



# **Sask Five Baseball Association Bylaws**

*Last amended: Oct. 5<sup>th</sup>, 2023*

# Affirmation

*I, as the undersigned, consent to, and hereby do, adopt the foregoing Bylaws, consisting of the 23 pages, as the Bylaws of this Sask Five Baseball Association, hereafter referred to as the Association.*

*ADOPTED AND APPROVED by the Executive Committee on this 5<sup>th</sup> day of October, 2023.*

A handwritten signature in black ink, appearing to read "B. Hubbard", written in a cursive style.

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Brian Hubbard , President

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## **Bylaw 1: Powers and Duties of the Executive Committee**

### **President**

The President shall, subject to the authority of the Executive Committee, have general supervision of the business of the Association and shall have such other powers and duties as the Executive Committee may specify.

Additionally, the President shall:

- a. Preside over all meetings of the Association.
- b. Notify the Executive Committee of the time and location of all meetings and ensure that the dates and times of the Annual General Meeting (AGM) are adequately advertised for the benefit of the members.
- c. Sign documentation and notify suspended teams, players, officials, and anyone else involved with an Association team.
- d. Act in concert with the Executive Committee and on behalf of the Association when dealing with outside agencies, Baseball Sask, other leagues, and the news media.
- e. Recruit, in concert with the Vice President, the appropriately trained instructors and/or evaluators and develop the Association evaluation process and dates.
- f. Serve as a member on the Finance Committee.
- g. Provide a written year end report to the general membership for the AMG.
- h. Appoint all Committees unless specifically stated and form any special committees to assist in the operating of the Association.
- i. The President shall have the power to suspend any team, player, team official, member, or umpire for unbecoming conduct on or off the field, abusive language to any of the umpires, or for failure to comply with the Association Constitution and Bylaws pending review of the incident by the Discipline and Appeals Committee. In the event of a conflict of interest, the President's power shall be exercised by the Vice President.
- j. Have the authority to exercise the power of the Executive Committee in the case of an emergency.
- k. Be the interface to Baseball Sask for all player and coach registrations, additions, deletions, or fines.

### **Vice-President**

The Vice President shall:

- a. Assume the duties of the President in his or her absence.
- b. Develop and maintain the online head and assistant coach application and notify the Association on the application process.
- c. Oversee the administrator positions and ensure that they undertake all their duties.

- d. Serve as a member on the Finance Committee.
- e. Serve as the Chair of the Discipline and Appeals Committee. Act as a mediator in disputes regarding parties within the Association.
- f. Recruit, in concert with the President, the appropriately trained instructors and/or evaluators and develop the Association evaluation process and dates.

## **Executive Administrator**

The Executive Administrator's main roles and responsibilities include serving as the registrar, secretary, and treasurer of the Association.

### ***Treasurer***

The Executive Administrator shall:

- a. Serve as Chair of the Finance Committee to ensure that the day-to-day and long-term financial operation of the Association is maintained on a viable basis and budgetary matters are adequately addressed.
- b. Maintain a financial ledger for all expenses and income of the Association and store on a shared drive that is accessible to the Finance Committee.
- c. Provide account balances including the current financial position of the Association in at each scheduled Executive Committee meeting.
- d. Responsible for the deposit of money, the safekeeping of securities and the disbursement of the funds of the Association.
- e. Receive all monies payable to the Association and deposit same with the Association's bank as determined by the Executive Committee.
- f. Submit a year-end financial report at the AGM.

### ***Secretary***

The Executive Administrator shall:

- a. Attend all meetings of the Executive Committee and AGM and shall record minutes of such.
- b. Keep accurate written record of the proceedings of the Association and present the minutes for all Executive Committee and AGM as requested and required.
- c. Be the custodian of all books, papers, records, documents, and instruments belonging to the Association, except when some other officer has been appointed for that purpose.
- d. Shall give or cause to be given, as and when instructed, all notices to members, officers, and committees of the Executive Committee.
- e. Be responsible for the collection and distribution of all mail and correspondence to the Association.
- f. File the appropriate documentation with legal and regulatory agencies as required.

### ***Registrar***

The Executive Administrator shall:

- a. Work in concert with the Communications, Website and Information Technology Director for the Associations' online registration and the online payment system.
- b. Collect player registration fees prior to a player participating in any Association activities.
- c. Be responsible for the collection of coach criminal record checks and vulnerable sector checks, notifying the President whereby any results of such checks are abnormal or flagged for concern.

- d. Advise all coaches, and Executive Committee members to register in the Baseball Sask RAMP registration system.
- e. Assign players to the respective teams in the Baseball Sask RAMP System as provided by Divisional Coordinators and provide to Communications, Website and Information Technology Director for posting to website.

## **Equipment Manager**

The Equipment Manager shall:

- a. Be responsible for all aspects of equipment management including:
  - i. Purchasing of new equipment, jerseys, and hats for teams within budgetary approvals.
  - ii. Disbursing, collecting, and storing of all equipment and jerseys on an annual basis.
  - iii. Performing a quality check of all returned equipment and jerseys.
- b. Maintain a record of equipment provided to each team; collect deposit monies as required and provide to Executive Administrator.
- c. Prepare and provide the Finance Committee with an estimate on equipment required for the upcoming season for budgeting purposes.
- d. Shall do an inventory of all equipment at year-end which will be provided to the Executive Administrator for the Association financial report.
- e. In concert with the divisional coordinators, provide and collect such indoor equipment for use at drop-in programs and evaluations.

## **Scheduler**

The Scheduler shall:

- a. Develop a practice schedule for each team and work in concert with the Communications, Website and Information Technology Director to have each team's game and practice schedules posted on the Association website.
- b. Act as a one-point contact and liaison between team managers on the rescheduling and cancellations of practices and games.
- c. Main contact with the scheduler from Saskatoon Minor Baseball on schedules for 11U, 13U, 15U and 18U divisions.
- d. Update website on when games are postponed due to inclement weather.
- e. Advise umpire coordinator on any game changes and/or additions.

## **Communications, Website and Information Technology Director**

The Communications, Website and Information Technology Director shall:

- a. Oversee and manage the Association website and ensure the website information is up to date and accurate.
- b. Act as a liaison with external parties providing support to the Association website and RAMP system.
- c. Work in concert with the scheduler to provide the Association with a master online calendar and team practice and game schedules.
- d. Be responsible for all publicity, interaction with the media, and advertising events.
- e. Coordinate and oversee the Association's online registration and the online payment system.
- f. Communicate to the Association on the registration dates and provide the necessary information for online registration.
- g. Maintain and post information to social media websites.

- h. Post player rosters and coach lists on the Association's website.
- i. In consultation with the said officer, provide responses to members questions.
- j. Provide and remove RAMP access to the Executive Committee as required.
- k. Provide and remove Sask Five email addresses to the Executive Committee as required.
- l. Update Website with up-to-date field conditions reported by the Grounds Keepers or City.

## **Umpire Coordinator**

The Umpire Coordinator shall:

- a. Schedule umpire clinic with Baseball Sask.
- b. Notify membership of umpire clinic, coordinate the registrations of all participants, and booking of required venues.
- c. Schedule umpires for league, exhibition and tournament games played on home diamonds.
- d. Provide the Executive Administrator with accurate record of all fees to be dispersed to the said umpire(s).
- e. Manage the shared umpire equipment and storage facilities for such equipment.

## **Division Coordinators; Junior Rally Cap, Senior Rally Cap, 11U, 13U and 15U/18U**

The respective Divisional Coordinators shall:

- a. Represent the Association at all respective league meetings.
- b. Attend all indoor camps and evaluations, as determined by the Executive Committee, to:
  - i. coordinate and oversee the set up and return of all indoor equipment for use as scheduled,
  - ii. verify all players are properly registered, and
  - iii. to provide each player with a distinguishable jersey at player evaluations.
- c. Communicate with all head coach applicants on the successful head coach candidate as selected by the Coach Selection Committee.
- d. Recruit applicants to fill any vacant head coach positions.
- e. Schedule and attend all team selection player draft(s), as required. Provide name of team, players, and head coach to Executive Administrator.
- f. Responsible for their division, and first point of contact for team representatives and coaches.

## **Members at Large**

The Executive Committee, at their discretion, shall appoint a Member at Large, to have such powers and duties as the Executive Committee may specify.

## **Bylaw 2: Executive Committee Per Diem**

Members of the Executive Committee are required to volunteer many hours both at meetings and completing other duties of their positions. To attract and retain, Executive Committee officers deserve a per diem for attending Executive Committee meetings as well as fulfilling their monthly duties.

- a. The per diem shall be reviewed and voted on by resolution of the Executive Committee at the 1<sup>st</sup> Executive Committee meeting, yearly.

- b. To be eligible for the yearly per diem, the Executive Committee officer shall carry out their duties as stated above.
- c. To be eligible for each meeting per diem, the Executive Committee officer must be present for the entire meeting.
- d. The Executive Administrator shall issue the yearly per diem and meeting per diem to each officer following the AGM.
- e. If at any time the Executive Committee officer resigns, is removed, or the position is deemed vacant, the Executive Committee officer relinquishes all per diem not paid to date.

## **Bylaw 3: Committees**

The Executive Committee may create committees and prescribe the duties and terms of reference of such committees as it may from time to time determine necessary to permit the efficient direction of the business and affairs of the Association more effectively.

### **Powers and Duties of Committees**

The Standing Committees of the Association shall be Finance Committee, Discipline Committee and Coach Selection Committee.

#### ***Finance Committee***

- a. The Finance committee shall be members of the Senior Executive. The Executive Administrator shall act as Chair of this committee.
- b. The duties of the Finance Committee shall be to review the finances and expenditures of the Association and recommend to the Executive Committee any course of action which they deem advisable.
- c. The Finance Committee shall prepare and circulate a preliminary budget of the proposed operations for the coming year to the Executive Committee in order that registration fees for the coming season can be established.
- d. Once player registration is completed, the Finance Committee shall prepare the fiscal budget and present to the Executive Committee for approval.
  - i. Any expenditure less than \$1000 and not included in the fiscal budget, can be authorized by the Finance Committee.
  - ii. Any expenditure greater than \$1000 and not included in the fiscal budget, shall be motioned, and voted on by the Executive Committee.

#### ***Discipline Committee***

- a. Members shall be the Vice-President as Chair, the Coordinator of the said league plus one other officer of the Executive Committee appointed by the Vice-President.
  - i. If any officer is either involved in the issue or have a conflict of interest with someone involved with the issue, they must recuse themselves from the committee.
  - ii. The President will appoint additional officer(s) as necessary.

#### ***Coach Selection Committee***

- a. Members shall be the Vice-President as Chair, and all members of the Executive Committee.



- i. Any Executive Committee member, who has applied to coach in the said league or is a member of the immediate family with whom has applied to coach, must recuse themselves from any discussion or coach selection to avoid a conflict of interest.

## **Bylaw 4: Player Registration**

### **Guidelines**

- a. Registration fees shall be set annually by the Executive Committee.
- b. Online registration dates shall be set by the Executive Committee.
- c. A player is considered registered when the online registration has been completed and all fees have been received by the Association. Any outstanding fees AND any outstanding fines or monies owing by family from the previous year must be paid in full prior to the registration being accepted for the current year.
- d. No player may participate in Association activities unless he/she is properly registered with the Sask Five Giants Association.
- e. A late registration fee of \$100.00 will apply for all registrations and/or payments received after the last registration date.
- f. Players will be registered only in appropriate age categories.
  - i. Requests for registration in a level other than their appropriate age category must be submitted in writing to the Division Coordinator and will be decided by the Executive Committee on an individual basis and must be approved by the associated league.
- g. Payments shall be submitted at time of registration by cash, cheque, e-transfer, or credit card. A \$50.00 administration fee will be charged for each NSF cheque.
- h. If a player is seeking financial assistance through KidSport, they shall indicate such at the time of registration.

### **Financial Assistance**

- a. Financial Assistance may be available through the KidSport program.
  - i. Contact the local KidSport office for further information and/or application forms.
- b. KidSport will notify the Association and the parent/guardian of the amount of funding being approved.
  - i. If KidSport does not approve the full amount requested, parents/guardians are responsible for submitting the outstanding balance.

### **Refund Policy**

The Association will refund registration fees accordingly where notice of withdrawal is provided to the divisional coordinator of the said league. The divisional coordinator will inform the Executive Administrator who will issue a refund as follows:

- a. 100% refund prior to the end of registration.
- b. 50% refund prior to Mar 31st.
- c. 25% prior to Apr 30th.
- d. No refund following May 1st.

## **Bylaw 5: Codes of Conduct**

It is the goal to promote positive behaviour and respect for all participants within the Association. The Association has three codes of conduct: *Coach, Parents/Guardians* and *Players*.

All coaches, parents/guardians, and players in the 11U, 13U, 15U and 18U divisions must sign an agreement stating that they will observe the principles of the Code of Conduct before being allowed to participate in the Association. By signing this document or checking off the acknowledgment box during online registration the individual agrees to abide by the principles of the Code of Conduct as set by the Association. In addition, they also agree to abide by the rules, regulations and decisions as set for the Sask Five Baseball Association.

Any breach in the above-mentioned Code of Conduct and/or Association Constitution and/or Bylaws may result in disciplinary action that ranges from a verbal warning to removal from the Association.

## **Bylaw 6: Junior and Senior Rally Cap Divisions**

The Rally Cap program is an entry level program designed to introduce children to the game of baseball, keeping them active and engaged, while learning the skills of the game in a fun, safe and informative atmosphere.

There are no evaluations for players in the Rally Cap divisions. The player placements on each team will be completed by the respective Junior or Senior Rally Cap Division Coordinator. The process will take into consideration multiple sibling requests made to the coordinator and attempts to have players of a city/town playing together on the same team.

### ***Requests to play at a higher age division***

The players' birth date will determine the appropriate division; however, the Executive Committee may authorize second year Senior Rally Cap players to play in the 11U division at the request of the parents/guardians.

Those players requesting to play at a higher division shall initially register in the Senior Rally cap division and provide their request in writing to the Senior Rally Cap Coordinator. The Executive Committee will consider the number of players in each of the divisions.

In the event of multiple requests and limited available roster spots in 11U, all players requesting shall evaluate and the top evaluated players shall be allowed to play at the higher age division.

Each player requesting to tryout is responsible to pay the evaluation fee as determined by the executive committee. Players approved to play at the 11U level will pay the difference in registration fees between the Senior Rally Cap and 11U divisions.

## **Bylaw 7: Tiered Divisions**

**NOTE:** The 15U AAA and 18U AAA programs are specified under Bylaw 10 and 11 respectively and are not subject to the procedures of bylaw 7 and 8.

The following provides procedures and structure on team sizes, number of teams per division, evaluations and furthermore the team selection process once evaluations are completed and coaches are selected by the Executive Committee.

The Sask Five Baseball Association currently has tiered teams in the 11U, 13U, 15U and 18U divisions. The players' birth date will determine the appropriate division; any other requests are made to the Executive Committee in writing and must be approved. The tiers in the divisions are as follows:

- a) 11U: A, AA 4/5, AA 2/3, and AAA
- b) 13U: A, AA 4/5, AA 2/3, and AAA
- c) 15U: AA 4/5, AA 2/3, and AAA
- d) 18U: AA and AAA

### **Team Size/ Number of Teams/ Tier**

After player registration closes, the decision on the number of players per team, the number of teams per division and the appropriate tiers will be approved by the Executive Committee.

### **Player Evaluations**

Evaluations take place for all tiered divisions, *with the exception of the 15U AAA and 18U AAA teams*, where the number of registered players in a division will form two or more teams. In all cases, based on player registrations, where there is only one team in a division, no evaluations are required.

Evaluations will be done by independent evaluators that are selected by the President and Vice President. The dates of the evaluations will be selected by the President and Vice President. The Division Coordinator will oversee the evaluation process for their respective divisions including recording player attendance for each evaluation session. Each registered player is provided a numbered uniform by the Division Coordinator to wear during each evaluation session.

Players are required to attend and participate in all evaluation sessions. If a player does not attend the evaluation session, the player will be given a score of zero for all scores in that evaluation session. In exceptional circumstances, where an injury occurs or an unforeseen circumstance and the player is not able to participate in evaluations, and will return to play in the spring, the coordinator, President, and Vice President will look at the players past playing experience and determine where the player best fits in the ranking criterion.

The independent evaluators will complete the evaluations based on the player number as opposed to their name. The independent evaluators will provide the completed evaluation scores to the President and Vice President. Using the data provided, the President and Vice President will form an overall ranking number from highest evaluation score to lowest score; this will create the division ranking criterion<sup>1</sup>. The completed evaluation scores are confidential and under no circumstances will the results be released. The ranking criterion is not to be released as the purpose is to form teams and not to provide player rankings to the general membership. Further, Sask Five Baseball Association does not have the resources to release this information in a form that educationally will benefit and assist in player development. This education and

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<sup>1</sup> Ranking criterion will start at number 1 depicting the player with the highest evaluation score and will finish with the player having the lowest evaluation score.

development are the responsibility of the coach and/or parent. The evaluation scores are destroyed upon completion.

## **Tiered Team Selection**

Tiered team selections will commence with the highest tier to the lowest tier in each division.

The ranking criterion summary will be made available to the Division Coordinator and head coaches for use in the team selection process.

Using the ranking criterion, AAA Teams will be selected from the top-rated players through the evaluation process. The top **65%** rated players will be assigned to the team with the remainder of the roster filled by the Head Coach in discussion with the coordinator and either the President or Vice President.

Consideration will be given to position needs for the remaining players.

Using the ranking criterion, AA Teams will be selected from the top-rated players through the evaluation process. The top **75%** rated players will be assigned to the team with the remainder of the roster filled by the Head Coach in discussion with the coordinator and either the President or Vice President.

Consideration will be given to position needs for the remaining players.

## **Tiered Drafting Process**

In the event there are two or more teams in the same tier within the same division, a team selection draft will occur. The teams will be selected by the head coaches with the Division Coordinator present during the drafting procedure. The coordinator will oversee the drafting process for their respective divisions, with the exception of:

- i. When the coordinator is also a coach at that level, a member of the Executive Committee will be chosen by the President as a replacement.

The ranking criterion will be made available to the head coaches for use in the team selection process and must not be released or used for any other purpose. A head coach will be allowed to pre-select one assistant coach prior to team selection. The rules on the drafting selection process are as follows:

- i. Draft order will be determined by calculating the sum of the evaluation ranking numbers of the head and assistant coach; with the higher-ranking coaches having first selection in the draft.
- ii. The coaches will make their selections in a snake draft format.
- iii. Each team will meet the minimum criteria of the tiered team selection.

### **Example**

- Team A: head coach Bob pre-selects assistant coach Bill
- Team B: head coach Tom pre-selects assistant coach Tim
- The players ranking values for the four coaches is as follows:
  - Bob: 1; Bill: 10; Tom: 6; Tim: 2
    - Team A: **11** (1+10)
    - Team B: **8** (6+2)
- Team A would make the first choice as their combined total is higher than Team B.

## **Developmental Positional Play**

The Sask Five Baseball Association is committed to the growth and development of minor baseball in our Association. To achieve such growth and development, the head coach is responsible to ensure that each

player is provided the opportunity to play multiple different positions throughout the season including an infield position, an outfield position and either as a pitcher or catcher.

This is not to be interpreted as equal play; the intention is to develop the skills and abilities of all players, in practices and games, and to allow players the opportunity to play in a variety of positions throughout the year.

## **Bylaw 8: Head Coach Selection**

All head coaches are selected by majority vote of the Coach Selection Committee. Head Coaches will be considered for a position based on such attributes as formal coaching qualifications, baseball knowledge, previous coaching experience, communication skills, organizational skills, commitment level, coaching references and where the prospective coaches' children place in player evaluations.

The ranking criterion for only those players where a parent/ guardian has applied to head coach will be provided to the Coach Selection Committee by the President or Vice President. This information will provide the Coach Selection Committee with the player rankings for head coaching applicants only.

The committee may also recommend at least one assistant coach who has applied to coach. It will then be up to the head coach to select any remaining assistant coaches.

### **Coach Selection Process**

- a) A head coach application period may be set by the Executive Committee and advertised on the Association website.
- b) Interested applicants will access the coaching application online and submit their application.
- c) The Vice President will provide all online applications received to the Coach Selection Committee.
- d) The Coach Selection Committee will review all applications after the proposed deadlines and will select a head coach for each team. If there is only one applicant for a position, it does not automatically guarantee selection of that candidate. If the Coach Selection Committee deems it necessary, the application period can be extended if the number of applications received is not sufficient to fill the available positions.
- e) If the Coach Selection Committee deems any/or all applicants unsuitable for a position, the candidate(s) will be refused.
- f) The Divisions Coordinator will be the primary point of contact for prospective coaches.
- g) All head coach applicants will be notified by their coordinator as soon as possible of their successful or unsuccessful application.
- h) If required, the Division Coordinator will recruit applicants to fill any vacant head coach positions.
- i) The number of applications and names of the applicants shall not be released to the membership.
- j) The decision of the Coach Selection Committee is final.
- k) A team official can only be removed with the approval of the Executive Committee.

## **Bylaw 9: Criminal Record and Vulnerable Sector Checks**

To ensure the safety of all players, all head, assistant coaches, and managers will be subject to a criminal record and vulnerable sector check to be completed every two years.

These checks are accomplished by completing the Royal Canadian Mounted Police (RCMP) form(s), which are provided on the Association's website. Once completed the coach provides the form(s) to their local RCMP branch along with a personalized volunteer letter from the association and two pieces of identification. The association will provide the personalized volunteer letter (s) as required.

Once the checks are completed by the RCMP, they are returned to the volunteer; the volunteer shall provide the completed forms to the Executive Administrator by **May 15**. In cases where the checks are not completed by May 15, the head or assistant coach could possibly be suspended until such time the check is completed and provided.

There is no fee charged for this service as the RCMP provides this free service to volunteer associations if all the appropriate documentation is provided. The Association has no control over the length of time it takes to complete the necessary checks, or if fingerprinting is required which could potentially add several weeks to complete.

Any concerns raised out of the criminal record/vulnerable sector check can and will be addressed by the Division Coordinator, Vice President and /or President. The Executive Committee has the discretion to deny the application of any individual depending on the results of the criminal record/vulnerable sector check.

## **Bylaw 10: 15U AAA Program**

### **General**

This bylaw provides structure around the operation of our 15U AAA program. The objective is to ensure the Association has competitive elite teams, qualified and executive approved coaches, and players are selected to the teams prior to tiered division evaluations.

### **Head Coach Selection Process**

- a. The Executive Committee will select a head coach prior to tryouts.
- b. It is the intention to try and ensure that these teams recruit the most qualified individual and the person who is the best match for the head and assistant coaching positions.
- c. The Executive Committee will advertise for head coach applicants for a specified period.
- d. The coach must specify in their application:
  - i. The try out process being utilized in the team selection, season plan, and coaching philosophy.
  - ii. Three (3) names of potential assistant coaches.
- e. The Coach Selection Committee will review all applications after the proposed deadlines and will select a head coach for each team. If there is only one applicant for a position, it does not automatically guarantee selection of that candidate. If the Coach Selection Committee deems it

necessary, the application period can be extended if the number of applications received is not sufficient to fill the available positions.

- f. The divisions coordinator will be the primary point of contact for prospective coaches.
- g. The Communications, Website and Information Technology Director shall advertise the tryout dates and tryout fees on the Association website and provide an email to the membership.

## **Team Size**

- a. The number of players on this team is independent of the total number of players registered for the 15U division and varies from year to year.

## **Player tryout**

- a. The Executive Committee shall schedule an ID Camp and tryout and prescribe the tryout fees.
- b. The head coach may secure an independent evaluator(s), at their own cost, to provide supplemental evaluation information for use in the final team roster decision making.
- c. A tryout registration fee must be paid in full before a player is allowed to participate in tryouts regardless of number of sessions attended or initial date of participation.
- d. Tryout duration is defined as any session, practice, or exhibition game in which a player participates before the team roster is finalized.
- e. The head coach shall finalize the team selection prior to the Sask Baseball Zone transfer cut off date. If a player registers and tries out for a AAA team, and is selected to the team, they are obligated to play on the team which they have tried out for.
- f. In the event a player relocates to the area after the initial tryout and prior to the final roster selection, and that player chooses to try out, the coach shall provide such evaluation to that said player.

## **Team and Coach Notification**

- a. The head coach shall provide the division coordinator with the following information prior to any communication with any of the players, parents/guardians, and assistant coaches:
  - i. The names of the players selected.
  - ii. The names of assistant coaches that the head coach wants to select.
- b. The division coordinator, on receipt of the information, shall provide such information to the executive committee for review and approval. The executive committee has the right, as deemed required, to:
  - i. Ask for further information in the players selected to the team.
  - ii. Use previous information and/or coach evaluation information in approving or disapproving of assistant coach(s).
- c. On approval, the Communications, Website and Information Technology Director shall post the names of the players and coaches to the Association website and provide an email to all the players who have tried out for the respective teams.

## **Bylaw 11: 18U AAA Program**

### **General**

This bylaw provides structure around the operation of our 18U AAA program. The objective is to ensure the Association has competitive elite teams, qualified and executive approved coaches, and players are selected to the team prior to tiered division evaluations.

### **Head Coach Selection Process**

- a. The Executive Committee will select a head coach prior to tryouts.
- b. It is the intention to try and ensure that these teams recruit the most qualified individual and the person who is the best match philosophically for the head and assistant coaching positions.
- c. The Executive Committee will advertise for head coach applicants for a specified period
- d. The coach must specify in their application:
  - i. The try out process being utilized in the team selection, season plan, and coaching philosophy.
  - ii. Three (3) names of potential assistant coaches.
- e. The Coach Selection Committee will review all applications after the proposed deadlines and will select a head coach for each team. If there is only one applicant for a position, it does not automatically guarantee selection of that candidate. If the Coach Selection Committee deems it necessary, the application period can be extended if the number of applications received is not sufficient to fill the available positions.
- f. The Division coordinator will be the primary point of contact for prospective coaches.
- g. The Communications, Website and Information Technology Director shall advertise the tryout dates and tryout fees on the Association website and provide an email to the membership.

### **Team Size**

- a. The number of players on this team is independent of the total number of players registered for the 18U division and varies from year to year.

### **Player Tryout**

- a. The Executive Committee along with the coaching staff shall schedule an ID Camp or tryout and prescribe the tryout fees.
- b. The coaching staff may secure an independent evaluator(s), at their own cost, to provide supplemental evaluation information for use in decision making.
- c. A tryout registration fee must be paid in full before a player is allowed to participate in tryouts regardless of number of sessions attended or initial date of participation.
- d. Tryout duration is defined as any session, practice, or exhibition game in which a player participates before the team roster is finalized.
- e. The head coach shall finalize the team selection prior to the Sask Baseball Zone transfer cut off date.
- f. If a player registers and tries out for the AAA team, and is selected to the team, they are obligated to play on the team which they have tried out for.
- g. In the event a player relocates to the area after the initial tryout and prior to final roster selection, and that player chooses to try out, the coach shall provide such evaluation to that said player.



- h. If a player(s) relocates after the final roster selection, the coach has the discretion to evaluate the player(s) and select the player(s).

## **Team and Coach Notification**

- a. The head coach shall provide the division coordinator with the following information prior to any communication with any of the players, parents/guardians, and assistant coaches:
  - i. The names of the players selected.
  - ii. The names of assistant coaches that the head coach wants to select.
- b. The division coordinator, on receipt of the information, shall provide such information to the executive committee for review and approval. The executive committee has the right, as deemed required, to:
  - i. Ask for further information in the players selected to the team.
  - ii. Use previous information and/or coach evaluation information in approving or disapproving of assistant coach(s).
- c. On approval, the Communications, Website and Information Technology shall post the names of the players and coaches to the Association website and provide an email to all the players who have tried out for the respective teams.

## **Finances**

- a. Association registration fees will be paid to the Association once the roster has been finalized.
- b. The team will be responsible for all team finances, which include but not limited to, league fees, equipment, baseballs, uniforms, umpires, coach per diems, and travel.
- c. A general budget and overall finance report will be prepared by the Team Manager and shared with the Executive Committee if requested.

## **Bylaw 12: Affiliated Players**

Affiliated players provide teams with flexibility in cases of player absences or injury and provide further developmental opportunities for players. Teams may affiliate from a lower tier and/or age division to a maximum of three (3) lower tiers from the said team. The following examples show the permitted path of affiliation:

- a. 13U AAA can affiliate players from 13U AAA, AA, A or 11U AAA
- b. 13U AA can affiliate players from 13U AA, A, 11U AAA or 11U AA
- c. 13UA can affiliate players from 13U A, 11U AAA, AA or A

A player may not affiliate with the affiliated team if it will cause a player to miss a game, or portion of game, with his/her regular team unless the regular coach approves such absence. In addition, a player may miss a practice with that team to play a game with the affiliated team at the regular coach's discretion.

Most league rules do not permit affiliated players to pitch or catch in league play. However, for tournament play, affiliated players are permitted to pitch and/or catch provided approval by the regular coach is requested and granted, and all pitch counts are reported to the regular coach following tournament play. In any situation, both coaches shall respect the required days of rest prior to the tournament and after the tournament. Pitch counts must adhere to the players age group pitching limits if playing in a higher age category.

## **Bylaw 13: Player Attendance Requirements**

The Executive Committee understands that family time and vacation are important; however, at the same time players registering for baseball must be able to commit regularly to a team as this is unfair to the team and the coaches. If players are playing other sports at the same time, such as spring hockey, the player must be willing to balance their attendance to meet the attendance requirements.

The executive committee will not permit players to continually miss baseball practices and games to allow a player to commit to their sport until such time it is completed, as both parents and coaches have reported this is very fractional for teams and unfair to those players that want to play baseball.

### **AAA Players**

All AAA players must be able to attend 80 % of the games and practices throughout the season that are schedule by coach or the Association. AAA players are required to attend provincials. Provincial dates varying by the division and tier as assigned by Baseball Sask, in general terms between middle of July and August long weekend.

### **AA Players**

All AA players must be able to attend 70 % of the games and practices throughout the season that are schedule by coach or the Association. Players are encouraged to attend provincials. Provincial dates varying by the division and tier as assigned by Baseball Sask; in general terms between middle of July and August long weekend.

### **A Players**

No minimum requirement is specified for players in the A division, however it is expected that players who register for baseball are committee to attending games and practices that are schedule by coach or the Association. Players are encouraged to attend provincials. Provincial dates varying by the division and tier as assigned by Baseball Sask, in general terms the middle of July.

### **Non-Compliance**

In the event a player is not able to maintain the required attendance level, the head coach and manager shall meet with the parents/legal guardians to resolve. If unresolved, the coach or manger shall provide the Vice President with the details in writing including the absences and the measures to resolve the issue.

The Discipline Committee will review the details, meet with the parties as required, and inform the Executive Committee and all parties of the Committee's decision.

## **Bylaw 14: Provincial Teams**

Provincials are for teams in the 11U, 13U, 15U and 18U divisions. In all cases Baseball Sask rules govern provincials: [Baseball Sask » Provincial Championships](#)

All provincial teams must be registered with Baseball Sask in early June. Registration of rosters and payments will be responsibility of the teams wanting to attend.

The following is a step-by-step process to be completed by the registration deadline:

1. Divisional coordinator will contact each head coach/manager to identify those players that are committed to attending provincials.
2. Divisional coordinator will seek to verify (a) if the team has a minimum of 11 players or (b) if the team has less than 11 players:
  - a. if the team has a minimum of 11 players, including all AAA teams:
    - i. the head coach/manager shall complete the provincial registration form and provide the completed form to the divisional coordinator. The divisional coordinator shall provide the completed form to the Executive Administrator who shall issue payment for the provincial registration fee and provide both the registration form and payment to Baseball Sask prior to May 31.
      - ❖ AAA teams shall attend with their regular team; no additions are permitted.
  - b. if a team has less than 11 players on a team that wish to attend provincials, and the divisional coordinator determines other teams within the same tier/ division do not have 11 players, the divisional coordinator shall:
    - i. Identify the total number of players in the same tier/division wishing to attend provincials.
    - ii. Identify the head coaches of the affected teams that will volunteer as the provincial team head coach.
    - iii. The divisional coordinator shall provide such information to the executive committee to select a head coach and determine the appropriate team size and determine whether a provincial team tryout is warranted.

## **Bylaw 15: Association Equipment**

The Equipment Manager, or designate, will purchase, maintain, distribute, and control any equipment, jerseys and baseballs which are provided by the Association.

The Equipment Manager will schedule and communicate a pickup date and return date to all head coaches and/or managers. How teams determine how they deal with equipment at the team level is to be decided at the initial parent meeting but ultimately the head coach and manager are responsible to ensure the equipment is signed out and returned.

### **Inventory/ Deposit**

The Equipment Manager and team designate will complete an *"Equipment Loan"* form at the beginning of the year, whereby it specifies all equipment, jerseys and baseballs provided to the team. Each team is required to provide a \$200.00 deposit to the Equipment Manager prior to receipt of such equipment. This refundable deposit is the responsibility of the head coach but can be taken care of by the manager or other team member if they so choose.

Under no circumstances are team personnel and/or coaches permitted to purchase equipment for the Association. If a coach requires such equipment, they shall contact the Equipment Manager with such request. Purchases of equipment made by a team and/or coach will not be reimbursed or paid by the Association.

## **Return/ Verification**

The head coach and/or manager are required to return all such equipment, jerseys, and baseballs as per the date scheduled and communicated by the Equipment Manager. The Equipment Manager will inspect and verify the equipment, jerseys and baseballs received and compare the items returned to the original "Equipment Loan" form.

If any of the said equipment is not returned, the Equipment Manager shall identify this to the head coach and/or manager and the Executive Administrator.

## **Jerseys**

The Equipment Manager will provide a set of jerseys to the head coach or manager at the beginning of the season. The set provided will be of sufficient quantity to allow for use by affiliated players, if required. Ultimately it is the responsibility of the parents to ensure that the jersey is washed on a regular basis and it is returned to the head coach or manager at the end of the season prior to the equipment return date.

The Equipment Manager will not run all over the place to retrieve jerseys that have not been returned as this is onerous for a volunteer. If a jersey(s) is not returned, damaged, or not laundered, the Equipment Manager will notify the Executive Administrator and a \$60.00 fine will be assessed to the players' parents/legal guardians. Any unpaid team fines will result in the player being locked out from the following year's registration until the fine is paid.

## **Baseballs**

The Equipment Manager will provide each team with used practice baseballs and new game baseballs for use at home games. Each team is allotted a certain amount of new game baseballs and any additional baseballs needed are the sole cost of the team.

We understand that baseballs may be damaged, ruined by inclement weather or some lost. However, each team has a responsibility to return a minimum of 70% of the baseballs provided. For example, if 40 practice balls and 24 game balls are provided, the minimum number of baseballs required to be returned is 45 baseballs.

If the 70% minimum amount of baseballs is not provided to the Equipment Manager, SFGA will charge the team the replacement cost per baseball of \$8.00/baseball.

## **Deposit returns/ replacement costs**

The \$200 team deposit falls far below the value of the equipment, jerseys and baseballs provided to each team. Teams and parents are encouraged to take care of the items provided throughout the season. Upon return and inventory by the Equipment Manager, the following will prevail:

1. If all items are returned, the Equipment Manager will advise the Executive Administrator to destroy the \$200 deposit: or
2. If items are not returned or damaged, the Equipment Manager shall:
  - a. Advise the Executive Administrator of such equipment and/or baseballs not returned or damaged.

- b. Purchase such replacement items and provide such receipt to the Executive Administrator.
- c. The Executive Administrator shall deduct such costs from the \$200 deposit and refund the balance to the team, or:
  - i. If the amount of the deposit cheque is insufficient to cover the cost of the equipment and/or baseballs not returned, the Executive Administrator shall fine the team the amount more than the \$200 deposit. Any unpaid team fines may result in players on the team being locked out from the following year's registration until fines are paid.

## **Bylaw 16: Complaints, Discipline and Appeals**

The Association expects all members; Executive Committee, coaches, managers and membership participants to exhibit qualities of good sportsmanship and decorum consistent with levels of propriety towards Executive Committee Officers, umpires, opponents and spectators.

### **Complaints**

Any complaint from the membership, other than safety issues, shall be reported in writing to the Vice President at a minimum of 24 hours to a maximum of 30 days from the day of the incident. Any instances of abuse/neglect, harassment, bullying need to be brought forward immediately to the President. In these situations, the President has the authority to remove any person(s) deemed warranted until such time a further investigation by the Discipline Committee is completed.

All written complaints shall be dealt with by the Discipline Committee within 14 days and a decision shall be provided in writing within four days of the decision: except in cases of suspected criminal negligence. In the event, the Discipline Committee deems the complaint as probable criminal negligence; the Vice President shall defer the matters of the complaint immediately to the appropriate legal authorities.

### **Disciplinary Action**

Prior to prescribing any disciplinary action, the Committee shall inform the Executive Committee of the discipline being prescribed. The Discipline Committee shall have the discretion to levy any discipline against any member and may choose to bypass any or all levels depending on the severity of the incident. The following are the possible levels of action by the Discipline Committee:

- i. Level 1: a verbal reprimand
- ii. Level 2: a written reprimand
- iii. Level 3: a suspension from participation or attendance at Association activities
- iv. Level 4: expulsion or a combination of any or all

### **Appeals**

A member shall have 30 days from the decision of the Discipline Committee to request an appeal to the Association President. The President has 30 days to rule on the appeal. All appeals must be provided in writing.

## **Bylaw 17: Conflict Resolution**

In the event conflict occurs at the team level, the involved parties shall attempt to resolve the issue using the Dispute Resolution Protocol. Documentation should be kept lending credibility to the complaint and in case more problems arise in the future.

### **Dispute Resolution Protocol**

- a. Wait 24 hours prior to any discussion.
- b. Document your concerns.
- c. Contact the team manager to present the concerns.
- d. The manager shall set up a meeting with the parties involved to resolve the issue.
- e. Should this course of action not resolve the issue, refer to Step 4.
- f. Contact the Divisional Coordinator.
- g. All documentation to date will be provided to the coordinator.
- h. The coordinator will consult with the parties involved and try to come up with a course of action to resolve the issue.
- i. Should this course of action not resolve the issue, refer to Step 5.
- j. Refer the matter to the Discipline Committee.
- k. All documentation must be provided to determine what solutions were attempted.
- l. The Committee will review the documentation provided, and if required, consult with the parties involved.
- m. The Committee shall respond to the parties involved with a course of action to follow.

## **Bylaw 18: Zone Transfers and Association's drawing area**

The Association is located within Baseball Sask zone 5 boundaries. With the vast size of zone 5, the Executive Committee shall determine the drawing area for those players wanting to register in the Association.

Those players outside of zone 5, may register with the Sask Five Baseball Association; however, are required to complete a Baseball Sask zone transfer request. Baseball Sask is the governing body that decides if a player is approved to play in the players requested zone. If the zone transfer is denied by Baseball Sask, the player will need to return to their respective zone and the Associations' refund policy will prevail.

The Association has no control over zone transfers, so all questions related to zone transfers are directed to Baseball Sask.

## **Bylaw 19: Amendment to Bylaws**

Amendments to the Association's Bylaws are a function of the Executive Committee and are approved by majority vote of the Executive Committee.

Any amendments proposed by such Executive Committee officer shall be provided to the Executive Committee at a minimum of 3 days in advance of such Executive Committee meeting where the proposed amendments will be debated.

The Executive Committee is responsible to ensure the current Bylaws of the Association are available to the membership on the Association website.