.baseball.ca/long-term-athlete-development#1>.



4 - COACH SELECTION PROCESS

The coach selection process outlined in this section applies to all CS teams.

4.1 - HEAD COACH

1. Process and Privacy of Application

- a. All information is personal and confidential. The Coach Selection Committee will not disclose the identity of applicants to anyone outside of those involved in the selection process.

2. Evaluation Criteria

- a. Coaches will be evaluated on the following criteria:
 - i. NCCP Coaching Levels
 - ii. Supplemental coaching education
 - iii. Coaching or playing experience, including other sports
 - iv. Player, parent and umpire performance feedback
 - v. Coaching, Practice and Game philosophy
 - vi. Criminal record check
 - vii. Complaints and References
 - viii. Practice organization
 - ix. Communication skills
 - x. Positive reinforcement of players
 - xi. Ability to commit time to the team

3. Selection Committee

- a. The CS Convenor will organize a Coach Selection Committee consisting of two members from the SMBA BoD plus themselves. Two additional members will be selected as alternates in the event of a conflict of interest.

4. Application

- a. The VP of Communications will post the coach application announcement. Deadlines for applications will be two weeks from the posting date.
- b. The Coach Selection Committee will be provided all coaching applications, past evaluations and survey documentation pertaining to the candidates to review prior to interviews.

5. Interview

- a. Preparation - Candidates should:
 - i. Come to the interview prepared to answer questions based on the evaluation criteria outlined in 4.1.2
 - ii. Be prepared with a program outline
 - iii. Be prepared with an estimated budget for the season
 - iv. Be prepared with an example of how they would structure a practice
- b. Process:



- i. Candidates are required to arrive 15 minutes prior to their interview time. They will be given the interview questions to review in this time.
 - ii. Three members of the Coach Selection Committee will then meet with each candidate individually.
- c. Exceptions:
 - i. If only one applicant applies for a position, the Coach Selection Committee will complete due diligence and determine if an interview is required. The candidate will not be confirmed until the BoD approves the Committee's recommendation.

6. Selection Process

- a. The Coach Selection Committee will review, discuss, and agree on a candidate selection based on a defined matrix of evaluation.
- b. The Coach Selection Committee will then make their recommendation to the SMBA BoD for final approval.

7. Communication

- a. The CS Convenor will communicate the results to the coaching candidates once the selection process is complete and provide feedback of evaluation results if requested.
- b. The VP of Communications will post an announcement to the SMBA website to inform the membership of the coach selections.

8. End of year evaluations

- a. Near the end of the season, and before next season's coaching selections, parents/guardians of CS players will be sent a survey to evaluate coaches.
- b. The VP of Communications will be responsible for developing the survey, distributing it, and providing the results to the CS Convenor and the Director of Player and Coach Development.
- c. The CS Convenor and the Director of Player and Coach Development will review the survey results and provide all coaches feedback on their results.
- d. Any concerns that require action will be brought to the attention of the BoD for further discussion and decision making.

4.2 - ASSISTANT COACHES

- 1. To ensure the integrity of the player selection process during CS tryouts, the appointment of parent assistant coaches will not occur prior to tryouts.
- 2. Nonparent assistant coaches can be selected prior to tryouts.
- 3. Assistant coaches must submit a Police Background Check, or proof of application, to the CS Convenor within two weeks of selection. Failure to do so will result in suspension from team activities until it is provided.
- 4. Assistant Coaches are expected to complete, or be actively pursuing, Regional Coach Training under Baseball Canada's NCCP before beginning practices or winter workouts whenever possible.



5 - COACHING COURSES AND CERTIFICATION

The content of this section applies to all CS teams.

5.1 - OVERVIEW

1. SMBA is committed to providing a safe, developmentally appropriate, and athlete-centered environment for all players. To support this, coaches must meet Baseball Ontario and NCCP certification requirements for their level and have a criminal records check completed within the last three years.
2. All individuals performing an on-field or dugout coaching role must be certified by the NCCP at the appropriate level.

5.2 - MANDATORY CERTIFICATIONS

1. All Head Coaches and Assistant Coaches must have or be working toward the appropriate courses for their level as defined by the OBA at <https://www.playoba.ca/coach-certification-chart>
2. These courses must be complete by June 15th of the playing season with proof submitted to the Director of Coach and Player Development.

5.3 - VULNERABLE SECTOR CHECK / POLICE RECORD CHECK

1. All coaches must have a valid record check appropriate to their volunteer level.
2. Please email registrar@soominorbaseball.com to obtain all relevant information and required documents.

5.4 - HOW TO REGISTER

1. Visit <https://www.playoba.ca/coach-certification-self-help> for the most up-to-date information on how to register as a coach.

5.5 - CERTIFICATION TIMELINES

1. All required online modules must be completed by June 15th of the playing season.
2. On-field clinics must be booked or in-progress before the team's first sanctioned game.
3. Returning coaches are expected to stay current with updated module and re-certification notices.

5.6 - REIMBURSEMENT POLICY

1. Reimbursement for coaching courses and certification will come out of the team budget.
2. Reimbursement does not apply to late registration fees or missed course penalties.



6 - TRYOUTS AND ROSTERING

The content of this section applies to all CS teams.

6.1 - KEY RESPONSIBILITIES

1. Competitive Stream Convenor will:
 - a. Support and assist coaches with tryouts as needed.
 - b. Oversee compliance, fairness and assist in resolving any disputes.
2. Coach and Player Development Director will:
 - a. Assist the coaches in carrying out the standardised evaluation that follows SMBA's approved process.
3. Head Coaches will:
 - a. Select dates for tryouts (including rain dates), book field times with the SMBA Scheduler and book any other facilities that need to be use.
 - b. Submit tryout dates and required information to the VP of Communications for posting. Each announcement must include the head coach's name and division; dates, times, and location of each session; what to bring and expectations.
 - c. Tryout dates must be posted a minimum of 7 days in advance if possible.
 - d. Recruit evaluators/helpers. Helpers may not be parents of players participating in the tryout. Evaluators must have no conflict.
 - e. Manage on-field sessions.
4. VP of Communications will:
 - a. Post the tryout information to the SMBA website, Facebook and Instagram with a link for the player registration form attached.
 - b. Ensure the announcement is posted with at least 7 days' notice if possible.
 - c. Send an email to all eligible members informing them of the tryout posting.

6.2 - STANDARDIZED EVALUATION PATHWAY

Stage	Organization	Primary purpose
Pre-tryout — RBI	Scheduled assessment appointments before coach-led tryouts	Collect objective athletic, hitting and pitching data before roster evaluation begins
Day 1 — Defense	Jumping-jack warm-up • sprint • infield • outfield • pitching/catching	Observe coordination, linear speed, defensive skill and positional readiness
Day 2 — Offence	Standardized BP • baserunning	Evaluate the hitter and baserunner in a baseball environment
Day 3 — Doubleheader	Controlled evaluation games	Evaluate decisions, communication, adjustments, competitiveness and role fit

Stage	Organization	Primary purpose
Makeup / conflict	Missed required component completed using the same standardized protocol	Preserve comparable opportunities without changing the evaluation standard

6.3 - RBI PRE TRYOUT ASSESSMENT DATA COLLECTED AND SUPPLIED

Information Provided	Description
Athletic data	5-10-5, standing broad jump and medicine-ball power testing.
Hitting data	Standardized HitTrax / available technology metrics, including exit velocity and relevant batted-ball output.
Pitching data — 11U+	Standardized pitching metrics, including velocity and available pitching output.
Data delivery	Results organized for the association and authorized coaching staff before or during the coach-led evaluation process.
Selection authority	RBI supplies standardized measurements. SMBA and the appointed coaching staff retain all roster-selection authority.

Age Group	9U	11U	13U+
Exercise	Unit Of Measure		
5-10-5	Seconds	Seconds	Seconds
Standing broad jump	Distance	Distance	Distance
Medicine-ball power	Approved age-appropriate load	Approved age-appropriate load	Approved age-appropriate load
Hitting metrics	Exit velocity + available HitTrax output	Exit velocity + available HitTrax output	Exit velocity + available HitTrax output
Pitching metrics	Not assessed — machine pitch	Velocity + available pitching output	Velocity + available pitching output

NOTE: At 9U, pitching metrics are not collected because the division uses machine pitch. The player beside the pitching machine is still evaluated as a defensive position during Day 1.



6.4 - CONDENSED COACH-LED TRYOUT STRUCTURE

1. RBI completes the standardized measurable data before coach-led tryouts begin. Coaches then receive a condensed three-day evaluation window focused on baseball skill, decision-making and competition. The sequence is standardized so every candidate receives comparable exposure.

2. COACH-LED EVALUATION DETAILS

Session	Opening / testing	Baseball evaluation	Evidence collected
Day 1 — Defence	Jumping-jack coordination warm-up + sprint	Infield • outfield • pitching • catching	Sprint time; defensive qualities; throw/play outcomes; positional notes
Day 2 — Offence	Baseball movement preparation	Batting practice • baserunning	Contact/approach notes; reads, turns, decisions and baserunning quality
Day 3 — Doubleheader	Game preparation	Live competitive play	Game notes; communication; decisions; adjustments; role fit
RBI data available throughout	5-10-5 • broad jump • med ball	Hitting metrics • pitching metrics	Objective baseline used alongside—not instead of—coach judgment

Note: For Evaluation tools and charts see the appendix

6.5 - SESSIONS

1. At the start of the first tryout session, the Head Coach will review the season structure, provide an overview of anticipated costs, and outline time commitment expectations to ensure all participants understand what is required and are prepared to fully take part.
2. Players must participate in two tryout sessions (not including the RBI session), or make special arrangements for assessment with the coach, to be considered for a team.
3. Each age division will have a minimum of three tryout dates plus the RBI evaluation session. Additional tryouts are at the discretion of the coach and could be shortlisted to a reduced group.

6.6 - ROSTERING

1. After the final tryout, the coach will consider all the evaluation criteria and make their roster decisions within one week of the last tryout date.
2. The coach will contact each player to confirm acceptance of their roster spot.



3. To secure their position on the team, players must submit a non-refundable \$150 deposit, which will be applied toward their team fees.

6.7 - COMMUNICATION

1. Once deposits from all rostered players are received the coach will submit a final roster to the VP of Communications. The roster submission is to include the final player roster and a thank you message to the tryout participants. The announcement will be posted on the website upon receipt.
2. If requested, the coach should be prepared to provide feedback, by email, to unsuccessful participants regarding their evaluation results and recommended next steps for development.

6.8 - FIRST TEAM MEETING

1. Once the roster has been announced, the coach will schedule the first team meeting.
2. A member of the BoD must be present.
3. During this meeting commitment and behavioural expectations for the season will be outlined.
4. An estimated team budget will be presented.
5. The coach should inform everyone of their expectation to fully review and understand this manual.
6. Team members will also have the opportunity to ask questions.



7 - FINANCIAL MANAGEMENT

The content of this section applies to all CS teams.

7.1 - OVERVIEW

Proper financial management promotes transparency, accountability, and trust among coaches, families, and the SMBA. Each team must operate with a seasonal budget, track all income and expenses, and submit monthly financial reports to the SMBA CS Convenor.

7.2 - BANK ACCOUNT

1. Each team is responsible for opening a bank account, with the SMBAs approved banking institution, within two weeks of the team's selection.
2. The bank account must include three authorized individuals: two team representatives and one designated SMBA board member. If the Head Coach and Team Manager are related or in a personal relationship, a co-manager must be appointed to serve as the team's second signing authority.
3. The Head Coach must submit the names of the two designated team signing authorities to the SMBA Treasurer in advance of the bank appointment, ensuring sufficient time for the SMBA Treasurer to prepare the required letter of authorization to open the account.
4. All transactions for the account shall require two individuals named on the account to sign for approval.
5. At the end of the season each team has until September 30th of the subject playing season to close their account, balance their financial statements, and submit their Final Expense Report to the CS Convenor. Failure to do so can disqualify a coach or manager from being involved with further teams.

7.3 - FINANCIAL PLANNING

1. Budget
 - a. At the first team meeting the head coach or manager is expected to present an approximate budget. Printed copies must be provided to each player's parent/guardian and the BoD member present.
 - b. Each Team must submit an official team budget to the CS Convenor for review by March 31st of the subject playing season. The CS Convenor, in collaboration with a designated SMBA BoD member, will work with individual coaches, as necessary, to ensure their proposed budget is acceptable.
 - c. Once deemed acceptable the budgets will be recommended to the BoD for approval.
 - d. Budgets are to be reasonable estimates and include:
 - i. Income Estimates (Try-out Fees, Team Fees, Sponsorship and Fundraising) listed by category



1. Team Fees will vary by team and division based on program structure and needs. An acceptable range for team fees is \$500 to \$2,000. All team fees must reflect the needs of the team for the season and be reasonable and justifiable.
 - ii. Expense Estimates (Tournaments fees, OBA fees, Travel/Food costs, Uniforms, development and equipment needs) listed by category
 1. 7.4 & 7.5 outline acceptable use of team funds
 - iii. Administrative or fixed costs (Bank fees, printing, etc.)
 2. Financial Tracker
 - a. Maintain a Financial Tracker throughout the season, updating it with every transaction. The tracker must be shared via email with parents and the CS Convenor monthly from May through September.
 - b. This tracker should include:
 - i. Records of all deposits and withdrawals from the bank account.
 - ii. Receipts for expenses (uniforms, gear, equipment, food, etc.)
 - iii. Reimbursement information.
 3. Final Expense Report
 - a. Create a Final Expense Report to be shared with the parents at the end of the season and submit it to the CS convenor by September 30th of the subject playing season. This report includes:
 - i. Initial budget vs. Final Budget.
 - ii. Summary of fundraising revenue and its allocation
 - iii. Summary of sponsorship revenue and its allocation.
 - iv. Any surplus or shortfall.
 - v. Copies of receipts and the financial tracker.
 1. All receipts and invoices must be kept for a minimum of 1 year.

7.4 - TEAM EXPENSES INCLUDE:

1. First aid kit. Look for a sport specific kit. <https://sja.ca/en/product/821>.
2. Coach and player uniforms and apparel.
3. Player equipment bags.
4. Facility rentals if required.
5. Umpire fees for games. Each team will receive a credit equivalent to the number of umpired games provided to each House League team in their age division.
6. Ground fees for games. Each team will be responsible for ground crew fees outside of their regularly scheduled hours.
7. OBA registration Fees. SMBA will complete the registration and remit payment on behalf of each Competitive Team to OBA. Each team will subsequently be issued an invoice for reimbursement.
8. Tournament registration fees.
9. Team food expenses (Snacks, water, drinks for games and team meals).



10. Travel expenses – Apply to a maximum of 4 non-parent coaches only; Parent coaches and managers are not eligible. Non-parent coaches may choose to accept less at their own discretion.
 - a. 100% reimbursement on shared hotel rooms (two non-parent coaches per room).
 - b. 100% reimbursement of fuel costs associated with out-of-town travel for team events, with submitted receipts.
 - c. Meal allowances, with submitted receipts, up to:
 - i. \$10 for breakfast if no continental breakfast is included at the hotel
 - ii. \$25 for lunch if there is no team meal provided
 - iii. \$40 for dinner if there is no team meal provided
11. Shared team equipment that supports development. If your team is purchasing equipment for use during the season you must complete an Equipment Reconciliation Form (found in the appendix) at the end of the season and submit it to the CS Convenor for approval on the allocation of the equipment.
12. Player gifts and staff memorabilia
13. Coaching courses or certifications
14. Off season practices where the entire team can participate.
15. Any additional baseball essential items and team building activities approved by the CS Convenor

7.5 - TEAM EXPENSES DO NOT INCLUDE:

1. Personal meals outside team context.
2. Alcohol, tobacco or adult only events.
3. Coach bonuses.
4. Parent coach reimbursement for travel and travel related expenses
5. Hotel Incidentals (movies, snacks or damages).
6. Meals for parents or siblings outside of team meals.
7. Off season practices that the entire team can not be present for.

7.6 - SURPLUS FUNDS

1. Teams with surplus funds may:
 - a. Donate to SMBA.
 - b. Purchase a gift for their sponsors scalable to their donation.
 - c. Reimburse player parents equally up to a maximum of their team fees.
2. Teams with surplus money may not:
 - a. Purchase equipment that the coach is going to keep for next year.
 - b. Buy coaches gifts or use as payment for a coach.
 - c. Keep any sum of money to be moved forward for next year



8 - FUNDRAISING AND SPONSORSHIPS

The content of this section applies to all CS teams.

8.1 - OVERVIEW

1. Raising money is essential to help cover the cost of all approved team expenses outlined in section 7. This section outlines approved methods, planning processes, record-keeping, and ethical guidelines for team fund collection.

8.2 - APPROVED FUNDRAISING OPTIONS

1. Raffle ticket sales (must follow city/AGCO rules)
2. Community events (car washes, chuck a puck, BBQs, wing nights, Bottle drives)
3. 50/50 draws or bingo nights (with Competitive Stream Subcommittee approval)
4. Any high risk or large-scale events must be submitted for review and approval to the CS Convenor.
5. Fundraising shall not compete with the SMBA Canteen.

8.3 - SPONSORSHIP GUIDELINES

1. While you are welcome to solicit donations from the corporate community care should be taken to ensure that corporate sponsorships are not generated at the expense of SMBA and its house league program. Please review SMBA's sponsor list before approaching corporate partners for sponsorship.
2. All sponsors are to be provided with the SMBA standardized sponsorship letter (found in the appendix).
3. Sponsors may be recognized on:
 - a. Team banners.
 - b. T-shirts/warm-up gear.
 - c. Website/social media.

8.4 - TRACKING AND TRANSPARENCY

1. The team manager must serve as fundraising treasurer. It can not be the head coach. If the team manager is a significant other of, or related to the head coach, then a co-manager must be appointed as the fundraising treasurer.
2. All team funds raised must be deposited in the appropriate bank account.
3. A detailed account of all sponsorship income and what it was spent on should be included in the financial tracker to ensure accountability to sponsors and the SMBA.
4. Include all the itemised information in the Final Expense Report submitted to the CS Convenor by September 30th of the subject playing season.



9 - EQUIPMENT AND SAFETY GUIDELINES

The content of this section applies to all CS teams.

9.1 - OVERVIEW

1. This section outlines the equipment and safety responsibilities for each SMBA CS team and its players. The goal is to ensure consistency in quality and safety across all teams and all divisions by providing clear expectations for families and coaching staff.
2. Please ensure all player and team equipment follows the quality standards outlined by OBA and Baseball Canada. Visit the links below for more information.
 - a. Baseballs - <https://www.playoba.ca/approved-baseballs>
 - b. Bats - <https://www.playoba.ca/rep-at-bat-rules-p2-51>
 - c. Helmets - <https://nocsa.org/wp-content/uploads/2015/10/1436290243ND02210m15MfrdBBBattersHelmetsStdPerformance.pdf>

9.2 - LEAGUE-PROVIDED EQUIPMENT

The SMBA does not provide equipment to any CS team for use during the season. It is the responsibility of each head coach to ensure their team has the equipment they will need for the season. The head coach or manager can reach out to the SMBA equipment manager with any questions or requests regarding equipment.

9.3 - INDIVIDUAL PLAYER EQUIPMENT

1. Every player must come prepared with their own:
 - a. Baseball glove
 - b. Batting helmet (must meet safety standards)
 - c. Baseball bat (must meet current OBA regulations for age group)
 - d. Athletic cup (jock/jill)
 - e. Baseball cleats
 - f. Water bottle (labeled)
 - g. Other essential items for safe play
2. Optional individual equipment:
 - a. Batting gloves
 - b. Catching gear
 - c. Face Guards
 - d. Mouth Guards

9.4 - TEAM SUPPLIED INDIVIDUAL PLAYER EQUIPMENT

1. Each team is to ensure every player has the standard equipment bag for the team. If a player has the bag from the previous year, they may not require a new bag if the bag is the same.
2. Once it is given to the player it is theirs to keep and it is their responsibility to ensure it stays in good condition.



9.5 - TEAM SUPPLIED SHARED EQUIPMENT

1. This equipment is the responsibility of the coaches to supply for each game and practice. Shared team equipment, that is purchased using team funds, is required to be essential in supporting development, monitoring progress and/or assisting in the structure and organisation of the season.
2. Examples include but are not limited to balls, tees, practice nets, pocket radar, stopwatch, dugout equipment storage, line up boards, catching gear etc..

9.6 - HEALTH AND SAFETY PREPAREDNESS

If an injury occurs at any OBA sanctioned game coaches or officials should complete an OBA Injury Report form and submit it to OBA. See SMBA website for more information.

<https://www.soominorbaseball.com/oba-injury-report>

1. First Aid
 - a. Always have a first aid kit available to your team at every practice and game.
 - b. Ensure one person is designated as a first aider.
 - c. Sport specific kits are available that focus on common sports related injuries.
2. Concussion Management
 - a. Each coach and trainer is to review annually SMBA's concussion management policy and the government of Ontario's Rowen's law guidelines found here:
 - i. <https://www.ontario.ca/page/rowans-law-concussion-safety>
 - ii. <https://www.ontario.ca/page/rowans-law-concussion-awareness-resources>
 - b. A completed 'Confirmation receipt for Concussion Awareness Resources form' must be submitted to the CS Convenor prior to the start of team practices. It can be found at the second link above.
 - c. SMBA has partnered with Northern Chiropractic and Physiotherapy to ensure every participant is aware of concussion symptoms and to assist with management.
3. Emergency Action Plan
 - a. Each Head Coach and Manager is responsible for developing an Emergency Action Plan to assist them and their team in responding to emergency situations.
 - b. Key information that should always be available:
 - i. Venue-specific information: Address, entrance points, field names, nearest hospital location.
 - ii. Player Specific Information: Allergies, medical conditions, emergency contact information.
 - c. Key roles and responsibilities:
 - i. Charge Person (Coach/Trainer): Confirms emergency, manages injury, stays with player.



- ii. Call Person (Team Manager/Parent): Calls 911, gives venue address, directs ambulance to the field.
- iii. Crowd Manager (Assistant Coach/Parent): Manages other players and parents, clears path.



10 - UNIFORMS AND TEAM APPAREL

The content of this section applies to all CS teams unless identified otherwise.

10.1 - OVERVIEW

1. Uniforms and apparel are a key part of team identity. SMBA CS teams must follow the Uniform Standard set by the BoD. Teams may not deviate from the set standard. This ensures SMBA players represent the association professionally and consistently across all competition levels.
2. The uniform design and standard are reviewed annually.
3. SMBA follows OBA standards for team uniforms. Please visit the OBA website for more details.
 - a. Dedicated Select Division:
<https://ondeck.baseballontario.com/page/5938/select-division-procedures-playing-rules/20365/select-division-playing-rules-and-provincial-tournament-rules>
 - b. Rep A Division:
<https://ondeck.baseballontario.com/page/5937/rep-division-procedures-playing-rules/20363/rep-division-playing-rules>
4. The CS Convenor will collaborate with all Head Coaches to choose suppliers for each piece of the uniform. Each team must order their uniforms from the same sources and follow the established Uniform Standard to ensure consistency.
5. With the exception of the 18U Rep A team all teams for the 2026 season will order Jerseys and Hats through the following suppliers.
 - a. The current supplier for jerseys is JOG Athletics. www.jogsportswear.com. Kristin Whitcomb Merkel is the contact person. 920-841-2066.
 - b. The current supplier for practice hats is Big Inning, Inc. Schroeder Baseball. Jake Schroeder is the contact person. 641-203-0734.
 - c. The current supplier for game hats is Great Lake Sports. Mark Klatt is the contact person. 715-923-2297.
6. Suppliers will be reviewed annually to ensure that uniform quality remains high and pricing stays reasonable.

10.2 - STANDARD TEAM UNIFORM (MANDATORY ITEMS)

1. Managers are to ensure that each player has the following uniform items. Players who have items from the previous season may not require new items.
 - a. 1 Home and 1 Away Jersey - If required
 - b. 1 game hat with approved logo – Each player gets a new one each season
 - c. 1 practice hat with approved logo – Each player gets a new one each season
 - d. 2 Pairs of baseball pants or knickers (players choice) – If required
 - e. 1 Belt – If required
 - f. 1 Pair of socks – If required



2. Matching items are to be provided to each coach if they don't already own them and the coach is going to be on the bench at any time during sanctioned competition.

10.3 - OPTIONAL APPAREL

1. Teams may choose to purchase extra apparel for players using team funds if it is included in the budget. Players who have the same apparel from the previous season, if it still fits and is in good condition, do not require new apparel.
2. All extra apparel must be printed using the approved Uniform Standard provided at the start of the season.
 - a. Items can be purchased through the store at Team Essentials. This store and the items available follow the SMBA Uniform Standards.
 - b. You may choose your own clothing supplier, printer and design (using the approved Uniform Standard) but you must submit the design to the CS Convenor for approval first.
3. Examples of additional items include
 - a. Cage Jackets
 - b. Custom decals for helmets, water bottles or car windows
 - c. Warm up T - Shirts
 - d. Hoodies
 - e. Practice hats
 - f. Shorts

10.4 - UNIFORM STANDARDS AND CONSISTENCY

1. It is important that uniforms fit properly and are kept in good condition. It is recommended that each player has a fitting prior to ordering. The CS Convenor will provide different sizes of the uniform for each team to try on as soon as possible after the team is picked.
2. Your team is required to:
 - a. Ensure the entire team wears matching uniforms during games.
 - b. Not mix-and-match jerseys from past seasons if the design has changed.
 - c. Jerseys must be tucked in and hats worn properly.
 - d. Undershirts or sleeves must match team colours.
 - e. Arm sleeves, eye black and other additional items should not distract from the team appearance.
 - f. Helmets must be black. The helmet must meet current safety standards and not be altered in any way that may compromise the manufacturer standard.



11 - PRACTICES & PLAYER DEVELOPMENT

The content of this section applies to all CS teams.

11.1 - OVERVIEW

1. One advantage of being part of a CS Team is greater emphasis on development and a longer season. Practices are essential for building skills and team culture. This section outlines expectations for practices and player development.

11.2 - PRACTICE SCHEDULING

CS Team off season is January 1st- April 1st. CS Team playing season is April 2nd to September 10th. SMBA Playing Season is variable and defined as when the first event is scheduled until the last game is played.

- a. Off Season practice attendance is optional.
- b. Playing season practice attendance is expected unless advance notice is given. Appropriate explanations include illness, family emergency, school conflict, or preplanned family vacations. If absent with a lack of communication or without a reason, and it becomes a repeated occurrence, it may impact playing or roster status.
- c. Once the SMBA playing season starts each team will be scheduled two field times at Sinclair Yards per week. One will be a private field, and one will be a shared field with another CS team.
- d. Coaches are expected to collaborate with associated CS teams during shared field times to provide development rich activities including but not limited to development games, competitive games and shared practices.
 - i. If during these times an umpire is required contact umpires.smba@gmail.com to book.
- e. The coach can book additional field times at Sinclair Yards on a first come first serve basis. The coach must email scheduler@soominorbaseball.com to book extra field times for practices.
- f. The coach may find off site fields or indoor spaces for further practice opportunities.
- g. The coach should try to aim for 2-3 practice or game events per week during the SMBA playing season.

11.3 - PRACTICE EFFORT AND ATTITUDE EXPECTATIONS

1. Coaches must set expectations at the first team meeting so that all team members understand the commitment expectations for the season.
2. Reinforce values of Effort (hustle and focus) and Attitude (respect, behaviour and coachability).
3. Use positive reinforcement and address poor habits early.
4. Full attendance is expected at each event.
5. Coaches must track attendance of games and practice



12 - COMPLAINTS AND DISCIPLINARY PROCEDURES

The content of this section applies to all CS teams.

12.1 - OVERVIEW

1. SMBA maintains a zero-tolerance policy for conduct that disregards formal guidelines, bypasses required processes, or fails to follow agreed-upon governance, operational, or behavioral expectations.
2. Complaints may be brought against a Head Coach, an Assistant Coach, a Team Manager, a player, or any member of SMBA's organisation (parents/guardians).
3. Harassment, abuse of any kind, and bullying directed towards any of SMBA's players, parents, coaches, team managers, officials, or volunteers will be investigated and addressed with necessary remedial measures implemented.
4. Misuse of funds, unethical behaviour, or mismanaging the team will also result in a full investigation and addressed with necessary remedial measures implemented.
5. Any of SMBA participants who engage in any of the above behaviours are subject to disciplinary action, up to and including removal from all SMBA programs.
6. All complaints, along with any relevant information related to outcomes and decisions, will be maintained in the individuals electronic file by the SMBA BoD for future reference.

12.2 - FILING A COMPLAINT

1. Complete a Protocol Violation Complaint Form found on the SMBA website.
2. If you wish the complaint to remain anonymous do not include your personal information on the form.
3. All complaints filed will be reviewed by the BoD.
4. Upon receipt of a complaint, the individual involved will be notified in writing. This notification will outline the nature of the complaint, the date it will be reviewed by the BoD, and any expectations or restrictions in place until formal written notice of the BoD's decision is issued.

12.3 - COMPLAINT REVIEW PROCESS

1. The BoD will review the complaint and determine the appropriate response.
Possible consequences include:
 - a. Warning
 - b. Game Suspension
 - c. Probation
 - d. Long-term Suspension
 - e. Remedial Activities



2. If further information is required to make an informed decision, the CS Convenor and a BoD representative will conduct the necessary due diligence. This process may include:
 - a. Scheduling an in-person meeting with the individual involved.
 - b. Contacting the complainant to gather additional details, provided the complaint was not submitted anonymously.
 - c. Interviewing witnesses or any other parties who may provide relevant insight to support the decision-making process.
3. The CS Convenor or BoD representative will then present their findings to the BoD to make the final decision on the outcome of the complaint.
4. Once a decision has been made, the BoD will issue a formal written notice to the individual outlining the decision within 48hrs. This written notice will include:
 - a. Summary of the complaint(s),
 - b. What SMBA policy, procedures or guidelines were violated or not upheld,
 - c. The final decision regarding the consequences,
 - d. The start date and duration of the consequence period,
 - e. Conditions during the consequence period (e.g., not permitted to coach, be on the bench, handle team funds, or attend Sinclair Fields, etc.),
 - f. Remedial activities that need to be completed and by what dates they need to be completed,
 - g. Dates of any follow up reviews if required,
 - h. The date the individual is reinstated, or they may apply for reinstatement.
5. Failure to abide by this final decision is a reason for further action, including but not limited to removal from all SMBA programming and the inability to join in the future.

12.4 - REINSTATEMENT

1. Individuals who received a warning or a game suspension are automatically reinstated once the consequence period ends.
2. Individuals on probation or long-term suspension must submit a formal reinstatement request to the CS Convenor after their consequence period ends. The CS Convenor and a BoD representative will review the request and meet with the individual, if needed, to verify all conditions have been met. The CS convenor or a BoD representative will make their recommendations to the board and a decision on reinstatement will be made. The individual is not considered to be reinstated until they receive a formal notice of reinstatement from a BoD representative.

12.5 - APPEAL

1. The individual named in the complaint has the right to appeal any decision handed to them. They may do so by submitting their appeal in writing to the President of the SMBA. The appeal will only be considered if it contains new evidence not previously known to the BoD when they approved their decision.



APPENDIX 1 – FORMS

Protocol Violation Report Form

A protocol violation is any action or failure to act that does not comply with the established policies, procedures, rules, or approved standards set by the SMBA. This includes conduct that disregards formal guidelines, bypasses required processes, or fails to follow agreed-upon governance, operational, or behavioral expectations.

Person Submitting Report

- ☐ I wish to remain anonymous. Do not fill out the rest of this section if you click this box.
- Name:
 - Role: ☐ Player ☐ Coach ☐ Parent ☐ Umpire ☐ Staff ☐ Spectator ☐ Other:
 - Phone Number:
 - Email Address:
 - ☐ Please keep my identity confidential to the extent possible

Individuals Involved in the Violation (Name and Role)

Additional Witnesses to the Violation (Name and Contact information)

Details of the Violation

- Date(s):
- Time(s):
- Location(s):

Description of the Violation

Provide a clear, factual description of what occurred and sequence of events.

	SMBA Competitive Stream Manual	REV 1.0	P29
		27-Aug-2026	



Competitive Stream Sponsorship Form

Team Name:

Dear Community Partner,

We are seeking sponsorship for the 2026 season to support our team of 12 dedicated players proudly representing Sault Ste. Marie. Through competitive baseball, they are developing teamwork, discipline, and life skills that extend beyond the field.

Rising operating costs continue to place increased financial pressure on players and their families. Your partnership can help ease this burden and ensure these athletes have access to a positive, active, and rewarding experience.

We appreciate your consideration and support of our program

Sponsorship Opportunities

Single Sponsor – \$250 – Company logo and name on team website, and quad recognition on SMBA website and social media once during the season.

Double Sponsor – \$500 – Company logo and name on team website and Small logo on team banner, and double recognition on SMBA website and social media twice during the season

Triple Sponsor – \$1,000 – Company logo and name on team website, Small logo on team banner, sponsor appreciation plaque, solo recognition on the SMBA website and social media three times during the season.

Home Run Sponsor – \$1,500 – Company logo and name on team website, large logo on team banner, sponsor appreciation plaque, solo recognition on the SMBA website and social media three times during the season.

Grand Slam Sponsor – \$2,500+ - Company logo and name on team website, large logo on team banner, sponsor appreciation plaque, Company logo on warm-up t-shirts for the team, solo recognition on the SMBA website and social media three times during the season.

Sponsor Information

Company Name:

Contact Name:

Phone:

Email:

Sponsorship Level/Amount:

Payment Information

Cheque payable to: Soo Minor Baseball Association
OR

E-transfer to: payments@soominorbaseball.com

**Equipment Reconciliation Form**

Division and Year: _____

Head Coach: _____

Date Submitted: _____

Equipment Inventory – Shared Items

Item Description	Quantity Remaining	Condition	Reconciliation Request

Options For Reconciliation

- Donated to the SMBA.
- Raffle off to team members with the recipients names being submitted along with the final financial report
- Donate to the coach taking over the team for the upcoming season. Signature from a representative of each team is required on a receipt acknowledging donation.
- Other – Please Explain

Certification

I confirm that the above inventory accurately reflects the remaining team equipment at the end of the season.

Head Coach Name: _____

Signature: _____

Date: _____