



LANGENBURG MINOR BALL ASSOCIATION

CONSTITUTION & BYLAWS

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TABLE OF CONTENTS

Section 1	CONSTITUTION:	
Article 1	Name	Page 3
Article 2	Objective & Purpose	Page 3
Article 3	Membership & Voting Privileges	Page 3
Article 4	Executive Officers & Duties	Page 4
Article 5	Playing Rules	Page 7
Article 6	Code of Conduct	Page 7
Article 7	Alcohol & Drugs Policy	Page 9
Article 8	Social Media Policy	Page 9
Article 9	Conflict Resolution	Page 10
Article 10	Meetings – General, Special and Annual	Page 10
Article 11	Amendments	Page 10
Section 2	BY LAWS:	
	1. Time & Method of Electing Officers	Page 11
	2. Time & Place of Meetings	Page 11
	3. Dismissal – Executive & Coaches	Page 11
	4. Separate Money Accounts	Page 11
	5. Team Players	Page 11
	6. Fees	Page 13
	7. Out of Town Players	Page 14
	8. Combining Centers	Page 14
	9. Splitting Teams	Page 14
	10. Tournaments	Page 15
	11. Equipment & Uniforms	Page 15
	12. Umpires/Base Umps	Page 15
	13. Insurance	Page 15
	14. Provincials	Page 16
	15. Committees	Page 16
	16. Team Staff	Page 16
	17. Grievance	Page 18
	18. Amending Bylaws	Page 18
	19. Kitchen Duties	Page 18
	20. Adoption	Page 18
Appendix 1:	General Meeting Agenda	Page 19
Appendix 2:	Annual General Meeting Agenda	Page 20

SECTION 1: CONSTITUTION

Article 1. Name:

- a) This organization shall be called the **Langenburg Minor Ball Association**.
- b) The Abbreviation for this Association shall be **LMBA**.

Article 2. Objective & Purpose:

- a) To initiate, promote and organize the sport of minor ball in Langenburg and district in order that youth may develop physically, socially and mentally.
- b) To develop an appreciation of the game and a respect for it's rules among players, parents, coaches and other interested persons.
- c) To promote leadership and sportsmanship among the participants by demonstrating these qualities to the participants.
- d) To provide direction and assistance in developing coaches and officials to carry out an effective program.
- e) To provide an opportunity for all who are interested in minor ball to have equal opportunity to participate.
- f) To ensure every level is available for those wishing to play from Rally Cap, 11U, 13U, 15U, 18U (Baseball) and U10, U12, U14, U16, U19 (Softball).
- g) To foster, promote and conduct sport activities in the interests of other sporting bodies – Provincial and Federal governing bodies. ie. Baseball Sask and Softball Saskatchewan.
- h) That every new member shall receive a copy of the LMBA Constitution and ensure all members will have access to a copy.

Article 3. Membership and Voting Privileges:

a) Membership

1. A membership in the LMBA may be gained by being the Parent or Guardian of a registered participant in the Association or any other person voted onto the Executive.
2. Membership shall be for the current Ball season.
3. There shall be no membership fee to join the LMBA.

b) Voting Privileges

1. Voting privileges are extended to Association members only as indicated in Article 3. A (1).
2. Voting privileges at the Annual or Special Meetings will be limited to all parents of duly registered children, appointed coaches, managers and Executive members.

3. Voting privileges at General meetings will be limited to Executive members only.
The President will only vote in the case of a tie.
4. A member may be suspended or re-instated by a 2/3 majority vote at a special or annual meeting.
5. One vote per ball family.

Article 4. Executive Officers and Duties:

a) Executive

The executive of the LMBA shall be: President, Vice President, Past President, Secretary, Treasurer, Registrar, Equipment & Uniform Managers, Fundraising Coordinator, Maintenance, Manager or Designate from each team.

b) Duties:

1. President:

- a. To call and chair the annual meeting and all other meetings that pertains to Minor Ball.
- b. Shall be an ex-officio member of all committees.
- c. Interpret the LMBA Constitution, enforce the statements and decide on its meaning should there be a controversy.
- d. To conduct meetings in accordance with Article 7 (f) unless agreed by a majority of the members present.
- e. Shall exercise, in addition to the powers conferred upon them by the constitution, all the powers and duties of the executive with it is impossible, in case of emergency for them to obtain a vote of their executive.
- f. Work with the Rec. Director to coordinate diamond time and to assign open diamonds equally among all teams.
- g. Coordinate the diamond time scheduling meeting at the beginning of the season.
- h. To be the official representative of the LMBA on any Parkland Minor Baseball League, Baseball Sask, 981 Minor Softball League & Softball Saskatchewan matters or to appoint a member to do the same.
- i. To maintain communication with parents, coaches and other officials and to aid in the resolution of problems that arise.

2. Vice President:

- a. Shall perform the duties of the President in the Presidents absence.
- b. Shall undertake such added responsibilities as may be assigned by the President.

3. Past President:

- a. To provide advice and guidance to the Executive in the operations of the Association.
- b. To work on committees or tasks assigned by the President.

4. Secretary:

- a. Shall record, distribute and maintain all the minutes of the general membership and Executive meetings.
- b. Shall perform other duties referred to them from time to time by the president or executive.
- c. Advertise for the Annual Meeting and any Special Meetings.

5. Treasurer:

- a. Shall receive all funds of the association and issue receipts.
- b. Shall deposit and disperse such funds in the manner prescribed by the Association.
- c. Submit books for audit when instructed to do so.
- d. Shall provide and maintain a projected budget for all general meetings and to include up to date expenses and incomes.
- e. To have the financial records and statements of the Association reviewed annually for acceptance at the General Meeting.
- f. To have signing authority for financial accounts along with one of either the President or the Vice President.
- g. Forward all applicable registration or tournament fees to Parkland Minor Baseball League, Baseball Sask, 981 Minor Softball League & Softball Saskatchewan.

6. Registrar:

- a. Lead player registration and coach application process.
- b. Register all team rosters with Parkland Minor Baseball League, Baseball Sask, 981 Minor Softball League & Softball Saskatchewan as required.
- c. Ensure all out of town players are released and registered properly.
- d. Collect and track criminal record checks as required.
- e. Track team staff qualifications and report to have qualifications by required deadlines.
- f. Online web administrator.
- g. Provide a copy of the LMBA Constitution to all new members and each team manager at the beginning of each season.
- h. Remind all appropriate contacts of important dates.

7. Equipment & Uniform Managers:

- a. To be filled by two people. One responsible for Baseball and one for Softball.
- b. To prepare an annual report for equipment purchase for Executive approval.
- c. To obtain quotes for purchase of equipment.
- d. To purchase equipment that is approved by the Executive.
- e. To maintain records of the equipment that is owned by the Association.
- f. To distribute equipment owned by the Association and to ensure equipment is returned at the end of each season. In the case where two teams are involved a mutual meeting of Coaches will be arranged and equipment will be dispersed together.
- g. To ensure equipment is stored appropriately and repaired as required.
- h. Order and maintain equipment. – disperse to each coach at the beginning of each season. Each team is then responsible for returning all of the equipment at the end of the season.
- i. Responsible to order any uniforms that are approved by the executive.
- j. Managers must request to borrow equipment to be used by any registered players for additional out of town games. Ie. Provincials. At the equipment managers discretion.

8. Fundraising Coordinator:

- a. To ensure that all fundraising under the LMBA has the prior approval of the executive.
- b. Coordinate the food inventory and volunteers for schedule events (excluding playoffs and provincials).
- c. Organize clothing order or any other fundraising events if required (excluding playoffs and provincials).
- d. Work together with the Treasurer to ensure fundraising budgets are set and met.
- e. Responsible for grant applications and follow up reports.

9. Maintenance:

- a. Oversee the ball diamonds are being kept up to the LMBA standards.
- b. Coordinate maintenance details with recreation operator.
- c. Submit Capital/Operational Request form to town/LCDB by February 1 of each year.

10. Team Managers or Designate:

- a. Provide team update at each meeting. If designate is unavailable to attend, then written report can be forwarded to any member of executive prior to the meeting.

- b. Communicate any applicable information to team from Executive.
- c. This position concludes when the next seasons rep's have been established for the team you are representing.
- d. Coordinate all league tournament, provincials and minor ball days by deadline.
- e. Attend the league scheduling meeting and schedule all games and practices for the season.
- f. Coordinate scheduled practices and games with the Rec Director.
- g. Book all umps for home games (excluding provincials).
- h. Managers are responsible for coordinating payment with the umps.

Article 5. Playing Rules:

The Playing Rules of the LMBA shall follow the playing rules set out by Parkland Minor Baseball League & Baseball Sask or 981 Minor Softball League & Softball Saskatchewan.

<http://www.baseballsask.ca/assets/2018-Handbook.pdf>

<http://www.softball.sk.ca/download.php?id=569>

Article 6. Code of Conduct (Parents and all team staff):

I will:

- 1) Support my players with positive encouragement.
- 2) Respect and adhere to the ideals, policies and rules determined by Parkland Minor Baseball League, Baseball Sask, 981 Minor Softball League, Softball Saskatchewan, LMBA and my players' team.
- 3) Maintain self control at all times.
- 4) Encourage my player to attend as many games and practices as reasonably possible in a timely manner. Notify the coach/manager ahead of time of absences.
- 5) Respect facilities, either home or away, in which my player is privileged to play.
- 6) Show respect for the decisions, judgment and authority of officials.
- 7) Show respect for the feelings and accept the capabilities of my player, my player's teammates and players on the team.
- 8) Practice teamwork with all parents, athletes and coaches by supporting the values of discipline, loyalty, commitment and hard work.
- 9) As a parent, I will not coach or instruct my player or any other players at practices, games or team functions (from the stands or any other areas) or interfere with the coaches.
- 10) Refrain from expressing my opinion of the coaches or players in front of my own player.

- 11) As a member, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials and or any other player will not be permitted.
- 12) Refrain from yelling at or threatening umpires, opposing players or coaches, before, during or after games or practices.
- 13) Refrain from demonstrating frustration or anger after a loss or poor performance.
- 14) Not abuse/harass any other person.
- 15) Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my player, other athletes, parents, officials and the coaches.

Parent to Parent Relationships:

As a team (Parents, coaches and players) it is everyone's responsibility to create a positive team dynamic that will show leadership and respect, starting with the parent to parent relationships. Parents need to lead by example. As a parent, if you have an issue with a coach, manager or fellow parent, conduct a meeting away from the team. Address the issues at hand and agree on a solution to the problem. Do not get into the habit of having silent majority (a small group of parents who have issues and say nothing in public).

As a parent remember that everything you say on the way home from the diamonds is heard from the passengers in your car. If you have issues with the coaches or parents on the team, try not to voice these opinions when your child is around. There is nothing more disheartening for a child, than to hear his/her parent cutting down members of the team.

Remember- if your team has open communication and you use common sense when issues prevail, the matter will be resolved in a professional manner.

Parent to Coach Relationships:

Each parent should let those empowered to coach, coach. There may be times in each season when the team is losing, but do not lose fact of the matter, that winning means nothing, and that skill acquisition and fun, are at the forefront of an enjoyable season. If the players are having fun and improving skills, then the coach needs to be commended for a job well done. If you have a problem with the coach, do not go to other parents to discuss. Go to the Coach involved and discuss the issue at hand.

LMBA Harassment & Bullying Policy:

LMBA is committed to providing a caring, friendly and safe environment for all ball participants so they can learn the game of ball and the skills necessary to participate in the game in a fun, positive and secure atmosphere. Harassment & bullying of any

kind is unacceptable and will not be tolerated at during any practice, game or other LMBA sanctioned event associated with our ball program. If harassment or bullying is reported to any parent or player, they should immediately report the incident to their respective coach, team manager or designate. If the issue continues the Manager or Team designate must bring it forth to the rest of LMBA Executive who will ensure the complaint is investigated and dealt with promptly and effectively. This means that *anyone* who knows that harassment or bullying is taking place is expected to report the incident, as indicated previously.

Article 7. Alcohol & Drugs Policy:

The use of alcoholic beverages or recreational drugs by team coaches, officials or players prior to, during LMBA official games and or trips is strictly prohibited and will be subject to disciplinary action by the LMBA pending an investigation and review of the facts or outcomes.

Article 8. Social Media Policy:

This policy is intended to help LMBA “Representatives” (staff, administrators, officers, directors, board members, committee members, volunteers, active members and affiliate members) make appropriate decisions about the use of social media such as blogs, vlogs, social networking websites, message boards, or comments on internet mediums such as Twitter, Facebook, LinkedIn, MySpace or any other electronic network that allows users to communicate electronically.

LMBA realizes that the use of social media is important in promoting our sport and its programs with our membership base, Board of Governors and sponsors. However, since there is often a great deal of vagueness in social media, LMBA has implemented this Social Media Policy to set standards for our representatives use of social media. Representatives will not use social media that would break any laws or our Code of Ethics such as fraud. You cannot impersonate anyone or misrepresent another identity, role or position with LMBA. Must refrain from posting anything that is offensive, abusive, harassing, hateful or threatening to another individual or group. Do not divulge any information that is deemed to be confidential of an individual or team/group. A representative must always use their best judgement prior to posting and sending a message on social media. It is advised to think about what potential impact there will be should you choose to hit “send/post”. In the end, the representative is solely responsible for his/her comments. Therefore, if you have any doubts at all, don’t post the message.

Article 9. Conflict Resolution:

1. Problems arising within teams should first be dealt with within the team in the absence of players. A 24-hour cool-off period after games is highly recommended before discussing problems with the coach or manager. If no resolution is possible, then a member of the Executive should be contacted.
2. The Executive shall have the authority to take disciplinary actions with any team, player, coach, manager, umpires or individual.

Article 10. Meetings – General, Special & Annual:

- A) The Annual meeting of the LMBA shall be in February of each year on a date fixed by the Executive.
- B) A Special general meeting of the LMBA may be called by the President as they deem necessary but will call a Special meeting when requested to do so by at least 15 members requested in writing.
- C) Notice of an Annual and a Special General Meeting shall be given to all members by means of posters, advertisements, individual notices or phone calls as may be decided in the general meetings.
- D) Executive Meetings will be called by President as deemed necessary.
- E) Quorum:
 - a. Annual & Special Meetings – 9 members shall constitute quorum.
 - b. General Meeting – 2/3 of executive represents shall constitute quorum.
- F) All Registration Fees shall be voted upon by the membership at an Annual meeting.
- G) General Meeting AGENDA: See Appendix 1
- H) Annual General Meeting AGENDA: See Appendix 2

Article 11. Amendments:

Amendments to this constitution and bylaws of the LMBA shall be made available to the membership ten days prior to the Annual General Meeting. The changes will then be brought forth to be voted on by the membership and only will be accepted by a 2/3 majority vote.

SECTION 2: BY LAWS

1. Time and Method of Electing Officers:

- a. All Executive Positions other than Team Representatives will be a two year term with ½ of the terms up for election on opposite years. Odd calendar years President, Registrar, and Fundraising Coordinator, Maintenance positions will be up for election. Even calendar years; Vice President, Treasurer, Secretary and Equipment & Uniform Manager will be up for election. Past President will be held by the prior President. If no prior President is available then the position will be vacant. Elections will take place at the Annual General Meeting.
- b. Team Representatives will be a one year term and will be someone appointed to attend each general meeting. If no one is available to attend, then a written report shall be provided to another member of the executive prior to the meeting.

2. Time and Place of Meetings:

- a. The executive shall determine the first meeting date and place and duly notify the membership by appropriate means.
- b. Further meeting dates shall be established by the membership at the first general meeting.

3. Dismissal – Executive & Coaches:

- a. The LMBA may by resolution, remove any member from the executive before the expiration of their term of office and elect or appoint another person in their place.
- b. Any Executive member of the LMBA may be dismissed by two-thirds quorum at a general meeting.
- c. Any team staff may be dismissed by two-thirds of a team membership at a Special meeting arranged with executive and team representation.

4. Separate Money Accounts:

- a. All fundraising shall be approved by the Executive and all funds collected shall be forwarded to the Treasurer.
- b. No teams shall have their own separate money accounts.

5. Teams: Players

1. As members of the LMBA they are responsible for keeping their dugouts clean and intact. Each team will be held accountable for any damages.
2. At the beginning of each season, the Executive may set guidelines for discipline.
3. Players will make every effort to attend all practices and games. Players will notify the team coach or manager in advance if they are unable to attend games or practices. Players who continually miss practice may have game playing time reduced at the discretion of the head coach.
4. Players are responsible for LMBA equipment assigned to them.

5. Harassment of game officials by players will not be tolerated and will be dealt with by LMBA.
6. Players trying out for a higher-level team must register with LMBA on the registration date in order to maintain their eligibility to be on an LMBA team in the event that the tryout is unsuccessful.
7. The LMBA Executive must receive a letter from a player/parents stating an intention to discontinue participation in the LMBA.
8. Affiliate players may practice with the team for which they are affiliated so long as it does not affect their regular team's games or practices. If affiliated players are attending practice all AP's should be invited. This decision will be left up to the player and their parents/guardians.
9. All players must be fully equipped with CSA Approved equipment.
10. Players will comply with their coaches guidelines.
11. Players travelling to an away game must be driven by a parent, guardian, team official or a responsible adult.
12. A players first commitment will be to their regular team.

a) Affiliated Players:

1. Players from one team may be affiliated with one other team according to Baseball Sask and Softball Saskatchewan regulations; the affiliation process shall be handled in such a way as to be as fair as possible to all players.
2. A Coach may invite an affiliated player to play with his or her team when illness, absence or some unforeseen event causes a team to be short of players. Affiliates are not to displace a team's regular players.
3. Coaches and managers are expected to cooperate with one another in the affiliation process; where agreement cannot be reached, the decision of the LMBA shall be followed.
4. If the player and his parents ask that the player's name be removed from the list of affiliates, that wish shall be granted.
5. In every instance, the player and the player's parents and coach must be notified of the intention to affiliate him or her.
6. A coach has the right to refuse a request to affiliate any one of their players within 36 hours before a game
7. It shall be the responsibility of the team Manager that affiliation lists are submitted to LMBA before any affiliated players play. Affiliated players lists cannot be changed after May 31st of the current season.
8. It is the coach's discretion on which players they deem capable to affiliate and add to their AP list. They must start with the second year players from the level below first. If the second year players that are deemed capable are not available they may select first year player or players.
9. The official scorer shall request that all affiliated players, or players playing up, who are dressed for the game be designated on the game sheet by the use of the symbol "A.P." after their name.
10. It is strongly recommended by LMBA that affiliated players be rotated if possible. The position the affiliated player is asked to fill may effect this decision.

11. All baseball and softball teams can only call affiliates up to a maximum of 15 players.
12. If there are two teams that need to split AP's then the coaches shall organize a meeting to split AP players evenly.

b) Player Releases from LMBA:

1. The LMBA will follow Baseball Sask and Softball Saskatchewan player release procedures.
2. The LMBA will follow Parkland Minor Baseball League and 981 Minor Ball League Constitution concerning player concessions (over age players). Permission must be requested at the League meetings.
3. The LMBA Executive will manage the transfer of players from one age group to another if a shortage of players exists.
4. It is not the intention of LMBA to let some players play on more teams than one while registered players do not have the equal opportunity to participate.
5. If a player is requesting to play in a different division or community in the same zone they must first register with their own organization. If LMBA grants them approval to move within the zone to another team the player would then need to fill in a Zone transfer form and sent it into Sask Baseball.
<http://www.baseballsask.ca/about/zone-transfer-requests>

c) Scheduling Games and Practices:

1. League games take priority and should not be cancelled to accommodate tournament or exhibition games unless arrangements have been made with all teams involved.
2. Any changes to the posted diamond schedule must be reported to the Rec Director, Team Managers and any other team that may be affected by the change. (ie Cutting into another teams practice time).
3. Each team is responsible for advertising their Home games & Tournaments.
4. Each team shall be responsible for cancelling any unused scheduled diamond time to the Rec Director as soon as possible to allow other teams to utilize the time.
5. If a teams season is completed it is their responsibility to let the Rec Director know so remaining practices can be made available to other teams.

6. Fees:

- a. The Fees and registration date will be established at the Annual General Meeting for the upcoming Ball season.
- b. Players must be registered on-line by March 15th.
- c. Registration fees must be paid upon registration. (Special exceptions may be granted by full executive).
- d. Baseball Sask and Softball Saskatchewan Insurance fee is non refundable. Refunds will be granted under special circumstances such as season ending injury or other medical condition or relocation will be considered by the Executive approval.

7. Out of Town Players:

Players from outside the LMBA as defined by Baseball Sask and Softball Saskatchewan may be members of teams providing:

- a. They do not take the place of local participants who wish to play.
- b. They pay all necessary fees for registration. Late registrations will be approved by LMBA Executive and prorated if necessary.
- c. The LMBA also recognizes the implications inflicted upon neighbouring associations.
- d. All families are required to fulfill their volunteer duties as part of the team which include: Kitchen (see Kitchen Duties Article 19), Gate, Score keeping, Pitch count, Jersey, Tournament or Fundraising as deemed necessary.
- e. All out of town players will be approved by the executive prior to registration by majority vote and then discussed with the affected Team.

8. Combining Centers:

Combining two or more centers to create one or more teams, the following will apply:

- a. Out of Town registrants will register with their home organization and a Combined Team will be formed and will follow Baseball Sask and Softball Saskatchewan Regulations.
- b. Scheduling of Home games must be determined by the Combined Team and be approved by the LMBA Executive prior to the Parkland Minor Baseball League and 981 Minor Softball League Schedule meeting.
- c. All Game expenses, incomes and coordination will be the responsibility of the Host center.
- d. All Game/Team/Kitchen volunteer duties will be determined by the Combined Team and approved by the LMBA Executive. Regular duties still apply to LMBA Registrants.

9. Splitting Teams:

- a. In situations where the number of players registered for organized league play exceeds the maximum number allowed per team by Baseball Sask and Softball Saskatchewan or a number deemed unmanageable by the Association Executive, the group of players shall be split to form two separate teams.
- b. In cases where the split group is to participate in organized league play within the same league, the primary objective of the split will be to ensure that the teams are equally balanced and the skill sets of one team are closely matched to that of the other, this may also include the skill of coaches, assistant coaches and/or team managers. Family arrangements may be given consideration.
- c. The process for splitting shall be overseen by the Executive. The split shall be conducted in a manner where an objective assessment of all players is completed, preferably on-field, through a joint effort of the coaches involved and a neutral third party who has proven knowledge of ball. The third party shall be appointed by the Executive.
- d. If the team includes a child of an Executive member, that member must abstain from participating in the splitting process unless acting solely in a coach capacity.
- e. LMBA Executive preference is to have the two teams entered into separate divisions.

- f. Equipment will be dispersed equally by the Equipment & Uniform Manager along with Coaches at one mutual meeting.

10. Tournaments:

- a. Home – the association encourages each team to participate in the Langenburg Minor Ball day. It may be in conjunction with another team at a different age level.
- b. Away – Participation – the association supports the concept of teams to participate in other tournaments providing:
 - i. If a team would like to attend a tournament that involves an entry fee they need to approach executive for approval.
 - ii. Team Member parents are approached before any registration is forwarded.

11. Equipment & Uniforms:

- a. The LMBA shall supply suitable jersey to all team members.
- b. The LMBA recognizes that team uniform requirements differ among age levels.
- c. LMBA will provide back catching gloves and pads if required.
- d. All equipment must be returned to the LMBA through the coaches or managers within one week following conclusion of the sport. Individuals will be charged a pro rated ($\frac{3}{4}$, $\frac{1}{2}$, $\frac{1}{4}$)
- e. The team manager will be responsible for handling of ball jerseys and collecting them at the end of the season.

12. Umpires/Base Umps:

- a. The LMBA commits itself to a well developed program of improved officiating.
- b. The LMBA encourages those interested in officiating to attend clinics each year for the improvement of their officiating and makes possible allowances covering their attendance as follows:
 - i. Registration fees in full.
- c. Only statements from yearly carded individuals acting as referees will be authorized for payment.
- d. Payment schedules of all officials shall be established at the first general meeting of the LMBA each season.

13. Insurance:

All registered players, coaches, managers and executives are covered by Baseball Sask and Softball Saskatchewan. LMBA pays insurance fees for coaches, managers and trainers on the bench.

14. Provincials:

- a. The LMBA encourages teams to participate in Provincials.
- b. All regulations as outlined by Baseball Sask and Softball Saskatchewan governing these playdowns shall be followed and enforced by the coach, manager.
- c. Entry fees shall be paid for by the LMBA. Any late fees will be the Team's responsibility to pay.
- d. If there are two local teams combining to make one Provincial team, the combined team selection shall be conducted in a manner where an objective assessment of all players is completed with an on-field tryout. A joint effort of the coaches involved and a neutral third party who has proven knowledge of ball will evaluate and select the team. The third party shall be appointed by the Executive.
 - i. All team staff will submit in writing their request to participate with the Provincial team. If there are more than required team staff applicants, the following steps will be completed to determine the positions:
 - ii. The Executive will inform the applicants
 - iii. Executive will communicate with all applicants separately to determine philosophies.
 - iv. Executive will then select the appropriate applicant(s) to fulfill the Team Staff duties.
 - v. Any executive members that will have a conflict of interest (team representative of current year, immediate family member or applicant) must remove themselves from all discussion and voting procedures.
 - vi. If the staff from both teams come to a mutual agreement the above procedure does not apply.
- e. Provincial Gate Admission please see "Collection Guideline & Admission Rates"
- f. Communicate and work with the Registrar to ensure application is correct and submitted on time.
- g. If there are any out of town players, teams will work with the Equipment Manager to provide Team Jerseys and ensure its returned at the end of Provincials.

15. Committees:

Committees may be established from time to time under the direction of the President to carry out the affairs of the association as outlined in this statement.

16. Team Staff:

- a. All Coach & Bench staff must have the most current qualifications to be on the bench as per Baseball Sask and Softball Saskatchewan qualifications. We will assist with this in any way possible.
- b. One head coach, maximum of three assistants and one team manager will be allowed per team per season. Any additional coaching staff will need to be applied for to the LMBA Executive.
- c. Minimum of 2 team staff need to be on the bench at all times. In an emergency and a second staff is not available, another adult, that is not a player, must be on the bench.
- d. All fines received for failure to get proper coaching certifications for their respective age group will be passed back to the individual who did not have the proper certification for payment.

- e. All team staff are required to submit a Criminal Record Check with Vulnerable Sector Section. This needs to be completed yearly. The Association will provide a letter for each volunteer to take to the local detachment to be completed along with their Team Staff application. Upon completion a committee consisting of the President, Vice President and Treasurer will review all returned forms and have the final approval for coaching staff. Every volunteer once accepted, is obligated to inform the LMBA Executive if he/she is charged, tried or convicted of any offence under the Criminal Code or under provincial or federal statutes, if that offence is relative to a position of trust held by the individual. A criminal records check is valid for one year from date of issue.
- f. It is the responsibility of the coaching staff to remove all the bases at the end of practice and games. They need to be put in the storage box and caps put in.
- g. All team staff will complete the Online Registration form. If there is more than one applicant to Head Coach or more than 3 to Assistant Coach in regular season and provincials, the following steps will be completed to determine the Coaching positions:
 - i. The Executive will inform the applicants.
 - ii. Executive will communicate with all applicants separately to determine philosophies.
 - iii. Executive will then select the appropriate applicant(s) to fulfill the Coaching duties.
 - iv. Any executive members that will have a conflict of interest (team representative of current year, immediate family member or applicant) must remove themselves from all discussion and voting procedures.

1. Coaches:

- a. Have pre-season meeting with assistant coach(s) & manager to outline and discuss plan and set goals for upcoming season.
- b. Conduct pre-season parent meeting outlining what your plans, goals & expectations are for the group during the upcoming season. It is important to discuss the “team” rules that you will be expecting all players and parents to follow. Discuss the need for volunteers to help with the various jobs on the team. I.e.: gate and scorekeeping shifts. The number of games & tournaments you plan on playing should be discussed early in the season so all parents are aware of dates that need to be kept open and the amount of commitment needed during the upcoming season. Coaches will communicate the possible use of volunteers.
- c. Build season practice plan. This can be done on a practice by practice basis but it is very helpful and important to come to each practice session prepared on what you are going to work on at your practices.
- d. At the first practice it is important to discuss the plan & goals you have for the season with your players. They all need to know what your expectations are and what the rules are going to be. It is important that after you lay out your expectations and rules that you be consistent with every player throughout the whole year. Setting “team” goals can be a positive motivator for all calibre players.
- e. Coaches will approve on field volunteers. It’s the Executives recommendation that on-field volunteers will be from an older age category.
- f. Attend league scheduling meeting with your manager to schedule your team’s league games for the season.
- g. Conduct – refer to Article 6.

- h. LMBA highly recommends that an individual only Head Coaches one team per season.
- i. Prepare game sheet.

2. Managers

- a. Pay umps in accordance with the executive.
- b. Organize and book umps for all home games.
- c. Submit the game scores for home games to the league.
- d. Organize and schedule parents to work scorekeeping, pitch count.
- e. Organize volunteers to work the gate and kitchen for special events (minor ball day, playoffs, and provincials).
- f. Clear communication with Rec Director in regards to all scheduling.
- g. Organize with Equipment Manager to receive team equipment and Jerseys at beginning and end of the season.
- h. Attend League and Scheduling meeting with coach.
- i. Communicate effectively with team through preferred method. Ex. Team snap, ramp
- j. Ensure all unused diamond time is cancelled through the Rec Director as soon as possible.
- k. LMBA highly recommends that you only manage one ball team per season.

17. Grievance Procedures:

In order for a complaint to be valid, it must be presented to the President in writing and signed by the Individual or party submitting the complaint. All complaints are to be dealt with promptly and confidentially among the Executive. While it is recognized some complaints will require time to investigate; complaints should generally receive a response within 10 days of the submission date or received date if mailed.

18. Amending Bylaws:

Amendments to this constitution and bylaws of the LMBA shall be made available to the membership ten days prior to the Annual meeting. The changes will then be brought forth to be voted on by the membership and only will be accepted by a 2/3 majority vote.

19. Volunteer Duties:

All LMBA members must work volunteer shifts including kitchen, gate, and other duties. A schedule will be made and divided equally by the number of members. If you cannot commit to work your shifts, it is your responsibility to find someone to work it for you.

20. Adoption:

This statement of Constitution and Bylaws was adopted at Langenburg, Saskatchewan on Tuesday February 26, 2019.

APPENDIX 1: General Meeting Agenda

1. Call to order
2. Acceptance of agenda
3. Minutes of last meeting
4. Business from minutes
5. Presidents Report
6. Treasurers Report
7. Committee Reports
 - a) Fundraising Coordinator
 - b) Secretary
 - b) Equipment & Uniform Manager
 - c) Referee Coordinator
 - d) Registrar
 - e) Team Reports
8. Old Business
9. Correspondence
10. New Business
11. Other
12. Next Meeting
13. Adjournment

APPENDIX 2: Annual General Meeting Agenda

1. Call to order
2. Acceptance of Agenda
3. Minutes of Last AGM
4. Presidents Report
5. Financial Report
6. Election of Officers
7. Appointment of Auditor
8. Constitution Amendments
9. Other Business
10. Next AGM Date