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Affiliated Provincial/Territorial Softball Associations

Softball Yukon

4061 – 4th Avenue Whitehorse, YK, Y1A 1H1 (T) 867-667-4487 (F) 867-667-4237 <u>sarah@sportyukon.com</u> <u>www.softballyukon.com</u>

Softball Northwest Territories

4908 – 49th Street, Box 11089 Yellowknife, NT X1A 3X7 (B) 867-773-2429 (F) 867-445-5014 <u>nwtsoftball@gmail.com</u> www.nwtsoftball.com

Softball New Brunswick

900 Hanwell Road, Suite 31 Fredericton, NB E3B 6A2 (902) 978-0014 <u>executivedirector@softballnb.ca</u> <u>www.softballnb.ca</u>

Softball British Columbia

#201 -8889 Walnut Grove Drive Langley, BC, V1M 2N7 (T) 604-371-0302 (F) 604-371-0344 admin@softball.bc.ca www.softball.bc.ca

Softball Saskatchewan

2205 Victoria Avenue Regina, SK, S4P 0S4 (T) 306-780-9235 (F) 306-780-9483 info@softball.sk.ca www.softball.sk.ca

Softball Manitoba

321-145 Pacific Avenue Winnipeg, MB, R3B 2Z6 (T) 204-925-5674 (F) 204-925-5703 softball@softball.mb.ca www.softball.mb.ca

Softball Ontario

5063 North Service Road, Suite 200 Burlington, ON, L7L 5H6 (T) 416-426-7150 (F) 416-426-7150 info@softballontario.ca www.softballontario.ca

Softball Québec

7665, boul. Lacordaire Montreal, QC, H1S 2A7 (B) 514-252-3061 (F) 514-252-3134 cgagnon@loisirquebec.gc.ca www.softballquebec.com

Softball Nova Scotia

5516 Spring Garden Road, Halifax, NS, B3J 1G6 (T) 902-425-5454, Ext.313 (F) 902-425-5606 softballns@sportnovascotia.ca www.softballns.ca

Softball Newfoundland & Labrador

1296A Kenmount Road Paradise, NL, A1L 1N3 (T) 709-576-3418 <u>executivedirector@softballnl.ca</u> www.softballnl.ca

Softball Prince Edward Island

40 Enman Crescent Suite 210 Charlottetown, PE, C1E 1E6 (T) 902-393-1745 (F) 902-368-4548 <u>softballpei@gmail.com</u> <u>www.softballpei.com</u>

Softball Alberta

9860-33 Avenue NW Edmonton, AB T6N 1C6 (T) 780-461-7735 (F) 780-461-7757 info@softballalberta.ca www.softballalberta.ca



You are on your way to a Softball Canada Canadian Championship!

You should be proud of your accomplishment - the many hours of practice, the participation in numerous tournaments and the personal sacrifice has finally paid off.

Everyone at Softball Canada, your Provincial/Territorial Softball Association, and your Canadian Championship Host Committee are all working hard to make this a memorable experience for you.

This Guide provides teams attending the championship with an overview of what can be expected when they attend a Canadian Championship. Please take the time to read it carefully. Each year there may be changes approved by the membership and implemented the following year. These changes will be listed at <u>www.softball.ca</u> with the current Special Operating Rules (SOR). We hope that this guide will provide you with the answers to most of your questions. Note – the SORs will take precedent over any written rule in the Team Guide.

If you have any further questions, please direct them to your Provincial/Territorial Association or Softball Canada.

Good luck... and enjoy!

Canadian Championship Committee Softball Canada

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Jackie Dugger - Chair (R) 604-531-2841 jduggersoftball@gmail.com

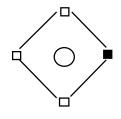
Brooks Penrod - Director 306-280-5229 brookspenrod.sc@gmail.com

Ron Hawthorne - Member 613-791-6175 hawthorn@rogers.com



Have You Touched All The Bases?

FIRST BASE: TASKS TO DO UPON QUALIFYING



Responsibilities

Teams:

• Teams are completely responsible for <u>ALL</u> expenses incurred while participating at a Canadian Championship. Please ensure that all accommodation expenses have been paid prior to your final departure.

Provincial/Territorial Associations (P/T):

 Confirm participation in the Canadian Championship by June 7th (May 1st for Slo-Pitch) of the year of the event. A province/territory registering a team after the deadline will be charged late fee of \$500.

NOTE: The confirmation of participation deadline for the U19 Women's Canadian Championship for 2025 is May 1st.

• Each Provincial/Territorial Association will be charged a registration fee for each team entered in a Canadian Championship. The registration fee will be \$850 per team. This payment is collected by your Provincial/Territorial office, and they pay Softball Canada.

NOTE: A P/T withdrawing a Slo-Pitch team <u>between</u> May 1st – July 15 deadline will forfeit their registration fee and will be fined \$1,000. After the July 15th deadline, the fine will be \$2,000. This penalty will be equally divided between Softball Canada and the Host.

NOTE: A P/T withdrawing a Fast Pitch team <u>between</u> June 7^{th} – July 15^{th} deadline will forfeit their registration fee and will be fined \$1,000. After the July 15^{th} deadline, the fine will be \$2,000. This penalty will be equally divided between Softball Canada and the Host.

- Determine team representation from the P/T. Initially each P/T in good standing shall be entitled to one representative team at each Canadian Championship. However, other representative teams may include:
 - A host team
 - Defending champions from the previous year's championship (in the same category)
- Review the eligibility of players on the P/T representative team(s) roster.
- Review the eligibility of managers and coaches on the P/T representative team(s) roster.



- The Head Coach is Competition Introduction Certified in the National Coaching Certification Program and attends all games and on the team's bench. All Assistant Coaches are Competition - Introduction Trained (Fast Pitch only) for U20 categories and below.
- If the Head Coach is not fully Certified and in attendance at all games and on the team's bench, then all coaching staff will not be allowed on the field or in the coaches' box at a Canadian Championship. If the Head Coach is Certified and in attendance at all games and on the team's bench, then the coaching staff (coach, assistant coaches, and manager) may go on the field. If an Assistant Coach is not Trained or Certified (per above) they will not be allowed on the field or in the coaches' box.

NOTE: A province/territory sending a team to a Canadian Championship without the Head Coach Competition - Introduction Certified will be fined \$2,500.

- Approve, in writing, any player, coach or manager addition to the P/T representative team roster.
- Submit copies of the Softball Canada Canadian Championship Official Players List (OPL) and the respective forms to the Softball Canada national office at least <u>two (2) weeks prior</u> to the tournament. In the Men's Fast Pitch and Men's and Women's Slo-Pitch categories, the rosters will be made public <u>two (2) weeks prior</u> to the Championship. Teams arriving without forms will not be allowed to participate.
- Ensure that the P/T representative team(s) is aware of the Special Operating Rules (SORs) as they apply to Canadian Championships and in particular to the rules that dictate:
 - Mandatory attendance at the Coaches/Managers Meeting
 - Uniform requirements
 - Helmets and Facemasks
 - Attendance at opening banquets, opening ceremonies, etc.
 - Official Players List (OPL)
- Ensure that the P/T representative team is aware of the importance of contacting the Host Committee immediately upon qualifying for the Canadian Championship. This will assist the Host and team(s) in making travel and accommodation arrangements.
- Confirm hotel booking requirements ASAP or at least <u>three (3) weeks prior</u> to the Championship.
- A province/territory withdrawing from a Canadian Championship before completing their schedule will be fined \$1,000.

Team Information Package

Your Provincial/Territorial Association should have received a Team Information Package from the Host Committee, or it is available on the <u>Championship website</u>. This package will include details about your specific Championship as well as various forms to be completed with a list of deadlines for submission. The following information should be provided:

• Host Committee contact person including phone number and email



- Request for team contact information and deadline for submission
- o Request for team requirements for a Bat Retriever
- Location and availability of practice fields
- o Information on hotel options including prices, services, and process to book
- Request for submission of team information and picture for event program
- Banquet information and order form
- Description of playing facilities
- Ticket information
- Schedule of events including coaches/managers meeting, ceremonies and other special events
- Tournament Schedule (if available)
- Map of area
- A team checklist for information required by Host Committee, (i.e., s, roster, photographs, team biography, etc.) along with deadlines for submission
- Any other information as deemed necessary by the Host Committee

Communication

Provincial/Territorial Association:

The coach or manager of each team should contact the Provincial/Territorial Softball Association to inquire about the following:

- If the Host Committee has sent any information
- o If the P/T Association has made any travel arrangements on behalf of the team
- If there are any funding opportunities provided by the P/T Association

Teams:

The coach or manager of each team must contact the Host Chairperson immediately upon qualifying. The host has deadlines for things such as booking rooms, etc. that are very time sensitive. We have developed an "Unofficial" Players List Form to assist hosts with obtaining team information to use in the setting up of their souvenir programs and website (see <u>Appendix 1</u>).

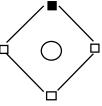
Please complete the form and submit it to the Host Chairperson immediately.

Travel Arrangements

Arrival Date & Time	One team representative <u>MUST</u> be in attendance for the Coaches/Managers Meeting usually held on the day prior to the first day of competition for <u>ALL</u> Canadian Championships. Please verify the time with the host. Teams should also make every effort to arrive on time for the banquet that is usually held between 4:00-8:00pm on the day before competition begins.
Departure Date & Time	While some teams may want to leave a Canadian Championship on their last day of competition, it is strongly recommended that the earliest departure be scheduled for the morning after completion of the Championship in case of inclement weather and the rescheduling of games.



SECOND BASE: TASKS TO DO BEFORE THE CHAMPIONSHIP



Official Players List & Registration Forms

Teams: Complete the Softball Canada Official Players List (OPL) from your P/T and return it to your P/T Softball Association for approval. The P/T Softball Association will then submit a completed copy of the OPL to Softball Canada.

These forms must be received by Softball Canada **a minimum of <u>two (2) weeks</u> prior** to the start of the Championship.

If a player or a coach is added during the <u>two (2) weeks prior</u> to the start of the Championship, the team must have a letter or email signed by the Provincial/Territorial Softball Association representative authorizing the additional player(s) or coach(es).

NOTE: Each team <u>must</u> carry a copy of the OPL to the Coach/Managers Meeting or will be ineligible to participate.

Promotions

Most Host Committees will request a team photograph, roster, and background information. This material is used in the event program. You may also choose to provide your local media contact with information as a way to keep your hometown informed.

Bat Retrievers (Fast Pitch Only)

Bat retrievers may be supplied for each participating team. Inform the Host Chairperson, <u>thirty</u> (<u>30) days prior</u> to the tournament if your team is bringing its own Bat Retriever. Helmets <u>must</u> be worn by Bat Retrievers, and it is recommended that they be 10-12 years of age. Softball Canada is pleased to supply a gift to one Bat Retriever per team.

Trader Pins

Be prepared to exchange a provincial/territorial, city, town, etc. souvenir pin with each player of every new opposing team. Bring a generous supply of extra pins, as you will find spectators and umpires also eager to trade.

Medical Information

- **Teams:** It is the responsibility of the coaches to identify and to notify the Championship Supervisor and Host Committee of any players on their team(s) suffering from a disorder or injury who might require special treatment or medical attention
- **Host:** In some cases, the Host Committee will arrange for medical professionals such as physiotherapists, dentists or doctors as needed. The Host will also set up a medical area at each Championship to evaluate each medical situation.



NOTE: Please read carefully - the Concussion protocol located on Softball Canada's website, <u>https://softball.ca/policies</u>.

Social Functions & Events

- Softball Canada strongly encourages the Host Committees to organize a variety of social functions for all participants at Canadian Championships. Participating teams should make every effort to attend these functions. These functions are an excellent opportunity to socialize with others off the field.
- The Host is required to organize a banquet for the teams at U15, U17 and U19 (W) / U20 (M) Championships. The Host Committee will provide tickets for up to a maximum of 22 people (maximum of 17 players and 5 staff) for the banquet. The exact number will be determined by the individuals listed on the OPL. The Host Committee is allowed to charge up to a maximum of \$25 for each banquet ticket. The banquet is for the teams, but the host may choose to sell tickets to team supporters if there is space. If a team will not be participating in the banquet, please inform the host at least <u>one (1) week prior</u> to the banquet.
- <u>ALL</u> teams must participate in the Opening Ceremonies. Opening Ceremonies are <u>not</u> required for Slo-Pitch. Details pertinent to the Opening Ceremonies will be discussed at the Coaches/Managers Meeting. The exact time of the ceremony varies, but usually takes place on the first day of competition between 3:00pm and 7:00pm.

NOTE: Opening Ceremonies are <u>not</u> required for Slo-Pitch.

- Awards presentations for the All-Star Team and various Individual Awards take place between the first two (2) games of the Championship Round when ideal.
- The top three (3) teams (gold, silver, and bronze medal winners) will participate in the Closing Ceremonies that take place immediately after the final game.

Official Schedule

The schedule for <u>ALL</u> Canadian Championships should be available no later than <u>three (3)</u> <u>weeks prior</u> to the start date. A copy of all schedules may be obtained from your respective Provincial/Territorial Softball Association. The official schedule will also be posted on the Championship website.

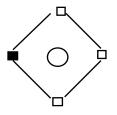
NOTE: Softball Canada reserves the right to make revisions to the schedule at any time.

Special Operating Rules (SORs)

It is imperative that all coaches/managers review the Special Operating Rules prior to attending a Canadian Championship. Rules are outlined in the current Softball Canada Rulebook and shall apply for all Canadian Championships. The SORs can be viewed online at <u>Softball Canada</u> website, under <u>Resources</u> (Rulebook).



THIRD BASE: AT THE CHAMPIONSHIP



Uniforms and Equipment

Please note that all Canadian Championship teams must have more than one set of uniform jerseys, each in a different colour (light and dark). <u>Helmets</u> are to be worn at <u>all</u> Championships. If a team has only one set of uniforms, please inform the Host and Softball Canada Supervisor as soon as possible.

Coin Toss For Home Team Advantage

'Home' and 'away' in the Qualifying Round will be determined at the Coaches/Managers meeting prior to the start of the Canadian Championship by the coin toss. In the **next round of play**, home teams will be determined by the **previous** round standings, the higher placing team will have a choice of inning.

- If **two or more** divisions were in the previous round, the highest placed team from the division pairings will have choice of inning **in the first game**.
- **In subsequent games**, the higher ranked team of all divisions (of the previous round) combined will have choice of inning.
- If teams of all divisions combined (of the previous round) are ranked equal, a coin toss will determine the higher placing team.

Exception: In the Championship Game, the undefeated team in the Championship Round will have the choice of inning (i.e., home, or away).

Practice Schedule

All Host Committees will make practice times available for those teams wishing to take advantage of this service. All team requirements must be communicated to the host.

All-Star Awards

The All-Star Team will be announced prior to the start of the Championship Round. Athletes receiving an award are asked to be in attendance for the presentations between the first two games of the Championship Round.

<u>Team Conduct</u>

The success and quality of a Canadian Championship depends greatly on the participation, behaviour and integrity of all teams involved. Be prepared to conduct yourselves with dignity at all times. Remember, you represent your Province/Territory as well as yourself! **Misconduct**,



on or off the playing field, will not be tolerated. Teams will be disqualified from the Canadian Championships for improper behaviour. The Supervisor of the Canadian Championships, if necessary, will make this decision. Please review Softball Canada's <u>Discipline Policy</u>.

Video Recording

Video recording from the dugouts is prohibited.

Communication

An arrangement must be made with the Host Committee for a cell phone for communication purposes in case of re-scheduling of games or inclement weather.

Softball Canada Policies

The below Softball Canada's Policies, can be viewed in greater detail at <u>https://softball.ca/policies</u> and <u>https://softball.ca/safesport</u>.

- Abuse
- Anti-Doping
- Appeals
- Athlete Protection
- Blood
- Canadian Championship Umpire Permanent Resident
- Code of Conduct and
 Ethics
- Concussions
- Conflict of Interest

- Copyright
- Discipline & Complaints
- Dispute Resolution
 Procedure
- Event Discipline
- Gender Equity
- Impairment and Accommodation
- Inclement Weather
- Inclusion, Diversity and Access
- Intellectual Property

- Investigations
- Official Languages
- Privacy
- Product/Equipment
 Approval Protocol
- Safe Sport
- Screening
- Social Media
- Trans Inclusion
- Whistleblower

Discipline Procedures

The Canadian Championship Discipline Committee will be comprised of the Supervisor, the UIC and a third person appointed by the Supervisor from the Host community. The Discipline Committee will make rulings on any incidents that occur during Canadian Championships. Incident Report Forms must be completed by all parties. These forms will be available in the Umpires' change rooms during the tournament or can be obtained from the Supervisor.

All incidents must be reported even if no further action is required. Provincial/Territorial Associations wish to be informed of all incidents involving their teams at Canadian Championships. Incident reporting may be for both on and off field incidents. See Softball Canada's Discipline Policy located on Softball Canada's website, <u>https://softball.ca/policies</u>, for more information.

In all matters of Canadian Championship Discipline, the Supervisor shall have final authority.



The reporting process will be:

- An Incident Report Form will be completed by all parties involved (i.e., the umpire and coach and/or player will each give a written account of the events).
- Based on the report, the Discipline Committee will decide if a minor or major infraction occurred.
- If the incident was a **minor infraction**, the Discipline Committee will determine a disciplinary sanction.
- If the incident was a **major infraction**, the Discipline Committee will convene a hearing and determine a disciplinary sanction.

<u>Media Coverage</u>

Your local media may be interested in relaying your game results to your fans. If so, collect their contact information (see Media Contact Information Form in <u>Appendix 2</u>) and forward it to the Host Committee.

The Host Committee will add your local media to their media list and forward game results for your team. It is recommended that you contact your local media a few times throughout the week to ensure that they are receiving the results. All results will be displayed on the tournament website.

<u>Theft</u>

Theft will <u>not be tolerated</u> at any of the Championships. Theft of banners, signs, water jugs, etc., will be directed immediately to the local police.

National Team Scouts

National Team Scouts may be present at some Canadian Championships identifying and evaluating possible candidates for the Softball Canada National Teams Program.

Drug Testing

The <u>Canadian Centre for Ethics in Sport (CCES)</u> is a national, non-profit organization committed to a fair and ethical sport system through the promotion of doping-free sport, equity, fair play, safety, and non-violence. The CCES works closely with National Sport Organizations (such as Softball Canada), athletes, coaches and others to promote and strengthen the positive values and rewarding experiences of sport.

An important mandate of the CCES is the prevention of doping in sport The CCES fulfills this mandate through a comprehensive approach involving research, education, advocacy, detection, and deterrence. As part of this mandate, the CCES manages all aspects of doping control in Canada, including the appeal, arbitration and reinstatement systems that are in place to protect athletes' rights.

From time-to-time the CCES will conduct in-competition doping control at a sporting event. The common perception is that this only occurs at major international events such as the Olympic Games, Pan American Games or a World Championship. However, all athletes in Canada are



subject to drug testing at any time including during participation at events like the Canadian Softball Championship.

For competitions at which event doping control is planned, the Host Committee should be contacted in advance by the National Sport Organization (Softball Canada) and/or the CCES. This will allow ample time to set-up the necessary facilities and recruit volunteers.

In the event of no-advanced notice in-competition, the Doping Control Officer (DCO) will simply show up at your event and execute doping control under the CCES guidelines. It is requested that you provide assistance to the DCO, if required.

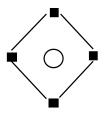
For more information regarding doping control procedures please consult the CCES the Canadian Centre for Ethics in Sport (1-800-672-7775 or 613-521-3340).

<u>Doping</u>

Softball Canada has adopted the Canadian Policy on Doping in Sport and as a result all softball events are subject to doping control testing. Therefore, all participants in Canadian Championships are subject to drug testing. It is important to note that due to the cost of these tests, testing may not be carried out at all events and quite possibly at any events. But you should prepare your athletes as there is always a possibility. If you would like further information on the doping policy, contact the Canadian Centre for Ethics in Sport (1-800-672-7775) or at http://www.cces.ca.



HOME RUN: AT THE END OF THE CHAMPIONSHIP



Canadian Championship Evaluation Form

You will be sent a link to an electronic survey/evaluation form to be completed after the Championships. This information is very helpful to further improve the Canadian Championships. Please complete this evaluation by September 15.



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Appendix 1 - Official Player List

	Championship:		Team C				
	T N				urd)		
	Team Name:						
	Contact :						
	Address:						
	City and Postal Code:						
	E-mail:			Phone:			
	Representing Province: _			P/T Rank:			
	Full Name	Last Name	Date of Birth (mm/dd/yyyy)	Uniform #	Position	Province	E-mail
1							
2							
3							
4 5							
6							
7							
8							
9							
10							
11							
12 13							
14							
15							
16							
17							
	Coach/Staff's Name	CC#	NCCP Level	Province	E-mail		
C/							
E C/							
E							
C/ E							
C/ E]	
ST AF							
F					1		



Appendix 2 - Media Contact Information (if applicable)



Please contact your local radio, newspaper and television stations to collect their contact information for the Media Office at the Canadian Championship that your team is participating in. Kindly complete the form below with their contact information and submit the completed forms to the Host Committee as soon as possible.

Organization		
Name - Editor/Sports Editor		
Title		
Media Type	 Radio Print Television Other specify 	
Contact Details		
Email address		
Telephone Number		
Fax Number		
Town/City		
Team (s) or Athlete (s) you are interested in following		



Appendix 3 - Media Opt Out Form

Participants at Softball Canada, Canadian Championships, because of the nature of the highprofile event, will have their images photographed and/or video images recorded (collectively the "images"). An individual's participation in the Canadian Championships is construed as implied consent for the following:

- Softball Canada, on a worldwide basis, to disclose, take, use, and copyright in their own name the images and sell such images in any format, style, form, or media in perpetuity.
- The Participant and/or their parent/guardian will not receive compensation or other payment of any kind, including but not limited to, any royalties or fees for the use of the images by Softball Canada.
- The Participant and/or their parent/guardian releases, discharges, and agrees to hold harmless Softball Canada for any and all claims, demands, actions, damages, losses, or costs that might arise out of the collection, use, or disclosure of the images or from the taking, publication, sale, distortion of the images, plates, negatives, masters, or any other likeness or representation of the participant that may occur or be produced in the taking of said images or in any subsequent processing thereof, including without limitation any claims for libel, passing off, misappropriation of personality, or invasion of privacy.

If the Participant wishes to expressly opt out of this implied consent and does not want the participant's images to be published in Softball Canada promotional materials, please complete the form below and submit it to Softball Canada.

Name					
□ Athlete	□ Coach/Manager	□ Umpire	Host volunteer	□ Other	
Address:				-	
Phone num	ber:			_	
Email:				_	

I do not want my photo published in Softball Canada promotional materials.
 I do not want my image in a video/audio clip published in Softball Canada promotional materials.

Signature



Appendix 4 - Tool to Identify a Suspected Concussion

Athlete's name:		Age:
Name of parent/guardian:		
Name of person monitoring a	athlete at scene:	
Date of incident:	Time:	
Description of incident: What happened?	Blow to the head	Hit to the body

The following signs/symptoms were observed/reported (Please circle as appropriate):

Possible Symptoms Reported	Possible Signs Observed
Physical	Physical
	 Slowed reaction time (answering
	questions or following directions)
	Emotional/Behavioral
	Strange or inappropriate emotions
*Note – Continued monitoring of the athlete concussion may appear hours or days later	

Appendix 5 - Concussion Report



(athlete name)

sustained a suspected concussion on ______ (date) at ______ (time). As a result, this athlete must be seen by a medical doctor or nurse practitioner. Prior to returning to active softball practices/games, the parent/guardian must inform the team coach of the results of the medical examination by completing the following:

Results of Medical Examination

□ This athlete has been examined and **no concussion** has been diagnosed, and therefore may resume full participation in learning and physical activity with no restrictions.

□ This athlete has been examined and **a concussion has been diagnosed,** and therefore must begin a medically supervised, individualized and gradual Return to Play Plan using the Return to Play Guidelines.

□ I have been informed of the team's/association's concern regarding my child having a suspected concussion and decline to have him/her assessed by a medical professional. I understand my child will still need to follow Return to Play guidelines as directed by the coach, staff, trainer, etc.

Parent/Guardian signature:	Date:	
Physician signature:	Date:	
Comments:		



Appendix 6 - Informed Consent

INFORMED CONSENT / PERMISSION FORM FOR TEAMS

[Name of Team] [Description of activity] [Date (s)]

THIS FORM MUST BE READ AND SIGNED BY EVERY ATHLETE WHO WISHES TO PARTICIPATE AND BY A PARENT GUARDIAN OF A PARTICIPATING ATHLETE IF THE ATHLETE IS UNDER THE AGE OF MAJORITY.

ELEMENTS OF RISK:

Softball activities involve certain elements of risk. Injuries may occur while participating in these activities. The following includes, but is not limited to, examples of the types of injury which may result during an activity: fracture, laceration, sprain, strain, contusion, concussion, etc.

The risk of sustaining these types of injuries result from the nature of the activity and can occur without any fault of either the athlete, or the team, the organization, its employees/agents, or the facility where the activity is taking place. By choosing to take part in this activity, you are accepting the risk that you/your athlete may be injured.

The chance of injury occurring can be reduced by carefully following instructions at all times while engaged in the activity. If you choose to participate, you must understand that you bear the responsibility for any injury that might occur.

Please indicate if your athlete has been diagnosed as having any medical conditions and provide pertinent details to ensure a safe and positive environment.

If your athlete is presently diagnosed with a concussion by a medical doctor/nurse practitioner, that was sustained outside of team physical activity, the Concussion Report must be completed before the athlete returns to practice/games, or other competitions. Request the form from your Provincial/Territorial administrator or from www.softball.ca.

ACKNOWLEDGEMENT

I/WE HAVE READ THE ABOVE AND UNDERSTAND THAT IN PARTICIPATING IN THE ACTIVITY DESCRIBED ABOVE, I/WE ARE ASSUMING THE RISKS ASSOCIATED WITH DOING SO.

Signature of Athlete:	Date:
Signature of Parent/Guardian:	(if athlete under 18)

PERMISSION

I GIVE PERMISSION TO PARTICIPATE IN THE ACTIVITY DECRIBED ABOVE.

Signature of Athlete:	Date:
Signature of Parent/Guardian: _	(if athlete under 18)



Appendix 7 - Softball Canada Major Incident Report Form



Softball Canada Major Incident Report Form

Please complete the following at the time of the incident, and return the form to Softball Canada directly following the event

SECTION A: PERSONAL INFORMATION

Event: Lo	ocation of Event:	Date of Incident: Time of Incident:
	Individuals Involved	
Name	Team	Email
	Witness Information	
Name	Team	Email
	ION B: INCIDENT DETAILS	1
Vas anyone injured? YES NO		ow-Up Action
If YES, please fill out an injury report form as well	UIC	Supervisor
Please describe the incident objectively:	Softball Canada to review incident	t Was disciplinary action taken?
	further? YES NO	YES NO
	If YES, what is recommended?	If YES, what?
	Further Comments?	Softball Canada to review incident further? YES NO
		If YES, what is recommended?
		_
Name of Individual completing the form:	Signat	ture:
Email:	Phone:	

Softball Canada (Gilles LeBlanc) — gleblanc@softball.ca Address: 223 Colonnade Road, Ste 212 Ottawa ON K2E 7K3 Phone: 613-795-1996



Appendix 8 – Softball Canada Injury Report Form

SECTION A. PERSO	DNAL INFORMATION
rst Name:	_ Last Name:
eam Name :	Date of Injury: Time of Injury:
ge: Sex: M F Email:	Phone Number:
ddre ss: City:	Province: Postal Code:
/ent: Loc	ation of Event:
Witness I	nformation
rst Name: Last Name:	Role (i.e. Fan, coach, etc.):
mail:	Phone Number:
SECTION B: II	NURY DETAILS
R. Hand R. Knee L. Knee	Nature of Injury: Dislocation Skin Injury Sprain/Strain Swelling Fracture He ad Injury Bruising Other (please specify below) [
R. Ankle L. Ankle L. Foot R. Foot	Initial Treatment: RICE (Rest, Immobilize, Cold, Elevate) SCAT 2 Wrapping/Taping Stretch/Exercises CPR Sling/Splint Manual Therapy Dressing None
FRONT BACK	ry, and whether it could have been avoided:

Softball Canada (Gilles LeBlanc) — gleblanc@softball.ca Address: 223 Colonnade Road, Ste 212 Ottawa ON K2E 7K3 Phone: 613-795-1996