

**Kindersley Minor Ball**  
**Policy & Procedures Guideline**  
**November 28, 2012**

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## **Article 1 – Name**

This organization shall be called Kindersley Minor Ball.

## **Article 2 – Organization Structure**

**2.1** The Executive shall be made up of the following positions: Executive members –  
President

Vice President

Treasurer

Coordinators: Blast Ball, Prep, Rookie, Mite, Mosquito, Squirt, Pee Wee Boys, Pee Wee Girls, Bantam Boys, Bantam Girls, Midget Boys, Midget Girls, Facilities and Equipment.

**2.2** The Executive duties are, but not limited to: attending meetings, help out with registration night, get coaches for league teams, assist in picking fair and equal teams, hold a parent meeting in your division at the beginning of the season, address parent and coach concerns, endeavor to find answers and enlist help of Minor Ball Board if you need to, assist the coaches in getting volunteers for assistant coaches, booth coordinator, tournament coordinator, uniform coordinator, umpire coordinator, and phoning person, get a list of umpires to the coaches, invite the coach/coordinator supper, let the coaches know when and where to pick up equipment and uniforms.

## **Article 3 – Board of Directors**

**3.1** The Board of Directors shall be comprised of three Executive Members and the President of Minor Ball. The preferred Executive Members shall be Facilities Coordinator, Facilities Foreman and Facilities Volunteer as they will not be in charge of any particular division.

**3.2** A quorum of the Kindersley Minor Ball Board shall be defined as not less than 8 Executive & Director members.

**3.3** The President shall preside at meetings of the Kindersley Minor Ball.

**3.4** Every Director and Executive Member shall act honestly and in good faith to promote the objectives with the best interest of Kindersley Minor Ball.

**3.5** The Board of Directors may appoint Executive Members to vacant positions and the Executive Members may appoint Directors to vacant positions with a majority vote.

**3.6** The Board shall have the authority to remove an Executive Member or Director for conduct unbecoming of a member by two thirds majority vote. The board shall be solely entitled to determine what constitutes “conduct unbecoming of a member of the Executive or Directors”. This must be by a two thirds majority vote, with all Executive and Directors being polled.

## **Article 4 – Aims & Objectives**

**4.1** To promote govern and improve minor ball in Kindersley and surrounding area for the good of all players.

**4.2** To foster a community spirit among members, supporters and teams and to increase the interest of the game of minor ball in Kindersley & area.

## **Article 5 – Duties & Powers**

The board shall have the following duties & powers:

**5.1** Govern and manage the affairs of the organization such that the objectives of the organization are carried out.

**5.2** Decide on the amounts of player registration fees and booth (volunteer) hours to be assessed on an annual basis.

**5.3** Discipline its members as its members as it may solely determine as the board may delegate.

**5.4** Every Director and Executive Member shall act honestly and in good faith with a view to the best interest of the organization.

**5.5** Make choices regarding coaching in all divisions of baseball and fast pitch, requiring each coach to fill out an application form and grant permission for criminal records check.

#### **Article 6 – Meetings**

**6.1** Meetings will be called by the president.

**6.2** Eight Executive Members and Directors combined with constitute a quorum for a meeting.

**6.3** All business conducted at a meeting shall require a simple majority vote to pass a resolution.

**6.4** Each Executive Member and Director is entitled to one vote on each question.

**6.5** Each Executive Member and Director is expected to respect confidentiality during meetings.

#### **Article 7 – Membership**

The membership of the association shall consist of playing and non-playing active SBA & Softball Sask. Members, their parents or legal guardians, Kindersley Minor Ball Executive and Kindersley Minor Ball Board of Directors.

#### **Article 8 – Operating Rules**

**8.1** The Organization shall be governed by the SBA and Softball Sask. Rules and the Kindersley Minor Sports Constitution.

**8.2** The fees will be assessed by the Minor Ball Board and be revaluated annually.

**8.3** The Minor Ball Board will endeavor to enter into a contract with the Town of Kindersley regarding maintenance of the ball diamonds each year.

**8.4** Players may only register with one team.

**8.5** Only players registered with Kindersley Minor Ball may participate in evaluations, tryouts, practices and games.

**8.6** Team rosters in all divisions must carry a minimum of 9 and a maximum of 18 players per team. The exception to this is Blast Ball which may have teams fewer than 9 players.

**8.7** The final roster must be submitted to Kindersley Minor Sports Office or the President of Kindersley Minor Ball 5 business days before the registration deadline. Prior to this date, players may be added or deleted.

**8.8** All players must play within the division specified for their year of birth. Exceptions to this may be made upon a receipt of a detailed written request accompanying paid registration. Requests accompanying late registrations will not be considered.

**8.9** A late registration will be defined as being received in the Kindersley Minor Sports Office after the final advertised date of registration. A late registration will be further defined as an unpaid registration once the registration deadline has passed. Late registrations received by Kindersley Minor Ball will be clearly marked LATE on the registration form. Kindersley Minor Ball will not consider special requests on any late registrations.

**8.10** The Kindersley Minor Ball Board will make coaching selections for each season and notify selected coaches by April 20<sup>th</sup>.

**8.11** Coaches must see that all players participate on an equitable basis.

**8.12** Coaches are responsible for the conduct of players, team officials and fans.

**8.13** Coaches must not use their position for personal gain in any way shape or form.

**8.14** All teams must submit a list of sponsors to be solicited to Kindersley Minor Sports Office prior to solicitation to avoid duplication for solicitation.

**8.15** All teams shall account for all money raised and submit a financial statement to the parents or guardians of the team by August 31 of that year. A copy of such statements must be produced to the Board upon request.

**8.16** Any monies collected on behalf of a team may not be used for personal financial gain by parents, coaches, managers, etc.

**8.17** Any requests for additional equipment must be made to the Minor Ball President. Failure to do so will result in non-payment of the bill.

**8.18** Coaches are responsible for the well-being and timely return of all equipment. If any equipment is lost or broken, the coach will report such to the President or equipment manager in a timely manner.

**8.19** Any equipment purchased for a team with money received from a sponsor becomes the property of KMS. Sponsorship monies are donated to a team not personally to a coach. Any equipment acquired in this fashion is to be accounted for at the end of the season.

#### **Article 9 – Formation of Provincial Teams**

**9.1** Provincial teams may be chosen by May 15 of the current season.

**9.2** Coaches wishing to coach a provincial team must have the required qualifications prior to application.

**9.3** Anyone wishing to coach a provincial team must apply in writing to the Kindersley Minor Ball Board by leaving or mailing a letter of interest to the Kindersley Minor Sports Office.

**9.4** Provincial team play may not interfere with league play.

**9.5** Provincial teams must hold a minimum of two tryouts before making any cuts.

**9.6** In the event players from another community are necessary to field a provincial team, they must pay Kindersley Minor Ball fees to Kindersley Minor Sports Office, and the President of Kindersley Minor Ball must be notified to the intent to recruit out of town players.

**9.7** Kindersley Minor Ball players must not be discouraged from trying out or be cut in favor of out of town players.

**9.8** Players from other communities may only be contacted after the first two tryouts for the provincial team are complete and not enough players have shown interest.

**9.9** The coach of the provincial team shall be responsible to advertise tryouts on the local radio, on the community bill board, in the local Bean, on each team's calendar and by phoning if necessary in an effort to have as many players out to tryouts as possible.

#### **Article 10 – Conflict Resolution**

**10.1** The proper process for conflict resolutions shall be: Player/Parent – Coach/Assistant Coach/Manager – Coordinator – President – Minor Ball Board – Zone Governor – SBA/Softball Sask. The proper process must be followed.

**10.2** If an altercation occurs between two or more parties as a result of minor ball activities, and is reported to Kindersley Minor Ball, the President shall notify the board in a timely manner. The board will meet to investigate and discuss the situation and come to a conclusion.

#### **Article 11 – Suspensions**

**11.1** Any coach, assistant coach, manager, team official, parent, player, Executive Member or Director violating the Kindersley Minor Sports Constitution, Kindersley Minor Ball Policies & Procedures, or refusing to abide by the decision of the executive shall be suspended.

**11.2** Any coach, assistant coach, manager team official may be suspended by the Kindersley Minor Ball Board for conducting themselves in a unsportsmanlike manner including but not limited to permitting betting or improper conduct, deliberately degrading the image of Kindersley Minor Ball, Kindersley Minor Sports and their representatives, using a player who is ineligible to play on that team, fighting with other coaches, managers, team officials or spectators.

**11.3** A discipline committee will be appointed by the President and will be made up of 3 Executive Members or Directors. No person involved with the problem shall be allowed to sit on the discipline committee. In the event three members of Kindersley Minor Ball cannot be appointed, the President will endeavor to find three independent members of Kindersley Minor Sports to sit on the committee.

**11.4** A discipline committee shall hear all matters of suspension or eligibility and shall decide the penalty if any which should be imposed.

**11.5** The discipline committee shall direct the President to notify all parties involved in writing of the decisions of the discipline committee.

#### **Article 12 – Conflict of Interest Policy**

**12.1** All board members, executive members, directors, coaches, assistant coaches, managers, team officials, and team representatives are expected to arrange their private affairs in a manner that will prevent conflicts of interest from arising or appearing to arise. They should not place themselves in a position where they are under obligation to any person who might benefit from special consideration. Volunteers should not have an interest that could conflict or appear to conflict in any manner with the discharge of their duties and responsibilities. In the event that a potential conflict may occur, the Executive Member or Director, coach, assistant coach, manager, team official will be expected to remove him/herself from the situation, duly notifying the President immediately so a third party may carry out their duties in that instance.

### **Article 13 – Amendments**

**13.1** Changes or amendments to any policies or procedures may be made by submitting written notice of the amendment to the President on week before a meeting. A two thirds majority vote is required to adopt changes to the policies and procedures. Individuals not able to attend a meeting where an amendment may be made, may vote contacting the President and submitting their vote in writing via email, fax or hand delivery.

*\*\*Note to the amendments: the policies & procedures were adopted at a KMS AGM and **can only be amended or changed at a KMS AGM**. Any amendments or changes may be suggested and voted upon at the Minor Ball Board level and brought forward to a KMS AGM for amendment.\*\**