

SOO SELECT BASEBALL ASSOCIATION

ESTABLISHED OCTOBER 1994

OPERATING BY- LAWS

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Article 1. NAME

Section 1.01 This organization shall be known as the Soo Select Baseball Association.

Section 1.02 All Select Teams shall have the name of Soo Black Sox

Section 1.03 The official colours of the SSBA shall be Orange on Black

Article 2. AIMS AND OBJECTIVES

Section 2.01 To provide an opportunity for young men and women to enjoy amateur sport through the game of baseball at a competitive level as governed by the Ontario Baseball Association.

Section 2.02 To develop and encourage sportsmanship and fellowship among all participants for the promotion of physical, mental and social well being.

Section 2.03 To improve the player's skill level through increased practice and playtime.

Section 2.04 To assemble the best available team staff to teach and instruct players in the skills required playing at the tournament level.

Article 3. AMENDMENTS

Section 3.01 A notice of motion is required to amend any article and all S.S.B.A. executives must be notified of the proposed amendment and date of scheduled vote at least 72 hours prior to the meeting.

Section 3.02 To amend Articles (1) and (2) requires 2/3-yes vote of all eligible voters.

Section 3.03 To amend any other article, a vote of 50% plus one in favour of the amendment is required.

Article 4. SOO SELECT BASEBALL ASSOCIATION EXECUTIVE

Section 4.01 The Soo Select Baseball Association, S.S.B.A. executive shall consist of the president of the S.M.B.A., general manager, secretary, treasurer, equipment manager, fund raising co-ordinator and technical advisor and training facilitator. The S.M.B.A. executive will be notified in writing for their approval of all appointments to the S.S.B.A. Executive.

Section 4.02 The S.M.B.A. executive will appoint a general manager, who will become chairman and voting member of the S.S.B.A. executive.

- Section 4.03 Appointed S.S.B.A. executive will have a vote on all matters. Any member of the Soo Select Executive that is also a head coach or manager of a coaching staff for a Soo Selects Team shall not have voting privileges.
- Section 4.04 S.S.B.A. executive members are to be appointed by March 1st. The following terms for the executive are as follows.
- GENERAL MANAGER – 3 YEARS
- TREASURER – 2 YEARS
- SECRETARY – 1 YEAR
- EQUIPMENT MANAGER – 1 YEAR
- TECHNICAL ADVISOR – 1 YEAR
- FUND RAISING CO-ORDINATOR – 1 YEAR
- TRAINING FACILITATOR – 1 YEAR
- PUBLIC RELATIONS – Y YEAR
- Section 4.05 The S.M.B.A. president may designate a member of the house league executive to represent him at S.S.B.A. executive meetings.

Article 5. OPERATIONAL BY-LAWS

- Section 5.01 The S.M.B.A. registrar will act as signing agent for the purposes of all O.B.A. players' cards.
- Section 5.02 On an annual basis, the S.S.B.A. executive will review coaching and staff applications and appoint personnel as required.
- Section 5.03 The S.S.B.A. executive reserves the right to regulate the number, category, and activities of all Select teams; including numbers of players and assignment of personnel.
- Section 5.04 The S.M.B.A. executive will provide a year end banquet for all S.S.B.A. teams.
- Section 5.05 The S.S.B.A. executive will act as a review board on matters that are appealed outside the jurisdiction of the Ontario Baseball Association (O.B.A.). Matters of discipline will be reviewed by the S.S.B.A. executive when a member of the committee issues sanctions or suspensions authorised to do so.

- Section 5.06 When acting as an appeal board, the S.S.B.A. executive will designate a time and a place for a hearing to which all parties directly involved will be invited to attend. In any event the S.S.B.A. executive will meet no later than ten days following the written receipt of a notice of appeal and render a decision at the earliest possible moment. For those purposes, three S.S.B.A. executive members shall be considered a quorum.
- Section 5.07 The S.S.B.A. executive through its committee appointees will endeavour to create and implement developmental programs beneficial to all teams and staff that will provide an orderly transition between categories and age groups.
- Section 5.08 The S.S.B.A. executive will be responsible for disciplining or discharging those persons (includes spectators, coaching staff and players), not acting in the best interests of the Select teams system or those who are found to be in contravention of the directives or policy or aims of Soo Select Baseball Association.
- Section 5.10 These By-Laws may be changed during the course of the current season, only pending SSBA Executive approval.
- Section 5.11 The S.S.B.A. executive will deal exclusively with the media with respect to releases that deal with Select team policy and procedures.
- Section 5.12 Field time used by S.S.B.A. will be scheduled through the S.M.B.A. convenors.

Article 6. COACHING APPLICATION CRITERIA

- Section 6.01 Coaching candidates must apply on an annual basis using the form provided for a position in the Soo Select team structure.
- Section 6.02 Successful candidates are advised that in succeeding seasons, progression to the next age category is not automatic.
- Section 6.05 The S.S.B.A. executive will collectively consider the merits of each application based on pre-established criteria. However, should the deliberations not be unanimous, the file will be forwarded to the S.M.B.A. for final disposition.
- Section 6.06 Interviews will be conducted with each applicant for head coach by Soo Select Executive.
- Section 6.07 All candidates will be contacted, at the earliest opportunity and advised of the results of the selection process. Notification will also be made through the media only after personal notification has taken place.

- Section 6.08 It is an objective of the S.S.B.A. executive that the coaches not remain with the same group of players for more than two consecutive seasons. However, there may be exceptions due to extenuating circumstances.
- Section 6.09 The S.S.B.A. executive must approve all team staff.
- Section 6.10 All Select coaching staff must sign a Code of Conduct Outline on an annual basis.

Article 7. TEAM OPERATIONAL BY-LAWS

- Section 7.01 Abuse of officials, conduct that makes a travesty of the game or disregard for the Operational By-Laws will not be tolerated; by any member of the coaching staff, player or team official and will be suspended from all team operations &/or play immediately. The member(s) shall remain suspended from team activities until each incident is reviewed by the SSBA Executives at their earliest convenience. The Select teams have a responsibility to represent Sault Ste. Marie in a manner that is beyond reproach. Team staff is charged with the responsibility of setting an example and must adhere to common sense principles when dealing with our players.
- Section 7.02 Teams require the permission of the S.S.B.A. prior to entering any tournament. League play and O.B.A. play-offs remain the first priority.
- Section 7.03 Teams may not bill the Soo Select Association for equipment purchases without first submitting in writing to the Equipment Manager fully disclosing items requested and all costs related to the request. Expenditures must be approved by the executive.
- Section 7.06 The announcement of team selections cannot be made prior to the annual Soo Select banquet.
- Section 7.07 Teams must be selected **48 hours** prior to S.M.B.A. player drafts of the current season with the proper number of players as stipulated by the S.S.B.A. executive **(12)**. The number of players not to be in contravention of the O.B.A. regulations.
- Section 7.08 Except in an affiliation agreement, teams may not use or card under age players without prior written consent from the S.S.B.A. executive.
- Section 7.09 Teams may affiliate with players of a lower category as provided for in the O.B.A. Constitution and playing rules.

- Section 7.12 When teams directly receive out of town tournament entry forms they are to forward a copy of it to the secretary for references filing.
- Section 7.13 All Teams must compete in the O.B.A. Provincial Championships.
- Section 7.14 All Teams must submit to S.S.B.A. executive a list of tournaments that they will be competing in by May 31. Any change in the schedule must be submitted to the S.S.B.A. executive.

Article 8. SPONSORSHIPS

- Section 8.01 Team managers may obtain a major sponsor.
- Section 8.02 Sponsorship request may not adversely affect the current house league sponsorships. Should a sponsor already have a house league commitment, his assistance to a Select team must be in addition to and not in lieu of. The S.S.B.A. executive will provide an updated list of house league sponsors for each manager.
- Section 8.03 Individual or team Sponsorship bars must not cover the Soo Select Baseball Logo or be on the front of the jersey. The S.S.B.A. executive must approve design and location.
- Section 8.04 The SSBA may obtain a Major Sponsor for a Select team not already affiliated with one, when feasible.

Article 9. EQUIPMENT/EQUIPMENT MANAGER

- Section 9.01 All equipment purchases will be made through the auspices of the equipment manager who will attempt to secure the best prices through volume purchasing. The Equipment Manager will keep the General Manager apprised of all purchases.
- Section 9.02 No one other than the Equipment Manager or the General Manager acting in their absence may sign for retail purchases on behalf of the S.S.B.A. executive.
- Section 9.04 All equipment purchased with team funds remain the property of the S.S.B.A. executive and will be collected by the Equipment Manager at the end of the season.
- Section 9.05 Team uniforms will be issued at the beginning of the season in a clean, repaired condition. During the active season, maintenance of uniforms is the responsibility of the team manager to co-ordinate with the equipment manager.

- Section 9.06 Team uniforms may be used for league, exhibition, or tournament games. They are not be used for practice purposes. Affiliate players are not to use any part of the uniform for any reason other than when they are required to play for the Select Team.
- Section 9.07 The SSBA Equipment Manager shall verify with each Select team manager, at the start of the season, a complete and current list of equipment given to each team to operate with. The Select team manager will verify the items and take all reasonable steps necessary to arrange for the return of these items upon the completion of the season.
- Section 9.08 The SSBA Equipment Manager shall take inventory upon the completion of the playing season for each Select team and submit an inventory report to the SSBA Executive.

Article 10. TOURNAMENT CHAIR

- Section 10.01 Responsible for the overseeing the operations of sanctioned tournaments including Promotions, Scheduling, Officials, Transportation, Booking fields and assigning duties to assistants.

Article 11. COACHES

- Section 11.01 Coaches report to the General Manager with respect to the overall operation of the team to which they are assigned by the S.S.B.A. executive. Coaches are allowed to discipline team staff and players who have the same right of appeal as outlined in Article 5.05 and 5.06. However, in this instance, the aggrieved party must first petition in writing to the General Manager who shall attempt to satisfactorily resolve the dispute within 10 days of receipt of the written complaint. Should the attempts be unsuccessful, the matter will be referred to the S.S.B.A. executive as outlined above.
- Section 11.02 Coaches are responsible to implement the developmental programs of the S.S.B.A.
- Section 11.03 Coaching positions are reviewed annually and progression to the next age category is not automatic.
- Section 11.04 Coaches must act in a responsible manner that brings respect to the Select team system. They may face sanctions from the S.S.B.A. executive that are in excess of that issued by the O.B.A. including suspension or dismissal.

Article 12. TEAM MANAGERS

- Section 12.01 Shall keep the financial records of the team, obtain sponsorships, conduct and schedule fund raising activities.
- Section 12.02 All monies received from parents, sponsorships, fund raising activities and the S.S.B.A. executive committee will be considered team funds and spending the same will be subject to the guidelines issued by the S.S.B.A. executive.
- Section 12.03 Managers are required to provide the S.S.B.A. executive and parents with a proposed budget and a year end financial statement. The proposed budget must be presented to the S.S.B.A. executive by April 15th of the current season. The statement to be submitted to the Treasurer no later than Sept. 30th of the current season.
- Section 12.04 Team manager and coach are required to maintain a separate team bank account. All funds are to be deposited into this account. All transactions are to require two signatures. The account is to be closed at the end of each season, and any surplus funds distributed to the players.
- Section 12.05 The Manager will provide the statistician with team copies of all game sheets as per article 7:11.
- Section 12.06 The team manager is responsible to ensure that all game results are called in to the media or a person designated by the S.S.B.A. executive for this purpose.
- Section 12.07 Team managers are responsible for securing the services of the officials for all exhibition games.

Article 13. GENERAL MANAGER

- Section 13.01 Is responsible for the overall operations of all teams and for implementing programs as set out by the S.S.B.A. executive.
- Section 13.02 Subject to the S.S.B.A. executive review, the General Manager is authorised to suspend anyone involved in team operations when that person is found to be in contravention of the aims and objectives of the S.S.B.A. executive. The appeal process is found in Article 5.05 and 5.06.
- Section 13.03 The General Manager is to provide the S.S.B.A. executive with a year-end report outlining recommendations from the teams and/or suggestions for policy change for the betterment of the system.

- Section 13.04 Act as a liaison with the Algoma Baseball Association (A.B.A.) with regards to travel permits, O.B.A. player's cards and notices of suspension.
- Section 13.05 Ensure that all fees are paid to the O.B.A. with regards to the registration of teams and travel permits requested by them.
- Section 13.06 Act as a liaison and spokesman for the teams at the S.S.B.A. executive level.
- Section 13.07 Will forward a copy of any notice of suspension to the secretary of S.M.B.A.

Article 14. TREASURER

- Section 14.01 To maintain an accurate accounting of all financial transactions of the S.S.B.A. executive.
- Section 14.02 To establish accounts as required providing for any two signatures of members of the S.S.B.A. executive.
- Section 14.03 To receive all monies including fees and pay accounts as approved by the S.S.B.A. executive.
- Section 14.04 To provide the S.S.B.A. executive with a proposed budget, to be approved by the executive, and produce a year end financial statement.
- Section 14.05 To recommend to the S.S.B.A. executive changes in fee structures and operating procedures that will ensure the financial success of the teams.
- Section 17.08 Ensure all committee and team sponsors receive receipts using the approved form.

Article 15. SECRETARY

- Section 15.01 Will use the S.S.B.A. post office box for all committee and tournament correspondence. Teams or committee members may not use home addresses.
- Section 15.02 To maintain minutes of meetings and record it.
- Section 15.04 The secretary shall provide a reference file containing copies of tournament applications received from the teams or through correspondence to which the team managers, tournament chairmen and general manager will have access to them.
- Section 15.05 The secretary shall circulate the agenda and minutes from previous meeting prior to the next meeting of the S.S.B.A. executive Committee.

Section 15.06 Report on any correspondence received and any other meetings attended with regards to Soo Select teams.

Article 16. FUND-RAISING

Section 16.01 While fund-raising activities remain within the job description of team managers, no fund-raiser may be undertaken without the knowledge and consent of the S.S.B.A. executive.

Section 16.02 Parents and coaching staff of all S.S.B.A. will be required to work league fundraisers on assigned dates. The general manager will determine the number of workers required for each fundraiser.

Section 16.03 Each select team will be responsible to participate in SSBA fundraising activities. It will be the responsibility of each team to assume the agreed upon and designated cost of the fundraiser, which will be determined by the SSBA executive, coaches, team managers and parent representatives by May 31st each year.

Section 16.04 No affiliate player shall contribute or be expected to fundraise towards team expenses. Affiliate players will only be expected to pay for travel costs when they attend a tournament.

Article 17. PUBLIC RELATIONS

Section 17.01 Co-ordinator of a major program suitable for all tournaments and house leagues using inserts with respect to team line-ups and schedules.

Section 17.02 Co-ordinate with Select team managers.

Section 17.04 Assist team managers to obtain sponsorships thereby minimizing the number of times businessmen are contacted.

Section 17.09 Work closely with the media to promote the objectives of S.S.B.A..

Section 17.10 Act as spokesperson during tournaments for the purposes of news releases.

Article 18. TEAM EXPENSES

Section 18.01 Subject to team budget constraints as approved by parents prior to May 1st each year, and Articles 18.03 and 18.04, team staff members up to a maximum of four are not required to pay for:

- (a) Transportation to and from out of town games or tournaments as per 18.04.
- (b) Lodging as per 18.03.
- (c) Paraphernalia that is provided for the player (e.g. jerseys, pants, belt and caps only), Any extra paraphernalia not approved by the parents when the team budget is approved are to be paid for by the coaches.

Section 18.02 Under no circumstances may the S.S.B.A. executive, committee member or team staff be compensated for lost employment time.

Section 18.03 When coaching accommodation requirements exceed two rooms on a road trip, the expenditure is to be pro-rated so as not to exceed the allowable two room maximum allowance. This may occur when team staffs bring their spouses with them.

Section 18.04 Transportation costs to be reimbursed will not exceed the equivalent of four bus seats if bus is used or the gas for one vehicle where individual cars are used. ***There shall be no double dipping.*** Any coach that collects gas money from players shall not receive transportation costs as outlined in this section.

Article 19. COMMITTEE MEMBERSHIP (NON-VOTING)

Section 19.01 The S.S.B.A. executive may name as many members as necessary to staff the committee in an effort to ease the workload and provide liaison with the teams and sponsors.

Article 20. EXECUTIVE EXPENSES

Section 20.01 Committee and S.S.B.A. executive members must obtain S.S.B.A. executive sanction prior to representing Soo Select at tournaments or meetings with other groups.

Section 20.02 All S.S.B.A. executives out of town travel must receive prior approval of S.S.B.A. executive, however if this is not possible or feasible, the General Manager may authorise and report at the next meeting of the Soo Select Baseball Association.

Section 20.03 While representing Soo Select, all reasonable expenses will be covered by the Association. This includes travel, meals, accommodations and any other day-to-day expenses incurred by the member(s).

Section 20.04 The S.S.B.A. executive may reimburse accommodation or transportation for its members, committee personnel or designated representatives to attend meetings, tournaments or out of town league play.

Article 21. PLAYERS PLAYING TIME

Section 21.01 The coaching staff will determine the playing time for each player. Each player must average 3 innings per game in any tournament attended, OBA playoffs excepted.

Section 21.02 TEAM MANAGERS ARE TO PROVIDE A COPY OF THIS ARTICLE TO ONE OF THE PLAYER'S PARENTS PRIOR TO THE SIGNING OF O.B.A. CERTIFICATE.

Section 21.03 For house league games no affiliate player shall be called up to the select team unless the team is going to have less than 11 players at start of the game. The number of affiliates called up shall not bring the team total to more than 11 when regular players are absent for any reason. The intentions of the affiliate players are to only to replace one of the twelve regular players due to injuries, suspensions of absenteeism.

Article 22. TECHNICAL ADVISOR

Section 22.01 Responsible to and reports to the S.S.B.A. executive.

Section 22.06 Responsible for the evaluation of coaching staff during practices and games. (These evaluations will form part of the criteria used in the selection of coaching staff for the following year.)

Section 22.07 Develop guidelines in conjunction with the coaches regarding team practices by April 30th each year. To draft a guideline for training in each division which includes goals and objectives for the development of each player by the end of the year. The intention is to have continuity from one division to the next on training and development.

Section 22.09 The intended purpose of the development program is;

(a) Skill development of all players

(b) Continuity of training

Article 23. Training Facilitator

- Section 22.02 The Facilitator of Training is to provide to the S.S.B.A. executive regular reports about the progress of the development programs.
- Section 22.03 Responsible for carrying out and oversee programs for the development of all players involved in Soo Selects.
- Section 22.04 Help coaching staff in the application of programs.
- Section 22.05 Insure that the teams and staff are following the program aims and that the program objectives are being met.
- Section 22.08 Conduct or co-ordinate training seminars for coaching staff