



Cole Harbour Minor Baseball Association

"Home of the Cole Harbour Cardinals"

www.chmba.org

COACHING REQUIREMENTS & RESPONSIBILITIES

This document will outline requirements and information for all coaches volunteering in the CHMBA. Please review periodically to ensure compliance.

Application & Background Checks

Coach Application: Available on our website. This document is to be completed annually by you and a copy returned to the CHMBA Technical Advisor.

Child Abuse Registry Form: Available from the local RCMP detachment in Cole Harbour or from Nova Scotia Community Services. This document is to be completed every 3 years by you and notarized by a Notary Public (3rd floor, Cole Harbour Place). Once completed it is to be submitted to the NS Department of Community Services (address on the form). There is no fee associated with this document. CHMBA and BNS require this to be completed every 3 years. This form is mandatory for coaches to participate in the Provincials and/or Nationals.

Criminal Background Check: Available from the local RCMP detachment in Cole Harbour, this document must be completed and a copy returned to the CHMBA President. There is no fee associated with this document if it is accompanied by a letter from the CHMBA President. CHMBA and BNS require this to be completed every 3 years. Two pieces of ID are required. This form is mandatory for coaches to participate in the Provincials and/or Nationals.

All are required to be completed prior to the season starting. Coaching interviews may be conducted by the CHMBA Technical Advisor. These documents are for the safety of all children registered in our association.

Registration For ID Camps And Tryouts

Coaches may collect 'camp' fees during the Winter/Spring training camps to offset associated costs. They may **not** collect the official tryout fees as levied by CHMBA. This fee is to be submitted with the registration monies and form.

With the exception of Midget rep teams, all coaches must contact the CHMBA Registrar by phone or email prior to holding a tryout or evaluation session to obtain a list of eligible players for each division. These players must be registered prior to any House League ID Camp or Rep Team tryout or they will be deemed ineligible to participate. This is to ensure fairness and insurance coverage from Baseball Nova Scotia. Midget and Intermediate rep players may have to sign an insurance waiver prior to participating in a tryout and must be registered prior to going on the field for the first time for the purpose of a team sanctioned game or practice. Once you have selected your team, coaches are required to submit an official roster to the CHMBA Registrar. The Registrar will then forward all information for their players collected at registration (email, phone numbers, health info, etc) to the appropriate coach.

Baseball Field Allocation

Each division is allocated certain fields. Check the website under each division to see which fields you use. CHMBA books the fields for rep team regular season games only. Rep teams are responsible for booking and paying for their field practice times and tournaments. HRM generally requires a \$125 fee up front to open a "field booking account" from which teams can book fields throughout the season. This usually involves some fundraising efforts by the team/parents. To assist in this endeavor, each team generally allocates/elects parents into the positions of team Treasurer and team Manager. Links to book field times and forms for tournaments are available on the website under Coaches Dugout. CHMBA covers all costs and books the fields for all house league games and practices.

Uniform & Equipment Policy

CHMBA policy requires all coaches to submit a \$250 post dated cheque to the CHMBA Equipment Manager as a deposit for uniforms and equipment for the season. The cheque is returned at the end of the season if all requirements are met. Please review the policy on our website (CHMBA Info) for full details on uniform and equipment responsibilities.

Umpire Fees

CHMBA covers all normal umpire costs for regular season games from the Mosquito division through to Intermediate. Coaches will normally receive one half of the umpire fees at a coaches meeting prior to the start of the season, with the balance to be distributed at another coaches meeting half way through the season. The second allotment is based on the balance of games remaining taking into consideration games missed due to weather or any other unforeseen circumstances.

BNS Player & Provincials Registration

All players on all Rep teams must be registered with Baseball Nova Scotia in order to compete in the Provincials. This can be done on the same form teams use to register for Provincials. This must normally be done by July 1st. There is a \$125 fee associated with registering for the Provincials. Each team is responsible for the cost of the Provincials registration fee. The form for player and Provincials registration is usually available on our website in the "Coaches Dugout" or on the Baseball Nova Scotia website.

Rep Team Budgets

Rep Team coaches / managers must submit a pre-season projected budget to the CHMBA Treasurer before the start of the season (date posted in our Calendar Of Events on the website). A final budget at the end of the season (exact date will be determined by the Executive) is also required outlining all monies received and disbursements for the season. The CHMBA Treasurer may request a mid season budget to adjust for umpire fees.

Coaching Certification

Rep team coaches must have NCCP Level 1 (Theory, Technical and, Practical) to be eligible to coach a team in the Provincials. Coaches must have NCCP Level 2 (Theory, Technical and, Practical) to be eligible to coach a team in the Nationals. These courses are offered periodically by Baseball Nova Scotia and Sport Nova Scotia. Baseball Nova Scotia requires coaches to complete a Child Abuse Registry Form and a Criminal Background Check (see above) to be eligible to participate in Provincials and/or Nationals.

Summary

The following is a brief description of everything required. Some items do not apply to House League coaches (*).

- Coaching Application – form on our website
- Child Abuse Registry Form – RCMP or Nova Scotia Community Services
- Criminal Background Check – RCMP
- Contact Registrar for eligible players prior to tryouts and ID camps
- Submit team roster to Registrar
- Uniform deposit
- Set up an HRM Field Account for practice fields / times*
- Pre-season coaches meeting
- Provincials Registration – form on our website*
- Mid-season coaches meeting
- Rep team budget(s)*
- Coaching Certification – courses offered periodically*