



Baseball Nova Scotia Policy Development Manual

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Introduction

The purpose of this document is to outline the policy development processes and procedures within Baseball Nova Scotia (BNS). This document shall define types of policy, procedures in policy development, requests for policy amendment, and committee responsibilities.

Definitions

- A. **'BNS'** means Baseball Nova Scotia
- B. **'Executive'** means the elected executive members of BNS (President, VP of Operations, VP of Finance, VP of Girls Baseball, Secretary, and Supervisor of Umpires)
- C. **'Board or BOD'** means the elected Board of Directors of BNS (including the Executive, Southern Regional Director, Northern Regional Director, Cape Breton Regional Director, Metro South Regional Director, and Metro North Regional Director)
- D. **'RD'** means elected Regional Director of each of the five (5) defined by BNS
- E. **'Member'** means any registered members of BNS as defined by article 2 in the BNS By Laws.
- F. **'Committee'** means groups formed by the Executive for the formulation of policies and to assist the Board in the operation of specific areas.
- G. **'Ad Hoc Committee'** means groups formed by the Executive or existing Committees that are delegated specific tasks

1. Policy Development and Revision

1.1 OVERVIEW

- 1.1.1. Policy governance is the responsibility of the BNS Board of Directors. The accountability and authority ultimately lies with the elected board. The actions of the Board are guided by the results-oriented policies developed and overseen by established Committees. Policies should reflect the intent of the BNS Bylaws and aid in the governance of the organization.
- 1.1.2. The BNS Board of Directors is supported by Committees, and delegates authority to each committee by approving its objectives, membership, duties and responsibilities. Each Baseball Nova Scotia Committee consists of a Chair and Members. Each Chair is appointed by the Executive based on the recommendation of the President. Other Committee members are selected either by the Committee Chair in consultation with staff and subject to the

veto of the President. Staff members, as required, provide support for Committees.

- 1.1.3. During the intervals between meetings of the Board of Directors, the Executive possesses and exercises the powers of the Board of Directors in the management and direction of the affairs of Baseball Nova Scotia.

1.2 DEFINITION OF POLICIES

1.2.1. Policies shall be as defined as;

- a) Member Policies – affecting members and members affiliated governing bodies. Procedures shall be developed and approved in accordance with this policy.
- b) Operational Policies – pertaining to the day to day operations and administration by staff. This includes the management of staff to execute the delivery of programs (leagues, developmental, NCCP, championships, and other areas) to members. Procedures shall be developed and approved by the Executive.

1.3 MEMBER POLICIES AND PROCEDURES

1.3.1 Policy development is the responsibility of the Board of Directors

1.3.2 Two procedures are to be followed:

- A) Policy Development
- B) Policy Revision

1.3.3 Any member in good standing (including Board members) may request the development or review of a Policy by submitting a written request to the Executive Director

1.3.4 The written request shall be completed via an online form available on the BNS website

1.3.5 The submission shall be reviewed by the Board to review that the issue being presented is relevant and intent is clear.

1.3.6 Should the Board deem the request to be valid and worthy of further review, the development or revision of the Policy shall be delegated to the appropriate Committee.

1.3.7 The Board shall establish an appropriate timeline for revision, development, and implementation of the request.

1.3.8 When policy development or review has been completed by the appropriate Committee or Ad Hoc Committee, results and supporting documentation shall be submitted to the Board for review and approval.

1.4 TIMELINES

- 1.4.1** Requests for revisions to policies that effect the By Laws of BNS must be made no later than ninety (90) days prior to the BNS AGM (as per current By Laws)
- 1.4.2** The Board of Directors will have fourteen (14) days to respond to the request. The Board will either accept or decline the request for submission to the appropriate committee.
- 1.4.3** Accepted requests for policy revisions will be submitted to committee for review. The committee shall have a decision with supporting documentation provided to the Board within ninety (90) days of the request.
- 1.4.4** Accepted requests for new policy development will be submitted to the committee for review. The committee shall establish an appropriate timeline, depending on the scope and impact of the proposed policy, for completion.
- 1.4.5** The Board shall circulate any decisions on policy development or revisions to member associations no later than thirty (30) days following the date of the decision.
- 1.4.6** Declined requests shall include rationale for the decision, within fourteen (14) days of the decision
- 1.4.7** Results of all requests shall be logged and made available to members via the BNS website

1.5 APPROVAL OF MEMBER POLICIES AND REVISIONS

- 1.5.1** Policies shall be approved by the Board at regularly scheduled meetings, or via other form of communication when necessary.
- 1.5.2** Approved new policy or revisions may take effect immediately upon acceptance by the Board, unless an alternate date has been established at the time of the decision.
- 1.5.3** Policy Manual and related document shall be updated no later than thirty (30) days from the date of approval.

2. Committees

2.1 MANDATE

- 2.1.1** Committees shall be responsible for the formulation of recommendations and proposals, that are guided by the objectives set forth by the Executive
- 2.1.2** Committees shall oversee the policy development, and administration of its respective programs, including:
 - I.** Formal Meetings
 - II.** Proposals
 - III.** Progress Reports
 - IV.** Board Presentations

2.2 COMMITTEE SELECTION

- 2.2.1** Committee Chairs shall be appointed by the BNS Executive
- 2.2.2** The position of Committee Chair will be reviewed annually (within 60 days of the AGM). It shall be at the discretion of the Executive, upon review, as to the expiration or renewal of the current Committee Chair's position.
- 2.2.3** The Executive reserves the right to remove, replace, or add Chairs or members of Committees at any point.
- 2.2.4** Committee Chairs, and members of the Board, may present a list of potential candidates for Committee involvement to the full BNS Board for ratification. This shall be done within sixty (60) days of the AGM, or as required to fill vacancies.
- 2.2.5** Any member wishing to be considered for BNS Committee involvement shall contact the Executive Director, or Committee Chair, with a resume of credentials, and reasoning behind his/her interest.

2.3 COMMITTEE MEETINGS

- 2.3.1** Meetings may be called at the discretion of the Committee Chair, or Executive
- 2.3.2** Meetings are convened at the call of the Chair
- 2.3.3** Conference call, email exchange, or physical meetings are all accepted forms of meetings.
- 2.3.4** Minutes of all meetings must be kept, and submitted to the Board and Committee members for review within fourteen (14) days of the meeting.
- 2.3.5** Each Committee Chair shall submit a brief report to the Executive Director and Board upon completion of meetings, and an annual report submitted for the AGM (Annual General Meeting) of BNS.

- 2.3.6** Actions items arising from meeting must be submitted within fourteen (14) days to the Board for review. The Board will have the power to ratify, reject, or return proposals to the committee for further review.

2.4 STANDING COMMITTEES

- 2.4.1** Standing committees shall be reviewed annually. They include:

- A. Awards Committee
- B. By Laws Committee
- C. Competitions Committee
- D. Development Committee
- E. Discipline Committee
- F. Facilities Committee
- G. Finance Committee
- H. Girl's Committee
- I. High Performance Committee
- J. Long Term Athlete Development Committee
- K. Marketing Committee
- L. Risk Management Committee
- M. Strategic Planning Committee

- 2.4.2** Ad Hoc Committees may be formed by the Board of Directors or a Standing Committee to review and explore a specific area of concern

2.5 COMMITTEE DESCRIPTIONS

2.5.1 Awards Committee

Objective:

- To oversee the criteria, collection, and selection of all BNS annual awards.

Membership:

- Chair (appointed by the Board)
- Executive Director
- One representative from each region (5)
- BNSUD Representative

Duties and Responsibilities:

- To develop selection criteria for each of the thirteen (13) BNS Awards
- To review nominations from membership for award consideration
- To actively research potential candidates for awards, to ensure quality individuals are submitted for nomination.
- To select award winners via vote of committee members, and inform BNS no later than twenty-one (21) days prior to the Awards Banquet
- To submit nominees for National award consideration annually

2.5.2 By Laws Committee

Objective:

- To maintain the By-Laws of BNS to ensure the document best serves its members.

Membership:

- Chair (as appointed by the Executive)
- BNS Secretary
- Three other members recommended by the Chair

Roles and Responsibilities:

- To be responsible to for all matters relating to the BNS By-Laws
- To receive all members' submissions with regards to proposed By-Law changes
- To present and propose all potential By-Law changes to members within the time frame described in the current By-Laws
- To advise necessary changes to membership
- To give interpretations on BNS By-Laws to the Board and membership
- To advise BNS Committees, Board, and members on all matters related to the By-Laws

2.5.3 Competitions Committee

Objective:

- To oversee and provide competition opportunities (Bluenose League, and Provincial play) to all areas of the province regardless of skill level.

Membership

- Chair (VP of Operations)
- Executive Director
- Regional Directors (5)
- BNSUD Rep

Roles and Responsibilities

- To develop rules and regulations for Bluenose and Provincial play
- To determine the Calendar of Events for competitions and deadlines annually
- To select hosts for Provincial, Regional, Elimination, and Qualification tournaments.
- To develop criteria for hosts of BNS competition events
- To be responsible for reviewing Provincial Championship events upon completion
- To ensure handbooks are updated annually to reflect rules and operational changes

2.5.4 Development Committee

Objective:

- To ensure the implementation and support of development programs from BNS to community clubs and associations

Membership

- Chair (as appointed by the Executive)
- Technical Director
- Three (3) members (as appointed by the Chair)

Roles and Responsibilities

- To review strategies in the promotion and implementation of the following programs;
 - A. Rally Cap
 - B. My First Pitch
 - C. Challenger
 - D. Winterball
 - E. Recreational

- To communicate with local associations regarding development opportunities and supports available through BNS
- To ensure all areas of the province receive equal opportunity for training and access to programming
- To set objectives for each of the five (5) development programs annually.
- To review each program annually and report to the Board
- To recommend future initiatives and the budgetary needs of such initiatives to the Board

2.5.5 Discipline Committee

Objective

- To enforce penalties for violations of BNS rules and code of conduct, while hearing discipline or appeals cases for membership

Membership

- Chair (appointed by the Executive)
- BNSUD representative
- Two other members (appointed by the Board, preferably with legal and/or an investigative background)

Roles and Responsibilities

- To hear all discipline and appeals cases for BNS
- To develop BNS Code of Conduct, and penalties for violations of the established code by members (athlete, coach, volunteer, official, or other).
- To review all umpires reports for alleged violations of BNS Code of Conduct
- To establish effective investigative procedures for the review of any complaints made regarding BNS members allegedly committing offences directly violating BNS Code of Conduct or behaving in an unethical manner deemed detrimental to the game
- To develop ad-hoc committees to hear disciplinary disputes that current committee members have been deemed to have an existing conflict of interest in.
- To develop policies for the coordination of appeals hearings
- Other duties as required.

2.5.6 Facilities Committee

Objective

- To develop and oversee strategies for the improvement and development of indoor and outdoor baseball facilities

Membership

- Chair (as appointed by the Executive)
- One representative from each Region (5) as appointed by the Chair
- Executive Director
- A maximum of two other persons as appointed by the Chair

Roles and Responsibilities

- To develop minimum standards for baseball facilities across the province for the hosting of BNS events, and league games
- To keep an inventory of all facilities across the province, and their current condition (dimensions, amenities, areas needed for upgrade, etc.)
- To develop a strategic plan for the improvement of baseball facilities across the province.
- To support community groups in lobbying for facility improvements by preparing reviews of existing infrastructure or supporting data for the need of additional infrastructure
- To develop a strategy to address the needs for indoor training options across the province.

2.5.7 Finance Committee

Objective

- To advise and report to the Board regarding the financial position of BNS

Membership

- Chair (VP of Finance)

- Executive Director
- Two other members as appointed by the Chair

Roles and Responsibilities

- To prepare and review the annual budget submission to the Board and membership
- To monitor financial statements
- To advise on potential opportunities to improve the financial position of the organization
- Other duties as required by the Board

2.5.8 Female Committee

Objective

- To develop strategies for the growth and development of girl's baseball in Nova Scotia

Membership

- Chair (VP of Girl's Baseball)
- Executive Director
- Three other members as appointed by the Chair

Roles and Responsibilities

- To create a strategic plan for the recruitment and retention of females in baseball
- To support associations in their initiatives to attract girls to play within their community
- To organize events for the recruitment of girls into the sport (Come Try It Days, etc.)
- To further develop and review current programming for girls in baseball (high performance teams, camps, events, leagues, etc.)
- To develop mentorship programs for the further development of female leaders, coaches, and officials within the province
- To oversee the coach selection of the 14U, 16U, 21U, and Senior Women's programs, and create an ad-hoc committee for selection if necessary
- To review the annual plans for each Female High Performance program

- To create strategies for the alignment of all programs to ensure continuity in the athlete pathway
- To create opportunity for advancement of athletes to National team programs.
- To conduct an annual review of programs (including finances, player feedback, etc.)
- To provide annual reports to the High Performance Committee for review

2.5.9 High Performance Committee

Objective

- To oversee the operations of all BNS High Performance programming, and develop strategies for the continual improvement of all teams.

Membership

- Chair (as appointed by the Executive)
- VP of Girls Baseball
- Technical Director
- Three members as appointed by the Chair

Roles and Responsibilities

- To oversee the coach selection of the 13U, 15U, or 17U programs, and create an ad-hoc committee for selection if necessary
- To review the annual plans for each program
- To create strategies for the alignment of all programs to ensure continuity in the athlete pathway
- To recruit future potential high performance coaches to guest coach alongside current program leads
- To create opportunity for advancement of athletes to collage or National team programs.
- To conduct an annual review of programs (including finances, player feedback, etc.)
- To consult with the Female Committee on the activities of all High Performance Female teams

2.5.10 Long Term Athlete Development Committee

Objectives

- To develop a strategic plan that develops athletes, coaches, and volunteers to incorporate Baseball Canada and Baseball Nova Scotia programming to improve playing skills across the province.

Membership

- Chair (as appointed by the Executive)
- Executive Director
- Technical Director
- Vice President of Operations
- Development Committee Rep
- Competitions Committee Rep
- Five regional representatives

Roles and Responsibilities

- To develop an LTAD plan for Baseball Nova Scotia
- To liaise with Baseball Canada to ensure provincially offered programming aligns with LTAD principles developed by the National body
- To ensure clear communication with member associations and clubs in the education of the BNS LTAD plan and principles
- To organize implementation of programming and best practices developed in the plan across the province
- To evaluate programs on an annual basis

2.5.11 Marketing Committee

Objective

- To develop strategies for the marketing of the BNS brand and potential fundraising initiatives

Membership

- Chair (appointed by Executive– with preference towards Marketing professional)
- Executive Director
- Three other members (appointed by the Chair)

Roles and Responsibilities

- To prepare a marketing strategy that maximizes BNS exposure to targeted audiences
- To develop strategies in revenue generation through utilizing the BNS brand
- To liaise with the Finance Committee in developing an annual budget for marketing initiatives across the province

2.5.12 Risk Management Committee

Objective

- To ensure all member clubs are educated in providing a safe environment, fair decision making, and to properly protect its assets and resources.

Membership

- Chair (as appointed by the Executive)
- Executive Director
- One Board member
- Two other members (preferably experienced in risk management)

Roles and Responsibilities

- To develop policy and standards for direct activities (Provincial teams, office staff, Board of Directors, Committees, officials training, coach training, etc.) in safety, decision making, and protecting assets and resources.
- To develop policy and standards for indirect activities (Provincial championships, Elimination tournaments, etc.) in safety, decision making, and protecting assets and resources.
- To develop policy and standards for supported activities (all operations within member clubs and associations) in safety, decision making, and protecting assets and resources.

2.5.13 Strategic Planning Committee

Objective

- To oversee the implementation of the Baseball Nova Scotia strategic plan

Membership

- Chair (President Baseball Nova Scotia)
- Board of Directors (nine)
- Executive Director
- Technical Director
- Two other members as appointed by the Board

Roles and Responsibilities

- To develop the strategic plan for BNS
- To monitor the progress of the BNS strategic plan
- To provide annual reports to membership on the progress towards goals