

# **Oakville Little League Constitution**

## **ARTICLE I – NAME**

This organization shall be known as Oakville Little League, hereinafter referred to as ‘The League’.

## **ARTICLE II – CHARTER**

The charter of The League is held by Oakville Little League on behalf of its Members and works within the framework of the rules and regulations of Little League Baseball Incorporated, and Little League Canada. The League operates independently from these organizations and elects its own Board of Directors and Executive members. The League is responsible for managing and maintaining an organization that is best suited to meet the mission and principals of Little League baseball in the Oakville community.

On behalf of The League, the Board of Directors of Oakville Little League shall annually apply for a charter, if required, from Little League Baseball Incorporated. The League shall do all things necessary to maintain such charter. The League shall devote its entire energies to the activities authorized by such charter and it shall not operate any other program that would contravene these efforts.

## **ARTICLE III – OBJECTIVE**

### **Section 1 – OBJECTIVE**

The objective of The League is to provide the youth of Oakville with opportunities to develop citizenship, discipline, teamwork and physical well-being through baseball. Our goal is the all-round development of young people, not just baseball players. Baseball just happens to be the vehicle used to develop life skills that extend beyond the game.

## **Section 2 – APPROACH**

To achieve this objective, The League will provide supervised baseball programs under the Rules and Regulations of Little League Baseball Incorporated, and Little League Canada. All League Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the moulding of future citizens is of prime importance.

## **Section 3 – NOT-FOR-PROFIT STATUS**

The League shall operate exclusively as a not-for-profit educational organization providing supervised programs of recreational and competitive baseball. No part of the earnings shall benefit any private shareholder or individual. The only exception being The League's Umpires and the Umpire Scheduler.

## **ARTICLE IV – MEMBERSHIP**

### **Section 1 – ELIGIBILITY**

Any person sincerely interested in active participation to affect the objective of The League may become a member.

### **Section 2 – MEMBERSHIP CLASSIFICATIONS**

There shall be the following classes of Members:

- (a) **Player Members** – Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to participate in little league baseball. Player Members shall have no rights, duties, or obligations in the management or in the property of The League, with the exception of those players who have reached the legal age of majority in which case they will be classified as a Regular Member of The League.
- (b) **Regular Members** – Any person, who has reached the legal age of majority, and is actively engaged in the operation of the league within that given year or is the parent(s) and or legal guardian(s) of a Player Member within that given year or the subsequent year will be deemed to be a Regular Member. All Board Members, Executive Members, Committee Members, Coaches and Volunteers, who have reached the legal age of majority must be active Regular Members in good standing. Only Regular Members in good standing are eligible to vote at General Membership meetings.

### **Section 3 – MEMBERS IN GOOD STANDING**

A Regular Member will be determined to be in Good Standing if they paid in full their children(s) and or legal guardian(s) Registration Fees for that given year or the subsequent year or served as a Board Member, Executive Member, Committee Member, Coach or Volunteer who gives on average a minimum of 2-3 hours per week to The League.

### **Section 3 – SUSPENSION AND/OR TERMINATION OF MEMBERSHIP**

Membership may be terminated by resignation or action of the Board of Directors as follows:

- (a) The Board of Directors, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any Member when the conduct of such person is considered detrimental to the best interests of The League. The Member involved shall be notified of such meeting, informed of the general nature of the conduct and given the opportunity to appear at the meeting to defend their conduct.
- (b) The Board of Directors shall, give notice to the parent(s) and/or legal guardian(s) of the player and the manager/coach of the team of which the player is a member. The said manager/coach shall appear in the capacity of an advisor with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) and/or legal guardian(s) shall also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation in The League.
- (c) If the above Member (A) or the parent(s) and/or legal guardian(s), in the case of a Player Member (B), do not agree with the decision of the Board of Directors or the duly appointed committee of the Board of Directors, they may submit in writing, an appeal along with a \$50.00 cheque. The appeal must be submitted within 24 hours of the decision. The appeal must be submitted to the President of The League. The President will then convene a panel of three neutral parties e.g. another Little League Association's President, a Little League District 1 Official, etc. who will review the appeal and advise the Board on the matter. In the event of a successful appeal the member will receive their money back. All rulings of the Board at this point will be final.

## **ARTICLE V – BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

### **Section 1 – COMPOSITION OF THE BOARD OF DIRECTORS**

The Board of Directors shall consist of a minimum number of seven (7) Directors; a President, Vice President, Treasurer and four (4) Directors-at-Large.

The Directors shall upon election immediately enter upon the performance of their duties and shall continue in office until the end of their term or until their successors have been elected, whichever should come first.

The number of Directors, as set forth at an Annual General Meeting may be increased at any time during the year either at a regular meeting of the Board or at a Special Meeting of the Members. If at a Board meeting the election of additional Directors shall be by a two-thirds majority of the Board Members present. If at a Special Meeting of the Members, the election of additional Directors shall be by a majority of the Members present.

### **Section 2 – ROLE OF THE BOARD**

The League's charter and the management of the property and affairs of The League shall be vested in the Board of Directors.

The Board of Directors is responsible for the administration of The League's Bylaws. The Board may amend, repeal or alter in whole or in part by a majority vote of the Board of Directors any Bylaw provided notice of the proposed change is included in the notice of such meeting.

The Board of Directors is responsible for the oversight of the Executive Committee. The Board is responsible for the appointment of Executive Committee members as it deems necessary or desirable, and may prescribe the powers and duties of each.

The Board of Directors has the power to appoint standing committees of The League and to delegate such powers to them as the Board shall deem advisable.

The Board may adopt rules and regulations for the conduct of its meetings and the management of The League as it may deem proper.

The Board shall have the power by a 2/3 vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director or Executive Committee Member. In the case of the President or Vice President, the Board of Directors shall investigate the allegations and they shall discipline, suspend or remove the President or Vice President as they deem appropriate.

### **Section 3 – PRESIDENT**

The President shall:

- (a) The President shall Chair the Board of Directors and the Executive Committee.
- (b) He/She shall be responsible for conducting the affairs of The League and executing the policies established by the Board of Directors.
- (c) He/She shall present a report on the condition of The League at the annual General Meeting and at such other times as he/she or the board shall deem appropriate.
- (d) He/She shall communicate to the Board of Directors and Executive, such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of The League.
- (e) He/She shall be responsible for the conduct of The League in conformity of the policies, principles, Rules and Regulations of Little League Baseball Inc., and Little League Canada as agreed to under the terms and conditions of the charters issued to The League by those organizations.
- (f) He/She receives all mail, supplies and other communications from Little League Headquarters. The League President is the contact between his/her organization and Little League Headquarters and Little League Canada.
- (g) The President shall have the power to make and execute for/and in the name of The League such contracts and leases they may receive.
- (h) The President shall make all purchases for The League unless he/she designates another Director, in writing, to make the purchase. He/She should also, by telephone, contact the said store or company verifying the authorization.
- (i) He/She shall investigate complaints, irregularities and conditions detrimental to The League and report thereon to the Board as circumstances warrant.
- (j) With the assistance of the Vice President, Player Agent and Convenor, exam the application and support proof-of-age documents of every player candidate and certify as to residence and age eligibility before the player may be accepted for tryouts and selection.
- (k) The President shall sit on the Protest Committee.
- (l) As the chief administrator, The President will oversee all selections of managers, coaches, umpires, and committees. All appointments are subject to the approval of The League's Board of Directors.
- (m) Assume responsibility of prime coordinator of all player affairs, including but not limited to: sponsorship/player issues, financial or other family issues (including all issues of a delicate nature that need not be made public), etc.
- (n) Prepare an annual report to be presented at the Annual AGM.

#### **Section 4 – VICE PRESIDENT**

The Vice President shall:

- (a) The Vice President along with the President, shall be responsible for executing the policies established by the Board of Directors.
- (b) He/She shall communicate to the Board of Directors and Executive, such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of The League.
- (c) He/She shall be responsible for the conduct of The League in strict conformity to the policies, principles, Rules and Regulations of Little League Baseball Inc., Little League Canada as agreed to under the terms and conditions of charters issued to The League by those organizations and Oakville Little League.
- (d) He/She shall preside at the meetings of the Members, and Board of Directors in the absence of the President, and assumes responsibility for the operations of The League.
- (e) He/She shall assist the President investigating complaints, irregularities, and conditions detrimental to The League and report thereon to the Board and Executive as circumstances warrant.
- (f) He/She shall assist the President, Player Agent and Convenor in examining the application and support proof-of-age documents of every player candidate and certify as to the residence and age eligibility before the player may be accepted for tryouts and selection.
- (g) Responsible for team building (with Player Agent).
- (h) Responsible for rescheduling all postponed or cancelled games with Umpire Scheduler and Program Convenor.
- (i) Ensure all schedules are created for regular house league games, playoffs and practices for their respective divisions.
- (j) The VP shall sit on the Protest Committee.
- (k) Assume responsibility of prime coordinator of all player affairs, including but not limited to: sponsorship/player issues, financial or other family issues (including all issues of a delicate nature that need not be made public), etc.
- (l) Prepare an annual report to be presented to the Executive prior to the Annual AGM.

#### **Section 5 – TREASURER**

The Treasurer shall:

- (a) Perform such duties as are herein set forth or may be assigned by the Board of Directors.
- (b) Keep records for receipt and disbursement of all monies and securities of The League.
- (c) Prepare annual budget, under the direction of the President and Vice President, for submission to the Board of Directors.
- (d) Prepare a monthly financial statement for the Board of Directors.

- (e) Prepare an Annual Financial Report, under the direction of the President and Vice President, for submission to the Board of Directors, Executives and Members at the Annual General Meeting.

## **Section 6 – DIRECTORS-AT-LARGE**

The Directors-at-Large shall:

- (a) Shall be responsible for conducting the affairs of The League and executing the policies established by the Board of Directors
- (b) He/She shall be present for all reports on the condition of The League at the annual General Meeting and at such other times as he/she or the board shall deem appropriate.
- (c) He/She shall communicate to the Board of Directors and Executive, such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of The League.
- (d) He/She shall be responsible for the conduct of The League in conformity of the policies, principles, Rules and Regulations of Little League Baseball Inc., and Little League Canada as agreed to under the terms and conditions of the charters issued to The League by those organizations.
- (e) He/She shall investigate complaints, irregularities and conditions detrimental to The League and report thereon to the Board as circumstances warrant.
- (f) He/She may sit on the Protest and/or Coaches Selection Committee.

## **Section 7 – ELECTION OF THE BOARD OF DIRECTORS**

The Board of Directors will be elected at The League's Annual General Meeting.

All positions on the Board are two- year terms with the election of Directors to be voted on in alternating years. The President and two of the four Directors-at-Large (Director 1 & 3) will be voted on in odd numbered years starting in 2019 and will be in effect immediately following the AGM for the next two seasons. The Vice President, Treasurer and two of the four Directors-at-Large (Directors 2 & 4) will be voted on in even numbered years starting in 2018 and will be in effect immediately following the AGM for the next two seasons. The President and Vice President positions will not be voted on in the same year unless there are extenuating circumstances.

To be elected a member of the Board of Directors a candidate must be a Regular Member of The League in good standing. They must also have served a full one-year term as an Executive Committee Member unless in extenuating circumstances. Candidates running for the President's role must be nominated in writing by a minimum of 25 Regular Members of The League who are in good standing.

## **Section 8 – NOMINATIONS**

The Board of Directors will start receiving nominations for the positions on the next year's Board of Directors starting on August 31st of each year and up to 14 days prior to the Annual General Meeting. Every nomination must state the name of the nominee, their telephone number, and the position in which they are being nominated for.

In the event some Board positions go unfilled, the President has the right to appoint people to fill those vacant positions. If the President declines to continue another year, and there are no nominations to fill the Presidency, the Board of Directors then have the right to appoint a person to that position.

## **Section 9 – VACANCIES**

If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, during the fiscal year, it may be filled by a two thirds majority vote of the Board of Directors.

## **Section 10 – BOARD OF DIRECTORS MEETINGS**

Regular meeting of the Board of Directors shall be held immediately following the annual election and once a month thereafter with the exception of the summer months. The President or the Vice President may, whenever they deem it advisable, issue a call for a special meeting of the Board. Notice of each meeting shall be given by the President, Vice President, or Secretary to each Executive at least three (3) days before the time appointed for the meeting by telephone, or by fax, or by electronic mail or personal notice twenty-four (24) hours prior to the meeting. Members of the Executive may bring forth recommendations to improve The League and its programs at any meeting. The Board of Directors may invite, admit, and recognize guests for presentations or comments during board meetings.

2/3 members of the Board of Directors shall constitute a quorum for the transaction of business.

## **Section 11 – ATTENDANCE REQUIREMENTS**

An individual elected to the Board of Directors or Executive is required to attend at least 2/3 of the announced meetings. Failure to meet this requirement may result in the Board of Directors recommending suspension or termination under Article IV, Section 3.



## **Section 12 – THE EXECUTIVE COMMITTEE**

The Board of Directors is responsible for the oversight of the Executive Committee.

- (a) The President, Vice President and Treasurer through their election to The Board of Directors will automatically assume these same roles on the Executive Committee.
- (b) The size, composition, roles and tenure of the remaining Executive Committee members are set-out in The League's By-laws.
- (c) The Executive Committee will provide a list of Executive Committee positions up for election for the upcoming year and publish and distribute to all the members of The League as part of the Annual General Meeting Notice.
- (d) The Board of Directors will start receiving nominations for the upcoming year's Executive Committee starting on August 31 and up to 14 days prior to the Annual General Meeting. Every nomination must state the name of the nominee, their telephone number, and the position in which they are being nominated for.
- (e) To be elected to the Executive Committee a candidate must be a Regular Member of The League in good standing.
- (f) In the event more than 2 members in good standing are nominated to fill the same Executive Committee role an election will be held at the Annual General Meeting. The candidate receiving the most votes cast will be determined as the successful candidate.
- (g) The Board is responsible for the appointment of additional Executive Committee members as it deems necessary or desirable, and may prescribe the appropriate powers and duties of each.

## **ARTICLE VI – ANNUAL GENERAL AND SPECIAL MEETINGS**

### **Section 1 – ANNUAL GENERAL MEETING**

Notice of each Annual General Meeting shall be delivered personally, electronically, or by mail to each Member at the last recorded address at least thirty (30) days in advance thereof setting forth the place, time, and purpose of the meeting. Notice may be given in such form as authorized by the Board of Directors.

### **Section 2 – SPECIAL MEETINGS**

Special meetings of the membership may be called by the Board of Directors, the President, or Vice President at their discretion. Upon the written request of ten (10) Members, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be discussed at any special meeting of the Members.

**Section 3 – QUORUM**

The presence of thirty (30) of the Regular Members in good standing shall be necessary to constitute a quorum at an Annual General or Special Meeting.

**Section 4 – VOTING RIGHTS**

Only Regular Members in good standing shall be entitled to vote at any Annual General or Special Meeting of The League. No votes by proxy will be allowed.

**Section 5 – RULES OF ORDER**

Parliamentary procedure as set out in *Robert’s Rules of Order* shall govern the proceedings of all meetings, except where the same conflicts with the Constitution or By-Laws of The League.

**ARTICLE VII – DISSOLUTION OF THE LEAGUE**

Upon dissolution of The League and after all outstanding debts and claims have been satisfied, the Board of Directors shall direct the remaining property of The League to Little League Baseball Canada.

**ARTICLE VIII – AMENDMENTS TO THE CONSTITUTION**

The League’s Constitution may be amended, repealed or altered in whole or in part by a majority vote of Members at any organized Annual General or Special Meeting provided notice of the proposed change is included in the notice of such meeting.

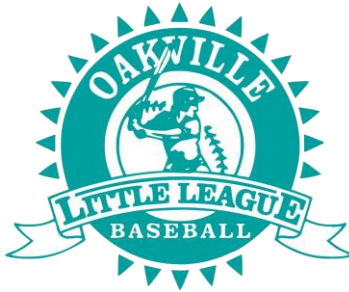
Notice of all amendments must be forwarded to Little League Canada within 30-days of approval.

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The passing of this Constitution repeals and renders null and void any previous Constitution issued by Oakville Little League and was ENACTED by the Board of Directors on the 2nd Day of October 2016.

President’s Name (please print) \_\_\_\_\_

President’s Signature \_\_\_\_\_



## **Oakville Little League Baseball Bylaws**

The Board of Directors is responsible for the administration of bylaws of Oakville Little League hereinafter referred to as 'The League'.

The Board may amend, repeal or alter in whole or in part by a majority vote of the Board of Directors any Bylaw provided notice of the proposed change is included in the notice of such meeting.

### **(a) LEAGUE IDENTITY**

The League will be known as 'Oakville Little League'.

The League colours are Teal and White.

The League's Tournament Teams shall be known as the "Oakville Whitecaps" for all levels.

### **(b) FISCAL YEAR**

The fiscal year of The League shall begin on the 1<sup>st</sup> day of October and shall end on the 30<sup>th</sup> day of September.

### **(c) REGISTRATION FEES**

Registration fees for a Regular Member may be fixed at such amount as the Board of Directors shall determine prior to the beginning of any membership period.

Members who fail to pay their registration fees within thirty (30) days from the time they become due, may by vote of the Board, be dropped from the membership and shall forfeit all rights and privileges.

**(d) FINANCIAL AUTHORIZATION**

The Board of Directors shall decide all matters pertaining to the finances of The League and it shall direct the expenditure of all income in such a manner as will give no individual or team an advantage over those in competition with such individual or team.

**(e) FINANCIAL SOLICITATIONS AND CONTRIBUTIONS**

The Board shall not permit the solicitation or contribution of funds and/or property in the name of Oakville Little League or in the name of The League unless all the funds so raised are placed in The League treasury.

**(f) FINANCIAL DISBURSEMENTS**

The Board shall not permit the distribution of League funds for other than the conduct of League activities.

**(g) FINANCIAL BENEFITS**

No Director, Executive, or Member of, The League shall receive, directly or indirectly any salary compensation from The League for services rendered as a member of the Board of Directors, Executive, or The League. The only exception being The League's Umpires and the Umpire Scheduler.

**(h) PLAYING RULES AND REGULATIONS**

The official Playing Rules and Regulations as published by Little League Baseball Incorporated, Williamsport, Pennsylvania, or amended by Little League Canada shall be binding on this League.

In the case where there are contradictions between Little League Baseball Incorporated's Playing Rules and Regulations, or Little League Canada's Playing Rules and Regulations and The League's, The League's Playing Rules and Regulations shall take precedence.

**(i) EXECUTIVE COMMITTEE**

The Board of Directors is responsible for the oversight of the Executive Committee.

- (a) The President, Vice President and Treasurer through their election to The Board of Directors will automatically assume these same roles on the Executive Committee. Each of these positions will have a 2-year term. Detailed descriptions of their roles and responsibilities are outlined in this section (f).
- (b) The size, composition, roles and tenure of the remaining Executive Committee members will be determined by the Board of Directors based on the operational

- needs of The League. In addition to the three roles identified in (i) (a), the Executive Committee will include at a minimum the following twenty-two (22) roles; Secretary, Player Agent, Player and Coach Development Manager, Volunteer Director, Communications Director, Umpire-in-Chief, Umpire Scheduler, Safety Officer, Equipment Manager, Registrar, Office Manager, Concessions Manager, Sponsorship Director, Tournament Director, Uniform Coordinator, Awards/Trophy Coordinator, Blast Ball Convenor, T-Ball Convenor, Minor/Major Convenor, Intermediate/Junior/Senior/Big League Convenor, All-Star/Select Convenor and Challenger Convenor. Each of these positions will have a 1-year term.
- (c) Executive Committee shall meet on a regular basis as required. The President or the Vice President may, whenever they deem it advisable, issue a call for a special meeting of the Executive Committee. Notice of each meeting shall be given by the President, Vice President, or Secretary to each Executive at least three (3) days before the time appointed for the meeting by telephone, or by fax, or by electronic mail or personal notice twenty-four (24) hours prior to the meeting. Members of the Executive may bring forth recommendations to improve The League and its programs at any meeting. The Executive Committee may invite, admit, and recognize guests for presentations or comments during its meetings.
  - (d) 51% of the Executive members need to be present to constitute a quorum for the transaction of business.
  - (e) Executive Committee members are required to attend at least 2/3 of the announced meetings. All Executives may be called to scheduled meetings. Based on the Agenda items and even thou all Executive Members are welcome; some Executive Members will not be required to attend all meetings. This will be announced by the President, Vice President or Secretary upon announcement of such meetings and recorded in the minutes with no penalty to the Executive Members not attending.

(f) Executive Committee Descriptions;

**Secretary**

The Secretary shall:

- (a) Be responsible for recording the activities of The League and maintain appropriate files, mailing lists and necessary records.
- (b) Maintain a list of all Regular Members, Executive and Committee members and give notice of all meetings of The League, the Board of Directors and Committees.
- (c) Keep the minutes of all Board, Executive and AGM meetings and keep them recorded in a book and/or electronic means.
- (d) Shall conduct all correspondence not otherwise specifically delegated with said meetings and shall be responsible for carrying out all orders, votes, and resolutions not otherwise committed.
- (e) Notify BOD Members and Executive Members, of their election or appointment.

**Player Agent**

The Player Agent shall:

- (a) In conjunction with the Vice President and Program Convenor, oversee the annual house league player evaluation process, player assignments to teams and all other player transaction or selection meetings.
- (b) Responsible for the All-Star/Select try-out process (In coordination with Vice President and Program Convenor).
- (c) Responsible for team building (with Vice President and Program Convenor).
- (d) Responsible for checking birth records and eligibility of all players.
- (e) Supervises and coordinates the transfer of players between programs, either up or down in age along with Vice President and Program Convenor.
- (f) Responsible for validation of tournament team affidavit information in conjunction with the President for approval and sign off.

**Player and Coach Development Manager**

The Player and Coach Development Manager shall:

- (a) Shall operate and assume responsibility for all matters concerning the operation of the Player and Coach Development program of the league as set forth by the Board of Directors.
- (b) He/She shall act within the framework of this constitution and the Rules and Regulations of Little League Baseball Inc., and Little League Canada.
- (c) He/She shall bring before the Board of Directors any changes or concerns.
- (d) Responsible for directing and overseeing all programs and development opportunities relating to players.

- (e) Presents coach/manager training budget to the Board of Directors.
- (f) Coordinates with the Vice President and the Player Agent to schedule, conduct and monitor all clinics, seminars, or other development affairs.
- (g) Responsible for evaluating the development and progress of all managers and coaches in the League along with the Vice President and program convenors.
- (h) Diligently works to continually aid managers and coaches to provide basic player skills.
- (i) Institutes and updates all printed development vehicles such as manuals, flyers, internet correspondence, etc.
- (j) Responsible for making information available to all managers, coaches and players.
- (k) Maintains a library of teaching materials including team training manuals and DVDs.
- (l) Works with Vice President and Convenors on all “Under age” player movements.
- (m) Prepare an annual report to be presented at the Annual AGM.

### **Volunteer Director**

The Volunteer Director shall:

- (a) Liaise with current Board members to assess the League’s needs both in terms of skills and volunteer numbers.
- (b) Work with the Communication Director to implement effective strategies to recruit the right volunteers with the right skills.
- (c) Manage the volunteer program through-out the season. This will require the Director’s presence (or a representative) at, special events and tournaments through-out the season.
- (d) Develop and administer forms and records to document volunteer activities.
- (e) Research and recommend to the Board a volunteer recognition program.
- (f) Prepare an annual report on the contribution of the volunteer program for the Board.

### **Communication Director**

The Communication Director shall:

- (a) Manage the League’s official internet home page.
- (b) Ensure that league schedules, scores and news are updated on a regular basis.
- (c) Works with Registrar to maintain an accurate online membership database.
- (d) Uploads division schedules, tournament information and any other member information required to the website.
- (e) Create custom online forms for use as needed.
- (f) Manage and maintain OLL Online Store, including ordering of items.

- (g) Collects, posts, and distributes important information on League activities to Little League Baseball, District, Public, League Members and Media, including a monthly emailed newsletter.
- (h) Collect, post, and distribute important information on League activities.
- (i) Actively promote the visibility of The League through the media and community involvement
- (j) Submit all press releases to President and/or Board of Directors for approval

### **Umpire-in-Chief**

The Umpire-In-Chief shall:

- (a) Recruit umpires.
- (b) Provide clinics and evaluation for umpire development with the support of the Little League District Umpire Consultant(s)/Umpire(s)-In-Chief.
- (c) Ensure a continuous supply of qualified umpires for league needs.
- (d) Be a member of the protest committee, and be the final word on rule interpretation only if he/she was not the umpire for the game under protest.

### **Umpire Scheduler**

The Umpire Scheduler shall:

- (a) Request monthly availability dates from umpires and provide confirmation of assignments to umpires using email.
- (b) Using the schedule provided by Program Convenors, assigns umpires to games and maintains a record of those assignments which are sent to the Umpire-in-Chief on a monthly basis.
- (c) When requested by All-Star Team Managers, assign umpires to work exhibition games and track these games for additions to All-Star budgets.
- (d) Posts the game assignments on the leagues umpire webpage.

### **Safety Officer**

The Safety Officer shall:

- (a) Inspect the bleachers, fences, dugouts etc.
- (b) Inspect all first aid kits and make sure they are stocked with necessary supplies
- (c) Make necessary arrangements to have Police Screenings done for all volunteers. Review all returned reports and inform the President of the findings thereof.
- (d) Be responsible for processing all injury reports/claims, which are protected by league insurance. Interface with the injured player's parents to complete all appropriate documentation in accordance with the guidelines as set out by the insurance company. Report to President for approval.
- (e) Solicits suggestions for making conditions safer.
- (f) Report suggestions to the Board and Executive.



- (g) Ensure that all All-Star managers are properly equipped with First Aid kits during the playing season.
- (h) Facilitates safety training where needed (Defibrillator, First Aid, CPR)
- (i) Prepare an annual report to be presented at the Annual AGM.

### **Equipment Manager**

The Equipment Manager shall:

- (a) Inspect all equipment.
- (b) Responsible for the upkeep and maintenance of all player equipment.
- (c) Maintain accurate, up-to-date inventories and records of equipment.
- (d) Maintain accurate, up-to-date inventories of all uniforms each season.
- (e) Coordinates with the Vice President of Baseball Operations and Program Convenors to distribute and retrieve all equipment bags to and from diamonds at the beginning and end of the season (or the end of all-star season).
- (f) Maintains an inventory of all equipment in the equipment boxes at each diamond to ensure that all diamond equipment boxes are sufficiently stocked and maintained.
- (g) Inspects all equipment, removing damaged, worn, or unsafe equipment, and replaces with new equipment.
- (h) Reports all findings and provide a list of equipment that needs to be replaced or repaired as well as recommendations to the Board of Directors to approve ordering new equipment as required from season to season.
- (i) Maintains inventory of reserve equipment.
- (j) Provides scorebooks and pitch-count books to appropriate teams.

### **Registrar**

The Registrar shall:

- (a) Validates registration data on registration form.
- (b) Ensures all appropriate payments are received and report of any Member not in good standing.
- (c) Enters all registrations and maintains player data base.
- (d) Provides registration reports to the Board of Directors.

### **Office Manager**

The Office Manager shall:

- (a) Manage registration drives in conjunction with the Registrar.
- (b) General office work, returning phone calls, answering phones, and monitoring emails.
- (c) Ensure office area is neat and tidy.
- (d) Other office duties as required.

## **Concessions Manager**

The Concession Manager shall:

- (a) Responsible for staffing the concession stand, including recruiting volunteer students and adults who can manage the stand along with the Volunteer Coordinator.
- (b) Make sure the stand is clean and money put away at the end of the night.
- (c) Responsible for setting the schedule each week for the students and adult volunteers.
- (d) Responsible for ordering/purchasing what is needed to keep the shelves stocked.
- (e) Work with the Volunteer Coordinator and Event Staff to ensure proper staffing of the BBQ where required.
- (f) Reports to the Board of Directors with a list of equipment that needs to be replaced or repaired.
- (g) Prepare an annual report to be presented to the Board of Directors.

## **Sponsorship Director**

The Sponsorship Director shall:

- (a) Liaise with current Board members to identify the yearly sponsorship needs of the league.
- (b) Develop sponsorship programs in conjunction with the Board of Directors and other senior level volunteers.
- (c) Work with Board members to identify, solicit, and manage a list prospects
- (d) Contact and maintain relationships with sponsors.
- (e) Work with the Communications Director to develop and maintain up-to-date promotional materials for the sponsorship programs, including organizational overview materials, brochures, web copy, and other informational pieces. Track and manage all sponsorship contributions and coordinate with the Treasurer to make sure that all sponsorships are paid.
- (f) Responsible for the coordinating of all sponsorship activities, including but not limited to: in-season team uniforms, scoreboard signs, outfield signs, and concession stand signs, and the ordering and distribution of sponsor plaques
- (g) Work with the Treasurer to make sure that all sponsorships are paid.
- (h) Work with the Uniform Coordinator to ensure correct sponsorship names are used.
- (i) Provide the Uniform coordinator and Division Director with the list of house league sponsors, and teams assigned in preparation for uniform ordering.
- (j) Coordinates contacts and solicits former business sponsors, new business and commercial/corp. and sponsors for Little League donations.
- (k) The coordination with the Treasurer of thank you letters to sponsors.
- (l) Defines, organizes and conducts the fundraiser (s) for the year.
- (m) Coordinate methodology with Treasurer to effectively collect monies from fundraisers.
- (n) Perform other duties assigned by the President or the Board of Directors.

- (o) Prepare an annual report to be presented to the Board of Directors.

### **Tournament Director**

The Tournament Director (OLL) shall:

- (a) Perform duties as specifically set forth and such duties, which may be assigned by the President or the Board of Directors.
- (b) Oversee and manage Tournaments sponsored by the Oakville Little League.
- (c) Keep official records of games and e-mail the results to the teams involved.
- (d) Design and order merchandise for sale-tournament shirts, hats, visors and fan ware for the adults and coaches if applicable.
- (e) Co-ordinate with the Director of Volunteers to line up volunteers to participate in tournament responsibilities.
- (f) Attend organizing meetings.
- (g) Act as or assign an Official Scorekeeper.
- (h) Coordinate Ceremonial & Pre/Post Game Procedures.
- (i) Confirm Players are properly equipped.
- (j) Perform other duties assigned by the President or the Board of Directors.

### **Uniform Coordinator**

The Uniform Coordinator shall:

- (a) Responsible for working with the Equipment Manager in ordering and distributing all uniforms for players and managers, including the House League teams and All-Star teams to Program Convenors. The order will consist of quantities, sizes, and colors for each team. Include copies of team order sheets for each All-Star manager so they can distribute to team.
- (b) Work directly with uniform provider to place all related orders for uniforms.
- (c) Work with the Vice President of Baseball Operations to get samples of All-Star SWAG from uniform provider to display at in-person All-Star fittings. Help parents select the sizes for each player.
- (d) Coordinates with the Sponsorship Officer to ensure correct team colors and sponsorship logos are used.
- (e) Once all uniforms and SWAG are in, contact each team manager to set up a date and time to pick up uniforms.

### **Awards/Trophy Coordinator**

The Awards/Trophy Coordinator shall:

- (a) Responsible for ordering and distributing all trophies and medals for the season by working with the President, Vice President of Baseball Operation and Program Convenors.

## **Program Convenors**

Blast Ball, T-Ball, Minor/Major, Intermediate/Junior/Senior/Big League, All-Star/Select and Challenger.

Each of the above named Convenors shall operate and assume responsibility for all matters concerning the operation of his/her own program of the league as set forth by the Board of Directors. He/She shall act within the framework of this constitution and the Rules and Regulations of Little League Baseball Inc., and Little League Canada. He/She shall bring before the Board of Directors any changes or concerns.

The Program Convenors shall:

- (a) Oversees all division convenors for those specific divisions applicable to the Division Convenor
- (b) Works with the Vice President of Baseball Operations and the Player Agent to create house league teams.
- (c) Provides feedback on umpires and coaches to the appropriate individuals within the league.
- (d) Oversee all division and or coach's meetings along with the division convenor.
- (e) In conjunction with the Vice President and Player Agent oversee the annual house league player evaluation process, player assignments to teams and all other player transaction or selection meetings.
- (f) He/She shall assist the President investigating complaints, irregularities, and conditions detrimental to The League and report thereon to the Board as circumstances warrant.
- (g) He/She shall communicate to the Board of Directors and Executive, such matters as deemed appropriate and make such suggestions as may tend to promote or improve their program.
- (h) He/She shall preside at the meetings of the Board of Directors, Executives and Members and assumes full responsibility for the operation of their program.
- (i) Prepare an annual report to be presented to the Board of Directors.

## **(j) THE LEAGUE COMMITTEES**

### **(a) The Special Events Committee**

1. The committee is chaired by the Volunteer Director.
2. The committee is responsible for the planning and implementation of events such as Opening Day Ceremonies, Championship Days, etc.
3. The committee will submit all plans to President and the Executive Committee for review and the Board of Directors for approval.

**(b) The Protest Committee**

1. The Protest committee shall consist of the President, Vice President, Umpire-In-Chief, the Convenor of the program in which the protest has occurred, and one other impartial member of the Board of Directors. In extenuating circumstances, any mentioned above position directly involved with a protest shall be removed from the Protest Committee during that process.
2. The committee is responsible for reviewing any protests filed by a manager due to a perceived misapplication of the rules.

**(c) Additional Committees**

The Board of Directors has the power to appoint standing committees of The League and to delegate such powers to them as the Board shall deem advisable.

**(k) MANAGERS AND COACHES (GENERAL)**

- (a) The following members of the Executive Committee are restricted from managing or coaching House League or All-Star/Select teams; the President, Umpire-In-Chief and the Player Agent. A Convenor may not manage or be a coach of a team in the program in which he/she is the Convenor.

**(l) MANAGERS AND COACHES (HOUSE LEAGUE)**

- (a) The President, Vice President, Player Agent and Program Convenor selects and appoints managers/coaches, with the approval of The Board of Directors.
- (b) All managers/coaches must submit an application form and undergo a Police Screening.
- (c) Shall be responsible for the actions of their team on the field.
- (d) Should continuously strive to improve their skills by attending baseball clinics when offered by The League.

**(m) MANAGERS AND COACHES (ALL-STAR/SELECT)**

The President, Vice President, Player Agent and Program Convenor selects and appoints All-Star/Select managers and coaches, with the approval of The Board of Directors. In extenuating circumstances, any mentioned above position directly involved with the selection of All-Star Managers/Coaches, shall be removed during that process.

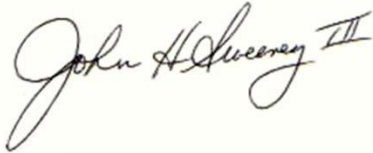
- (a) All applicants must submit an application form, undergo a Police Screening, and go through an interview process.
- (b) The applicants are selected by a committee consisting of the President, Vice President, and All-star/Select Convenor, and up to 3 unbiased persons.
- (c) Shall be responsible for the actions of their team on and off the field.

- (d) Should continuously strive to improve their skills by attending baseball clinics when offered by The League.
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The passing of these By-Laws repeals and renders null and void any previous By-Laws issued by Oakville Little League and was ENACTED by the Board of Directors on the 2nd Day of October 2016.

President's Name (please print) **John H Sweeney III** \_\_\_\_\_

President's Signature

A handwritten signature in cursive script, reading "John H. Sweeney III", is written on a light yellow rectangular background.