



Aurora King Baseball Association

(AKBA)

First Annual General Meeting



Date: March 23, 2015
Location: King City Arena & Community Centre
25 Doctors Lane, King City
Time: 7:30 PM

Attendees: 21 people in attendance
(see the attached sign-in sheet)

--- RECORD OF THE MEETING ---

1. Welcome and Call to Order

The meeting was called to order at 7:45 PM by David Long.

David outlined the purpose of the meeting, explain it to be the first general meeting of the Aurora King Baseball Association (AKBA), and it's purpose is to present the ideas that the Executive member of the AMBA and KTBA have been working on over the winter to create a combined organization – and gain approval from the membership in attendance.

David confirmed that notice of this Annual General Meeting (AGM) was sent out to all KTBA and AMBA members via email on March 4 2015, and thus provided adequate notice to all interested members.

No proxy statements or notices had been received from any AMBA or KTBA member.

2. History of the Aurora King Baseball Association (AKBA)

Wayne Rudnitski spoke about the motivation to create the AKBA, based upon what is believed to be the mutually beneficial outcome that is expected for both the Aurora and King players and their families.

The Aurora group has grown and was offering good quality house-league and Rep level baseball, while the King Township group was much smaller and fielded only house-league teams, but of quite high quality. Bringing together the AMBA and KTBA means:

- The AMBA can now pursue King players for the Rep teams.
- The AMBA can now pursue King players for Select teams.
- The AMBA will now have a larger and more interesting loop for the House League teams.
- The KTBA players can now try-out for the Rep team as a “native.”
- The KTBA players now have the opportunity to try-out for a Select team.

- The KTBA has a reliable playing partner for the House League teams, with similar philosophies of fun for all and fair-play.

The merging of the AMBA and KTBA into the new AKBA is seen to be a win-win for all.

The York-Simcoe Baseball Association (YSBA) which is the governing body, approved the merger and has blessed the arrangement effective immediately.

3. Presentation of proposed Organization Structure

Matt Giesen presented an organization chart that was offered as the suggested structure for the AKBA.

During the development of this organizational chart and the positions, the KTBA / AMBA Executive Committee consulted Jeff Albaum of the YSBA / OBA for advice and suggestions on best practices for association structure and function.

The structure consists of an upper level “Management Board” and an operations level of Directors that are responsible for specific tasks.

See the attached organization structure chart.

Matt called for a vote on the structure, and it received unanimous approval.

4. Election of Officers & Directors

Based upon the positions presented in the organization structure, Wayne Rudnitski conducted an election for those positions.

The outcome of the elections is as follows:

Officers of the AKBA - 2015

President:	Matt Giesen
Vice-President House League:	David Long
Vice-President Select & Rep:	Allen Wilson
Vice-President General Ops:	Dave Giroux
Treasurer:	Bill Katsavos
Secretary:	Wayne Rudnitski

Directors of the AKBA – 2015

Blast-Ball Director:	<u>(vacant)</u> .
T-Ball Director:	Sara Cole
Jr Rookie H/L Director:	<u>(vacant)</u> .
Sr. Rookie H/L Director:	John Cacchione
Mosquito H/L Director:	Jamie Cole / Gino Amodio (TBC)
PeeWee H/L Director:	Craig Deasley
Bantam H/L Director:	<u>(vacant)</u> .
Midget H/L Director:	Monica Fusco
Rep Director	Jason Solilo
Select Director	Jamie Cole
Umpire-In-Chief	<u>(vacant)</u> .

Sponsorship Director	Craig Deasley
Facility Director	Dave Giroux
Equipment Director	Dave Giroux
IT Director	Matt Giesen
Coach / Player Development Director	Ian MacKinnon
Budget Director:	Pam Brown
Registration Director:	Nancy Carvalho (TBC)
Publicity and Communications Director:	Jean Radell
Events & Awards Director:	Christine Irwin-Johnston (TBC)

5. Review and approval of the proposed Mission and & Values document

The former Executive Committees of the KTBA and AMBA had been working to create a Mission & Values statement over the past months, and the final product was presented by Dave Giroux.

See the attached scan of the Mission & Values statement.

A vote was called to approve the statement as presented, and it received unanimous approval.

6. Review and approval of the proposed Constitution document

The former Executive Committees of the KTBA and AMBA had been working to create a Constitution document over the past months, and had considered documents from many sources, including many local minor baseball association, including: Barrie, Orillia, Brampton, Mississauga, Richmond Hill, Vaughan, and others. The Vaughan document seemed to be best suited to our intentions, and was used as the basis for design of the proposed AKBA Constitution.

Dave Giroux spoke about the overall intent of the document, and was clear to point out two items which he believed were new initiatives, and deserving of discussion.

Article 16 – Terms of Office. As outlined in the proposed Constitution, all positions shall be a 2 year term, with half of the Officers being elected in an even year, and the other half in in odd years. Dave mentioned that the intention of this was to provide stability and smoothen any transition as new people take office.

In specific, the article states:

“The terms of office for the positions of President and all Vice-Presidents will be a two year term, with a maximum of two successive terms (four years at any one position), unless no qualified candidate is nominated, at which time the incumbent may stay in the position until such time as a qualified candidate is found to fill that role.

The positions of President, and VP of Rep/Select, and VP of General Operations will be elected for the odd numbered seasons (ie – the 2015 season, the 2017 season, etc)

The positions of VP of Finance, and VP of House League will be elected for the even number season (ie – 2016 season, 2018 season, etc).

Vice-Presidents who choose to run for President and are elected shall have the balance of their term open for election at that Annual General Meeting.”

There was little discussion on this topic, and a vote was called specifically to gauge support (or lack of support) for Article 16 in regard to Executive terms. The outcome of the vote was unanimous support of Article 16.

Article 17 - Finances. There is a reference to reimbursement of 50% a player fess for Executive Member s child, upon completing a successful season in an Executive role.

In specific, the article states:

“All Executive Committee members shall receive up to a 50% discount on one of their children’s registration for the current year, payable at the conclusion of the current baseball season, as determined by the Board of Directors based on Executive member’s participation. This remuneration will be to cover expenses, while performing their duties (cell phone, travel, gas, etc).”

This point clearly is a departure from the prior philosophies of both the AMBA and KTBA, and was deservedly mentioned to generate debate and come to an agreement if this is a valued initiative.

Some debate was generated, some disputing the intent of the program, and others debating the wording (yet supporting the intent).

After a great degree of discussion, a vote was called specifically to gauge support (or lack of support) and the outcome was 11 to 2 in favour of Article 17, and thus supporting the reimbursement of up to 50% of a players registration fee for an Executive Member’s child. It was mentioned that some wording improvements might increase the acceptance of this program, and that will be added as an action item for future constitution reviews.

Dave Giroux then called for a vote on the support (or lack of support) of the overall Constitution Document, and the result was unanimous support of the Constitution document as a whole.

7. Review and approval of the proposed Bylaws / Job Descriptions

The former Executive Committees of the KTBA and AMBA had been working to create Bylaws / Job Description documents over the past months, and the final product was presented by Dave Giroux.

There was little debate, and a vote on the document resulted in unanimous approval.

8. Review and approval of the proposed Operational Procedures

The former Executive Committees of the KTBA and AMBA had been working to create Operational Procedure documents over the past months, and the final product was presented by Dave Giroux.

There was little debate, and a vote on the document resulted in unanimous approval.

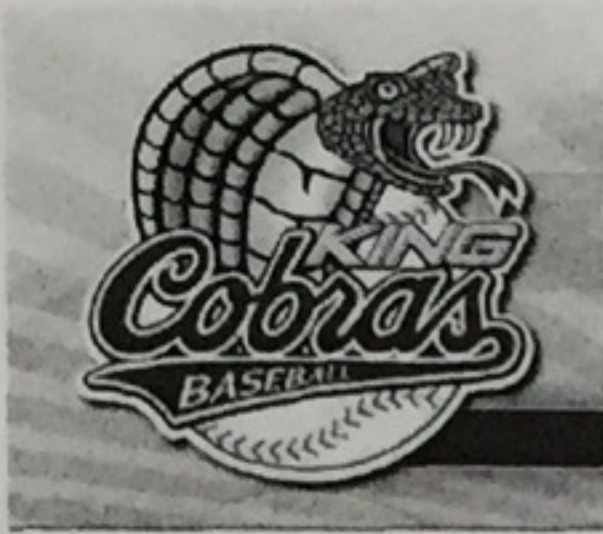
9. New Business

Wayne Rudnitski offered the opportunity to anyone that might wish to speak, have any questions, or wished to make a statement in any regard.

No one present wished to make a statement, or had any questions.

Matt Giesen, the newly elected President of the AKBA, then stated his intention to call a meeting of the AKBA Board of Officers for Monday March 30, 2015 (location to be determined).

--- The meeting was adjourned at 9:44 PM ---



Aurora King Baseball Association
AKBA
First Annual General Meeting

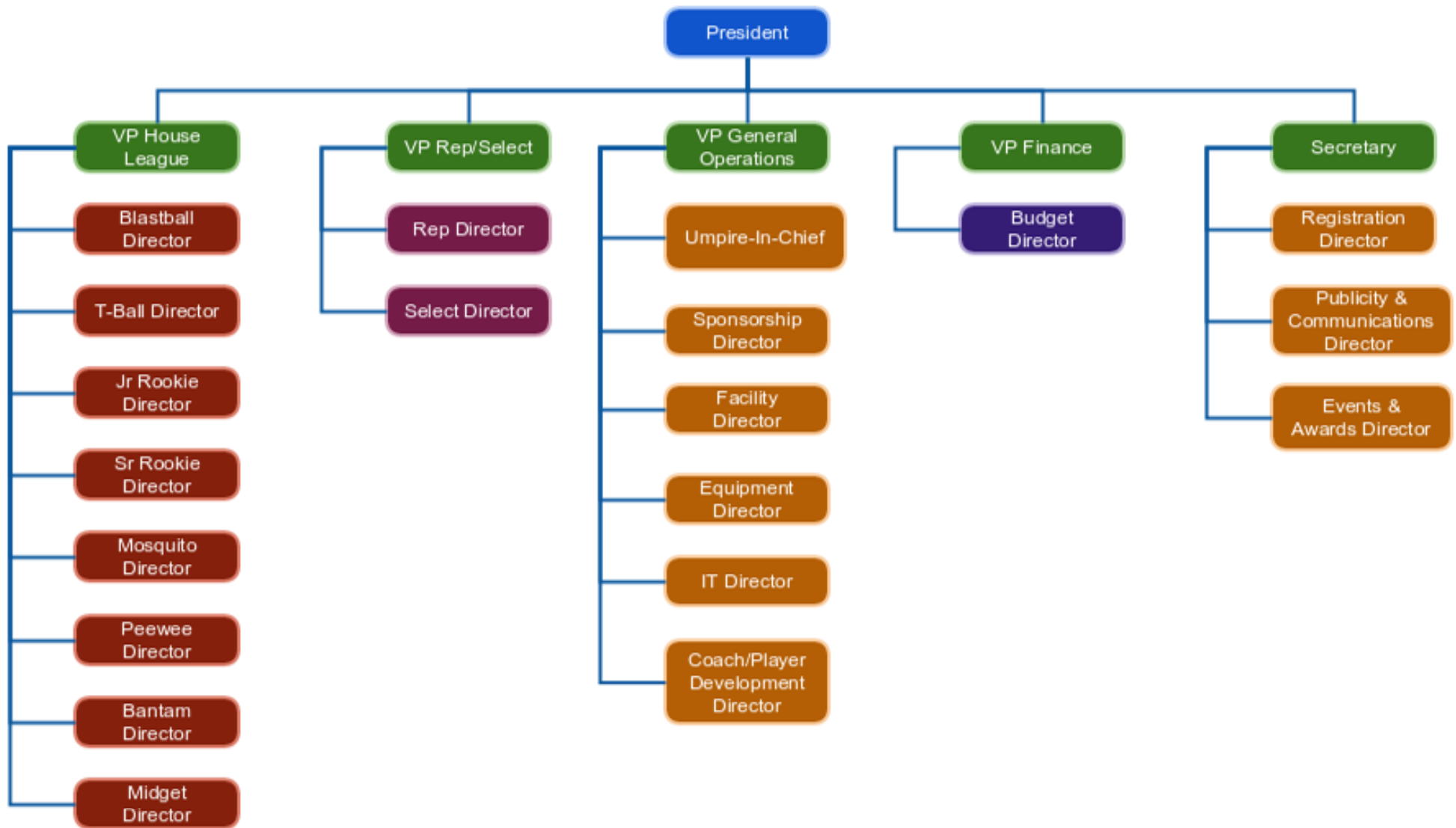
March 23, 2015



Attendee Name

- 1 DAVID LONG
- 2 Allen Wilson
- 3 DAVE GIROUX
- 4 Matt Giesen
- 5 Carol Hirsch
- 6 JAMIE COLE
- 7 Monica Fusco
- 8 Jean Isdell
- 9 Raffaella Semson
- 10 John Cacchiare
- 11 BILL KATSAROS
- 12 WAYNE RUDNITSKI
- 13 Doug Merkel
- 14 Coru Barnister
- 15 PAUL SUMMERS
- 16 Jeff Neill
- 17 Simon Lloyd
- 18 Clay Dexton
- 19 ALEX STONATO
- 20 RORY DINNER
- 21 JADICE DINNER

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Mission, Vision and Beliefs of the Aurora King Baseball Association

Mission

The Aurora King Baseball Association is a volunteer based, skillfully managed, fiscally responsible, not-for-profit sport organization that designs, delivers and maintains the highest level of all-season baseball training. Through the application of safe and developmentally appropriate principles and contemporary systems of training each member coach and player advances to the highest level of their capability in the physical, technical, mental and tactical elements of the game.

Vision

The Aurora King Baseball Association will create and deliver a unique, affordable model for baseball competition that will strive to exceed the needs and expectations of coaches and players who aspire to be the best at what they do.

Beliefs

The Aurora King Baseball Association believes in:

- *Providing a volunteer driven but skillfully managed system of programming that strives for sustainability.*
- *Ensuring that coaches and players have the opportunity to develop to the highest level of their capabilities.*
- *Providing maximum opportunity to players so they meet their personal goals.*
- *Delivering on our promise of a safe, player-centred, inclusive, enjoyable and affordable approach to program delivery in an environment that promotes camaraderie and life-long friendships.*
- *Celebrating and rewarding the successes of our participants.*
- *Honesty, integrity and transparency in everything we do.*
- *Following not only the letter but the spirit of sport rules.*
- *Representing the community well wherever we go.*
- *Providing strong leadership and support to other baseball organizations.*
- *Creating professional and mutually beneficial relationships with all sponsors and partners.*
- *Baseball as a positive force for socio-economic change in the community and as a means to provide healthy physical activity to all participants.*

**CONSTITUTION
OF THE
AURORA KING BASEBALL ASSOCIATION**

CONSTITUTION OF THE AURORA KING BASEBALL ASSOCIATION

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AURORA KING BASEBALL ASSOCIATION CONSTITUTION

A constitution relating generally to the transaction of the business and affairs of Aurora King Baseball Association (the "Corporation").

Article 1 - Name of Organization

Name of Organization. The name of the organization shall be "**Aurora King Baseball Association**" also referred to in this document as – **AKBA**. AKBA can also conduct its operations as "Aurora King Baseball".

Article 2 - Mission and/or Objectives

- a) To enhance the quality of baseball for the youth of the town of Aurora, and the area of King Township, while stressing the values of sportsmanship, athleticism, teamwork, fair play and fun.
- b) To organize and manage the four levels of team competition, consisting of:
 - (i) House League
 - (ii) Select Teams
 - (iii) Representative Teams (Rep)
 - (iv) other levels, as required

Article 3 - Head Office

The head office of the Corporation shall be in the Town of Aurora, in the Province of Ontario, at such place therein as the Board (as hereinafter defined) may from time to time by resolution determine.

Article 4 – Seal

The corporate seal of the Corporation shall be such as the Board may by resolution from time to time adopt, and shall be entrusted to the Secretary of the Corporation for its use and safe keeping.

Article 5 – Directors

5. Directors

5.01 Board of Directors. The affairs of the Corporation shall be managed by a board of directors (herein referred to as the "Board") consisting of a number of directors as determined by the Executive of the Corporation from time to time, who may exercise all such powers and do all such acts and things as may be exercised or done by the Corporation and are not governed by the by-laws, the Constitution or any resolution of the Corporation or

by statute expressly directed or required to be done by the Corporation at a meeting of members.

5.02 Qualification of directors. Directors shall be individuals, eighteen or more years of age and shall, at the time of their election or within ten days thereafter and throughout the term of their office, be Executive Members of the Corporation.

5.03 Election of directors and term of office.

- 1) The applicants for incorporation were automatically the first directors of the Corporation whose term of office on the board of directors continued until their successors were or are elected or appointed.
- 2) The directors' term of office (subject to the provisions, if any, of the letters patent or any supplementary letters patent issued to the Corporation) shall be from the date of the meeting at which they are elected or appointed until the annual meeting next following or until their successors shall have been duly elected or appointed whichever comes first.
- 3) Directors shall be elected by the members in a general meeting on a show of hands unless a poll is demanded and if a poll is demanded such election shall be by ballot. Subject to the provisions of this by-law, directors shall be eligible for re-election.
- 4) From time to time in the event of any vacancy however caused occurring in the Board (except through an increase in the number of directors), such vacancy may, as long as there is a quorum of directors then in office, be filled by the Executive Members if they shall see fit to do so; otherwise, such vacancy may be filled at the next general meeting of members; and any director appointed or elected to fill any such vacancy shall hold office for the unexpired term of the director who ceased to be a director and who caused such vacancy.

5.04 Vacation of office. A person ceases to be a director of the Corporation:

- (a) if he or she becomes bankrupt;
- (b) if he or she is found by a court to be mentally incompetent or of unsound mind;
- (c) if by notice in writing to the Secretary of the Corporation he or she resigns his or her office; or
- (d) if he or she ceases to be a member of the Corporation.

5.05 Removal of directors. The Executive Members of the Corporation may, by resolution passed by at least two-thirds of the votes cast at a meeting of which notice specifying the intention to pass such resolution has been given, remove any director before the expiration of his term of office and may, by majority of the votes cast at such meeting, elect any member in his stead for the remainder of his term.

5.06 Remuneration of directors. The directors of the Corporation shall serve without remuneration and no director shall directly or indirectly receive any profit from his position as such; provided that a director may be paid reasonable expenses (said expenses may include but not be limited to cell phone, gas) incurred in the performance

of their duties.

Article 6 - Meetings of Directors

6.01 Place of meeting and notice.

- (1) Meetings of the Board may be held either at the head office of the Corporation or at any place within Canada. A meeting of the Board may be convened by the Chairman of the Board, the President or any two directors at any time and the Secretary by direction of the Chairman of the Board, the President or any two directors shall convene a meeting of directors.
- (2) Notice of any meeting of the Board shall be delivered or mailed or sent by telecopier or otherwise communicated to each director not less than seven days if mailed and not less than two days if delivered, sent by telecopier or otherwise communicated (exclusive of the day on which the notice is delivered or mailed or sent by telecopier or otherwise communicated but inclusive of the day for which notice is given) before the meeting is to take place; provided always that meetings of the Board may be held at any time without formal notice if all the directors are present or those absent have waived notice or have signified their assent in writing to such meeting being held in their absence. Notice of any meeting or any irregularity in any meeting or in the notice thereof may be waived by any director.
- (3) For the first meeting of the Board to be held immediately following the election of directors at an annual or general meeting of the members or for a meeting of the Board at which a director is appointed to fill a vacancy in the Board, no notice of such meeting need be given to the director or directors so elected or appointed in order for the meeting to be duly constituted, provided that a quorum of the directors is present.

6.02 Chairman. The Chairman of the Board of a meeting shall be the President of the Corporation. The Chairman of the Board shall, when present, preside at all meetings of the Board and of the members. In the absence of the Chairman of the Board at a meeting of the Board, the directors present shall choose one of their number to be Chairman of the meeting.

6.03 Quorum. A quorum at any meeting of the Board shall be the presence in person of at least two-thirds of the directors.

6.04 Voting.

- (1) Questions arising at any meeting of the Board shall be decided by a majority of votes cast by all of the members save and except for the Chairman. In case of an equality of votes, the Chairman of the meeting shall cast a vote to break the tie.
- (2) At any meeting unless a poll is demanded, a declaration by the Chairman that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

Article 7 - Membership

7.01 Qualification. The members of the Corporation shall be those persons who are from time to time enrolled as members of the Corporation at its head office. There shall be maintained, at the head office of the Corporation, a list of members in good standing enrolled at such office. Save as otherwise expressly herein provided, the fee for membership in the Corporation, for each class of member (as hereinafter provided for), shall be such sum per annum as may be fixed from time to time by the Board.

7.02 Classes of membership. There shall be the following classes of membership in the Corporation, namely:

- Executive Members
- General Members
- Players
- Team Managers and Coaches
- Active Volunteers

7.03 Executive Members. Executive Members shall be composed of all of the Directors together with such further or other members as may be determined by the Board all of whom must be eighteen years of age or older.

7.04 General Members. General Members shall be composed of all of the parents or legal guardians of children who are duly registered with AKBA (and have made full payment of registration fees) and shall have the right to vote at all annual general meetings of the members.

7.05 Players. Players shall be composed of all of the children who are duly registered with AKBA (and have made full payment of the registration fees) and are entitled to participate in the activities of AKBA.

7.06 Team Manager and Coaches. Team Managers and Coaches are those individuals who are acknowledged and sanctioned by AKBA to actively partake in the roles necessary to support the activities of AKBA.

7.07 Active Volunteers. Active Volunteers are those individuals who support the mission and objectives of AKBA and have devoted at least one full season of baseball to AKBA.

7.08 Termination of membership. The membership of any member shall be automatically terminated if such member fails to pay any fee within sixty days after it is due. Such termination of membership shall not prejudice the member's right to apply for re-admission. The Board may, by a resolution passed by a ninety percent (90%) majority vote, terminate any membership for just cause, provided, however, that the membership of any director of the Corporation shall not be terminated unless such director has first been removed as a director of the Corporation pursuant to Section 5.05 of this Constitution.

7.9 Resignation. Any member of the Corporation may resign as a member of the Corporation by letter addressed to the Secretary of the Corporation at the head office of the Corporation. The Board may, by resolution passed by a majority vote, request any member to resign.

Article 8 - Meetings of Members

8.01 Annual meetings. The Corporation shall hold its annual meeting of its members in the month of October in each year. The annual meeting of the members shall be held at the head office of the Corporation, or such other place within Ontario, on such day in each year and at such time as the Board may by resolution determine. At annual meetings there shall be presented a report of the directors of the affairs of the Corporation for the previous year, a financial statement of the Corporation, the auditor's report and such other information or reports relating to the Corporation's affairs as the directors may determine. Proceedings shall be governed by Roberts' rules of order, unless otherwise stated. The order of business of the annual general meeting shall be as follows:

- i. Approval of Minutes from the last AGM
- ii. President's report
- iii. Financial report
- iv. Other reports
- v. Amendments to the Constitution
- vi. New Business
- vii. Elections

8.02 General meetings. Other meetings of the members (to be known as "general meetings") may be convened by order of the Chairman of the Board, the President or by the Board to be held at any date and time and at any place within Ontario. In addition, the Chairman of the Board or, failing him, the President shall call a general meeting of the members upon receipt of a written requisition to do so of not less than 5% of the members entitled to vote at such meeting.

8.03 Business meetings.

- a. Business meeting of the executive shall be held at least once a month (with the possible exclusion of July and August).
- b) Notice of place and time of the first business meeting of the executive shall be set at the annual general meeting
- c) Place and time of all subsequent business meetings shall be announced at the first business meeting.
- d) Business meetings are closed meetings comprised of Executive Members only. The length of the business meetings should not exceed three (3) hours from the start of the meeting.
- e) All matters calling for a vote shall be determined by a majority show of hands of the eligible voters present.
- f) A quorum shall be designated as two-thirds of the eligible voters.

- g) Each executive will be entitled to a vote provided they have attended at least 60% of all business meetings.
- h) All Executive Members attending meetings should be present within thirty (30) minutes of the start of the meeting and should be available for the duration of the meeting otherwise the executive member will be considered to not have attended and shall not be eligible to vote.
 - i. All business meetings shall be conducted under the Roberts' Rules of Order.
 - ii. New business for the Agenda of any business meetings must be submitted to the secretary at least 24 hours prior to the business meeting.
- i) All minutes of business meetings will be ready for distribution within 14 days following a meeting.

8.04 Notice. A printed, written or typewritten notice stating the day, time and place of a meeting of the members and the general nature of the business to be transacted shall be served, either personally or by posting same at the annual banquet at the end of each season or by sending such notice to each member of such meeting and to the accountant of the Corporation through the post in a prepaid wrapper or letter not less than fourteen (14) nor more than sixty days (exclusive of the day of mailing but including the day for which notice is given) before the date of every meeting directed to such address of each such member and of the auditor as appears on the books of the Corporation, or if no address is given therein, then to the last address of each such member or auditor known to the Secretary; provided always that a meeting of members may be held for any purpose at any date and time and at any place within Ontario without notice if all the members are present in person at the meeting or if all the absent members shall have signified their assent in writing to such meeting being held in their absence. Notice of any meeting or any irregularity in any meeting or in the notice thereof may be waived by any member or by the auditor of the Corporation.

8.05 Omission of notice. The accidental omission to give notice of any meeting or the non-receipt of any notice by any member or by the auditor of the Corporation shall not invalidate any resolution passed or any proceedings taken at any meeting of members.

8.06 Chairman. In the absence of the Chairman of the Board, the members present at any meeting of members shall choose another director to act as Chairman of the meeting and if no director is present or if all the directors present decline to act as Chairman, the members present shall choose one of their number to be Chairman of the meeting.

8.07 Voting.

- (1) Every question submitted to any meeting of members shall be decided by a majority of votes given on a show of hands unless otherwise specifically provided by statute or by these by-laws. In case of an equality of votes, the Chairman of the meeting shall have, both on a show of hands and on a poll, a casting vote. All

classes of membership, over the age of 18, shall be entitled to one vote if present at a meeting in person. All Past Presidents, Honourary and Life Members shall be entitled to one vote if present at a meeting (AGM) in person.

- (2) At any meeting, unless a poll is demanded, a declaration by the Chairman that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

8.08 Polls. If at any meeting a poll is demanded on the election of a Chairman or on the question of adjournment, it shall be taken forthwith without adjournment. If a poll is demanded on any other question it shall be taken in such manner and either at once or later at the meeting or after adjournment as the Chairman directs. The result of a poll shall be deemed to be the resolution of the meeting at which the poll was demanded. A demand for a poll may be withdrawn.

8.09 Adjournments. The Chairman may with the consent of any meeting adjourn the same from time to time and no notice of such adjournment need be given to the members. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

8.10 Quorum. A quorum for the transaction of business at any meeting of members shall consist of not less than two-thirds of the Executive Members present in person.

Article 9 - Area of Operation

AKBA operations shall be based in the Town of Aurora, and the area of King Township.

Article 10 – Affiliations

- (a) AKBA shall function as an independent organization under the auspices of the OBA.
- (b) AKBA may become affiliated with any other baseball association or organization for the purpose of better fulfilling the mission and objectives of AKBA.

Article 11 - Structure and Organization of AKBA

On annual basis a chart setting out the organizational structure of the Executive Members of the Corporation shall be approved and available with the books and records of the Corporation.

Article 12 - Duties of the Chief Executive Officers

12.01 Chief Executive Officers. The Board shall annually or as often as may be

required, elect a President, one or more Vice-Presidents, a Secretary and a Vice-President of Finance and one or more Assistant Secretaries from the Directors. The offices of Secretary and Vice-President of Finance may, in the discretion of the Board, be held by the same person who may but need not be known as the Secretary-Vice-President of Finance. The Board may appoint such other officers and agents on such other capacities as it shall deem necessary who shall have such authority and shall perform such duties as may from time to time be prescribed by the Board. The Chief Executive Officers must be elected from the Corporation's Board of Directors.

12.02 Remuneration and removal of officers.

- (a) The directors may fix the remuneration (if any) to be paid to officers of the Corporation.
- (b) All officers, in the absence of agreement to the contrary, shall be subject to removal by resolution of the Board at any time with or without cause.

12.03 Delegation of duties of officers. In the case of absence or inability to act of the President, a Vice-President or any other officer of the Corporation or for any other reason that the directors may deem sufficient, the directors may delegate all or any of the powers of such officer to any other officer or to any director for the time being.

12.04 Executive. The Executive of the Corporation shall manage the affairs of AKBA and shall include all positions listed in the organizational chart referred to in Article 11 hereof.

Article 13 - Indemnities to Directors, Officers and Others

Every director or officer of the Corporation or any other person who has undertaken or is about to undertake any liability on behalf of the Corporation and his or her heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Corporation, from and against,

- (a) all costs, charges and expenses whatsoever which such director, officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her, in or about the execution of the duties of his or her office; and
- (b) all other costs, charges and expenses that he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own wilful neglect or default.

Article 14 - For the Protection of Directors and Officers

1. No director or officer for the time being of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by order of the Board

or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or company with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of such director's or officer's respective office or trust or in relation thereto unless the same shall happen by or through such director's or officer's own wrongful and wilful act or through his or her own wrongful and wilful neglect or default.

2. The directors for the time being of the Corporation shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into in the name or on behalf of the Corporation, except such as shall have been submitted to and authorized or approved by the Board. If any director or officer of the Corporation shall be employed by or shall perform services for the Corporation otherwise than as a director or officer or shall be a member of a firm or a shareholder, director or officer of a company which is employed by or performs services for the Corporation, the fact of his being a director or officer of the Corporation shall not disentitle such director or officer or such firm or company, as the case may be, from receiving proper remuneration for such services.

Article 15 – Elections

- a) Nominations and elections shall be conducted at the annual general meeting.
- b) The chairperson of the annual general meeting shall appoint an election officer from the previous executive, to establish the rules and conduct of the elections and have a description of duties of office upon request.
- c) All nominees must be a member in good standing of AKBA, at least eighteen (18) years old and must either be present at the meeting or have provided a written consent to stand to be filed by the nominator.
- d) To be nominated for a Vice President position you must have been involved at least one year on the AKBA executive and/or actively participated on a committee.
- e) To be nominated for President you must have been a AKBA VP, or been on the AKBA executive for a minimum of 2 consecutive years.
- f) To be nominated for Vice-President of Finance, the individual will:
 - i. have a strong and experienced background and have been/be employed as a Vice-President, Controller or Manager of Finance in the accounting or banking field with any private or public institution or Canadian corporation and/or
 - ii. hold a recognized Canadian accounting designation (C.A., C.G.A. or C.M.A.).

If no such qualified person, anyone can run.

Article 16 - Terms of Office

The terms of office for the positions of President and all the Vice Presidents will be a two-year term with a maximum of two (2) successive terms (four years) at any one position unless no qualified candidate is nominated at which time the incumbent may stay in their position until such time as a qualified candidate is found to fill that role.

The positions of President, VP of Rep/Select/ Baseball Operations, and VP of General Operations will be elected for the odd numbered seasons (i.e. the 2015 season, the 2017 season, etc.).

The positions of VP of Finance and VP of House League Baseball Operations will be elected for the even numbered seasons (i.e. the 2016 season, the 2018 season, etc.). Vice Presidents who choose to run for President and are elected shall have the balance of their term open for election at that Annual General Meeting.

The terms for all other elected positions shall be for one year, a "one year term" being from one annual general meeting to the next annual general meeting.

Any Executive member who misses three meetings, without just cause as determined by the Executive, will be considered to have vacated their position on the Executive and shall be ineligible to run for any Executive position the following year.

Any President or Vice President who misses three meetings, without just cause as determined by the Executive, will be considered to have vacated their position on the Executive and shall be ineligible to run for any Executive position the following year.

Any executive member who fails to fulfil the responsibilities, as outlined by their job description, of their positions held will be considered to have vacated their position on the Executive and shall be ineligible to run for any Executive position the following year.

Vacancies that arise during the year will be filled by appointment by the Executive. Vacancies filled by appointment will serve out the elected incumbent's term of office.

Article 17 – Finances

AKBA shall function as a Not-For-Profit Organization with all fundraising, fees, sponsorship and grants being utilized for the on-going development of baseball for the youth of the Town of Aurora, and area of King Township.

- The fiscal year of AKBA shall be October 31 of each year.
- The Executive of AKBA shall develop and approve a budget for each fiscal year.
- All money received by AKBA shall be placed into a general fund and shall be used for all necessary and permitted purposes according to the guidelines established by the Executives.
- The President and /or Vice-President of Finance shall deposit all AKBA money in a

reputable financial institution, in the name of AKBA.

- All Chief Executive Officers shall be signing officers of AKBA.
- All cheques drawn on AKBA funds shall bear the signatures of two signing officers of AKBA.
- All requests for purchases over \$50,000.00 dollars shall require 2 quotes and the approval of the Executives. All requests for purchases that moves over their allotted budgeted amount shall require the approval of the Executives. All requests for purchases over \$2000.00 will require a purchase order (PO) to be properly completed and submitted to the Vice-President of Finance in a timely fashion.
- The AKBA Executive has the option to require that any purchases over \$50,000.00 be posted as "a Tender" and all details of any tender to be posted on the AKBA website. VP of General Operations and VP of Finance to create said tender. AKBA Administrator to undertake best efforts to contact/invite as many suppliers as possible in order to receive bids for such tender.
- All committee members and coaches are volunteers with no remuneration.
- Registration Fees are subject to review on an annual basis, by the Executive.
- All Executive members shall receive up to 50% discount on one of their children's registration for the current year, payable at the conclusion of the current baseball season, as determined by the Board of Directors based on Executive member's participation. This remuneration will be to cover expenses, while performing their duties. (cell phone, travel , gas, etc)
- The Vice-President of Finance shall at each Business Meeting of the Board of Directors (8.03) present an interim financial statement and distribute the same to the Board of Directors for approval.
- The Vice-President of Finance shall at the Annual General Meeting present Draft Financial Statements (Profit and Loss and Balance Sheet) for the current year and a copy of the Financial Statements for the prior year of the AKBA prepared by the appointed accountant and distribute the same to all members present for approval.

Article 18 - Amendments to the Constitution

- a) The constitution, after proper adoption, shall supersede all motions, and amendments of AKBA.
- b) Articles of the constitution maybe amended only at the Annual General Meeting or at a special general meeting duly called for that purpose.
- c) The President must call a special general meeting of AKBA when:
 - i. The President is requested to do so by a majority of the executive.
 - ii. The President is requested to do so by 25% of the membership of AKBA.
- d) Matters or events in the presidents' appraisal warrant a meeting.
- e) Members desiring to amend these articles shall submit such amendment(s) in writing, to the secretary 30 days prior to the meeting.
- f) Amendments must be approved by 2/3 majority of the votes cast by voting members present.

Article 19 – Uniforms

The league colours shall be determined by the executive, for House League, Select , and Rep teams. There shall be no alteration, modification or defacing of any uniform or part thereof, in House League, Select, or Rep, with the exception of attaching any approved OBA patches. All players and coaches representing the AKBA (House League, Select, or Rep) shall be in full uniform as supplied and outlined by the AKBA during games. All additional apparel items for Select and Rep teams must be approved by the Executive as there should be no approved logos used on apparel without the expressed written consent of the Executive.

Article 20 – General

The constitution and by-laws is a general guide and cannot cover each situation that may arise. Therefore, the executive will have authority to interpret and decide to the best of their judgement with regard to all circumstances or any specific cases. Shall any provision of this constitution be held invalid; the remainder of this constitution shall not be affected.

No player may be disqualified from playing on a AKBA team for reasons of race, religion or gender.

AKBA reserves the right to discipline any players, coach, volunteer, executive or member, for inappropriate conduct that is deemed against our mission and objectives a ninety percent (90%) majority vote of the executive. Disciplinary action may include: Probation, Suspension Termination, or Expulsion. The decisions of the Coaching Discipline Committee are subject to the guidelines as outlined in that bylaw.

The decision may be appealed in writing to the executive, within (14) days of the decision, at which the member may be granted an invitation to the next business or a special meeting to present their case. The appeal shall be heard by the AKBA executive within three (7) days of receiving the appeal.

All AKBA Members should fully disclose any and all affiliations with any and all other baseball organizations that the member is associated with. The affiliations include any or all of the following;

- i. As a player
- ii. As a coach
- iii. As a manager
- iv. As an umpire
- v. As an executive member

Should the executive establish, in their judgement, that there exists a conflict of interest or the perception of one with a member and the affiliation with another baseball organization, the executive may ask the member to resign from the AKBA executive and/ or reconsider the affiliation with the other baseball organization.

Article 21 - Operations Cessation

Should AKBA cease operations after payments of all debts and liabilities, its remaining property shall be forwarded to any organization that may continue to provide baseball for the youth of the Town of Aurora, and or the area of King Township or distributed or disposed of to a charitable organization(s).

Article 22 – Editing

Whenever amendments are made to bylaws consequential editorial changes may be made to the bylaws or regulations where required.

Article 23 – Interpretation

Whenever the contacts requires, the singular shall include the plural and any reference to the masculine gender includes the feminine.

Article 24 – Accountants

The members shall at each annual meeting appoint an accountant to prepare a Complete audit following the 2015 season and every 4 years thereafter with a Review Engagement Report in all other years on behalf of the Corporation to hold office until the next annual meeting provided that the directors may fill any casual vacancy in the office of the accountant.

The remuneration of the accountant shall be fixed from time to time by the Board.

Article 25 – Notices

25.01 Service. Any notice to be given to any member or director or auditor shall be served either personally or by sending it through the mail in a prepaid envelope or wrapper addressed to such member, director or auditor at his address as the same appears in the books of the Corporation or, if no address be given therein, then to the last address of such member, director or auditor known to the Secretary of the Corporation. With respect to every notice sent by mail, it shall be sufficient to prove that the envelope or wrapper containing the notice was properly addressed and put into a Post Office or into a Post Office letter box.

25.02 Signatures to notices. The signature to any notice may be written, stamped, typewritten or printed or partly written, stamped, typewritten or printed.

25.03 Computation of time. Where a given number of days notice or notice extending over any period is required to be given, the day of service or posting of the notice shall, unless it is otherwise provided herein, be counted in such number of days or other period.

25.04 Proof of service. A certificate of the President, a Vice-President, the Secretary

or the Vice-President of Finance or of any other officer of the Corporation in office at the time of the making of the certificate as to facts in relation to the mailing or delivery of any notice to any member, director, officer or auditor or publication of any notice shall be conclusive evidence thereof and shall be binding on every member, director, officer or auditor of the Corporation, as the case may be.

Article 26 - Execution of Contracts, etc.

- 1) Contracts, documents or instruments in writing requiring the signature of the Corporation may be signed by
 - a) the Chairman, President or a Vice-President, together with the Secretary or Assistant Secretary or
 - b) by any two directors, and all contracts, documents or instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality.

The Board is authorized from time to time by resolution to appoint any officer or officers or any person or persons on behalf of the Corporation either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing.

- 2) The corporate seal of the Corporation may when required be affixed to contracts, documents or instruments in writing signed as aforesaid, by any officer or officers, person or persons, appointed as aforesaid by resolution of the board of directors.
- 3) The term "contracts, documents or instruments in writing" as used herein shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, bonds, debentures or other securities and all paper writings.

Article 27 – Interpretation

In all by-laws and special resolutions of the Corporation, the singular shall include the plural and the plural the singular; the word "person" shall include firms and corporations, and the masculine shall include the feminine and the neuter. Whenever reference is made in any by-law or any special resolution of the Corporation to any statute or section thereof, such reference shall be deemed to extend and apply to any amendment or re-enactment of such statute or section thereof, as the case may be.

This Constitution was adopted by the Executive of Aurora King Baseball Association and ratified by the General Membership of Aurora King Baseball Association at its General Meeting on March 23, 2015.

President

Secretary

Aurora King Baseball Association By-Laws

AKBA Job Descriptions

Board of Management

President

- Shall acts as Chairman at all meetings of AKBA.
- Shall enforce the constitution and all the rules and regulations of AKBA.
- Shall authorize the distribution of funds with the consent of the Executive.
- Shall appoint committees in and for AKBA whose appointment is not regularly provided for by the laws of AKBA, and shall be ex-officio of all committees.
- Shall read all correspondence relevant to AKBA and the operation of AKBA.
- Shall report to the Annual General Meeting on the activities of AKBA.
- Shall be spokesperson for AKBA or shall appoint someone to perform this function.
- Shall delegate someone from the Executive to fulfill his duties in the event of his absence.
- Shall undertake special assignments as requested of him by the Executive.
- Shall call special meetings as necessary.

Secretary

- Shall maintain an accurate record of the proceedings of all AKBA meetings and ensure that copies of the proceedings are distributed to the Executive within 14 days.
- Shall be the custodian of all books, records, correspondence documents, etc. of AKBA, except those required by the Vice-President of Finance or the Registrar to perform their functions.
- Shall ensure a copy of the minute book is maintained and is available at all AKBA meetings and is available in the AKBA office
- Shall initiate or reply to correspondence as directed by the Executive.

Vice-President of Finance

- Shall ensure the financial affairs of AKBA are kept in good order.
- Shall provide direction to the Registrar, and Sponsorship Co-ordinator to ensure that the functions of each are well understood and performed properly.
- Shall prepare, or cause to be prepared, and submit to the Executive at the December meeting, an Annual Budget for the forthcoming year.
- Shall present at the Annual General Meeting Draft Financial Statements (Profit and Loss and Balance Sheet) for the current year and a copy of the Financial

Statements for the prior year of the AKBA prepared by the appointed accountant and distribute the same to all members present for approval.

- Shall be the custodian of all the funds of AKBA, by maintaining an account with a chartered bank in the name of AKBA, through which all receipts and disbursements are to pass. All payments shall be made by cheque, signed by any two of the signing officers.
- Shall on the direction of the Executive deposit funds into more favourable interest guaranteed bearing vehicles (i.e. GIC's etc.).
- Shall report to the Executive at the meetings, an accounting and the financial position of AKBA.
- Shall make available for auditing purposes, all records, if requested to do so.
- Shall establish and maintain a petty cash to a maximum of \$250.00
- Shall keep full and accurate books of account in which shall be recorded all receipts and disbursements of AKBA. (Sponsorship, Registrations and Snack Bar, etc.)
- Shall ensure that a copy of the books shall be available at the AKBA office at all times.
- Shall present an interim financial statement at each Business Meeting of the board of Directors.

Vice-President of General Operations

- Shall ensure that the mission and objectives of AKBA are strived for by all coordinators and volunteers.
- Shall provide direction to the co-ordinators and volunteers to ensure that all the duties and functions involved in the General Operations of AKBA run properly, to provide the best possible baseball experience to the youth of AKBA.
- Shall keep all members informed of all information, necessary to the operation of AKBA, and to the direction of the league

Vice-President of House League Baseball

- Shall ensure that the mission and objectives of AKBA are strived for by all convenors, coaches, umpires and all volunteers helping in providing baseball for the youth of the Town of Aurora, and the area of King Township.
- Shall provide direction to the House League convenors to ensure that all divisions are organized, balanced and managed in a manner to provide the best quality baseball experience possible.
- Shall ensure that the coaches are the best qualified, of the coaches available, and make the coaches aware of the various means and methods available to them such that the coaches may become even better coaches.
- Shall ensure that the direction of the league, as established by the Executive, is maintained during the baseball season.
- Shall establish game and practice schedules fully utilizing the ball diamonds and facilities available.

Vice-President of Rep/Select Baseball Operations

- Shall ensure that the mission and objectives of AKBA are strived for by all convenors, coaches, umpires and all volunteers helping in providing baseball for the youth of the Town of Aurora, and the area of King Township.
- Shall provide direction to the convenors to ensure that all levels of baseball (rep, select) are organized and managed in a manner to provide the best quality baseball experience possible.
- Shall ensure that the coaches are the best qualified, of the coaches available, and make the coaches aware of the various means and methods available to them such that the coaches may become even better coaches.
- Shall ensure that the direction of the league, as established by the Executive, is maintained during the baseball season.
- Shall record and document all player call-ups during the season.

1. Officers Positions

1.01 Past President

- Shall assist the President understand and fulfill his duties
- Shall act as a consultant to the executive
- Shall help provide insight into past interpretations of the constitution

1.02 Voice Mail /Telephone Agent

- Shall review the messages on the voice mail and direct any messages to the appropriate person in a timely manner.
- Shall report to the secretary any new correspondence on the voice mail.

1.03 Registration Director

- Shall organize dates and places for registrations. The dates of these registrations shall be between the months of January to April as established by the Executive.
- Shall ensure, to the best of their ability, that proof of age and medical (OHIP) coverage is filed on record for each player.
- Shall ensure that the registration volunteers are organized for the various registration dates to properly utilize all volunteers. Shall ensure that all volunteers are aware of how to properly fill out the registration forms and collect funds in the appropriate amounts.
- Shall ensure that all funds collected (in particular cheques) are properly identified as to the player registration.
- Shall review and update the registration forms, annually, to ensure accuracy of the information required.

- Shall ensure that all funds collected from registration of players are forwarded to the V. P. of Finance in a timely fashion.
- Shall report the status of registration to the Executive at meetings when asked to do so.
- Shall forward all completed registration forms to the appropriate people once registrations are completed.

1.04 Registration Volunteers

- Shall assist the registrar with the registrations
- Shall ensure that all forms are completed accurately and the funds collected are appropriate.
- Shall ensure that the completed registration forms and funds are forwarded to the registrar in a timely fashion.

1.05 Sponsorship Director

- Shall organize the sponsorships of teams and other functions as directed by the Executive.
- Shall properly document each sponsor with a record of:
 - The name of the sponsor
 - The amount of funds being donated
 - The utilization of the funds (for which team or function)
 - A copy of the receipt provided to the sponsor
 - A copy of the artwork or logo and / or any special requests that the sponsor wants included on the uniforms and / or recognition of support to CVBA.
- Shall organize the recruiters to assist in obtaining sponsors. Shall ensure that the recruiters fill out the forms properly and collect all funds in the appropriate amounts.
- Shall collect all funds from the sponsorship recruiters and sponsors and forward the funds, in a timely fashion, to the V. P. of Finance for deposit.
- Shall report any outstanding or delinquent accounts to the Executive

1.06 Sponsorship Recruiters

- Shall assist the sponsorship co-ordinator in obtaining, documenting and collecting sponsors.
- Shall ensure that all forms are properly filled out and that all funds collected are forwarded to the Sponsorship Co-ordinator.
- Shall perform other duties as requested by the Sponsorship Co-ordinator.

1.07 Facility Director

Permits & Batting Cages and Diamond Scheduling

- Shall ensure that all applications for permits for the use of the facilities required are properly submitted to the proper authorities at the Town of Aurora Municipal Offices or The Township of King Municipal Offices in a timely fashion.
- Shall ensure that all facilities to be used by AKBA are inspected, prior to the

- season commencing, and considered safe for all participants of AKBA.
- Shall ensure that facilities will be periodically inspected to ensure the safety of the facilities and report any problems back to the proper authorities for correction and/or repair.
 - Shall provide copies of the permits so that they may be distributed to the various coaches using the facilities.
 - The Executive will establish the permits required.
 - Shall ensure that all baseball fields and facilities are fully utilized, by scheduling the necessary games, practices, tournaments and batting cages for all rep, select and house league teams.
 - Shall make available to any coach that may require more practice time, possible options, that may arise due to changes in scheduling.
 - Shall ensure that each team, rep, select and house league, has at least one practice and one game scheduled per week, along with available batting cage time.

1.08 Equipment Director

- Shall ensure that all equipment that is distributed to AKBA teams is in good condition, suitable for the division (age/size) of the team, and distributed for start of the baseball season.
- Shall ensure that all teams are equipped with a complete safety kit at the start of the season
- Shall purchase new equipment to replace any equipment that becomes unusable or unsafe.
- Shall order all new equipment purchases on behalf of all AKBA teams - House league.
- Shall collect the equipment and the end of the season from all the teams of AKBA and prepare an inventory sheet of the equipment returned.
- Shall on the direction of the executive obtain at least three (3) quotes in the form of a price list for equipment from different suppliers prior to ordering.

1.09 Equipment Director - Uniforms

- Shall ensure that orders are placed in a timely fashion to ensure that full uniforms are available to all participants of AKBA.
- Full uniforms include; cap, jersey, pants, belt and socks for Rep teams. A cap & jersey for house league teams.
- Shall work with the sponsorship co-ordinator to ensure that all artwork and/or logos or any special requests (i.e. colour of jersey) by the sponsors that can reasonably be accommodated, will be processed with the order
- Shall review the uniforms, annually, by getting some feedback from the teams, parents, and the Executive.
- Shall ensure that there is extra inventory of most uniform items so that replacements may be available for purchase during the season.
- Shall on the direction of the executive obtain at least three (3) quotes for

uniforms from different suppliers prior to ordering.

- Shall recommend the design, style, and colours of the uniforms for the upcoming season subject to executive approval prior to ordering.

1.10 Event & Award Director

- Shall ensure that all trophies are ordered, picked up and delivered for all tournaments, skills competitions and play-offs for Rep., Select, and House league.

- Shall ensure that all players, coaches and sponsors are recognized with awards at the banquets.

- Shall on the direction of the executive obtain at least three (3) quotes for trophies from different suppliers prior to ordering.

1.11 Publicity & Communications Director

- Shall act as a liaison with the municipal government to transfer information between AKBA and the Town of Aurora, the Township of King or any other governmental agency.

- Shall ensure that AKBA is well recognized in the Town of Aurora & Township of King.

- Shall investigate new avenues to communicate to the community; via the Internet, bulletin boards, and scoreboard or fence signs.

- Shall ensure that AKBA newsletters are published on a periodic basis as directed by the AKBA Executive.

- Shall ensure that all important league information such as; tournament dates, picture day, banquets, updates and the members of the Executive, are included in the newsletter and distributed to the membership via the team coaches.

- Information such as registration dates, sponsorship information, game scores, tournament summaries, etc. should be submitted for publication to the various media.

- Shall ensure that any other press releases required by the Executive shall be properly submitted to the various news media for publication.

1.12 IT Director

- Shall ensure that AKBA web site is kept current as directed by the executive.

- Shall ensure that all important league information such as; tournament dates, picture day, banquets, updates and the members of the Executive, are included in the newsletter/ web site and distributed to the membership via the team coaches.

1.13 Events & Awards Director - Picture Day Coordinator

- Shall ensure that picture day is well organized and all aspects are taken care of.

- Shall establish a schedule to accommodate all teams to be photographed on

picture day. The schedule should include the date, location and time of the photographs.

- Shall on the direction of the executive obtain at least three (3) quotes from different photographic services.

- Shall ensure that the photographic products are available to the AKBA and the members in a timely fashion.

1.14 Events & Awards Director - Banquet Coordinator

- Shall ensure that the end of season banquet emphasizes the mission and objectives of AKBA.

- With the assistance of some volunteers, shall ensure that the banquet is well organized and all aspects are taken care of.

- Shall on the direction of the executive obtain at least three (3) quotes for possible different banquet options available.

- Shall review the banquet annually and recommend any possible changes and improvements for the banquet to the Executive.

1.15 Blastball Director

- Shall assist the VP of House League Baseball Operations with respect to the Blastball House League Division Teams to achieve the mission and objectives of AKBA.

- Shall organize and balance the teams of the Blastball House League Division.

- Shall ensure that the direction of the league, as established by the Executive, is maintained during the baseball season.

- Shall finalize the schedule for regular season games, practices, for the Blastball House League Division.

- Shall meet regularly, (once monthly) with the coaches of the Blastball House League Division, such that the coaches' concerns may be communicated with the AKBA Executive and the philosophies and direction of the AKBA may be communicated to the coaches.

1.16 Tee-Ball Director

- Shall assist the VP of House League Baseball Operations with respect to the Tee-Ball House League Division Teams to achieve the mission and objectives of AKBA.

- Shall organize and balance the teams of the Tee-Ball House League Division.

- Shall ensure that the direction of the league, as established by the Executive, is maintained during the baseball season.

- Shall finalize the schedule for regular season games, practices, for the T- Ball House League Division.

- Shall meet regularly, (once monthly) with the coaches of the T-Ball House

League Division, such that the coaches' concerns may be communicated with the AKBA Executive and the philosophies and direction of the AKBA may be communicated to the coaches.

1.17 Jr. Rookie Ball Director

- Shall assist the VP of House League Baseball Operations with respect to the Jr. Rookie Ball House league Division Teams to achieve the mission and objectives of AKBA.
- Shall organize and balance the teams of the Jr. Rookie Ball House league Division.
- Shall ensure that the direction of the league, as established by the Executive, is maintained during the baseball season.
- Shall finalize the schedule for regular season games, practices and the play-offs for the Jr. Rookie Ball House league Division.
- Shall meet regularly, (once monthly) with the coaches of the Jr. Rookie Ball House league Division, such that the coaches' concerns may be communicated with the AKBA Executive and the philosophies and direction of the AKBA may be communicated to the coaches.
- Shall keep track of any players that may be called up to play at the rep or select levels.

1.18 Rookie Ball Director

- Shall assist the VP of House League Baseball Operations with respect to the Rookie Ball House league Division Teams to achieve the mission and objectives of AKBA.
- Shall organize and balance the teams of the Rookie Ball House league Division.
- Shall ensure that the direction of the league, as established by the Executive, is maintained during the baseball season.
- Shall finalize the schedule for regular season games, practices and the play-offs for the Rookie Ball House league Division.
- Shall meet regularly, (once monthly) with the coaches of the Rookie Ball House league Division, such that the coaches' concerns may be communicated with the AKBA Executive and the philosophies and direction of the AKBA may be communicated to the coaches.
- Shall keep track of any players that may be called up to play at the rep or select levels.

1.19 Mosquito Director

- Shall assist the VP of House League Baseball Operations with respect to the Mosquito House league Division Teams to achieve the mission and objectives of AKBA.

- Shall organize and balance the teams of the Mosquito House League Division.
- Shall ensure that the direction of the league, as established by the Executive, is maintained during the baseball season.
- Shall finalize the schedule for regular season games, practices and the play-offs for the Mosquito House League Division.
- Shall meet regularly, (once monthly) with the coaches of the Mosquito House League Division, such that the coaches' concerns may be communicated with the AKBA Executive and the philosophies and direction of the AKBA may be communicated to the coaches.
- Shall keep track of any players that may be called up to play at the rep or select levels.

1.20 Pee Wee Director

- Shall assist the VP of House League Baseball Operations with respect to the Pee Wee House league Division Teams to achieve the mission and objectives of AKBA.
- Shall organize and balance the teams of the Pee Wee House league Division.
- Shall ensure that the direction of the league, as established by the Executive, is maintained during the baseball season.
- Shall finalize the schedule for regular season games, practices and the play-offs for the Pee Wee House League Division.
- Shall meet regularly, (once monthly) with the coaches of the Pee Wee House League Division, such that the coaches' concerns may be communicated with the AKBA Executive and the philosophies and direction of the AKBA may be communicated to the coaches.
- Shall keep track of any players that may be called up to play at the rep or select levels.

1.21 Bantam Director

- Shall assist the VP of House League Baseball Operations with respect to the Bantam House League Division Teams to achieve the mission and objectives of AKBA.
- Shall organize and balance the teams of the Bantam House League Division.
- Shall ensure that the direction of the league, as established by the Executive, is maintained during the baseball season.
- Shall finalize the schedule for regular season games, practices and the play-offs for the Bantam House League Division.
- Shall meet regularly, (once monthly) with the coaches of the Bantam House League Division, such that the coaches' concerns may be communicated with the AKBA Executive and the philosophies and direction of the AKBA may be communicated to the coaches.

-Shall keep track of any players that may be called up to play at the rep or select levels.

1.22 Midget Director

-Shall assist the VP of House League Baseball Operations with respect to the Midget House League Division Teams to achieve the mission and objectives of AKBA.

-Shall organize and balance the teams of the Midget House League Division.

-Shall ensure that the direction of the league, as established by the Executive, is maintained during the baseball season.

-Shall finalize the schedule for regular season games, practices and the play-offs for the Midget House League Division.

-Shall meet regularly, (once monthly) with the coaches of the Midget House League Division, such that the coaches' concerns may be communicated with the AKBA Executive and the philosophies and direction of the AKBA may be communicated to the coaches.

-Shall keep track of any players that may be called up to play at the rep or select levels.

1.23 Rep Director

-Shall assist the VP of Rep/ Select Baseball Operations with respect to the Rep teams of AKBA to achieve the mission and objectives of AKBA.

-Shall attend OBA meetings (York-Simcoe Association) to represent AKBA and to communicate back to the Executive of any OBA policy changes and news. If unable to attend any meeting of the OBA will attempt to send an alternate.

-Shall act as a liaison with the coaches of AKBA Rep teams and the Executive, such that, the concerns of the coaches of the Rep teams may be communicated with the Executive and vice versa.

-Shall ensure that the direction of the league, as established by the Executive, is maintained during the baseball season.

-Shall ensure that all documentation, players' cards, and team rosters are completed correctly and returned to the registrar of York Simcoe Baseball Association, and the OBA in a timely fashion.

-Shall record and document all teams playing rep for AKBA by June 1 of the season. The record for each team should include:

A list of the players on the team roster, and possible call-ups

A schedule of the games-home and away

A proposed tournament schedule- home and away

-Shall record and document all player call-ups during the season.

-Shall send out tournament packages to teams attending the tournaments hosted by AKBA.

- Shall be responsible for acquiring and hosting the OBA play downs and / or Elimination Round for at least one division.

1.24 Select Director

- Shall assist the VP of Rep/ Select Baseball Operations with respect to the Select teams of AKBA to achieve the mission and objectives of AKBA.
- Shall attend SOBA meetings to represent AKBA and to communicate back to the Executive of any SOBA policy changes and news. If unable to attend any meeting of the SOBA will attempt to send an alternate.
- Shall act as a liaison with the coaches of AKBA Select teams and the Executive, such that, the concerns of the coaches of the Select teams may be communicated with the Executive and vice versa.
- Shall ensure that the direction of the league, as established by the Executive, is maintained during the baseball season.
- Shall record and document all teams playing Select for AKBA by June 1 of the season. The record for each team should include:
 - A list of the players on the team roster, and possible call-ups
 - A schedule of the games-home and away
 - A proposed tournament schedule- home and away
- Shall record and document all player call-ups during the season.
- Shall send out tournament packages to teams attending the tournaments hosted by AKBA.
- Shall be responsible for acquiring and hosting the SOBA play offs and / or Provincial Championships for at least one division.

1.25 Coach/Players Development Director

- Shall assist the VP of Baseball Operations – Rep/ Select and House League achieve the mission and objectives of AKBA by improving the quality of coaching in AKBA.
- Shall arrange coaching clinics for coaching levels and general informational and communicate this information to the coaches.
- Shall meet with any new coaches (especially House league coaches) and any other interested coaches at the beginning of the season, to prepare the coaches for the upcoming season.
- Shall be available should any coach need any assistance or advice with respect to coaching baseball during the season.
- Shall review the coaching manual and revise as necessary.

1.26 Umpire in Chief

- Shall assist the VP of Baseball Operations - Rep/ Select and House League achieve the mission and objectives of AKBA by co-coordinating and establishing good quality umpires.
- Shall ensure that umpires are properly trained and maintain the standards of umpires required by AKBA.
- Shall ensure that umpires are available to officiate all Rep, Select, and House league baseball games during the season.
- Shall act as a liaison with the umpires, such that the concerns of the umpires

may be communicated with the AKBA Executive and the philosophies and objectives of AKBA may be communicated with the umpires.
-To develop new umpires.

1.27 Coach/Player Development Director - Coaches Selection Committee

-Shall consist of a panel of four members

Rep Convenor

Select Convenor

VP of Rep/ Select Baseball Operations

VP of House League Baseball Operations

-Shall establish Coaches Selection Guidelines, which should outline the requirements for the coaches for each division and how coaches will be selected.

-Shall establish Guidelines of Evaluating the Coaches at the end of the season.

-Shall determine the coaches best qualified to coach each of the teams at the rep and select levels

The President shall be an ex-officio member of this committee and shall be referred to in the event of any tie breaking decisions.

1.28 Events & Awards Director - Tournaments Co-coordinator

-Shall assist all the convenors to ensure a fun and well-organized tournament for all levels of team competition- Rep, Select and House league

- Shall create a tournament booklet that may be used for tournament information at all levels. The booklet should contain scheduling, teams involved, and sponsorships.

Rep/ Select-assist tournament co-ordinator with Rep and Select tournaments.

House league- committee to assist tournament co-ordinator with House league tournaments

-Shall arrange for a ground maintenance crew to be available for all tournaments.

1.29 Budget Director

-shall assist the VP of Finance in their duties.

-shall assist and communicate with all executives & teams where budgets are concerned.

-shall follow-up on any outstanding budgets not submitted by the timelines established.

-shall be able to adjust budgets, where needed after consultation with the VP of Finance.

An Operational Procedures document will be used, and amended each year to establish all fees for the upcoming baseball season. This Operational document will be edited in the first couple of management meetings for the new season. Should any items need to be updated, due to new information, the document will be adjusted at the next management meeting.

**AURORA KING BASEBALL ASSOCIATION INC.
OPERATING PROCEDURES**

1. REGISTRATION

1.1 Principle

Costs will be determined annually based on projected expenses. Costs will be divided between the Houseleague system, the Select system and the Representative Team system, based on projected revenues and costs for each.

1.2 Fees

Fees for the 2015 year shall be as outlined below, inclusive of the Town user fee.

The AKBA will subsidise Blastball & T-Ball only.

There will be an Early Bird discount in place of \$25, for those players registering prior to March 9th, 2015.

Breakdown Baseball	Fees
House League - Blastball	\$75
House League - T-Ball	\$125
House League - Jr Rookie	\$230
House League - Rookie	\$250
House League - Mosquito	\$260
House League - Peewee	\$275
House League - Bantam	\$285
House League - Midget	\$300
Representative - Minor Rookie	\$580
Representative - Rookie	\$580
Representative - Minor Mosquito	\$600
Representative - Mosquito	\$600
Representative - Minor Peewee	\$625
Representative - Peewee	\$625
Representative - Minor Bantam	\$660
Representative - Bantam	\$660
Representative - Minor Midget	\$675
Representative - Midget	\$675
Representative - Junior	Team Fee \$3500
Representative - Senior	Team Fee \$3500

1.3 Surcharges

For the 2015 playing season, a surcharge of \$200 per player (Rookie & Mosquito), \$200 per player (Peewee), \$200 per player (Bantam), and \$200 per player (Midget) will be charged for all players selected to a Select team, and will be due by May 31st.

1.4 Refund Policy

Refunds shall be given, less a 20% administration fee, if requested prior to March 31st.

Refunds shall be given, less a 50% administration fee, if requested between April 1st and May 31st.

Refunds shall not be given after May 31st. All refund requests should be directed to the Registrar.

2. SPONSORSHIP

Sponsorship Fees

Sponsorship fees for the 2015 season shall be set as follows:

Breakdown	Fees
House league Teams	\$ 500.00

All additional sponsorship should be reported to the Aurora King Baseball Association.

3. UMPIRING

The Umpire-in-Chief will work to ensure that umpires assigned to higher levels of ball have received the proper training including certification or carding respectively. Umpires are expected to wear the full appropriate umpire uniform of their association. Umpires are also expected to wear protective equipment as recommended by their respective association.

3.1 Umpiring Fees House League Baseball

Breakdown	Baseball	Fees per Umpire	Umpires Per Game
Blastball		\$0	0
T - Ball		\$0	0
Jr. Rookie		\$20.00	1
Rookie		\$20.00	2
Mosquito		\$25.00	2
Peewee		\$30.00	2
Bantam		\$35.00	2
Midget		\$50.00	2

3.2 Umpiring Fees Rep / Select Baseball

Breakdown	Baseball	Fees per Umpire	Umpires Per Game
Rookie		\$30.00	2
Mosquito		\$35.00	2
Peewee		\$40.00	2
Bantam		\$50.00	2
Midget		\$50.00	2
Junior / Senior		\$60.00	2

3.3 Umpiring Cost Recoveries

Equipment: The association will reimburse equipment to all Umpires at a rate of \$2.00 per assignment, until total recovery has been paid. At that point, the equipment is property of the association and will need to be returned should they remove themselves from the Umpiring assignment list. Should the Umpire look to upgrade some of their items, the difference in cost will be added to their recovery amount. All equipment recovery costs will carry forward into the next Umpiring season. Any equipment that has been lost or abused will need to be purchased, with no recovery of cost.

Clinic Costs: All clinic costs will be reimburse at a rate of \$2.00 per assignment, until total recovery has been paid. The recovery amount will be established at the OBA rate, and not reflective of the actual cost charged. Should an Umpire not manage enough assignments for total recovery cost, this outstanding amount will be reset to \$0 at the end of the year (with no further payment for recovery).

All clinic and equipment recovery costs, will only be payable during the last pay period.

4. DIVISIONS FOR ASSOCIATION PLAY

4.1 House League

For 2015, the AKBA shall have the following guidelines for Houseleague Divisions, with the indicated age for all players. Any players wishing to play outside of their age group, must submit in writing to the Registrar their request. The Registrar will discuss all player movements outside of their division with the appropriate Vice-President, and copy all requests to the President. After consultation with appropriate members, the registrar will inform the family of the AKBA's decision. If the family wish now to not play, they will be entitled to a full refund regardless of the time of registration.

Blastball	Baseball	Players born in 2011
T-Ball	Baseball	Players born in 2010
Jr. Rookie	Baseball	Players born in 2009 or 2008
Rookie	Baseball	Players born in 2007 or 2006
Mosquito	Baseball	Players born in 2005 or 2004
Peewee	Baseball	Players born in 2003 or 2002
Bantam	Baseball	Players born in 2001 or 2000
Midget	Baseball	Players born in 1999, 1998, 1997

4.1.1

Any players playing more than four (4) games for a Rep team will be deemed on the Rep team, and will not be allowed to play houseleague (a tournament being deemed as one game).

4.2 York Simcoe Representative Baseball Teams

For 2015, the AKBA will offer Representative teams in the following categories based upon registration numbers:

Minor Rookie	Players born in 2007
Rookie	Players born in 2006
Minor Mosquito	Players born in 2005
Mosquito	Players born in 2004
Minor Peewee	Players born in 2003
Peewee	Players born in 2002
Minor Bantam	Players born in 2001
Bantam	Players born in 2000
Minor Midget	Players born in 1999
Midget:	Players born in 1998, 1997

4.3 York Simcoe Select Baseball Teams

For 2015, the AKBA will offer Select teams in the following categories based upon registration numbers:

Rookie	Players born in 2007 or 2006	Players must play House League
Mosquito	Players born in 2005 or 2004	Players must play House League
Peewee	Players born in 2003 or 2002	Players must play House League
Bantam	Players born in 2001 or 2000	Players must play House League
Midget:	Players born in 1999, 1998 or 1997	Players must play House League

5. HOUSELEAGUE TEAMS

5.1 League Play

The AKBA Scheduler will produce a schedule of play at least two weeks prior to Opening Day and after approval of the VP House league, it will then be forwarded to the Division Directors.

Upon special request or due to special circumstances, players may be assigned to divisions outside their age group if deemed necessary to fulfil the requirements of a full roster, upon approval of the Registrar. Any player wishing to play out of their own age group must submit a formal request in writing to the Registrar for review and consideration.

5.2 Equalization of Teams / Movement of Players

Players shall be assigned to houseleague teams at their own age division. Players may be moved to other teams in the division to equalize play. Division Directors shall work in conjunction with the Managers to select the most favourable transfer for the teams involved.

Any parent or guardian may make a special request for their Son/Daughter to be on the same team as one other player, as long as the other player wishes to make the same request. This is mainly for transportation reasons, and therefore will be accepted. All other requests will only be looked at, should it not affect the balancing of any team.

Equalization shall be made prior to Picture Day. Only in extraordinary circumstances shall a player be asked to move after that date.

Any parent or guardian opposing any such move will be provided with a full refund, thereby removing the affected player from the AKBA registration for that year.

All moves must be confirmed by the Vice-President House League.

5.3 Manager Selection

The Division Director shall select Managers and other team officials. Preference shall be given to Managers with a record of satisfactory performance in the AKBA and to those with coaching training. Managers will be strongly encouraged to undertake Baseball Level 1 (NCCP) technical and theory training.

5.4 Manager Removal

The Discipline Committee may remove a Manager or other team official under the authority of the Vice-President Baseball upon the advice of the Division Directors and following a review. This is an extraordinary event and shall be invoked rarely and for due cause.

Any Manager, Coach or Player will be ejected from a game for abusing an official of the AKBA. Any threat by a Manager, Coach or Player to any AKBA official will result in ejection from the game and suspension for the balance of the season. Any threat by a parent or guardian, or spectator, to any AKBA official will result in removal from the ballpark.

5.5 Championships

The preferred method for determining a houseleague division championship shall be a round robin tournament format. Where this is impractical, other formats will be used. In all cases, the Vice-President Baseball will approve playoff formats.

The AKBA shall purchase and award annual and individual awards for these teams. T-Ball will not play a competitive playoff, and all players will receive an All Star award from the AKBA.

Additional awards purchased by parents may be awarded but to avoid the appearance of divisional favouritism, may not be awarded as part of the Closing Day ceremonies.

6. YORK SIMCOE REPRESENTATIVE BASEBALL TEAMS

6.1 Manager Selection

Managers shall have completed or be working towards achieving Baseball Level 2 technical and Level 1 theory training prior to the start of the season. Coaches must have completed Level 1. All Managers and Coaches are to be screened.

In appointing Managers, the Coach Selection Committee shall weigh the following criteria:

- Previous experience in baseball coaching.
- Practical and theoretical training in coaching baseball.
- Leadership ability.
- Demonstrated conduct, on and off the field, appropriate to minor sports programs.
- Ability to select players on the basis of playing ability and sportsmanship.
- Previous season(s) Parent Evaluation Reports.
- Maintain Membership in good standing.

All Manager applicants shall receive an assessment of their interview if so requested.

6.2 Non-Resident Player

Any player who has been rostered on an AKBA representative team for Three (3) consecutive years will be granted honorary residency status in their fourth year and will not be subject to the non-resident rules. However, the AKBA must also abide by the York Simcoe residency rules which may supersede AKBA specifications.

Any New Non-Resident player wishing to tryout for an AKBA Rep team after October 31st, must have a Release from his home association before he/she is permitted to take part in any team activities.

6.3 Manager Removal

A Manager or other team official may be removed by majority vote of the Coach Selection Committee.

Removal of a Manager will be based upon observed, documented evidence of incompetence in or omission of, one or more of the following:

- General coaching and leadership abilities
- Ability to teach baseball skills
- Handling or control of players
- Organizational and administrative skills
- Regular practices (as diamond time and weather conditions permit)

- Fair treatment of players
- Reasonable distributed playing time
- Demonstrated conduct on and off the field appropriate to minor sports programs
- Support of the AKBA and the Town
- Lack of fair and equitable player playing time.
- Failure to collect and/or remit fees or monies owed to the AKBA.
- Failure to follow guidelines and recommendations set out by the AKBA.

6.4 Exhibition Games

Any teams entering into a home exhibition game are required to get approval from the AKBA, and will be required to pay both the umpiring fee and extra costs associated with those games. Approval must be obtained from the Rep director.

6.5 Releases

For the period, September 15th to October 31st each year, Players 14+ in the YSBA may try out with any other teams without the need for a formal release or letter of permission.

All Release requests, must be received in writing by either the Rep Director or the President. All requests must be resolved within a two week (14 days) period. No Releases will be granted until the AKBA assures that no outstanding fees are owed to the AKBA. The Releases will be granted after all outstanding fees are paid to the AKBA. The only acceptable method of payment would be either a certified cheque or money order payable to the A.K.B.A.

6.6 Manager Restrictions

Managers shall not open a bank account in the name of the AKBA. Any teams opening an account in the name of the Aurora Jays, are required to submit a year end budget, showing any balance remaining in the account. It is the belief that the Rep team funds should all be spent in the current year for all the players, and only a minimal amount (\$25-\$50) left in the account to avoid closing and setting up of a new account.

Managers must submit the names of their assistant coaches, to the Rep Director. The Rep Director may consult other members of the Coach Selection Committee, to verify if they have any concerns. Any assistant that is being considered, may be requested to appear before the Coach Selection Committee. During this appearance, the committee will ascertain if they have any concerns, and will forward the applicant their decision. Until a decision is made, the assistant is not permitted be a part of any process with the team. The assistant must provide a Vulnerable sector screening with the association, as per our policy.

Any team having more than three (3) coaches are required to get approval from the Rep Director. No Coach/Manager will be permitted to coach more than one Rep team without approval of the Rep Director.

6.7 Player Restrictions

All players are to play in their corresponding age group. It is the belief that all players remain at their respective age group, to help solidify that team.

NO player requests will be considered to play outside of their corresponding age group, until **after** their minor bantam year (14 years old).

Upon special request or due to special circumstances, players may be assigned to divisions beyond their age group. This is at the discretion of the Rep coach selection committee, chaired by the Rep Director.

Any players currently playing outside their corresponding division, will be permitted to continue with that team. Should they change back to their corresponding team, they must remain with that team.

Any team which have a minimum of 12 players showing up at tryouts, shall have at least 12 players on their roster, at the commencement of the season. Any teams not having 12 players, at their tryouts, will notify the Rep Director, who will assist in getting a list of names of potential players available.

7. SELECT BASEBALL TEAMS

7.1 Manager Selection

The Select Director shall select Managers and other team officials. Preference shall be given to Managers with a record of satisfactory performance in the AKBA and to those with coaching training. Managers will be strongly encouraged to undertake Baseball training. All Managers and Coaches are to be screened.

In appointing Managers, the Select Director shall weigh the following criteria:

- Previous experience in baseball coaching.
- Practical and theoretical training in coaching baseball.
- Leadership ability.
- Demonstrated conduct, on and off the field, appropriate to minor sports programs.
- Ability to select players on the basis of playing ability and sportsmanship.
- Previous season(s) Parents Evaluation Reports.
- Maintain Membership in good standing.

The Select Director, on the recommendation of the individual team's manager, shall approve Coaches. Managers and Coaches shall be nominated based on their organizational ability.

7.2 Player Selection

Open and publicized tryouts for selection to Divisional Select teams shall be held. Player selection shall be restricted to a minimum of 50% resident players for all divisions. The team Manager shall select players based on skill and sportsmanship. All teams will have a minimum of twelve (12) players on their roster, if twelve (12) or more try out for that team.

7.3 Manager Removal

A Manager or other team official may be removed by majority vote of the Coach Selection Committee.

Removal of a Manager will be based upon observed, documented evidence of incompetence in or omission of, one or more of the following:

- General coaching and leadership abilities
- Ability to teach baseball skills
- Handling or control of players
- Organizational and administrative skills
- Regular practices (as diamond time and weather conditions permit)
- Fair treatment of players
- Reasonable distributed playing time
- Demonstrated conduct on and off the field appropriate to minor sports programs
- Support of the AKBA and the Town
- Lack of fair and equitable player playing time
- Failure to collect and/or remit fees or monies owed to the AKBA

- Failure to follow guidelines and recommendations set out by the AKBA

7.4 Players Advancing to a Higher Series

Upon special request or due to special circumstances, players may be assigned to divisions beyond their age group if deemed necessary to fulfil the requirements of a full roster at the houseleague level, upon approval of the Registrar. Players must play for the Select team at the level equivalent to their age level.

7.5 Manager Restrictions

Managers shall not open a bank account in the name of the AKBA. Any teams opening an account in the name of the Aurora Jays, are required to submit a year end budget, showing any balance remaining in the account. It is the belief that the Select team funds should all be spent in the current year for all the players, and only a minimal amount (\$25-\$50) left in the account to avoid closing and setting up of a new account.

Managers must submit the names of their assistant coaches, to the Select Director. The Select Director may consult other members of the Coach Selection Committee, to verify if they have any concerns. Any assistant that is being considered, may be requested to appear before the Coach Selection Committee. During this appearance, the committee will ascertain if they have any concerns, and will forward the applicant their decision. Until a decision is made, the assistant is not permitted be a part of any process with the team. The assistant must provide a Vulnerable sector screening with the association, as per our policy.

Any team having more than three (3) coaches are required to get approval from the Select Director.

No Coach/Manager will be permitted to coach more than one Select team without approval of the Select Director.

7.6 Exhibition Games

Any teams entering into a home exhibition game are required to get approval from the AKBA, and will be required to pay both the umpiring fee and extra costs associated with those games. Approval must be obtained from the Select director.

8. SUBSTANCE ABUSE

The Aurora King Baseball Association has a duty to take reasonable measures to maintain a drug and alcohol free environment for its players and officials:

Managers, Coaches, Players, Umpires and other Officials shall refrain from the use or possession of alcohol or drugs while actually engaged in the performance of their duties. Failure to comply with this policy may lead to disciplinary action up to and including removal from the Association.

Managers, Coaches, Players, Umpires and other Officials shall refrain from the use of tobacco products while actually engaged in the performance of their duties. Failure to comply with this policy may lead to disciplinary action up to and including removal from the Association.

Disciplinary action shall be at the discretion of the Executive Members by majority vote.

9. HARASSMENT AND ABUSE

9.1 Definition

The AKBA wishes to maintain zero tolerance towards harassment and abuse for its Managers, Coaches, Umpires, Players and other officials. Harassment and abuse takes many forms but generally can be defined as comment, conduct or gesture directed towards an individual or group. Examples include: sexual, physical, name calling, threatening, ridiculing, intimidating, isolating or hazing of a Manager, Coach, Umpire, Player or other official. Harassment and abuse will not be tolerated. Failure to comply will be cause for disciplinary action up to and including removal from the Association.

An incident is defined as any misconduct by a Player or Coach as described above which occurs prior to the commencement of the game and immediately after the game is completed.

9.2 Ejections/Incidents

Ejections/incidents as a result of harassment or abuse as defined in Section 9.1 may be given to either a Manager, Coach or Player with the following penalties imposed:

Manager/Coach Ejections/Incidents – First ejection/incident resulting in a one-game suspension. Second offence resulting in suspension effective until a required appearance before the Disciplinary Committee comprised of a minimum of three members of the Committee, one of which must be the Vice-President of the appropriate Division.

Player Ejections/Incidents – First ejection/incident resulting in a one-game suspension. Second offence resulting in a suspension effective until a required appearance before the Disciplinary Committee comprised of a minimum of three members of the Committee, one of which must be the Vice-President of the appropriate Division. Coach representation is required at all player appearances before the Disciplinary Committee.

10. DISCIPLINE COMMITTEE

The Discipline Committee will be chaired by either the Sportsmanship Director or the President, should either be unable to attend, or in a conflict of Interest, then the Vice-President will be the chair. The Board member designated as the Chair and at least two other Board members will form the committee. The Umpire-in-Chief of the appropriate Division, will also be on the committee, if involving an incident at the diamond.

The Discipline Committee will meet when an issue regarding conduct is brought before the Board by any member.

- (i) A member is defined as a member in good standing.
- (ii) An issue will be regarded as being brought before the Board if a complaint in writing has been submitted to the Secretary, the President or the Sportsmanship Director.

Upon being informed of an issue requiring a hearing, the Chair will convene a meeting as soon as possible, but not later than two weeks from the time of notification. Once a hearing is to take place, minutes will have to be taken, to officially document the meeting for the Executive, there is no exception for minutes not to be taken.

- (i) The defendant(s) will be notified in writing of the requirement to attend the hearing for the reasons stated in the complaint. They will be further notified that failure to attend may result in a binding verdict being levied against them.
- (ii) The plaintiff(s) will be notified in writing of the hearing. The plaintiff(s) may attend and state his or her case or the plaintiff(s) may have their written submission stand as their complaint.

- (iii) Witnesses and/or anyone who may bring value to the hearing will be allowed to attend. The Chair reserves the right to limit participation to a reasonable number of people and to limit debate to a reasonable amount of time as determined solely by the Chair.

Any participant in the Discipline Committee process may have a parent or guardian present if they have not reached the age of majority.

After hearing all the evidence and conducting any necessary due diligence, the Committee will meet in private to discuss the matter and render a decision.

- (i) The decision will be rendered in writing and will be forwarded to the plaintiff(s), defendant(s) and the Secretary.
- (ii) The Secretary will forward the decision to the President.
- (iii) The President will ensure that the decision is abided by.

Failure to abide by a decision of the Discipline Committee is in itself reason for suspension, without further recourse by the defendant(s).

The defendant(s) has the right to appeal any decision by the Discipline Committee to the President in the form of a "President's Appeal".

A President's Appeal is a submission in writing to the President of the Aurora Minor Ball Association.

As with all President's Appeals, the appeal is only valid if it contains new evidence not previously known to the Discipline Committee.

The President's decision is final.

11. UNIFORMS

All uniforms, inclusive of hats, jerseys, socks, belts, undershirts, pants and jackets must be approved by the AKBA Executive. All Uniforms, are to continue with the previous years details, and suppliers unless changes have been approved at the Executive level.

All House League players are required to wear the approved Baseball Uniform as established by the Executive. All players must wear the approved hats, pants or shorts for all ball games. The Colour of these pants are to be grey. Players will not be permitted to play if not in Full uniform (Jersey, Hat and Pants) by June 1st.

All uniforms for the AKBA Representative Baseball Division, will be approved by the Rep Director. These uniforms will include all hats, jerseys, socks, belts, undershirts, pants and jackets.

All uniforms for the AKBA Select Baseball Division, will be approved by the Select Director. These uniforms will include all hats, jerseys, socks, belts, undershirts, pants and jackets.

The use of any of Aurora King Baseball's Logos or other trademarks, are to be presented for approval to the appropriate Director to be sure it meets our standards.

All Representative division players who re-use their uniform top, will be entitled to a \$75 rebate. These rebates will be sent via a cheque, after June 30th.

12. DIAMOND ALLOCATION

All diamond times must be approved by the Scheduler.

All gym permitted times from the various school boards, will not begin before Nov 1st, and will not be permitted beyond April 30. From November 1st through to January 31st, All gym permitted time will be exclusively for the Representative teams, the only exception to this would be clinics or programs approved by the Executive. Beginning February 1st, the House League programs will be given times, as long as the registration of players has begun, and the number of registered players is past a minimum of twelve (12). The Select program, will begin to be given time slots after the March Break, whereas these times will be for players stating to try out for Select, or any other registered players that the coach may want to invite.

All players looking to take part in any gym permitted times, must be registered. There will be a grace period up to January 31st, to allow them to register, once the registration opens for that upcoming season. Therefore NO players that are not registered will be in the gym.

13. VACANT POSITIONS

In the event that any position is vacant on the Executive, all inquiries are to be directed to the President. The President will then notify the remaining executives of the position to be filled, and ask for any reasons why this person should not be considered for the position. Based on the results, this person could assume those responsibilities right away, or left to be determined at the next executive meeting.

14. ADDITIONAL MATTERS

By-Laws and Procedures cannot cover specifically, each situation that may arise. Therefore, the AKBA Executive in a regular or special meeting 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.

15. Privacy Policy

All information derived from members registration or any other AKBA database will be kept confidential. This information will not be given to 3rd parties for the solicitation of business.

16. Web site photography

Whenever there are photographs of AKBA players posted on the AKBA website, no names will be published. The AKBA strongly suggests that any AKBA team website, also adhere to this policy.

17. Vulnerable Sector Screening

- NEW PROCESS THIS YEAR,
ALL COMPUTERIZED = INSTANT

All coaches must abide by our Vulnerable Sector Screening Policy. All coaches must follow the guidelines in our policy. The Vulnerable sector screening will be valid for a 3 year time period.

New Coaches will be given a grace period to obtain their screening for 30 days. If, the coach has not submitted his screening by that time, he is then no longer permitted to be performing any duties as a coach, until at such time his/her screen is received, and he/she is approved.