



# CLARINGTON BASEBALL ASSOCIATION

CONSTITUTION AND BY-LAWS

EFFECTIVE October, 2022

## Contents

### Contents

Article 1	4
NAME OF THE ASSOCIATION	4
Article 2	4
OBJECTIVE OF THE ASSOCIATION	4
Article 3	4
GENERAL MEMBERSHIP IN THE ASSOCIATION	4
ADDITIONAL MEMBERSHIP ROLES	5
Article 4	5
ANNUAL GENERAL MEETING	5
Article 5	6
ORDER OF BUSINESS (CBA ANNUAL GENERAL MEETING)	6
Article 6	7
CBA EXECUTIVE	7
Article 7	8
DUTIES OF THE EXECUTIVE	8
Article 8	11
CONFLICT OF INTEREST	11
Article 9	12
PROTECTION OF DIRECTORS AND OFFICERS	12
Article 10	13
FINANCES	13
Article 11	14
FUNDRAISING	14
Article 12	14
SPONSORSHIPS	14
Article 13	15
REGISTRATION	15
Article 14	15
CBA RELEASES - ALL PLAYERS	15

Article 15	16
MANAGERS AND COACHES	16
Article 16	17
CBA HOUSE LEAGUE DISCIPLINE	17
Article 17	18
TOURNAMENTS	18
Article 18	18
CBA BOARD & COMMITTEES	18
Article 19	19
CBA PAST PRESIDENTS	19
Article 20	20
UMPIRE OPERATIONS	20
Article 21	21
BOUNDARIES	21
REVISION HISTORY/SUMMARY OF CHANGES:	22
Appendices	24

## Article 1

### NAME OF THE ASSOCIATION

1. This Association shall be known as the “Clarington Baseball Association” or by the initials “CBA”. Hereinafter references to the ‘Association’ or ‘CBA’ shall be interpreted as representing ‘Clarington Baseball Association’.
2. As a member Association of the following, CBA shall abide by the overarching rules set out by these governing bodies, in addition to the adaptation of these rules specifically for House League play in Clarington Ontario:

Eastern Ontario Baseball Association (EOBA)
Ontario Baseball Association (Baseball Ontario or OBA)
Eastern Ontario Select Baseball Association (EOSBA)
Baseball Canada

## Article 2

### OBJECTIVE OF THE ASSOCIATION

The objective of the Association shall be as follows:

- a) To administer and promote organized minor baseball in the Municipality of Clarington;
- b) To foster and encourage the sport of baseball in general;
- c) To foster community spirit among members and supporters;
- d) Promoting sportsmanship and player development;
- e) And such other complementary purposes not inconsistent with these objects.

## Article 3

### GENERAL MEMBERSHIP IN THE ASSOCIATION

Members in the association shall be entitled to one (1) vote per person, per registered player at all Annual General Meetings (AGM) (e.g. a family with 2 players can have both parents attend the AGM, with one representing each player during a vote).

1. General Members

General Members in good standing shall be composed of all of the parents or legal guardians of children who are duly registered and who have made full payment of registration fees with the CBA.

## **ADDITIONAL MEMBERSHIP ROLES**

Additional voting rights are detailed within membership class descriptions. Members with multiple roles may only vote once per motion. There shall be the following classes of membership within the CBA, namely:

### **2. Executive Members**

Executive Members in good standing shall be composed of all of the positions listed in Article 6 and all shall have one (1) vote at all Annual General Meetings (AGM) or General Meetings of the members.

### **3. Team Managers and Coaches**

Team Managers and Coaches in good standing are those individuals who are acknowledged and sanctioned by the CBA to actively partake in the roles necessary to support the activities of the CBA.

### **4. Players**

Players, who are at least 18 years of age else their parent/legal guardian, in good standing, shall be composed of all of the children who are duly registered with the CBA (and have made full payment of the registration fees) and are entitled to participate in the activities of the CBA.

### **5. Umpires**

Umpires, who are at least 18 years of age else their parent/legal guardian, in good standing, shall be composed of all of the "Umpires" who are active in the previous season with the CBA (and have made proper payment of the OBA or CBA for registration fees and have attended the required clinic(s) and completed the annual examination(s)) and are entitled to participate in the activities of the CBA.

### **6. Immediate Past President**

The Immediate Past President in good standing shall have the right of delegates at all Annual Meetings of the CBA, including the right to vote.

## **Article 4**

### **ANNUAL GENERAL MEETING**

1. The Clarington Baseball Association Annual General Meeting (AGM or Annual Meeting) is to be held in the month of October at a time and location to be decided upon by the Executive.
2. Notice of the AGM Meeting is to be provided at least four (4) weeks prior to the date selected.

3. The purpose of the AGM shall be to:
  - a. Review the minutes of the previous AGM
  - b. To hear and receive reports on all matters relevant to the Association
  - c. To motion and accept organizations for the roles of Accountant, Auditor, Bookkeeper and Legal representative for the CBA
  - d. Elect all Executive members whose roles have expired
  - e. Transact any other business properly brought before the meeting
  - f. Report the financial status of the Association
4. An amendment to the Constitution and By-laws may only be made at an Annual General Meeting and must be approved by 2/3 of the votes cast in respect of such amendment in order to carry.
5. Amendments to the Constitution and By-laws must be proposed in writing and submitted to the Secretary by September 1st of each year.
6. Nominations for the Executive are to be provided to the Secretary prior to the scheduled Annual General Meeting. Nominations for roles without advance nominations may be accepted from the floor at the AGM. All nominations are subject to acceptance by the nominee, and approval at the AGM.

## Article 5

### ORDER OF BUSINESS (CBA ANNUAL GENERAL MEETING)

1.	Welcome
2.	President's Address
3.	Minutes of the last Annual General Meeting (AGM)
4.	Secretary's Report
5.	Treasurer's Report
6.	Correspondence
7.	Committee Reports
8.	Amendments
9.	General Business
10.	Election of Officers and Directors

## Article 6

### CBA EXECUTIVE

The Executive of the Clarington Baseball Association shall be comprised of the following voting positions, with the associated terms of service:

<b>Role</b>	<b>Term</b>	<b>Election Year</b>
1. President	2 years	Even
2. Vice President	2 years	Odd
3. Secretary	2 years	Odd
4. Treasurer	2 years	Even
5. Registrar; Elite, Rep, Select	2 years	Even
6. Registrar; House League, Jr House League, Blastball	2 years	Odd
7. Director of Marketing & Communications & Sponsorship	2 years	Even
8. Director of Scheduling	2 years	Odd
9. Director of Rep	2 years	Even
10. Director of Select	2 years	Even
11. Director of House League	2 years	Odd
12. Director of Jr. House League	2 years	Odd
13. Director of Blastball	2 years	Even
14. Director of Player & Coach Development	2 years	Odd
15. Director of Equipment & Uniforms	2 years	Odd

1. The Executive may (subject to ratification by the CBA Board of Directors) appoint additional Directors/Managers to ensure the effective operation of the Association.

Other Directors/Managers/Umpire in Chief (UIC) - Non-voting members of the Association who carry a portfolio and report directly to an Executive Member(s) and may attend monthly meetings, but are not required, unless specifically requested.

2. To run for President, the candidate must have served on the CBA Board of Directors for at least 1 year.
3. Any CBA Executive member who misses three (3) consecutive meetings without acceptable reason(s) shall relinquish their position within the CBA. Any particulars or special circumstances will be decided by a vote of the CBA Executive (excluding the Executive in question).
4. All Executive members shall be responsible for notifying the Secretary of the CBA twenty-four (24) hours prior to a scheduled Executive Meeting of his/her inability to attend and the reasons thereto.
5. Executive Meetings shall be held monthly. Should the need arise; additional or special meetings may be scheduled at any time by the President or upon request of three (3) or more Executive members. Notification of meetings shall be delivered to all current executives at least 24 hours in advance.
6. All items, which require a vote, require only a simple majority of the CBA Executive.
7. The President shall vote only to break a tie.
8. All Executive Members of the CBA must produce a valid "police check" or acceptable Offence Declaration every two (2) years in order to remain in good standing with the Executive.
9. Quorum: A quorum at any meeting of the board shall be a simple majority of the Executive, present in person, at least one of whom must be the President or Vice-President.
10. Any member of the CBA Executive may be removed from office for conduct detrimental to the CBA, at a meeting of the CBA Board of Directors upon a resolution approved by 2/3 of the votes cast in respect of such resolution. Notice must be given at least 7 calendar days prior to the meeting to all members of the CBA Board of Directors of the intention to bring such a resolution before the meeting.

## Article 7

### DUTIES OF THE EXECUTIVE

#### 1. President

The President shall be responsible for the overall operations of the Association as outlined and directed by the Executive; he/she shall chair all executive meetings, if present. The president shall have signing authority.

#### 2. Vice-President

The Vice-President shall act in place of the President in his/her absence. They will perform such duties from time to time prescribed by the board and / or the president. The vice-president shall have signing authority.

#### 3. Secretary

The Secretary shall record the minutes of Executive meetings; he/she shall be responsible for preparation of all meeting agendas, receipt of and coordination of all correspondence for any matter to



be taken to the Executive and communicating meeting dates/times to all board members and all parties having business at a meeting of the Executive/AGM. Records shall include the annual compilation of the effective Constitution, Board Members directory, Terms of Reference for all Committees, Minutes from each meeting of the Board or Executive, Minutes from meetings of Committees, Financial reports, public statements/media articles/advertisements and other records of the Board for the year. The Secretary shall have signing authority.

#### 4. Treasurer

The treasurer shall manage and record all financial matters (accounts receivable and payable) of the Association; he/she shall issue, upon request any receipts for monies received and shall issue cheques/payments, as per the Constitution and with approval of the Executive, for accounts payable; he/she shall provide a detailed year-to-date financial statement for each meeting of the Executive; he/she shall prepare a proposed Budget for approval by the Executive at the November meeting. The treasurer shall coordinate and provide records to facilitate the annual financial audit, and routine bookkeeping. The treasurer shall have signing authority.

#### 5. Registrar; Rep, Select, Elite

The registrar shall be responsible for the accurate recording of all players, coaches & coach “police check” or Offense Declaration and officials for the CBA in the Rep, Select and Elite divisions. Submission and correspondence for Rosters with the EOBA and OBA and communication back to coaches. They will ensure all registration monies have been collected and liaise with the treasurer to ensure monies are deposited into the CBA bank account. Only data from the registrar shall be used for official association communication.

#### 6. Registrar; House league, Jr. House league, Blastball

The registrar shall be responsible for the accurate recording of all players, coaches & coach “police check” or Offense Declaration and officials for the CBA in the House league, Junior House league and Blast ball divisions. Submission and correspondence for Rosters with the EOBA and OBA and communication back to coaches. They will ensure all registration monies have been collected and liaise with the treasurer to ensure monies are deposited into the CBA bank account. Only data from the registrar shall be used for official association communication.

#### 7. Director of Marketing & Communications

Responsible for all official association communications to external parties. Shall be responsible for actively seeking and maintaining a strong relationship with sponsors for the association. Securing financial obligations of sponsors, delivery of sponsor memorabilia.

#### 8. Director of Scheduling

Responsible for scheduling of all games, practices and events for the association. The Director liaises with the Municipality of Clarington to ensure appropriate permits are obtained.

#### 9. Director of Rep

Shall be responsible for the day-to-day operation of the Rep/Elite baseball program within the CBA, shall recommend to the Executive any policy changes regarding the operation of the programs.

The Director of Rep will assist the Rep managers and coaches in dealings; correspondence and ensuring the association remains in good standing with the EOBA and OBA. The Director of Rep will be responsible for receiving release requests on behalf of the CBA and bringing them forward to the executive as per "Article 13" of our constitution and notifying the parent(s) accordingly (e.g. provision of the Release or notification of the reason for not providing the Release).

The Director of Rep shall provide support for the ongoing development of coaches and players within the Rep and Select Programs (e.g. coordination of development opportunities, courses, instruction events, etc.)

The Director of Rep shall be the main CBA 'EOBA representative' and shall attend all EOBA monthly and special meetings including the AGM, representing the interests of the CBA.

#### 10. Director of Select

Shall be responsible for the day-to-day operation of the Select baseball program within the CBA, shall recommend to the Executive any policy changes regarding the operation of the Select program. The Director of Select will assist the Select managers and coaches in dealings; correspondence and ensuring the association remains in good standing with the EOSBA and shall represent the CBA with the EOSBA.

#### 11. Director of House League

Shall be responsible for the day-to-day operation of the House League baseball program within the CBA, shall recommend to the Executive any policy changes regarding the operation of the House League program (e.g. team creation, volunteer coordination, etc.).

#### 12. Director of Jr. House League

Shall be responsible for the day-to-day operation of the T-Ball / 4-Pitch baseball program within the CBA, shall recommend to the Executive any policy changes regarding the operation of the T-Ball / 4-Pitch baseball (e.g. team creation, volunteer coordination, etc.).

#### 13. Director of Blastball

Shall be responsible for the day-to-day operation of the Blastball baseball program within the CBA, shall recommend to the Executive any policy changes regarding the operation of the Blastball baseball (e.g. team creation, volunteer coordination, etc.).

#### 14. Director of Player & Coach Development

The Director of House League Player & Coach Development brings forward to the board suggestions, strategies and initiatives to strengthen the skills of players and coaches. Leads approved initiatives and chairs committees identified by the board with an aim to improve player/coach skills in the association. This role includes the coordination of 'winter workouts' for House League players and/or coaches.

#### 15. Director of Equipment and Uniforms

The Director of Equipment and Uniforms shall be responsible for all association equipment, including but not limited to inventory, budgeting and ordering of new equipment, allocation and delivery. All requests for association equipment must be made through the equipment manager. Purchases will be authorized by the equipment manager with the approved operating budget set by the executive. Detailed inventory shall be maintained and reported to the Executive annually or upon request. This member will also place and track orders for all uniform needs of the association, following established procurement policies and procedures. Ensure the timely distribution of uniforms.

Note: The Executive of the CBA will prepare a detailed listing of “members and duties” for each position or committee. The listing shall be updated annually in February and will be attached to the Constitution as an Appendix.

## **Article 8**

### **CONFLICT OF INTEREST**

1. No person who holds a voting position on the CBA Executive shall hold an Executive position or have voting power in any other baseball association, other than those governing organizations seen in Article 1, Item 2, unless a written exception is received from the CBA Executive.
2. All Executive members must declare a conflict of interest if he/she stands to gain from any financial decisions made by the CBA.
3. No two signing authorities can be from the same family.
4. The Executive has the right to determine a conflict of interest case.

## **Article 9**

### **PROTECTION OF DIRECTORS AND OFFICERS**

#### Limitation of Liability

1. No director or board member of the CBA shall be liable for the acts, receipts, neglects or defaults of any other director, officer or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the CBA through the insufficiency or deficiency of title to any property acquired by order of the Executive for or on behalf of the CBA, or for the insufficiency or deficiency of any security in or upon which any of the moneys of the CBA shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person with whom any of the moneys, securities or effects of the CBA shall be deposited, or for any loss; occasioned by any error of judgment or oversight on his part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his office or in relation thereto unless the same are occasioned by his/her own willful neglect or default.

#### Indemnity

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

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

## Limitation of Indemnity

### 3. The indemnity provided for in the preceding section:

(a) shall be applicable only if the individual acted honestly and in good faith, in alignment with established constitution, by-laws and with a view to the best interests of the CBA; and

(b) in the case of criminal or administrative action or proceeding that is enforceable by a monetary penalty, shall be applicable only if the individual had reasonable grounds for believing that his/her conduct was lawful.

## Article 10

### FINANCES

1. The Association conducts activities and organizes its financial affairs including reporting on a fiscal twelve month period starting on October 1 and ending on September 30 of the following year.
2. Cheques/payments issued by the CBA shall have at least 2 signatures. Signatures for any given cheque cannot include the Payee, this is inclusive of a Payee as a principle within an organization owed funds by the CBA (e.g. the vice-president cannot sign a cheque payable to his/her self or a company in which he/she works).
3. Wherever and whenever feasible and financially practical, purchases made by the CBA are to be conducted under the following priorities
  - a. Sponsors of the CBA,
  - b. Local merchants,
  - c. Outside suppliers
4. All requests for association equipment must be made through the Equipment Manager. Purchases of routine equipment will be authorized by the Equipment Manager in accordance with the approved operating budget set by the Executive. Purchases outside the approved budget will be approved by the Executive by motion.
5. Any costs, which are incurred yearly by the CBA and within the established budget, do not require the approval of the Executive. Examples may include, but are not limited to, legal fees, accounting fees, capital equipment maintenance/repair (e.g. laptops), annual service fees (e.g. software license), website hosting fees, etc.
6. All bills that do not fall into Item 5 need approval by the Executive for payment.
7. ALL teams and committees, who fundraise in any manner or spend any money, MUST submit in writing, a financial statement detailing all income and expenses to the CBA Treasurer prior to the September 30th of the playing year. Additional reporting requirements will be determined by the Treasurer and Director of Select and Director of Rep ball.
8. ALL teams must have a zero balance at the end of the playing season, with funds remaining in the assigned account to cover outstanding cheques and 2 months service fees. Monies cannot be carried over to the following season.

9. It shall be the policy of the CBA that at the end of the fiscal year a minimum operating amount of \$10,000 shall be available for the purposes of purchasing equipment, etc. prior to registration fees being received. This 'Cash Reserve' requires regular reporting by the Treasurer in monthly financial reports as a separate figure. 'Cash Reserve' funds do not require specific approvals for use.
10. It shall further be the policy of the CBA to have secured an additional "Hold Reserve" in the amount of \$50,000 to handle un-forecasted loss, such as a pandemic impacting significant operations, or other large negative revenue adjustments/severe resource adjustments (such as a significant increase of operational costs occurring after registration collection/budgets are approved). This 'Hold Reserve' requires regular reporting by the Treasurer in monthly financial reports as a separate figure. 'Hold Reserve' funds may be invested for financial growth with the approval of the Executive, but cannot be 'spent' without board approval.
11. The CBA will approve the budget for the following year no later than the December Executive meeting.
12. Registration amounts for each division for the following year shall be determined in conjunction with the Budget process no later than the December meeting and with the approval of the CBA Executive.
13. Borrowing of funds on behalf of the CBA shall be done only in accordance with By-Law No. 1, executed annually, and as seen in Attachment 5.

## **Article 11**

### **FUNDRAISING**

1. The CBA Executive will approve all global fundraising campaigns (including but not limited to sponsorships, donations, sales and draws) on an annual basis or as a required basis.
2. All players in the CBA are required to participate in approved global fundraising campaigns. All funds raised go toward the operation of the Association's baseball program.
3. Any individual team wishing to raise additional funds on an individual basis must apply in writing to the CBA Executive for approval; this can be done to the Secretary for the following meeting of the Executive. Submissions are not to solicit sponsors or to indicate the CBA sanctions the fundraiser.

## **Article 12**

### **SPONSORSHIPS**

Sponsorship fees are determined in accordance with our sponsorship policies and procedures, and approved by the CBA Executive.

## **Article 13**

### **REGISTRATION**

1. All players must be properly registered prior to participating in any CBA tryout, workout, practice or game, etc.

2. Player registration fees for the following year are to be set by the Executive no later than the December meeting.
3. No post-dated cheques will be accepted.
4. If NSF cheques occur; a \$25.00 NSF (non-sufficient funds) fee will be assessed and added to the monies owing.
5. Family discounts will be offered where there are 3 or more children under the age of 18, registered from the same household. The amount of discount will be approved annually by the Executive.
6. No discounts will be offered in lieu of goods/services provided to the CBA.
7. If a player is injured or decides he/she does not wish to play:
  - a) Prior to April 1st - a full refund minus any fundraising fee will be given.
  - b) From April 1st and before May 1<sup>st</sup> - a \$25.00 dollar administration fee will be charged
  - c) After May 1st - where an injury occurs, refunds less a \$25 administration fee will be considered on a case-by-case basis by the Executive
8. In the event that the baseball season, as contemplated at the time of budget approval, cannot run as planned, the CBA Board of Directors shall review the costs and budget and determine appropriate refunds/additional collection to support the 'as amended' season. The spirit of this review should ensure the principles of 'non-profit' operations in addition to the effect of hardship for players/families, while continuing to support the long-term sustainability and operational goals of the organization.
9. All applications for refunds must be submitted to the Registrar in writing for approval. Refund cheques/payments after having been approved by the Executive will be issued within a fourteen (14) day period.

## Article 14

### CBA RELEASES - ALL PLAYERS

It is the position of the CBA that a player must play where he/she lives, therefore no releases will be given to a player if there is a position available on the rep team for their age group within the CBA. Exceptions to this rule will be assessed on a case by case basis (process outlined below). If there is a case of shared custody, the deciding factor of where the child plays shall be where the child attends school.

1. Exception Process (Release Request)
  - a) Players wishing to change teams outside of the CBA must request their release in writing to the Director of Rep of the CBA. The release request must outline the reasons for the release and an in person meeting may be requested by the CBA. A release form will only be issued with the approval of the CBA Release Committee. Releases granted will be forwarded to the Secretary.
  - b) If the player wishes to play for a team in another affiliate outside the EOBA, then both a local release (CBA) and an affiliate release (EOBA) would be required.
  - c) If a player has never played OBA baseball, and wishes to play for an association other than where they live, a release is still required as outlined above.

The Release Process is more specifically described in Policy CBA-002 attached hereto

2. Appeal Process
  - a) If a player requests a release and is denied by the CBA, they can appeal that decision to our affiliate, the EOBA. If the EOBA upholds the decision of the CBA, the player may then appeal to Baseball Ontario.

## Article 15

### MANAGERS AND COACHES

1. Each (Rep) team should have minimum three (3) coaches who are approved by the CBA, approval is conditional upon successful completion of a) police check with vulnerable sector check, b) provision of a signed Code of Conduct and c) successful completion of required NCCP certification/courses. The CBA will reimburse said coaches for courses upon proof of successful completion, in accordance with section 3 below.
2. Coaches must inform and provide a copy of any player releases issued, from any other association, to the Registrar, and alignment with current OBA, EOBA, ESOBA rules.
3. Anyone coaching a team within the CBA who attends a NCCP coaching clinic may have the clinic fee paid for by the CBA. Approval should be obtained in advance, and requires that all team registration fees have been submitted in full. Reimbursement will be determined by the Executive based on the existing financial position of the CBA as outlined by the Treasurer. If approved, payment will be made upon submission of proof of successful completion.
4. Managers (inclusive of team business managers) of the CBA teams must submit expenses, with receipts, by September 30<sup>th</sup> to recover appropriate costs e.g. long distance telephone calls to set up tournaments, postage for mailing registration fees. The maximum amount payable shall not exceed \$50.00 dollars. Payments may be restricted based on the current financial position of the CBA as outlined by the Treasurer.
5. Managers are further governed by the Code of Conduct for Rep/Select/Elite team Managers and Co-Managers
6. The coaching selection committee (as determined by the Executive) will select all managers for Rep and Select teams. House-League coaches will be determined by the House-League Director in conjunction with the Registrar. Criteria for selection will be based upon but not restricted to past performance and experience. Length of service and seniority may not be a factor in the final decisions made.
7. Applications, in writing, for the position of Manager (Head Coach) of each (Rep and Select) team must be submitted to the Executive prior to the date established by the Executive. The Selection Committee must then reply to the applicant(s) within ten (10) days. The selected Manager must then conduct their try-out sessions in collaboration with the CBA. At the conclusion of team selection, the Manager may submit his/her proposed coaching staff for approval. Following coaching selection the Manager must submit for approval plans for winter/spring team workouts.



8. Coaching positions (Assistant Coaches) are the responsibility of the Manager and are subject to approval by the CBA Executive, and is conditional on a) successful completion of a police check with vulnerable sector check, b) submission of a signed Code of Conduct and c) successful completion of NCCP certification/courses.
9. It is the position of the CBA that players should play in their specific age group. Individual players may request to graduate up an age level or tryout for a higher level team. These types of requests must be submitted in writing to the Executive. Decisions made by the Executive shall be final. Player development and personal safety shall be the determining factors and each case shall be decided on a without prejudice basis to any other case involving any other player(s).
10. All Managers, Coaches and Assistant Coaches of League teams of the CBA must produce a valid "police check" (including vulnerable sector check) every two (2) years in order to remain in good standing with the Executive. In the year where a new police check is not required, an appropriate Offense Declaration is required to be submitted.
  - a. Manager/Coach police checks/declarations must be submitted prior to the winter/spring team workouts.
  - b. Team Manager/Co-Manager (parent representatives on a Rep/Select team who handle communications and team bank accounts) must submit their police check/declarations prior to being authorized on CBA Team bank accounts.
  - c. Where a police check or declaration indicates a history of charges, the CBA will determine the acceptability of the charges in accordance with the guidelines established by Baseball Ontario.

## Article 16

### CBA HOUSE LEAGUE DISCIPLINE

1. Any manager, coach, player or umpire causing bodily contact, not incidental and anticipated within the game of baseball, shall be automatically suspended indefinitely pending a hearing. Continual reports of unsportsmanlike conduct must be reported and may result in a hearing and possible further discipline.
2. If a manager, coach or player is ejected from a game (any and all association, play-off, exhibition or tournament) the umpire will supply a full report to the Umpire-in-Chief, who will forward the information to the CBA Discipline Committee. Pending a final decision by the Discipline Committee, the player, coach or manager will be automatically suspended for a minimum of one (1) additional game. A second ejection shall result in an automatic two (2) game suspension; a third ejection shall result in an automatic hearing before the CBA Discipline Committee.
3. The CBA reserves the right to enforce the established Code of Conduct for Coaches and Players through the CBA Discipline Committee.

## Article 17

### TOURNAMENTS

1. The CBA may pay the registration fees for up to two tournaments for Rep or Select clubs in order to enter provincially sanctioned tournaments. An invoice for tournaments and the costs must be submitted to the Treasurer by the September meeting. Proof must be submitted for any tournament fees paid for by personal cheque. Any submissions made following September 30<sup>th</sup> (following each season) will not be accepted. Such approvals shall be determined by the Executive based on the existing financial position of the CBA as outline by the Treasurer.
2. Tournament fees for Elite teams may also be paid by the CBA as seen in item 1 above, and are exempt from the Sept 30<sup>th</sup> cutoff, but will be associated with the teams official playing season (e.g. fall tournament in 2018 is associated with the 2019 team).
3. Any proposed tournament hosted by the CBA should be requested and approved by the Executive prior to the Annual General Meeting of the Eastern Ontario Baseball Association.
4. The CBA may bid on at least one (1) Ontario Baseball Association Championship Tournament each year. The Executive shall determine the classification(s).
5. The CBA may bid on one (1) or more Eastern Ontario Baseball Association Championship Tournament each year. The Executive shall determine the classification(s).
6. The CBA shall pay the entry fee for any CBA teams qualifying for league/playoff tournament Provincial Championship Tournaments.

## Article 18

### CBA BOARD & COMMITTEES

1. The CBA shall appoint elected executive members, and seek volunteers from the general membership to support the role of 'Chair' and 'members' to committees needed for the appropriate management and strategic initiatives of the association.
2. Each Committee shall be governed by a written Terms of Reference, approved by the Executive.
3. The following are standing Committees of the CBA:

<b>Committee</b>	<b>Minimum Membership</b>
Rules Committee	Vice President, Chair, member(s)
Discipline Committee	Vice President, Chair, UIC, member(s)
Release Committee	Vice President, Director of Rep, Chair, member(s)
Coaching Selection Committee	Determined annually by the Executive

Additional committees may be formed to carry out the activities of the CBA, upon approval of the Executive.

4. The CBA shall appoint elected executive members, and seek volunteers from the general membership to support the following board positions:

a) Umpire-In-Chief

The umpire-in-chief shall be responsible to train and supply umpires for all scheduled regular season, tournament and play-off games within the jurisdiction of the CBA. They shall ensure all umpires have an understanding of approved association rules and attend appropriate Baseball Ontario clinics. When applicable, he/she shall review and approve umpire submissions for payment. The Umpire-In-Chief reports to the Executive. This position includes an honorarium set by the Executive in September of each election year (e.g. the Executive sets the amount prior to the election of the next UIC that will receive it)

b) Director Picture Day

The Director of Picture Day coordinates all aspects of the team pictures including but not limited to photographer(s), event location and team schedules. Following the event, ensure the timely distribution of picture packages to the various league Directors (e.g. Director of House League).

c) Tournament Coordinator

The Tournament Coordinator organizes all aspects of tournaments to be hosted by the CBA, including but not limited to permits, field schedules, communications/marketing, fee collection, event staffing and concessions.

**Non-Resident Players - Imports**

The percentage of non-resident players on a rep team may never exceed 25%. Non-resident players who committed to the CBA prior to 2022 will be grandfathered in and will not count toward the team's total percentage of non-resident players. If the viability of a team is called into question, the CBA Board of Directors has the authority to increase the number of non-residents on a case-by-case basis. Elite teams are exempt from this rule.

**Article 19**

**CBA PAST PRESIDENTS**

Name	Served From / Served to
Sam Norwood	From amalgamation to March 2018**
Kathy Godfrey	March 2018 to October 2018
Peter Hazelton	October 2018 to September 2019
Julie VanHartingsveldt	October 2019 to October 2022

\*\*Sam Norwood served as President for these legacy organizations for many years preceding the amalgamation of Bowmanville Newcastle Baseball Association and Clarington Baseball Club. This table provides history from the Clarington Baseball Association only.

## Article 20

### UMPIRE OPERATIONS

#### 1. PAYMENT OF FEES

- a) The Association shall be responsible for payment of all regular season and playoff umpire fees.
- b) The umpire-in-chief shall prepare an invoice/statement with the following details:
  - i. Date, Level, Park, Time, Umpire and Game Fees
- c) This invoice shall be submitted to the Treasurer on a biweekly basis. The Treasurer and the Umpire-in-Chief will coordinate the payment of umpires.

The umpire-in-chief and treasurer shall provide payment to the umpires on a bi-weekly basis, at times and locations determined at the beginning of each season.

#### 2. UMPIRE CODE OF CONDUCT

- a) Umpires are to conduct themselves with professionalism at all times. Any umpire who acts in a manner that is determined to be inappropriate will face disciplinary action as determined by the umpire-in-chief.
- b) Umpires are responsible for submitting ejection reports to the Umpire-in-Chief within 24 hours of the incident. Umpires who fail to provide such notice will be not be scheduled until the report has been submitted.

#### 3. UNIFORM

- a) Umpires will be required to wear approved uniforms as indicated in the playing year from the OBA.

#### 4. UMPIRE GAME FEES

- a) Fees for game officiants will be determined prior to the start of each season, with the approval of the Executive.
- b) Fees, payment policies including game cancellation fees will be made publically available for the start of each season.

#### 5. SCHEDULING GUIDELINES

- a) The umpire-in-chief shall attempt to schedule, where possible, a junior umpire with a senior umpire.
- b) The umpire-in-chief shall work to provide equitable scheduling for all umpires, subject to umpire qualifications and availability, to provide the opportunity for development within each season.

#### c) HOUSELEAGUE

- i. Two (2) umpires shall be assigned to all games, with the exception of Rookie-ball, where one (1) umpire will suffice.
- ii. For house-league play-offs, two (2) umpires will be scheduled on all games.
- iii. No Umpires will be assigned to house league levels below Minor Rookie-Ball.

#### d) REP / SELECT

- i. Two (2) umpires shall be assigned to all games Rookie through Bantam.

- ii. Three (3) umpires will be scheduled whenever possible for any division above Bantam.

## **Article 21**

### **BOUNDARIES**

The boundaries of the CBA are shown on the maps attached as part of Appendix 1.

## REVISION HISTORY/SUMMARY OF CHANGES:

Version Date	Section	Details
Oct 25, 2017	All	Initial Version following amalgamation of Bowmanville Newcastle Baseball Association and Clarington Baseball Club
October 24, 2018	Title page, signature page	Update for new effective date
October 24, 2018	Table of Contents	Update based on section changes
October 24, 2018	Article 6	Added EOBA Representative and Director of House League Player & Coach Development roles as voting positions Updated term 'Jr. House League' (encompasses T-Ball, Minor and Major 4 Pitch divisions)
October 24, 2018	Article 7	Add details for: Registrar – roster submission, correspondence with EOBA, OBA Director of Rep – added 'Elite' program to description, player & coach development for Rep/Select program support Director of Select – added role to represent CBA with EOSBA Director of Jr. House League – updated title (encompasses T-Ball, Minor and Major 4 Pitch divisions) EOBA Representative – added description Director of House League Player & Coach Development – added description
October 24, 2018	Article 13	Updated refund after May 1 <sup>st</sup> based on injury as a 'case by case' review by the Executive
October 24, 2018	Article 15	Updated roles: Releases to be filed with Registrar (for submission to EOBA) Coach applications to be filed with Executive Added position to have players play at own age level
October 24, 2018	Article 16	Added distinction that CBA reserves right to enforce Codes of Conduct with the Disciplinary Committee
October 24, 2018	Article 17	Added Elite team tournaments
October 24, 2018	Article 18	Removed Player & Coach Development (now in Article 7), removed Director of Winter Workouts (now part of Player & Coach Development in Article 7)
October 24, 2018	Article 19	Populated past presidents
October 24, 2018	Article 20	Added equitable scheduling
October 22, 2020	Article 19	Updated past presidents
October 22, 2020	Appendices, Article 15	Updated Codes of Conduct to a) integrate Rowan's Law components, and b) add Code of Conduct for Rep/Select/Elite team Managers and Co-Managers
October 22, 2020	Appendices, Article 14	Include Policy Description and Index, specific policies CBA-000 to CBA-005
October 22, 2020	Article 10	Item 9 updated to reflect change in terms 'Cash Reserve' and approvals/reporting. Item 10 inserted (numbering of

		remaining items updated) to include new 'Hold Reserve' fund and related approvals/reporting requirements
October 22, 2020	Article 13	Item 8 added (numbering of remaining items updated) to outline the expectation of cancelled or significantly altered 'seasons' after the budget or registration process.
October 22, 2020	Article 4	Item 6 updated to seek nominations in advance, providing for 'floor' nominations only when no advance nomination is available.
October 22, 2020	Article 7	Item 9 – added the role of 'EOBA Representative' as an element of the Director or Rep Item 14 – removed the separate 'EOBA Representative', renumbered remaining roles This reflects the Board's goal to streamline communications with EOBA and ensure efficient representation at the EOBA level
September 2021	Article 6 / 7	Removed the role of Sponsorship Director, the tasks associated with this role have been merged with the Director of Marketing and Communications
	Article 7 and 10	Added the word 'payment' with the word 'cheque' to further clarify how funds may leave the CBA (e.g. electronic payment)
	Article 10	Added details for funds remaining in Rep/Select team accounts at end of season. This aligns with the new CBA Team Accounts that do not close annually, rather they are re-assigned to the next team in that division Added that 'family' discounts will be determined on an annual basis (this allows flexibility as fees change over time)
	Article 15	Increased details on requirements for coaches (note here the term Manager and Head Coach are the same) and Team Manager/Co-Manager (referring to parent reps that handle sensitive information and team funds/bank accounts) after CBA Board Approval, that this approval is conditional on submission of Code of Conduct (including Rowan's Law conditions), Police Check with Vulnerable Sector Check and completion of required NCCP courses (coaches only for courses).
	Article 19	Updated presidents list dates for Julie V

## Appendices

1. Boundary map
2. Terms of Reference template
3. Roles and Responsibilities (draft)
4. Code of Conduct forms (Coaches and Trainers, Players, Umpires, Board of Directors/Executive, Rep/Select/Elite Team Managers and Co-Managers)
5. By-Law No. 1 – Borrowing of Funds
6. CBA Policy Description and Index
7. CBA Policies

Dated the      day of October, 2022

President (print name):	Secretary (print name):