



## **Softball Napanee Communication with External Organizations Policy**

### **Purpose**

The purpose of this policy is to establish clear guidelines and expectations for communication between parents, coaches, or members of the Softball Napanee program and external organizations such as Softball Canada Ontario Amateur Softball Association (OASA), Town of Greater Napanee, Softball Ontario, and Umpire or Umpire in Chiefs (UIC's) on matters related to Softball Napanee teams, discipline, or team/player concerns.

This policy is intended to ensure that all communications are managed in a respectful, organized, and efficient manner, Softball Napanee requires that no parent, player, family member, coach, or member of the Softball Napanee program directly contact the Softball Canada, Ontario Amateur Softball Association (OASA), Town of Greater Napanee, Softball Ontario, or Umpire in Chiefs (UIC) or other related agency or organization on matters pertaining to teams, discipline, or player issues without prior written consent from Softball Napanee.

**Application:** This policy applies to all parents, coaches, players, and members of the Softball Napanee program, including volunteers and team staff.

### **Guidelines:**

#### **Prior Consent Requirement:**

- Parents, coaches, or any member of Softball Napanee wishing to contact Softball, Canada, Town of Greater Napanee, OASA, Softball Ontario, or UIC regarding matters related to teams, discipline, or players must first obtain prior written consent from Softball Napanee's board of directors or designated representative.
- All requests for communication must be made in writing to Softball Napanee and should outline the nature of the matter to be discussed.

**Communication Channels:**

- Softball Napanee will serve as the official communication link between the individual members of the program and external bodies such as Softball Canada, Town of Greater Napanee, OASA, Softball Ontario, and UIC.
- Any concerns or issues related to teams, discipline, or players should first be directed to the Softball Napanee program through the designated internal communication channels.

**Internal Resolution Process:**

- Softball Napanee encourages all matters related to teams, discipline, or player concerns to be addressed through internal resolutions before seeking intervention from external bodies. Softball Napanee is committed to facilitating open and respectful communication between parents, coaches, and players to resolve issues at the local level.
- If an issue cannot be resolved internally, Softball Napanee will determine whether communication with external organizations is necessary and, if so, will facilitate the appropriate process.

**Consequences for Violation:**

- Failure to comply with this policy may result in disciplinary action, including but not limited to removal from coaching or volunteer roles, suspension of team membership, or other sanctions as determined by Softball Napanee's board of directors.

**Exceptions:**

- This policy does not apply to instances in which there are legal or safety concerns that require direct communication with OASA, Softball Ontario, or UIC. In such cases, Softball Napanee will be informed as soon as possible.

**Implementation:**

- This policy will be distributed to all parents, coaches, and members of the Softball Napanee program and will be posted on the official Softball Napanee website.
- Softball Napanee will provide training and information to ensure that all members understand and adhere to this policy.

This policy is approved by the Softball Napanee board of directors and may be revised at any time to ensure it remains aligned with the goals and values of the program.

By adopting this policy, Softball Napanee aims to maintain a structured and unified approach to communication, ensuring that all interactions with external organizations are handled appropriately and efficiently.