



Centennial Little League Baseball
Association Bylaws
March 2022

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ARTICLE 1 - ASSOCIATION DETAILS

SECTION 1 - ASSOCIATION NAME

This organization shall be known as the Centennial Little League Baseball Association hereinafter referred to as "The League". The League may also operate and be known as "Centennial Little League" or "CLL" in shorthand

SECTION 2 - AFFILIATION

SUBSECTION 1 - CHARTER

The Local League shall annually apply for a Charter, if required, from Little League Baseball Incorporated, and/or any other organization and shall do all things necessary to obtain and maintain such Charter(s).

SUBSECTION 2 - RULES AND REGULATIONS

The official Playing Rules and Regulations as published by:

Little League Baseball Incorporated, Williamsport, Pennsylvania, or amended by Little League Canada or any other affiliated organization, shall be binding on this League.

In the case where there are contradictions between Little League Baseball, Incorporated Rules, Regulations of Little League Canada Rules, and Regulations or any other affiliated organizations rules and the Local League Constitution, Resolutions and/or By-Laws, the Local Leagues Constitution, Resolution and/or By-Laws shall take precedence.

SUBSECTION 3 - HOUSE LEAGUE RULES

The local rules of this Local league shall be adopted by the Board of Directors at a meeting to be held prior to the first scheduled game of the season, but shall be in keeping with the Rules and Regulations of Little League Baseball, Incorporated, Little League Canada or any other affiliated organizations.

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SECTION 3 - LEAGUE ID NUMBER

Centennial Little League ID Number with Little League Baseball, Incorporated,
Williamsport, Pennsylvania is 551-03-02.

SECTION 4 - CORPORATE ACCESS NUMBER

Centennial Little League Alberta Corporate Access number is TO BE ASSIGNED BY
ALBERTA CORPORATE REGISTRIES.

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ARTICLE 2 - MEMBERSHIP

SECTION 1 - ELIGIBILITY

Any person sincerely interested in active participation in the league may apply to become a Member.

SECTION 2 - CLASSES

There shall be the following classes of Members:

A) PLAYER MEMBERS.

All children registered to play for Centennial Little League shall be considered Player Members. All players registered to participate in the league must be confirmed (through an established verification process) as eligible to play in the league. Eligibility is determined in accordance with the Little League® Baseball residency requirements; or school enrollment form, along with proof of age (birth certificate, or other accepted government-issued form). Eligible Player Members, shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of the local league.

Player Members may resign at any time of their free will, however, upon the commencement of the regular season, the player member forfeits any reimbursement of registration dues, fees, or monies paid to the league.

B) REGULAR MEMBERS.

Any adult person (to a maximum of one per family) actively interested in furthering the objectives of the Local League may become a Regular Member upon registration and payment of fees for their player(s) as hereinafter provided. The secretary shall maintain the roll of membership to qualify voting members.

C) VOLUNTEER MEMBERS

Any person/volunteer, actively engaged in the actual operation of The league, is to be regarded as a Volunteer Member.

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All league officers, Directors, Board Members, Committee Member, Managers, Coaches, Assistant coaches, Umpires, Volunteers, and any other elected or appointed officials must be active Volunteer Members in good standing.

Any intention of resignation must be first brought to the attention of the President in the form of a verbal communication or email. Upon which time the President may elect to accept the resignation. An official resignation of any Volunteer Member must be then made in writing, addressed to the President of the league, with a minimum 30 days' notice, to allow recruitment of a replacement member.

SECTION 3 - CONDUCT AND DISCIPLINE

The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any Player Member, Regular Member or Volunteer Member when the conduct of such person is considered by the Board, to be detrimental to the best interests of The League and/or Little League Baseball, other affiliated organizations, or in violation of The League's By-Laws.

The Member involved shall be notified of such a meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

The Board of Directors shall, in the case of a Player Member, give notice to the Manager/Coach of the team of which the player is a member. Said Manager shall appear in the capacity of an advisor, with the player, before a duly appointed committee of the Board of Directors, which shall have full power to suspend or revoke such players right to future participation.

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ARTICLE 3 - DUES

SECTION 1 - REGULAR AND VOLUNTEER MEMBERS DUES

Dues for Regular and Volunteer Members may be fixed at such amounts as the Board of Directors shall determine prior to the beginning of any membership period. Regular and Volunteer Members who fail to pay their dues within thirty (30) days from the time they become due at close of registration will by vote of the Board be dropped from the membership rolls and shall forfeit all rights and privileges of membership.

SECTION 2 - PLAYER MEMBERS DUES

Player Members, who fail to pay their dues/registration fees prior to the start of the regular season, will be ineligible to play or participate in Little League Baseball. The Registrar will act to identify and notify such Player Members and may at his/her discretion, make other arrangements for payment in full to the League under special circumstances, endorsed by the President.

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ARTICLE 4 - MEETINGS

SECTION 1 - GENERAL MEETINGS.

Notice of a General Meeting of all the Regular Membership shall be mailed, e-mailed, or otherwise contacted to each Regular Member at his last recorded address at least five (5) days in advance thereof setting forth the place, time and purpose of the meeting.

Notice of the Annual General Meeting of all the Regular Membership shall be advertised on the Centennial Little League website at least fourteen (14) days in advance of said Annual General Meeting and/or given in another form as may be authorized by the Board of Directors.

SECTION 2 - SPECIAL MEETINGS.

As required by any League Executive, Director of Baseball, Board Member, and Committee Manager, organizational meetings of the membership may be called after the advisement and approval of the President. Upon the request of the Member, the President shall approve the specific subject of the special meeting to be considered. No business other than that specified in the notice of the meeting shall be transacted at any meeting of the Members. No Members shall be permitted to meet on and subject regarding the League without approval of the President.

Notice of a special meeting of all the membership may be, emailed and posted on the association website and social media channels or otherwise contacted to each regular and volunteer member at their last recorded email address at least five (5) days in advance thereof setting forth the place, time and purpose of the meeting.

SECTION 3 - QUORUMS

Quorums at General Meetings and Special Meetings

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The presence of at least 60 percent of the Board of Directors and a minimum of 5 additional Volunteer or Regular Members shall be necessary to constitute a quorum.

SECTION 4 - VOTING

All Volunteer and Regular members in good standing shall be entitled to a single vote per family at the Annual General Meeting or any Special Meetings of the Association. All Votes must be in person. In Person shall be defined as either physically in the meeting location or via video conference should the meeting be held in that manner. No Votes by proxy will be allowed. Votes will be by show of hands, verbal agreement or decline (only if participating by video conference and not utilizing video), and/or electronic video conference voting feature (if available).

SECTION 5 - RULES OF ORDER

Parliamentary procedures and Roberts Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Constitution or By-Laws of the League.

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ARTICLE 5 - BOARD OF DIRECTORS

SECTION 1 - BOARD OF DIRECTORS

The management of the property and affairs of the local league shall be vested in the Board of Directors. The number of Directors shall be a minimum of six (6) and are elected into the respective positions by regular membership at the annual general meeting. The Board of Directors shall upon election immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

The areas of responsibility of the board shall be as follows:

1. **President** - Oversee and direct all League Operations, Organization, Administration and Management. Oversee all matters regarding League Policies, By-Laws, Rules and Regulations. Official designate in liaising and communication with other local leagues, Little League Districts, Little League Organizations, Government, Media or any other outside organizations.
2. **Executive Vice President** - All matters regarding the day to day league operation, Organization, Scheduling and Participation including the coordination, recruitment, training, development, management, conduct and discipline of the Leagues Team Managers/Coaches Assistant Coaches. Assume the role of Acting President in the absence or inability of the President to perform his/her duties.
3. **Treasurer** - All matters regarding league Revenues and Expenses. Including annual auditing of League financial statements and all business matters related to the Alberta Corporations Act and RevenueCanada.
4. **Player Agent** - All matters associated with Player Members including their conduct and discipline, including supplying of rosters and Player Charter requirements, in compliance with the Leagues Privacy Policy.

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5. **Umpire in Chief (UIC)**- All matters with respect to the coordination, recruitment, training, development, management, conduct and discipline over the leagues Umpires and Junior Umpires. Including acting as the league's mediator with other local league/District/Little league U.I.C,'s
6. **Equipment Manager** - All matters with respect to the purchase, maintenance, storage distribution and supply of the leagues baseball equipment and uniforms. In addition he/she will assume the responsibility of managing the maintenance, improvement and repair of the leagues existing baseball diamonds.
7. **Registrar** - All matters associated with Player Members registration, including but not limited to ensuring proper jurisdiction requirements are met, payment to league, contact information and helping Player Agent with team creation for teams not requiring tryouts (Minors and below).
8. **Secretary** - All matters associated with recording meeting minutes, sending out notice of meetings, soliciting review of meeting minutes, and maintaining a register of members and directors.
9. **Safety Coordinator** - The Safety Coordinator has two main functions - education and the development and implementation of a safety plan. The Safety Coordinator is responsible for creating awareness and educating the league on the opportunities to provide a safer environment for children and all participants of Little League. The Safety Coordinator will prepare a safety plan each year for the league and make sure that the plan is used. A Safety Awareness Program (ASAP) will be prepared and submitted to Little League International each year. The Safety Coordinator needs to make sure that this tool is used within the league to help in establishing plans and procedures in regards to safety.

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SECTION 2 - ANNUAL ELECTIONS AND TERM OF OFFICE

At the end of each Annual General Meeting (AGM), and in concurrence with the new Board of Directors, the President elect shall appoint all necessary Executive Members and Key Volunteers who shall fill the specific positions outlined in Article VI, Section 3. At least two weeks prior to the annual meeting the current Board of Directors shall provide a complete list giving the positions of each prospective Executive and Key Volunteer. The President shall collect names and intent of those persons seeking an Executive or Key Volunteer position and will make such public at the beginning of the AGM. All persons seeking such positions must make their intention clear to the President prior to or at the beginning of the AGM.

If however, any Executive or Key Volunteer position does not have a candidate(s) the Board reserves the right to actively recruit candidates prior to, or at the AGM or accept nominations from the floor. There will be no nominations accepted from the floor challenging any existing potential appointee at the Annual General Meeting.

All terms of office will be for a period of Twelve (12) Months commencing September through August of each calendar year.

SECTION 3 - VACANCIES

If any vacancy occurs in the Board of Directors, it may be filled by a majority vote of the remaining Board of Directors at any regular meeting or any special meeting called for that purpose.

SECTION 4 - MEETINGS AND NOTICES

Regular meetings of the Board of Directors shall be held immediately following the annual election and on such days thereafter as shall be determined by the Board. The President may, whenever he/ she deems it advisable, issue a call for a meeting of the board, or at the request in writing of any board member, issue a call for a special meeting of the board. Notice of each meeting shall be given by the Secretary to each Board Member either by mail, at least three (3) days before the time appointed for the meeting to the last recorded address of each Director, by

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telephone, by fax, by electronic mail or personal notice twenty-four (24) hours preceding the meeting.

SECTION 5 - DUTIES AND POWERS.

The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the local League as it may deem proper.

The Board shall have the power by a two-thirds vote of those present at any regular or special meeting to discipline, suspend or remove any Director, Officer, Executive Member, Volunteer Member, Regular Member, Player Member, Committee Member, Umpire, Team Manager, Coach, Assistant Coach or Volunteer of the Local League in accordance with procedure set forth in Article 2 Section 3.

The Board shall receive at the annual meeting of the Members of the League a detailed audited financial report from the Treasurer, verified by the President, which shall be filed with the records of the League and an abstract thereof entered in the minutes of the proceedings of the annual meeting

SECTION 6 - BOARD OF DIRECTOR MEETING QUORUMS

Sixty Percent (60%) of the Board of Directors shall constitute a quorum for the transaction of business at a Board of Directors Meeting.

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ARTICLE 6 - OFFICERS, EXECUTIVE, DUTIES AND POWERS

SECTION 1 - APPOINTMENT

Immediately following the business of the Annual General Meeting, the newly elected Board of Directors present, there is a quorum, shall appoint Executive Members, Key Volunteers and Committee Managers for the ensuing year. Dependent upon the requirements and projections of the League in that operating year, the Board of Directors reserves the sole right to modify, alter, and change role responsibilities of its Executive Members, Key Volunteers and Committees and Managers as it sees fit and in the best interest of the League.

SECTION 2 - OFFICERS

The officers of the League shall number three (3) and consist of the President, Executive Vice President and Treasurer. These Members will have the legal signing authority for all League business. This includes signing documentation under the Leagues corporate or society seal. Any and all documentation or paperwork requiring a League signature shall be signed by a minimum of two(2) officers. The corporate or society seal will be kept in the possession of the Treasurer along with the Leagues Minute Book.

SECTION 3 - EXECUTIVE

All Executive Members report directly to the President, unless otherwise stated in Article 7 of the League By-Laws. Each year the Executive Committee shall be appointed by the President in conjunction with the input and recommendation from the Board of Directors. The Executive shall ideally number up to twenty-eight (28) and consist of the Board of Directors (President, Executive Vice President, Treasurer, Player Agent, Registrar, Umpire In Chief, Secretary, Safety Coordinator and Equipment Manager) by default, Baseball Divisional Coordinators (T-ball Division Coordinator, Rookie Ball Division Coordinator, Minors Division Coordinator, Major Division Coordinator, Intermediate and Juniors Division Coordinator, Seniors Division Coordinator), Assistant Equipment Manager, Umpire Scheduler, League Scheduler, Web Master, Volunteer Coordinator, Marketing and Media Manager, Photo Day Coordinator, Web Store Coordinator, Casino

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and Fundraising Coordinator, Coaches Development Coordinator, Evaluations Coordinator, Grants Coordinator, and Player Development Manager. When applicable the Executive Committee will include the Past President. It is understood that all positions are to be filled but an Executive Member or Board Member may be appointed to more than one position in the Executive Committee.

The role descriptions of each Executive Member will change from year to year as dictated by the evolution and demands of the league over time. At the onset of each Executive Member appointment by the Board, it will outline and make clear to that Member of his/her duties and responsibilities for that year.

SECTION 4 - PRESIDENT

The President shall have the full authority over the League and will hold a veto power to protect and safeguard the best interest of the Player Members, the Regular Members and the Local League, in accordance with the rules, regulations, policies, by-laws, constitution and guidelines established by Little League Alberta, Little League Canada, and Little League Baseball, Incorporated or any other Baseball organization to which the League may be affiliated.

The President is responsible for and has full authority in conducting all affairs of the League and executing the policies established by the Board of Directors. He/she shall present a report on the condition of the Local League at the Annual General Meeting and at such other times the President or the Board shall deem appropriate he/she shall communicate to the Membership, such matters and make such suggestions as may tend to promote the welfare of the Local League.

The President shall be responsible for and manage the conduct of the Local League in strict and ethical conformity to the policies, principles, Rules and Regulations of Little League Baseball, Incorporated, Little League Canada, and Little League Alberta as agreed to under the terms and conditions of charters issued to the League by these organizations.

The President shall preside at all meetings of the Executive Members and Board of Directors and assume full responsibility and authority for the overall administration operations of the League. He receives all mail, supplies and other communication from Little League Headquarters. The League President is the contact and communicator

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between the Local League, Little League Headquarters and all other affiliated or outside organizations unless otherwise delegated.

The President, or other officers as he/she may designate in writing, shall have the power to make and execute for/and in the name of the League such contracts and leases they may receive and which have had prior approval of the Board of Directors.

The President shall attend meetings and report back to the Board of Directors with regards to the business of Little League Alberta and any Districts, Little League Canada, Little League Baseball Incorporated, and any other affiliated organizations of the League.

The President shall be advised of and investigate all complaints, irregularities and conditions detrimental to the league and report thereon to the Board as circumstances warrant. Failure of any Member to report and remedy such through the President and the Board shall be subject to disciplinary action.

In conjunction with the Treasurer, the President shall ensure the proper and appropriate management of the League's financial affairs.

Acting in an advisory capacity to the Vice President, the President shall ensure the ethical, safe, effective, and progressive day to day operation of the League.

With assistance of the Registrar, the President shall examine the application, and support proof-of-age documents of every player candidate and certify as to residence and age eligibility before the player may be accepted for the tryouts and selection.

SECTION 5 - EXECUTIVE VICE PRESIDENT

The Executive Vice President is responsible and accountable for the overall organization and day to day operation of the League as it directly relates to players, Coaches, Assistant Coaches, and Team Managers. The Executive Vice President has exclusive powers in day to day decision making and enforcement of League Rules and By-Laws

The Executive Vice President sits on the Board of Directors and reports directly to and is responsible only to the President of the League.

The Executive Vice President assumes all responsibilities and powers of the President of the League, in the President's absence or when unable to personally deal with League matters. At such an occurrence, the other Board Members, League Members, and

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League Executive Members will be informed via email, by telephone, or in person by the President.

SECTION 6 - TREASURER

Sits on the Board of Directors and reports to the President.

- a) Performs such duties as are herein set forth and such other duties as are customarily incidental to the Office of Treasurer or may be assigned by the Board of Directors.
- b) Receive all monies and securities, and deposits same in a depository by the Board of Directors.
- c) Keeps record for receipt and disbursement of all monies and securities of the local League, including the Parent Concession approves all payments from allotted funds and draws cheques therefore in agreement with policies established in advance of such action by the Board of Directors. All disbursement by cheque must have dual signatures of the League Officers
- d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors
- e) Prepares an Annual Financial Report, under the direction of the President, for submission to the Members and Board of Directors at the Annual Meeting.

SECTIONS 7 - REGISTRAR

Sits on the Board of Directors and reports directly to the President

- a) Record all players' transactions and maintain an up to date records and database thereof for access by the President, Vice President, Secretary, Player Agent and Division Coordinators.
- b) Receives and reviews all applications for player candidates and assists the President in checking residence and age eligibility.

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- c) Prepares detailed data of all registered players for each of the Directors of Baseball.
- d) Prepares, for the President's signature and submits to Little League Canada, team rosters, including players claimed, and all tournament teams eligibility affidavit.
- e) Notifies Little League Canada of any subsequent player replacements or trades.
- f) Plans, coordinates and facilitates the annual Player Registration and team drafts for the League in conjunction with the Executive Vice President and the Player Agent
- g) Assist the Player Agent in recruitment of players.

SECTION 8 - PAST PRESIDENT

When applicable and approved by the Board elect, sits on the Board of Directors in an advisory capacity only.

The Past President shall openly share his/her knowledge and guidance in the general operation of the Local League as requested by the President or the Board of Directors.

The Past President may elect to assume a position of responsibility such as a "Director at Large". Such a position would involve taking on a specialized project or duty, identified by the Board of Directors, which serves the best interest of the League in the current year involving a project which involves a future expansion of the League.

SECTION 9 - UMPIRE IN CHIEF.

The Umpire-In-Chief sits as a member of the Board of Directors and reports directly to the President. He/she shall assume responsibility for all matters concerning the day to day operation of the League Umpires.

This will include:

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- a) Directing Umpire and/or League Scheduler with Umpire scheduling
- b) Organizing and overseeing Umpiring matters for any in-house League Tournament and playoffs.
- c) Assist the Tournament Coordinator or Division Coordinator to organize Umpires for inter-league tournaments or League Games.
- d) Direct the Umpire and Junior Umpire recruitment, training and conduct.
- e) Coordinate all clinics and evaluation for League Umpire development.
- f) Has authority over and is the final word on rule interpretation.

In assisting with each Director of Baseball the Umpire-In-Chief shall ensure the safety of the League's Player Members and shall direct the Umpires and Junior Umpires to be accountable for:

- a) Ensuring all baseball diamonds used by the Local League are considered safe for use in conjunction with the respective Director of Baseball.
- b) Ensuring all baseball equipment is considered safe and of regulation for use in the conjunction with the Equipment Manager.
- c) Ensuring all baseball diamonds and/or equipment bags are equipped with proper and complete First Aid Kits prior to the start of any game.
- d) A pre-game check/plan in the event of an accident/incident is in place prior to the start of any game. Inquire and report a deficiency to the Umpire-In-chief that all Team Managers and Coaches have a completed record of every Player Medical Release form.
- e) Ensuring and accountable to the Safety Officer that all Umpires or other Umpire volunteers have successfully completed and submitted to the League their Little League Volunteer Application forms and Criminal Background Checks in accordance with Little League Policy.

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SECTION 10 - EQUIPMENT MANAGER

Sits on the Board of Directors and reports directly to the President.

The Equipment Manager is responsible to produce a budgetary request to the Board for the purchase and maintenance of equipment, inventory and storage facilities. In addition he/she is responsible for estimated costs to the Board for proposed or required diamond capital projects, maintenance and repair.

The Equipment Manager is responsible for:

- a) The purchase of all playing equipment and uniforms for annual needs.
- b) Inventory and keep in a good state of repair for all equipment
- c) Establish yearly needs and budget requirements and work within that framework.
- d) Maintain all diamonds in a playable and safe condition.
- e) Work with the City's Park Department to facilitate diamond maintenance and repair.
- f) Act as liaison with the City of Calgary Parks and Recreation department for necessary rental permits.
- g) Ensure all baseball equipment is considered safe and of regulation for use.
- h) Ensure all baseball diamonds and/or equipment bags are equipped with proper and complete First Aid Kits.

SECTION 11 - SECRETARY

Sits on the Board of Directors and reports directly to the President.

- a) Is responsible for recording the activities of the Local League and maintains appropriate files, mailing lists and necessary records.

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- b) Performs such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- c) Maintains lists of all Regular Members. Directors and Committee Members and give notice of all meetings of the Local League, the Board of Directors and Committees.
- d) Keeps the minutes of all League meetings of the Members and Board of Director, and causes them to be recorded in a book for that purpose or other electronic means.
- e) Shall conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- f) Notify Members, directors, Officers and Committee Members of their election or appointment.
- g) Is responsible for ensuring Annual General Meeting (AGM) notices are published in the local newspapers in accordance with the guidelines outlined herein;
- h) Prepares all schedules for all League games and practices and diamonds and maintains an availability list of unused diamonds

SECTION 12 - PLAYER AGENT

Sits on the Board of Directors and reports directly to the President.

- a) Assist Executive Vice President and Registrar with team creation for all divisions , ensuring equal distribution of players for each team.
- b) Help League Scheduler and Division Coordinators with the creation of schedules for both games and practices for Majors House divisions and below, and assist with practice schedules for Minors Interlock, Majors Interlock and above.

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- c) Ensure player charter requirements are up to date, including All star tournament play and eligibility requirements are met for each player.

SECTION 13 - SAFETY COORDINATOR

Sits on the Board of Directors and reports directly to the President.

- a) Preparing and updating the Annual Safety plan for approval by the Board of Directors and to be included in the Centennial Little League Baseball Associations Policies Manual.
- b) Ensure all Baseball facilities are safe to operate.
- c) Confirm with the Administrator that all Police Information Checks are completed for all coaches and Board Members.

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**ARTICLE 7 - COORDINATOR, ADMINISTRATOR
AND MANAGER POSITIONS DUTIES AND
POWERS**

**SECTION 1 - PRESIDENT COORDINATORS,
ADMINISTRATORS AND MANAGERS**

SUB-SECTION A - LEAGUE ADMINISTRATOR

The League Administrator reports directly to the League President and shall assume responsibility for the following:

- a) Work with the President and the Board of Directors on any administrative matters as directed.
- b) Answers general inquiries or redirects queries to the appropriate Board Member as needed.
- c) Work with the Registrar in the maintenance and setup of the Registration Software as follows:
 - i) Create the Registration form, add new information, update fees according to Board of Director approvals, etc... for all offerings (Spring, Fall, All-Star, Clinics, etc...)
 - ii) Monitor Registration and Report Numbers to the Registrar on a Weekly Basis.
 - iii) Answer all registration queries raised.
 - iv) Collect and Report to the Registrar and President all Respect in Sport Certifications (Parent and Leadership)
 - v) Collect and Report to the Registrar and President all Calgary Police Information Checks for Coaches, Volunteers and Board Members as required.
 - vi) Once team selection has been finalized by the Registrar, Player Agent and Vice President, assign all players and coaches to their appointed team in the Registration Software, and upload the player and coaches to the Team Communication and Website platform as necessary.
 - vii) Assist with collection of Volunteer Information to assist in determining if Volunteer Deposits should be returned.

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SUB-SECTION B - GRANTS COORDINATOR

The Grants Coordinator reports to both the President and Treasurer and is responsible for the following:

- Preparing, completing and finalizing any and all Grants applications for the President's signature and submission
- Tracking and following up with any Grants Submissions for the Associations.
- Researching and recommending Grants Applications to the President and the Board of Directors for approval to pursue.

SECTION 2 - EXECUTIVE VICE PRESIDENT COORDINATORS AND MANAGERS

SUB-SECTION A - PLAYER DEVELOPMENT MANAGER

The Player Development Manager reports directly to the Executive Vice President and is responsible for the following:

- Organizing Pre-Season camps/Spring Training Camps for players in all divisions as possible.
- Organize Special Skill Development Clinics available to all players.

SUB-SECTION B - EVALUATIONS COORDINATOR

The Evaluations Coordinator reports directly to the Executive Vice President and is responsible for the following:

- Organizing all Evaluations for the Minors Division and above as necessary.
- Work with the Volunteer Coordinator to Find and Organize Volunteers as Needed for all Evaluations.
- Working with the Registrar and League Administrator to communicate details to Players about the Evaluations and ensuring Players can sign up for their evaluation Spot.
- Coordinate providing Players Evaluations Raw scores to the Player Agent and Executive Vice President for team drafts/selection.
- Coordinate "Call Back" evaluations for "AAA"/Competitive Teams in the Majors and Minors Divisions.
- Work with the Equipment Manager to ensure that all necessary Equipment for Evaluations is onsite for each session.

SUB-SECTION C - COACHES DEVELOPMENT COORDINATOR

The Coaches Development Coordinator reports directly to the Executive Vice President and is responsible for the following:

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- Organizing Pre-Season Coaching Clinics available to all Volunteer Coaches
- Organize Special Skill Coaching Clinics to be available to all Volunteer Coaches.
- Assist the Executive Vice President in Coach recruitment and selection as needed.

SUB-SECTION D - MARKETING & MEDIA MANAGER

The Marketing and Media Manager reports directly to the Executive Vice President and is responsible for the following:

- Overseeing all Social Media Account for the League
- Assist in Marketing the League and Communicate events.

SUB-SECTION E - TOURNAMENT COORDINATOR

The Tournament Coordinator may be a full time Volunteer Position or assigned on a tournament by tournament basis. The Tournament Coordinator reports directly to the Executive Vice President and is responsible for the following:

- Ensuring Tournaments are properly organized and meet any and all criteria as outlined by the Tournament Season Protocols and Guidelines as outlined by Little League, Little League Canada and Little League Alberta
- Ensure that any fundraising activities for each tournament is approved by the Board of Directors and is working with the Treasurer as required.

The Tournament Coordinator shall not be a coach participating in the tournament. The President shall not be a Tournament Coordinator.

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SECTION 3 - TREASURER COORDINATORS AND MANAGERS

SUB-SECTION A - PHOTO DAY COORDINATOR

The Photo Day Coordinator reports directly to the Treasurer and is responsible for the following:

- Deal with all correspondence regarding photo day with the Photographer, coaches, parents and board members.
- Coordinate all details of Photo Day with all parties involved before, during and after Photo Day.
- Organize and manage volunteers for Photo Day.

SUB-SECTION B - WEB STORE COORDINATOR

The WebStore Coordinator reports directly to the Treasurer and is responsible for the following:

- Working with the Equipment Manager to set up the Web Store and select products with our selected vendor.
- Follow up with our Vendor to ensure any proceeds are properly assigned to and reported to the Treasurer.
- Prepare a report for the Board of Directors outlining the overview of activity and proceeds to the League.

SUB-SECTION C - CONCESSION MANAGER

The Concession Manager reports directly to the Treasurer and is responsible for the following:

- Purchasing Items to be sold in a concession
- Organizing Volunteers to work the concession
- Work with the treasurer to prepare an accounting report of the concession outlining expenses, revenue and where funds will be dispersed to (as per Article 11, Section 2 of the Bylaws)

The Concession Manager may not be a full time Volunteer position, and may be assigned per team/tournament as determined by the treasurer.

SUB-SECTION D - CASINO AND FUNDRAISING COORDINATOR

The Casino and Fundraising Coordinator reports directly to the Treasurer and is responsible for the following:

- Applying for all Fundraising Licenses as required to include, but not be limited to:
 - Bi-Annual Casinos

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- Annual Raffle/50-50 Draws
- Tournament 50-50 Draws
- Organizing Volunteers for Bi-Annual Casinos
- Ensuring all proper paperwork and compliance reporting is completed for the Treasurer in a timely manner as needed and required.
- Prepare for the Treasurer a summary report of each Fundraising activity to be shared with the Board of Directors.
- Work with any Hosting Teams to provide any assistance they need with Tournament 50-50 Draws.
 - Ensure a report from a Tournament is provided with expenses, revenues and where funds will be dispersed to (as per Article 11, Section 2 of the Bylaws)

SECTION 4 - REGISTRAR COORDINATORS AND MANAGERS

SUB-SECTION A - WEB MANAGER

The Web Manager reports directly to the Registrar and is responsible for the following:

- Ensure all content on the Website is current and up to date.
- Post News Articles and announcements as directed.
- Ensure the League Calendar is updated.

SUB-SECTION B - VOLUNTEER COORDINATOR

The Volunteer Coordinator reports directly to the Registrar and is responsible for the following:

- Coordinate Volunteers on an as needed basis for the league.
- Track and Confirm parents complete their volunteer commitments.
Prepare a report for the Registrar to assist with the return of Volunteer Deposits at the conclusion of the season.

SECTION 5 - UMPIRE IN CHARGE COORDINATORS AND MANAGERS

SUB SECTION A - UMPIRE SCHEDULER

The Umpire Scheduler reports directly to the Umpire in Charge and is responsible for the following:

- Schedule Umpires for all games on the Schedule as needed with the League Scheduler
- Address any cancellations and rescheduling required through the season.

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SECTION 6 - EQUIPMENT MANAGER COORDINATORS AND MANAGERS

SUB-SECTION A - ASSISTANT EQUIPMENT MANAGER

The Assistant Equipment Manager reports directly to the Equipment Manager and is responsible for:

- Ensuring all baseball diamonds have the proper equipment necessary
- Work with the Equipment Manager to disperse and collect all Team Gear.
- Assist the Equipment Manager on an as needed basis.

SECTION 7 - PLAYER AGENT COORDINATORS AND MANAGERS

SUB-SECTION A - DIVISIONAL COORDINATORS

The following is the list of Divisional Coordinators for Centennial Little League:

- TBall Division Coordinator
- Rookie Ball Division Coordinator
- Minors Division Coordinator
- Majors Division Coordinator
- Intermediate / Juniors Division Coordinator
- Seniors Division Coordinator.

Each of the above named Directors reports directly to the Vice President and shall assume responsibility for all matters concerning the day to day operation of their own Division of the League. This will include:

- a) Working with the Board of Directors in preseason planning.
- b) Assisting the Player Agent with Player recruitment and player team draft
- c) Assisting player tryouts and evaluations
- d) Assisting the League Scheduler and Vice President with scheduling
- e) Organizing and overseeing any in house League Tournament and playoffs.

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f) Assisting the Tournament Coordinator to coordinate and organize inter-league tournaments

g) Assist the Vice President in Manager/Coach/Assistant Coach recruitment, training and conduct.

h) Posting Scores and/or Pitch Counts as necessary into the appointed Software System.

Division Coordinators are bound within the framework and ethics of the League By-Laws/Constitution, League Policies, and Rules and Regulations of Little League Baseball. He/she shall bring before the Board of Directors only those matters which affect the League as a whole, or those on which he/she is unable to make a decision. All other matters and issues are to be worked through under the direction of the Vice President.

Each of the above named Division Coordinators shall ensure and facilitate the safety of the League's Player Members and shall be responsible for:

a) Ensuring all baseball diamonds used by the Local League are considered safe for use in conjunction with the Equipment Manager.

b) Ensuring all baseball equipment is considered safe and of regulation for use in conjunction with the Equipment Manager

c) Ensuring all baseball diamonds and/or equipment bags are equipped with proper and complete First Aid Kits in cooperationco-operation with the Equipment manager.

d) Assisting and promoting, in cooperation with the League Safety Coordinator, the establishment of emergency procedures that include a pre-game check/plan in the event of an accident/incident. Ensure that all Team Managers and Coaches within their respective Division of Baseball have completed, and filled every Player Medical Release form.

e) Ensuring and accountable to the Safety Coordinator that all Team Managers, Coaches, Assistant Coaches, and of other team volunteers have successfully completed and submitted to the League their Little League Volunteer Application forms and Criminal Background Checks in accordance with Little League Policy.

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SUB-SECTION B - LEAGUE SCHEDULER

The League Scheduler reports to the Player Agent and is responsible for the following:

- Ensuring all Diamond Permits for all diamonds are properly noted for scheduling of practices and games.
- Scheduling of Practices for all divisions
- Scheduling of Games for Majors and Below.
- Confirming Diamond Availability for Minors AAA, Majors AAA, Intermediate, Juniors and Seniors for District/Interlock Scheduling of Games
- Assist Player Agent, Umpire Scheduler, and Division Coordinators in any rescheduling situation due to cancellations, etc...

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ARTICLE 8 - COACHES AND UMPIRES

SECTION 1 - APPOINTMENTS

As chief administrators, the Executive Vice President and Umpire-in-Chief collectively and jointly select and appoint team managers, coaches, assistant coaches, and umpires.

All appointments are subject to the approval of the President after a review by the League's Board of Directors. All coaches must be able to obtain a Calgary Police Service Clearance and have completed their Sport Leadership Certification.

SECTION 2 - COACHES AND UMPIRES

League Coaches and Umpires

- a) Shall be responsible for all actions of their assistants and players on the field.
- b) Will continuously improve their skill by attending baseball, coaching and umpiring clinics offered by the Local and District League.

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ARTICLE 9 - AMENDMENTS

SECTION 1 - BYLAW AMENDMENTS

The Bylaws may be amended, repealed or altered in whole or in part by a "special resolution" and carried by a majority vote at an organized Special General Meeting or at the Annual General Meeting of the Regular Members provided notice of the proposed change is included in the notice of such a meeting.

SECTION 2 - AMENDMENTS TO LITTLE LEAGUE BASEBALL

Notice of all amendments shall be forwarded to Little League Baseball, Incorporated.

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ARTICLE 10 - LEAGUE IDENTITY

The Local League may adopt a logo for both the League and its competitive teams as agreed to by the Board of Directors.

The Local League colors shall be agreed to by the Board of Directors.

All approved Branding shall be designated in the Centennial Little League Policies Manual.

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ARTICLE 11 - FINANCIAL AND ACCOUNTING

SECTION 1 - GENERAL

The Board of Directors shall decide all matters pertaining to the finances of the League and it shall place all income including auxiliary funds, in a common league treasury, the expenditure of same in such a manner, and will give no individual or team an advantage, over those in competition with such individual or team.

The Common League treasury shall be defined as any and all bank accounts the league will be required to hold to accomodate all regular dues and fees, and additional accounts required to be maintained to comply with Fundraising efforts as directed by the Government of Alberta.

SECTION 2 - CONTRIBUTION OF FUNDS

The Board of Directors shall not permit the contribution of funds or property to an individual team but shall solicit the same for the common treasury of the League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the League.

EXEMPTION - Any Concession or Raffle run by a team, teams and/or a division as part of hosting any tournament shall be earmarked for those specific teams or divisions as directed by the Treasurer. Teams must secure written permission from the Treasurer to proceed with any fundraising ventures.

SECTION 3 - SOLICITATION OF FUNDS

The Board of Directors shall not permit solicitation of funds in the name of Centennial Little League Baseball or in the name of the League unless all the funds so raised are placed in the Local League treasury.

The League has no authority, at this time, to borrow, accept loans, accept lines of credit, or similar forms of debt from any financial institution or organization.

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SECTION 4 - DISTRIBUTION OF FUNDS

The Board shall not permit the distribution of League funds for other than the conduct of League activities.

SECTION 5 - COMPENSATION

No Director, Officer or Member of the League shall receive, directly or indirectly any salary compensation from the League for services rendered as a Director, Officer or Member.

As required, the League may elect to pay for umpires on a per game basis to be reviewed annually.

As required the League may elect to pay for a League Administrator on a per hourly basis to be reviewed annually. Any League Administrator shall serve no more than four (4) years consecutively in the position unless approved by the Board of Directors.

As an appreciation of the time and commitment required by Members of Centennial Little League Executive Board, players who are legal dependents of the Board of Directors shall be permitted to play without registration fees for the Spring and Fall Ball Seasons run by Centennial Little League. All-Stars / Summerball Season is exempted from this compensation.

SECTION 6 - DEPOSITS AND DISBURSEMENTS

All monies received shall be deposited to the credit of the Local League, and best efforts shall be made to have all disbursements made by cheque. The League Treasurer and such other Officers as outlined in Article 6, Section 2 shall sign all cheques.

Should the league be required to utilize its Bank provided Debit Card for online purchases, the purchase shall be required to be pre-approved by the Officers as outlined in Article 6, Section 2, and a printed hard copy of the approval ("Purchase Request") must be maintained by the Treasurer for a minimum of seven (7) years. Each Purchase Request requiring the Bank issued debit Card must be brought before the entire Board of Directors at a regular scheduled meeting to be formally accepted. This acceptance can be retroactive by up to 60 days from the actual date of purchase. Use of the Bank

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Supplied Debit Card shall be restricted to ONLY on-line purchases, and shall not be used in Person for Point of Sale transactions.

SECTION 7 - FISCAL YEAR

The fiscal year of the League shall begin on the 1st day of October and shall end on the 30th day of September. All financial statements and records will undergo an annual audit and such will be presented to the Membership for review at each Annual General Meeting (AGM).

SECTION 8 - ACCOUNTING AUDITS

The books, accounts and records of the Treasurer shall be audited at least once each year by an outside auditor. A complete and proper statement of the standing of the books for the previous year shall be submitted at the Annual General Meeting of the society.

SECTION 9 - ACCOUNTING INSPECTION OF BOOKS

The books and records of the society may be inspected by any Volunteer or Regular Member of the society in good standing at the Annual General Meeting provided for herein. Each member of the Board of Directors shall at all times have access to such books and records for an inspection.

SECTION 10 - DISTRIBUTION OF PROPERTY UPON DISSOLUTION

Upon dissolution of the League and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the League to minor sports charity, organization or League which maintains the same objectives and goals for its youth as set forth herein.

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Board of Directors Statement of Acceptance of Bylaws

The passing of these By-laws repeals and renders null and void any previous By-laws of Centennial Little League Baseball Association.

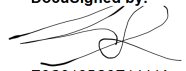
Enacted at the Special Meeting of the Centennial Little League Baseball Association on the 1st of March, 2022 by unanimous consent of the attending Membership and acknowledged and confirmed below by the Centennial Little League Board of Directors.

President: Shawn Botterill - March 1, 2022
147 Panora Road NW, Calgary, AB, T3K 0T9

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Executive Vice President: Ryan Sadler - March 1, 2022
170 Evansford Circle NW, Calgary, AB T3P 0A9

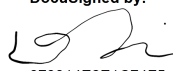
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Treasurer: Layne Greenway - March 1, 2022
19 Pantego Avenue NW, Calgary, AB, T3K 0C4

DocuSigned by:

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Secretary: Danya Tesarski - March 1, 2022
580 Evansborough Way, Calgary, AB T3P 0M2

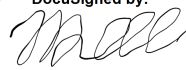
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Registrar: Kiran Johal-Brar - March 1, 2022
60 Panamount Heights NW, Calgary, AB T3K 5T2

DocuSigned by:

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Equipment Manager: Melanie Alexander - March 1, 2022
227 Howse Drive NE, Calgary, AB T3P 1K4

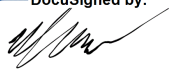
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Umpire in Chief: Aidan Kneller - March 1, 2022
220 Evansbrooke Landing NW, Calgary, AB T3P 1G4

DocuSigned by:

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Safety Coordinator: Michael Zafur - March 1, 2022
220 Whiteview Road NE, Calgary, AB T1Y 1P6

DocuSigned by:

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