

Select Operating Procedures

April 25, 2019

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FINANCE

(See Constitution, Section 7(e))

A separate bank account must be set up. The account should be opened at the bank currently used by the association and should be a Community Account (chequing). Dual signatures (suggested 2 of 3) are required on this account. All money collected (i.e.: registration fees, tryout fees, donations, sponsorship payments, etc.) are to be deposited into this account. All expenses are to be paid via cheque are to be accompanied by an official receipt from the vendor. No receipts are given for donations.

The account is to be closed at the end of the season.

Bank statements are to be presented to the Select Convenor on a monthly basis. Financial reports are to be presented monthly to the families of players on the team and to the Executive.

The Select Convenor will forward the coach of each Select Team a template to be used for tracking revenues and expenses for the team.

Receipts for tryout fees, select fees, etc. will be issued by the Select Convenor by August 31st of the playing season.

COACHING

Applications to coach Select Teams are to be received by the Select Convenor and presented to the Executive for approval.

A negative (no convictions / concerns) Police Vulnerable Sector Check (also known as a Clearance Letter) or declaration for all coaches and assistant coaches is required prior to the beginning of any assessments, tryouts, practices or games.

Coaches will have completed the National Coaching Certification Program's "Learn to Coach" training prior to the beginning of the season, if course is offered within 50 km of home base, where possible. Once completed and upon submission of a receipt and confirmation of completion of the course, the Executive will reimburse the coach 100% of the cost of the course.

SEASON WRAP UP

A final financial report will be presented to all parents of players on the select/rep team as well as to the Executive no later than the house league Annual General Meeting.

FUNDRAISING / SPONSORSHIP

All fundraising endeavours must be presented to the Executive by the Select Convenor.

All potential sponsors for select / rep teams must be coordinated (prior to contacting them) with the Select Convenor and the Sponsorship Director to ensure that both house league and select/rep are not approaching the same business for support.

All sponsors are to be presented to the Executive by the Select Convenor.

PLAYER ELIGIBILITY

Players must be a registered house league player with Bradford Minor Baseball Association (BMBA).

TOURNAMENTS / EXHIBITION GAMES

All exhibition games are to be coordinated with the association scheduler via the Select Convenor. The select/rep team is responsible for all associated costs.

All tournaments will be coordinated with the association tournament convenor via the Select Convenor.

EQUIPMENT / UNIFORMS

All uniform costs will be the responsibility of the select/rep team. This includes other items such as sports bags, jackets etc.

Extra equipment costs are the responsibility of the team. Equipment purchased will remain with the select program (as long as it was purchased with select team funds), in the same division. If there is no select program, the equipment will be given to the Association. The select/rep team may use, if needed, equipment from the association in coordination with the Equipment Manager.

Uniforms will remain the property of the player.

DOCUMENT UPDATE LOG

Date	Name	Description
April 25, 2019	Daryl Pickard	-Added Document Update Log -Removed "A player who is sponsored by BDMSA for house league is not eligible to participate in the Select program." from Player Eligibility -Updated Association Name to Bradford Minor Baseball Association / BMBA