



Ladner Minor Baseball Association Constitution and Bylaws:

Constitution:

The purposes of the Society are:

- a) to operate a baseball league under the rules as adopted by the British Columbia Minor Baseball Association to which the Ladner Minor Baseball Association is a member league
- b) to offer to all eligible persons living within the boundaries of Ladner as defined by the British Columbia Minor Baseball Association the opportunity to play the sport of baseball
- c) to divide the league into several divisions according to the player's ages
- d) to select the players for the teams in each division in such a manner that would make a strong attempt to give each team an equal amount of talent for success in local league play
- e) to operate the league in such a manner that will offer each player the maximum opportunity for skill development and pleasure within the practical limits of safety and other considerations such as player interest.

ByLaws:

1. General

- a. The registered office of the league shall be the home address of the President. The league shall also have a permanent post office box in the Ladner Post Office.
- b. The league may do such things, as approved by the Executive, as may be necessary to raise funds to carry out the purposes of the league, and may take donations for this purpose. Individuals and/or teams shall not raise funds without notification to the Vice-President.
- c. The Ladner Minor Baseball Association shall have no borrowing powers.
- d. Inspection of the books and records of the league may be made by members at the place and during the course of any meeting of the league.

2. Membership

- a. A person may apply to become a member of the league by filling in the application form for membership. These forms are to be made available at the time and at the place of registering the players into the league. Membership forms may be obtained at any time from members of the league Executive. That after being a member in good standing for a period of one year that said person may be able to then run for an executive position.
- b. There shall be no membership fees charged to parents or guardians who have a child registered as a player.
- c. For persons applying for membership in the league who do not have a child registered as a player, an annual membership fee of two dollars shall be paid.
- d. A person shall cease to be a member of the league, and a member in good standing of the league;
 - i. By failing to register his/her child in the league for the current playing year.
 - ii. By failing to pay the two dollar registration fee when the member does not have a child registered as a player.

- iii. Upon being expelled or disciplined by a special resolution* of the conflict resolution committee, passed at an executive meeting.

*A brief statement of the reasons for the proposed expulsion and/or discipline shall accompany the notice of special resolution for expulsion and/or discipline. The person who is the subject of the proposed expulsion and/or discipline shall be given an opportunity to be heard at the meeting. The conflict resolution committee will conduct an investigation as they deem appropriate and their decision will be binding.

3. Government

- a. The government of the league shall be vested in the Executive that shall consist of the following positions;
 - President
 - Past President
 - Vice President
 - Secretary
 - Treasurer
 - Registrar
 - Player Agent
 - Seven Divisional Managers
 - Umpire-in-Chief
 - Equipment Manager and Uniform Manager
 - Uniform Manager
 - Chief Concessions Operator
 - Field Maintenance Director
 - Parks and Development Director
 - b. The Executive shall be elected by the membership at the Annual General Meeting to be held on the last week in September. The newly elected Executive shall assume office on the first day of November but shall be permitted to attend any Executive meetings (in a non-voting capacity) in October immediately after their election or appointment.
 - c. Terms of office for the president shall be for a period of two years commencing in alternating years on the date of an Executive Meeting to be held in October. Terms of office for all other positions shall be for a period of one year commencing on the date of an Executive Meeting to be held in November. All new and current executive members must sign an Undertaking of Confidentiality at the first executive meeting after the Annual General Meeting.
 - d. The Executive may appoint volunteer members to fill, for the un-expired terms, all vacancies in their numbers, between annual elections by majority vote at an executive meeting.
 - e. The members may by special resolution remove a member of the Executive before the expiration of his/her term of office and may elect a successor to complete the term of office.
 - f. The members of the association are permitted to hold one elected executive position in one calendar year.
- ### **4. Duties and Authority of the Executive**

- a. The President shall;
 - i. Administer the league according to the Constitution and Bylaws of the league.
 - ii. Represent the league at the General Meetings of the British Columbia Minor Baseball Association as required.
 - iii. Preside at all meetings of the Ladner Minor Baseball Association.
 - iv. Call special meetings of the league as required.
 - v. Approve league game schedules.
 - vi. Be in charge of player development by arranging coaching clinics, etc.
 - vii. Be the final authority in disputes that cannot be resolved by other members of the Executive, by the Director of Conflict Resolution and/or the Conflict Resolution Committee.
- b. The Vice President shall;
 - i. Work in cooperation with the Parks and Recreation Department of the Municipality of Delta to have suitable playing fields available for league play.
 - ii. Be in charge of fundraising.
 - iii. Assume the duties of the President in the absence of the President.
 - iv. Provide adequate insurance for the league.
- c. The Secretary shall;
 - i. Take the minutes of all meetings of the league.
 - ii. Keep a record of all minutes.
 - iii. Read the minutes at all meetings of the league as required.
 - iv. Assist as required in matters pertaining to correspondence.
- d. The Treasurer shall;
 - i. Be the custodian of all monies and other properties paid or donated to the league.
 - ii. Disperse the monies upon authority from the President.
 - iii. Keep a true and accurate account of all receipts and disbursements and shall render a true account when required.
- e. The Registrar shall;
 - i. Set the dates for registration.
 - ii. Advertise the dates for player registration.
 - iii. Conduct the registration of players.
 - iv. Keep a record of the signed registration forms for the current year.
 - v. Provide lists of the players signed prior to the dates set out for the selection of players onto teams
 - vi. Transfer the funds collected from player registration to the Treasurer.
 - vii. Distribute Coach evaluation forms to all players or their parents prior to the end of the regular season.
- f. The Player Agent shall;
 - i. Oversee the process through which players are placed and drafted onto teams.
 - ii. Assist the President and Divisional Managers in any disputes that may arise.
 - iii. Co-ordinate the distribution of criminal record check forms to all persons applying for coaching positions, any person(s) involved with players, and all

members of the Executive. (The replies are to be directed to the Player Agent of the Association).

- iv. Handle disputes between coaches, parents and players. If the dispute cannot be resolved by the division manager.
- v. If any disputes cannot be resolved by the player agent, then the Director of Conflict Resolution will handle the dispute.
- g. The Divisional Managers shall;
 - i. Under the direction of the President, govern a division according to the Constitution and Bylaws of the league.
 - ii. Recommend to the President a Head Coach for each team in the division.
 - iii. Coordinate the upgrading of Coaches by having them attend coaching clinics.
 - iv. Make up playing and practice schedules.
 - v. Organize the process for placement of players on teams, including summer ball and all-star season.
 - vi. Select the teams to enter Invitation Tournaments.
 - vii. Prepare and conduct Invitational Tournaments as set down by the President.
 - viii. If the dispute cannot be resolved, the player agent and Director of Conflict Resolution may assist in the resolution.
 - ix. Transfer a player to another team within the division when it is deemed necessary.
 - x. Request to the President that a player be moved up or down to another division when the talent of that player so warrants.
 - xi. Be responsible to compile league game schedules.
- h. The Umpire-In-Chief shall;
 - i. Provide an adequately trained umpiring crew for the league.
 - ii. Arrange the Umpires schedules.
 - iii. Arrange payment to the Umpires.
 - iv. Arrange to have suitable equipment available for the Umpires.
 - v. Act as an advisor to the President, Divisional Managers, Tournament Directors and Coaches in matters of rules.
- i. The Equipment Manager shall;
 - i. Collect all equipment from the coaches at the end of the season.
 - ii. Have the equipment repaired during the off-season.
 - iii. Purchase replacement equipment, balls, etc., prior to the start of the playing season.
 - iv. Purchase other sundry items of equipment throughout the season as required.
 - v. Issue a set of equipment to each team as required prior to the start of the playing season.
 - vi. Provide receipts to the Treasurer of purchases made.
 - vii. Arrange payment through the Treasurer for purchases made.
 - viii. Keep the money spent on equipment within the budget guidelines.
- j. The Chief Concessions Operator Shall;
 - i. Arrange for stocking of supplies in the concession stands.
 - ii. Appoint a person to be in charge of each concession stand if required.

- iii. Arrange the work schedules of concession stand workers.
- iv. Transfer funds to and from the Treasurer from concession operations as required.
- v. Paid position.
- k. The Field Maintenance Director shall;
 - i. Work in liaison with the President or Vice President to have the playing fields prepared for the start of the season.
 - ii. Arrange for the purchasing of lime, salt, and garden tools for field preparation as required.
- l. The Parks and Development Director shall;
 - i. Be a liaison between the Divisional Managers and the Corporation of Delta Parks and Recreation Department, for all matters of field maintenance.
- m. The Uniform Manager shall;
 - i. Collect all uniforms from the coaches at the end of the season.
 - ii. Purchase replacement uniforms, hats, etc., prior to the start of the playing season.
 - iii. Issue a set of uniforms to each team as required prior to the start of the playing season.
 - iv. Provide invoices and receipts to the Treasurer of purchases made.
 - v. Arrange payment through the Treasurer for purchases made.
 - vi. Keep the money spent on uniforms within the budget guidelines.
- 5. Appointed Positions:
 - a. The Executive shall appoint a Director of Coaching Development to assist the Division Managers and Executive as outlined in the following job description. This position, as an appointed position, may be reassigned or revoked at the discretion of the Executive.

The Director of Coaching Development shall:

- i. Work with the Division Managers to establish a standardized pre-season evaluation system and an outlined procedure for each Division separately. The same will apply for All-Stars for each Division. In this manner, the Division Managers and the Director of Coaching Development will ensure there is a consistency of player rating systems for each Division within Ladner Minor Baseball Association.
- ii. Assist the Division Managers with coaching selections.
- iii. Retrieve the Coach Evaluations at or near the end of each regular season, and assist the Player Agent in consolidating the findings, which will then be reported to each Division Manager.
- iv. Co-ordinate and encourage theory and technical training for coaches at the appropriate level
- v. Liaise with the Division Managers to develop skill specific training sessions for coaches in the Ladner Minor Baseball Association.
- vi. Ensure that methods of coaching are consistent and progressive throughout the league.

- vii. Develop structured coaching standards for all Divisions in order to encourage child development and understanding of the sport of baseball.
- b. The following positions shall be filled by appointment.
 - i. A Divisional Manager shall appoint a Head Coach for each team in the division for local league play.
 - ii. A Head Coach shall appoint his Assistant Coach and a Team Manager as required.
- c. The Executive shall appoint a Director of Conflict Resolution to assist the Executive as outlined in the following job description. This position, as an appointed position, may be reassigned or revoked at the discretion of the Executive.

The Director of Conflict Resolution shall:

- i. Assist the executive in any disputes that may arise between coaches, parents, umpires and players.
- ii. The director of conflict resolution shall form a committee of two past executive members of the Ladner Minor Baseball Association and/or two executive members of BCMBA to handle any disputes that cannot be resolved by the executive. The committees' decisions will be binding.
- d. All appointments must be approved by a majority vote of the Executive.

6. Duties and Authority of Appointees

- a. The Head Coaches shall;
 - i. Under the direction of the Divisional Manager, govern their teams according to the Constitution and Bylaws, and the Coaching Code of Conduct of the league.
 - ii. Make the game fun for the players in such a manner they will want to continue playing the sport.
 - iii. Develop each player's skill to the highest degree possible in the time available.
 - iv. Allow as much sharing as possible of the key positions within the limits of safety and player interest.
 - v. Discipline the players in matters of sportsmanship and safety.
 - vi. Appoint an Assistant Coach and a Team Manager if required.
 - vii. Provide a Scorekeeper for each game as required.
- b. Duties of Past President Shall;
 - i. Be a nonvoting member
 - ii. Giving advice to new President.

7. Age Requirements and Divisions

- a. The divisions and age requirements of the league shall be as follows;
 - i. 25U (Junior Men's) 18 -24 years old
 - ii. 18U (Midget Division) 15, 16, 17 & 18 years old
 - iii. 15U (Bantam Division) 13,14 & 15 years old
 - iv. 13U (PeeWee Division) 11,12 & 13 years old
 - v. 11U (Mosquito Division) 9,10 & 11 years old

- vi. 9U (Tadpole Division) 7,8 & 9 years old
- vii. 7U (Super T Division) 6 years old
- viii. 5U (Rally Cap Division) 4 & 5 years old

- b. Age limitation cutoff date is 11:59 p.m. as of December 31st of the current year.
- c. The Executive may suspend a player for a maximum period of one playing year for gross misconduct.

8. Fees

- a. Registration fees will be set by the Executive at a meeting to be held in November.
- b. No player may participate in a game or practice organized by the league unless that player is properly registered for that year. (Important for insurance reasons.)
- c. When a family cannot afford the registration fees, the President may have the league absorb the cost. This information is to be held in confidence.

9. Meetings

These dates are tentative but shall be followed as closely as possible.

- a. The Annual General Meeting of the league shall be held at 7:30 p.m. on the last week in September. The order of business shall be;
 - i. The President calls the meeting to order.
 - ii. The Secretary shall read the minutes of the previous General Meeting.
 - iii. Discussion of the minutes and old business.
 - iv. Treasurer's report, questions and discussions.
 - v. Divisional Managers reports.
 - vi. Umpire-In-Chiefs report.
 - vii. Concession report.
 - viii. Dance or Social Committee report.
 - ix. Open discussion of new business and motions from the floor.
 - x. Election of the new Executive.

All members in good standing of the league are entitled to vote at Annual General Meeting.

- b. An Executive Meeting shall be held in October to allow new Executive members to attend that and future Executive meetings. A newly elected Executive will assume office effective November 1. This will serve to permit newly elected Executive members to become informed of association matters before assuming office.
- c. An Executive meeting shall be held once a month on a regular basis to carry out the business of the Ladner Minor Baseball Association. The days are to be determined by the present elected executive.
- d. At the option of the Executive a General Meeting may be called.
- e. A Coaches Meeting shall be held prior to the 7th day of March in each year. At this meeting:
 - i. The President will address the meeting and discuss items of importance regarding league schedules, coaching clinics, etc.
 - ii. The Coaches will break into groups according to their divisions.

- iii. The Divisional Managers will allow the Coaches to choose their team names, discuss the player selection process and other issues.
 - f. An Executive meeting shall be held in September prior to the Annual General Meeting refer to in subsection 3(b) above.
 - g. The President shall represent the league at the General Meetings of the British Columbia Minor Baseball Association.
 - h. The President, or the Executive by a two-thirds vote, may call a special meeting at any time conditions warrant.
- 10. Budget and Spending Authority
 - a. The President shall draw up a budget for discussion and approval of the Executive at the January I Executive Meeting.
 - b. All spending must be coordinated through the President.
 - c. The President must approve non-budget sundry items which are not normal expenses encountered in the operation of the league. Such expenses include items such as gifts to acknowledge service to the league. A limit of \$ 100.00 is to be maintained.
 - d. The Treasurer is to keep the President up to date on the financial state of the league.
 - e. Two authorized Executive members signatures must be on all cheques issued by the league.
 - f. All monies must be disbursed through the Treasurer.
 - g. In the event that the league is dissolved, or for the purpose of winding up all assets of the league remaining after the payment and satisfaction of all costs, charges, expenses, debts and liabilities of the League, including remuneration (if any) of a liquidator, and after the payment of any debts of the league, shall be turned over to:
 - i. A local non-profit charity/organization to be chosen at the discretion of the executive at the time
 - h. The fiscal year end of the association shall be September 30th. The outgoing Treasurer shall prepare an annual financial statement for the period October 1st to September 30th of the year in which he or she is Treasurer.
- 11. Playing Rules
 - a. The playing rules shall be those of the British Columbia Minor Baseball Association and the special rules of the Ladner Minor Baseball Association
 - b. The special rules of the league shall be listed in the Coaches Handbook that will be posted on the website.
 - c. The special rules pertaining to a division may be amended by a majority vote of the Coaches for that division. The President shall approve these changes if they do not constitute a violation of the Constitution of the Ladner Minor Baseball Association or the spirit of the Rules of the British Columbia Minor Baseball Association.
- 12. Procedures
 - a. The Constitution and Bylaws cannot cover specifically, each situation that may arise in the operation of the league. Since opinions change about things such as the procedures for selecting players for "House" and "All Star" teams, or the method used to give payment to Umpires, etc., Section Two of the Handbook of the Ladner Minor Baseball Association shall detail the procedures to be used by the league for major items that cannot be covered by the Constitution or Bylaws of the league.

- b. The procedures are to be drawn up by the President. A majority vote of the Executive may amend a procedure.
- c. Any member of the league may make a motion at a General Meeting to amend or create a new procedure. If the motion is passed by a majority vote, the procedure shall be adopted.

13. All Star Play

- a. Applications must be in by April 30 to the division manager.
- b. Applications are brought to the May executive meeting to be voted on.
- c. Division Managers will present the applications of the interested applicants.
- d. A committee of the division manager above, division manager of the applicant (unless the division manager is applying for the position), division manager below and any executive member who is familiar with the applicants may vote.
- e. Once the vote is completed and a coach has been selected, the division manager will notify all applicants of the decision.
- f. If only one application is received then the all-star committee has the right to decide on the status of the application whether the committee accepts or rejects the application.
- g. If no applications are received by the April 30 deadline, the executive will accept applications after that date and have a vote either via email or at the next executive meeting.
- h. All selected head coaches must provide accreditation. Any assistant coaches selected by the head coach must have their credentials also. Any coaches without credentials will complete the required accreditation by August of the same season to avoid any penalties by British Columbia Minor Baseball Association. If penalties are incurred, the coach will pay the fines accordingly.

14. General

The Handbook of the Ladner Minor Baseball Association containing the Constitution, Bylaws and Procedures cannot cover specifically, each situation that may arise. Therefore, the President, in a regular or special meeting of the Executive, with a quorum present, will have the authority to interpret and decide to the best of their ability with regard to those circumstances of any specific case, any matters pertaining to the clauses herein.

This Constitution and Bylaws dated September 2014 supersedes all previous Constitution and Bylaw documents of the Ladner Minor Baseball Association, as approved by majority membership vote in Ladner, British Columbia, at the Special Meeting held on the 10th day of September in the year 2014.