



CONVENOR PACKAGE

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TeamSnap

1. Sean will archive the previous season and send House League convenors new links for the upcoming season (to be complete by April 14)
2. Convenors are asked to add the rosters and schedules for their leagues into TeamSnap
3. If you have any issues loading the rosters or schedules, you can connect with Sean at vp_mgmt_ops@rybl.com

Coach Mentorship

1. We are looking to add a mentorship program for coaches who would like assistance
2. Convenors should let coaches know that if they would like assistance at a practice from either (a) a more experienced coach or (b) older high school player who can help with things like pitching or catching then the process is:
 - a. Coaches notify convenors
 - b. Convenor's collect names and any specifics (e.g. looking for experienced coach, or someone to help with pitching etc.)
 - c. Convenors send names to Sean at vp_mgmt_ops@rybl.com
 - d. Sean will see if he can find volunteers to match the needs
3. Please note this would be a "one-time" request for volunteers (though volunteers may wish to continue - we are only asking for a one time visit this season).

Background Check Attestations

1. The last page of this document is a pdf with a blank form entitled "[APPENDIX 1 - SCREENING DISCLOSURE FORM AND PRIVACY STATEMENT](#)"
2. The form is to be completed by all coaches and held by the convenors for the duration of the season.

Submitting Expenses

General Expense Submissions

Misc. equipment & supplies, convenor spring meetings, team parties, other league pre-approved expenses. The maximum allowance per team for end of season parties is \$200 plus HST \$226.

Complete the expense form found online <https://rybl.com/aboutus/rybl-expense-report/>

1. Include dates of each expense incurred and detailed description
2. Form must be completed in full (date, full name, address, division AND team).
3. Sign and scan the form, as well as all receipts for funds claimed, and email to accting@rybl.com

Please note:

- *Incomplete forms and supporting information will NOT be processed.
- *All claims over any league established maximums will be reduced to the maximum amount allowed.
- *All claims will on a best effort basis be processed and mailed out within 2 weeks of receipt.

Umpire Money

1. Complete above expense form in full with details of total number of games and amount to be paid per game. Please included total number of teams in the division
2. Sign, scan and email with complete division schedule to accting@rybl.com

Please note:

- *Incomplete forms and supporting information will take extended time to be processed.
- *All claims over any league established maximums will be reduced to the maximum amount allowed. The maximum allowed amount for team parties is \$250 including tax & tip per team.
- *All claims will on a best effort basis be processed and mailed out within 2 weeks of receipt.

Scheduling Umpires

Input your schedule into an excel spreadsheet like below and send to uic@rybl.com by April 20th.

	A	B	C	D	E	F	G	H	I
1	DATE	TIME	LOCATION	DIVISION	LEVEL	HOME TEAM	VISITING TEAM	UMPIRES REQ'D	
2	5/1/2018	6:00 PM	Tom Riley	Pee-Wee	AA	Royal York Cardinals	North York Blues	2	
3	5/2/2018	6:30 PM	Humber Valley (Central)	Mosquito	House League	Team A	Team B	2	
4	6/15/2018	1:00 PM	Jeff Healy	Rookie	House League	Blue Jays	Hornets	1	
5									
6									
7									
8									

Rainout Policy

Home Team Coaches are responsible for cancelling a game due to poor weather conditions through Horizon Web Ref 1 hour prior to game. Less than 1 hour notice will result in home team having to pay both umpires for the assignment.

1. Cancel game in Horizon no less than 1 hour before scheduled game time
2. Inform your team of a rainout
3. Inform away team coaches of a rainout

Umpire Contact Info

Umpire in Chief uic@rybl.com

Umpire Schedulers rybl.scheduling@gmail.com

Ordering Extra Jerseys

1. Have coaches submit request to you, including their name, division, team #, jersey colour, size, and sponsor name (if applicable). The jersey number will be #14 or #15 depending on the number of shirts already printed.
2. Ensure all of the above information is included and forward this request to Allison Duff aduff1@sympatico.ca
3. Allison will place the order and arrange pick-up with convenor once ready

Extra Pants and Coach Shirts

If extra pants or coaches' shirts are needed, or size swaps are necessary, please contact Johnny G via email at gianfelice2@bell.net He will make arrangements to leave the necessary items in the drop box on his front porch at 50 Coney Road. Extra pants and coaches' jerseys can also be dropped off to this location.

Diamond Locations

<https://rybl.com/parks/>

Play Up Policy

On an exceptional basis, RYBL will allow a player to play up by one year, but only on the basis that (1) a parent/guardian acts either as a Head Coach or Assistant Coach for the team (which we believe is necessary given the expected varying degrees of maturity involved with mixing players within a three-four year age range), (2) the parent/guardian expressly accepts the additional risk posed to their child of playing up a division with RYBL, and (3) expressly releases RYBL from any attendant liability for same.

RYBL does not permit players to play up by more than one year.

Parents/Guardians must indicate to the convenor in writing that they agree to:

- (1) make one parent available to help coach their child's team,
- (2) accept the additional risk that comes with their child playing up in an older division, and
- (3) agree to release RYBL from any liability for accidents, injury, etc. resulting from same.

Pitching Machine and Generator Safety

1. No player is allowed within 10' of the pitching machine EVER
2. If a coach has long hair, he/she must wear a hat or helmet with hair tucked under so that no loose hair can get caught in the rotating wheel, causing serious injury.
3. Ensure all loose clothing is secure.
4. Keep the extension cord as short as possible and coiled up to reduce chance of tripping or getting caught in rotating machine.
5. Place the ball bucket in FRONT of the generator to keep batted balls from hitting the generator directly.

Batting Cage Safety & Protocol

1. Only one batter in the cage at a time
2. Only the coach is permitted to operate the pitching machine and only he or she can be in the room with the machine
3. NOBODY with long hair may be in the pitching machine room unless hair is secured back and under a batting helmet
4. All batters and those waiting to bat must be wearing secured batting helmets.
5. Warm up swings should be taken by "on deck" players in a designated area as specified by the coach, well away from others. Alternatively - warm up swings may be taken once in the Batting Cage. Please use your discretion in devising a safe warm up plan.

Social Media Procedures

RYBL uses Facebook, Twitter, and Instagram to share exciting news and events throughout the season. Please encourage parents/guardians/players to follow us and use [@1RYBL](#) and [@RYBLgirls](#).

If you wish to have any photos or events shared **AS** Royal York Baseball League, please email them with a brief description to our social media co-ordinator media@rybl.com.

Rowan's Law

This MUST be discussed at coaches' meetings.

RYBL takes concussion matters seriously and, as an organization, expects all coaches to know and follow all OBA policies regarding Rowan's Law and concussion safety.

Each RYBL Head Coach should ensure all coaching and training staff have reviewed all OBA and government resources around concussion safety and understand their responsibilities (link below).

OBA link to policy and concussion awareness materials:

<https://ondeck.baseballontario.com/page/2214/concussion-management>

Please Note: ONDECK requires coaches to set up an account and sign-in. There is no cost.

All coaches should familiarize themselves with the Ontario Ministry's Concussion Resources and the Baseball Ontario Code of Conduct pertaining to concussions here:

<https://www.playoba.ca/rowans-law>

Minimum Diamond Maintenance

Please ensure that RYBL's "minimum required diamond maintenance" is conducted after your game or practice:

1. Dump all remaining water onto pitching mound and home plate areas.
2. Rake, level and tamp as best you can, the pitching mound/pitching area and the batters boxes and catchers boxes.
3. Rake and level all divots / sliding pits around the 1b, 2b and 3b, which will help remove low spots over the long term.
4. Ensure players remove ALL empty water bottles and other garbage/refuse from their dugouts. (Leave the dugouts spotless please.)

Please do that after every use (i.e., game and practice) of any RYBL permitted diamond, and ensure that you are using the last 15 minutes of your allotted slot to do so. Thanks!!

*If there are any issues with diamonds, please bring them to the attention of the executive.

Miscellaneous

1. We recommend inviting the Umpire in Chief to your pre-season coaches' meeting
2. Ensure each coach has complete contact information for every player on their team
3. Ensure coaches know that MINIMUM 2 adults MUST stay at the field until all players have left.

Rules of Play

[Jr T-Ball Rules of Play](#)

[Sr T-Ball Rules of Play](#)

[Rookie Ball Rules of Play](#)

[Mosquito/Bantam Rules of Play](#)

[Mosquito/Bantam HL Rules of Play](#)

[OBA Official Select Rules](#)

Incident Report

Please bring any issues or perceived breaches of the RYBL Coaches, Player or Parent Codes of Conduct to the attention of your head coach or convenor, or to the league executive by completing this form.

Please also use this form to report protests, ejections, adverse field condition potentially resulting in a safety issue to players, coaches or umpires, or other incidents.

[INCIDENT REPORT](#)

Codes of Conduct

The following activities are not permitted for House League teams without prior approval from the RYBL Executive.

1. Collecting funds from parents for extra activities
2. Conducting team meetings or activities outside those scheduled by RYBL. This includes extra training, practices, meetings etc. This does not include the one end of year event, which RYBL subsidizes*
3. Playing games outside of the ones scheduled by RYBL. This includes exhibition games, tournaments (local and travel) and games with other leagues not arranged by RYBL interlock scheduling

* Organization of an end of year Fun Day and attendance at same is an authorized RYBL event, and collection of limited funds from parents to cover any overages for the costs of such event (RYBL subsidizes only \$226 per event) is permitted to a max of \$500.

[Coaches Code of Conduct](#)

[Parent & Player Code of Conduct](#)

APPENDIX 1



APPENDIX 1 - SCREENING DISCLOSURE FORM AND PRIVACY STATEMENT

NAME: _____
First Middle Last

OTHER NAMES YOU HAVE USED: _____

CURRENT PERMANENT ADDRESS:

Street City Province Postal

DATE OF BIRTH: _____ GENDER _____
Month/Day/Year

ORGANIZATION: _____ EMAIL: _____

Note: Failure to disclose a conviction/sanction for which a pardon has not been granted may be considered an intentional omission and subject to failure of screening requirements as required by the Organization's Screening Policy.

1. Have you ever been convicted of a crime for which a pardon has not been granted?

Yes _____ No _____ If yes, please describe below for each conviction:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Year Convicted: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

2. Are criminal charges or any other sanctions, including those from a sport body, private tribunal or government agency, currently pending or threatened against you?

Yes _____ No _____

If yes, please explain for each pending charge:

Name or Type of Offense: _____

Name and Jurisdiction of Court/Tribunal: _____

Further Explanation: _____

3. **Has any civil court made a finding, judgment or ruling against you, or have you entered into an out of court settlement relevant to the profession of coaching, the sport of baseball or any other sport?**

Yes _____ No _____ If yes, please describe each finding, judgment or ruling below:

Civil Court Finding: _____ Out of Court Settlement: _____ Type Finding: _____

Year of Offense or Settlement: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

4. **Have you ever been the subject of a decision of a court or tribunal that might reflect adversely on the profession of coaching, the sport of baseball, or any other sport?**

Yes _____ No _____ If yes, please describe below:

Type of Offense: _____

Year of Decision: _____

Penalty or Punishment Imposed: _____

Further Explanation: _____

5. **Have you ever been dismissed from a position due to allegations of ethical or moral misconduct?**

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Dismissal: _____

Reason for Dismissal: _____

6. **Have you ever been disciplined or sanctioned by an international sport tribunal, by a National sport governing body outside Canada, by a National Sport Organization within Canada, or by any other any other sport organization/Organization/Organization?**

Yes _____ No _____ If yes, please describe below:

Name of applicable Organization: _____

Date of Discipline or Sanction: _____

Reason for Discipline or Sanction: _____

For more than one conviction please attach additional page(s) as necessary.

Certification

I hereby certify that the information contained in this application is accurate, correct, truthful and complete. I further certify that I will immediately inform the Organization of any changes in circumstances that would alter my original responses to this Screening Disclosure Form. Failure to do so may result in termination of membership and/or further discipline.

Signature: _____ Date: _____

PRIVACY STATEMENT

By completing and submitting this Screening Disclosure Form, you consent and authorize the Organization to collect, use and disclose your personal information, including all information provided on the Screening Disclosure Form, Police Record Check and/or Vulnerable Sector Check for the purposes of screening, implementation of the Organization's Screening Policy, administering membership services and communicating with other National Sport Organizations, Provincial Sport Organizations, Sport Organizations, and other organizations involved in the governance of the sport of baseball. The Organization does not distribute personal information for commercial purposes.