



Association

BY-LAWS, RULES & REGULATIONS

Date Imposed March 6, 2018
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Preamble

WHEREAS THE PROVOST MINOR BALL ASSOCIATION IS A VOLUNTARY ASSOCIATION OF INDIVIDUALS DESIGNED TO PROMOTE BASEBALL & SOFTBALL IN THE COMMUNITY OF PROVOST.

AND WHEREAS, INDIVIDUALS AND MEMEBERS PARTICIPATING IN THE ACTIVITIES AND GAMES SPONSORED BY THE ASSOCIATION HAVE CONFIDENCE IN THE EXECUTIVES OF THE PROVOST MINOR BALL ASSOCIATION.

AND WHEREAS, IT IS DECLARED THAT THE PURPOSES OF THE CONSTITUTION, AND THE FOLLOWING OF BY-LAWS, REGULATIONS AND RULES SHALL BE TO CONFER UPON THE PROVOST MINOR BALL ASSOCIATION, AND THE EXECUTIVE, THE POWERS OF A SELF GOVERNING ORGANIZATION.

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PROVOST MINOR BALL CONSTITUTION

1.01 Name

The name of organization is Provost Minor Ball Association, herein referred to as PMB. This association is the governing body of baseball & softball in Provost from T-Ball to Midget:

Ages are to follow the governed regulations of Baseball & Softball Alberta.

- (a) For the remainder of the constitution, without prejudice, all players male or female, will be referred to as he.

2.01 Members of the Executive shall be:

- A. President
- B. Vice President
- C. Secretary
- D. Registrar
- E. Treasurer
- F. Girls Equipment Manager
- G. Boys Equipment Manager

2.02 Public Members not on executive shall be:

- A. Umpire in Chief
- B. Diamond Convener
- C. League(s) coordinator
- D. 2 members at large

3.01 Quorum

A quorum shall consist of:

- a) 50% plus one (1) at an executive meeting.
- b) Twelve (12) members in good standing and present in person shall form a quorum at General Meetings or Special Meetings. In the event that twelve (12) members are not available within one (1) hour given notice of the said meeting, the chairman of the meeting will adjourn the meeting to a date and time not less than twenty-one (21) days from the date of the original meeting.

3.02 Public Association Members: shall mean;

- a) Executive
- b) Parents or Legal Guardians of players registered for the season.

3.03 General Meeting

The General Meetings of members shall be held before Spring and in early Fall each year on a day chosen by the PMB Executives.

3.04 Special Meeting

Other General meetings of the members (hereinafter called "Special Meeting") shall be convened by any executive member at any time and at any place in Provost and District as determined by a majority vote of the Executives. In addition, the Executives, upon receipt of a written request for a Special Meeting signed by ten (10) members in good standing, shall instruct the President to convene a Special meeting within thirty (30) days of receipt of the request in Provost and District.

3.05 Notice

Notice of the time and place of all meetings of members and the general nature of the business to be transacted, shall be communicated to each member at least seven (7) days prior to the date set for the meeting.

3.06 Agenda

At every General meeting, in addition to any other business that may be transacted, the following shall be the order of business:

- a) Call to Order by the President;
- b) Confirmation and acceptance of last Minutes;
- c) Reading of new agenda and proposed new business;
- d) Elections to executive positions, if any;
- e) Reports from Coaches and Managers, if any;
- f) Reports from Committee members, if any;
- g) Notice of Motions;
- h) Old Business updates;
- i) Adjournment.

3.07 Voting Rights

At each General Meeting of the Members (General Meeting or Special Meeting), each member will have one (1) vote.

A. Voting procedure:

At the Meetings of Members of PMB, every proposal shall be decided by a majority of the votes of the members present, in person unless otherwise required by the Constitution. Every proposal shall be tabled for motion to the floor, then must be seconded. Once this has occurred then a tally of in favor or opposed will decide if motion is carried into a new amendment or approved task. In the event a secret ballot is deemed necessary, paper ballots will be tallied by an impartial party that is responsible to the Association and Recreation Board. Upon completion of this all parties involved will be presented with the outcome that is of the majority.

- B. No Proxy
Unless otherwise provided in the Constitution, only members that attend the meeting shall be entitled to vote, or make motions.
- C. President's Casting Vote
In case of equality of votes at any meeting of the members, whether upon show of hands or at a ballot, the president shall be entitled to either casting a vote, or adjourning the decision to a later vote if time allows.
- D. Persons Entitled To Be Present
The only persons entitled to attend a meeting of the members, shall be those entitled to vote thereat, the Executives and the Auditors of the PMB and others who, although they are not entitled to vote, are entitled or required under any provision of the laws of the Province of Alberta or these Bylaws, to be present at the meeting. Any other person may be admitted only on invitation of the President and the Executives with notice.
- E. General Power
The affairs and business of the PMB shall be managed or supervised by the Executives, who will have full control and management of the affairs of the PMB and may exercise all such powers and do such acts and things that are not covered within the PMB Constitution.
- F. Voting (Executive)
At an election of members of the Executives, each person is entitled to vote for such members of nominees as there are vacancies to be filled on the Executives, provided that each member may only vote once for any particular nominee.
- G. Election and Term
The Election of Executives shall take place at a Spring General Meeting of Members. PMB states that 50% of an existing Executive Board shall remain to provide an adequate knowledge base. All positions are a 2 year term. Should someone wish to remain at position for another term, notice must be presented at fall general meeting. Notification will then be presented at spring meeting to be voted on by Association.
- H. Resignation
An Executive Member may resign from office giving notice to the PMB and such resignation will become effective in accordance with its terms or upon acceptance by the association.
- I. Removal
An Executive Member may be removed as follows:
- I.1 The Members may, by resolution passed by a majority of the votes cast at a Special Meeting of Members duly called for that purpose, remove any Executive Member before the expiration of his/her term of office and may, by a majority of votes cast at the meeting, elect any person to the position for the remainder of term.
 - I.2 The Executive may, be a two-thirds (2/3) vote, remove an Executive Member who, in the opinion of the Executive, has been or is being remiss or neglectful of their duty or by conduct tending to impair their usefulness and/or discretion as an Executive member;

1.3 Any Executive Member who fails to attend Executive Meetings on three (3) consecutive occasions, without just cause, which shall be determined solely by the Executive, on a motion passed by a majority of the Executive, may be removed as an Executive Member.

4.01 President – shall be nominated and accepted by 50 % plus one (1) at meeting where position is required to be filled, will hold office for two (2) year term. Duties of the President shall be as follows:

- a) The effective administration and management of the PMB
- b) The issuance of PMB Constitution to be made available for the opportunity of all members to read,
- c) Ensuring that statements of duties exist for all members of the Executive Committee,
- d) Scrutinizing and reporting of unpaid accounts as advised by the Treasurer,
- e) Convening an Executive Meeting within every 6 weeks of season and General meetings, a minimum two (2) times per year,
- f) Ensuring Executive duties and responsibilities are carried out with the best interest of PMB as a whole,
- g) Designating a replacement during the absence by any Executive Member to whom such duties were allocated
- h) Issuance of instructions in writing to members of sub-committees as to their duties and responsibilities,
- i) Maintaining discipline and positive direction in the PMB,
- j) Be in communication, reporting to and from, the town of Provost and District recreation committee.
- k) Will act as a director for a team(s) regarding grievance issues.

4.02 Vice President – is responsible to the President, will hold office for two (2) year term. Duties shall be as follows:

- a) To assist the President in the performance of his/her duties,
- b) To officiate in the absence of the President
- c) To be familiar with the PMB Constitution
- d) To ensure the handing over of Committee Members duties to an incoming member that all responsibilities are understood and items are received in order,
- e) To carry out any duties as required by the President within the scope of the Constitution.
- f) Will act as a director for a team(s) regarding grievance issues.

4.03 Secretary – is responsible to the President, will hold office for two (2) year term. Duties shall be as follows:

- a) Shall keep an accurate record of minutes at all meetings of the organization for duration of term,
- b) Shall notify the Executive of the time and place of the meetings,
- c) Shall publish the notice of annual meeting at least two (2) weeks in advance.
- d) Will act as a director for a team(s) regarding grievance issues.

4.04 Registrar – is responsible to the Association, will hold office for a two (2) year term. Duties shall be as follows:

- a) Shall maintain a registrar of all players of the association and their addresses, and ensure that all information passed to Baseball & Softball Alberta is true and accurate.
- b) Shall be responsible for ordering, maintaining and dispersing cards and team sheets when needed,
- c) Shall be responsible for organizing registration
- d) Shall be responsible for tournament sanctions, travel permits, tryout camps and conditioning camps as required
- e) Will act as a director for a team(s) regarding grievance issues.

- 4.05 Treasurer** – is responsible to the Association, will hold office for a two (2) year term. Duties shall be as follows:
- a) Shall collect and receive all dues and assessments levied by the association,
 - b) Shall receive all monies paid to the Association, and be responsible for the deposit of same on whatever financial institution,
 - c) Shall issue checks for the payment of the accounts payable by the Association, as orders by the Executives,
 - d) Shall present detailed and accurate financial statement for submission to the Annual Meetings of the Association,
 - e) Shall prepare a duly audited financial statement for the submission to the Annual Meetings of the Association,
 - f) To maintain and safe keep accounts and records as prescribed in regulations,
 - g) To prepare PMB Financial statements and PMB for the monthly meetings.
 - h) Financial responsibilities and protocol: submit at each monthly meeting, proof of bank statement for its current month attached to a financial report!
 - i) To handle and safe keep cash and banking, this includes all monies, bills and transactions.
 - j) To be responsible for the safe keeping of the Book of Accounts and supporting data,
 - k) To be responsible for the preparation of Financial Statements when required by the Association when the position of Treasurer is relinquished to the incoming replacement,
 - l) To advise the President immediately if any returned checks are received
 - m) To carry out any duties as required by the President within the scope of the Constitution.
 - n) Will act as a director for a team(s) regarding grievance issues.
 - o) Must sit with 2 appointed Association members for an annual audit of records
 - p) Prepare complete and accurate financial statements that must be submitted to AGLC in order to retain our gaming licence
- 4.06 Equipment Managers** – are responsible to the Association, will hold office for a two (2) year term. Duties to be as follows:
- a) Shall be responsible for the purchase of all baseball team equipment, and diamond accessories for the Association,
 - b) Shall at the beginning of each season, sign out said equipment to Team Reps, coaches or individual players as he/she sees fit.
 - i) – each year, the equipment managers and the Executives will develop a monetary scale that includes a caution fee.
 - ii) – team jerseys to be kept clean and in good condition.
 - c) shall, at the end of each season, arrange for the recovery of said equipment from the people who have it,
 - d) shall inspect the equipment annually and arrange for needed repair and place in storage,
 - e) needs to prepare, at the end of each season or on the request of the Executive, a report on equipment supply, condition and requirements.
 - f) will act as a director for a team(s) regarding grievance issues.
- 4.07 Umpire in Chief** – are responsible to the Association and appropriate governing body. Will hold office for two (2) year term. Duties to be as follows:
- a) shall have the authority to remove an incompetent umpire from the list with the approval of the Executive and a meeting with all coaches about said official,
 - b) should an umpire contest being removed from the list, he may appeal to the Executive of PMB,
 - c) shall be available to sit on Tournament Committees, or appoint someone that is a qualified replacement,
 - d) shall develop close liaison with Diamond Convener

- e) shall line up official(s) for scheduled games, tournaments and provincials
- f) Will act as a director for a team(s) regarding grievance issues.

4.08 Diamond Convener – is responsible to the Association, Leagues and community. Will hold office for duration of term responsible to recreation board. Duties to be as follows:

- a) shall prepare at start of the ball season upon confirmation of PMB teams, a practice schedule for all available times and present to team coaches, managers and all executives.
- b) Upon commitment by teams to their respective leagues prepare a diamond schedule with practice alternatives where required to the teams and executives.
- c) shall be available to sit on Tournament Committees, or have an appropriate alternate suggestion,
- d) shall communicate with any Leagues, the correct facility availability dates.
- e) Where Provost is responsible for maintaining a respective League Schedule, assist the assigned League Scheduler prepare and maintain all League requirements for scheduling and oversight.
- f) shall aid the Umpire in Chief with preparing an Umpire list and seeing that it is adhered to by all teams,

4.09 League Coordinators – are responsible to the association and Leagues representing. Will hold office for the 2 year term that is required by each League of the participating communities.

- a) Will prepare a completed game schedule for all teams registered in appropriate League,
- b) Must communicate with all communities to ensure teams have adequate facilities to meet demands,
- c) Maintain direct and regular contact with Diamond Convener assuring that all scheduling conflicts are corrected and dealt with expediently,
- d) Must utilize Executive Boards of all communities to settle any grievances

4.10 Members at Large (2) – are responsible to the Association, and will maintain role for the season at which they have volunteered for.

- a) will assist the executive committee with grievance concerns for assigned team(s)
- b) will be available to aid in the appropriate planning and carrying out of special events,

4.11 Team Manager – is responsible to appropriate team & Executives, duties are as follows:

- a) each team shall be designate at the first Parent / Team meeting a Manager to be the lieson between the Team and the Executives in all manners.
- b) Shall execute booking of exhibition games and additional practices when team requires such,
- c) Be responsible for requesting any additional equipment required by team or players,
- d) Oversee team expenses and submit necessary paperwork and receipts when required.
- e) Be aware of Association guidelines where present and ensure that concerns follow those set forth, If there is a team problem or concern, Print up and present at next executive committee meeting,
- f) If team / player has a matter of immediate and serious concern where guidelines do not direct, please contact team director to address the situation as an association, and they will prepare and present the guidance necessary.
 - i) 24 hour “wait” time by person(s) with grievance
 - ii) Parent, Manager or Director; if it goes to the director, it must be in writing and addressed to the PMB Executive
 - iii) Maintain confidentially when dealing with every situation
- g) To collect all fundraiser forms and monies, and to get to the Treasurer at the time required.
- h) Inform all members of team with regards to Photo Day and time
- i) Must look after finding the appropriate volunteers for any events hosted by Association

4.12 Duties of Committee and Directors

- a) To oversee all matters of PMB with the best interest of the community, association, team(s) and all of its members equally.
- b) Offer guidance and organization for PMB to be successful in providing adequate funding, facilities and opportunity to all persons wanting to participate.
- c) To accept the challenges presented each year by its members and visitors, to reach new levels of success both on and off the field,
- d) To offer leadership and training to all its members in order that all persons from fans, parents, officials, coaches and players be developed to the fullest of their potential.
- e) Tournaments including Provincial playdowns (NOT Provincial Finals) – Tournament weekends, if requested, shall be allocated by the scheduler at the request of any team throughout the season provided there is no scheduling conflicts.
- f) All teams hosting a tournament are to provide a committee to aid in organizing both the schedule, booth organization and communication with all its participants. Also be responsible to collect all monies for fees. Home teams do not pay entry fees. All other entry fees are to be submitted to the PMB Treasurer upon collection.
- g) Provincial Final Hosting – This will follow all guidelines of regular tournament weekends as well as pursuing Ceremony, Sponsorship and assistance of additional needs.
- h) Evaluation Committee – arranged by an age group of greater numbers than 1 team. And comprised of persons not of conflict with members of that group, but knowledgeable enough to assist in dividing the roster as required.
 - a. Is responsible for setting up evaluation camps, location, dates and times
 - b. To use their best judgement in aiding with the grouping of players to help with the appropriate development.
 - c. To answer to the respective teams with the full support of the Executive Members
 - d. To always have the best interest of each player in mind, and divide with respect to aiding in the development of all PMB personnel.
- i) Subcommittees can consist of selected executives or volunteers selected by the Executives. All subcommittees of PMB including Booth, Tournaments, Provincials and Fundraisers must turn funds raised back to PMB at the completion of the event taken place.

5.01 Guideline for Managers

Rules and Regulations are as flows:

- a) No smoking or swearing on diamond, behind backstop, or along any fence line that can affect any team or spectator.
- b) Responsible to help the coach in enforcing the rules, discipline and behavior of a team.
- c) On commencement of the season, obtain game schedule and practice times from relevant Scheduler. All Leagues need team rosters submitted.
- d) Team managers are responsible to ensure a copy of the game time is given to Umpires, Diamond Convener and League Coordinator.
- e) Shall in cooperation with the equipment manager, arrange with the coach for the distribution and return of PMB owned equipment.
- f) Become thoroughly acquainted with league and association rules and regulations.
- g) Learn proper procedures for filling out game reports, etc.
- h) Assist making transportation arrangements if required.
- i) Arrange for a team meeting to go over the objective, goals, conduct codes and expectations for the season.
- K) Notify players of practice and game time as well as location. Give players as much notice as possible.
- l) Make sure players are ready and on field, allowing coach to instruct for the entire length of

time.

- q) Arrange for scorekeeper and pitch counter.
- r) All correspondence, (e.g. practice times, exhibition games, etc.) should come from the manager.
- s) Make sure your players are registered by deadline with PMB and appropriate Alberta governing body
- t) Arrange for exhibition games both home and away. Follow proper channels.
- u) Arrange for tournaments – along with coaches and parents.
 - Make sure you have your team sheet and health forms with you at all times.
 - Assist coach with the team off the field and try to keep them together.
 - Check dugouts and fields to ensure they are left clean, and all equipment is collected
 - Ensure that all code of conduct forms are filled out
- v) Managers are to try & resolve parental, player or team problems before it goes to the Team Director.
- w) Shall be responsible to contact the scheduler to arrange or cancel field times.
- x) Utilize field time and report to scheduler immediately if the team is unable to use allotted time so that there is sufficient notice to give to another team. Teams are responsible to the League first. If practice or game is cancelled please try to give 48 hours' notice.
- y) Hold a parent meeting within fifteen (15) days of the beginning of the season, and whenever deemed necessary.
- z) Report disciplinary action to relevant Team Director and to parents, if serious.
- aa) Familiarize yourself with the PMB Constitution and provide a fun atmosphere for the players, as our first priority is that the players enjoy their ball season.
- bb) The use of illegal drugs and alcohol could result in a suspension for a minimum of one (1) year.

5.02 Guidelines for Coaches

Rules and Regulations are as follows:

- a) The coach shall assist in the manager's responsibilities.
- b) PMB endorses any and all Coaching Certification Programs.
- c) NO smoking or swearing on the field, in the dugout or in the general presence of any Team gathering.
- d) Alcohol consumption by players and team officials will not be tolerated at any league or team function.
- e) The use of illegal drugs could result in a suspension for a minimum of one (1) year.
- f) Responsible for enforcing all rules, discipline and behavior of team.
- g) Become thoroughly acquainted with league and association rules and regulations.
- h) Attend all meetings with team and parents when required.
- i) Attend all practices and games. If not able to attend, arrange for someone to take charge
- j) Assume responsibility for conduct of players and team officials during practices and games. If not able to attend, arrange for someone to take charge.
- k) All games and practices are under the control of the coach or his designate.
- l) Set a good example for the team in action and dress.
- m) See that each of your players have the proper equipment.
- n) Coaches will be responsible to their relevant Team Manager.
- o) Name affiliate team or player(s) by deadline where necessary.
- p) Obtain league schedule from relevant Team Manager, and become familiar with same.
- q) Discuss any problems with the Team Manager.
- r) If game is cancelled, the Umpire is to be notified within 48 hours, within reason.
- s) Advise players of game time and what time they are expected to be at the diamond.
- t) Develop a close liaison with the Team Coaching Staff and Team Manager.
- u) Beware of any medical problems with players, and encourage medical treatment, to extent possible
- v) Abide by Association Constitution.

- w) A coach and assistant coach may only coach one team or group in a given year unless approved by the PMB Executives. A coaching staff, coach and assistant coach should work in close unison for the betterment of the team, and proper development of all the players involved.
- x) In the absence of team Manager, the Coach will assume the Manager's responsibilities as well.
- y) Coach and manager should be voted upon by the parents of the team when there is more than one (1) volunteer per position, once teams have been selected. Coaching staff, Managers and team reps must abstain from voting on issues that concern the team they represent.

5.03 Coaches Code

1. I will be responsible when scheduling games and practices, remember that players have other interests and obligations.
2. I will teach my players to play fairly and to respect the rules, referees/officials, Opponents, and each other.
3. I will ensure that all players get fair instruction, support and appropriate playing time regardless of skill level and ability.
4. I will not ridicule or yell at my players for making mistakes or performing poorly. I will remember that players play to have fun and must be encouraged to have **confidence** in themselves.
5. I will make sure that equipment and facilities are safe and match the players' ages and abilities.
6. I will remember that participants need a coach they can respect. A win at all cost attitude is not setting a good example for my players.
7. I will obtain proper training and continue to upgrade my coaching skills as required.
8. I will work in cooperation with Umpires and all personnel for the benefit of the game.

5.04 Volunteers Code

- a) Expect no special rights or privileges because you are a volunteer. Understand that even though you may not agree with all the PMB policies or practices, as a representative of the association, you have an obligation to publicly support them and at times abide by them. If you do not agree with them, you can work within the system to properly effect change.
- b) Accept that because you are a representative of the PMB, your actions either positive or negative, reflect back on all the other volunteers of the association.
- c) Base your decisions and actions on what is best for the majority of the ball players while respecting the rights of each individual.
- d) Be prepared to listen and respond to any concerns brought to you.
- e) Be prepared to listen to ideas from other people even though they may differ from your own.
- f) Judge ideas on their own merit, and the benefit they can bring the ball player and do not fall back on "But they have always done it this way".
- g) Work patiently for improvement... do not expect too much, too quickly.
- h) Be slow to anger and hard to discourage.
- i) Anticipate people's shortcomings and make allowances for them.
- j) Be prepared to put in long, hard hours with little or no recognition except the self-satisfaction of knowing you have accepted a challenge that many may turn away from.

5.05 Parents Code

- a) Do not force unwilling players to participate in sports, use encouragement. Remember that participants should be involved in organized sports for their enjoyment.
- b) Encourage your child to always play by the rules

- c) Teach your child that honest effort is as important as victory, and that if you give your best, then you have won, regardless of the score.
- d) Turn defeat to victory by helping your child work toward skill improvement and good sportsmanship. Never ridicule your child or yell at any player for making a mistake or losing a competition.
- e) Congratulate your child on honest effort and skill improvement, not just hits and strikes.
- f) Remember that players learn best by example. Applaud good plays on either team.
- g) Do not publicly question the officials' judgment and never their honesty.
- h) Respect and support for players, coaches, officials, volunteers and other parents is expected.
- i) Actively support all efforts to remove verbal and physical abuse from the field.
- j) Recognize the value and importance of volunteers. They give their time and resources to provide recreational activities for your child.
- k) Make an honest effort to attend all games and practices, you are welcome at all times.
- l) Have players at the diamond at the time specified by the coaches before all practices and games.

5.06 Player's Code

- a) Play for the "fun of it"
- b) Play by the rules
- c) Never argue with the officials' decision. Let your coaches ask any necessary questions.
- d) Control your temper... no "mouthing off", or throwing tantrums, breaking or throwing equipment.
- e) Work equally hard for yourself and your team... your team's performance will benefit as will you. You are an important part of a TEAM.
- f) Be a good sport, cheer for all good plays. Show some class.
- g) Treat all players as you, yourself, would like to be treated on or off the field. Don't interfere with, bully or take advantage of any player, coach, umpire or fan.
- h) Remember that the goals of the game are to have fun, improve your skills and feel good about yourself.
- i) Cooperate with your coach, teammates, officials and opponents.
- j) The use of illegal drugs, alcohol and all tobacco products will not be tolerated while Involved on PMB event (practice, game or other). The use of these substances could result in disciplinary action.
- k) As representatives of PMB in Provincial Playoff Rounds, it is expected that players comply with a dress code. Coach or manager will instruct as to what is required by League.

5.07 Team Officials Code

1. Understand that you have an obligation to abide by the policies of PMB and that failure to do so could result in a loss of coaching privileges.
2. Make sure that your players understand and abide by the PLAYER'S CODE.
3. Make sure that your player's parents understand and abide by the PARENT'S CODE.
4. Be reasonable in your demands on the player's time, energy and enthusiasm. remember they have other interests and should be able to pursue those interests, as well as ball. This respect will help maintain their enthusiasm and make them better ball players.
5. Teach your players that rules of the game are mutual agreements which no one should evade or break. Without them, there would be no game.
6. Remember that participants play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at any player for making a mistake or losing a competition.
7. Develop team respect for the abilities of their opponents, as well as for the judgment of the umpires and opposing teams.

8. Follow the advice of a physician when determining when an injured player is ready to play, Do NOT put safety last.
9. Remember that players need a coach that they can respect. Be generous with your praise when it is deserved and set a good example.
10. Make a personal commitment to keep yourself informed on sound coaching principles of growth development in children. Attend all clinics and functions, if required by Baseball & Softball Alberta, which PMB may hold from time to time.
11. Treat the players as you would like to be treated.
12. Do not lower yourself to the level of fans or other coaches who throw tantrums, use profanity or make a spectacle of themselves by abusing the game, officials and players.
13. Coaches are responsible for the conduct their players, team officials and their own fans during practices, games and team functions.
14. Being under the influence of alcohol or illegal drugs during games or practice will not be tolerated and could result in disciplinary action.

5.08 Player Eligibility

Unless otherwise provided in the Rules and Regulations by Baseball & Softball Alberta:

- a) Age qualifications of players for Divisions shall be governed as follows:
 - i. **Midget Baseball:** may not turn 19 or older during the current calendar year.
Softball: U18 A & B - Under 18 prior to Jan. 1st of the current year.
U19 C & D - Under 19 prior to Jan. 1st of the current year.
 - ii. **Bantam Baseball:** may not turn 16 or older during the current calendar year.
Softball: U16 – Under 16 prior to Jan. 1st of the current year.
 - iii. **Peewee Baseball:** may not turn 14 or older during the current calendar year.
Softball: U14 – Under 14 prior to Jan. 1st of the current year.
 - iv. **Mosquito Baseball:** may not turn 12 or older during the current calendar year.
 - v. **Squirt Softball:** U12 – Under 12 prior to Jan.1st of the current year.
 - vi. **Rookie Baseball:** may not turn 10 or older during the current calendar year.
 - vii. **Mite Softball:** U10 – Under 10 prior to Jan. 1st of the current year.
Baseball: may not turn 8 or older during the current calendar year.
 - viii. **Coach Pitch Softball:** U8 – Under 8 prior to Jan 1st of the current year.
 - ix. **T-Ball Mixed:** this division applies to all players 4 years of age and older that do not meet requirements of next age group.

- b) Players must participate in the division of their age except:
 - i. Players may play in a lower category with the approval of the PMB Executive and subject to proper sanctions by Baseball & Softball Alberta.
 - ii. If there are enough players for more than one team, PMB will tier by ability starting at Squirts (U12) for girls and Mosquito for boys.
 - iii. If an upper division does not have enough players in its division, players can tryout from a lower age group, but are not forced to move up. No player will be entitled to move up a division if it leaves the appropriate division roster short. An appropriate measuring stick is required to ensure that the development of the player involved is not hindered, thus a request must be submitted in writing to the executive board to discuss and provide ruling.
 - iv. In age groups that cannot partake in provincial play, and there are enough players to make two teams, the rosters will be split as evenly as possible. This is due to development and equal participation in appropriate leagues.

- c) Falsification of age and/or address shall result in one (1) year suspension of the Player from PMB and not more than three (3) years from date of suspension.

d) Provincial Registration Eligibility:

Provincial Team, the number of players to be taken is to be recommended by the coaching staff and is to be approved or disapproved by Provost Minor Ball Executives prior to provincial registration. Provincial teams are to be treated differently, as a championship team, and the best players in any one age group registered with PMB at the beginning of the season approved differently by PMB executives. Coaches, players and parents will accept the final decision of Executives in this matter, and any grievances must be filed appropriately.

Two teams in an age group

Teams are to be tiered, and roster numbers divided as equal as possible following the below guidelines:

- i. Provincial Team #1: the higher tiered team in that age group is automatically your First registered provincial team, and has first access to the players registered. The entire age group will have the opportunity to participate in an open evaluation and tryout following the Evaluation process described in the constitution. Team #1 must be comprised of a minimum of 10 players and depending on total number of registrants and their development, is not required to carry more than 12 players.
- ii. Provincial Team # 2: the lower tiered team in that age group is automatically your second registered provincial team should they choose to, or participate in league and exhibition games if that is their team desire. This team must consist of a minimum of 10 players and may carry extra numbers greater than 12 if the requirements are met by the top tiered team.
- iii. In the event that there are greater number than 12 for 1 team but less than 20 for the proper division of the age group, the following options will apply:
 - A – There will be 1 coach for the entire age group with the appropriate number of assistants required, and all players will also go through an appropriate evaluation of their peers.
 - B – The team to register for Provincials will comprise of a minimum of 10 players and a maximum of 12, unless the coach requests additional players to be added.
 - C – All remaining players of this group will still be an active part of this team, but will be registered only in community league (not provincial) and exhibition play. Special priority given at those games to aid in their development so they can possibly achieve improvement.
 - D – Should other players become available and wish to join with PMB and utilize the additional players to form another Provincial team as the season progresses that will be acceptable provided there is appropriate commitment for all players involved.
 - E – Any Coach, Assistant, Player or other that is found to be degrading to individuals not on a Provincial roster may be faced with appropriate discipline and possible suspension.

Special Circumstances:

PMB Executives can approve or disapprove any team to enter Provincial play after reviewing their intent. PMB Executives hold the final say on whether any team is approved or disapproved to enter Provincial Tournaments.

5.09 Team Selection

- a) PMB Executives will be responsible for the selection of team evaluators prior to tryout camps.

- b) PMB Executives will be responsible for the choice of team on field coordinator and a maximum of two (2) assistants prior to the beginning the tryout camp.
- c) Evaluators are volunteers! Any discussion Re: player selection with the evaluators could result in players' release. IF you have any concerns, they should be addressed to PMB Executives.
- d) ALL players must be registered to PMB before trying out for Tiered Teams
- e) ALL players must participate in all evaluation practices unless otherwise approved by PMB Executive.
- f) In the event a player MOVES into town after the date set for finalizing team rosters, the participant is able to tryout with the team of their division and be placed on the appropriate team by the managers after evaluation. However no player that has been assigned to that team previously will be removed.
- g) Evaluators when dividing players into 2 teams will decide the majority of the roster, leaving the remaining positions to be filled by the coach. It is recommended that the entire list of all players be ordered from highest to lowest skill level and submitted to coach and executives. All decisions for final roster must be approved by all PMB Executives
- h) As per appropriate Alberta governing body, any player that moves to town after appropriate registration deadlines, player will be placed on 2nd team when available.

5.10 Affiliation

Any and all affiliation must comply with Baseball and Softball Alberta guidelines.

5.11 Registration

- a) Registration will be accepted after advertising final registration date if:
 - Transfer or move to Provost
 - Players' not a resident of Provost where a team is not being fielded in that out of town area; and
 - Any late registrant must be submitted in writing and reviewed by the Executive committee.
- b) No player will be allowed on the field until all registration fees are received and the registration form is completed in full.
- c) \$50.00 per child late registration fee will be applied unless authorized by PMB Executive
- d) Refunds must be requested in writing and are the full discretion of PMB Executive pending the reason given.
- e) In the event a player is requesting a release, it must be submitted in writing with intent to play elsewhere. PMB Executives will meet and discuss to make a final decision either in favor or not.

5.12 Non-Resident Players

Non-resident players are only admitted to PMB under specific approval of the Executive Committee. Non-resident players that do not have a place in their home associations may be accepted for registration, if PMB is the closest association to their home association, thus making that individual a welcome part of our community. PMB Executives will make the final decision which team(s) the non-resident will be placed on through adequate evaluation. PMB Executive has the final approval on all non-resident players.

5.13 Grievances

Grievance Committee – handles all grievances brought to the Executive by a team. This committee must consist of a total of no less than 3 acting executive members of PMB. The President and/or Vice President, Team Director one more PMB Executive member selected by the PMB President and/or Vice President. This committee will be given the power to enforce any disciplinary action as stated in the PMB Constitution. Grievances will only be accepted in writing and 24 hours must have passed since the original

incident has occurred. There is to be no team parent meeting dealing with grievances without 3 PMB Executives present to mediate the meeting. Proper protocol for submitting a grievance must be in the order as follows:

- a) After the 24 hour wait process has passed, parental, player or team problems not resolved by the team manager must then be addressed to Team Director
- b) The team director must submit the written grievance to a PMB Executive within 24 hours of receiving the grievance.
- c) The PMB President or Vice President will form a grievance committee to proceed with handling the grievance. Which will then call a meeting with the appropriate parties.

5.14 Discipline

PMB 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. The grievance committee consisting from members of the executive shall be empowered to issue discipline against any member of PMB which includes but is not, limited to: Officer, Executive board member, team player, coach, assistant coach, trainer, manager, parent or spectator which it determines is guilty of a breach of the Code of conduct or Operational Polices, Rules & Guideline as adopted by the association. Such discipline may take the form of, but not limited to:

- a) A Verbal reprimand
- b) A written reprimand
- c) A demand for an apology, either written or verbal, to any affected party,
- d) A suspension
- e) An expulsion
- f) A combination of the above

5.15 Minor Ball Equipment

- a) All mandatory ball equipment must be worn in accordance with appropriate regulations.
- b) Teams will be provided with Catching Equipment, Bats, Balls, Rules & Regulations Manual and Equipment bag, 1st Aid kit and ice packs.
- c) Teams will wear the supplied Uniform jersey approved by PMB, and be responsible for supplying their own pants (Boys – White, Girls – Black) Hats, Shoes, Socks and Gloves
- d) All players are required to submit a \$50.00 Jersey Caution Fee upon registration that will be returned once uniform is handed back in to PMB in acceptable condition.
- e) Any and all additional equipment required by a team may be requested to the Equipment Managers and supplied at their discretion.

5.16 Insurance

- a) Insurance coverage is provided by Baseball & Softball Alberta upon completed registration.
- b) ALL coaches must be certified at the appropriate level required by Baseball & Softball Alberta, and fees upon completion of the season will be reimbursed by PMB.

5.17 Fundraising

All families will be required to participate in fundraising. This comprises of but is not limited to:

Casino, Gift Certificates, Booth shifts, Clean-up & 50/50 and approaching sponsors when required. All players will be required to submit at registration a \$50.00 caution fee to cover lack of volunteers needed. Team managers will approach their teams as events arise to find the appropriate volunteers required.

5.18 Expenditures

PMB will cover all registration costs for Provincial Teams, as well as paying all league and provincial umpire fees. All costs will be at the approved list provided at the start of season to coaches. Any exhibition umpire fees are not covered by PMB, unless the team participating in them is not involved in any league play and their only games are a result of exhibition participation.

5.18 Amendment

In the event that any revisions are to be made to the constitution, an 80% vote in favor of proposed amendment will be required and must be presented and tallied at a general meeting (spring or fall).

6.00 DISSOLUTION

Upon dissolution of the Provost Minor Ball Association, any and all remaining assets / gaming proceeds will be:

- a) Disbursed to eligible charitable or religious groups or purposes; or
- b) Transferred in trust to a municipality until such time as the assets / proceeds can be transferred from the municipality to a charitable or religious group or purpose approved by the Provost Minor Ball Association executive.