

Stettler Minor Ball Association Constitution (updated 2024)

Article / Name

- 1.01 The name of this association is the Stettler Minor Ball Association. In the following documentation the Stettler Minor Ball Association will be abbreviated to SMBA. The boundaries of SMBA are presently defined as the Town and County of Stettler.
- 1.02 The SMBA was incorporated under the Alberta Societies Act as a non-profit society on April 26, 2002. This allow the SMBA to raise funds, including participating in Alberta casinos, to assist in covering the costs of operating the association. It is important the association meets all requirements of the Alberta Societies Act to maintain our non-profit status.

Article II OBJECTIVES

- 2.01 To foster, promote and administer the development and growth of amateur ball in the Town and County of Stettler
 - 2.01.1 To provide an umbrella association that can pool financial and human resources among baseball and girls' fastball organizations to more effectively and efficiently deliver programs in both sports.
 - 2.01.2 To exhaust all efforts possible to provide a suitable playing location for all members that register in SMBA.
- 2.02 To provide an organizational framework to administer programs to encourage the development of athletes in the sports of baseball and girls' fastball within the County of Stettler. The goals of these programs are to:
 - 2.02.1 Create an environment in which children and adults can have fun with baseball and fastball
 - 2.02.2 To provide for athlete, coaching and officiating clinics in each sport
 - 2.02.3 To link those athletes in need of financial assistance with the local Kidsport organization
 - 2.02.4 To provide medical and liability Insurance for all active players, umpires and coaches and executive members to cover claims that may arise as a result of participation in associations activities

Article III ASSOCIATION RESPONSIBILITIES

- 3.01 The SMBA does not accept responsibility for the debts incurred by any member of the association or other association it is a member of.
- 3.02 The SMBA executive and members disclaim all responsibility for injuries sustained by any individual during activities relating to the association.

Article IV DEFINITIONS

- 4.01 A quorum is defined as greater than 2/3 of the elected executive members.
- 4.02 Majority vote is defined as greater than 50%.
- 4.03 Association members are defined as; players, coaches, umpires and parents registered in the association and from within the association boundaries.

Article V POLICIES

- 5.01 The SMBA association accepts, in writing, complaints of abuse to players, coaches, umpires, parents. The President, President of Softball/Baseball, Division Coordinator and coaches involved will call a meeting immediately to deal with the complaint.
- 5.02 SMBA has a zero tolerance policy regarding any drug, alcohol, tobacco or vaping products during SMBA practice or games. If caught, disciplinary measures will be taken and determined by the SMBA board on a case by case basis.

Article VI DISCIPLINARY ACTION

- 6.01 Executive members not conducting themselves in accordance with the policies, rule and regulations of the association may have their executive membership suspended. Suspension of an executive member requires a majority vote with a quorum present.
- 6.02 Association members not conducting themselves in accordance with the policies, rules and regulations of the association can be banned from participating in activities relating to the SMBA.

Article VII ANNUAL GENERAL MEETING

- 7.01 An Annual General Meeting will be held once per year to elect new members for vacant executive positions. All positions will be for a two year term, except division coordinator positions which are one year term positions. A position is automatically available to be filled at the Annual General Meeting if the previous executive member has held the position for 2 or more years. Members can hold more than one position, if there are no other members available for the position. All members are allowed to vote at the annual general meeting.
- 7.01 (a) If a board member must resign, a vote will take place at a general meeting to elect an interim person for the position until the AGM.
- 7.02 The Treasurer will provide the previous year's financial statement for review by all members and the general public at the Annual General Meeting.

- 7.03 An invitation, to the Annual General Meeting, will be offered to all members of the association via social media (Facebook, SMBA website, etc.) at least two weeks prior to the Annual General Meeting.

Article VIII REGULAR MEETING

- 8.01 Regular meetings will be held during the year as determined by the executive. All executive members will be given proper notice of regular meetings.
- 8.02 All members of the association are encouraged to attend and participate at all meetings, but the business of the association will be conducted and voted upon by the executive members of the association. All executive members will have one vote regardless of how many positions they hold.
- 8.03. Changes to the association constitution or bylaws require a majority vote with a quorum present. If there is a tie in voting the President of the association will break the tie.

Article IX EXECUTIVE POSITIONS

The present SMBA association will be made up of the following positions. Positions can be removed or added to from time to time as determined by the executive. The voting rules described under the REGULAR MEETINGS heading apply.

9.01 **The President shall:** (This position will be occupied jointly by the President of Baseball and the President of Softball, if not filled by a member of the association).

9.01.01 Coordinate all activity within the SMBA

9.01.02 Act as chairperson at all meetings

9.01.04 Ensure that all rules, policies and bylaws of the SMBA are interpreted properly and followed.

9.01.05 Be the co-signer of the association cheques along with the Treasurer

9.01.06 Have final approval and signing authority of documentation required for player Transfers.

9.01.07 Represent the association as spokesperson to the appropriate local divisional, provincial and national bodies as well as the general public and media.

9.01.08 Have the authority to inquire into any situation that affects the affairs of the association. This can include, but is not limited to, inquiring into sporting contests and coaching concerns.

9.01.09 Shall rule on unforeseen situations not specifically covered by the constitution.

9.02 **The President of Softball/Baseball shall:**

- 9.02.01 Be responsible for the day-to-day operation of the softball/baseball program within the SMBA.
- 9.02.02 Assist the Division Coordinators in the selection of teams, leagues and competitive level for each division in softball/baseball.
- 9.02.03 Ensure the selection of teams, leagues and competitive level for each division is made in accordance with the associations as required including the registration of players, coaches, umpires and executive members. (ie. Online registration of members in Baseball Alberta or forms as required by Softball Alberta. Registration and payment to the Central Alberta League).
- 9.02.05 Arrange umpire, coaches and player training programs where required.

9.03 The Vice President of Softball/Baseball shall: (The purpose of this position is to allow for a smooth transition period when the President’s term is complete).

- 9.03.01 Assist the President in performing such duties as may be assigned
- 9.03.02 Perform the duties and responsibilities of the President during his absence.

9.04 The Secretary Shall:

- 9.04.01 Document and distribute agenda items for meetings based on information received from correspondence and other executive members.
- 9.04.02 Keep accurate minutes of the SMBA meetings.
- 9.04.03 Mail/email the minutes to all members along with notice of the next meeting.
- 9.04.04 Maintain files of all minutes, correspondence and material pertinent to the SMBA.
- 9.04.05 Have charge of the association mail box and handle all official correspondence on behalf of the SMBA.
- 9.04.06 Have charge of all the correspondence of the association and be under the direction of the President. The secretary shall distribute correspondence to the appropriate department.
- 9.04.07 Keep a record of all the members of the association and their addresses, send all notices of the various meetings as required.
- 9.04.08 Publish announcements of meetings and events when necessary with local media.

9.05 The Treasurer Shall:

- 9.05.01 Keep an accurate record of all monies received and distributed during the current year.
- 9.05.02 Insure that SMBA funds are distributed as per its monetary obligations to outside organizations (ie. Pay the bills) Make all payments by cheque co-signed by the President.
- 9.05.03 Prepare a financial statement for presentation at the Annual General Meeting.
- 9.05.04 Prepare a budget for the forthcoming year, for approval by the membership.

- 9.05.05 Receive all monies paid to the association and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order.
- 9.05.06 Properly account for the funds of the association and keep such books as may be directed and present a full detailed account of receipts and disbursements to the executive when requested (ie. Regular meetings).
- 9.05.07 Provide the SMBA 'non-profit society' Annual Return to Alberta Registries before the deadline as required by the Alberta Societies Act.
- 9.05.08 Provide a financial report to the Alberta Gaming and Liquor Commission for use of casino funds as required.
- 9.05.09 Attend registration nights along with registration director in order to maintain float, collect and distribute funds.

9.06 The Registrar Shall:

- 9.06.01 Be responsible for the registration of all SMBA members.
- 9.06.02 Organize the registration nights for the members of the SMBA each year as required. This includes; organizing the required annual mail out to previous years members, recruitment of members for registration night and the required advertising to recruit new members.
- 9.06.03 Provide all player and coach information gathered during registration to the appropriate Division Coordinator and executives (includes; name, parent names, phone number, email address, and mailing address organized by birth year).

9.07 The Equipment Coordinator Shall:

- 9.07.01 Organize for the storage, distribution and recovery of all equipment belonging to the SMBA, including jerseys.
- 9.07.02 Provide and equipment purchase budget to the Treasurer at the beginning of each year with information provided from the President of Softball/Baseball.
- 9.07.03 Ensure the purchase of equipment each year is in accordance with the budget.
- 9.07.04 Develop a minimum requirement list for team equipment to help with decisions on equipment purchase each year.
- 9.07.05 Be the contact persona for association members regarding diamond and facility maintenance.

9.08 The Casino Coordinator Shall:

- 9.08.01 Become familiar with the regulations and requirements of a non-profit society.
- 9.08.02 Be the contact personal for the AGLC regarding casino opportunities and provide information to the executive as required.
- 9.08.03 Organize volunteers for each casino attended by the SMBA.
- 9.08.04 Provide information to the Treasurer as required assisting in the completion of financial reports required by the AGLC.

9.09 The Division Coordinators Shall:

- 9.09.01 Coordinate activities for the parents and potential coaches in each division under the guidance of the President of Softball/Baseball.
- 9.09.02 Coordinate the selection of teams, leagues and competitive level for each division in softball/baseball.
- 9.09.03 Ensure all association rules and bylaws are followed during team, league and competitive level selection.
- 9.09.04 Ensure the interests of the majority of members in the division are achieved. Decisions must be made that are in the best interest of the group.
- 9.09.05 Attend or appoint another member to attend league meetings.

9.10 Apparel Coordinator Shall

- 9.10.01 Purchase, stock, design and price all apparel including hats for SMBA, after said apparel has been approved by the executive.
- 9.10.02 Update the apparel website with any changes in price, apparel or availability. Make sure payments for apparel on website has been completed.
- 9.10.03 Keep updated inventory on apparel stock.

9.11 Website Coordinator Shall

- 9.11.01 Continually update and improve the SMBA website with current information, meeting minutes.
- 9.11.02 Continually update and improve all registration forms and coach/ manager application forms with any changes.
- 9.11.03 Update current Facebook page with administrators, dates and cancellations.

10.00 Article X Role of Coach

10.00 After the players, the most important individual in the SMBA program are the coaches. The coach is the personal the players look at for instruction, encouragement and inspiration. The assistant coaches, as well as parents, take their cues from the coach. Therefore, success of the program is dependent on the coaches embracing our goals and working to achieve them.

10.01 Coaching Goals

- 10.01.1 Create an environment in which children and adults can have fun with baseball and fastball.
- 10.01.1. A Encourage players often. Demonstrate by behavior and words that each child is an important member of the team regardless of their level of performance. Recognize and encourage effort as well as results. Spend comparable instructional time with all players regardless of ability.

- 10.01.1.B Allow each player fair playing time, cannot sit more than 2 innings in a row.
- 10.01.1.C Demonstrate your own enthusiasm and enjoyment of the game to your players.
- 10.01.1.D Encourage parents to become involved with the team.
- 10.01.2 Teach baseball/fastball skills, rules and strategy to our players.
 - 10.01.2.A Rely on positive reinforcement for things done correctly. Minimize negative emphasis on mistakes. This is required in order for learning to take place. Players can handle only so much negative feedback without becoming discouraged. Players will learn more, try harder, and be more open to accepting criticism if they are praised often. Praise players in public and correct them in private.
 - 10.01.2B Provide adequate repetition when teaching. Baseball and fastball are complicated and lessons often need repeating before they are understood. Once players understand, they often need repeated practice before they can perform the expected behavior well.
 - 10.01.2D Organize practices to maximize learning and minimize inactivity. ie Stations of fielding, hitting, and pitching.
- 10.01.3 Model and teach competitiveness with an emphasis on good sportsmanship
 - 10.01.3.A Teach players aggressiveness and good sportsmanship at the same time.
 - 10.01.3.B Obey the rules and show respect for the officials even when you disagree.
 - 10.01.3C Acknowledge good plays by the opposing team in front of your players.
 - 10.01.3D Treat players on opposing teams as members of the community first and as opponents second. Always refrain from displaying actions or words that undercut the self-esteem of players on either team. All coaches must accept and maintain responsibility for the positive sport experience of both teams in the sport contest.
- 10.01.4 Manage the team equipment and facilities.
 - 10.01.4A The coach will work with other members of the SMBA to communicate with parent and SMBA. Maintain equipment needs. Register and communicate the provincial body as necessary.

- 9.08.05 Attend or appoint another member to attend league meetings.

*updated March 6, 2024

Stettler Minor Ball Association Bylaws

BYLAW I – BYLAW CONCERNS

1. The President of Softball/Baseball is responsible to ensure the association constitution and bylaws are followed in all divisions.
2. The President of Softball/Baseball and Division Coordinators will attempt to resolve all bylaw concerns at the division level. If an agreement cannot be reached, an executive meeting will be called by the President of SMBA and an executive vote will be used to resolve the issue.
3. The executive will review all written concerns received from association members.

BYLAW II – LEAGUE SELECTION

1. Baseball
 - a. For Baseball teams, league selection is defined as;
 - i. The league each team in the division will play in. This may include; a Stettler league for younger teams, Central Alberta Baseball League or provincial leagues.
 - ii. The provincial level teams in the division will play in community, competitive or performance.
 - b. Parents of the SMBA members or SMBA members will advise the SMBA of interest in playing on provincial teams at the time of registration.
 - c. The SMBA recognizes that league selection for Baseball teams is an important process. The Division Coordinator will review all the options closely and make a decision that is best suited for the majority of members in the division. The Division Coordinator will also ensure decisions made follow the intent of the association constitution and bylaws.
2. Softball
 - a. Softball teams play in a Central Alberta League therefore no decision is required for league selection.
 - b. Parents of SMBA members or SMBA members will advise the SMBA of interest in playing on provincial teams at the time of registration.
 - c. For Softball, the Division Coordinator, coaches and parents will meet to decide if teams will enter provincials and at what level.

BYLAW III – COACH SELECTION

1. All potential coaches will fill out an application from during ball registration. Coaches will;
 - a. Be selected by the President of Softball/Baseball and the Division Coordinator for each division.
 - b. Will be selected after player selection for provincial or all star teams.
 - c. Be selected on the following criteria;

- i. Previous experience in coaching
 - ii. Level of certification
 - iii. Input from the players/parents from the previous year. (See attached example of all coach's evaluation form. This form will be handed out at registration and should be used as feedback for the growth and improvement of coaches and not only as an evaluation tool.)
 - iv. Police background checks may be required
2. The board will have the right to deny coach applications based on past evaluations for any history of disciplinary action. A vote to deny any applications will be taken and the applicant will then be informed by the board and will have the opportunity to reapply again the following season.

BYLAW IV – TEAM SELECTION

The Division Coordinator will organize the team selection process for each division. Two different methods will be used for team selection in both Baseball and Softball.

1. For equal teams playing in the same league, the coaches will choose the players for each team with the intent to have equal teams. If they cannot agree, a meeting with the Division Coordinator and President of Softball/Baseball will be called to resolve the issue. Also in this category;
 - a. When possible, team will consist of 10-12 players to allow for greater practicing and playing time for team members. Players on each team may have to be higher due to the overall division numbers but, as an example, three teams of 10 are better than two teams of 15 players.
 - b. All division coaches will use information from previous years and observations made during the preseason training seminars to evaluate player talent.
 - c. Effort will be made to put sibling and friends on the same team if requested by players or parents.
2. When teams are not going to be equal; one team playing at a higher caliber than the other team or an all star team, the guidelines below will be followed;
 - a. The selection process will be fair and transparent and documented. Transparent means any association member is able to review the selection process at any time and come up with the same results as the selection committee.
 - b. Division coordinators will attempt to have team selection committees that have at least five impartial members.
 - c. Only players expressing interest on the registration form will be evaluated.
 - d. The Division Coordinator will determine the length of the evaluation, but players will be informed of evaluation results one week prior to league or provincial registration deadlines.

- e. All evaluators on the selection committee will use the same player evaluation sheet to keep track of players. (See attached example of a player evaluation sheet)
- f. The evaluation sheets will be compiled with all the team selection committee members present.
- g. The compiled results will be used to select the top 75% of the team involved in the selection process.
- h. After the top 75% of the players are selected a coach will be selected by the Division Coordinator and President of Baseball. This coach will determine the remaining positions of the team based on position requirements (catcher, outfielders, etc.) Using the evaluation sheets created by the selection committee.
- i. Before players/parents are notified of the team selections, all selections will be reviewed by the Division Coordinator and President of Baseball.
- j. The evaluation sheets and compiled results will be turned over to the Division Coordinator until review of any protests has been completed. At the end of the process, the evaluation sheets will be turned over to the Association Secretary for storage until the end of that season.
- k. The Division Coordinator will address all concerns and questions from players or parent regarding team selections. Parents may request their own child's evaluation sheets with the evaluator's names removed. The Division Coordinator will ensure that all parent/parents are notified regarding team placement following the team selection process.

BYLAW V – AGE CATEGORY

- 1. All requests by members to play at levels other than their own age category must be reviewed by the Division Coordinators affected by the move.
- 2. Due to the potential for injury, a player will not move up to a higher level unless possessing acceptable skills and abilities and is capable of playing at the higher level.
- 3. All players must play in their age category except for the following;
 - a. There are not enough players at their age category to field a team
 - b. There are not enough players at the higher age category
 - c. A player does not have sufficient skills and abilities to play at their own level
 - d. There are not sufficient players in a division to enter the league, but the league allows overage players. Equal opportunity must be given to all players into the association qualified to play as overage players on a team.

BYLAW VI – APPLICANTS FROM OUTSIDE THE ASSOCIATION

- 1. The Division Coordinator in consultation with the President of Baseball/Softball will review player applications from outside the association boundaries.
 - a. The following factor will be considered;
 - i. The player has obtained release form their Ball Association

- b. Players that have played the past season within SMBA will be considered members of the Association.

BYLAW VII – PROVINCIAL FEES

SMBA will cover half of the costs required for baseball teams to attend provincials including provincial registration fees for players, coaches and teams as well as umpire fees. It is expected that members of the team will collect the remaining half of these fees either through team fundraising or user pay. (For example, in 2008 the additional fees for Pee Wee Boys' Competitive was \$90/player and for Mosquito Boys' Community the additional fees were \$40/player)

Due to the discrepancy between provincial baseball and softball provincials, softball provincial fees will be paid in full by the SMBA. Softball teams that host provincials will fundraise to cover the costs associated with hosting a provincial event.

This fee structure is to be reviewed annually.

BYLAW VIII – INDIVIDUAL TEAM FUNDRAISING

Teams have the right to fund raise for ball related activities provided; all money not used for ball related activities is returned to the SMBA at the end of the year and the money raised is used for ball related activities only.

BYLAW IX – SOFTBALL PICKUP PLAYERS

For Softball Pick up Players- Pick up players are permitted for provincial championships and post provincial championships. Pick up players are not permitted to replace suspended players. For each pickup player, the head coach must fill out the proper Softball Alberta Pick up form. All forms must be approved by the associations (where player is coming from) head coach and President, player must be only from zone 4. Forms then must be Returned to the Head coach and President for approval from SMBA. Once all steps are followed and Softball Alberta has signed off the player is able to play as a pickup player.

BYLAW X – REFUND POLICY

Overview

The following outlines the SMBA Refund Policy for registration cancellations/program withdrawal. The policy is intended to fairly deal with extenuating circumstances, while at the same time underscore the need for the commitment to the game and in particular to teammates once the season begins. In order to withdraw a player from the program and

request a refund, the parent/guardian of the player (hereafter referred to as the player) must submit a letter (along with any supporting documentation) to SMBA stating the reason for the request. Letters can be emailed to stettlerminorball@gmail.com

Request for Refunds – Prior to the Start of Team Selections:

A request for refund received prior to the beginning of the team selection process will be subject to a full refund, less a \$50 cancellation fee retained to cover the registration/administration costs.

- A request for refund received after the beginning of the team selection process and prior to team roster submission will be subject to a 50% refund of registration fees.
- A request for refund received after the team roster has been submitted to Baseball Alberta/Softball Alberta will **NOT** be eligible for a refund unless the request falls into any of the below described scenarios.
- The player's family is required to move to another town or city (the new residence of the player must be outside of the registration boundary). This request for refund will be subject to a 50% refund of the registration fees.
- The player is not cleared to participate due to medical reasons and must be accompanied by a signed doctor's certificate. This request for refund will be subject to a 50% refund of the registration fees.

A full refund will ONLY be provided in the following scenarios.

- There are not enough registered players to create a team for the age group that the player has registered for.
- The player is not selected to a team in their age division and there are not enough kids to create another team (Example: the player try's out for the AA team and is not selected to the team and there is not a second AA or A team available for them to play on).

***** Any requests for refunds that are not described in the above scenarios will be evaluated by the SMBA board and dealt with on a case-by-case basis ****

*updated March 6, 2024