



TNT BASEBALL ASSOCIATION

POLICY AND PROCEDURE MANUAL

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TNT BASEBALL ASSOCIATION

INDEX

1. Mission Statement.....	3
2. Board of Directors.....	3
3. Code of Conduct	5
4. Resolutions of Disputes	5
5. Fair Play Policy	6
6. Discipline	7
7. Coach Selection	7
8. Coach Responsibilities.....	7
9. AP Players	8
10. Imports	8
11. Playing Up.....	9
12. Pre-Season Parent/Coach Meeting.....	9
13. Gym use Policy	9
14. TNTBA Evaluation Policy.....	10
15. Request for Player Release Policy	10
16. Tryout Policy.....	11
17. Expense Policy	11
18. Purchasing Policy.....	14
19. Life Time Members	14

APPENDIX:

A. Board of Directors Job Descriptions	16
B. Rep Coach Responsibilities Agreement	21
C. Release Form	22
D. Rainout & Heat Wave Policy... ..	23
E. Umpire info & Expectations.....	24
F. Player Code of Conduct & Responsibilities.....	25
G. Coaches Code of Conduct.....	26
H. Parent/Guardian Code of Conduct	27
I. Sample Expense Report Form.....	28
J. Revisions	29

1.0 Mission Statement

The mission of the TNT Baseball Association is to ensure that all members of the TNTBA are committed to the promotion, education and enjoyment of the game of baseball.

Working co-operatively within our organization and with business, education and special groups, we will endeavour to conduct ourselves in the manner of which will benefit the entire TNTBA and the game of baseball, particularly the youth of our community.

2.0 Board of Directors

At minimum the board of directors will consist of the following positions, knowing that the roles of all positions would need to be covered within these positions:

President, Executive

Vice President, Executive

Treasurer, Executive

Registrar, Executive

Secretary

Houseleague Associations within the TNTBA Boundary will be represented by their President or delegate:

Board Member representing TNT Minor Baseball Association

Board Member representing Tottenham Minor Baseball Association

Board Member representing Everett Minor Baseball Association

Optional positions to add provided the volunteers are available:

Past President

Director of ~~Select~~/Rep, Executive

Director of Select, Executive

Umpire in Chief

Convenor

Director of Player Development

Equipment/Uniform Manager

Director of Sponsorship/Fundraising

Director of Social Media

Director at Large – maximum of 4

Note: Each house league association that is part of the TNTBA will continue to run independently for all house league programs.

Every board member will be encouraged to share ideas; and it is the responsibility of every board member to listen to the ideas of others.

As a member of the Board every member has the right to be heard at meetings.

Once an idea is heard and acknowledged by the group, it is important that discussion move along in the best interest of good governance and effective decision making.

Board members will work together as a team and treat each other with dignity and respect.

Board members will be required to attend the majority of their meetings to remain in good standing.

Meetings shall begin and conclude on time.

If a board member will be late for a meeting, or is unable to attend a meeting, he or she shall contact the chair or the secretary in advance of the meeting to advise of any lateness or absence.

The Board of Directors is responsible for day-to-day decision making and administration regarding policy, liability and risk management, goal-setting, discipline and fiduciary responsibility and shall meet regularly (minimum of once per every two months).

Board members will be communicated with about issues relevant to the board on a timely basis.

Agendas for meetings and minutes of meetings shall be distributed in a timely fashion to enhance decision making.

Issues, such as those regarding liability or discipline, shall be communicated in a timely fashion consistent with their level of urgency.

Motions, whenever possible, shall be submitted to the secretary prior to the board meeting.

Board Members will have a clear idea of their roles and responsibilities.

Job descriptions will be developed for each board member and updated annually (see Appendix A)

Reporting relationships will be clearly identified in these job descriptions.

The Policies and Procedures Manual will be reviewed, updated as necessary and approved by the President and Vice President.

All budgets shall be approved by the full board.

Board members will make every effort to listen to the ideas and concerns of all TNTBA members; and will make every effort to communicate to the TNTBA membership in a timely and relevant basis.

Board members will make an attempt to circulate among parents at games, in an effort to get a board perspective on attitudes and opinions.

When complaints are tabled, the board will make an effort to obtain a broader perspective on the complaint to determine whether this complaint is shared by a broader membership base.

Board members shall make a concerted effort to develop the talents of all TNTBA volunteers.

In addition to clinics for coaches, the board will seek opportunities for improving and enhancing the skills of board volunteers on a regular basis, through the promotion of relevant events throughout the baseball community.

All board members of the TNT Baseball Association, who are either not returning or not acclaimed to board must return all TNTBA property (i.e. documents, equipment, keys, etc.) at least one week prior to the Annual General Meeting. All property that has been purchased using team funds is to be turned over to the President or Vice President or a designated location for storage.

Any board member removed, or asked to resign, by the Board, is prohibited from reapplying for any Board position for a period of not less than three (3) years from date of removal. To remove a board member, a vote must be taken with all board members present and this vote must receive $\frac{3}{4}$ of the entire board support to pass.

Code of Conduct

The TNT Baseball Association prides itself on our well run Baseball program which stresses **TEAM SPIRIT AND FUN**, “rather than, a win at all costs” attitude.

Winning is Nice, but contrary to popular belief, it is not everything. **HAVING FUN** and **PLAYER DEVELOPMENT** on a team will be the main objective.

All teams in the TNTBA are governed by a combination of YSBA, OBA and our own association rules to ensure fair play for all.

On occasion, rules are broken which results in disciplinary action being taken. In some cases, points will be forfeited while in more serious cases, membership in the association will be revoked. Parents should be aware that their behavior could result in disciplinary measures being brought against their child’s team.

COMPLAINTS MUST BE IN WRITING AND SENT TO THE BOARD

ABUSE OF UMPIRES- A team whose players, coaches or parents are responsible for verbally harassing Umpires is subject to forfeiture of League/Playoff Points. In addition, any Physical Abuse towards Umpires **WILL** result in their membership in the association being **TERMINATED** along with **CRIMINAL CHARGES** being laid.

We cannot **STRESS** enough, **RESPECT, SPORTSMANSHIP** and a **POSITIVE ATTITUDE** towards the game, coaches, umpires and your fellow players.

Any harassment towards coaches and or players will result in immediate ejection and/or forfeiture of the game.

Everyone **MUST REMEMBER** that it is a game and our children are supposed to be **HAVING FUN**.

All TNTBA members, players, coaches, umpires, family members, and board members are entitled to the enjoyment of the game, free from harassment, foul language, consumption of alcohol, banned or illegal substances, intimidation, and other unsportsmanlike behaviour.

Harassment is defined as:

Occurring through words and deeds which pressure, ridicule, degrade, express hatred based on a person’s sex, age, sexual orientation, disability, race, ethnicity, cultural background, place of birth, language, religion, citizenship or ancestry. Overt and subtle, written or verbal.

Name calling, jokes, taunting, stereo-typing, threats, abuse or assault.

Violations of this code of conduct by any member shall result in immediate disciplinary action, which may take the form of verbal reprimand, written reprimand, limited suspension, indefinite suspension, or termination of membership.

The Police will be contacted for serious or repeated incidents

4.0 Resolution of Disputes Policy

Complaints and disputes will be dealt with in a fair and expedient manner, based on a process that gives such a complaint the consideration it deserves.

Only complaints and disputes that have been put in writing will be dealt with by the TNTBA. Anonymous complaints will be disregarded.

Once in writing, complaints and disputes will be directed to the President of the TNTBA and the Vice President or Director Select/Rep.

A complaint/dispute about a TNTBA Board Member will be made directly to the President of the TNTBA

A complaint/dispute involving the President will be directed to the Vice-President of the TNTBA.

The President or Director of the Program shall provide a letter of acknowledgement to the author of the complaint/dispute within 7 days of receipt.

The TNTBA Board of Directors will be advised of the complaint/dispute at the first Board meeting following receipt of the complaint.

An Arbitration Committee of no less than three TNTBA Board members including the President, Vice-President, Registrar, Director of Select/Rep will be formed immediately upon receipt of the complaint.

The President shall assume the chair of this committee and appoint additional members as deemed necessary.

Any Arbitration Committee member involved in the complaint/dispute that had involvement with the activity leading to the complaint/dispute, shall declare a conflict of interest and remove him/herself from the committee and the President shall appoint a replacement.

The Arbitration Committee will research the complaint promptly, including interviews with all individuals involved, with the goal of being fair and expedient. A recommendation will be made to the full TNTBA Board for approval prior to enacting the committees' recommendations. The ruling will be communicated, in writing, to the person who initiated the complaint/dispute, and to all persons named in the ruling.

All decisions of the TNTBA are final.

A record of all rulings and consequences of such actions shall be maintained in a separate file by the TNTBA, and shall be kept by the current secretary of the TNTBA.

5.0 Fair Play Policy

The purpose of these guidelines is to ensure the TNTBA athletes are given a fair opportunity to develop their baseball skills without compromising the success of the team, and to ensure a broad base of skill development at the grass roots level. For specific playing rules refer to YSBA RULES AND OBARULES for specific divisions.

Playing time guidelines shall take priority over other baseball rules with the following exceptions, injuries or illness, pitcher preparation, or discipline. It is an ongoing priority of the TNT Baseball Association to have all TNTBA players treated fairly throughout their time with the organization. Player development and retention is extremely important to the TNTBA as an association, and certainly should be to all the TNTBA coaches.

Due to a number of factors (number of innings played, injuries, discipline, half innings, games called due to weather, etc.) it is understood that the exact number of innings played cannot be totally equal, among players on any team.

Rep & Select Playing Time

Being a higher level of play, there is a higher emphasis on competitiveness yet the general principles of fun & player development still apply. Playing time for all players will be “fair” but not necessarily “equal”. Fairness would mean playing at least half a game, and given the opportunity to earn an infield, outfield, and/or pitching opportunity if the player

wishes to play. The batting order & player positioning should reflect the abilities necessary for the batting spot or fielding position. To be fair to all players, some rotation in the batting order and player positioning should take place if a player’s performance improves or needs improvement. Coaches at the Rep/Select level should develop some sort of tracking (ie. Stats) to justify their batting order, pitcher selection, and fielding positions.

For all levels of play (Rep, Select) coaches who have kids on their team should make every effort to ensure that their kids are treated like all kids on the team. Coach’s kids should receive no special treatment and be given playing time that they deserve, no more, no less. This includes Assistant coach’s kids as well.

6.0

Discipline

Any disciplinary action taken by a coach that results in a player missing more than one game must be brought to the Boards of Directors for review. Failure to do so may result in the suspension of coaching privileges.

Probation

Any player, coach, or board member may be put on probation for not abiding by any of the policies set out in this manual. The Board of Directors must approve any probation and should have a set time limit. Failure to meet any of the conditions of the probation may result in suspension or removal.

7.0

Rep/Select Coach Selection

The selection committee will consist of any board member in good standing who wishes to attend interviews. To have a vote, the board member must attend all interviews for a given position, if not the board member is ineligible to vote. The Director of Rep/Select may select, with the permission from the President, one other person to the selection committee who has extensive past baseball coaching experience who is not a board member if so desired.

Each candidate shall be fairly evaluated and the final decision will be based on a variety of credentials. This shall include the candidate’s level of NCCP baseball certification, baseball head coach & assistant coach experience, other sport coaching experience, playing experience, past track record with the TNTBA, past team success, past team improvement, relationship with umpires (including ejections), parental references from past teams, and evaluations by our Director of Rep/Select. At least 3 references must be checked by telephone or email by the Director of Rep/Select before selecting a candidate.

Any board member who is applying to coach a position is not allowed to sit on the selection committee for all interviews regarding that position. All board members must be impartial and unbiased when sitting on the selection committee. If a board member feels they are unable to remain impartial and unbiased, they should voluntarily remove themselves from the selection committee.

All coach appointments must be represented to the Board of Directors for their approval prior to any coach being notified of their acceptance.

A Head Coach may not allow their child to tryout in another Centre which would cause the Head Coach to have to resign their TNTBA coaching position if their child makes the team in the other Centre. If this occurs, this would require immediate removal of the Head Coach and a new candidate required to fill that vacant position. The TNTBA requires that the Head Coach is fully committed to the team they are coaching and not leaving any possibility of future instability due to possible resignations.

8.0 Rep/Select Coaches Responsibilities

All coaches must provide a current police record check to the Director of Rep/Select. All coaches must sign a Rep Coach Responsibilities Agreement (see Appendix B) and a Coaches Code of Conduct letter (see Appendix G)

All Coaches must adhere to TNTBA Evaluation Policy and obtain all NCCP courses according to the YSBA requirements.

Fundraising will be permitted for rep/select teams but all fundraising activities must have prior approval from the Board and under no circumstances will active sponsors be approached.

All news articles must be reviewed by the appropriate Director prior to that submission to the local newspaper. Any pamphlets or flyers that specifically mention TNTBA must be brought to the Board for approval prior to their distribution.

9.0 AP Players

Any TNT Thunder team will not exceed the 5 game maximum for AP players from any of the house league teams that are part of an association that is partnering with TNTBA.

Any TNT Thunder team will not sign any player for the purpose of having them play the remainder of the season on a Select/Rep team.

When having a player AP, a TNT Thunder team representative will contact both the coach of the team and the President of the associated organization to inform them of the date and time of the game.

10.0 Imports

In accordance with YSBA/OBA and TNTBA policy, imports will be permitted in the following divisions.

All Select teams must have 50% Resident or Grandfathered status.

All Rep teams must adhere to YSBA regulations, though the TNTBA may wish to be stricter if the board so chooses. These imports would be as follows:

Rookie Rep	1 import
Mosquito Rep	3 imports
Peewee Rep	4 imports
Bantam Rep	5 imports
Minor Midget Rep	7 imports
Midget Rep	8 imports

Grandfathered status will be granted with 3 consecutive years of play in the TNTBA. If a player leaves and plays for another center or takes a year off, this status will be lost.

11.0

Playing Up

If a player (or their parents) request to play up a division they must make a formal request to the board. All requests will be considered on an individual basis and will be based solely upon the players' skills and abilities and not as a matter of convenience (i.e. brother playing with older sibling or with older friend). The player's skills must be checked by the Head Coach and Director of Rep/Select who will then make a recommendation to the Board.

A player may only play up 1 age year. (ie. A 2003 age player only move up to a 2002 age team, not 2001)

Any decision to allow a player to play up a division will be at the discretion of the TNTBA Board of Directors and will apply only for the season in which the request was made.

12.0

Pre-Season Parent/Coach Meeting

Purpose

To inform the parents/guardians of the players of league policies and procedures.

To create a line of communication between the parents and the coaching staff, and the parents and the league.

Participants

The following people should be involved in the process:

Parents/guardians of the players on the team

Coaching staff

League representative (this should be the director of the division in which the team plays; if they are not able to attend then a member of the board may attend in their place).

Content of the pre-season meeting

Discussion of the TNTBA's policies and procedures (with emphasis on the Code of Conduct, arbitration guidelines and discipline procedures.)

- Coaching philosophy in writing.
- Distribute and discuss a team budget including fee schedule
- Distribute and discuss game, practice and tournament schedule
- Solicit help for team and league assistance
- Team list distribution
- Vacation schedules
- Coach evaluation sheets and complaint forms to be supplied

13.0

Gym Use Policy

During the winter/spring all Rep/Select teams are expected to run training in the gyms. Gym rentals will be done by the individual teams. This may start as early as November and no later than January. Coaches need to take care in giving arms time to rest and building strength gradually over the course of the winter/spring training. Teams may use other facilities (ie. Sports domes, Smith Bros., etc...) if they wish, but this must be covered by the team's funds and the Director of Rep/Select must be informed about any extra training.

Teams need to make every effort to avoid damaging the gyms. Absolutely no hitting of regular baseballs is allowed in the gyms. Indoor gym balls and wiffle balls must be used. Coaches need to ensure that glass windows are covered by mats in the gym whenever possible. Batting Nets are also encouraged. Teams need to always remember that if damage occurs, it must be fixed at team expense and this may risk losing the use of the gyms.

14.0 TNTBA Tryout Evaluation Policy

It is the policy of the TNTBA that all players attending either evaluations or try-outs must pay the tryout fee and obtain any necessary releases in order to tryout.

It is also the policy of the TNTBA to ensure that every player will be fairly evaluated. Each head coach must use some type of charting which can be independently assessed by the board if any question is brought forward that evaluations were not completed fairly.

15.0 Request for Player Release Policy:

The TNT Baseball Association is not mandated to release any player.

The TNTBA encourages all residents in TNT Thunder area to play for the TNTBA.

Requests for "Release" from the TNTBA must be made in writing, via letter mail or email to the attention of the TNTBA Registrar. The Release only becomes valid when signed by the President or a board member designated by the President. Only the parent (or legal guardian) of a child may

request a release for their child, as a matter of privacy and because the rights and choices of any child are the sole responsibility of the parent(s) or guardian(s) and may not be directed by anyone other than those persons.

All releases must be approved first by the TNTBA President and then (if approved by the TNTBA) Releases will be forwarded to the YSBA/OBA. If a player is offered and accepts a spot on a team outside of TNTBA. Players wishing to leave the YSBA area, must first obtain a local release from TNTBA, then apply to YSBA for a full release, and players wishing to leave the OBA must apply to the OBA for their OBA release.

The YSBA/OBA meets monthly, and all release are discussed at those meetings. No releases will be considered until all tryouts are completed. Each release request is reviewed on an individual basis, and decisions are made based on the merits of each individual release request. However, in keeping with the premise that the TNTBA encourages TNT Thunder players to play for TNTBA, if any player requesting a release has made a TNT Thunder team, their release will not be granted, unless they have special permission from the President. If the TNTBA offers a team at any level, a release will not be granted to play in another center at the same level (ie. Barrie A vs. TNT Thunder A) unless extraordinary circumstances would allow special permission from the President, as per the YSBA Release Policy.

Any requests to appeal the decision of the TNTBA President can be made to the TNTBA board but must be made, in writing, to the Secretary of the TNTBA, within 30 days of notification of the TNTBA decision.

As a consideration of the TNTBA Release process, the requesting player must attend at least two (2) of the TNTBA fall tryouts for his/her age group, in order to be considered for a full release from the TNTBA, following all the requirements of the tryout Policy.

As per the 2020 Revised Release Policy of YSBA, all players 10U to 13U will be granted a release to try-out for a AAA or AA team in any Centre, but they do not make the team, it is expected that they return to the TNTBA to try-out for the A level team in their series. If TNTBA does not have an A level team in their series, they are welcome to try out at any Centre of their choosing.

To better understand why TNTBA players choose to play baseball elsewhere, the TNTBA asks that specific details are included with all requests for release as to why players (or parents) wish to leave the TNTBA, so that we can hopefully address those issues for future players and ensure mistakes are corrected, where possible.

Although we endeavor to respond to all release requests within 24 hours, if you do not get a response within 48 hours it is the responsibility of the individual requesting the release to follow up with the TNTBA.

16.0 TNTBA Select/rep Tryout Procedure and Rules

1. All players should attend two (2) (or more) of the scheduled fall tryouts, to be included on any Select/Rep roster.
2. Any player, who is a resident of the TNT Thunder geographic area at the time tryouts are held, but does not attend tryouts, may not be eligible for a TNTBA team (this would not apply to new TNT Thunder area residents, who move into the city, after tryouts have been completed)
3. In a case where a player is injured and unable to participate in fall tryouts, a doctor's letter is required. Any player in this situation should still attend the required number of tryouts, assisting in any way possible while there. (The TNTBA board must be advised (prior to tryouts) of any/all players with a doctor's letter, in these cases.) Injured players with the recommendation of the Director of Coaching & Player Development must have a space held for them until they are able to physically show their abilities.
4. All players attending fall tryouts must be registered through the TNTBA's websites online registration system to be eligible and to be included (paper and email registrations will be accepted).
5. All players must pay a tryout fee, in cash, the amount to be set by the Board prior at the start of the tryouts. This fee entitles the player to attend the scheduled tryout
6. Any player not meeting the above criteria and found to be included on a TNTBA Select/Rep team's roster may be removed from that roster, and will not be re-added to that roster.
7. No coach will alter or make exceptions to these policies. Any TNTBA coach doing so may be immediately suspended from the TNTBA coaching duties.
8. Non-resident players must provide a current release from the baseball association where they reside, or they will be excluded from TNTBA tryouts, until a valid release is presented.
9. Coaches must make every effort to choose players based on their abilities and overall contribution to the team. Players must not be included or excluded based on personal agendas/bias. A coach may exclude a player based on a character issue of the player or parent which could cause great disruption to the team. To do this the coach would need to point to clear character violations committed in the past by the parent or player.

TNTBA Board members will visit tryouts, to ensure compliance. No deviation from the above rules will be accepted. Complaints from players (or their parents) will be investigated immediately and thoroughly and any situations in conflict with TNTBA policy will be resolved immediately.

17.0 Expense Reimbursement Policy:

Policy Definition:

It is the policy of the TNTBA to reimburse its executive/volunteers or to pay directly through the use of Association cheques, all bonafide business travel, business meals and lodging, business entertainment and other related business expenses that have been **approved in advance** by the TNTBA Board of Directors.

The expenses must be incurred by the executive/volunteer in connection with the performance of their assigned functions, be proper business expenses directly related to the active conduct of Association business and be handled in accordance with this policy. It is recognized executive and volunteers are in attendance for their interest in the activity or for an assigned duty to be performed. If the attendance is an assigned activity they should be reimbursed for out-of-pocket expenses. Examples of activities include YSBA/OBA meetings, tournament convening, etc.

Purpose:

This policy provides the Association with the guidelines, procedures, and responsibilities for the reimbursement for Association executives/volunteers for all ordinary, reasonable, and necessary travel and other business expenses incurred while performing Association business. For purposes of this policy, “ordinary” means usual and customary; directly connects with a specific business purpose which is clearly explained and authorized. Moreover, this policy is designed in total compliance with the current Income Tax Act.

Responsibilities:

The executive/volunteer is responsible for completing the Expense Report, supplying the necessary expense documentation and explanation, and forwarding this report to the treasurer. The expense report should be submitted within **30 calendar days** of the incurred expense. The treasurer is responsible for the audit, final approval, and payment. The President, Vice-President, or Registrar, will be the second level of signature.

All Association cheques will require two signatures.

All executive/volunteer travel must be approved in advance by President. President travel must be approved in advance by the Vice-president or Treasurer.

Procedures:

Receipts:

Original receipts or a photo of receipts for expenditures are required under normal circumstances for all items. For those items for which no receipts were available such explanation should be documented on the expense report.

Documentation:

Documentation requirements are satisfied only if receipts and explanations indicate the following for each expenditure:

- ◆ How much- the exact amount of each separate expenditure
- ◆ When- the date on which the expenditure was incurred
- ◆ Where- the place (establishment or location) and nature of the activity (i.e. lunch, dinner, etc.)
- ◆ Why- the business purpose or the business benefit derived or expected to be derived from the expenditure.
- ◆ Who- the business relationship of the parties involved in the particular expenditure.

All bonafide, reimbursable expenses are to be entered on the expense report with the documentation attached and processed for approval through the appropriate channels

Accuracy of the expense Reports Submitted:

The treasurer is responsible to ensure all claims have proper receipts (or receipt picture) attached and the expense items comply with approved budgets, and Baseball Ontario's policy is respected. Claims are to be amended in areas where they exceed guidelines, authorized time periods or not approved items.

Appeal of refused submission:

The claimant, in the event of a refused submission, has the right of appeal to the Board of Directors at the next scheduled Board of Directors meeting. Such appeals are reviewed in regard to circumstances resulting in the delayed submission. Appeal requests should be made in writing to the TNTBA Secretary.

Cheque Delivery:

Once the expense has been submitted (as outlined above) and received by the Treasurer, the Association will issue a cheque or electronic funds transfer within 3 weeks of received date.

Cheque Request Form Policy (actual form on page)

The cheque request form must be used when requesting the Association to issue payment for an item/event in advance (i.e. Umpire fees, Select money) or to make a payment to which no invoice will be received. The same approval process and cheque delivery time applies.

An Expense report should only be used to receive a reimbursement of an expense that has already occurred.

Travel Advances

This policy also provides for the issuance of travel advances to executives who are going out of town for an extended period of time on Association business. Travel advances are to be submitted on the Cheque Request Form. In addition to the payee, amount, and date, the originator must indicate on this request form that this request is for travel advance. Purpose of the trip must be indicated along with the destination and dates of departure and return. In addition, a breakdown of the advance must be provided, such as a list of anticipated expenses totaling the amount of the advance being requested. Such requests must be signed by the originator and approved by the President.

Advances are made on special request only to the President for approval and consultation with the Treasurer. This advance must be then properly recorded on the expense report when submitted.

YSBA/OBA Meetings

An executive member who has been requested by the President to attend an YSBA/OBA board meeting(s), annual meetings, and/or special meeting, your room if applicable (double occupancy), breakfast and lunch will be reimbursed as well as mileage reimbursement of \$0.35 per kilometer. Any room charges are your personal responsibility.

Meal Guidelines:

Meal expense are authorized only under the following conditions

- All meals when the travel involves an overnight absence from the executive/volunteer/employee principle are of activity.
- Luncheon meal if the executive/volunteer/employee is with an outsider whose presence has a legitimate, provable business connected purpose and is properly authorized in advance.
- Executive members who are representing the Association at various league activities (if approved in advance).

Guidelines for meal expenditures (as directed by our receipt policy) are as follows:

Breakfast (including tip)	\$10.00
Lunch (including tip)	\$15.00
Dinner (including tip)	<u>\$25.00</u>
Daily Total (including tip)	\$50.00

Note: the guidelines are meant to be “guidelines” only. The actual expenses will vary somewhat depending upon the particular situation and location. Meal expenses in excess of these guidelines, however, will be carefully scrutinized. No costs for alcoholic beverages will be reimbursed. In any case, the, meal expenditures must meet the criteria of being ordinary, reasonable, and necessary.

Transportation and lodging

Business use of personal vehicles for executives may be authorized and will be reimbursed (if approved in advance) in accordance with the existing mileage rates plus parking fees and tolls. In addition, mileage for any local travels (i.e. YSBA/OBA meetings, tournament convening, etc.) is reimbursed at \$0.35 per kilometer. There will be no reimbursement for rental cars or taxis, unless there is air travel involved. There will be no reimbursement for coaches and players to travel to league games, practices, and tournaments.

18.0 Purchasing policy:

Policy definition:

It is the policy of the TNTBA to support all our sponsors, and local businesses for purchases made by the TNTBA and all associated teams, whenever possible, feasible, and financially practical. Purchases made by the TNTBA are to be conducted under the following priorities:

- 15.1.1 Sponsors of the TNT Baseball Association (and associated teams)
- 15.1.2 Local Merchants
- 15.1.3 Outside Suppliers

Responsibility:

Each team will be responsible to purchase their own equipment for practices and games. Any equipment purchased with player registration funds or corporate sponsorship shall remain with the TNTBA Rep Team. Should that team cease to exist, the equipment will distributed to other TNTBA teams.

Reporting:

All Select/Rep teams and committees, who fundraise in any manner, or spend any money, must submit, in writing, a financial statement detailing all income and expenses by cheque and cash to the TNTBA Director of Select/Rep, prior to Sept 31st of the playing year, in the approved format as supplied by the treasurer. This final financial statement must either be signed by one parent/guardian for each player, or they must be copied on the email sending this final statement to the Treasurer.

19.0 Life Time Members

Life time members shall be conferred on an individual on the recommendation of the Executive for outstanding continuous and **meritorious** service to the TNTBA. Life members will be welcomed at all meetings and will have the right to vote.

TNT BASEBALL ASSOCIATION

APPENDIX

- A. BOARD OF DIRECTORS JOB DESCRIPTIONS
- B. REP/SELECT COACH RESPONSIBILITIES
- C. RELEASE REQUEST FORM
- D. RAINOUT AND HOT WEATHER POLICY
- E. UMPIRE EXPECTATIONS POLICY
- F. PLAYER CODE OF CONDUCT
- G. COACHES CODE OF CONDUCT
- H. PARENT/GUARDIAN CODE OF CONDUCT
- I. EXPENSE REPORT SAMPLE FORM

REVISIONS

APPENDIX A

TNTBA BOARD OF DIRECTORS JOB RESPONSIBILITIES

To promote the healthy functioning of the Association Board, authority is shared among its Board Members. This authority is relegated to the specific job description of each Board Member. The purpose of the Executive is to govern all Association activities both on and off the playing field.

Duties of the Executive

The **PRESIDENT** shall:

1. Preside at all Annual and Executive meetings of the Association along with setting the agenda's for both, enforcing established board procedures as outlined in the policy and Procedure Manual;
2. Be the official spokesperson for the Association. The President will delegate a member of the Executive to act as official spokesperson in his/her absence;
3. Make the necessary day-to-day decisions to ensure the effective operations of the Association;
4. Establish annually board approved Business Plan.
5. Be responsible for publicizing and promoting the Association.
6. Be one of the signing officers of the association
7. Keep an up to date Policy and Procedures Manual
8. Along with VP, be one of two that can approve e-mail blast's or association social media releases prior to them being released.
9. Chair Discipline and Disputes Panel
10. Have a copy and be familiar with TNTBA's insurance Policy or Policies
11. Review, Approves (based on policy) and signs TNTBA player releases
12. Hold a two (2) year term

The **TREASURER** shall

1. Keep an accurate record of all monies received and disbursed on behalf of the Association
2. Keep an active account in the name of the Association at a chartered bank or trust company
3. Submit a bi-monthly statement for the guidance of the Board
4. Arrange an annual review of Association finances - with at least 2 board members that are not signing authorities for the club.
5. Co-ordinate the Association's annual budget, presenting a preliminary by November Executive Meeting and a finalized budget by December's meeting.
6. Be familiar with any insurance policies covering Association personnel or equipment
7. Be one of the Association Signing officers
8. Hold a two (2) year term

The **DIRECTOR OF SELECT/REP** shall:

1. Meet with Select/Rep coaches prior to start of season to review all applicable rules, regulations, policies and procedures, provide a signed copy of Select/Rep coaches responsibilities and code of conduct for each coach to the TNTBA Registrar.

2. Ensure that all Rep/Select team managers, keep an accurate record of all monies (cash or cheque) that team bring in and take out with an ongoing trial balance. A template must be provided to the managers to use.
3. Assist coaches at tryouts to provide at least 3 coaches to assist in charting for Select/Rep tryouts and acquire and provide a list of prospective Select/Rep players to each coach.
4. Request and collect Vulnerable Sector Checks from local police
5. Supervise the carding and certification of all rep players and coaches
6. Provide coaches with Code of Conduct to be signed and returned prior to Opening Day
7. Sits on Discipline and Disputes Panel
8. Observes all TNTBA coaches during the season, both in games and practice settings.
9. Obtain and submit a copy of all import releases from Rep teams to the TNTBA Registrar
10. Set required yearly board approved budgets for Select/Rep programs with the assistance of the Treasurer, President, and anyone the President designates
11. Prepare a complete roster of each Rep/Select team for Registrar
12. Must be present at YSBA and OBA and SOBA meetings and acquire reasonable working and practical knowledge in all associations' current policies and requirements.
13. Support and assist Select/Rep Coaches as needed
14. Hold a two (2) year term

The **SECRETARY** shall

2. Keep an accurate record of the attendance and proceedings of the Board and the Association
3. Have the minutes of each meeting prepared legibly and submitted to the President for approval within 10 business days of the meeting
4. Have the minutes of each meeting distributed to each board member within 3 business days of the President's approval.
5. Carry on all Association correspondence, keeping copies of all letters sent and received, and maintain adequate supplies of Association materials.
6. Notify Board members of all regularly scheduled meetings and agenda's no less than 5 business prior.
7. Communicate to league by way of approved E-blasts and using the TNTBA website, all Association activities (upcoming events, opportunities, training, registration dates, AGM, etc.)
8. Update Constitution and Policies & Procedures as per any changes approved at the AGM
9. Hold a two (2) year term

The **VICE-PRESIDENT** shall:

1. Be one of the signing officers of the association
2. Assist President as needed, and question the President as needed
3. Along with the President, be one of two that can approve email blasts or association social media releases prior to them being released
4. Review need for new uniform ideas and present to board
5. Assume President's duties when President is away or has a conflict of interest
6. Sits on Discipline and Disputes Panel
7. Have a copy and be familiar with TNTBA's insurance Policy or Policies
8. Hold a two (2) year term

The **REGISTRAR** shall

1. Confirm eligibility of all registrants provided by the Rep Head Coach
2. Keep a record of all players and coaches in the TNTBA - provided by the Rep Head Coach
3. Maintain a confidential file of players medical and personal information, which could be made available when necessary - provided by the Rep Head Coach
4. Provide Director of Select/Rep a list of all registered players that wish to try out for a rep/select team - as provided by House League Board Member Representatives and through registration.
5. Ensure all Rep teams have paid their Bond fees and Insurance fees by the due date arranged by the Association. Keep an accurate record of all monies collected in person, as well as all on-line payments. Ensure 2 people sign for any cash transactions. Inform Treasurer of all payments and outstanding balances.
6. Publicize the dates for registration of players for the try-outs for next season
7. Supervise and organize registration days and ensure applications are properly completed
8. Ensure all players have paid their fees by the due date arranged by the Association. Keep an accurate record of all monies collected in person, as well as all on-line payments. Ensure 2 people sign for any cash transactions. Inform Treasurer of all payments and outstanding balances.
9. Register all Rep, Select teams with appropriate leagues
10. Register and collect fees for Select/Rep tryouts and any clinics, training sessions
11. Determine number of Teams per division based on Registration with assistance from the President and Director of Rep/Select
12. Receives Rosters from Director of Rep/Select listing player contact info and any medical/special concerns that were communicated at registration
13. Fill in and review release requests for players and submit to the President. Keep record of any release
14. Sits on Discipline and Disputes panel
15. Hold a two (2) year term

The **CONVENOR** shall

1. Act as liaison with the Town of New Tecumseth and other Townships and School Boards regarding diamond and gym allocation and fees.
2. Secure permits for diamonds and gyms.
3. Work with the Umpire-in-chief to ensure games are properly officiated and "rain-out games" are re-scheduled promptly
4. Book gyms for winter training as well as board rooms for board meetings, AGM, subcommittee, special meetings etc.
5. Set schedule for team use of diamonds and gyms
6. Be accessible to Board and Coaches for Rescheduling, and access issues to diamonds and gyms
7. Prepare coaches with necessary diamond information for their annual scheduling meeting
8. Input and maintain master game and practice schedules for all teams on website
9. Holds a two (2) year term.

The **DIRECTOR OF PLAYER DEVELOPMENT**

1. Develop a master player development plan each year
2. Work with the Convenor to plan and arrange space (gym time, etc.) for off-season clinics and workshops designed to enhance the skills and abilities of players in the TNTBA
3. Engage instructors as needed to participate in clinics and workshops
4. Work with players and coaches throughout the season and provide assistance as needed
5. Organize and supervise in season and off-season clinics/workshops
6. Develop and maintain a player rating system
7. Post development information/video's on Association Facebook Page.
8. Hold a two (2) year term

The **EQUIPMENT/UNIFORM MANAGER**

1. Maintain and keep in good repair all equipment owned by the Association
2. Prepare an itemized equipment budget proposal to the board for approval (Sept of each year)
3. Arrange for secure storage space for equipment and material both during the season and off-season
4. Prepare equipment bags for each TNTBA team and keep a record of recipients of TNTBA property – periodically check on equipment condition at practices
5. Fill each diamond equipment box with necessary materials, and collect at the end of the season
6. Order, pickup, store, and maintain sufficient chalk for lining the fields and make accessible to all coaches
7. Collect all equipment bags at the end of each season and verify equipment condition
8. Seek executive approval for purchases outside of the approved equipment budget.
9. Perform an inventory of TNTBA equipment both pre-season and post-season
10. Record any lost/stolen equipment or property or any equipment/property that is beyond repair and report to the Board
11. Develop plans or ideas for the board on how to minimize lost or stolen equipment
12. Create and Maintain a Vendor Equipment repair list
13. Conduct Uniform Sizing days for all teams
14. Source new uniforms – if applicable – and obtain 3 quotes to present to the Board for final approval
15. Order uniforms from suppliers as applicable
16. Invoice each team the correct amount based on uniform purchases for players/coaches/fans
17. Attend Coaches orientation meeting
18. Hold a two (2) year term

The **UMPIRE-IN-CHIEF** shall

1. Prepare a schedule and then assign necessary umpires to all TNTBA games and requests from other centers
2. Ensure a fair distribution of umpire assignments
3. Ensure complaints of umpires are addressed and ensuring the quality of the umpiring is kept at a high standard.
4. Maintain records of games officiated so as to requisition funds to reimburse umpires.
5. Advise the Board in matters pertaining to rules and regulations of baseball
6. Arrange instructional clinics for new and retuning umpires and provide ongoing training throughout the season
7. Provide copies of official and TNTBA rules to all umpires
8. Work with Convenor to ensure games are properly officiated and "rainout games" are rescheduled promptly.
9. Hold a two (2) year term

The **DIRECTOR OF FUNDRAISING/SPONSORSHIP, PUBLIC RELATIONS & SOCIAL MEDIA** shall

1. Secure sponsors for the TNTBA on a seasonal basis or multi-year contracts, signing each sponsor to a written agreement
2. Ensure sponsor plaques are created and acknowledge, on behalf of the Association, the support of all the sponsors.
3. Provide the Board with a copy of the complete list of sponsors
4. Ensure all Sponsors (League, Rep/Select) are recognized on the TNTBA website, facebook page, twitter, etc., as applicable
5. Plan and direct, with Board approval, all fundraising ventures
6. Arrange for the collection of sponsorship/fundraising monies for delivery to the Treasurer.
7. Report to the Board the results of fundraising activities
8. Ensure two (2) people sign for any cash transactions
9. Hold a two (2) year term

The **PAST PRESIDENT and Director at Large** shall:

1. Sit in on any board meeting
2. Be able to have a vote in any meeting they are attending
3. Sit on committees as requested

APPENDIX B



Rep/Select Coaches Responsibilities

All Rep/Select coaches will complete all administrative work on time and in a league approved format:

1. Team budget, submitted to Director of Rep/Select and Treasurer by November 1st of each year.
2. Be responsible for managing a balanced team budget including collection of fees with coordination with team manager
3. Submit bi-monthly detailed Budget Sheet in excel to the Treasurer and Director of Rep/Select
4. Player uniform sizing and ordering - as per dates set by Board of Directors
5. Select assistant coaches and submit to board for approval
6. Ensure that criminal record checks for all uniformed coaches/trainers, etc. And for any other volunteers representing your team in an official capacity are obtained.
7. Ensure that all players attending try-outs are registered through TNTBA Registration, prior to taking the field.
8. Conduct fall tryouts
9. Conduct winter workouts
10. Team selection
11. Continue to attend NCCP coaching clinics during the winter and ensure your qualifications are up to date
12. Ensure that a team picture is taken for the sponsor, and all players & coaches attend team picture sessions
13. Maintain the team equipment in good condition
14. Ensure that all players are properly registered with all fees paid - failure to do so may result in the immediate suspension of the player
15. Ensure team supports all events for by the TNTBA
16. Read, understand and adhere to the TNTBA Policies & Procedures
17. Read, understand and adhere to the TNTBA umpire relations guidelines
18. At no time is profanity to be directed at any member of the TNT Thunder team or a member of the opposing team or the umpires.
19. At no time are derogatory comments or language to be directed at any member of the TNT Thunder team or a member of the opposing team or the umpires

I have read and will adhere to the TNT Baseball Association's Coach's Responsibilities.

Coaches signature

Date

Assistant Coach

Date

Assistant Coach

Date

Assistant Coach

Date

Assistant Coach

Date

Assistant Coach

Date

Assistant Coach

Date



TNT Baseball Association

Request for Transfer/Release

Player Information:				
Player Name:		Birth Date:		
Address (Street, City, Province, Postal Code)				
Parent email				
Did the player play for their home association? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If No, was the player released last season from their home association? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Do they have a current release from their home association? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Please attach a copy(s) of releases to date. A request for release will not be considered until all required documentation is obtained.				
Home Local Association	<u>LEVEL OF PLAY</u> HL/SELECT/REP	Most Recent Team	Most Recent Division	
TRYOUTS ATTENDED CURRENT YEAR	DATE	TEAM	LOCATION	HEAD COACH
Release Request: (Must be completed, please Choose One):				
<input type="checkbox"/> Cut from Team in Current Age Group				
<input type="checkbox"/> No team in my Local Association at Current Age Group at desired level				
Please provide reason for Request:				
If player is under 18 years of age/Parent/Guardian must sign below, otherwise the player may sign.				
Parent Name:		Signature:		
Date:		Phone Number:		
FOR TNTBA USE ONLY				
Player/Parent Contacted		Yes	No	Date:
Release Granted:		Yes	No	Date:
Parent/Player Contacted:		Yes	No	Date:
Release Sent to Player/Parent:		Yes	No	Date:
President Signature:		Date:		

APPENDIX D

TNTBA Rainout & Hot Weather Policy

If there is the potential for inclement weather,

- 1) The head coach needs to inform the opposing head coach and Umpires of this possibility ASAP
- 2) A final decision is to be made by the head coach a minimum of 2 hours prior to the game start time. A earlier time decision may be necessary if an opposing an team is travelling a long distance.
- 3) The head coach is in charge of making the call prior to game time, the umpire is in charge of making the call once the game has begun

HEAT WAVE

- 1) All games and practices go on as normal until the temperature reaches over 30 degrees Celsius
- 2) Between 30-34 degrees, coaches should inform parents to prepare their children with lots of water and light clothing for attending practice.
- 3) At 35-36 degrees, extra caution should be attended to, with very frequent water breaks, cold water soaked towels. Coaches have the option of cancelling practice at this temperature if they lack confidence in dealing with this temperature
- 4) At 37 degrees, all activities must be cancelled.

TNT BASEBALL ASSOCIATION UMPIRE INFO AND EXPECTATIONS

Game Sheets

It is the teams' responsibility to ensure that the game sheets are filled out properly. This means the following information is to be included on the game sheets:

- Date, Division and Team Names
- Diamond
- Time Game Started
- Players Names - First and Last
- Any Equipment Problems
- Any Ejections

After the Umpire has made sure that the above is on the game sheet, they will print their name and sign it.

Please note: **Ejections/Accidents** must be reported by the team and the umpire ASAP by e-mail to the TNTBA President, VP, and Director of Rep/Select

Also, let the TNTBA President, VP, and Director of Rep/select know of any major issues which arise during the games which you feel may have repercussions in the future - We cannot be expected to handle these problems if we are not aware of them.

Payments

All umpire game rates are determined by the Board of Directors by votes. This is updated every year depending on market rates. The TNTBA may choose to pay higher than market rates to attract quality umpires within reason, but not lower.

Umpires will be paid prior to the game by the head coach or team manager who will receive the funds to cover all home games from the team Treasurer prior to the start of the season. The TNTBA may choose a different type of payment system (ie. Bi-weekly paycheck, direct deposit), if the current system ceases to be viable.

Groundskeeping

Coaches are responsible for laying out the diamond. This includes attaching the bases, pitching rubber, chalk lines, pitching machine, etc....

Damaged Equipment

If you notice equipment damaged or something missing email the equipment manager and let him know which diamond and what is missing.

Cancelled Games

If a game is cancelled, you will notify the umpire at least 1 hour before their assignment. If the umpire arrives at the diamond at the normal 30 minutes prior to a game and have not been notified of this cancellation, you will be required to pay them for showing up. If inclement weather cause the cancellation of a game while you are at the diamond, the umpire will keep their payment.



Representative Player Code of Conduct

TNT THUNDER Representative players are expected to maintain the highest standard on and off the baseball diamond at all times. In particular players will adhere to the following code of conduct:

- Players will be respectful of the umpire, their assistants, and their decisions.
- Players shall not heckle, taunt, or make rude gestures to opposing players, team mates, coaches, or spectators. The use of profanity is prohibited.
- Players will always show good sportsmanship to opposing players, team mates, coaches and themselves.
- Players are expected to give maximum effort and uphold the objectives of the team during all training sessions and games.
- Players must attend all practices, games, and team functions as requested and must notify their coach/manager of any planned vacations/absenteeism that will conflict with their Representative responsibilities, as soon as possible.
- Players must be respectful to their coaches, managers and volunteers and address any concerns in a courteous manner.
- Players must wear the official Team Uniform at all games. Players who lose their team uniform shall be responsible for replacing the lost article at their own expense. A jock must also be worn for all games and practices.
- Players must wear proper baseball pants to all practices, unless otherwise communicated in advance, to ensure a complete practice can take place, including base running/sliding instruction.
- Players are expected to review (with their parents/guardians as applicable) the Representative Package prior to each season.

Player Name: _____

Player Signature

Parent/Guardian Signature

APPENDIX G



Representative Coach Code of Conduct

TNT THUNDER Representative coaches are expected to maintain the highest standard on and off the baseball diamond at all times. In particular coaches will adhere to the following code of conduct:

1. I will exhibit responsible, respectful, and sportsmanlike conduct at all times.
2. As a TNTBA (Rep, Select) coach, my conduct is visible to players, other coaches, umpires, families, and spectators. I will control my emotions and behave appropriately, mindful of the fact that I am a role model to my players and my behaviour may influence their actions.
3. I will be patient and exhibit model behavior towards players, families, spectators, and umpires. I am committed to work with my team for the entire season and the full duration of the playoffs.
4. Physical abuse, verbal abuse, profanity, heckling, and the misuse of equipment (throwing bats, hats, gloves, etc.) are unacceptable.
5. I will discourage any approaching of an umpire by players, parents / guardians, or spectators. I expect judgment calls by the umpires, occasional errors, and variation in interpretation to occur at times. If needed, I will address these situations with patience, respect, and acceptance of the final decision made by the umpire. Verbal or physical assaults against umpires and tampering with their possessions cannot and will not be tolerated.
6. I will report any problems with umpires to the TNTBA Umpire In Chief for further review and/or encouragement to further educate the umpire to improve his/her field performance.
7. I understand that judgment calls cannot be protested.
8. I understand I must be approachable and accessible to my team and their families. I am not required to address irate, out-of-control, or unreasonably emotional parents/guardians/spectators. If any situation reaches an uncontrollable or otherwise volatile level, I will suggest a more appropriate time and place for discussion and immediately notify a TNTBA Board Member to assist with the situation.
9. I understand my position carries with it a great deal of responsibility. I accept this responsibility and understand the importance of my role to the continued success of the TNTBA program. I share the pledge made by the TNTBA to provide their players with a positive, safe, and encouraging experience.

Coach Name: _____

Coach Signature

Date

APPENDIX H



Representative Parent Code of Conduct

The parents/guardians of TNT Thunder Minor Baseball Association Representative players are expected to maintain the highest standards at all times while attending games and practices. In particular Representative Parents will adhere to the following Code of Conduct:

- Coaching or calling out to players by parents and spectators is **strictly prohibited** - other than in an encouraging way - positive cheering is always acceptable.
- Parents will be respectful of the umpires, their assistants, and their decisions.
- Parents shall not heckle, taunt, or make rude gestures to opposing players, coaches, or spectators. The use of profanity is prohibited.
- Parents who have any concerns with the team coaches or managers shall wait 24 hours after any incident before addressing the situation and shall communicate respectfully always.
- Parents must not step in the dugout, on the diamond or on the field during the game to avoid distracting the players, coaches and umpires and to avoid injury to themselves or players.
- Parents with young spectators in their care must ensure that they do not interrupt the game and remain a proper distance away from the fences and field as well.
- Parents must inform guests or other family members observing any game or practice about this Code of Conduct.
- The consumption of alcohol in the playing and spectator area is prohibited (except in officially roped/marked off areas at special occasions).
- Most municipal by-laws ban smoking/vaping/etc. in public parks. Out of respect to the players and the other spectators, please refrain from smoking at all parks during games or practices - this includes vaping and/or e-cigarettes.
- Pets must be leashed at all times (note that pets are banned in some fields/parks) and owners must pick up after their pets. If an umpire determines that a pet is a nuisance or interfering with the game, the pet must be removed from the area at once.
- Parents are expected to be respectful to all team members, coaches and managers - on both teams - including all volunteers, families and spectators and are to handle any concerns in a courteous manner.
- Parents must also reinforce that their player be respectful to the coaches, manager, volunteers and team mates including their family members and spectators. They are also expected to handle any concerns in a courteous manner.

The parents of _____ acknowledge they have read, understand and will abide by the above code of conduct:

Parent/Guardian Signature #1

Parent/Guardian Signature #2

APPENDIX I

TNT THUNDER

Sample - Expense Report

Description: Purchase 2 instant cold paks for first aid kit

Purchaser: Ted Scovell

Financial Detail:

Date	Description	Category	Amount	Total
08/15	Cold Paks	First Aid	\$8.97	\$8.97
Total			\$8.97	\$8.97

Attach original receipts or include a picture of receipts below:



Reimbursed by cash/cheque/transfer (circle one), on _____

Received Signature: _____

Treasurer Signature: _____

Date: _____

Date: _____

REVISIONS

May 25, 2019

Updated number of AP games permitted as per SSMBA approved policies from 3 games to 5 games. No other changes were done at this time.

September 2019

Updated Release Policy and Release Request Form

October 27, 2019

Updated Board Member Roles and Responsibilities

Updated Code of Conducts - All

Updated Coach Responsibilities

Updated Expense Report

January 17, 2021

Update Board of Director position

February, 2021

Update Board of Director roles and responsibilities

Update TNTBA Release Form in Appendix C