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KENORA  
BASEBALL  
LEAGUE  
BY-LAWS

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## **SECTION 1**

### **KENORA BASEBALL LEAGUE**

#### **BY-LAWS AND CONSTITUTION**

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# **Kenora Baseball League**

## **By-Laws and Constitution**

### **By-Law I - Interpretation**

1. In these By-Laws and Regulations, unless the context otherwise requires, words importing the singular or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.
2. When constructing these By-Laws and Regulations, reference shall be made to the By-Laws, Rules and Regulations of Baseball Manitoba (Baseball MB), and Baseball Canada. Words and expressions used on these By-Laws and Regulations shall, so far as the context does not otherwise require, have the same meaning as would be the case when used under By-Laws, Rules and Regulations.
3. References to the League in these By-Laws, refer to the Kenora Baseball League (K.B.L).
4. The League shall conform and comply with the By-Laws, Rules and Regulation as set forth by Baseball Manitoba and Baseball Canada respectively.
5. A potential or actual conflict of interest exists when commitments and obligations to the League are likely to be compromised by that person's other interests or commitments. A conflict arises when a Board member is or may be in a position to influence a specific baseball team by taking on a head coaching or managing position; or lead to any form of personal gain themselves or a family member, or give improper advantage to others to the League's detriment. At no time during a member's term on the Board can they hold multiple board positions. The positions are:
  - 5.1. President
  - 5.2. Vice President
  - 5.3. Treasurer
  - 5.4. Secretary
  - 5.5. Fundraising Manager
  - 5.6. Registrar
  - 5.7. Scheduling Manager
  - 5.8. Equipment Manager
  - 5.9. Concession Manager
  - 5.10. Fields Manager
  - 5.11. Umpire scheduler

### **By-Law II - Name of the League**

1. The name of the organization will be the Kenora Baseball League, hereafter referred to as K.B.L.

### **By-Law III - Purpose of The League**

1. Vision: "To be a League which develops positive life and baseball skills in youth."

Mission: "We will provide fair opportunity for positive experiences through a safe and fun environment, with strong, progressive and quality programs for all members of the baseball community."

2. Values and Beliefs:

- 2.1. We believe that honesty, integrity, and fairness must be demonstrated in all aspects of our League.

- 2.2. We strongly believe that respect and open communication will be the foundation of our League.

- 2.3. We believe that through co-operation and commitment we will be a League that we are all proud of.

- 2.4. We will strive to be creative and flexible to meet the needs of all members.

- 2.5. By demonstrating the values and beliefs of K.B.L. we will be accountable and responsible to all members.

3. Purpose and Objective:

- 3.1. Promote, govern, and improve minor baseball in the community of Kenora and surrounding areas that may be added.

- 3.2. To foster a community spirit among members, supporters, and teams.

- 3.3. Increase the interest in the game of baseball in the city of Kenora

### **By-Law IV - Membership**

1. A person is a member of the League who is at least 18 years of age, a member of the coaching staff, manager, umpire, any volunteer, or parent/guardians named on the registration form, in good standing of a player currently registered with the Kenora Baseball League.

2. A person shall cease to be a member of the League:

1. upon failure or refusal to pay their registration fee for the Kenora Baseball League season being reported on, or

2. upon ceasing to be a volunteer with the Kenora Baseball League.

### **By-Law V - Termination of Membership**

1. Any member may resign from the League at any time by notifying the Secretary in writing.

2. Any member who in the opinion of the Discipline Committee, fails to maintain an acceptable standard of conduct may be asked to resign in written form after a least one previous written warning. That decision will result in the loss of voting privileges, unless the member wins a successful appeal.
3. Any member who, in the opinion of the Discipline Committee, fails to comply with the By-Laws and Regulations of the League may be asked to resign, in written form after at least one previous written warning. That decision will result in the loss of voting privileges, unless the member wins a successful appeal. An administration fee may be charged.
4. Any member who has been requested to resign may exercise the right to appeal the decision provided the written request is received by the Board within seven (7) days of the request to resign. Any member who refuses to resign on written request will be considered expelled from the League.
5. The Executive or designate claims the rights and interests as the Rental Contract Carrier, (if and when, the K.B.L. must pay for the rental of fields, meeting rooms or facilities) to bar any expelled or resigned member from any or all facilities where League functions including meetings, games and practices are taking place for a specified period of time.
  1. A member who ceases to be a member, or is expelled or suspended from the League shall forthwith forfeit all rights and interests arising from membership in the League. This means the suspended or expelled member cannot coach or manage a team, or hold an elected or appointed position until the suspension is served or waived on successful appeal.
6. The member can be suspended or expelled for a time frame deemed appropriate by the Discipline Committee to be ratified by the Executive.

#### **By-Laws VI - Meetings**

1. The Annual General Meeting (AGM) of the League membership shall be held at the City of Kenora, in the Province of Ontario, prior to February 15th.
2. Meetings of the League membership:
  - 2.1. shall be at the call of the President.
  - 2.2. when required, or desired, the Executive may call a meeting of the League membership.
  - 2.3. at the written request from one third of the League membership, a special meeting shall be convened. The proceedings of such a meeting shall be confined to the matters specified in the request.
3. Notice of KBL Annual Meeting or any Special General Meeting will be announced publicly at least 14 days in advance of meeting.
4. The President shall chair the meeting. In the event the President is unable to fulfill this responsibility, the Vice President will fill in. In the event that both the President/Vice President are unavailable, the meeting will be chaired by a member of the Executive designated by the President.

5. At any annual or special meeting of the KBL., the following, as appropriate, will be the order of business:

5.1. Roll Call of Board of Directors to include President, Vice President, Secretary, Registrar, Treasurer, Equipment Manager, Scheduling Manager, Fundraising Manger, Concession Manager, Fields Manager, Umpire Scheduler, Division Conveners (9U, 11U, 13U, 15U, 18U, Travel)

5.2. Presentation of the AGM Reports

5.3. Review of the Annual Financial Statements

5.4. Resolutions

5.5. Elections

5.5.1.1. Terms for board positions:

KBL board terms are two years. Individuals can run for election a maximum of three times consecutively, for a total of up to six years. After six years, they need to take a break of at least one year before running again. For continuity, the board should strive to keep the President and VP on opposite terms so only one is up for reelection or replacement each year and keep the Treasurer and Secretary on opposite terms.

5.5.2 Election procedure:

Elections occur at the AGM. People can nominate themselves or be nominated by another KBL member. If nominated by another member, the nominee has the right to refuse that nomination. People running for the board for the first time and people seeking re-election after a two-year term are on the same ballot. With an in-person meeting, paper ballots will be prepared, and people will vote anonymously. With an online/virtual meeting, people will email votes to the scrutineer. The scrutineer(s) will be a past board member who is not running again. If, for example, there are five people running for four positions, voters will select up to four names. Ballots with more than four names, in this example, will be spoiled. Ballots with fewer than four names selected will be counted. Existing board members and KBL members (including nominees) who are present at the AGM are eligible to vote. If the same number of people are running as there are openings on the board, those people are considered acclaimed.

5.6. Orders and General Business

5.7. Adjournment.

6. The President may, when deemed necessary, invite any member, or non-member to any meeting of the League to address a particular subject on the agenda.

7. Voting on any issue arising at meetings of the Executive shall be decided by a simple majority of the eligible members present in person. Each eligible member in attendance is entitled to only one vote per issue. There shall be no proxy votes. The Chairman of any meeting is not entitled to vote on an issue unless it is to break a tie.

### **By-Law VII - The Executive**

1. The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer.
2. The Executive shall have the power to appoint to any vacant position. The appointee will hold that office until the next AGM unless deemed otherwise by the Executive.
3. The Executive Committee shall have control of the affairs of the League.
4. The Executive members shall be elected at the AGM by a majority vote of the membership present in person. The Executive elect will not assume powers of office until the conclusion of the AGM. Incumbent Executive members are eligible for re-election.
5. If any member of the Executive resigns his office, or ceases to be a member of the League, or without reasonable excuse absents himself from two consecutive meetings of the Executive, or be suspended or expelled from the League, The Executive shall declare his office vacated. The Executive Committee shall then be charged with filling the vacant position if required.
6. The Executive shall have the authority to appoint any committee as deemed necessary using both members from the Executive, general membership, or non-members as appropriate.
7. Meetings of the Executive Committee shall be at the call of the President.
8. A quorum is no less than fifty percent plus one.

### **By-Law VIII - Duties and Powers of the Board of Directors and the Executive Committee**

1. The Executive Committee will conduct the management of the affairs of the K.B.L. or any sub-committee appointed by the Executive Committee.
2. The Executive Committee, acting by majority vote, will have the power to fill any vacancy which may occur in the membership of the Executive, and which vacancy may be filled until the next AGM.
3. The Executive Committee will have the power to impose and enforce penalties for violation of the constitution, By-Laws or Rules of the K.B.L.
4. The Executive Committee may, by a two-thirds vote, forthwith remove from office any member of the Executive Committee for neglect of duty, or conduct tending to impair such member's usefulness.
5. The Board of Directors will supervise the collection and authorize the expenditure of funds of the K.B.L. provided always that funds coming into the KB.L. will be allocated in accordance with the purpose so intended.
6. The Board of Directors will interpret, define and explain all provisions of the Constitution and By -Laws of the K.B.L.
7. The Board of Directors will adjudicate all disputes between members, which may arise during Annual Meetings.



8. Should the Board decide to become affiliated with Baseball Manitoba or another Baseball Association, the Board of Directors will appoint all delegates to attend all meetings.

#### **By-Law IX - Duties and Powers of the President**

1. The President will have the power to suspend summarily, any player, coach, manager, or trainer of any team under the auspices of a member of the K.B.L. for improper conduct, on or off the field, for abusive language to any official, or for any other infraction, in the sole discretion of the President, deemed to be detrimental. Such suspension to be effective until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Special Committee.
2. No person may be elected President unless that person has served as a member of the League for a period of not less than one year.
3. The President, within the jurisdiction of the League, shall:
  - 3.1. be the signing officer for the League.
  - 3.2. preside and act as chairman at all meetings.
  - 3.3. exercise the powers of the Executive, in case of emergency.
  - 3.4. discipline up to and including suspension of any team, coach, manager, player, trainer, or other official connected within the League, subject to ratification at the next meeting of the Executive.
  - 3.5. generally manage and supervise the affairs and operation of the League.
  - 3.6. together with the Secretary, or other officer appointed by the Executive for that purpose, shall sign all resolutions, transfers, and releases.
  - 3.7. be permitted to coach or manage house league teams. If the president as coach or manager is in a conflict, the other three executives will decide on how to resolve that conflict. The president cannot coach or manage a travelling team without permission (through majority vote) of the board.
  - 3.8. The president may request an exception to the above, but that must be presented in writing to the Executive to ratify. Conflict of interest rules as stated Bylaw I, 1.5 will govern any matters that may arise.

#### **By-Law X - Duties of the Vice President**

1. No person may be elected Vice President unless that person has served as a member of the Board for a period of not less than one year, with the exception made when there is no present Executive member able to make that commitment. In the absence of the president, or in the event of his inability to act, the Vice President shall have and exercise all the powers, authority, and restrictions of the President.

#### **By-Law XI - Banking**

1. The Signing Officers of the League for the purpose of drawing cheques on the account or accounts

of the League shall be one of the President, Vice President, Secretary or the Treasurer.

#### **By-Law XII - Amendments**

1. No amendments to the By-Laws of the League, whether by way of new provision, amended provisions, or to rescind any of the provisions in these By-Laws, shall be made except at the Annual Meeting, or other general meeting of the League membership, and then only by Special Resolution. Notice of any proposed amendment or amendments must be filed with the Secretary in writing at least thirty (30) days prior to the meeting. The Secretary shall post the contents of the resolution, or summary thereof to be posted on the K.B.L. social media or website (as applicable) with the notice of the Annual Meeting, or any other general meeting at which it is proposed to consider the resolution.

#### **By-Law XIII - Minutes of Meetings and other Books and Records**

1. The minutes of the meetings of the League and the Executive shall be taken and prepared by the Secretary. After approval of the minutes, they shall be first signed by members of the board. The Secretary shall have custody of all minutes, as well as other books, records, and documents of the League.

#### **By-Law XIV - Inspection of Books and Records**

1. The President shall make available for inspection, the books, and records of the League to a member of the Board at any time and to all other members of the League in good standing at the Annual Meeting of the League.

#### **By-Law XV - Discipline Procedure and Dispute Resolution**

1. General Policy - The K.B.L. expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators.
2. As such, standards of behavior should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, from time to time, sanctions may be necessary, from an external source, for behavior, which transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, spectator, parent, guardian or member, and may take the form of:
  - 2.1 A verbal reprimand.
  - 2.2 A written reprimand.
  - 2.3 A suspension.
  - 2.4 An expulsion.
  - 2.5 A combination of the above.

3. The K.B.L. through its elected or appointed officials have the authority to discipline any player, team official, team follower, spectator, parent, guardian or member. The President shall ensure that written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently within the process set out below:
4. Three different Discipline Stages are possible, namely:
  - 4.1 Stage 1 The Informal Process.
  - 4.2 Stage 2 The Formal Process.
  - 4.3 Stage 3 The Appeal Process.
5. Some incidents that may warrant disciplinary action are as follows:
  - 5.1 Profanity by players, team officials, players, guardians, or spectators.
  - 5.2 A player who is ejected from a game.
  - 5.3 A coach or bench assistant who is ejected from a game.
  - 5.4 A team, who in the opinion of the President, has accumulated multiple infractions of a serious nature.
  - 5.5 A team member or team follower who repeatedly brings discredit to the team and the League, through violent, abusive, or gross behavior, on or off the field.
  - 5.6 Use of alcohol or other illegal substances while representing K.B.L. through participation in any team activities.
  - 5.7 A parent or guardian who exhibits conduct unbecoming to the integrity of K.B.L.
6. Two K.B.L. Board Executive situations that will warrant disciplinary action are:
  - 6.1 Any elected official or appointed member of the K.B.L. Board who does not attend three meetings in a season may be relieved of his or her duties.
  - 6.2 Any elected or appointed member of the K.B.L. Board who, by a vote of Executive, is deemed to be doing an unsatisfactory job shall by a 75% majority vote of those present at the meeting, be relieved of his or her duties.
7. STAGE 1 - THE INFORMAL PROCESS
  - 7.1 Standard Suspensions
    - 7.1.1 Where the Baseball MB or Baseball Canada current rulebook dictates a suspension for a player for a rule transgression, and game officials determine, by write-up, that such a transgression took place, the coach in consultation with the Executive Officials, as a matter of routine will implement the suspension.

## 7.2 Non-Standard Suspensions

7.2.1 When incidents occur which may warrant disciplinary action the coach (es) shall report the incident as quickly as possible, and at least prior to the next game, for action.

7.3 The Executive (Discipline Committee), and coach shall meet, investigate the incident, and determine sanctions applied. In investigating the incident, they may consult game officials, players, parents, and other observers that they may deem necessary to gain relevant facts of the incident.

7.4 The coach(es) implements the sanctions with the players. A file must be created and established with the Executive until the end of the season.

## 7.5 Appeal of Discipline

7.5.1 Notwithstanding the above, should a coach, player, or parent feel that stage 1 has not satisfactorily resolved the issue, it may be appealed to stage 2 in writing. However, stage 1 sanctions remain in effect until stage 2 is complete.

7.5.2 For incidents of a very serious nature, the Executive may elect to suspend the player(s) indefinitely and proceed to stage 2.

7.5.3 Any appeal of discipline must occur within 72 hours of notification of the original discipline being communicated. The appeal must be in writing to the President of K.B.L

## 8. STAGE 2 —THE FORMAL PROCESS

8.1 Any member of the Executive on receiving a written appeal or request shall convene a Discipline committee Meeting.

8.2 The Discipline Committee shall consist of the President and at least two elected members of the Executive.

8.3 The Discipline Committee shall establish a hearing and invite such persons as they deem necessary to provide information to the Discipline Committee. The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party (ies). Such communication may be verbal at the outset but shall be confirmed in writing with copies being kept with the secretary.

8.4 The Vice President will update the Board of Directors on the outcome of the situation.

### 8.5 APPEAL OF DISCIPLINE

8.5.1 Notwithstanding the above, should a coach, player, or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing to the K.B.L. Secretary, requesting an Appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.

## 9. STAGE 3 - THE APPEAL PROCESS

9.1 The K.B.L. Secretary on receiving a written request for an appeal shall place the item on the

agenda for the next regular meeting of the Executive Committee, and inform, the President, Vice-President and respective coach of its receipt.

9.2 The K.B.L. Executive may provide up to thirty minutes of meeting time for the person making the appeal to state their case. After the statement has been given, the Executive will discuss the case in private.

9.3 The Executive Committee shall render its decision by motion, and a simple majority of those members in attendance shall suffice.

9.4 APPEAL OF DECISION

9.4.1 Notwithstanding the above, should a coach, player, or parent feel that stage 3 has not satisfactorily resolved the issue, it may be appealed by writing to the K.B.L. Secretary, requesting an appeal to the decision. This appeal must occur within 72 hours of the decision being communicated.

9.4.1 The K.B.L. Secretary on receiving a written request for an appeal shall place the item on the agenda for a special meeting of the Board. The Secretary must inform the President and Vice President of its receipt.

9.4.3 The K.B.L. Board may provide up to thirty minutes of meeting time for the person making the appeal to state their case.

9.4.4 The Board of Directors shall render its decision by motion, and a simple majority of all Board members.

9.4.5 The decision of the Board shall be final and binding on all parties, except those avenues of recourse provided by Baseball MB and Baseball Canada (as applicable).

10. Without restricting the foregoing, the following general guidelines apply:

10.1 First infraction by players will normally be satisfactorily concluded at Stage 1.

10.2 Second infractions by players could proceed directly to Stage 2 under extreme circumstances.

10.3 Infractions that involve coaches, team followers, or parents will normally proceed directly to Stage 2.

10.4 Suspensions when applied to players shall specify:

10.4.1 The number of games to which the suspension applies, both league and exhibition, or,

10.4.2 The time period for which the suspension applies.

10.5 Player suspension includes no activity in bench area, prior to or after the specified games, or during the specified time period.

10.6 Suspensions when applied to parents, coaches, or team followers shall normally restrict the access of those persons to bench areas, and possibly spectator areas of diamonds.

## **SECTION 2**

### **KENORA BASEBALL LEAGUE REGULATIONS AND POLICIES**

Regulation 1. Members Expectations

- 1 Parent Expectations
- 2 Team Member Expectations

Regulation 2. Code of Conduct

Regulation 3. Player Movement

Regulation 4. Registration And Fees

Regulation 5. Number of Games, Practices and Tournaments

Regulation 6. Equipment and Jerseys

Regulation 7. Abuse and Harassment

## REGULATIONS AND POLICIES

### REGULATION 1 - MEMBERS EXPECTATIONS

#### 1. PARENT EXPECTATIONS

- 1.1. Parents/guardians (parent) can have a positive or negative effect on the performance and morals of the team members and other parents.
- 1.2. The sportsmanship of the team members and parents reflect on the team and the entire League. The Executive and Coaches request that the parents/guardians reinforce the team member's rules and conduct themselves in a manner consistent with good sportsmanship and the philosophy of the K.B.L. and the team.
- 1.3. Each parent/guardian will support K.B.L. and the team their child plays on to the best of their ability. This includes providing assistance with transportation, fundraising (if league decides to), scorekeeping, keeping pitch counts, team jersey care, handing out information, appointing a parent rep to act as a spokesperson for all of the team parents, etc. It is expected that parents will contribute their "fair share" of volunteer duties on the team.
- 1.4. Act as worthy ambassadors of K.B.L. and the city of Kenora while attending out-of-town games with their son/daughter.
- 1.5. Not interfere with or harass Coaches, Board, and Officials.
- 1.6. Do not shout any instruction to any child from the stands, only shout positive encouraging remarks. Instruction should come from the coaches only.
- 1.7. The umpires are trying to do the best job they possibly can. They are human and are going to make mistakes. From time to time, the coaching staff will talk to the umpires - that's their job. Please refrain from derogatory comments directed at the officials.
- 1.8. It is each team's responsibility to do the best job possible in equalizing playing time. Playing times may not be equal in each and every game but over the course of a season, it equals out. Winning is secondary to the development of each child's baseball skills, teamwork, camaraderie and positive attitude. However, it does not make sense to lose a game by not trying our best to win the game. This could involve having certain players on the field more often than normal to do this. If you have a concern, please discuss it with the Coach of your child's team in private.
- 1.9. Always wait 24 hours before making any comments that are critical. Then if there is still a problem, talk to the coaching staff privately, not publicly. Please do not talk about the problem in front of your child.
- 1.10. Never be critical of other players baseball skills, ie) "He can't catch"; "He can't pitch", etc.
- 1.11. Please arrive for practices and games at least 15 minutes ahead of the scheduled time, unless otherwise instructed by the Coach.

1.12. Please inform the coach directly if your player is unable to attend a practice or game.

2. TEAM MEMBER EXPECTATIONS

2.1. Team members are expected to follow these rules. Discipline for violation of any of these rules will be handled in a consistent manner and equitable to all members regardless of abilities.

2.2. Team members are expected to:

2.2.1. Act in a sportsman-like manner at all times, on and off the field. Conduct that will not be tolerated include:

2.2.2. Abusive language directed at coaches, teammates, teammates parents, officials, or members of other teams.

2.2.3. Throwing of equipment in anger.

2.2.4. Intentionally attempting to injure another player whether is it a teammate or an opposing player.

2.2.5. Intentionally ignoring instructions.

2.2.6. Disruptive horseplay.

2.3. Be on time for practices and games. If a member cannot attend, every effort must be made to notify one of the coaches or Convener. At the coach's discretion, players who do not practice may not play.

2.4. Coaches will ensure that all players are wearing all mandatory protective equipment, in good repair, worn as recommended by the manufacturer. The coaches will not permit a player on the field if he/she is not fully equipped.



## **REGULATION 2- CODE OF CONDUCT**

### **1. PURPOSE**

The Code of Conduct has been developed to achieve a number of objectives including:

- 1.1. To uphold and advance the vision and mission of K.B.L.
- 1.2. To provide a clear definition of the expectation that K.B.L. has for members who represents K.B.L.
- 1.3. To ensure that individuals representing K.B.L. exhibit conduct and behaviour which reflects favourably on K.B.L., the league the team plays in, and all others associated with K.B.L.
- 1.4. To ensure the health and safety of all involved, including K.B.L. Executive, fellow competitors, spectators and the public.

### **2. APPLICABILITY**

- 2.1. The Code of Conduct will apply to all members of the League including all players, coaches, conveners, and other team representatives, Executive, and any other individual who the general public has reason to believe represents K.B.L.
- 2.2. This Code of Conduct applies at all times while representing the League or a team in the League. An individual is representing K.B.L. and/or the team at all times while involved in games, practices, or other team functions and including all travel associated with participation in the functions.

### **3. SPECIFIC RULES**

- 3.1. The following rules shall apply universally to all representatives of K.B.L. when they participate in K.B.L. activities on or off the field.
- 3.2. In situations where players travel or room with their families during K.B.L. functions (particularly out-of-town tournaments and games), these rules may be modified at the discretion of the coaching staff. Any modification shall not have the effect of lessening the intent of the Code, but only to make application of the Code more practical under specific circumstances. In such situations, the head of the family may wish to assume responsibility for the behaviour of the player and must so advise the head coach or manager. The player must still adhere to the broad principles underlying these rules and in all instances, the Head Coach is ultimately responsible for enforcement of the Code.

1. The following rules are in addition to rules of play established by Baseball Canada, Baseball MB, and other such bodies having jurisdiction over the performance of individuals involved in the game of baseball.
2. Representatives of the K.B.L. shall conduct themselves properly at all times as to not in any way discredit the reputation of the League, the team, or fellow players. This includes but is not restricted to the following:

- 2.1. Shall exhibit good sportsmanship in all circumstances.
- 2.2. Shall refrain from verbal or physical abuse of officials, other participants, and fans.
- 2.3. Shall obey the rules and regulations of all governing bodies and shall cooperate with their enforcement.
- 2.4. Shall refrain from using profane language.
- 2.5. Shall refrain from taunting other participants.
- 2.6. Shall in general be required to act in a manner that would reflect well on the image of the individual, the team, and K.B.L.
3. No representative shall engage in rowdiness, hooliganism, excessive profanity or similar anti-social acts.
4. Players shall have no members of the opposite sex that do not play on their team in team hotel rooms, be in other hotel rooms with members of the opposite sex or attend unauthorized private parties when traveling with their team.
5. No Representative shall violate curfews established while traveling. In this regard, it shall be the responsibility of the Head Coach to ensure that curfews are established while traveling and that they are communicated to all Representatives, giving regard to the age of the individuals involved and the schedule for the events. The Head Coach's decision regarding the establishment of curfews shall be final.
6. No Representative shall violate any specific rules established by a Team traveling on behalf of the K.B.L. These rules could include use of hotel sports and recreation equipment, dress regulations, participation in recreational activities while traveling, and other rules established to assist in enhancing the performance of the team.
7. It shall be a breach of the Code of Conduct to have knowledge of a situation or event which constitutes a breach, and to condone the action through continued participation in the general events surrounding the breach, or for failing to take reasonable efforts (including reporting the activity to appropriate team officials) to attempt to stop the incident.
8. Breaches of the Rules of Baseball may result in disciplinary action as breaches of this Code of Conduct. This is particularly true when the Rules of Baseball dealing with player and/or coach ejections, intent to injure and abuse of umpires are breached.
9. The following actions are deemed to be Major violations of the Code of Conduct:
  - 9.1. No member shall engage in any activity, which constitutes a breach of the Criminal Code of Canada.
  - 9.2. No member shall illegally possess, consume or distribute alcohol or drugs and shall not participate in any public activities while under the influence of these substances.
  - 9.3. No member shall engage in any activity, which constitutes an endangerment to the

lives, health or safety of himself or others, or results in the destruction or defacement of public or private property.

9.4 Unreasonable application of the rules of the Code of Conduct may in itself constitute a breach of the Code. Complaints of unreasonable application of the Code of Conduct must be made in writing to the K.B.L. Executive.

4. CONSEQUENCES

4.1 In dealing with breaches of the Code of Conduct the matter under consideration should be dealt with as quickly as possible under the circumstances giving consideration to both the actual and potential risks, which were created by the breach of the Code.

4.2 In the event of a Major Breach of the Code of Conduct, the individual(s) shall be immediately suspended from participation in any K.B.L. functions until dealt with by the Discipline Committee within a reasonable period of time, as determined by the Chairman of the Special Committee.

**REGULATION 3- PLAYER MOVEMENT**

3. No player movement will be allowed after teams are set. All access to players will be done through the draft process.

**REGULATION 4 - REGISTRATION AND FEES**

1. Standard registration will open January 31 and close March 31. Registration from April 1 until the start of evaluation camps will be an additional \$25. Evaluation camps are considered the “start of the season”. Registration after the season starts requires board approval and is subject to a \$50 surcharge.

2. All registration money must be paid (or acceptable arrangements made) before the first evaluation, practice or game. The K.B.L. Executive will set the registration fees on a yearly basis.

3. All registration refunds will withhold \$25 minimum administration fee.

3.1. Refunds of registration fees will be given for players who quit K.B.L. according to the following schedule:

Date Player leaving	Refund Amount
Before April 30th	100% less admin fee
Before May 31st	50%
After May 31 <sup>st</sup>	0%

3.2. Exceptions will be made to players with extenuating circumstances such as moving away, or baseball injuries that prevent the player from playing the rest of the season. **NOTE that no refunds shall be given out after May 31st.**

## **REGULATION 5 – NUMBER OF GAMES, PRACTICES AND TOURNAMENTS**

- 5.1 K.B.L. reserves the right to set a maximum number of games that any one team will play during a baseball season. This will be set at the beginning of each baseball season within a reasonable limit keeping in mind that these players are still children. The schedule will be prepared by the Scheduling Manager with approval by the President.

## **REGULATION 6 - EQUIPMENT**

- 6.1 All equipment will be handed out to the teams via the Equipment Manager. All K.B.L. equipment will be stored in the equipment sheds between baseball seasons.
  - 6.1.1 It is mandatory for each player to provide their own baseball helmet, closed-toe shoes, pants, fielding glove, and cup (as necessary). (Catcher's equipment, bats and balls are provided).
1. The Coach is responsible for the return of all equipment assigned to the team in a clean and timely fashion to the Equipment Manager. A date for the return will be set each year by the Equipment Manager and communicated to the team managers near the end of each baseball season. Any equipment not returned to K.B.L. will be the financial responsibility of that particular team.
2. All equipment supplied by the K.B.L. will remain the property of the K.B.L. subject to specific rules put forward from time to time by the K.B.L. K.B.L. Executive will undertake disposal of all K.B.L. equipment. Team players will not inherit any equipment, jerseys, etc. If any equipment handed out is viewed by the coaches as "unsafe", they should contact their divisional convener or the Equipment Manager for assistance.

## **REGULATION 7 - ABUSE AND HARASSMENT**

1. K.B.L. is committed to a baseball program that promotes and honours the values of fun, respect, and positive development for all participants.
2. K.B.L. has defined unacceptable behaviour as: An individual is considered to be displaying unacceptable behaviour if they are verbally, physically, or sexually harassing and/or abusing a game participant (player, coach, official, volunteer, or spectator).
  - 7.2.1 A common example of this type of behaviour would be a spectator who shouts or gestures to harass or abuse a participant in a way that the participant becomes aware of the intent of the activity.
3. All K.B.L. guidelines or policies as per the Baseball Manitoba handbook and policies governing Baseball Canada will be enforced.

## **Attendance Policy**

### **Board Member Attendance**

Any board member who fails to attend, without reasonable cause as determined by the Board, fifty (50) percent of the Board meetings held in any one-year period or three (3) consecutive meetings of the Board shall, if

the Board by resolution so decides, be disqualified from serving as a board member. Any Board Member so disqualified shall thereupon cease to be a board member.

This policy shall be managed utilizing the procedures outlined in the 'Board Member Attendance Procedure' document.

### **Board Member Attendance Procedure**

1. It is an expectation that board members will make every reasonable effort to attend board meetings. If a member is unable to attend a board meeting, that member is expected to contact the Secretary prior to the scheduled start of the meeting. Where possible, the board member should provide sufficient notice for the Secretary to determine if a quorum of board members will be present.
2. The Secretary shall maintain a record of attendance for each meeting of the board. This record shall include the reason for a board member's absence, if provided by the board member. If the board member advises the Secretary that he or she is unable to attend, that member's status shall be recorded as "with regrets" in the meeting minutes. If a board member fails to notify the Secretary of their absence, that member shall be recorded as "absent" in the meeting minutes.
3. The Secretary shall inform the President when an individual board member has failed to meet attendance requirements as defined in this policy as *"Any board member who fails to attend, without reasonable cause as determined by the Board, fifty (50) percent of the Board meetings held in any one year period or three (3) consecutive meetings of the Board shall, if the Board by resolution so decides, be disqualified from serving as a board member. Any board member so disqualified shall thereupon cease to be a board member."*
4. Where possible, the President shall initiate a conversation with the non-attending board member to determine the reason for his or her non-attendance, and to determine the member's intention with respect to remaining a member of the board.
5. In the event that a conversation cannot be arranged, the President will attempt to communicate with the non-attending member via mail (electronic or otherwise) to determine the reason for their non-attendance, and to determine the member's intentions with respect to remaining a member on the board.
6. Based on the outcome of step #4 and step #5 above, the Executive shall determine that:
  - a. The issue of non-attendance has been successfully addressed, and the issue is resolved; or
  - b. The board member is to be reminded in writing by the President of the attendance requirements for board members, and advised that unless the requirements are met, the member may be disqualified as a member of the board; or
  - c. A resolution is to be put before the Board recommending that the non-attending board member be disqualified from serving as a board member.

## **SECTION 3**

### **KENORA BASEBALL LEAGUE ROLES AND RESPONSIBILITIES OF THE EXECUTIVE**

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Fundraising Manager
6. Equipment Manager
7. Registrar
8. Scheduling Manager
9. Concession Manager
10. Fields Manager
11. Umpire Scheduler

#### **Other members (Non-voting Roles)**

1. Social Media Manager
2. Division conveners

Title	Role	Duties
<p><b>President</b></p>	<ul style="list-style-type: none"> <li>• Provide leadership, mentoring and direction in the forming of and execution of the KBL Board.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> Develop &amp; facilitate agenda for monthly meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new ideas. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>AGM:</b> Chair the KBL annual general meeting in order to recap the previous season and establish a new board for the year ahead.</p> <p><b>Finances:</b> Guard over the financial health of KBL by monitoring and managing expenditures and securing adequate revenue in accordance with an annual operational budget established with input from all board members.</p> <p><b>Accountability:</b> Hold each board member accountable to perform their individual duties in a timely and appropriate manner.</p> <p><b>Disputes:</b> Resolve all internal and/or external disputes that arise involving KBL members or the league overall.</p> <p><b>Disciplinary Action:</b> All disciplinary actions for league members, parents, coaches, and parents will be dealt with by a committee comprised of the president, vice-president and division convener.</p> <p><b>Coach Selection:</b> Participate in the recruitment and selection process for coaches within all divisions.</p> <p><b>Sub committees:</b> Hold an oversight position on all league sub-committees to ensure adherence to terms of reference, budgetary restraints, and league standards.</p> <p><b>Summary:</b> This role comes with year-round leadership responsibility. Planning and utilizing the board is the top priority. Being a good communicator and the ability to work with others is a must. The president has the full support of the executive. Be creative, KBL is always looking to improve.</p>

<p><b>Vice-President</b></p>	<ul style="list-style-type: none"> <li>• Prepare to assume the role of President in the case of vacancy in that position.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> Attend monthly meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new ideas. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Pre-Season:</b> Review and update KBL policies. Resolve all issues and make recommendations to the board. Confirm coaching needs for each division and determine the training and certification needs. Lead coach selection process. Contact and arrange training for coaches at each level.</p> <p><b>Lead Conveners:</b> The VP will support all division conveners for per-season coaches' meetings, provision of rules etc. In the absence of a division convener, the VP will act as the convener for that respective division.</p> <p><b>Evaluation Camp:</b> For seasons that include an indoor evaluation period, the VP will schedule and organize drills, equipment, rating sheets and volunteers to run stations. To execute a successful camp the VP will need to obtain support from all board members with specific support from the registrar, equipment manager, and scheduler.</p> <p><b>Disciplinary Action:</b> All disciplinary actions for league members, parents, coaches, and parents will be dealt with by a committee comprised of the president, vice-president and division convener.</p> <p><b>Summary:</b> This position comes with a large workload over a short period of time. Planning ahead and utilizing the executive is a top priority. Being a good communicator and the ability to work with others is a must. The VP has the full support of the executive. Be creative, KBL is always looking to improve.</p>
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<p><b>Secretary</b></p>	<ul style="list-style-type: none"> <li>• Organize monthly meetings, keep accurate meeting minutes, and distribute all correspondence.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> Coordinate monthly meetings and book a meeting room. Meeting dates are to be determined by the executive. Collaborate with president to create the monthly meeting agenda. Attend monthly meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new ideas. Understand policy, code of conduct and the rules that apply to each division. Compose and distribute routine correspondence and reports. Meeting minutes and correspondence shall be distributed to the executive within the following week.</p> <p><b>General:</b> Set up and maintain filing systems for records, correspondence, and other materials. Administer, update, and maintain website (Facebook) to ensure effective and timely communication through website.</p> <p><b>AGM:</b> Book and organize venue. Obtain year end write-ups from executive. Create AGM package, attendance sheet, and voter's ballots. Record meeting events and distribute to executives.</p> <p><b>Summary:</b> This role comes with a consistent workload throughout the year and increases around the AGM. Planning ahead and utilizing the large volunteer base (parents) is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p>
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<p><b>Treasurer</b></p>	<ul style="list-style-type: none"> <li>• Play a watchdog role over all aspects of the financial management for KBL to safeguard the organizations finances. This includes financial oversight, financial planning, and budgeting, financial reporting, banking, bookkeeping, and record keeping.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> Attend monthly meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new ideas. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>General:</b> Prepare and mail cheques after approval of payment from all relevant board members ensuring all cheques are signed by two signatories. Make regular deposits. Keep books up to date, prepare regular financial statements, and report to the board. Monitor receipts and payments against the budget if applicable. Supports grant applications by providing accurate and relevant financial information for submissions.</p> <p><b>Annually:</b> Support the president in the preparation of a budget if applicable. Generate annual financial statements. Attend the AGM. Facilitate a systematic process for the tracking and return of jersey deposits with the fundraising manager.</p> <p><b>Summary:</b> This role comes with a large workload over a short period of time. Planning ahead and utilizing the large volunteer base (parents) is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p> <p><b>This position is specialized and requires either a CPA or strong bookkeeping experience to ensure strong safeguards are in place to protect KBL.</b></p>
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<p><b>Scheduling Manager</b></p>	<ul style="list-style-type: none"> <li>• Ensure proper field time is in place for practices and games for each division. Ensure umpires are scheduled for required games.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> Attend monthly meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new ideas. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Pre-Season:</b> Determine the field rental requirements for a successful season and submit initial requirements to the city for approval. Facilitate and schedule any indoor time required as requested by the VP for an evaluation camp.</p> <p><b>Master Schedule:</b> Create the master schedule for the season for each division that identifies the field location, date &amp; time, and team(s) for all games and practices. Present the schedule to the executive for approval and distribute to conveners and secretary for distribution. This schedule should include a playoff schedule.</p> <p><b>Special Schedule:</b> Work with conveners and coaches to facilitate any additional practice time or the rescheduling of games (only if absolutely necessary). Arrange field time and umpires for any league organized tournaments or special play.</p> <p><b>Umpire Schedule:</b> Work with umpires and create schedules for all necessary games ensuring appropriate umpires are scheduled. Confirm and submit umpire hours to treasurer for wage payments up to and including the following dates. May 30<sup>th</sup>, June 15<sup>th</sup>, June 30<sup>th</sup>, and if necessary July 15<sup>th</sup>.</p> <p><b>Umpire Certification:</b> Research and recommend umpire training requirements annually and ensure appropriate training has taken place annually.</p> <p><b>Summary:</b> This role comes with a large workload over a short period of time. Planning ahead and utilizing the large volunteer base (parents) is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p>
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<p><b>Umpire Scheduler</b></p>	<ul style="list-style-type: none"> <li>• Ensure proper field time is in place for practices and games for each division. Ensure umpires are scheduled for required games.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> Attend monthly meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new ideas. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Pre-Season:</b> Determine the field rental requirements for a successful season and submit initial requirements to the city for approval. Facilitate and schedule any indoor time required as requested by the VP for an evaluation camp.</p> <p><b>Umpire Schedule:</b> Work with umpires and create schedules for all necessary games ensuring appropriate umpires are scheduled. Confirm and submit umpire hours to treasurer for wage payments up to and including the following dates. May 30<sup>th</sup>, June 15<sup>th</sup>, June 30<sup>th</sup>, and if necessary July 15<sup>th</sup>.</p> <p><b>Umpire Certification:</b> Research and recommend umpire training requirements annually and ensure appropriate training has taken place annually.</p> <p><b>Summary:</b> This role comes with a large workload over a short period of time. Planning ahead and utilizing the large volunteer base (parents) is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p>
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<p><b>Fundraising Manager</b></p>	<ul style="list-style-type: none"> <li>• Obtain sponsorship money and/or services from community businesses, clubs, and parents.</li> <li>• Facilitate any fundraising initiatives to raise funds for league operations and special projects as required.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> Attend monthly meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new ideas. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Pre-Season:</b> Upon the start of a new season the Fundraising Manager shall obtain a copy of the previous year’s sponsors and familiarize themselves with these sponsors and respective contracts.</p> <p><b>General Sponsorship:</b> Work with existing sources to obtain yearly sponsorships and approach businesses, clubs, and parents for new funding. Also approach them for any services they could provide to reduce costs. Update equipment manager which sponsor has sponsored which team to facilitate the ordering of hats and/or jerseys for the season. Provide list of sponsors to Secretary to ensure they are thanked on website (Facebook).</p> <p><b>Uniforms:</b> Facilitate the ordering and distribution to conveners of hats (all divisions) and t-shirts (9U &amp; RC) based on sponsorship. Key to success for parent or family sponsors is to try and align the sponsorship to the child player. For league owned jerseys (11U &amp; up), distribute jerseys by appropriate size with sponsor hats to appropriate conveners. Maintain and inventory of jerseys and make recommendations for and facilitate the purchase of new jerseys. Work with treasurer to facilitate the collection of league jerseys and return of deposits at the end of the season.</p> <p><b>General Fundraising:</b> Plan and facilitate fundraising initiatives approved by the board such as an annual tag day and/or lottery license draws.</p> <p><b>AGM:</b> Provide a year-end sponsorship report to the secretary to recognize sponsors in AGM package.</p> <p><b>Summary:</b> KBL requires financial support to ensure its long-term success. This position requires a large workload over a short period of time. Planning ahead and utilizing the large volunteer base (parents) is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p>
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<p><b>Equipment Manager</b></p>	<ul style="list-style-type: none"> <li>• Provide safe equipment to all division conveners to ensure the highest quality of play for our players, coaches and umpires.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun, and educational environment for kids, coaches, and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> Attend monthly meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new ideas. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Pre-Season Equipment:</b> Establish a yearly equipment budget based on players registered, existing equipment and projected needs for the upcoming season. Once approved by the board, order, receive and distribute equipment working with division conveners. Address any issues with size, damage, or loss of equipment. Work with Field &amp; Ump Manager to provide equipment to umpires.</p> <p><b>Maintenance:</b> Supply and maintain lockups and sheds including the distribution and collection of keys through conveners.</p> <p><b>Summary:</b> This position requires a large workload over a short period of time. Planning ahead and utilizing the large volunteer base (parents) is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p>
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<p><b>Registrar</b></p>	<ul style="list-style-type: none"> <li>• The Registrar’s primary responsibility is receiving registrations, divide players into age-appropriate divisions and distributing information to conveners for distribution to coaches.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> Attend monthly meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new ideas. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Registration:</b> Responsible for planning, preparing and executing the registration process from start to finish. Will plan registration date, location and organize volunteers for the registration nights. Must communicate registration to the public through use of Facebook, home notes to schools, and local radio stations. Coordinates Triple Play attendance at registration. In conjunction with volunteers and oversight from the treasurer, receive registrations, collect fees, and distribute tax receipts. Collect all monies and notify the Treasurer of all outstanding funds. All registration is to be entered into excel for tracking and management purposes. Keep Director’s informed of any late registrations and player / parent requests.</p> <p><b>Pre-Season Information:</b> Immediately upon completion of registration provide all necessary information to board members to support their functions:  Interested board members – President  Interested coaches – Vice-President  Interested sponsors – Fundraising Manager  Interested umpires – Field &amp; Ump Managers</p> <p><b>Evaluation Camp &amp; Draft:</b> Divide players into age groups and distribute the lists to the Conveners for the evaluation camp. Prepare the lists of players and snake draft forms for the draft process. Input information into the Excel spreadsheet once the draft is complete and distribute team rosters and contact information to the conveners for distribution to coaches.</p> <p><b>Summary:</b> This position requires a large workload over a short period of time. Planning ahead and utilizing the conveners for communication and league Directors for support is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p>
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<p><b>Concession Manager</b></p>	<ul style="list-style-type: none"> <li>• Plan, organize and operate all available concessions throughout the KBL season.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> Attend monthly meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new ideas. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Pre-Season:</b> Open JM concession and ensure it is appropriate for a new season of ball. Complete an initial inventory purchase and stock the concession. Work with Treasurer to arrange for an initial float for the concession, a system for frequent deposits, and purchase reimbursements.</p> <p><b>General:</b> Operate concession and schedule volunteers as needed to ensure the concession is open for all KBL games. Frequently review inventory levels and replenish as necessary. Ensure frequent deposits are delivered to the Treasurer to avoid high cash levels. Ensure concession cleanliness throughout season.</p> <p><b>Tournaments &amp; Playoffs:</b> Obtain any necessary food permits for special occasions such as BBQs etc. Ensure that all necessary regulations are followed as outlined in the special permits. Prepare and maintain system for special events such as free food or drinks for players and coaches as approved by the board.</p> <p><b>End of Season:</b> Try to plan inventory levels that see a minimal inventory at the end of the season. Clean out concession to ensure it survives the winter without incident. Provide all the cash to the treasurer for a final deposit.</p> <p><b>Summary:</b> This position requires a large workload over a short period of time. Planning ahead and utilizing the large volunteer base (parents) is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p>
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<p><b>Fields Manager</b></p>	<ul style="list-style-type: none"> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> Attend monthly meetings to discuss league topics. Vote on changes to policy, expenditures and contribute new ideas. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Pre-Season:</b> Order required equipment to ensure the JM fields are kept at a minimum standard, meet with the city regarding field conditions and the opening date.</p> <p><b>General:</b> Ensure fields have been maintained by the city and check on field conditions regularly, especially after rain/stormy weather. Be aware of graffiti, litter, and unsafe conditions that require immediate care.</p> <p><b>Tournaments &amp; Playoffs:</b> Ensure the fields are in the best condition possible. Check the dugouts and sheds for cleanliness and safety concerns.</p> <p><b>End of Season:</b></p> <p><b>Summary:</b> The Fields Manager oversees field improvements and notifies the board of concerns. The Fields Manager ensures the fields are maintained after inclement weather. A good working relationship with the city department is needed to ensure the fields are playable and health and safety concerns are a priority.</p>
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<p><b>Social Media Manager</b></p>	<ul style="list-style-type: none"> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principals of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings: This is a nonvoting board member position but will work closely with the President, Vice President, and Registrar.</b> May attend monthly meetings to discuss league topics, if available. Will receive copies of league minutes. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Social Media Manager Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Develop and implement social media strategy to enhance the league's online presence.</li> <li>2. Create engaging content, including graphics, videos, and posts, to promote league events, games, and activities.</li> <li>3. Monitor and manage social media accounts, respond to comments, messages, and inquiries in a timely and professional manner.</li> <li>4. Collaborate with team coaches, parents, and players to gather content showcasing the league's achievements and community involvement.</li> <li>5. Stay updated on social media trends and implement innovative strategies to increase follower engagement and reach.</li> <li>6. Schedule regular posts to maintain a consistent and active presence across various platforms.</li> <li>7. Capture and share behind-the-scenes content to humanize the league and build a sense of community among followers.</li> <li>8. Track and analyze social media metrics to assess the success of campaigns and adjust strategies accordingly.</li> <li>9. Attend league events and games to provide real-time coverage on social media platforms.</li> </ol> <p><b>Qualifications:</b></p> <ol style="list-style-type: none"> <li>1. Strong knowledge of popular social media platforms, including Instagram, Facebook, Twitter, and TikTok.</li> <li>2. Graphic design and video editing skills are a plus.</li> <li>3. Passion for youth baseball and a good understanding of the league's values and goals.</li> <li>4. Ability to work independently and collaboratively with diverse stakeholders.</li> <li>5. Prior experience managing social media accounts for sports organizations or youth-focused entities is an asset but not a requirement.</li> </ol> <p><b>Time Commitment:</b> Flexible, with the expectation of dedicating a few hours per week.</p> <p><b>Note:</b> This volunteer role aims to contribute to the positive representation and promotion of the youth baseball league within the community through various social media channels.</p>
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<p><b>Rally Cap (RC) Convener</b></p>	<ul style="list-style-type: none"> <li>• Organize the RC division and be the KBL conduit for all resources and communication between coaches, parents, umpires etc.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principals of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> May attend monthly meetings to discuss league topics, if available. Will receive copies of league minutes. Does not hold a voting position. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Pre-Season:</b> Upon registration, obtain a list of all players and coaches for the division from the Registrar. Contact head coaches and organize a coach meeting to provide all coaches with an overview of the season including schedule, rules, applicable rules etc. Establish yourself as the primary source of communication between KBL and division coaches and parents.</p> <p><b>Uniforms:</b> Promptly upon the completion of registration, coordinate the ordering of t-shirts and hats through our Baseball MB to be distributed to coaches/players at the start of the season.</p> <p><b>Evaluation Camp:</b> Rally Cap does not participate in the evaluation camp.</p> <p><b>Draft:</b> Rally Cap does not participate in the draft.</p> <p><b>End of season:</b> Arrange for any necessary medals or trophies for playoff finalists as decided by the KBL board for the division. Work with equipment manager to support and co-ordinate the collection of equipment and keys etc.</p> <p><b>Summary:</b> This position requires a large workload over a short period of time. Planning ahead is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p>
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<p><b>9U Convener</b></p>	<ul style="list-style-type: none"> <li>• Organize the 9U division and be the KBL conduit for all resources and communication between coaches, parents, umpires etc.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> May attend monthly meetings to discuss league topics, if available. Will receive copies of league minutes. Does not hold a voting position. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Pre-Season:</b> Upon registration, obtain a list of all players and coaches for the division. Contact head coaches and organize a coach meeting to provide all coaches with overview of the season including evaluation camp details, draft, applicable rules etc. Establish yourself as the primary source of communication between KBL and division coaches and parents.</p> <p><b>Evaluation Camp:</b> Work with Vice-President to support your division coaches throughout the evaluation camp. Provide player lists to coaches to facilitate player ratings.</p> <p><b>Draft:</b> With support from other board members, oversee and moderated the division draft process in alignment with KBL parameters for the division. Provide draft results to registrar for the creation of contact lists for the coaches. Once complete, distribute lists to coaches so they can reach out to their players' parents.</p> <p><b>End of season:</b> Arrange for any necessary medals or trophies for playoff finalists as decided by the KBL board for the division. Work with equipment and fundraising managers to support and co-ordinate the collection of equipment and keys etc.</p> <p><b>Summary:</b> This position requires a large workload over a short period of time. Planning ahead is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p>
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<p><b>11U Convener</b></p>	<ul style="list-style-type: none"> <li>• Organize the 11U division and be the KBL conduit for all resources and communication between coaches, parents, umpires etc.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> May attend monthly meetings to discuss league topics, if available. Will receive copies of league minutes. Does not hold a voting position. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Pre-Season:</b> Upon registration, obtain a list of all players and coaches for the division. Contact head coaches and organize a coach meeting to provide all coaches with an overview of the season including evaluation camp details, draft, applicable rules etc. Establish yourself as the primary source of communication between KBL and division coaches and parents.</p> <p><b>Evaluation Camp:</b> Work with Vice-President to support your division coaches throughout the evaluation camp. Provide player lists to coaches to facilitate player ratings.</p> <p><b>Draft:</b> With support from other board members, oversee and moderated the division draft process in alignment with KBL parameters for the division. Provide draft results to registrar for the creation of contact lists for the coaches. Once complete, distribute lists to coaches so they can reach out to their players' parents.</p> <p><b>End of season:</b> Arrange for any necessary medals or trophies for playoff finalists as decided by the KBL board for the division. Work with treasurer, equipment, and fundraising managers to support and co-ordinate the collection of equipment, keys, and jerseys.</p> <p><b>Summary:</b> This position requires a large workload over a short period of time. Planning ahead is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p>
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<p><b>13U Convener</b></p>	<ul style="list-style-type: none"> <li>• Organize the 13U division and be the KBL conduit for all resources and communication between coaches, parents, umpires etc.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> May attend monthly meetings to discuss league topics, if available. Will receive copies of league minutes. Does not hold a voting position. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Pre-Season:</b> Upon registration, obtain a list of all players and coaches for the division. Contact head coaches and organize a coach meeting to provide all coaches with an overview of the season including evaluation camp details, draft, applicable rules etc. Establish yourself as the primary source of communication between KBL and division coaches and parents.</p> <p><b>Evaluation Camp:</b> Work with Vice-President to support your division coaches throughout the evaluation camp. Provide player lists to coaches to facilitate player ratings.</p> <p><b>Draft:</b> With support from other board members, oversee and moderated the division draft process in alignment with KBL parameters for the division. Provide draft results to registrar for the creation of contact lists for the coaches. Once complete, distribute lists to coaches so they can reach out to their players' parents.</p> <p><b>End of season:</b> Arrange for any necessary medals or trophies for playoff finalists as decided by the KBL board for the division. Work with treasurer, equipment, and fundraising managers to support and co-ordinate the collection of equipment, keys and jerseys.</p> <p><b>Summary:</b> This position requires a large workload over a short period of time. Planning ahead is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p>
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<p><b>15U Convener</b></p>	<ul style="list-style-type: none"> <li>• Organize the 15U division and be the KBL conduit for all resources and communication between coaches, parents, umpires etc.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> May attend monthly meetings to discuss league topics, if available. Will receive copies of league minutes. Does not hold a voting position. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Pre-Season:</b> Upon registration, obtain a list of all players and coaches for the division. Contact head coaches and organize a coach meeting to provide all coaches with an overview of the season including evaluation camp details, draft, applicable rules etc. Establish yourself as the primary source of communication between KBL and division coaches and parents.</p> <p><b>Evaluation Camp:</b> Work with Vice-President to support your division coaches throughout the evaluation camp. Provide player lists to coaches to facilitate player ratings.</p> <p><b>Draft:</b> With support from other board members, oversee and moderate the division draft process in alignment with KBL parameters for the division. Provide draft results to registrar for the creation of contact lists for the coaches. Once complete, distribute lists to coaches so they can reach out to their players' parents.</p> <p><b>End of season:</b> Arrange for any necessary medals or trophies for playoff finalists as decided by the KBL board for the division. Work with treasurer, equipment, and fundraising managers to support and co-ordinate the collection of equipment, keys, and jerseys.</p> <p><b>Summary:</b> This position requires a large workload over a short period of time. Planning ahead is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p>
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<p><b>18U Convener</b></p>	<ul style="list-style-type: none"> <li>• Organize the 18U division and be the KBL conduit for all resources and communication between coaches, parents, umpires etc.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> May attend monthly meetings to discuss league topics, if available. Will receive copies of league minutes. Does not hold a voting position. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Pre-Season:</b> Upon registration, obtain a list of all players and coaches for the division. Contact head coaches and organize a coach meeting to provide all coaches with an overview of the season including evaluation camp details, draft, applicable rules etc. Establish yourself as the primary source of communication between KBL and division coaches and parents.</p> <p><b>Evaluation Camp:</b> Work with Vice-President to support your division coaches throughout the evaluation camp. Provide player lists to coaches to facilitate player ratings.</p> <p><b>Draft:</b> With support from other board members, oversee and moderate the division draft process in alignment with KBL parameters for the division. Provide draft results to registrar for the creation of contact lists for the coaches. Once complete, distribute lists to coaches so they can reach out to their players' parents.</p> <p><b>End of season:</b> Arrange for any necessary medals or trophies for playoff finalists as decided by the KBL board for the division. Work with treasurer, equipment, and fundraising managers to support and co-ordinate the collection of equipment, keys, and jerseys.</p> <p><b>Summary:</b> This position requires a large workload over a short period of time. Planning ahead is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p>
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<p><b>Travel Teams Convenor</b></p>	<ul style="list-style-type: none"> <li>• Organize the travel division and be the KBL conduit for all resources and communication between coaches, parents, umpires etc.</li> <li>• Communicate effectively with board members, coaches, umpires, and parents as required.</li> <li>• Facilitate a healthy, fun and educational environment for kids, coaches and parents.</li> <li>• Inspire the principles of sport through the game of baseball.</li> </ul>	<p><b>Monthly Meetings:</b> May attend monthly meetings to discuss league topics, if available. Will receive copies of league minutes. Does not hold a voting position. Understand policy, code of conduct and the rules that apply to each division.</p> <p><b>Pre-Season:</b> Upon registration, obtain a list of all players and coaches for the divisions. Contact head coaches and organize a coach meeting to provide all coaches with an overview of the season including evaluation camp details, draft, applicable rules etc. Establish yourself as the primary source of communication between KBL and Head coaches and parents.</p> <p><b>Evaluation Camp:</b> Work with Vice-President to support your division coaches throughout the evaluation camp. Provide player lists to coaches to facilitate player ratings.</p> <p><b>Draft:</b> With support from other board members, oversee and moderate the division draft process in alignment with KBL parameters for the division. Provide draft results to registrar for the creation of contact lists for the coaches. Once complete, distribute lists to coaches so they can reach out to their players' parents.</p> <p><b>End of season:</b> Arrange for any necessary medals or trophies for playoff finalists as decided by the KBL board for the division. Work with treasurer, equipment and fundraising managers to support and co-ordinate the collection of equipment, keys and jerseys.</p> <p><b>Summary:</b> This position requires a large workload over a short period of time. Planning ahead is a priority. Being a good communicator and the ability to work with others is a must. Be creative, KBL is always looking to improve.</p>
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**Dissolution Clause**

7.0 Upon winding up or dissolution of K.B.L., the assets which remain after payment of all cost; charges and expenses which are properly incurred in the winding up shall be distributed to: Such charitable organization or organizations having a similar purpose.

## SECTION 4

### Kenora Baseball League CRITICAL PATH

#### January

- First Board meeting (planning)
  - Registration fees
  - Registration dates
  - Evaluation dates
  - Review yearend financial statements
  - Executive slate for election
- Announce and hold the AGM (prior to Feb 15<sup>th</sup>)

#### February

- Booking of evaluation space
- Booking registration venue
- Advertising of registration information
- Research and book tournaments
- Decide on clinic dates, coaches, umpires, players

#### March

- Registration closes
- Post-Registration meeting
  - Number of teams per division
  - Coaches
  - Travel Ball
- Preliminary Sponsorships
- Plan Tag Day

#### April/May

- Scheduling & Umpire Schedule
- Coaches Meeting (Explain what K.B.L. pays for, Regular games and umpires)
- Book Diamonds through City of Kenora & attend Field Users meeting
- Evaluations
- Draft
- Indoor time
- Organize equipment and recommend purchases
- Final Sponsorships
- Tag Day

#### June

- Regular season
- Jamboree style finale
- Jersey return

**July**

- Clean out canteen
- Collect and organize equipment
- Board windup
- Summer ball

**Fall**

- Check in as necessary

**SECTION 5**

**KENORA BASEBALL LEAGUE**

**HANDBOOK 2024**

**K.B.L. EXECUTIVE 2023**

<b>POSITION</b>	<b>NAME</b>	<b>CELL #</b>	<b>EMAIL</b>
President	Arcade Zelinski	807-464-1359	
Vice President	Jenn Marquis	807-464-1653	
Treasurer	Tara Collinson	807-407-8224	
Secretary	Mary Pavey	807-467-7726	Kblsecretary807@gmail.com
Registrar	Jen Boyko	807-323-0074	
Equipment Manager	Cole Kaemingh	807-251-2205	
Scheduling Manager	Cathy Debney	807-323-2552	
Fundraising Manager	Behn Carlson	807-466-0023	
Concession Manager	Bradey Lund	807-407-2264	
Fields Manager	Rob LaCroix	807-465-5578	
Umpire Scheduler	Tyler Edwards	807-407-2666	
Social Media	Ang Tresoor Carlson		
U7 Rally Cap Convener			
9U Convener			
11U Convener			
13U Convener			
15U Convener			
18U Convener			
Travel teams Convener	Leanne Sewell		

## **REGISTRATION**

### **FEES 2024**

<b>Division</b>	<b>Fees/Player</b>
RALLY CAP	\$85
9U (9U/GrandSlam)	\$135
11U (11U)	\$135 + \$50 jersey deposit
13U (13U)	\$135 + \$50 jersey deposit
15U (15U)	\$135 + \$50 jersey deposit
18U (Midget)	\$135 + \$50 jersey deposit

- Fees for Travel teams will be determined by the coordinator in consultation with the coaches. Funding provided by KBL for travel teams will be determined by the High-Performance Committee.

### **REFUND OF FEES**

- All registration refunds will withhold \$25 minimum administration fee.
- Refunds for K.B.L. will be given according to the following schedule:

<b>Date Player Leaving</b>	<b>Refund Amount</b>
Before April 30th	100% less admin fee
Before May 31 <sup>st</sup>	50%
After May 31 <sup>st</sup>	0%

### **COACHES REGISTRATION INFORMATION**

- Confirm names and birthdates on the spreadsheet with the parents of your players prior to sending the form to the registrar.
- RESPECT IN SPORT is required for all coaches/conveners in all categories, and your RIS number must be provided once the schedule begins. This is a no charge course and can be accessed by contacting the division convenor.
- All coaches are required to have a Vulnerable Sectors Check from the OPP, also to be provided once the schedule begins. This is done by the individual and through the OPP. There is no cost to the coach for this check.

### **TRAVEL TEAM COACHES**

- Prospective coaches must apply by completing a coaches' application form found on the K.B.L. website. The board will select travel teams coaches for each division.

### **UMPIRES**

- Umpires MUST be at least Level 1 certified or approved by the board.
- The Scheduling Manager or their designate will assign postings for the League, Regionals, and Provincials.

- Please check play off dates and make yourself available for these dates.

### **2024 SPECIAL DATES**

- In-person registration nights
- Evaluation days in the Sports Plex April 20-22.
- Draft will be held April 24, location Cameron Bay
- Coaches meeting will follow immediately after the draft
- Tag Day is June 1, 9-4; a buy-out option will be offered \$30 per player or \$50 per family
- Jamboree weekend June 22-23

### **SELECTING TEAMS**

- Rally Cap will be created by the convenor/registrar. Consideration will be paid to balancing the number of players on each team. Parent requests will be considered but CANNOT be guaranteed.
- 9u Players will undergo an evaluation session, prior to the start of the league, and teams will be selected by coaches in a draft format facilitated by the board/convenor/registrar.
- 11U, 13U, 15U & 18U Players will undergo an evaluation session, prior to the start of the league, and teams will be selected by coaches in a draft format facilitated by the board/convenor/registrar.
- Travel Teams will hold try-outs facilitated by the board and travel coaches. Players who pay the extra registration fee to try out will get invites. Travel team coaches are selected by the KBL board and coaches get final say on rosters. Players who try out for travel teams must be registered with the KBL and must participate in house league play.

### **LEAGUE SCHEDULE AND STANDINGS**

- Will be made available for all categories at the K.B.L. Facebook page or on the website
- Games should be played as scheduled.
- All teams should use lineup cards.
- Postponed games: must be re-scheduled within ONE week with the scheduler.
- It is the responsibility of both teams to make sure any postponed game is played.
- All games must be completed by the end of the schedule, unless otherwise approved by the scheduler.

### **GAME REPORT SHEETS**

- Available in the “Downloadable Forms and Files” section at the K.B.L. page.
- Winning Team Responsibilities:
  - Keep a hard copy in case of discrepancies/disputes
- Home Team’s Responsibilities:
  - Fill out the Game Summary during the game
  - Ensure appropriate signatures on Game Report Sheet
  - Email the game results to the division convenor, and opposition IMMEDIATELY following the game.

### **PITCH COUNT BOOKS**

- Coaches must sign the hard copy game sheet and ~~the pitch count logbook~~ and use the Pitch count App.
- Each team is responsible to track both team’s pitchers. You should check with opposition after each inning.
- Logbook should be available for opposition to view prior to the game.
- If there is a difference between counts, the home team count shall be official. Submit pitch counts along with the signed game sheet.

# 2024 KENORA BASEBALL LEAGUE RULES

## Division Ages

Rally Cap.....	age 5-7 in the current year
9U (9U/Grand Slam).....	age 7-9 in the current year
11U(11U) .....	age 10-11 in the current year
13U(13U) .....	age 12-13 in the current year
15U(15U) .....	age 14-15 in the current year
18U(Midget) .....	age 16-18 in the current year

## **BASIC KBL GUIDELINES**

ALL COACHES MUST COMPLETE Respect in Sport (online) BY MAY 15. Instructions for completion of RIS are available from your convener. There is no fee. You will be provided with a code by KBL. Once complete, please send your RIS to the registrar as soon as possible. <https://kbl.respectgroupinc.com/>.

- Our league has a very strict position on inappropriate behaviour. We all take baseball seriously, but we encourage all our coaches to please remember that we want our kids HAVING FUN. They will try to do their best, and show improvement and growth, when they feel supported by the adults around them. We expect our coaches to lead by example.
- **Respect will be shown to our Umpires** at all times. Each year we have difficulty certifying enough Umpires to run our league, and this will only improve if younger umps want to join the ranks. Yelling at or arguing with any umpire at any time will not be tolerated. They won't always make the right call - we need to learn to live with that.
- It is the coach's right and responsibility to ensure that your player's parents/guardians and guests behave appropriately and follow the code of conduct that each of us signed at registration. If you have a concern that you don't feel comfortable in handling, please contact any Board Member for assistance.
- The concession at JM fields will be open as often as we have volunteers to help out, so please encourage your parents/ family members to volunteer. All profits from the concession are funds for our league.
- Please remind parents that games will not be cancelled ahead of time (in most cases). Players must come to the field at game time; umpires will call the game AT THE FIELD for inclement weather or poor field conditions if they deem it to be unsafe. For 9U games, we will try to get you the information in a timely way.
- In the case of lightning, games do not automatically get called - we follow the 30-30 rule: 30 Seconds: Count the seconds between seeing lightning and hearing thunder. If this time is less than 30 seconds, lightning is still a potential threat. Seek shelter immediately (dugouts). 30 minutes: After the last lightning flash, wait 30 minutes before leaving shelter.
- 
- Players must attend games and practices wearing long pants and closed toed shoes. All players MUST wear a ball hat in the field and their own helmet when batting. Please don't encourage your players to share head gear. Umpires may not allow a player to play in a game if these criteria are not met.
- KBL will for the most part follow the rules as outlined by Baseball MB as outlined here <http://www.baseballmanitoba.ca/handbook> (yellow and pink sections). KBL has also created rules/guideline documents for play in each division which are posted below.
- Players will undergo an evaluation session, prior to the start of the league, and teams will be selected by coaches in a draft format facilitated by the board/convenor/registrar.



## RALLY CAP GUIDELINES

These are the basics: there will always be things that are missed or unclear. Please speak to your convenor or any Board member for clarity.

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- Rally Cap is Parent/Coach Pitch or batting off a tee.
- All players MUST wear closed-toed shoes, long pants, and helmets all times (batting & fielding). Kids at this age don't always pay attention and we want them to be safe.
- Pitches are a nice level underhand lob from fairly close (12 feet, you can back up for better batters).
- Everybody bats in Rally Cap – NO OUTS. Each inning, the entire batting order gets up. We do this so that the kids get batting and base running practice every time.
- When the last batter has hit the ball, everybody runs, and the play is always to home.
- DON'T KEEP SCORE.
- Bases are to be 30 feet apart (approximately 10 large adult paces).
- Children only advance one base on a base hit. This includes runners on base i.e. second to third.
- No outs; if a child is tagged or caught in a force situation please allow them to stay on base. This will allow the children to learn the concept of running the bases etc.
- Please give a reasonable number of pitches to each child; however, ensure all kids get at least on at bat per game. Basically, if 10 pitches don't do the trick, have the catcher just throw out the ball and have the kids advance (and make sure that child gets some at bats in at practice).
- Please note on the schedule if you are practicing or playing for the first 20 minutes.
- Please remember that children MUST have proper baseball helmets, pants (no shorts), and closed toed shoes to be on the field. Please advise your parents of the same and enforce the rules. NO exceptions are to be made to the rules.

## 9U RULES / GUIDELINES

These are the basics: there will always be things that are missed or unclear.  
Please speak to your convenor or any Board member for clarity.

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- No umpires in the 9U division.
- All players MUST wear closed toed shoes, long pants, ball hats in the field and helmets when batting or playing the pitching position.
- Pitching machines are used for all games. No exceptions. The purpose is so that there is a progression for players: parent pitch in rally cap so they simply learn to connect with the ball, pitching machine in 9U to get used to a faster, consistent pitch to improve batting, then kid-pitch in 11U. Pitching machines also allow for more action as more balls are put into play, and helps to develop fielders and hitters.
- Pitches should be fairly fast (50-60 kph), and level, not lobbed. Set it at the best speed to allow players to hit the ball and adjust as necessary. Pitching distance must be 40' to 42' measured from the back of home plate.
- All batters in 9U receive "5 good pitches". Whichever coach is on the pitching machine is responsible for saying no pitch" (in the dirt, for example) on unhittable pitches. Batters do not get to stand there until they hit. It's helpful for the coach to let the batter know when they only have one more pitch.
- NO strike outs. After a player has struck out or is out of good pitches they will hit off a TEE. Players hitting off a TEE may not advance past first on their hit.
- 9U teams should field **11 players**. If playing 11, you will have 4 outfielders and 2 "pitchers" – one on either side of the machine. Players in the "pitching" position are to wear their helmets in the field.
- No player is to sit more than once per game. A fair rotation is expected.
- Everybody bats – we do not play 3 OUTS. Each inning, the entire batting order gets up, regardless of whether or not they were in the field, and regardless of how many 'outs' there are. We do this so that the kids get batting practice every time – this is the most fun part for most kids this age, and we want them to have fun!! If the teams have different numbers of players (1 has 9, other has 11) it doesn't matter, it's ONCE through the batting order. The focus is on everyone batting, no on the score or having "fair" or even bats.
- When the last batter has hit the ball, everybody runs and the play is always to home. The catcher must have the ball in his or her possession and touch home plate to end the inning. All runs that come in before that happens are counted.
- There is no base stealing, bunting or infield fly rule in u9 ball.
- When the ball is hit into the outfield, it is declared 'dead' once it is thrown into the infield. All base runners must stop when the ball is back in the infield. If a base runner is past the halfway mark between

bases, they may continue on to the next base. This includes home. The only exception to this rule is on the last batter, in which the catcher must possess the ball and tag home to end the inning.

- No third strike drop rule in u9. This doesn't come into play until u13.
- Batter or base runner is allowed 1 base on an overthrow/wild throw only, except for at third base. Players must be batted home - runners may not go home on an overthrow at third.
- The ball is declared dead if it hits the machine. Everyone advances one base.
- Games length is 6 innings or time. 9U games are allotted 90 minutes. Coaches should assess where they are at about 75 minutes to ensure that teams get even bats within the timeframe. Teams will not go late: this is not respectful of parent's time, or of any other team who may be waiting for their field time.
- During tournament play, if time is up and there hasn't been even bats, the score reverts back to the score at the end of the last complete inning.
- Field dimensions: base distance = 60ft, home to 2<sup>nd</sup> = 85ft 10inches, pitching machine to home plate = 40-42ft.
- Bats: only metal bats are to be used. Max bat length is 32", max bat diameter is 2 3/4". Players can bring bats from home to use, but please inspect them and make sure they meet these criteria.
- Rubber cleats are allowed ONLY. No metal cleats.
- 9U players (last year only) may be picked up to play with the 11U, with permission of their parents and coaches. Players may NOT miss their regular team game to be picked up. If picked up, 9U players follow **may NOT pitch and MUST bat at the bottom of the order.**
- **Playoffs:** All teams make the playoffs. Playoff schedule and structure will be determined by the Scheduling Manager based on the number of teams in the division. If teams are tied in the standing, ties will be broken based on these comparisons, applied in this order: **(1)** Head to head wins with tied teams; **(2)** Most wins in the season; **(3)** Head to head run differential (runs for minus runs against); **(4)** Season run differential, all games; **(5)** Coin flip. Work through the list until the tie is broken. Playoff games are 5 innings with no time limit. If tied after 5 innings, the game will go into extra innings with the home team always getting a last chance to bat.

## 11U RULES / GUIDELINES

These are the basics: there will always be things that are missed or unclear.

Please speak to any Board member for clarity.

**HOME TEAM is to set up and clear the field, and ensure the shed is locked. Home team should also be in the third-base dugout.**

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- 11U is the first level of minor ball that is close to “real baseball”, so it is often quite an adjustment for first-year players. Remember to be patient while your players are learning.
- We encourage all coaches to practice all your players as pitchers – even if they aren’t interested in pitching or don’t seem to have a knack for it; it’s a good idea to continue pitching them in practice as it is the foundation of proper throwing mechanics.
- PITCH COUNT: Full pitch count rules are listed at the end of this document. We will list a few reminders here, but you are expected to understand these rules.
  - Rules are to be strictly adhered to – this is a safety issue, and we will not risk injury to any player for any reason.
  - Pitch counters from each team are encouraged to check in with each other throughout the game, to avoid miscounts. If there is a discrepancy, the home team count is official.
  - There are no restrictions on the number of pitchers that can be used in any game.
  - Many of the pitch count rules only apply in tournament settings – we will review those rules before any tournament, as it can be a little complicated and you will need to be quite strategic to ensure you don’t run out of eligible pitchers by the end of the weekend.
  - Every pitch thrown in a game is counted, including balk balls. Warm up throws are NOT included.
  - A pitcher who is removed from the mound during the game is not permitted to return to pitch in the same game.
  - Once a player has assumed the role of pitcher (thrown 1 pitch or more), they cannot catch for the remainder of the DAY. This is important during tournaments especially. Players may catch and THEN pitch in the same day or game.
  - If a pitcher reaches their daily max (75 pitches) they are allowed to finish the batter.
- 5 RUN LIMIT per team per inning.
- Everybody bats. Regardless of whether players were on the field in a particular inning, they will still bat in the rotation.
- At Provincials, the starting 9 players must be the first 9 batters. KBL doesn’t follow this rule during regular season play – choose your batting order however you wish.
- Unlimited substitutions are permitted (with the exception of pitching limitations). Feel free to move players around as much as you like during the game. Batting order does not change with substitutions.

- Teams must have a minimum of 7 players to field a team in 11u. Umpires give 15-minute grace period from the posted start time; after that time, the team short will forfeit. Please feel free to share players in order to allow those kids who are there to play, and so we don't waste the time of our umpires.
- Stealing is permitted in 11U. Players cannot leave the bag until the ball has crossed home plate (or the general vicinity, in the case of wild pitches).
- No infield fly rule in 11U.
- Bunting is NOT allowed.
- NO third strike drop rule in 11U. This doesn't come into play until 13U.
- Rule 4.06.09 Baserunning for 11U only: Runners at 3<sup>rd</sup> base MUST be batted home or forced by bases loaded walk or hit by pitch. They cannot go home on a passed ball, wild pitch or overthrow on a stolen base. If a runner reaches 3<sup>rd</sup> base *by means of a batted ball*, they may continue home as a continuous part of the play. They do not have to stop at 3<sup>rd</sup> and wait for the next play. The intent of this rule is to promote hitting the runner home. This gives catchers the opportunity to throw base runners out at 2<sup>nd</sup> without worrying about the runner on 3<sup>rd</sup>. We will review these rules with umpires, but it is sometimes a tough call for umpires to make, so please don't argue if your runner is sent back to third.
- **New for 2024 Rule Change** – Each inning will start with a runner on 2<sup>nd</sup> and 3<sup>rd</sup>. The players in the two spots in the order before the first hitter will take the spots on the bases. Example: The player that is 4<sup>th</sup> in the lineup is leading off the second inning, therefore, the 3<sup>rd</sup> player in the lineup will start the inning at 3<sup>rd</sup> base. The purpose of this rule is to allow for baserunning skills to be learned and to add more activity to the game at this level, in particular by allowing players to run the bases that may not be reached on a regular basis.
- MOUNDS may be used this season.
- Field dimensions: base distance = 60ft, home to 2<sup>nd</sup> base = 85ft, pitching distance = 44ft.
- Bats: metal bats only. Max length = 32", max diameter = 2 3/4". Players may bring bats from home, but please inspect them to make sure they meet these criteria.
- Rubber cleats are allowed ONLY. No metal cleats.
  - Games length is 6 innings or time (90 minutes). The last inning (whether or not it's the 6<sup>th</sup>) will begin if there are 15 minutes or more remaining. If LESS than 15 minutes are left, the game is over. No UNLIMITED RUNS unless it is the 6<sup>th</sup> and final inning. If the game only gets to 4 innings, the 5 run limit will apply.
  - If time is up and there hasn't been even bats, the score reverts back to the score at the end of the last complete inning.
  - When a batter is walked on four balls, they will NOT automatically take first base. Instead, players will get to hit off a tee for the remaining available strikes. The ball must travel further than three feet, which will be defined at the beginning of the game by the coaches. If the tee is hit, that is considered a strike. The pitcher cannot leave the mound until the ball is in play. the bat catcher must remain in the catcher's

box until the ball is in play. The batter can only take one base, all other players on base can progress as play allows.

- Second year 9U players may be picked up to play with the 11U, with permission of their parents and coaches. Players may NOT miss their regular team game to be picked up. If picked up, 9U players follow **may NOT pitch and MUST bat at the bottom of the order.** The convenor can provide a list of eligible call ups.
- Playoffs: All teams make the playoffs. The playoff schedule and structure will be determined by the Scheduling Manager based on the number of teams in the division. If teams are tied in the standing, ties will be broken based on these comparisons, applied in this order: **(1)** Head-to-head wins with tied teams; **(2)** Most wins in the season; **(3)** Head to head run differential (runs for minus runs against); **(4)** Season run differential, all games; **(5)** Coin flip. Work through the list until the tie is broken. Playoff games are 5 innings with no time limit. If tied after 5 innings, the game will go into extra innings with the home team always getting a last chance to bat.

## 13U RULES / GUIDELINES

These are the basics: there will always be things that are missed or unclear.

Please speak to any Board member for clarity.

**HOME TEAM is to set up and/or clear the field, and ensure the shed is locked. Please plan to come early enough to get the bases out for start time. Home team is to take the third base dugout.**

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- PITCH COUNT: Full pitch count rules are listed at the end of this document and on the front page of the [pitch count book](#). We will list a few reminders here, but you are expected to understand these rules.
  - Rules are to be strictly adhered to – this is a safety issue, and we will not risk injury to any player for any reason.
  - Pitch counters from each team are also encouraged to check in with each other throughout the game, to avoid miscounts. If there is a discrepancy, the home team count is official.
  - There are no restrictions on the number of pitchers that can be used in any game.
  - Every pitch thrown in a game is counted, including balk balls. Warm up throws are NOT included.
  - A pitcher who is removed from the mound during the game is not permitted to return to pitch in the same game.
  - Once a player has assumed the role of pitcher (thrown 1 pitch or more), they cannot catch for the remainder of the DAY. This is important during tournaments especially. Players may catch and THEN pitch in the same day or game.
  - If a pitcher reaches their daily max (85 pitches) they are allowed to finish the batter.
- 5 RUN LIMIT rule
- Everybody bats. Regardless of whether players were on the field in a particular inning, they will still bat in the rotation.
- At Provincials, the starting 9 players must be the first 9 batters. KBL doesn't follow this rule during regular season play – choose your batting order however you wish.
- Unlimited substitutions are permitted (with the exception of pitching limitations). Feel free to move players around as much as you like during the game. Batting order does not change with substitutions.
- Teams must have a minimum of 7 players to field a team in 13U. Umpires give 15-minute grace period from the posted start time; after that time, the team short will forfeit. From that point, we encourage teams to share players if one team is short, so that all the kids don't lose their game time, and so that we don't waste the time of our umpires.
- Lead offs are permitted in 13U.
- **New for 2024 Rule Change-** Players are limited to a maximum 6 foot lead off at all times. This is a developmental rule change to support the improvement of base running skills.

- **New for 2024 Rule Change** - Players can only steal a base once the pitcher has lifted their leg and has started their delivery towards home. This is a developmental rule change to teach the importance of timing, anticipating and reading the pitcher's movement.
- MOUNDS may be used this year.
- Field dimensions: base distance = 70ft, home to 2<sup>nd</sup> base = 99ft, pitching distance = 48ft.
- Bats: metal bats only. Max length = 42", max diameter = 2 3/4". Bat weight to length ratio maximum of - 10. Players may bring bats from home, but please inspect them to make sure they meet these criteria.
- Rubber cleats are allowed ONLY. No metal cleats.
  - Games length is 7 innings or time. 13U games are allotted 2hrs. Last inning (whether or not it's 7<sup>th</sup>) will start with 15mins or more remaining. If LESS than 15 mins remain, the game is over.
  - If time is up and there hasn't been even bats, the score reverts back to the score at the end of the last complete inning.
  - Second-year 11U players may be picked up to play with the 13U, with permission of their parents and coaches. Players may NOT miss their regular team game to be picked up. If picked up, 11U players **may NOT pitch and MUST bat at the bottom of the order.** The convenor can provide a list of eligible call ups.
  - **Playoffs:** All teams make the playoffs. The playoff schedule and structure will be determined by the Scheduling Manager based on the number of teams in the division. If teams are tied in the standing, ties will be broken based on these comparisons, applied in this order: **(1)** Head-to-head wins with tied teams; **(2)** Most wins in the season; **(3)** Head to head run differential (runs for minus runs against); **(4)** Season run differential, all games; **(5)** Coin flip. Work through the list until the tie is broken. Playoff games are 5 innings with no time limit. If tied after 5 innings, the game will go into extra innings with the home team always getting a last chance to bat.



## 15U/18U RULES / GUIDELINES

These are the basics: there will always be things that are missed or unclear.

Please speak to any Board member for clarity.

**HOME TEAM is to set up and/or clear the field, and ensure the shed is locked. Please plan to come early enough to get the bases out for start time. Home team is to take the third base dugout.**

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- PITCH COUNT: Full pitch count rules are listed at the end of this document and on the front page of the [pitch count book](#). We will list a few reminders here, but you are expected to understand these rules.
  - Rules are to be strictly adhered to – this is a safety issue, and we will not risk injury to any player for any reason.
  - Pitch counters from each team are encouraged to check in with each other throughout the game, to avoid miscounts. If there is a discrepancy, the home team count is official.
  - There are no restrictions on the number of pitchers that can be used in any game.
  - Every pitch thrown in a game is counted, including balk balls. Warm up throws are NOT included.
  - A pitcher who is removed from the mound during the game is not permitted to return to pitch in the same game.
  - Once a player has assumed the role of pitcher (thrown 1 pitch or more), they cannot catch for the remainder of the DAY. This is important during tournaments especially. Players may catch and THEN pitch in the same day or game.
  - If a pitcher reaches their daily max (95 pitches) they are allowed to finish the batter.
  - 15U and 18U players are both permitted to pitch. 15U pitchers should pitch from the 54 ft. distance and 18U pitchers must pitch from the 60 ft. 6 inch distance.
- 5 RUN LIMIT rule
- Everybody bats. Regardless of whether players were on the field in a particular inning, they will still bat in the rotation.
- At Provincials, the starting 9 players must be the first 9 batters. KBL doesn't follow this rule during regular season play – choose your batting order however you wish.
- Unlimited substitutions are permitted (with the exception of pitching limitations). Feel free to move players around as much as you like during the game. Batting order does not change with substitutions.
- Teams must have a minimum of 7 players to field a team in 15U. Umpires will give a 15-minute grace period from the posted start time; after that time, the team short will forfeit. From that point, we encourage teams to share players if one team is short, so that all the kids don't lose their game time, and so that we don't waste the time of our umpires.
  - Lead offs are permitted in 15U.
  - MOUNDS are being used this year.
  - Field dimensions: base distance = 80ft, home to 2<sup>nd</sup> base = 113 1 1/2 ft, pitching distance = 54ft. (15U pitchers) and 60 ft. 6 inch (18U pitchers).

- Bats: metal bats only. Max length = 42", max diameter = 2 ¾". Metal (minus 3).
- Rubber cleats are allowed ONLY. No metal cleats.
- Games length is 7 innings or time. 15U games are allotted 2hrs. Last inning (whether or not it's 7<sup>th</sup>) will start with 15mins or more remaining. If LESS than 15 mins remain, the game is over.
- If time is up and there haven't been even bats, the score reverts back to the score at the end of the last complete inning.
- Second-year 13U players may be picked up to play with the 15U, with permission of their parents and coaches. Players may NOT miss their regular team game to be picked up. If picked up, 13U players follow **may NOT pitch and MUST bat at the bottom of the order.** The convenor can provide a list of eligible call ups.
- Playoffs: All teams make the playoffs. Playoff schedule and structure will be determined by the Scheduling Manager based on the number of teams in the division. If teams are tied in the standing, ties will be broken based on these comparisons, applied in this order:
  - (1) Head-to-head wins with tied teams;
  - (2) Most wins in the season;
  - (3) Head to head run differential (runs for minus runs against);
  - (4) Season run differential, all games;
  - (5) Coin flip. Work through the list until the tie is broken. Playoff games are 5 innings with no time limit. If tied after 5 innings, the game will go into extra innings with the home team always getting a last chance to bat.

## PITCH COUNT RULES

1. Any player on the team is eligible to pitch and there are NO restrictions to the number of pitchers a coach may use in a game. This includes 9-year-old players in the 11U age category.
2. An appearance shall be defined as 1 pitch thrown or more.
3. Pitchers are permitted to have a maximum of 2 appearances in the same calendar day. If a pitcher requires a rest following the 1st appearance, they cannot return to pitch in the same day. (Example: a 13U pitcher throws 29 pitches in their 1st appearance. That pitcher has not reached a rest threshold and may pitch in another game that calendar day. Another 13U pitcher throws 40 pitches in their 1st appearance. That pitcher has exceeded the no-rest threshold of 30 pitches, and cannot pitch for the remainder of the day). These two appearances would only occur if 2 or more games are being played on the same day. The official scorekeeper will calculate the total pitches thrown for that calendar day and determine the required rest starting the next calendar day. If there is no official Pitch Count scorekeeper, the home team Pitch Count scorekeeper will become the official Pitch Count scorekeeper.
4. Every pitch thrown in the game is counted (including foul tips, and all foul balls). Warm-up pitches between innings, or when a new pitcher enters the game, are not part of the count.
5. A pitcher cannot pitch 3 consecutive days unless a pitcher's first two (2) days combined does not exceed:

11U: 25 13U: 30 15U: 35 18U: 40 21U 45

If a pitcher's Day 1 + Day 2 total exceeds the figure shown above, they require at least one days rest. A pitcher cannot pitch four consecutive days. Minimally one days rest is required. (Example: A 13U Pitcher throws 15 pitches on Day 1 (Friday). That same pitcher throws 10 pitches on Day 2 (Saturday). The two day total is 25 pitches, which is less than the limit of 30. This pitcher is allowed to pitch on Day 3 (Sunday) to their maximum limit, which for 13U is 85.

6. The official scorekeeper will calculate the total pitches thrown for that calendar day and determine the required rest (if any) starting the next calendar day. Athletes must not exceed the maximum pitch count total for that day.
7. Once a player assumes the role of pitcher, they cannot catch for the remainder of the day. This rule allows a player to catch, and then pitch in the same game or the same day. However, a player cannot pitch and then catch in the same game or day.
8. When a pitcher reaches the maximum number of pitches allowed for a threshold, he can complete the at-bat without the penalty on days of rest, if he does not pitch to another batter. In this situation, the number of pitches corresponding to the threshold reached will be indicated on the pitching app. The coach or manager needs to acknowledge this to the umpire at this moment prior to the next pitch. The Umpire would then notify the scorekeeper. EXAMPLE: 13U Pitcher uses 10 pitches on Friday. On Saturday, the coach declares on his/her 19th pitch of the day that the pitcher will finish the batter (Using Rule 8). The pitcher finished the batter, using 4 pitches – making a 2-day total of 33. He/she will then be eligible to pitch on Sunday, being marked for 30 pitches.
9. Pitchers will be permitted to finish the batter if their maximum pitch limit has been reached for that calendar day. (e.g. 75 for a 11U pitcher, 85 for a 13U pitcher)
10. Intentional walks will be included in Pitch Count totals if thrown. Only pitches actually thrown will be included in Pitch Count totals. Automatic balls during an intentional walk do not count towards Pitch

Count totals. Example: if during a count of 2 balls - 0 strikes, a team signals to the umpire that a batter will receive an intentional walk, only 2 pitches will be counted for pitch count.

11. Required Rest shall be defined in “Days” starting at 12:01 a.m. and ending at 11:59 p.m. of the next calendar day.
12. A pitcher who is removed from the mound during the game shall not be permitted to return to pitch in the same game, even if the pitcher is retained in the game in another position.
13. Pitches will be tracked in the Baseball Manitoba Pitch Count app. Teams can choose to track pitches live in the app or track on paper and enter the totals in the app. More information on how to use the app can be found [here](#).
14. Baseball Canada’s Pitch Rules that do NOT apply in Kenora (from the Baseball Canada Rule Book – Canadian Content: Rule 6.02(3): 2-day and Rule 6.02(4) [second half]: 4 day

<b>11U + 9 year olds</b>	<b>13U</b>	<b>15U</b>	<b>18U</b>	<b>Rest required</b>
1-25	1-30	1-35	1-40	None
26-40	31-45	36-50	41-55	1 day
41-55	46-60	51-65	56-70	2 days
56-65	61-75	66-80	71-85	3 days
66-75	76-85	81-95	86-105	4 days
<b>75</b>	<b>85</b>	<b>95</b>	<b>105</b>	<b>Total Pitches allowed in a day</b>