



NEW LEAGUE START-UP KIT



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TERMINOLOGY USED THROUGHOUT THIS MANUAL:

Role	Description
Athlete	Any child, youth or adult with disabilities participating in Challenger Baseball
Buddy	Any youth or adult supporting a Challenger Baseball athlete on the field
Coach	Any volunteer leading a Challenger Baseball session
League Coordinator	A volunteer responsible for overseeing and supporting the logistics and success of a Challenger Baseball league and liaising with Jays Care Foundation.
Provincial Coordinator	A volunteer responsible for assisting and mentoring new and existing Challenger Baseball leagues in each province.

WHO IS HERE TO SUPPORT YOU?

We're here to help you every step of the way. If you need support, please reach out to your friends at Jays Care Foundation and Challenger Baseball Canada, including:

- Rachel MacDonald (Program Specialist, Inclusive Programs, Jays Care Foundation) at Rachel.Macdonald@bluejays.com
- Randy Crouse (National Coordinator, Challenger Baseball) at randy.crouse@hotmail.com
- Your local Challenger Baseball Provincial Coordinator:

PROVINCE	NAME	CONTACT EMAIL	CONTACT PHONE
BC	Tim Hall	challenger@abbotsfordbaseball.ca	(604)-807-0425
	Brandi Harris	jeanorollins@hotmail.com	(780)-571-1110
AB	Denis Wren	drwren@shaw.ca	(403)-613-9000
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SK	Amanda Hodgkin	amarie.hodgkin@gmail.com	(306)-861-3054

WELCOME TO THIS GUIDE!

There are hundreds of Challenger Baseball programs all over the country! Each of them was started by someone like you! Challenger Baseball works to level the playing field for individuals across Canada living with a disability. To do this, we need passionate and dedicated League Coordinators like YOU to create these opportunities in your community. Anyone wanting to start a new Challenger Baseball league in your community should:

- Have 2-3 hours a week available to oversee and support the logistics of a league
- Be excited to create a legacy league that focuses on enhancing life skills and building long-term connections between players and families
- Be open to learning new ways to create safe and inclusive sport experiences for athletes of all abilities
- Be willing to recruit volunteers and families to build your league



WHAT DOES THIS TOOLKIT INCLUDE?

This toolkit is designed with EVERYTHING YOU NEED TO SUCCEED to launch a Challenger Baseball League in your community. The toolkit includes the steps you need to follow to launch a league and is filled with a long list of ideas and examples in the Appendices designed to help make this feel EASY!

MISSION, VALUES AND VISION:

Ensure that you are clear on and aligned with what the values, mission, and vision are of Challenger Baseball before you dive in to create your own league.

MISSION STATEMENT: WHY DO WE EXIST? WHAT IS OUR CORE PURPOSE?

Challenger Baseball works to create a level playing field where all children and youth living with disabilities have access to transformative sport and recreation opportunities where they feel empowered to develop life skills, recognize their potential, and realize their dreams.

VALUES STATEMENT: HOW WILL WE BEHAVE?

At Challenger Baseball, we see the opportunity and potential in every interaction, conversation, and radical idea to grow and develop as a team. At Challenger Baseball, the athlete always comes first, and we utilize experts in the field of disability, inclusion, adapted recreation, baseball and coaching to explore, create and develop best-in-class opportunities and programs for the athletes and communities we serve. We strive to be a high-expectation, high-performance, and high-support team that is fueled by creative thinking, collaboration, risk-taking and room for boundless growth.

WHAT MINDSET DO YOU NEED TO RUN THIS PROGRAM?

Challenger Baseball programs are for POSSIBILITY THINKERS. Volunteers who believe that every individual living with a disability should have the chance to participate in sport and play, and CAN participate if given the right tools and opportunities.

HOW DO WE SUPPORT YOU?

We will help you feel prepared and excited to start a Challenger Baseball league in your community and we help to celebrate your athletes like big leaguers! Here is what we will provide at zero cost:



**SHIRTS + HATS
FOR EVERY
ATHLETE, COACH,
AND VOLUNTEER**



**ADDAPTIVE
EQUIPMENT KIT FROM
FLAG HOUSE AND
RAWLINGS VALUED AT
<\$800**



**BEST IN CLASS
MANUALS,
RESOURCES,
AND TRAININGS**



**\$35 FOR EACH
ATHLETE**



**LEAGUE
COORDINATOR KITS
TO HELP YOU RUN
THE BEST LEAGUE
POSSIBLE**



**EXCLUSIVE
OPPORTUNITIES
AND SUPPORTS**



STEPS TO LAUNCH A LEAGUE:

This guide is designed to give you everything you need to succeed to launch a safe, inclusive, and outcome-based baseball program this year in your community in 8 simple steps

START A NEW LEAGUE IN 8 EASY STEPS!





STEP 1: SUBMIT YOUR PROGRAM PLAN, CHARTER, SIGN THE STANDARDS OF PRACTICE AGREEMENT (SOPA)

SUBMITTING YOUR PROGRAM PLAN:

After you've attended a webinar, Jays Care will send you a brief online program plan to complete and submit if you have made the decision to run a Challenger Baseball league in your community. The goal of the plan is to HELP YOU plan for your program launch.

The program plan will include information about your league such as when you plan to start, the number of sessions you intend to lead, the length of the sessions, and the mailing address for your League Coordinator kit and your equipment kit. This plan will help you build the foundation to get your league up and running and will help Jays Care understand when to send your equipment and resources. To access the program plan please visit: <https://challengerbaseballcanada.ca/new-league-resources/>

Please note, you will only be required to complete this plan in your first year of running Challenger Baseball.

CHARTER & STANDARDS OF PRACTICE AGREEMENT:

Once a community is ready to become chartered, Jays Care will send your information to Little League Canada who will send your program's Charter & Standards of Practice Agreement.

Chartering confirms your league's commitments to Challenger Baseball Canada's standards of practice and registers your teams with Challenger Baseball Canada through Little League Canada (NOTE: All Challenger Baseball programs whether they are affiliated with Baseball Canada or Little League Canada are required to charter through Little League Canada - this is the role that LLC has taken on to support Challenger Baseball Canada). Here are some important details to note about the Standards of Practice Agreement (SOPA) & Charter:



- Chartering and signing the SOPA is done annually, and the paperwork is typically available by December each year.
- Chartering allows Challenger Baseball Canada to ensure that each community program is properly insured and has proper Child Protection Practices in place. Only chartered Challenger Baseball programs with Adequate Liability Insurance and Criminal Reference checks will be eligible to receive support from Challenger Baseball Canada and the Jays Care Foundation.
- The Charter & SOPA includes more information about FREE Child Protection trainings for all Coordinators, Coaches and volunteers through Jays Care, information on funding, league offerings, support and more.
- In the charter, you will be asked to estimate the number of teams you expect will play this season. Team adjustments can be made until June 1, 2022.
- To remove any barriers of participation, you will not be required to cover the costs of chartering. Jays Care Foundation will send a cheque payable to Little League Canada on behalf of your league to finalize your charter.
- Verification of accidents and league liability Insurance should be included when you return your charter/agreement. More information can be found under **SAFETY & INSURANCE.**



STEP 2: RECIEVE YOUR EQUIPMENT AND LEAGUE COORDINATOR KIT

EQUIPMENT:

Jays Care Foundation provides all new leagues with an adaptive baseball equipment kit to help launch the league. Upon successfully chartering your new league, you will be automatically sent an Equipment Start-Up Kit. This kit has been created using feedback from Challenger Baseball leagues all across Canada and includes the equipment shown in

[Appendix K.](#)





Every two years, leagues are eligible to request an Equipment Top-Up Kit that will include any new equipment that has been added, and/or a top-up of balls, bats, tees, etc. to support your growing league. If you are keen to add to your start-up kit, here are a few great places that sell good quality baseball equipment and adaptive equipment:

- Flaghouse (mention you are the League Coordinator for a Challenger Baseball program, and you will receive a discount when you order)
- Rawlings
- Play It Again Sports
- Sports Check
- Dollarama (adaptive equipment & sensory materials)

LEAGUE COORDINATOR KIT:

To ensure that every League Coordinator feels equipped to run their league and celebrated for their dedication and passion to Challenger Baseball, we send you a League Coordinator Kit. By registering your league in year one, you will have access to the kit which includes



- Coordinator shirt
- 2022 Challenger Baseball Coaching manual
- cutting edge communication resources
- a calendar of key dates and opportunities available

STEP 3: LAUNCH YOUR LEAGUE

Planning your league is the fun part. Here's where you turn the vision into action and the idea into a legacy. Below are some tips and tools to guide you:

TIP 1: Find your field first.

Where you host your practices and games matters. You want it to be accessible for families – and convenient for you. Many leagues are hosted on adaptive baseball diamonds, but others are hosted indoors in gyms or outside on turf fields, soccer fields or parks. Key things to look for when you're seeking the right location are:



THE FIELD IS ACESIBLE TO ALL ATHLETES



THERE ARE ACCESSIBLE BATHROOMS AVAILABLE



THE PARKING LOT IS CLOSE BY

For most locations, you'll need to book them in advance. If you're having a hard time booking a field try:



CALL YOUR LOCAL LITTLE LEAGUE/ BASEBALL ASSOCIATION



CALL YOUR LOCAL PARKS AND RECREATION DEPARTMENT



CALL YOUR LOCAL SCHOOL

For some locations, there will be a cost associated with booking. See TIP 11 (Register for funding support if you need it) listed below for ways to manage those costs.

TIP 2: Find two key volunteers to help you.

Most leagues run with a few key volunteer roles as listed below. These are the folks who will help you build and run your league. They are the ones who will be excited about helping you grow a network of great volunteers so that the league is a positive and safe space for everyone to be.

Buddy Coordinator	Coach
<p>Responsible for recruiting, vetting, preparing, organizing and celebrating Buddies. NOTE: Buddies are volunteers who support individual athletes on the field each week. They forge positive relationships with their assigned athlete(s) and learn about the big goals the athlete(s) are working towards. In some leagues Buddies are youth (aged 12 and up), in others, they are adults.</p>	<p>Plans and coaches each Challenger Baseball practice (picking skills and drills, fun warm up and closing activities) and ensuring that athletes and buddies are safe and having fun on the field.</p>



Once you have your two key supporters ready, it's time to build the league. NOTE: Jays Care runs an annual FREE Challenger Baseball Coach conference. This is a great event to have all of your league builders attend.

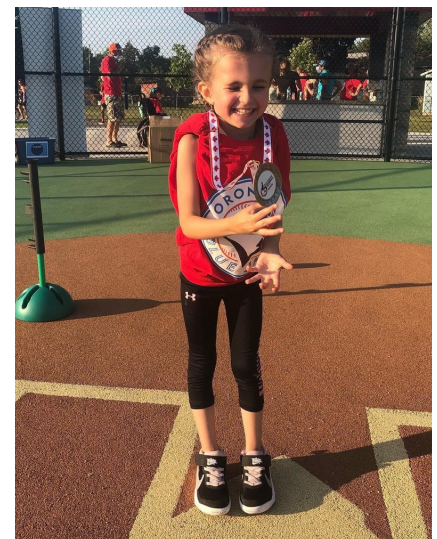
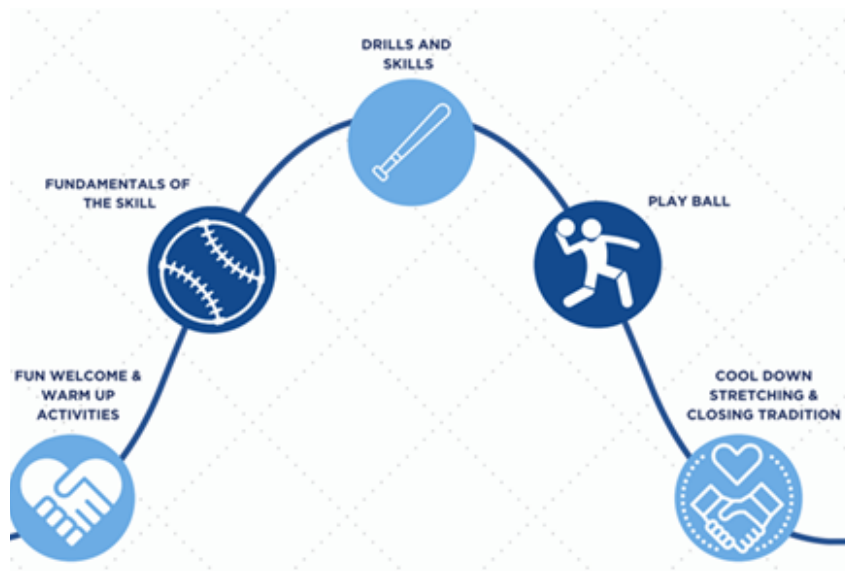
TIP 3: Build your schedule.

Most leagues offer Challenger Baseball for 1-2 hours, once per week in their first year. They offer a minimum of 8 weeks of programming so that athletes have enough time to get to know each other and to strengthen their baseball skills, confidence and independence. They tend to run the program in the late afternoon or early evening on a weekday, or in the morning on a weekend. Here are two examples:

"Toronto Challenger Baseball will run from 10:30am to 12:00pm every Saturday at Dieppe Park starting on Saturday June 25th and finishing on Saturday August 20th!"

"Milton Challenger Baseball will run from 4:30pm to 6:00pm every Tuesday evening at XXX Park starting on Tuesday June Xth and finishing on Tuesday August Xth!"

Setting your dates and times often hinges on the availability of your selected practice location. Each week, most leagues run a practice for the first 75% of the time together, engaging athletes and buddies in a series of fun adaptive drills and skills activities that encourage athletes to gain confidence, try new things, and make new friends. For the last 25% of the practice, coaches host a mini game of baseball for athletes to engage in. To find video examples of skills, drills and gameplay activities, [click here](#). The WAVE is a tested and true structure to run a successful Challenger Baseball program. During Jays Care's annual free Challenger Baseball Coach Conference, coaches and coordinators learn more about how to use the wave and how to make practices a huge success.



TIP 4: Draft your league rules and regulations.

One of your responsibilities as a League Coordinator is to have rules and regulations in place that are clearly stated and consistently applied. Athletes and their families usually play by the rules you set. But there are times when parents or athletes may get into a heated argument, or aggressively disagree with a call. For moments like these, have rules of conduct in place. Clearly define what behaviors result in league suspension or termination. See [Appendix E](#) for the basic rules of Challenger Baseball. These basic rules are often adapted and modified to suit each league's unique athletes, families and communities.

TIP 5: Set up your registration process.

Most Challenger Baseball leagues adapt the registration form from their local Little League or Baseball Canada program. Here's how you do that:

- Connect with your local Little League or Baseball Canada program to review their current registration forms.
- Adapt their forms to ensure that they include additional key information (i.e. helpful information to best support your athlete, common triggers, personal goals, etc.). See the sample Registration Form in [Appendix D](#) for inspiration.
- Set an appropriate registration fee. It's important that your registration fee (if you have one) is not cost-prohibitive for families. Most leagues charge a registration fee between \$0 - \$50, although the goal is to keep costs to families at a minimum.

CHALLENGER BASEBALL ATHLETE CODE OF CONDUCT

- Respect your coaches, Buddies, fellow players and the umpires. Treat them the same way you want to be treated.
- Be a good sport. Be Fair. Play by the rules.
- Make friends. Find out about your teammates and your Buddies. Get to know them.
- Improve your skills. Help your teammates to get better.
- Never give up.
- Be willing to try every position. You never know which one will be the most fun.
- Don't be selfish. Your teammates deserve the same chances as you.
- Be on time.
- Surprise yourself. Do something challenging each practice and believe that your hard work will pay off. Be courageous.



TIP 6: Recruit your athletes and Buddies.

Now that the fundamental pieces are place, it's time to start recruiting the athletes and Buddies that are the fabric of the program. Buddies are volunteers who assist, motivate and promote independence in their assigned athletes in the areas of batting, throwing, fielding and base running when necessary. In addition to assisting players, buddies also help teach baseball skills and fundamentals.

WHERE TO RECRUIT? Here are some great places to start outreaching for athletes and buddies:

ATHLETES



SCHOOLS IN THE AREA



REHABILITATION HOSPITALS



PARENT SUPPORT GROUPS



LOCAL ORGANZATIONS

BUDDIES



SCHOOLS IN THE AREA



SOFTBALL & BASEBALL ASSOCIATIONS



FAMILY AND FRIENDS



TOWN/CITY CAMP STAFF

COACHES + SUPPORTS



COLLEGES AND UNIVERSITIES



SOFTBALL & BASEBALL ASSOCIATIONS



FAMILY AND FRIENDS



NEIGHBOURHOOD FACEBOOK PAGES

WHAT INFORMATION SHOULD YOU SHARE?

Jays Care has a wealth of pre-made advertisements, outreach emails and social posts that you can modify to help spread the word and get athletes, families and potential volunteers excited. Here's what you can find in the back of this manual:

- **SAMPLE PROGRAM FLYER:** this is a flyer that can easily be shared with schools and program providers that work with children, youth and adults living with disabilities. See an example in [Appendix F](#).
- **SAMPLE VOLUNTEER FLYER:** this is a flyer that can be shared with schools and Baseball and Softball Associations to help recruit youth and/or community members for the role of Buddies and Coaches. See an example in [Appendix G](#).
- **PARENT AND/OR GUARDIAN INFORMATION PACKAGE:** this is a document that helps parents and/or guardians best prepare themselves and their athletes for your unique Challenger Baseball program. It is important that the rules for your league are included in this package. It is vital that all athletes, families and coaches are aware of all rules, regulations and expectations before the season starts. See an example in [Appendix H](#).



USING SOCIAL MEDIA

Many leagues post information about upcoming practices and league announcements on Facebook. Consider creating a Facebook page for your league where you can engage your Challenger Baseball community and create content members will like and share.

3 Tips to create excellent shareable content on Facebook:

- Stay active: Post at least 2x a week on your league's page with photos, updates, and sports related news that is interesting to your target audience.
- Show the small things: Just booked the field? Post a picture. Purchased new bats? Post a picture. When members see that you're excited about your league, they'll get excited, too.
- Ask questions: Post sports related questions or ask your audience to comment on a funny sports picture. Playful interactions show that your league has personality. At the very start, a Facebook page, or whichever platform you choose, is your primary online presence.

- **SAMPLE VOLUNTEER REGISTRATION FORM:** in order to recruit volunteers to help with the program, you will need a system to ensure that they are all effectively registered and, for those who are older than 18 years old, enhanced police record checked. A sample paper-registration form can be found in [Appendix I](#).
- **SAMPLE VOLUNTEER WELCOME PACKAGE:** this package will help to frontload your volunteers with the program plan for your Challenger Baseball sessions. The package also includes 7 ways to become a superstar Challenger Baseball buddy and the Challenger Baseball Buddy Charter which are great resources to help prepare buddies before working with athletes. See an example in [Appendix J](#).
- **SAMPLE VOLUNTEER/BUDDY CHECK-IN:** this check-in list can be used to monitor and track your buddies and volunteers each week and can help you keep an up-to-date list for following seasons. See an example in [Appendix K](#).



TIP 7: Get all registered athletes and coaches in a database.

All League Coordinators are expected to regularly update their league databases. This means having an excel file or a word document that lists every athlete and volunteer with key emergency information:

- FIRST AND LAST NAME
- AGE
- EMERGENCY CONTACTS
- ACCESSIBILITY NEEDS
- ALLERGIES
- DATE OF COMPLETION OF CRIMINAL RECORD CHECK (for any volunteers over the age of 18)

TIP 8: Get your insurance and safety processes confirmed.

All Challenger Baseball athletes, buddies and coordinators are required to be insured annually and each community program is required to make sure that all children who participate in their program are protected and safe. League Coordinators are also required to ensure that pandemic policies are put into place for their program based on Provincial and Public health guidelines.

INSURANCE:

- Are you running your league in conjunction with a local baseball or softball association? Connect with the association to provide proof of yearly insurance to Little League Canada.
- Are you running your league as an independent charitable organization? You will be required to obtain accident and league liability insurance that fully covers all athletes, Buddies, Volunteers and Coordinators who plan to support the league and provide yearly proof of insurance to Little League Canada.



COVID SAFETY PROTOCOLS:

If you are planning to run Challenger Baseball this season, it is essential to have a safety plan in place that is in accordance with your Provincial and Municipal health departments and guidelines. For 9 key considerations when working with athletes with disability and COVID-19, please see [Appendix L](#), [M](#) and [N](#), or visit COVID-19 Resources - Challenger Baseball Canada for additional support.

CHILD PROTECTION:

Children and youth with disabilities are among the most vulnerable in the country. That's why it's so important that all of your league volunteers have:

- a) a cleared criminal record check,
- b) a signed child protection policy, and
- c) access to a free child protection training that helps them learn how to respond when a child is in danger

CLEAR CRIMINAL RECORD CHECK:

Every coach, volunteer or buddy who is over the age of 18 is required to complete an Enhanced Criminal Record Check annually, and you, as League Coordinator are required to have a system for filing and ensuring that each volunteer is effectively cleared to work with children. There are a few different ways you can do this:



- Backcheck is an online system that allows you to register your league and will assist you in sending all of your volunteers on-line forms to complete an Enhanced Police Information Check (CPIC). Each CPIC costs \$35. Once completed, Backcheck will send you a list of everyone who has a clear check and everyone who has been flagged for concerns. (<http://www.backcheck.net/>). MyCRC has a similar system to Backcheck. (https://mycrc.ca/gclid=EA1alQobChMIkq3ly_um5wIVCYizCh3BmQUtEAAYASA_AEgL8v_D_BwE)
- Alternatively, you can ask all of your volunteers (including yourself) to go to their local police station to complete a Vulnerable Sector Check. They need to bring a copy of this completed form for you to keep in your records. This process requires two pieces of ID as well as a piece of mail with their home address on it. Depending on the type of police station, this service can cost anywhere between nothing and \$65.



a) SIGNED CHILD PROTECTION POLICY:

In Appendix A there is a copy of the Challenger Baseball Child Protection Standard Procedures. All league volunteers should review, sign and submit a copy of this policy to you each year.

b) CHILD SAFEGUARDING TRAINING:

League volunteers are expected to a Child Protection training before volunteering at your league. Jays Care hosts free zoom Child Protection Trainings regularly (reach out to Mike at Jays Care for more information: Mike.Merry@Bluejays.com). In addition, Safe Sport training provided by the Coaches Association of Canada ([you can access it here](#)).



TIP 9: Get your Coaches and Volunteers trained and ready.

As mentioned before, Jays Care runs an annual Coach Conference for all Challenger Baseball Coaches and Buddies. It's virtual, and everyone who helps make Challenger Baseball a reality is welcome to come. The conference usually takes place the last week of March each year. Share the registration link with all of your volunteers. Registered volunteers will receive a coach manual, a coach shirt and a number of amazing tools to help support them in their role. If they miss the conference, here are some other ways you can get them up to speed:

1) **Online Resource Library:** www.jayscare.com/trainingvideos

- On our website we have 8 amazing videos that model more than 75+ drills and skills that you can play with your athletes.

2) **Basics of Baseball: Baseball Rules: How to Play Baseball: Rules of Baseball Game - YouTube**

- While you do not need to be a baseball expert to run a Challenger Baseball league, we recommend getting familiar with the basics of the game.

Once they've been trained, consider hosting a meeting for all volunteers in advance of your first practice. Ensuring that all of your volunteers feel prepared, connected and excited about the league is essential to making your first year a success. Below are a few examples of agendas to inspire you during your prep-meeting as well as a few sample session outlines to consider leading to ensure volunteers are clear on language, roles and responsibilities and appropriate behaviours:

- [Appendix O](#) - sample Volunteer Meeting Agenda
- [Appendix P](#) - sample Buddy Training Schedule
- [Appendix Q](#) - sample Buddy Training Activity

TIP 10: Build some systems that promote best behaviours.

Great Challenger Baseball Leagues use a lot of different techniques to promote positive behaviours among their athletes and parents. To prime your league for great behaviours take a look at the following resources:

- [Appendix R](#) - Tips for promoting best behaviours and team culture among athletes and parents
- [Appendix S](#) - 15 behaviour strategies for athletes with autism
- [Appendix T](#) - Sample Spectator Code of Conduct to hang on the backstop
- [Appendix U](#) - Sample Weekly Hot Plate (an email update to provide to parents each week)



TIP 11: Register for funding support

Jays Care Foundation, Challenger Baseball Canada, and Baseball Canada offer a variety of funds and in-kind supports to leagues to help them succeed. Here are the various support options available to you (should you need them):

1) ONE-TIME LEAGUE START-UP GRANT: This grant from Baseball Canada is designed to support leagues in their first year to help them launch their program. Once a new league registers, charters and signs the Standards of Practice agreement, Baseball Canada will be notified to send the league their \$500 start-up grant. For any questions about the start-up league, please email: info@baseball.ca

2) ANNUAL SUSTAINABLE PROGRAM GRANT: Each year, leagues are eligible to access \$35 per player from Jays Care to support the costs of their league. These funds are designed to offset the costs of field bookings, snacks, and additional equipment and supplies. To access this annual grant, League Coordinators need to:

- register with Jays Care,
- charter with Little League
- sign the Standards of Practice Agreement, and
- submit their team rosters and feedback form to Little League Canada using the Data Center. For details instructions on how to complete this, see [Appendix C](#).

3) CHALLENGER BASEBALL TRAVEL GRANT: Challenger Baseball Canada offers a travel grant that you can apply for to help cover travel costs associated with larger Challenger Baseball events and adventures. Details of the grant include:



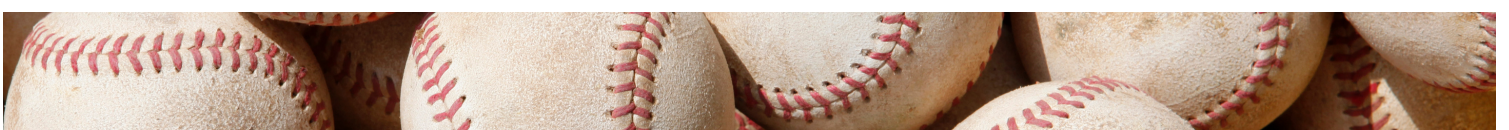
**MINIMUM OF 5
ATHLETES
TRAVELLING**



**\$100 PER
ATHLETE**



**ELIGIBLE EVENTS INCLUDE:
JAMBOREES, LITTLE LEAGUE
WORLD SERIES, AND MORE!**



Please note:

- Not all applicants will receive funding.
- Grant applications will re-open once it is determined safe to do so by Canadian and Provincial Public Health Guidelines and Recommendations.
- Programs that receive funding from Challenger Baseball Canada will be required to email (randy.crouse@hotmail.com) a minimum of two photos from the event. If possible, at least one photo should be a team photo.
- For a copy of the Challenger Baseball Travel Grant application, see [Appendix B](#).



STEP 4: SUBMIT YOUR T-SHIRT AND HAT FORM

Jays Care provides leagues with a standard cotton t-shirt (with the Challenger logo and the Toronto Blue Jays logo) and hats for all athletes and volunteers for FREE using the T-Shirt + Hat Order Form that is available on the Challenger Baseball Canada Website: <https://challengerbaseballcanada.ca/t-shirts/>

These are an easy and affordable way to ensure each athlete feels like a member of the team. We recommend filling out the form at the beginning of your season so that everyone can wear their 'uniforms' for the entirety of your program. The form will be available March-August each year.

STEP 5: SUBMIT YOUR ROSTER AND MID-POINT

Once your Challenger Baseball players have registered, you will submit your player roster to Little League Canada and complete your midpoint feedback form. This will allow Little League Canada to keep track of registration numbers across Canada and help Challenger Baseball Canada and Jays Care Foundation allocate appropriate funding and resources to leagues. Little League Canada will also provide a copy of the roster to Jays Care Foundation to allow for additional sustainable grant and funding opportunities.

SUBMITTING YOUR TEAM ROSTER:

When you charter with Challenger Baseball Canada, you agree to submit your league's registration information in an excel spreadsheet to the data centre by June 1st. The roster spreadsheet will be sent to you by Tyler at Little League with your charter information. This is a secure and easy way to provide the required data on players, managers, and coaches and must be completed to ensure that Challenger Baseball Canada receives the required data. The email from Tyler will include a step-by-step guide to your roster submission on the data centre. The information from the roster also helps to determine the sustainable program grant amount the leagues receive.

For more information about roster submissions please contact Tyler at Little League Canada: tcharbonneau@litttleleague.ca

SUBMITTING YOUR MIDPOINT FEEDBACK FORM:

The information from the midpoint feedback form is used by Challenger Baseball Canada to determine growth and monitor trends, as well as help to determine each Challenger Baseball League's needs for supplies and funding. The data collected in the feedback form is used by our Jays Care Inclusive Programs Team and Philanthropy Team to help in reporting to national and local donors. The midpoint form will be included in the Roster email sent by Tyler at Little League Canada halfway through the season.



STEP 6: RECIEVE YOUR \$35 PER ATHLETE SUSTAINABLE PROGRAM GRANT

Once you submit your roster to Little League, Jays Care will send you a cheque for \$35 per player. Please note, you can expect your cheque at least 2 weeks after your roster submission. For more information about the sustainable program grant, please visit [Tip 11: Register for Funding Support](#).

STEP 7: SUBMIT END OF PROGRAM FEEDBACK

A great method to gain feedback is through End-of Program Surveys to evaluate how your program is doing, and pinpoint areas for improvement. Jays Care will send you a QR code that will link to surveys to be completed by all athletes, parents, buddies and coaches at the end of the season to help establish ways to consistently improve the program and learn from best practices.



STEP 8: CELEBRATE YOURSELF AND YOUR ATHLETES

Each year, there are several fun provincial and national events, as well as additional opportunities provided by Jays Care Foundation for your Challenger Baseball team and families to engage in. Here are a few examples:



**NATIONAL
JAMBOREES**



**PROVINCIAL
JAMBOREES**



**VIRTUAL
PROGRAMMING**



**WINTER
HAMPERS**



**RESPIRE
SUPPORT**



**ANY
ADDITIONAL
OPPORTUNITIES**

1. **Challenger Baseball National Jamboree:** Jays Care Foundation hosts a Challenger Baseball Jamboree on the field of the Rogers Centre. Challenger Baseball teams from across the country travel to Toronto to attend this fun day-long event and then stay to watch the Toronto Blue Jays Game.

2. **Provincial Jamborees:** Most provinces host a provincial Jamboree each year. Connect with your Provincial Coordinator to find out when yours is taking place and how to register your players.

3. **Virtual Programming:** Jays Care Foundation now provides virtual programming to athletes and families. When virtual programming opportunities arise, Jays Care Foundation will email you about the opportunity to share with your league.

4. **Winter Hampers:** Every winter Jays Care Foundation provides winter clothing such as jackets, gloves, and hats to Challenger Baseball athletes who need additional support based on financial circumstances.

5. **Respite Support:** Jays Care Foundation has a Respite Support Opportunity where families can register to receive respite support. When registration for this program opens, Jays Care Foundation will email all League Coordinators about the opportunity.

6. **Additional Opportunities:** Jays Care Foundation has a ton of opportunities come up throughout the year such as: Clubhouse visits, new and innovative trainings, and much more. All individuals involved within the Challenger Baseball program will have a chance to participate in these opportunities as they arise.

While these opportunities and initiatives can be a great way to celebrate yourself and your athletes, some other great ways to wrap up the season include:

- Throwing an end of season celebration
- Providing athletes, buddies, and coaches with medals or certificates
- Taking a team photo
- Hosting a tournament against another Challenger Baseball team in your area

As a League Coordinator, Jays Care Foundation recognizes your dedication and effort to bringing accessible sport to your community. To recognize everything, you've accomplished at the end of your season we:

- Send all League Coordinators a small gift to show our appreciation
- Invite League Coordinators who have went above and beyond to special events
- Invite teams to experience a Blue Jays game in our Club House suite



Appendix A: Child protection standard procedure form

Introduction

As a reputable child-serving organization, Jays Care Foundation, has developed the following Child Protection Standard Procedures to guide all caring adults (i.e. coaches, volunteers, buddies, staff, etc.) involved in Challenger Baseball. While every caring adult is valued and unique, we come together in the best interests of children and their families. The safety, rights and well-being of children we serve are at the core of our daily operations. We nurture supportive relationships with children while balancing and encouraging appropriate boundaries.

Why have child protection standards?

At the core of our operations is a deep commitment to ensuring all children are protected and safe. Child Protection Standard Procedures are an important component to creating safe environments for children. As a reputable and charitable child-serving organization, the safety, rights and well-being of children served by Challenger Baseball and its services are paramount to the core of our daily operations and our continued public support, and it is imperative that we have transparency and accountability in all of our dealings involving children.

We believe that each caring adult involved in the Challenger Baseball plays a key role in the protection of children regardless of their contact with the public. Challenger Baseball caring adults are the ambassadors of Challenger Baseball and in all dealings involving children, caring adults must display, and appear to display, behaviour that is consistent with our collective mission.

Maintaining personal boundaries is integral to developing healthy relationships with children and families. Behaviour that presents risk often begins by breaking boundaries with children and teens. To help caring adults understand what is expected, these Standard Procedures include information about the type of behaviour expected, and it provides clear direction to those who either directly observe behaviour of concern, or who learn about behaviour of concern from others.

The intent of the Child Protection Standard Procedures is to guide caring adults in developing healthy relationships with the children involved in activities or programs delivered as part of Challenger Baseball. By providing caring adults with the guideposts against which they can measure their own behaviour and the behaviour of those around them, caring adults are empowered to identify and address behaviour of concern at an early stage to help better protect children.

Treating children with dignity and maintaining boundaries

All caring adults are responsible for treating all children with respect and dignity, and for maintaining appropriate boundaries. Caring adults must monitor their own behaviour towards children, and be aware of the behaviour of their colleagues, to ensure that behaviour is appropriate and respectful, and will be perceived as such by others. If at any time you are in doubt about the appropriateness of your own behaviour or the behaviour of others, you should discuss it with your supervisor. Refer to the Reporting Requirements section for further guidance.

Things to Consider:

- Before engaging in any behaviour or activity with a child, and when considering how your behaviour or the activity may be perceived by the child and by others, you should consider whether
- The activity you are engaging in with a child is known to, and approved by, your supervisor and/or the parents of the child. All interactions with a child should be transparent.
- The activity or behaviour you are engaging in would raise concerns in the mind of a reasonable observer as to its appropriateness.
- The activity or behaviour is directly and objectively tied to your job function.
- Challenger Baseball may be detrimentally affected by the activity or behaviour.
- The activity or behaviour may be reasonably regarded as posing a risk to the child.
- The activity or behaviour may contribute to a child's discomfort.
- The activity or behaviour may appear inappropriate to the organizations, the child's family, or the public.

In addition, always consider the child's reaction to any activities, conversations, behaviour, or other interactions, and avoid criticizing, embarrassing, shaming, blaming, or humiliating a child. Do not place inappropriate expectations on a child. Use your instincts as a guide.

Ask yourself: "Whose needs are being met by the activity or behaviour?" The purpose of an activity or behaviour should always be to meet the child's needs, not the adult's needs.

Tip: If the child seems uncomfortable with the activity or behaviour, that is a good indication that the activity and/or behaviour is unwelcome and should stop. You need to reassess the activity or behaviour and consult with your supervisor before continuing.

General rules of behaviour

Caring adults in Challenger Baseball must:

- Treat all children with respect and dignity.
- Establish, respect and maintain appropriate boundaries with all children involved in activities or programs delivered by the organization.
- Always adhere to the organization's policies and procedures in dealing with children.
- Treat all disclosures, allegations or suspicions of sexual or other unlawful or inappropriate behaviour involving a child seriously – a caring adult must report all disclosures, allegations or suspicions of inappropriate or unlawful behaviour as set forth in these Child Protection Standard Procedures.

Caring adults in Challenger Baseball must not:

- Engage in any sort of physical contact with a child that may make the child or a reasonable observer feel uncomfortable, or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any communication with a child within or outside of work that may make the child uncomfortable or that may be seen by a reasonable observer to be violating reasonable boundaries.
- Engage in any behaviour that goes against (or appears to go against) the organizations' mandates, policies, Code of Conduct, or Child Protection Standard Procedures, regardless of whether they are serving the organization at that moment
- Conduct their own investigation into allegations or suspicions of inappropriate

Ranges of inappropriate behaviour

It is important for all Challenger Baseball caring adults to understand that behaviours, as they relate to the safety and protection of children, fall into a continuum.

On one end of the continuum are those behaviours that are unlawful. Unlawful behaviours are those that are criminal or that breach child welfare or related legislation, and include such things as child abuse, sexual assault, sexual interference, invitation to sexual touching, sexual exploitation, procurement, luring, child pornography offences, corrupting morals, indecent acts, voyeurism, etc.

Unlawful behaviours need to be reported to the child welfare agency and/or law enforcement for investigation.

At the other end of the continuum are those behaviours that are inappropriate but are of such a nature that it is believed they can be addressed and corrected through additional training, supervision and monitoring.

Inappropriate behaviour could range from one-time behaviours to multiple instances and could include behaviour that is repeated even after it has been brought to the attention of the employee. It includes such things as telling inappropriate jokes to or in earshot of a child, confiding in a child with personal stories and having unauthorized contact with a child outside of work duties.

Inappropriate behaviour needs to be brought to the attention of management so it can be followed up formally and internally. Challenger Baseball will determine if the behaviour is inappropriate and how it will be addressed.

In the middle of the continuum are those behaviours that may either be unlawful or inappropriate, depending on the overall circumstances. Or, it may be behaviour that is initially seen as behaviour that could be corrected through additional training, supervision and monitoring, but upon following up and learning more information, it is determined the behaviour is more serious and warrants a formal investigation.

For example, one instance of grooming behaviour may initially be seen as inappropriate, but of such a nature that it can be dealt with internally. However, upon following up on the behaviour and learning more about the overall circumstances and any prior inappropriate behaviour, the behaviour may be elevated to something that warrants a report to the child welfare agency. Consider the following example:

A report is submitted internally about a caring adult exchanging unauthorized emails with a child outside of his/her work duties. The initial information indicates that the emails are of a general nature. After the organization follows up, it learns that some of the emails were sexual in nature, and it learns that the caring adult has exhibited other inappropriate behaviour that had not been reported previously. Each instance of inappropriate behaviour, if considered separately and without context of the other behaviours, might be characterized as something in the nature of “poor judgment” that is capable of correction. However, once all behaviours are considered in context with each other, it may be sufficient to warrant a report being made to the child welfare agency, law enforcement or the licensing body for the individual.

For the protection of children in our care, all instances of inappropriate behaviour will be followed up on. Behaviours of concern will be reported to the child welfare agency, law enforcement or the licensing body for the individual for further investigation whenever we deem such action to be warranted.

What constitutes as inappropriate behaviour

Inappropriate behaviour will not be tolerated, especially as it relates to the well-being of the children involved in Challenger Baseball. Inappropriate behaviour falls on a continuum, as noted in the section above headed “Ranges of Behaviour.”

Behaviour considered inappropriate is that which may be seen by a reasonable observer to be violating reasonable boundaries, and includes, but is not limited to, the following:

- Favouring one or more children to the exclusion of others (for example, paying a lot of attention to, giving or sending personalized gifts*, or allowing privileges that are excessive, unwarranted or inappropriate).

*Note: It is not inappropriate behaviour to give a contextually appropriate thank-you card, birthday card, seasonal card, or other nominal gift to the child, where such a gesture would be considered reasonable under the circumstances, provided that all gestures taken together are not excessive in number and that such exchanges are carried out within a work context, in the presence of other adults and with the full knowledge and consent of the organization.

- Using a personal cell phone, camera or video to take pictures of a child or youth who has not given consent and whose parents have not given consent. Pictures taken in a work related setting, with prior written consent from the parent/guardian, and in circumstances in which the parent/ guardian and your supervisor is aware that pictures are being taken may be permissible provided the organization has approved the activity in advance and has put procedures in place to ensure the pictures will be stored in a location only accessible to those with a need to access and removed when no longer required for the purpose for which they were taken.
- Offering or providing rides to a child in your personal vehicle, or in the organization's vehicle, except when your supervisor is aware of and has approved it and express parental consent has been granted, or in emergency situations. You must report all rides you give to a child, whether in your own vehicle or in the company vehicle, to your supervisor.

In addition to the foregoing, the following behaviour is considered serious and may trigger a report to child welfare in addition to any other internal disciplinary procedures:

- Telling sexual jokes to a child or making comments to a child that are in any way suggestive, explicit or personal.
- Showing a child material that is sexual in nature, including signs, cartoons, graphic novels, calendars, literature, photographs, and screen savers, displaying or keeping such material in a location where it is reasonably possible that a child may see it, or making such material available to a child
- Physically or emotionally harming a child
- Intimidating or threatening a child
- Making fun of a child

Whether or not a particular behavior or action constitutes inappropriate behaviour will be a matter determined by the organization having regard to all of the circumstances, including past behaviour, and allegations or suspicions related to such behavior.

Reporting requirements

All caring adults involved in Challenger Baseball are required to report unlawful behaviour to police/child welfare and inappropriate behaviour or incidents to their supervisor. This requirement applies not only to behaviour or incidents that you personally witness, but also to those that you hear about.

Adults often worry that they may be overreacting and misreading a situation, and this may cause them to minimize concerning behaviour they witness or hear about. There is also a fear of damaging a working relationship by raising a concern about a work colleague. It can be hard to believe that someone you work with or someone you met through your work duties could harm a child, and it can be tempting to downplay a transgression in the hopes it will not be repeated.

Keep in mind that the focus always has to be on the behaviour, not the person. A person's character or their position in the organization has nothing to do with whether that person's behaviour is appropriate or inappropriate in a given situation. It cannot be about whether you are "right" or "wrong," it must be about doing the best you can to identify behaviour of concern so it can be dealt with appropriately.

Categories of incidents that need to be addressed by staff/volunteer under these Child Protection Standard Procedures include the following:

Reports of Unlawful Behaviour from a Child Involving a caring adult involved in Challenger Baseball or a Third Party. Disclosures or allegations of unlawful behaviour reported to an employee by a child regarding either:

- another employee /volunteer of the organization; or
- someone other than a staff member, volunteer or mentor of the organization (e.g. parent, teacher, babysitter, coach);
- must be reported to child welfare and/or police in accordance with the Reporting and Documenting Complaints Policy re: Potentially Unlawful Behaviour.

Unlawful Behaviour Witnessed by a caring adult involved in Challenger Baseball. Any incident of alleged unlawful behaviour either:

- witnessed by a staff member, volunteer or mentor regarding another coach, volunteer or mentor of the organization; or
- witnessed by an coach, volunteer or mentor regarding someone other than an coach, volunteer or mentor of the organization(e.g. parent);

must be reported to child welfare and/or police. If you do not know the identity of the child, take steps to find out who the child is- depending on the situation, steps may need to be taken to protect that child from additional harm, the child may need to make a statement to police, etc.

Note: If you are a witness to abuse in progress, it is expected that in addition to reporting what you see, you will also do what you reasonably can to stop or disrupt the interaction. The steps may vary according to what you are witnessing and what personal safety considerations may exist for you and/or the child being abused. If you do not feel you can intervene safely, you should immediately get additional help, whether by calling the police, involving other employees, etc.

Inappropriate Behaviour Involving a caring adult. Inappropriate behaviour that is either:

- reported to the caring adult by a child or third party regarding another staff member, coach, volunteer or mentor of the organization; or
- witnessed by the staff member, coach, volunteer or mentor and involving another coach, volunteer or mentor;

must be reported to the organization. In addition to reporting, if you witness the inappropriate behaviour you should take steps that can safely be taken to stop or disrupt the interaction, as outlined in #2 above.

Inappropriate Behaviour Involving Third Parties. Inappropriate behaviour that is either:

- reported to the staff member, coach, volunteer or mentor by a child or third party regarding a third party; or
- witnessed by the staff member, coach, volunteer or mentor and involving a third party;

must be reported to the organization. In addition to reporting, if you witness the inappropriate behaviour you should take steps that can safely be taken to stop or disrupt the interaction, as outlined in #2 above.

IMPORTANT NOTE: If you are not sure whether the issue you have witnessed or heard about involves unlawful behaviour, or inappropriate behaviour, discuss the issue with your supervisor who will guide you through the process. Remember: You have an independent duty to report all unlawful behaviour directly to child welfare.

Consequences of failing to adhere to these child protection standard procedures

Depending on the circumstances, failure to adhere to these Child Protection Standard Procedures by a Challenger Baseball caring adult may result in:

- follow-up by the organization to (1) gather information about what happened and (2) determine what, if any, disciplinary action is required; and/or
- a report to child welfare or law enforcement (or both)

Consequences, disciplinary or corrective actions will be as determined by the Director of Jays Care and will be based on the nature and severity of the incident, as well as information learned during follow-up, and any past behaviour of concern.

If, in following up on a concern, we believe the behaviour exhibited by an employee, volunteer or a third party may constitute unlawful behavior we will report the behaviour to child welfare and possibly law enforcement.

In addition, in circumstances where multiple behaviours are reported, where inappropriate behaviour is recurring, or where one instance of inappropriate behaviour is of serious concern, the organization may refer the matter to child welfare, law enforcement or the employee's licensing body for investigation. Failure to adhere to the Code of Conduct to Protect Children by any caring adult will result in follow-up to look into the situation and disciplinary action if necessary. Appropriate consequences/disciplinary actions are to be determined by management, and will be based on the nature and severity of the incident.

I, _____ agree to comply with the Child Protection Standard Procedures for Challenger Baseball.

Caring adult's signature: _____ Date: _____

While working as a member of the Challenger Baseball team you are bound to be presented with issues and scenarios that have not been addressed specifically in these Child Protection Standard Procedures, or that you need further guidance on. Should that occur, you are encouraged to contact Mike Merry mike.merry@bluejays.com (Child Protection Specialist, Jays Care Foundation) for guidance.

*****NOTE: The expectation is for you to read, sign and submit this document to your League Coordinator for their files.**

Appendix B: Challenger Baseball Travel Grant Application Form



CHALLENGER BASEBALL CANADA TRAVEL GRANT APPLICATION

GENERAL INFORMATION

Program Name _____ Contact Person _____

Address _____

Postal Code _____ Email _____

Phone _____ League ID # _____

EVENT INFORMATION

Name and Location of Event _____

Date of Event _____ Number of Players Attending _____

FUNDING INFORMATION

Expected Total Cost of Travel \$ _____ Funds Already Raised \$ _____ Request Amount \$ _____

Please list how the requested funds be used.

Please list how your group/team plan to raise the additional travel funds.

Please list any additional information you would like to share.

Signature _____ Date _____

Appendix C: Submitting Rosters with Data Centre



Little League Canada
Petite Ligue Canada



Data Center Registration

Due by June 1st

Step by Step instructions to input registration (Rosters) to the Data Center. Read all instructions carefully

1. Log into Data Center (<https://apps.littleleague.org/dc/Account/Login>)
2. Click **Mange Registration Data**
3. Attach/upload registration form sent by Little League Canada.
 - Files must remain in CSV format. **File Saved as "League ID – League Name- YYYY"**
 - **Please do not remove, add, or rearrange any columns.**
 - Note all columns are not required. (*denotes required fields, Birthdays MM/DD/YYYY)
 - See code sheet below for Divisions and Role.
4. Send Little League Canada a quick email simply stating Rosters submitted

Please note: uploading registration data does not change the number of teams you've chartered. To update your league charter, please contact Little League Canada.

Thank you very much for your help and assistance. Utilizing the Data Center will allow us to track data accurately and efficiently moving forward.

A Few Notes About Registration Data

- We recommend using Microsoft Excel or a similar product to edit the registration data file. Do not delete the first row of column names. Please make sure it is saved as a **.csv** file.
- Valid values for the Division column are listed below:
 - 11 - Baseball Tball
 - 10 - Baseball Minors - Coach/Machine Pitch
 - 12 - Baseball Minors - Player Pitch
 - 13 - Baseball Majors
 - 14 - Intermediate (50/70)
 - 17 - Baseball Junior
 - 15 - Baseball Senior
 - 18 - Challenger
 - 19 - Senior Challenger
 - 21 - Softball Tball
 - 20 - Softball Minors - Coach/Machine Pitch
 - 22 - Softball Minors - Player Pitch
 - 23 - Softball Majors
 - 27 - Softball Junior
 - 25 - Softball Senior
 - 31 - Boys Softball Tball
 - 30 - Boys Softball Minors - Coach/Machine Pitch
 - 32 - Boys Softball Minors - Player Pitch
 - 33 - Boys Softball Majors
 - 37 - Boys Softball Junior
 - 35 - Boys Softball Senior
- The Role column is **required**. Valid values for the Role column are listed below:
 - B - Male Player
 - G - Female Player
 - M - Manager
 - C - Coach
 - V - Volunteer
- The First Name, Last Name, Address Line 1, City, State, and Zip Code columns are **required** for all rows.
- The Birthdate column is **required** for players (role B or G).

Appendix D: Sample Challenger Baseball Registration Form

CHALLENGER BASEBALL PLAYER REGISTRATION FORM

Player Information:

Player Name:

Birthdate (mm/dd/yyyy):

Address:

Gender:

T-shirt Size:

Address 2 (if applicable):

Age:

City:

Province:

Postal Code:

Phone:

Email:

Parent/Guardian Information:

Parent/Guardian #1:

Parent/Guardian #2:

Name:

Name:

Phone:

Phone:

Email:

Email:

Occupation:

Occupation:

Would you like to volunteer? Yes No

Would you like to volunteer? Yes No

Medical Information

Emergency Contact:

Relationship to Player:

Phone:

Any medical conditions we should be aware of:

Getting to know your athlete...

What are some tips & tricks to help your athlete be successful at Challenger Baseball?

What are some of your athlete's likes and dislikes and some goals your athlete is hoping to achieve this season?

Are there any triggers or warning signs that we should be aware of to help your athlete feel safe at Challenger Baseball?

Appendix E: Basic Rules and Regulations for Challenger Baseball

OBJECTIVES OF CHALLENGER BASEBALL

To enable children, youth and adults living with the disabilities with:

- Opportunities to play organized baseball that is fun, inclusive and designed with them at the centre.
- Experiences that enhance their social skills, their social networks, and their physical literacy.
- To learn the core life skills inherent to baseball, including teamwork, communication, determination, resiliency, inclusion, independence, confidence, self-esteem, social skills and courage.
- To have experience that help them fall in love with sport and become life-long athletes.

GENERAL RULES

The following rules help to guide most Challenger Baseball programs:

- Safety comes first
- No score is kept (unless you are running a competitive division)
- Every player bats each inning
- Batting tee or coach pitching
- No balls or strikes
- No walks
- No outs
- Every runner is safe
- Games run following a series of drills and skills and tend to last between 30 minutes and 1 hour.
- Teams shake hands after each game.

GAME AND PRACTICE CANCELLATION POLICY

Game cancellations will be communicated by:

- Text Message
- Email through Constant Contact
- Hamilton Challenger Baseball Facebook Page

Baseball games will be cancelled by 4 PM [if](#):

- Rain or thunderstorms are imminent
- There is an extreme weather alert
- There is an extreme smog alert
- Environment Canada Website humidex reading is above 43 at 4PM (it'll be lower at 6:30) o Inch Park is closed by the city

CHALLENGER BASEBALL ATHLETE CODE OF CONDUCT

Challenger Baseball Canada has developed a Code of Conduct to assist the players to become well-rounded, valuable, and productive people, not only in sports, but also in life.

1. Play for Fun. If it isn't fun, it isn't Challenger Baseball.
2. Respect your coaches, Buddies, fellow players, and the umpires. Treat them the same way you want to be treated.
3. Be a good sport. Be Fair. Play by the rules.
4. Make friends. Find out about your teammates and your Buddies. Get to know them.
5. Improve your skills. Help your teammates to get better.
6. Never give up.
7. Be willing to try every position. You never know which one will be the most fun.
8. Don't be selfish. Your teammates deserve the same chances as you.
9. Be on time.
10. Surprise yourself. Do something challenging each practice and believe that your hard work will pay off. Be courageous.

What are parents and family supporters expected to do?

Each athlete is expected to have at least one family member or supporter at each practice or game. They are required to stay for the duration of the practice/game.

PARENT & SPECTATOR CODE OF CONDUCT

1. Remember that athletes play the sport for their enjoyment. Our motto is: ***"PLAY FOR FUN"***.
2. Encourage athletes to play according to the rules and spirit of the game.
3. Encourage all athletes to participate, do not force them.
4. Encourage athletes to live the four goals of Challenger Baseball:
COURAGE * CONNECTION * INDEPENDENCE * LOVE OF SPORT
5. Focus on the athletes' efforts and performance rather than the results.
6. Encourage athletes to always participate according to the rules.
7. Never ridicule or yell at an athlete for making a mistake or losing a game.
8. Support all efforts to remove racial and religious vilification, verbal, and physical abuse from sporting activities.
9. Show respect and appreciation to officials, coaches, Buddies, and administrators. Ensure any issues are raised through the correct channels.
10. Practice 'Smart Supporting' – not loud and intense but calm, relaxed and at all times positive.
11. Respect the rights, dignity and worth of every athlete regardless of their gender, ability, cultural background, or religion
12. Do not smoke or consume alcohol near the team bench (Technical Area) or sideline.
13. Stay and chat with other parents and have a good time. Your athletes are out having a great time - you should too.

Appendix F: Sample Program Flyer



CHALLENGER BASEBALL

An adaptive baseball program specifically designed to empower children, youth and adults living with physical and/or cognitive disabilities



Appendix G: Sample Volunteer Flyer

CHALLENGER BASEBALL



**NOW RECRUITING
BUDDIES &
VOLUNTEERS!**



Challenger Baseball buddies help support athletes with physical and/or cognitive disabilities play baseball!

For more information please contact:



Appendix H: Parent Info Package

Challenger Baseball Welcome Package

Dear athletes and families,

Welcome to <<League Name>> Challenger Baseball 2020! We are so glad you will be part of our team this season. We have a lot of great things planned and can't wait to have your energy, ideas, and effort help us to make this year the best yet! This welcome package includes some important information for players and families. Please take time to ensure that you have read it and noted any questions, concerns or suggestions that you may have.

What is Challenger Baseball?

Challenger Baseball is an adaptive baseball program specifically designed to empower children, youth and adults living with physical and/or cognitive disabilities. The program is designed to teach its athletes the core life skills inherent to baseball, including: teamwork, communication, determination, resiliency, inclusion, support and courage. Challenger Baseball ensures every athlete has the opportunity to play in a fun and safe environment where they learn to become more independent, build confidence and self-esteem, improve their communication skills, and set and achieve their own personal goals.

What do athletes need to bring?

- Every athlete needs to come wearing clothes they can play in (i.e. running shoes, comfortable pants).
- Athletes are required to bring a water bottle, sun screen, a baseball glove and a helmet (optional) to each practice.
- If an athlete has a transitional item that will make them feel more comfortable on and off the field, they are welcome to bring it.

What will athletes receive?

- At the first practice, each athlete will receive a team shirt and a team hat that they are expected to wear at each practice and game.

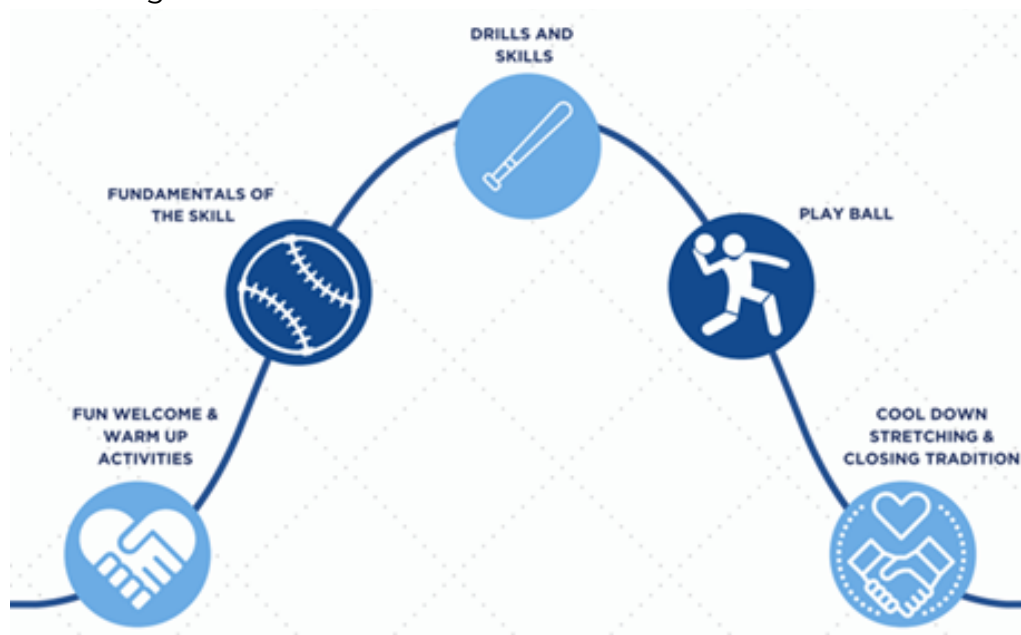
Who will be at the field to make sure each practice and game is a success?

There are a number of volunteers who help to make Challenger Baseball possible. At the field athletes will meet:

- Our CB Exec Team:
- Our coaches:
- Many buddies: Buddies are volunteers who are assigned to support athletes each practice.

How do the practices and games work?

- Starting on <<date of first session>> athletes will meet at <<location>> for their team's designated playing time at <<time>> on <<day of the week>>.
- Upon arrival, we will introduce athletes to their Buddies (baseball volunteer) for the day.
- Next, we will work through a series of warm up's and drills to enhance every player's skills and comfort with a variety of aspects of baseball.
- Next, players will be split into their colour teams to play a baseball game. Batters will be able to choose between batting from a pitch or a batting from tee.
- Both teams will get up to bat at least once during the game.
- Following the game, we will do a cool down activity, some light stretching and finish with a fun closing tradition.



What will parents receive?

Each week team coaches may choose to send out an email that includes the practice and game plan for the week. Some families may value this if their athlete is keen to know the plan in advance. We will also include any special announcements in this email re: upcoming events or opportunities. Please let your coach know if this is something that interests you.

What are athletes expected to do?

Each athlete is expected to come to the field and try their best. Below is our player Code of Conduct. Please take time to read it and ensure that players and families understand it.

What happens if it rains?

If it rains on a game day, we will provide you with more information about alternate locations or cancellations if we are faced with inclement weather.

How can parents and family supporters get more involved?

Challenger Baseball is only possible because of the incredible dedication of a large group of volunteers. If a family member or supporter wants to get involved as a volunteer, please let us know. Here are a few ways that volunteers can help:

- Be a Buddy: We will offer you a quick training and you will be assigned to a player on the field to support them throughout the season.
- Be a Parent Greeter: This role greets all players and families as they enter the field. They help to ensure players are connected to their Buddies and parents are introduced to ways to support their athletes. They also help create opportunities for parents to connect with each other.
- Be an assistant Coach: Help in the creation of practice plans and in the running of practices and games. Assistant Coaches receive specialized training from Jays Care Foundation to ensure they feel equipped to support the program.
- Be an Admin Supporter: This role helps us send weekly email updates and helps us to organize a series of fun social and fundraising activities throughout the year for athletes and families.
- Manage the Celebration Corner: This is an area at each practice where parents and fans can fill out supportive messages on our Celebration wall for players.
- Be a Volunteer Coordinator: This role greets buddies when they arrive at the field. They help to ensure that buddies feel prepared and excited for the day ahead!

We can't wait to play ball with you!

From your coaches,

<<insert names and signatures of all coaches>>

Appendix I: Volunteer Registration Form

Volunteer Information:

Name (First and Last):

Birthdate (mm/dd/yyyy):

Address:

Gender:

T-shirt Size:

Address 2 (if applicable):

City:

Province:

Postal Code:

Phone:

Email:

Volunteer Medical Information

Emergency Contact:

Relationship to Volunteer:

Phone:

Any medical conditions we should be aware of:

Below you will find a variety of volunteer positions with Challenger Baseball. Please check the boxes that interest you:

- Be a Buddy:** We will offer you a quick training and you will be assigned to a player on the field to support them throughout the season.
- Be a Parent Greeter:** This role greets all players and families as they enter the field. They help to ensure players are connected to their Buddies and parents are aware of
- Be an assistant Coach:** Help in the creation of practice plans and in the running of practices and games. Assistant Coaches receive specialized training from Jays Care Foundation to ensure they feel equipped to support the program.
- Be an Admin Supporter:** This role helps us send weekly email updates and helps us to organize a series of fun social and fundraising activities throughout the year for athletes and families.
- Manage the Celebration Corner:** This is an area at each practice where parents and fans can fill out supportive messages on our Celebration wall for players.
- Be a Volunteer Coordinator:** This role greets buddies when they arrive at the field. They help to ensure that buddies feel prepared and excited for the day ahead!

We value our Challenger Baseball volunteers! Please check the following questions based on your experience below:

I have...

- A lot of experience working with individuals with disabilities
- Some experience working with individuals with disabilities
- A little experience working with individuals with disabilities
- No experience working with individuals with disabilities

How did you hear about volunteering for Challenger Baseball?

Why are you interested in volunteering with Challenger Baseball?

What experience do you have that you think will be helpful in your role as a Challenger Baseball volunteer?

Are you available to attend every practice and game <<insert dates/times>>? Yes No
If not, which games/practices can you attend?

Would you be available to attend a 2-hour buddy/volunteer training one evening before the season begins? Yes No

If yes, what are you most hoping to learn/understand about Challenger Baseball that we can include in the training to make it most relevant?

Any other comments, questions?

Appendix J: Volunteer Welcome Package

Welcome Challenger Baseball Buddies,

Welcome to <<insert league name>> Challenger Baseball! We are so glad you will be apart of our team to help support our athletes this season! We have a lot of great things planned and can't wait to have your energy, ideas, and effort to help us to make this year best yet! Please take time to ensure that you have read this document and noted any questions and concerns or suggestions that you may have.

What is Challenger Baseball?

Challenger Baseball is an adaptive baseball program specifically designed to empower children, youth and adults living with physical and/or cognitive disabilities. The program is designed to teach its athletes the core life skills inherent to baseball, including: teamwork, communication, determination, resiliency, inclusion, support and courage. Challenger Baseball ensures every athlete has the opportunity to play in a fun and safe environment where they learn to become more independent, build confidence and self-esteem, improve their communication skills, and set and achieve their own personal goals.

What is a Challenger Baseball Buddy?

Buddies are volunteers who provide one-on-one support to Challenger Baseball athletes to help them reach their individual and unique short-term goals for each session and long-term goals for each season. Above all, a buddy is a great friend!

What does a typical day at Challenger Baseball look like?

As a buddy, you will show up 30 minutes prior to the game beginning to help prepare for the session! Once athletes begin to show up you will be paired with an athlete (either consistently or inconsistently) and you will support them while on the field!

How do the practices and games work?

·Starting on <<date of first session>> athletes will meet at <<location>> for their team's designated playing time on <<day of the week>>.

·Upon arrival, we will introduce athletes to their Buddies for the day.

·Next, we will work through a series of warm up's and drills to enhance every player's skills and comfort with a variety of aspects of baseball.

·Next, players will be split into their teams to play a baseball game. Batters will be able to choose between batting from a pitch or a batting from tee.

·Both teams will get up to bat at least once during the game.

Following the game, we will do a cool down activity, some light stretching and finish with a fun closing tradition

Who do I contact for more information?

If you would like more information on being a buddy or know of anyone or any team that is interested in volunteering, please email <<league coordinator's name>> at <<league coordinator's email>> or <<phone number>>

Appendix K: Equipment Kits

FLAGHOUSE

Enriching lives. Delivering solutions.™

In partnership with FlagHouse Inc. we are able to provide specialized equipment allowing each Challenger Baseball League program to be creative and adapt their programming to meet the needs and unique goals of each athlete. The items in your Adaptive Baseball Equipment Kit include:



In partnership with Rawlings we are able to provide foam baseball equipment allowing each Challenger Baseball League to play indoors and/or outdoors.

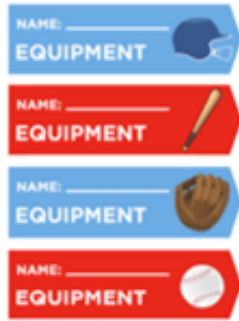
Rawlings



Appendix L: Addressing 7 Common Concerns Around Play

CONCERN #1: Athletes are going to touch all of the same equipment.

SOLUTION: PROVIDE PERSONAL EQUIPMENT KITS. To eliminate the sharing of equipment between athletes, consider providing each athlete with their own personal equipment pack. Consider appointing equipment runners each week who are responsible for separating the equipment in “clean” and “needs to be cleaned” piles and placing name tags on equipment packs.



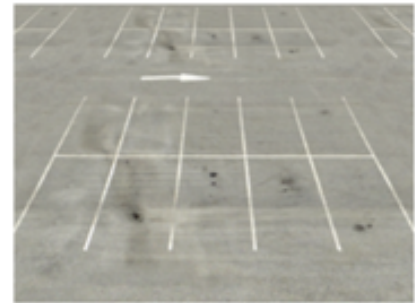
CONCERN #2: Many of my athletes have regressed due to COVID-19 and are now exhibiting more complicated behaviours.

SOLUTION: REMEMBER “STARTS”. Ensure that your program S.T.A.R.T.S with these things to help set athletes up for success:

S	SCHEDULE: Is there a schedule on the wall for everyone to see? Schedules/plans help athletes (especially those who have experienced trauma) feel a greater sense of control and calm.
T	TRIGGER CHECK: Have I scanned the play area and the plan for any potential triggers for my athletes? Have I thought about how I’m going to group/pair up my athletes so they are most likely to be successful?
A	ACKNOWLEDGMENT: Am I ready to acknowledge every athlete when they walk into the play area? Using a similar tone? Am I ready to acknowledge and celebrate their efforts?
R	RATIONALE: Have I created a plan that will motivate my athletes? Will they feel inspired to participate based on my motivation plan?
T	TRANSITIONS: Have I considered fun things for athletes to do during transition times (i.e. when they are waiting for their turn up to bat)? Am I prepared to give time cues so athletes have warnings before transitions? Have I given athletes permission to bring/use transition items? Do I have fidget toys and visual cues (i.e.. Timer) available?
S	SHOW: Have I modeled/demonstrated/shown the athletes what it is I want them to do? Athletes learn much more effectively when they can see an example of what they should be doing.

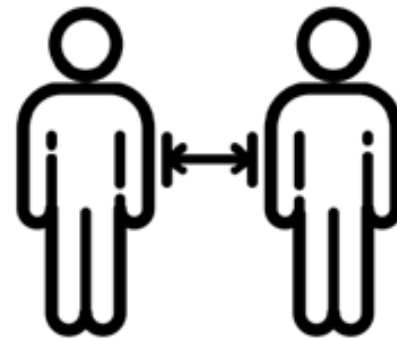
CONCERN #3: Athletes will not respect each other’s personal space

SOLUTION: USE VISUAL AIDS TO MAINTAIN 6-FOOT GUIDELINES. If some athletes are having a difficult time understanding or respecting the 6-foot guidelines, try using physical or visual guidelines (i.e. tape, chalk or spot markers) to designate individual spaces for athletes to be. If athletes are finding it challenging to stay in one spot, create “designated squares” (like parking lot spots) to allow athletes a space with boundaries to move around in.



CONCERN #4: I want to keep my athletes and myself safe and healthy

SOLUTION: CONSIDER COACHING FROM A DISTANCE. Explore coaching from a distance (1m, 2m, 3m away) by using visuals, gestures and verbal directions.



CONCERN #5: My athletes are feeling dysregulated due to inconsistent routines

SOLUTION: GO BACK TO THE BASICS. Creatively re-evaluate how you use tested and true strategies to help fuel behaviour, communication, and motivation needs (i.e. “I’m working towards” boards, timers, visual communication tools, sensory kits). Slightly modify the way athletes interact with resources. Create resources for individual use.



CONCERN #6: Athletes won't follow the COVID safety rules

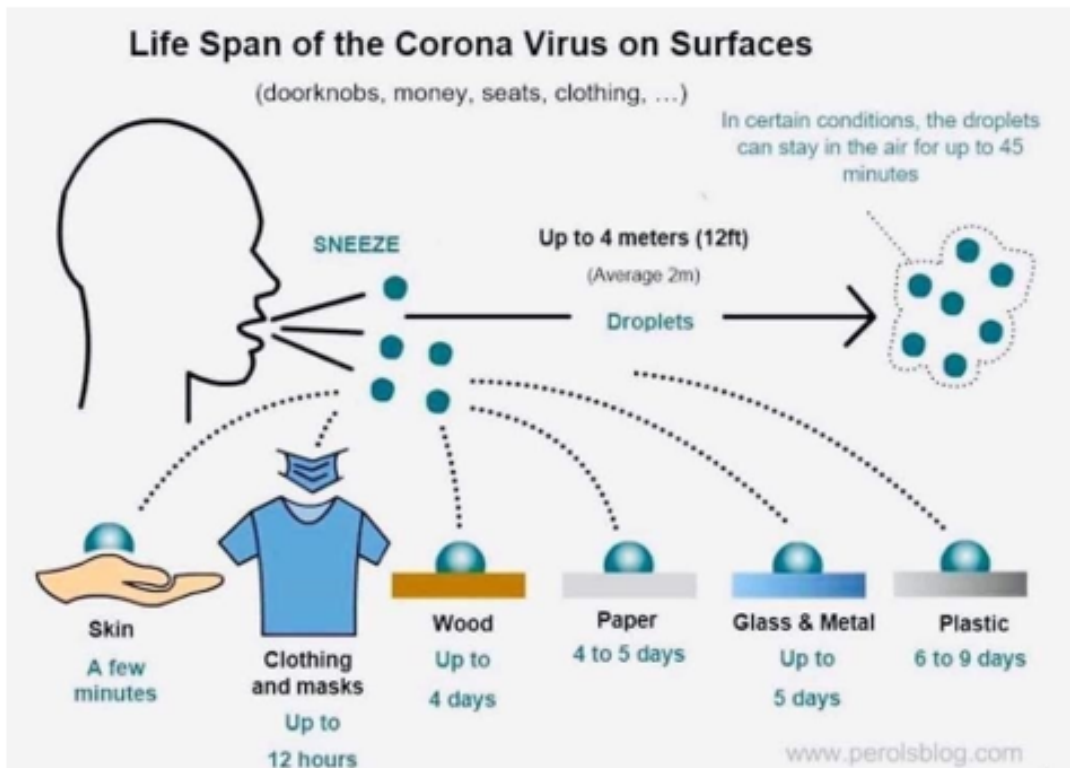
SOLUTION: REWARD POSITIVE BEHAVIOURS: Create an award for athletes that are following the COVID-19 rules (i.e. COVID-Warrior Award). Use visual resources as a constant

reminder of the rules.



CONCERN #7: *I don't have the time to disinfect everything between each session*

SOLUTION: **CREATE DAY-OF-THE-WEEK BUCKETS OR BAGS.** Once athletes are finished using the equipment in Monday's bucket, place the equipment back in the bucket and leave it until the following week. You can also consider removing the equipment altogether and facilitate fun games that do not require any gear (i.e. "we are going to focus on our fitness and strength this year so that next year we will come back even stronger!")



Appendix M: Coaching with COVID Considerations

WHY RUN CHALLENGER BASEBALL IN THE MIDST OF COVID-19?

Individuals with disabilities who were marginalized pre-pandemic, have been more adversely affected by COVID-19 than most. Physical activity and sport play an important role in the physical, psychological, and emotional wellbeing of children and youth, and there is a need for it now more than ever before. It is through the implementation of safe physical activity programs that we can begin to help children, youth, and adults with physical and/or cognitive disabilities recover from some of the detrimental social and physical impacts of COVID-19.

WHAT KEY HEALTH CONSIDERATIONS ARE EMBEDDED IN CHALLENGER BASEBALL PROGRAMS THAT MAKE THEM SAFE?

Jays Care Foundation has invested a significant amount of time surveying public health recommendations across jurisdictions and has worked very closely with several esteemed organizations that have returned to in-person programming, to ensure that any and all recommendations we make are aligned with best safety practices and protocols for children, youth and adults who are immune-compromised. We understand that each program operates according to different guidelines and in the midst of differing risk-levels for COVID-19. That's why we have adapted our Challenger Baseball program so it can work no matter where you are.

LOW RISK OF COVID	<p>1) SMALL GROUPS - Jays Care Foundation recommends running Challenger Baseball in smaller groups if necessary.</p> <p>2) ACCESS TO AMPLE PPE - Jays Care provides Program League Coordinators with signage and masks (for coaches and athletes) to help ensure safety on and off the field.</p>
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**MEDIUM RISK OF
COVID**

ADDITIONAL RECOMMENDATIONS:

1) DESIGNATED SQUARES FOR EACH ATHLETE - These can be boundaries (i.e. parking lot spots), marked circles, or zones on the field clearly marked by dots or cones. This is essential to help athletes visually identify the space that they must stay within. This helps to ensure that no COVID spread can happen as a result of your Affiliate School program. Almost all of our activities can be modified for designated squares. A variety of video demonstrations on these adaptations can be found here: Return to Play Videos - Challenger Baseball Canada

NOTE: We also have an additional resource with more than 60+ activities written for designated squares. Please contact us if you would like to refer to it.

2) PROVIDE PERSONAL EQUIPMENT KITS - Jays Care provides each Challenger Baseball league with enough equipment for each athlete to have their own equipment pack during sessions. Directly following each session, coaches should disinfect all equipment using disinfectant wipes.

3) WIDE RANGE OF QUALITY, FUN, INDEPENDENT SKILLS, DRILLS AND CHALLENGES - Each Challenger Baseball session includes different drills to build skills that keep athletes moving, laughing and developing their ball skills - and all can be done while remaining in their designated square. This enables league coaches to ensure that athletes remain 6 feet apart throughout the sessions.

4) ADHERANCE TO FIRMER PROTOCOLS TO PROTECT ALL ATHLETES, ESPECIALLY THOSE WHO ARE HIGHER RISK - Some individuals may be at a higher risk because of their underlying medical conditions which puts them at greater risk if exposed to COVID-19. We recommend that all coaches working in medium-risk areas behave as if ALL athletes are high risk - enforcing stricter PPE procedures, increased personal hygiene, cleaning protocols, and symptom-screening as the basis for their league.

**HIGH RISK OF
COVID**

RECOMMENDATION:

1) CONSIDER RUNNING THE PROGRAM VIRTUALLY: If you are in the midst of a shut-down or in an area with high anxiety around COVID-19 transmission, consider running your league virtually. Jays Care has been running all of our programs virtually for more than 18 months. We have a wide variety of resources to help you including, but not limited to:

- 135 Activities that Work on a Virtual Platform
- Trauma Informed Virtual Programs
- If you are opting to run your program virtually, please reach out as we have several additional resources we can offer to support you and your students.



Appendix N: Sample Safety Set-Up Plan

SAFETY SET UP PLAN:

When planning to set your session up this season, take the following safety procedures into consideration:

Will your league...

- provide masks/face shields?
- ask athletes/coaches/buddies to bring their own mask/face shield from home?
- ask athletes to bring their own equipment? (If yes, encourage athletes to use the equipment they received from the Jays Care Adaptive Equipment kits)
- use shared equipment that you will sanitize BEFORE and AFTER each session?
- screen athletes at arrival (i.e. check-in desk or in their vehicles)?
- screen athletes before arrival (i.e. phone screening or google form)?
- offer hand sanitizer and PPE at check-in?
- post safety rules and regulations around the field and at check-in for families to review?

Here is a sample safety set-up plan:

- Send an email to families preparing them for PPE procedures, screening and additional expectations. See the email template above and modify based on your league's RTP guidelines. In your email, outline that athletes and support persons are encouraged to bring their own masks and equipment (if they have them).
- Create an online screening form for families to fill out prior to arriving to the field. Use Google Forms to create an easy-to-screen questionnaire for families to complete before entering the field. To find a sample screening form, please visit Appendix E: Sample COVID-19 screening form
- Designate a volunteer as the Screening Coordinator. The screening coordinator will be responsible for screening families as they arrive to the park in their cars. Families must wait in their car until they have been screened. Families can also choose to complete the online screening form and show the screening coordinator their confirmation email before entering the field.
- Set up check-in table. Have additional PPE, hand sanitizer and ground rules posted at the table for families to review before entering the field. Encourage athletes, family members and volunteers to use hand sanitizer before moving onto the field.
- Create designated square spaces on the field. These spaces will help athletes visualize the boundaries they must stay within and will help to encourage safe socially distancing.
- Designate two different equipment piles as CLEAN and NEED TO BE CLEANED. Assign a volunteer as Disinfectant Coordinator who will be responsible for cleaning equipment.

Appendix O: Volunteer meeting agenda

Attendees:

Regrets:

Location:

Time:

Date:

Timing	Agenda Item
x:xx – x:xx	<p>Welcome</p> <ul style="list-style-type: none"> - Review Goals of the Meeting: - Introductions: Volunteer Coordinator, Coaches, additional league coordinators
x:xx – x:xx	<p>Why are we here?</p> <ul style="list-style-type: none"> - What does it mean to be a Challenger Baseball volunteer? - What is our collective goal for this season? (Include how we want to act, milestones we want to reach as a team, how we want to feel after every practice, how we want our athletes to feel at the end of the season, etc..) - What are the 4 Goals of Challenger Baseball? (Connection, Courage, Love of Sport, Independence) <p><i>Question: Why are inclusive programs like Challenger Baseball important?</i></p> <p><i>Question: What are steps we can take to make each athlete and family feel a sense of belonging?</i></p>
x:xx – x:xx	<p>Our Roles and Responsibilities + What to Expect</p> <ul style="list-style-type: none"> - Review various roles and responsibilities - Review what to expect this season (what the play schedule looks like) - Distribute Volunteer Welcome Package + Resources <p><i>Question: Are there roles we have missed? Do you have family/friends/colleagues who would like to volunteer with our Challenger Baseball League?</i></p>
x:xx – x:xx	<p>Putting our Best Feet Forward: Our Challenger Baseball League's Best Practices</p> <ul style="list-style-type: none"> - Volunteer check-in time + process - Session/practice and game structure

	<ul style="list-style-type: none"> - Season schedule, rain dates and special occasion review (Opening Day, Friendly Tournaments, Jamborees, etc...)
x:xx – x:xx	<p>What's Next: Opening Day!</p> <ul style="list-style-type: none"> - Review the plan for Opening Day - Review volunteer roles and responsibilities <p><i>Question: Do you have any other ideas that would bring this day to life?</i></p>
x:xx – x:xx	<p>Q + A</p> <p><i>Question: Do you have any questions and concerns?</i></p>

Appendix P: Buddy training schedule

Time	Thursday, Feb 27
4:30	Registration Open
5:00 - 5:30	<p>Welcome and Introduction: Getting to know the facilitators; getting to know each other and setting the stage for a successful training-workshop experience</p>
5:30 - 6:00	<p>Understanding the 4 Goals of Challenger Baseball: Buddies will explore the in's and out's of Challenger Baseball; what makes Challenger Baseball different from traditional baseball programs</p>
6:00 - 7:00	<p>Power Hour: Increasing Your Confidence in Adapting Baseball Drills & Activities Buddies learn the ADAPT acronym; Buddies will participate in and have the opportunity to creatively adapt a series of different baseball drills and skills and activities from their handbooks.</p>
7:00 - 7:30	Pizza Dinner
7:30 - 8:00pm	<p>Challenging Barriers: What is Inclusion? Buddies will move through multiple different ways to set the stage for each practice focusing on what inclusion in, steps for successful inclusion in Challenger Baseball</p>
8:00 - 9:00	<p>Roles and Responsibilities as a Buddy Buddies will work through the Challenger Baseball Canada Buddy Charter and explore 7 things they can do each and every practice to support, encourage and promote independence in their athlete(s)</p>
9:00 - 9:25	<p>Putting it All Together: Challenger Baseball Carnival Buddies will compete in an epic Challenger Baseball Challenge that will tie all key learnings together from the Buddy Training-Workshop</p>
9:25 - 9:30	Wrap-up and Assessment

Appendix Q: Sample Buddy Training Activity

<p>QUESTION:</p> <p>If one of your athletes looks like they need help... jump in and help them as fast as you can!</p> <p>TRUE OR FALSE?</p>	<p>QUESTION:</p> <p>If your athlete is non-verbal and DOES NOT use ASL (sign language), it's best to keep quiet around them</p> <p>TRUE OR FALSE?</p>	<p>QUESTION:</p> <p>Always greet your athlete's parents or guardians FIRST, THEN greet your athlete!</p> <p>TRUE OR FALSE?</p>	<p>QUESTION:</p> <p>Not every person that uses a wheelchair is sick.</p> <p>TRUE OR FALSE?</p>	<p>QUESTION:</p> <p>When chatting with people using wheelchairs or assistive devices, always do your best to be at face level when talking and interacting with them!</p> <p>TRUE OR FALSE?</p>	<p>QUESTION:</p> <p>Treat your athlete living with a disability the way you like to be treated.</p> <p>TRUE OR FALSE?</p>
<p>QUESTION:</p> <p>It is okay to use words like "see", "hear", "walk" and "run" when you're talking with friends who have disabilities.</p> <p>TRUE OR FALSE?</p>	<p>QUESTION:</p> <p>When meeting or speaking to someone who has a visual impairment, jump in and start conversing with them about baseball as quickly as you can!</p> <p>TRUE OR FALSE?</p>	<p>QUESTION:</p> <p>If you're having difficulty understanding your athlete, just nod your head and carry on with practice.</p> <p>TRUE OR FALSE?</p>	<p>QUESTION:</p> <p>If an interpreter is helping you speak with a person who is deaf, make sure you talk to the interpreter, not the athlete.</p> <p>TRUE OR FALSE?</p>	<p>QUESTION:</p> <p>Don't speak louder than normal when talking to athletes who are blind.</p> <p>TRUE OR FALSE?</p>	<p>QUESTION:</p> <p>Avoid leaning on or hanging onto an athlete's wheelchair without their permission.</p> <p>TRUE OR FALSE?</p>

<p>ANSWER: FALSE</p> <p>WHEN IN DOUBT, ASK. It is okay to offer your help to your athlete, but don't just go ahead. Ask first. Or wait for your athlete to ask you for your help!</p>	<p>ANSWER: FALSE</p> <p>If your athletes is non-verbal - chat with them! Do your best to interact in a bubbly, excited tone at their face-level. Give lots of high fives, and ask prompting questions. You will learn their best way to communicate with you very quickly!</p>	<p>ANSWER: FALSE</p> <p>GREET YOUR ATHLETE FIRST, THEN SAY HI TO THEIR PARENTS! If you're curious about your athlete, ask first if a personal question is acceptable "I've never worked with Cody before and I want to do my best! Can I ask you some questions on how I can best support Cody at Challenger Baseball?"</p>	<p>ANSWER: TRUE</p> <p>Remember, just because people use wheelchairs, it doesn't mean they are sick. Lots of people who use wheelchairs are healthy and strong!</p>	<p>ANSWER: TRUE</p> <p>When you're talking with people who use wheelchairs or other assistive devices, make sure you're at face-level with them!</p>	<p>ANSWER: TRUE</p> <p>Challenger Baseball athletes are all working towards their own unique and individual goals! You can help them achieve them!</p>
<p>ANSWER: TRUE</p> <p>This is a common misconception! It is not offensive to use those words around athletes living with various disabilities. However, you can try to use words like "GO, GO, GO!" instead of "RUN!". What other words can you swap out?</p>	<p>ANSWER: FALSE</p> <p>When meeting or speaking to someone who has a visual impairment, always identify yourself before speaking. When in a group, remember to identify the person to whom you are speaking, as well as yourself. For example, "Hi John, this is Sarah."</p>	<p>ANSWER: FALSE</p> <p>You have time! It is okay to ask people who have trouble speaking to repeat what they said if you didn't understand the first time. Listen attentively when you're talking with a person who has difficulty speaking. Be patient and wait for the person to finish, rather than correcting or speaking for that person.</p>	<p>ANSWER: FALSE</p> <p>If an interpreter is helping you speak with a person who is deaf, make sure you talk to the athlete, not the interpreter.</p>	<p>ANSWER: TRUE</p> <p>They can hear as well as you do!</p>	<p>ANSWER: TRUE</p> <p>The chair is part of their personal body space of the person who uses it!</p>

Appendix R: Promoting the Best Behaviours and Team Culture Among Athletes and Parents

Athletes and parents are key to a successful Challenger Baseball program. Really successful coaches consider lots of different ways they can promote positive interactions with all players and parents. Here are a few suggestions that can have huge rewards:

	ATHLETES	PARENTS
BEFORE THE SEASON STARTS	<ol style="list-style-type: none"> 1. Send a letter home with information about the league, expectations and roles and responsibilities. 	<ol style="list-style-type: none"> 1. Send a letter or a family package: Letter home with information about the league, expectations and roles and responsibilities. 2. Consider hosting a pre-season meeting: to go over rules, expectations, roles and responsibilities, volunteer opportunities.
BEFORE EACH PRACTICE	<ol style="list-style-type: none"> 1. Put up key posters: <ul style="list-style-type: none"> - Schedule/Plan for the day - Code of conduct/Ground rules - Award opportunities 2. Prime your buddies. Ensure they have their Athlete Card and their Behaviour cards. 3. Ensure that your practice plan is fun, challenging for each athlete, and your equipment is prepared. 4. Makes sure your tools are ready: <ul style="list-style-type: none"> - Timer - First... then... board - Player roster - Dug-out activity 	<ol style="list-style-type: none"> 1. Send out your Weekly Hot Plate email. 2. Put up key posters: <ul style="list-style-type: none"> - Parent rules poster - Cheer them on signs - Plan for the day - Batting roster for game time
DURING EACH PRACTICE	<ol style="list-style-type: none"> 1. Start with the schedule: Explain the schedule and refer to the plan for the day 2. Review the ground rules or Athlete Code of Conduct 3. Set expectations: Set the expectations for hard work and the privileges that will come 	<p>Give parents who want to be involved roles that support the team culture. For example:</p> <ol style="list-style-type: none"> 1. Assign one parent volunteer to be the "Parent meet and greeter". They will greet each parent as they arrive and ensure

	<p>from that hard work (i.e. "Today we are going to do 30 minutes of challenging drills to get us even better at throwing, catching and running the bases. Once we've finished them, we will get a special mid-practice snack.")</p> <ol style="list-style-type: none"> 4. Give lots of <i>time cues</i> (i.e. in five minutes we will be...) 5. Fill <i>e-tanks</i>, regularly. 	<p>they know what is expected and how they can get involved.</p> <ol style="list-style-type: none"> 2. Assign one parent at the "<i>Cheer them on</i>" station. They can hand out signs or provide parents with dry erase signs so they can create their own for their athlete(s). 3. Assign one parent to manage "<i>Celebration Corner</i>". Parents and fans are given the chance to write great things they observe during the practice on the "Celebration Corner" board.
<p>AFTER EACH PRACTICE</p>	<ol style="list-style-type: none"> 1. <i>Thank</i> <u>all</u> of the athletes and buddies for their efforts. 2. <i>Acknowledge</i> athletes and buddies who stood out (i.e. buttons for courage, love of sport, independence, connection), "Player of the Day" award. 3. <i>Explain</i> the plan for next week. 4. Finish with a <i>tradition</i> (group photo, hand shakes, team cheer). 	<ol style="list-style-type: none"> 1. <i>Thank</i> the parents for coming. 2. <i>Invite</i> them to reach out if they have questions, concerns, advice or if they want to get involved. 3. <i>Acknowledge</i> great efforts their child(ren) made during practice.



Appendix S: 15 behaviour strategies for athletes on the autism spectrum

Athletes with autism or other challenging behaviors thrive on predictability, so do your best to make their world predictable. Have a set routine each practice, explain the schedule each day, have visual reminders of the practice plan up for them to see. Difficult behaviors are more likely to come out when things aren't predictable.

1. Post a schedule.	Let athletes know how their practice will go. For athletes who have trouble reading or understanding language, a visual schedule would be best.
2. Set expectations, be consistent and follow through.	For example, if you tell athletes that they will have a chance to run the bases in five minutes, be sure to follow-through. If you don't implement expectations with consistency and follow through on your words, your athletes will not know what to expect. This can lead to anxiety and challenging behavior.
3. First, then.	Let the athletes know what will happen next (visual countdown timer can help). "First we will practice throwing back and forth, then we will practice batting", "First we will stretch our legs, then we will stretch our arms."
4. Acknowledge positive efforts.	Acknowledge your athletes for their efforts. Filling e-tanks goes a long way with every athlete. In addition, it is very important to acknowledge your athletes for complying with your requests . For example, if an athlete is swinging a bat around in an unsafe way and you say "Please stop swinging the bat", praise the athlete with a comment such as "thank you for being respectful with the bat, it makes it safer when we are all standing together."
5. Set expectations and explain privileges.	Tell athletes specifically what you expect and allow them to earn privileges for complying with your expectations. For example, if an athlete often throws a tantrum when waiting for his/her turn up at bat, you might say "We are going to wait for our turn up at bat. We will be waiting five turns (show the timer). Then it will be your turn up at bat." While they are waiting, you can give reminders (i.e. now we only have three more people until our turn. You are doing a great job of patiently waiting." When it's his/her turn up at bat, be sure to praise the athlete for their patience in waiting and celebrate their chance to get the privilege of going up to bat.
6. Give choices.	All athletes, including those with autism, like to feel a sense of control over their world. Many athletes benefit from having the choices limited to two to four options (depending on the athlete), as they get overwhelmed with too many choices and cannot decide. For example, "do you want to stand close together or far apart for this drill?", "Which kind of ball do you want to use for this activity?"
7. Use visuals.	For some athletes with language difficulties, showing the athlete the activity or toy that he will be utilizing next is helpful to encourage him to move from one activity to another. For example, if the athlete is on the

	computer and you want him to come work on a puzzle, show him the puzzle so he knows what it is you want him to come <u>do</u> .
8. Welcome transitional objects.	Allow athletes to bring a transitional object from one activity to the next. For instance, if the athlete has to leave his/her parents in the stands to join the practice with a new Buddy, let them bring something familiar that will provide comfort with them (i.e. a toy that can fit in their pocket, a stress ball). This can assist with helping him feel more comfortable in the unfamiliar surroundings.
9. Distract and redirect.	Distract and redirect problematic behavior <i>instead</i> of saying "stop" or "no." For example, if the athlete is running the wrong direction, remind him or show him how to run the bases in the right direction. If necessary, find something interesting to show him and call his attention to it, rather than focusing on the problematic behavior. For athletes with trouble understanding language, try demonstrating what is expected or use a gesture, rather than just giving the verbal direction.
10. Be aware of over stimulation.	If the athlete seems over stimulated from sensory input, such as in a large crowd, bring him to a quieter place to de-stress. Be mindful of situations where your athlete might feel overwhelmed before you take him there (e.g., a fireworks show, a crowded festival, etc.).
11. Be aware of under stimulation.	Boredom often equals behaviour challenges. Work hard to ensure that your athletes are challenged to work hard and improve their skills. Think of creative ways to adjust each drill so that every athlete can truly challenge themselves.
12. Make directions clear, short, and concrete.	For example, if your athlete is running around the field and not participating in the drill, "stand next to me. We will pass the ball back and forth," rather than "Be good and pay attention," "Don't run around" or "Would you stop with that! You are always running away!" For athletes with difficulty understanding language, showing them a picture or a visual demonstration of the behavior you want to see, can be helpful.
13. Take advantage of teachable moments.	For example, if the athlete snatches a piece of equipment from another athlete, teach him how to use his words to ask for the equipment (if he has the language capabilities to do so) rather than reprimanding him for snatching the equipment.
14. Explain the end-point.	When giving tasks, drills, etc. many athletes do better if they know when the task/drill will end. Some examples of activities with a clear ending include a race, a specific number of swings with the bat, a specific number of bases to run, a timed event (e.g., the drill will last ten minutes – set a timer), a specified way to complete a chore such as "Put ten pieces of equipment in the equipment bag."
15. Integrate hands-on activities when waiting is required.	Some athletes may find it particularly challenging to wait for their turn up at bat during game-play. Consider including some hands-on activities that can be done in the dug-out to support their waiting time. For example, dry erase pages that they can colour or draw on, equipment that they can sort, or other games they can play – tic, tac, toe, Connect Four, etc.

Appendix T: Sample Spectator Code of Conduct

PARENT & SPECTATOR CODE OF CONDUCT

1. Remember that athletes play the sport for their enjoyment. Our motto is: "PLAY FOR FUN".
2. Encourage athletes to play according to the rules and spirit of the game.
3. Encourage all athletes to participate, do not force them.
4. Encourage athletes to live the four goals of Challenger Baseball:
 - Courage
 - Connection
 - Leadership
 - Love of Sport
5. Focus on the athletes' efforts and performance rather than the results.
6. Encourage athletes to always participate according to the rules.
7. Never ridicule or yell at an athlete for making a mistake or losing a game.
8. Support all efforts to remove racial and religious vilification, verbal and physical abuse from sporting activities.
9. Show respect and appreciation to officials, coaches, Buddies and administrators. Ensure any issues are raised through the correct channels.
10. Practice 'Smart Supporting' - not loud and intense but calm, relaxed and at all times positive
11. Respect the rights, dignity and worth of every athlete regardless of their gender, ability, cultural background or religion
12. Do not smoke or consume alcohol near the team bench (Technical Area) or sideline.
13. Stay and chat with other parents and have a good time. Your athletes are out having a great time - you should too.



Appendix U: Weekly Hot Plate Email

Hello Challenger athletes and families!

Another amazing week of Challenger is fast approaching. Here are some highlights to review for this week:

1. Practice and Game Plan:

What	Details	Timing
Opening Circle and Warm Up	Our theme for the day is: Being a great team player We will do the high five relay and Brick House to warm up. The following players will help me with warm up stretches: ✓ Sandy, Jeremy and Sid	10 minutes
Skills and Drills	Focusing on Throwing and Catching: We will do 3 different drills – Speed Pass, Zipper and Perfect Pass	20 minutes
Game Play	We will be playing “Beat the Ball”. Captains for the day will be: ✓ Bears: Jenny ✓ Tigers: Tony	25 minutes
Cool Down and Closing	Where the Wind Blows and Player of the Day award. Team Photo	5 minutes

1. The snack will be: orange slices and chocolate granola bars
2. Special edition: We will be taking a professional team photo at the end of the practice!
3. Upcoming events to look forward to: Our annual bowl-a-thon is happening on June 18th at the Bowl-a-rama on Springtide Road. Please join us to raise funds for tickets to the upcoming National Jamboree. For more information – reach out to Sandy Richmond: sandy.richmond@challenger.ca

Can't wait to see everyone,

Coach Kenny