



LAKEHILL BASEBALL & FASTBALL

PLAYER PROTECTION POLICY

PURPOSE

The Lakehill Baseball and Fastball Association (LBFA) strives to provide a safe and healthy environment and culture for its players. As noted in the Codes of Conduct in the Coaches section of the LBFA website, the LBFA does not tolerate maltreatment of any kind against its players and supports all efforts to remove verbal and physical abuse, as well as harassment (sexual, racial, physical, emotional, or any other form), from baseball or fastball games. Ensuring a zero-tolerance culture and mitigating any risk of misconduct or abuse is a shared responsibility, and, to this end, the LBFA provides required screenings, training, education, awareness, and mandated reporting of abuse.

APPLICABILITY

This document applies to anyone who has any involvement in Lakehill programs and activities, including, but not limited to, board members, volunteers, team officials (head coach, assistant coach, or manager), umpires, spectators, players, or anyone who provides regular services to Lakehill and/or has repetitive access to or contact with players or teams through games, practices, tournaments, approved activities, and/or approved special games.

ENFORCEMENT

To ensure the health and safety of the LBFA, as well as manage risk, Lakehill officials must remove any individual that is exhibiting any type of mental, physical, emotional, or sexual misconduct and report the individual immediately. As per the LBFA Constitution and Bylaws, the LBFA Board of Directors has the authority to discipline, suspend, or expel members and volunteers, or terminate their membership, should they behave contrary to the Code of Conduct. While volunteers are not members with the same rights and privileges, a volunteer bears the same obligations as members regarding conduct.

LAKEHILL PLAYER PROTECTION

Below are the steps that the LBFA follows to ensure protection of its players from maltreatment:

- 1. COMPLETES BACKGROUND CHECKS**

Conducts background checks on volunteers and prohibits anyone with offenses that would disqualify them from participating.

2. MANDATORY TRAINING & CONTINUING EDUCATION

Annually requires that all volunteers complete Safe Sport training.

3. MANDATORY REPORTING REQUIREMENTS

Reports abuses of any kind to the proper authorities within 24 hours.

4. NON-RETALIATION FOR REPORTING

Ensures a culture that prohibits retaliation against “good faith” reports of child abuse.

5. PROHIBIT ONE-ON-ONE INTERACTIONS

Adopts a policy that limits one-on-one contact with players without being in an observable and interruptible distance from another adult.

1. COMPLETES BACKGROUND CHECKS

The LBFA is a volunteer-run organization. Each year, volunteers will be required to fill out a **Volunteer Application** before they assume any of their duties for the current season. Within this application, individuals are required to consent to a **background check**; this applies to all managers, coaches, board members, and any other person or volunteer who provides regular service to the association and/or has access to minors. Once completed, a criminal record check is good for five (5) years. The Board of Directors must conduct, review, and verify that the background check process is completed.

The LBFA membership year runs from April 1 of one calendar year to March 31 of the next. As such, **volunteer applications are required to be submitted by March 1**, and the subsequent background checks must be completed promptly. New board members can complete theirs following the LBFA annual general meeting which occurs in the fall. Volunteers and new board members will receive an email from the LBFA which will include information regarding the background check, as well as a link to the online Criminal Record Check form.

Please note: Should an individual not pass the background check, they will not be permitted to participate as a volunteer. LBFA reserves the right to impose stricter guidelines and prohibit any individual from participating as a volunteer should the individual be deemed unfit or inappropriate to work or volunteer.

Regarding any documentation submitted, the LBFA will ensure the protection of any information that is provided. As outlined in the LBFA Constitution and Bylaws document, all records, including volunteer applications and related materials, shall be securely held by the LBFA and properly shredded or destroyed when the record is no longer relevant, in the opinion of the board, that the activities or internal affairs of the LBFA and ten (10) years have passed since the record was created or last altered.

2. MANDATORY TRAINING AND CONTINUING EDUCATION

All volunteers must review this framework document and understand their role in the protection of players who participate in LBFA programs. All volunteers have an obligation to report abuse or misconduct. To provide individuals with the tools to prevent, recognize, and address maltreatment of any kind, the LBFA requires volunteers to undergo training through Safe Sport.

The [Universal Code of Conduct to Prevent and Address Maltreatment in Sport](#) (UCCMS) is a document that outlines the following: common principles and a commitment to advance a respectful sport culture; standard definitions of various forms of maltreatment; a list of other prohibited behaviours; and a framework for determining appropriate sanctions against such behaviour. In line with this, and to ensure compliance with the Little League Association requirement that all individuals who complete a volunteer application annually take abuse awareness training, the LBFA requires managers, coaches, members of the Board of Directors, volunteers, and any other person who provides regular services to the league and/or has repetitive access to or contact with players or teams to complete the following training before assuming any of their duties for the current season.

Safe Sport Training - Mandatory

The Coaching Association of Canada developed a Safe Sport Training module that aligns with the values outlined in the UCCMS. Safe Sport tailors its training modules to different types of roles within the LBFA (Decision-Makers; Direct Athlete Contact; and No Direct Athlete Contact) and provides users with module activities that relate to their relevant role, as well as ones that relate to the other roles. Its purpose is to inform and raise awareness about maltreatment in sport and the forms that maltreatment can take, as well as provide information on tools and actions to intervene and prevent maltreatment. The free training will take 1-1.5 hours to complete and can be completed over multiple sessions. The module is divided into three sections: Acknowledgement, Awareness and Action.

The training can be accessed via the Safe Sport [website](#).

Please note: you will be required to create a “Locker” account to access the training – please see steps at bottom of this document on how to navigate the sign up process).

The LBFA is responsible for verifying that required individuals have completed the training and requires proof of completed training. A transcript that lists all trainings you have completed in the Locker can be found by clicking the “Certification” tab in the top banner).

Please email a copy of your proof of training completion to safety@lakehillball.com.

Training must be completed on or after **March 1 of each year, and as soon as possible, for new volunteers to be considered valid for the upcoming season.**

Other Educational Resources

To help create a player-centric environment, please see below for further resources and materials that can help facilitate a culture of safe sport:

- [The Universal Code of Conduct to Prevent and Address Maltreatment in Sport](#)
- [viaSPORT – Safety in Sport](#)
- [ViaSPORT Safety in Sport Maltreatment Resources](#)
- [ViaSPORT PlaySafeBC Tools and Resources](#)
- [Safe Sport Toolbox](#)
- [Bullying Canada](#)
- [LBFA Constitution and Bylaws](#)
- [LBFA Coach Code of Conduct Contract](#)
- [LBFA Parent/Guardian Code of Conduct Contract](#)

- [Player Code of Conduct Contract](#)
- [Commit to Kids for Coaches: Foundational Information for Safeguarding Children from Sexual Abuse](#)
- [The Canadian Sport Help Line](#)
- [Canadian Centre for Child Protection](#)
- [Victim Services Government of Canada](#)

3. MANDATORY REPORTING OF CHILD ABUSE

As per the LBFA Constitution and Bylaws (7.4), and to ensure player protection, all members, board members, team officials, parents/guardians, volunteers, umpires, and players have a **duty to report** to the LBFA any issues related to player safety, conduct incidents and/or events. Should an allegation of abuse be made, the LBFA must keep the alleged perpetrator away from all children in the program while the following steps are taken:

- **Investigating suspected abuse:** All information and statements received from the parties involved with the incident (suspect, victim, witness, etc.) must be passed onto the proper authorities.
- **Reporting of suspected abuse:** Volunteers must report suspected child abuse of any kind within 24 hours to the proper authorities. If a case of abuse is suspected, it must be reported to the appropriate child services organizations and/or local law enforcement, as well as to the League President and District Administrator. After making a report of abuse or becoming aware of a report of abuse involving a volunteer in the league, the local Board of Directors must also notify Little League International.
- **Suspension/Termination:** If allegations of abuse are made against an individual in the league, that individual will be suspended while the allegations are under investigation. Should the allegations be substantiated, the individual will be terminated from their position, and the LBFA community will be notified about the termination.
- **Communication from the LBFA:** The Board of Directors will contact parents if a substantiated abuse allegation is made against a volunteer or participant of the LBFA. Both parties, suspect and victim, have rights to privacy, and only information available in a public record without commentary will be shared.

Those in the LBFA community can refer to the following guideline documents that outline steps for reporting suspected [sexual abuse](#) and [inappropriate conduct](#). An adult participant who fails to report actual or suspected maltreatment, abuse, exploitation or neglect of any kind involving a minor participant pursuant to the UCCMS processes and to law enforcement or child protection services (when applicable) will be subject to disciplinary action under the UCCMS.

4. NON-RETALIATION FOR REPORTING

No member of the LBFA will retaliate against any individual who makes a good faith report of suspected abuse, even if the allegation is later determined to be unsubstantiated. All members of the LBFA have a right to safe disclosure in the upholding of the safety and protection of LBFA players.

5. PROHIBIT ONE-ON-ONE INTERACTIONS

Given that most abuse or grooming is perpetrated in isolated, one-on-one situations, as a matter of policy, the LBFA requests that players and adult volunteers minimize one-on-one interactions both in person and electronically and ensure that interactions are observable and interruptible by another adult. This can be accomplished by following the “Rule of Two” whereby two responsible adults (coach, parent, staff, screened volunteer) are present for interactions. Parents and guardians can support this by ensuring that their children are picked up in a timely manner following the conclusion of any practice, game, or LBFA event. Exceptions to this include cases of emergency, written permission from the player’s parent/legal guardian, and if the volunteer is the player’s parent or legal guardian, sibling, or personal care assistant.

SUMMARY

The LBFA strives to create an environment and culture where minors can safely learn and grow as athletes. Ensuring a safe learning environment is a shared responsibility, with a duty to report any incidents of maltreatment. LBFA supports the safety of its players through due diligence and ensuring that all board members, volunteers, team officials (head coach, assistant coach, or manager), umpires, spectators, players, or anyone who provides regular services to the Lakehill and/or has repetitive access to or contact with players or teams fill out a volunteer application form, undergo a background check, and undergo mandatory annual training. Parents and guardians play an essential role in ensuring the safety of their players, and resources are provided for further awareness. The LBFA thanks all members of its community for ensuring the safety of the children participating in baseball and fastball at Lakehill and promoting and maintaining a positive sports environment.

STEPS FOR SIGNING UP FOR THE SAFE SPORT TRAINING

- Go to <https://coach.ca/sport-safety/safe-sport-training>
- Click link under “Need to set up a Locker account?” in red box at left
- Under “Login” section on right, click on “Don’t have an NCCP#? Create one now!” link below
- Click the “Consent” box at left under “Registering with the Locker” and click Continue
- Click the box under the “Account Registration” section on the left of the page and fill out the fields that appear below, and then click “Register” button at bottom
- The system will send you a verification email to your email address – click the link in item # 1 of the email message you receive to continue (a new web page will open)
- Create a password
- Click ‘ELEARNING’ from headings across the top of the page
- Under the grey “Available” banner, select “Safe Sport Training” (located closer to the bottom of the page) - It will ask if you are involved in a sport or multi-sport organization – select the “Sport” option which will allow you to select either “Baseball” or “Softball” from the list
- Select all types of involvement that define your role and select “Continue” (If you select “Executive,” for organization select “Other” and enter Lakehill or leave blank)
- Select “Begin” to commence the training
 - It provides you with a reminder to select the “Close evaluation” button at the bottom of the module if you are exiting it at any time
- A new pop out browser page with the module will open