



CONSTITUTION, BYLAWS & POLICIES



CONSTITUTION AND BY-LAWS
SUMMERSIDE AREA BASEBALL ASSOCIATION
(Updated December 2021)

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SECTION 1 - CONSTITUTION

Article 1 - Name and Identification

1.1 - The organization hereby constituted shall be known as “Summerside Area Baseball Association.” and hereafter referred to as “SABA”.

1.2 - The SABA colors, logo, uniform attire (Including the team’s name presented on the uniform) will be determined by the Board of Directors. Any use of these colors and logos on products, clothing, printed material must be approved by the Board of Directors through the Ways and Means Director.

Article 2- Jurisdiction

2.1 - The Summerside Area Baseball Association operates within the boundaries determined by Baseball PEI. These boundaries are subject to and may be altered by Baseball PEI and such alterations shall be deemed to have been changed for all purposes of the Association.

2.2 - **Current Boundaries**

Summerside Area Baseball Association District:

Commencing at the intersection of Reeves Road and Carrs Creek; thence heading westwardly along the south side of Reeves Road towards Lady Slipper Drive North. Thence southwestwardly, parallel to and east, of Lady Slipper Drive North and east of Laughlin Street. Thence southwestwardly to the intersection of Main Drive - Route 2 and Lady Slipper Drive. Thence westwardly running parallel and south of Main Drive West - Route 2 and the Western Road -Route 2 to a point south of Allen Road - Route 122. Thence heading southwestwardly to the intersection with the former CNR right of way. Thence southwardly, parallel to the St. Nicholas Road crossing Route 11 to Muddy Creek, west of civic address 3528 Route 11 and to Sunbury Cove. Thence eastwardly along the coast to the Summerside Harbour and following the Northern bank of the Wilmot River. Thence heading north eastwardly crossing the MacMurdo

Road - Route 120 south of civic address 865 MacMurdo Road to a point south of the Blue Shank Road - Route 107. Thence heading north westwardly across the Blue Shank Road east of civic address 719 Blue Shank Road then heading northward to the east and parallel to the Wilmot Valley Road - Route 120 crossing the former CNR right of way and Route 2 east of civic address 259rr Route 2. Thence heading northward to the east and parallel to the Waterview Road - Route 120 and the Steel Road crossing Barbara Weit Road - Route 180 east of civic address 1151 Barbara Weit Road to a point east of civic address 21 Fox Trail Lane and intersecting with Webber Cove and the Malpeque Bay. Thence westwardly along Malpeque Bay to the point of commencement.

Article 3- Association Objective

3.1 - SABA is established as the governing and administrative body whose purpose is to provide an opportunity for the youth residing within the boundaries to participate and develop skills in recreational and competitive baseball at all levels.

3.2 - SABA is bound by and is subject to the by-laws and rules of Baseball Canada and Baseball PEI.

3.3 - SABA will exercise supervision and direction over all players, parents, coaches, officials, managers, and Board volunteers with emphasis on the enhancement of sportsmanship, representing SABA positively, showing respect for the rules, modeling team spirit, good character, citizenship, and fun.

Article 4- Head Office

SABA shall be incorporated with its head office at Queen Elizabeth Field in the City of Summerside in the Province of Prince Edward Island. This office shall be used for the Board of Directors to conduct Administrative and other duties as required. This Head office is not the required meeting place for any such board meetings, special meetings, or annual general meetings. This office can also be the official SABA Tournament Office for all SABA sanctioned tournaments.

Article 5- Remuneration

Board Directors, Managers, and Coaches shall be reimbursed (by approval of the board) for travel, accommodation and other related expenses while representing SABA on official business. Individuals may also be granted an honorarium upon approval by the Board.

Article 6- Dissolution

In the event of dissolution of SABA, the procedure shall be as provided for in the bylaws.

Article 7 - Amendments to Constitution

Amendments, additions, or alterations to the constitution must occur at the Annual General Meeting or a special general meeting called for that purpose. Members must receive at least 15 days' notice of the proposed change and at least two-thirds' of the members who vote at the meeting must approve the change.

SECTION 2 - BYLAWS

Article 1 - Definitions

When interpreting any published rule or bylaw the words defined below shall apply:

Active Member / Good Standing Member - A person who registers with your organization and pays an annual fee; is considered a Good Standing Member by the Board of Directors. If the individual is not deemed in Good Standing for such result of disciplinary action by the board or failure of payment, the individual is hereby deemed not in good standing and cannot be an "Active Member / Good Standing Member" within SABA.

Associate Member - Shall be those who support (Sport) but are not active participants.

Appeal - The process followed in accordance with published rules when a decision is unacceptable to an individual or club member affected.

Approved by the Membership - The adoption of a motion passed by a majority of the votes cast by delegates in attendance at the Annual General Meeting, or any Meeting as convened by the SABA.

Board Meetings - Are restricted to Board members only unless by invitation.

Club Member - a group of teams or group of individuals who are registered with SABA and pay an annual fee.

Competition - One or more games or an event organized or recognized by a host.

Decision - Any matter voted upon by the Board or membership of SABA.

Delegate - The individual identified as the representative of a member club to take part at general meetings and vote on their behalf.

Discipline - The process followed in accordance with published rules or policies to establish if an individual or organization has committed an offence.

Governing Organization - That registered organization which, in the context of the rule being interpreted, is the organization delegated to act and is an organization under the authority of SABA.

Host - A governing organization responsible for a competition.

Information Bulletin - A bulletin of notice sent out by mail, email, or another form of correspondence. Such information bulletin is to make members of SABA aware of certain items.

League - A governing organization that is immediately subordinate to the governing organization which delegates it the right to operate, and controls its teams, for league operation purposes only, in accordance with published rules.

Letter of Notice - A letter sent to any member within SABA to indicate notice of any such sort of action being taken on such individual by the Board of Directors. This could also be a warning.

Policy - a set of requirements adopted by the Board of Directors interpreting the intent of these By-Laws.

Procedure - A set of requirements adopted by the Board of Directors to implement a Policy.

Receipted Request - A written request by registered mail, certified mail, or trace mail by courier service with the correct fee, if required, in the form of recorded payment.

Recorded Payment - A cheque or money order made payable to the governing association.

Registered - An individual or organization that is named on the register of a governing organization in accordance with published rules.

Article 2 - Membership

Classification of Members

2.1.1 - Non-Voting Membership

All players who are duly registered and in good standing with SABA. Players shall not be entitled to vote at meetings of SABA.

2.1.2 - Voting Membership

The parents or guardians of all players duly registered in good standing with SABA. Parents and guardians shall be entitled to vote at the annual or special meetings of SABA. These individuals are not permitted to vote at any other meetings not mentioned above. Only one vote per household/player will be counted in any vote. Households with more than one player still only count as one vote. Families in mixed households will only count as one vote.

2.1.3 - Associate Voting Membership

All Coaches, Managers and Directors who are not covered under Voting Membership privileges and are duly recognized by SABA. Coaches, Managers and Directors shall be entitled to vote at the annual or any special meetings of SABA. Only one vote per household/player will be counted in any vote. Households with more than one player still only count as one vote. Families in mixed households will only count as one vote.

2.2 - Membership Fees

2.2.1- Membership Year

SABA's fiscal year shall be from January 1 until Dec 31.

2.2.2 - Setting Membership Fees

The Board of Directors shall decide the annual membership fees for each category of members.

2.2.3 - Payment Date of Fees

The Board of Directors shall decide final payment date each year for dues.

2.3 - Rights and Privileges of Members

2.3.1 Rights of Member

Any member in good standing is entitled to: (a) receive notice of general meetings of SABA; (b) attend any general meetings of SABA; (c) speak at any general meeting of SABA; (d) exercise other rights and privileges given to Members in these bylaws.

2.3.2 - Voting Members

The only members who can vote at general meetings of SABA: (a) Active members in good standing who are at least eighteen (18) years old; or if under the age of eighteen (18), the parent or guardian of the active member; and (b) Coaches, Managers in good standing. Only one vote per household/player will be counted in any vote. Households

with more than one player still only count as one vote. Families in mixed households will only count as one vote.

2.3.3 - Member in Good Standing

A Member is in good standing when: (a) the Member has paid membership fees or other required fees to SABA; and (b) the Member is not suspended as a Member as provided under Bylaw 2.7.

2.4 - Withdrawal of Membership

A person shall cease to be a member of SABA if:

- a) he or she does not pay the required membership fee for the current membership year.
- b) he or she resigns his or her membership by notice in writing to SABA: or
- c) he or she is expelled by SABA.

2.5 - Suspension of Membership

2.5.1 - Decision to Suspend

The Board of Directors, at a special board meeting called for that purpose, may suspend a Member's membership for an initial period of not more than three (3) months, for one or more of the following reasons: (a) if the Member has failed to abide by the Bylaws, codes or policies of SABA; (b) if the Member has been disloyal to SABA; (c) if the Member has disrupted meetings or functions of SABA; or (d) if the Member has done or failed to do anything judged to be harmful to SABA.

2.5.2 - Additional Suspension

The Board of Directors has the power to assign further suspensions.

2.5.3 - Notice to the Member

(a) The affected Member will receive written notice of the Board of Directors intention to deal with whether that Member should be suspended or not. The Member will

receive at least two (2) weeks' notice before the special board meeting. (b) The notice will be sent by registered mail to the last known address of the Member shown in the records of SABA. The notice may also be delivered by a Member of SABA. (c) The notice will state the grounds for why a suspension is being considered.

2.5.4 - Decision of the Board of Directors

(a) The Member will have an opportunity to appear before the Board of Directors to address the matter. The Board of Directors may allow another person to accompany the Member. (b) The Board of Directors will determine how the matter will be dealt with and may limit the time given the Member to address the Board of Directors. (c) The Board of Directors shall provide a written decision outlining its reasons for the decision.

2.6 - Expulsion of Members

2.6.1 - SABA may, by Special Resolution at a Special General Meeting called for such a purpose, expel any Member for any reason which is deemed sufficient in the interests of SABA.

2.6.2 - The Board of Directors will determine how the matter will be dealt with and can provide the opportunity for the Member to submit a written resolution to SABA. A Two-thirds (2/3) majority of all votes casted is needed to adopt the Resolution.

2.6.3 – Following the adoption of the Resolution, the name of the Member is removed from the Register of Members. The Member is considered to have ceased being a Member on the date their name is removed from the Register of Members.

2.7 - Appeals

A Member who is dissatisfied with a decision taken under either 2.5 or 2.6 may appeal that decision to Baseball PEI. Please refer to Article 5.2.3 for more clarification.

Article 3 – Meetings

3.1 - The Annual General Meeting

3.1.1 - SABA shall hold its Annual General Meeting no later than November 30th of each calendar year. The Board of Directors shall set the place, day and time of the meeting and announce it to the public.

3.1.2 - The Director of Administration shall place a notice of meeting on SABA's social media sites at last 14 days (two weeks) before the Annual General Meeting. The notice shall state the place, date and time of the Annual General Meeting and any business requiring a resolution.

3.1.3 - Any Member wishing to have an item of business placed on the agenda of the Annual General Meeting shall advise the Director of Administration of such, in writing, (including email) within seven (7) days of the notice being sent.

3.1.4 - The Annual General Meeting shall be attended by all members of the Board of Directors and may be attended by any other Active, Associate or Club Member in good standing.

3.1.5 - 50% of active Board of Directors and Five (5) members in good standing shall constitute a quorum at the Annual General meeting of SABA.

3.1.6 - Agenda for the Annual General meeting shall be, a) Roll Call, Credentials; b) Adoption of the Minutes of Previous Meeting; c) Business arising from Minutes; d) Reports; e) Correspondence; f) Consideration of Amendments; g) Election of Officers and Directors; h) New Business i) Adjournment.

3.1.7 - General Meetings of SABA are not open to the public, unless the majority of the board of directors formally invites an individual or group to the general meeting. At any time throughout the meeting such group or individual can be asked to leave by the members of the Board of Directors.

3.1.8 - The President will cancel the General Meeting if a quorum is not present within one-half (1/2) hour after the set time. If cancelled, the meeting is rescheduled for one (1) week later at the same time and place. If a quorum is not present within one-half (1/2) hour after the set time of the second meeting, the meeting can proceed with the Members in attendance and those Members shall constitute a quorum.

3.1.9 - The President chairs every General Meeting of SABA. The Vice-President chairs in the absence of the President. If neither the President nor the Vice-President is present within one-half (1/2) hour after the set time for the General Meeting, the Members present may appoint one (1) of the Members to chair.

3.1.10 - The President shall adjourn any General Meetings with the consent of the Members at the meeting. The adjourned General Meeting conducts only the unfinished business from the initial Meeting. No notice is necessary if the General Meeting is adjourned for less than thirty (30) days. SABA must give notice when a General Meeting is adjourned for thirty (30) days or more. Notice must be the same as for any General Meeting.

3.2 – Board of Directors Meetings

3.2.1 - Regular meetings of the Board of Directors shall be held monthly during the period from April to September and a minimum of two (2) meetings during the periods from Jan to March for a total of six (6) minimum for the year. Minutes of such meetings will be recorded by the Director of Administration. The agenda for Board of Director meetings shall be, a) Roll Call; b) adoption of minutes of previous meeting; c) Business arising from minutes; d) Correspondence; e) Reports from Directors f) New Business; i) Adjournment.

3.2.2 - A quorum for a meeting of the Board of Directors shall be half the Members plus one (1).

3.3 - Special General Meetings

3.3.1 - Calling of Special General Meeting. A Special General Meeting may be called at any time: (a) by a resolution of the Board of Directors to that effect; or (b) on the written request of at least four (4) Directors. The request must state the reason for the Special General Meeting and the motion(s) intended to be submitted at this Special General Meeting; or upon the written request of at least one-third (1/3) of the Voting Members. The request must state the reason for the Special General Meeting and the motion(s) intended to be submitted at such Special General Meeting.

3.3.2 - Any Special General Meeting is not open to the public unless invited by the Board of Directors as a majority. This does need to be put out to notice for the public. If the Board of Directors decide to do so, they shall.

3.3.3 – The Agenda for Special General Meeting shall be Only the matter(s) set out in the notice for the Special General Meeting are considered at the Special General Meeting. The purpose for a special general meeting can be to make emergency changes to the constitution if necessary.

Article 4 – Voting

4.1.1 - Each Voting Member, in good standing, has one (1) vote. A show of hands decides every vote at every Annual General Meeting. A ballot is used if at least five (5) voting Members request it. Only one vote per household/player will be counted in any vote. Households with more than one player still only count as one vote. Families in mixed households will only count as one vote.

4.1.2 - The majority of votes of the Voting Members present shall adopt each resolution.

4.1.3 - The President declares a resolution carried or lost. This statement is final and does not have to include the number of votes for and against the resolution.

4.1.4 - Voting by proxy is not permitted.

4.1.5 - The Chairperson shall vote only in the event of a tie.

Article 5 - Governance, Board of Directors

5.1 Board of Directors

5.1.1 – The Board of Directors Composition

The Board of Directors of SABA shall consist of:

1. President
2. Vice-President
3. Director of Administration
4. Director of Finance
5. Director of Tournaments
6. Director of Ways & Means
7. Director of Scheduling
8. Director of Membership
9. Director of Inventory & Purchasing
10. Past President

5.2 - Powers of the Board

5.2.1 - The Board of Directors shall have full power to conduct all business on behalf of the Association.

5.2.2 – The Board of Directors may make policies, procedures, and rules for managing the affairs of SABA.

5.2.3 - The Board of Directors may make policies, procedures and rules relating to the discipline of members, and shall have the authority to discipline members accordingly.

5.2.4 - The Board of Directors may make policies, procedures and rules relating to the management of disputes within the Association and shall have the authority to deal with all disputes accordingly.

5.2.5 - The Board of Directors may establish committees, appoint members of committees and delegate any of its powers, duties, and functions to any committee.

5.2.6 - The Board of Directors shall appoint or employ such persons as it deems necessary to conduct the work of SABA.

5.2.7 - The Board of Directors shall have the authority to interpret any word, term, or phrase in SABA's Constitution and Bylaws which is ambiguous, contradictory, or unclear.

5.2.8 - The Board of Directors shall approve / disapprove coaches and or Managers who have submitted coaching and or managers applications for SABA teams.

5.2.9 - The Board of Directors shall monitor all activities under the authority of SABA and shall report any disciplinary concerns to the Disciplinary Committee.

5.2.10 - The Board of Directors may rely on outside assistance for Committee representation while ensuring, where possible, that the majority of the committee is comprised of Board of Director members.

5.2.11 - The Board of Directors shall determine policies required to meet the objectives of SABA.

5.2.12 - The Board of Directors shall assist in the development of good public relations on behalf of SABA.

5.2.13 - The SABA Board of Directors shall create if necessary, and pursuant to the terms of this Constitution, By-law and Policy Document Committee, a Disciplinary Committee, a Hiring Committee, and a Tournament / Host Committee.

5.3 - Election of Board of Directors Members

5.3.1 -The following Board of Directors positions shall be elected for term of two (2) years:

- President
- Vice-President
- Director of Finance
- Director of Administration

The terms of the President and the Director of Finance shall be on even numbered years whereas the terms of the Vice-President and Director of Administration shall be on odd numbered years.

5.3.2 -The following Board of Director positions shall be elected for a term of one (1) year:

- Director of Tournaments
- Director of Ways & Means
- Director of Scheduling
- Director of Membership
- Director of Inventory & Purchasing

5.3.3 - Any person may be nominated by a member or Director. SABA will announce the available vacant positions to the Membership at the time of call for the Annual General Membership Meeting. Nominations can then be made in writing to the Director of Administration. Nominations will be open for 7 days at which time SABA will then share with the membership those who have been nominated. All elections of Board of Director positions shall take place at the Annual General Membership Meeting.

5.3.4 - The position of the Past President shall be replaced with the outgoing President upon the election of a new President.

5.3.5 - The removal from office of any Member of the Board of Directors shall require a two-thirds (2/3) majority of those present at a Special Board Meeting called for that purpose.

5.3.6 - Any candidate running for election for a position on the Board of Directors shall be given a maximum of five (5) minutes to speak to the Voting Members prior to the vote being taken. The candidate may decline to use this opportunity.

5.3.7 - In the event of a vacancy occurring, the Board of Directors may appoint an individual to fill the unexpired term or until the next General Meeting.

5.4 - Honorariums of the Board of Directors

5.4.1 - Each Member of the Board of Directors will receive an honorarium. Each Board of Directors position offers its own unique honorarium based on the work and time required to fulfil the role. The Board of Directors shall decide as a majority what each role shall receive during that season. If the role is not being executed like it should be or to its best ability, the Board of Directors shall vote on removing that individual who is failing to do their role properly and stop them from receiving an honorarium. Each member of the Board of Directors shall receive free registration for their child. If they do not have a child enrolled in SABA, they will receive the equivalent amount of money for the fee for that season.

Article 6 - Association Committees

6.1 The Disciplinary Committee

6.1.1- The Disciplinary Committee Shall consist of at least three (3) Board of Director members. A Committee will be appointed by the President for each incident, ensuring there is no conflict of interest.

6.1.2- The Disciplinary Committee shall recommend any disciplinary measures to the Board of Directors to discipline or suspend any SABA member. The Board of Directors will then determine the appropriate course of action.

6.1.3- The Disciplinary Committee shall ensure that disciplinary measures used by Coaches are consistent with the rules of Baseball PEI and are within SABA's objectives outlined in Article 3 of SABA Constitution.

6.1.4- The Disciplinary Committee shall review all disciplinary issues and reports from Baseball PEI and will ensure there is a proper follow up with all SABA members involved in such disciplinary measures issued by Baseball PEI.

6.1.5- The Disciplinary Committee shall make recommendations to the Board of Directors that ensure SABA members are being treated fairly and will ensure all issues be treated as confidential.

6.1.6- SABA Members must forward any and all disciplinary complaints in writing to the Board of Directors.

6.2 Team Selection Committee

6.2.1- The Team Selection Committee shall be selected by the Board of Directors prior to the commencement of Tryouts and evaluate players skills to determine the players ability to play at higher levels and ensure players are playing in the appropriate divisions.

6.2.2- The Team Selection Committee shall communicate with the coaches selected for each team during the tryout process to determine the appropriate level for each player to deflect the idea of favoritism and ensure SABA's objectives are being adhered to.

6.2.3- The Team Selection Committee shall report to the Board of Directors after the tryouts process is completed. The report shall include any recommendations for future committees and any incidents that may have occurred during Tryouts.

6.2.4- The team Selection Committee will meet with the President and Coaches to establish the criteria and method by which the players will be evaluated. The specific methodology utilized in evaluating the ability level of the players may vary depending upon the respective divisions, but the following general criteria should be used: drills should be used to evaluate basic skills such as catching, throwing, hitting and base running. While scrimmages and exhibition games should be used to evaluate baseball sense, positional play, hustle, attitude, and commitment.

6.2.5- The Team Selection Committee shall use a minimum of three (3) tryout sessions to determine the team rosters. Coaches can, upon request to the Selection Committee, decide to have more or less tryout sessions. The team Selection Committee shall allow a reduction in players attending(cuts) only after the second tryout session is completed.

6.2.6- Both the Team Selection Committee & the Coach will present player list to the President for approval, before announcing. Any conflicts must be reported by the Team Selection Committee to the Board of Directors immediately.

Article 7 – SABA Teams Financial Accountability

7.1. - The Manager of each SABA team shall make a detailed Financial Report of the team's activities for that baseball season. The Report shall be delivered to the Ways and Means Director on or before the first day of October.

7.2- Teams are expected to submit all receipts and financial statements from the past season as part of their Financial Report. If teams have obtained a lottery license during the season, a copy must be included with Financial Report.

7.3- If the team has a surplus at the end of the year and the parents have contributed financially to the team, then the surplus must be divided equally amongst them if they so choose but cannot exceed the original parental out-of-pocket contribution. SABA shall recover remaining funds.

7.4- Managers shall abide to SABA Fundraising Guidelines found in Policy 3 of Section 3 of the constitution.

7.5- The manager of each team must submit a Pre-season Budget to the Director of Ways and Means outlining the teams' intentions on Fundraising and estimated costs associated with the team's upcoming season.

Article 8 - Association Teams

8.1- Every attempt will be made to institute a system that is fair in Team selection at all levels. A successful selection process is essential to the overall function of SABA. SABA will, to the best of its ability, provide the opportunity for each participant to participate at a level that meets his/her ability.

8.2- The placement of players on Teams will be coordinated by the Board of Directors in consultation with the Team Selection Committee who will oversee the ranking of the players in accordance with their abilities from the highest to lowest.

8.3- SABA 11U, 13U and 15U Rep teams shall have a minimum of twelve (12) players.

8.4- All players must be registered with SABA before participating in the try-out sessions. Players from associations other than SABA who attend tryouts with SABA must be registered with their home association and provide a tryout release from home association. Parents and players must be informed about how the tryouts will be conducted and how the players will be informed of the Tryout Roster. The parents of those players tentatively selected for a Rep Team must be approached with respect to their commitment before the final selections are made. See Tryout Policy.

8.5 - SABA 11U, 13U and 15U AA teams can have up to fifteen (15) players. Depending on registration numbers, the Board of Directors reserves the right to adjust the team numbers.

Section 3 SABA Policies, Procedures and Definition of Roles

Policy 1 - SABA Uniform Policy

SABA provides Jerseys for players in the Association to wear. To ensure that the life of the sweaters is prolonged for future use, a Jersey policy has been developed.

- Each player registered in SABA will receive one Jersey. The Jersey is to be treated with respect and should be worn with pride. Players Jerseys should only be worn during games, with the exception being made for the house league teams.
- At season's end, all Jerseys are to be washed and returned to the Inventory & Purchasing Director no later than October 1st.
- Washing Jerseys must be done with care. They should be washed in cold water and hung to dry. High heat should be avoided when drying.
- All costs incurred for repair or replacement of Jersey will be the responsibility of the Jersey user.
- The cost to replace any baseball Jersey not returned or showing signs of abuse (other than normal wear or accidents) will be charged to the player at \$100 each.

- Jerseys not returned or paid for will result in a \$100 fee (for each Jersey) being added to the player's registration for the following season. No player shall be registered for the next season until this fee is paid.
- This policy covers all SABA 11U to 18U division teams - For all league and tournament scheduled games (this includes exhibition play), players will wear the association's sponsored Township Jersey. No exceptions.
- Players will wear black socks and, if worn, a black belt.
- Players must wear white baseball pants.
- For protective head gear players must have either a red or a black helmet. - All players must wear a Chevys baseball hat.
- For long sleeve undershirts, please ensure the sleeves are black.
- To maintain a professional and respectful image, uniforms are to be kept clean and in good condition. Failure to comply with the Uniform Policy may result in a player being removed from the field.
- All players must adhere to the Uniform Policy and all uniforms are subject to approval of SABA.

Policy 2 - Tryouts

- Players in each division are welcomed to attend tryouts, which will be held prior to the start of the SABA baseball season. All players must be registered with their Association before tryouts begin. Players attending tryouts from another association must have a tryout transfer form filled out and must present this form to SABA before taking part in the tryout. The Board of Directors will ensure, when possible, to have tryouts scheduled at consecutive times and days to expedite the tryout process.
- The Team Selection Committee shall, in communication with Coaches and SABA, determine the rosters for each tryout.
- Tryouts shall be a minimum of three (3) sessions. Coaches must request additional or less sessions to the Team Selection Committee. The Team Selection Committee shall decide if these requests are warranted.
- Players must attend two thirds (2/3) of the Tryout sessions, unless extraordinary circumstances arise such as injury or inability to attend, to be

evaluated properly. The Team Selection Committee shall have the final say in such matters.

- It is recommended that the expertise and knowledge of the previous year's Coaches be solicited when evaluating players.
- In order to facilitate the selection process, the Team Selection Committee will organize in such a manner as to minimize disruption to the team(s) from the level(s) below.
- The player rating must remain confidential within the Team Selection Committee, Coach, and SABA.
- SABA discourages either the release in or out of players where an Association provides a baseball program that meets the skills of the player.

Policy 3 - Team Fundraising Guidelines

- Teams Can Only Fundraise for Expense Purposes such as, Tournament Costs, Additional Equipment, Team Accommodations for coaches that do not have a child on the team, Travel Expense to Atlantic or National Events, Additional uniforms that not provided by SABA such as Hats, Undershirts or Practice shirts. These items must have the approval of the Board of Directors and have the approved SABA logo on them.
- Team Jackets or extra clothing is optional and must paid for by the players, you cannot fundraise for these items. These items must have the approved SABA logo on them.
- Each team can fundraise up to \$1000.00 dollars. This amount does not include the sale of Baseball PEI Fundraiser. Anything raised over this amount must be forfeited to SABA, as Teams are fundraising under the SABA name.
- If teams required a larger fundraising budget, teams must submit a written letter of request to the SABA Ways & Means Director which must include:
 - Why do teams require this extra money?
 - What is this extra money going to be used for?
 - The additional amount teams are looking to gain (If approved, all earnings above the 10% margin must be forfeited to SABA).
- Teams attending Atlantic tournaments that are being held in Newfoundland will be given a minimum honorarium of \$500. This amount can be increased upon

written request to SABA. Teams must send a request to SABA prior to attending Atlantic Tournaments. This honorarium should be used for costs associated with food, travel and or accommodations for coaches that do not have a child on the team.

- SABA Players invited to play in any National or Regional events will be given a minimum honorarium of \$100. This amount can be increased upon written request to SABA. Players must send a request to SABA prior to attending any such events.

Policy 4 - Duties of SABA Coaches

- Attend Coaches' Meetings. This is mandatory and the consequences of not showing or sending a Team representative could result in loss of team practice times.
- Always conduct themselves in a respectful, responsible, and sportsmanlike manner, especially when dealing with players.
- Schedule meetings with Team Managers monthly to communicate with parents, giving the Technical Coordinator the opportunity to attend such meetings.
- Choose at least one (1) Assistant Coach and one (1) Manager and submit the names to the Board for approval. These individuals must complete an application and have a Criminal Record Check that has been applied for in preparation for the upcoming season.
- Wherever possible and practical, it is recommended that a Coach not be involved in coaching more than one (1) team during the seasons.
- A Coach will be removed from their position for reasons of the incompetence or actions which contravene the principles and policies of SABA as described throughout the SABA Constitution and By-laws and Policies. When a coach is removed, the Board of Directors will appoint a substitute for the remainder of the season.
- A Coach is expected to emphasize a spirit of good sportsmanship and a healthy, competitive attitude, win, or lose, remembering that the example they set can influence the players on their Team. A Coach must avoid the use of profanity,

intimidation, and violence. In addition, the Coach will share these expectations with all bench volunteers.

- To the best of their ability, a coach must assume responsibility for affording each player an opportunity to participate fairly and equally, regardless of the players ability. Exceptions are as follows:
 - - At the competitive level (AAA) for 11U to 18U, a Coach may assume responsibility for unequal field time in the remaining two (2) innings of a game in a situation where a loss in that crucial game would significantly affect the opportunity for the Team to participate in further competitions. (Provincials, Eliminations, or in a tournament). A Coach is encouraged to clearly communicate his reasons for unequal field time at the parents meeting or at the earliest opportunity.
 - - A player may be benched for all or part of a game at the discretion of the coach for disciplinary reasons such as but not limited to; abusive or foul language directed at players, coaches, officials, or spectators, for actions which are deemed to be detrimental to the welfare of the team. A Coach may give a one game suspension for disciplinary reasons, and parents/guardians of the suspended player are to be notified by the Coach, but a suspension of more than one game by a coach must be approved by the Board of Directors. A written notice shall be provided by the Board of Directors and be sent to the parents/guardians of the suspended player.

Policy 5 - Duties of SABA Managers

- Complete an application form and have a Criminal Record Check submitted to the association via the Technical Coordinator as soon as possible.
- Make sure that there is a Treasurer appointed for the Team.
- If the Team is involved in fundraising, there should be a bank account for the Team set up. All withdrawals from this bank account require the signatures of the Manager and the treasurer.
- Make sure there is a monthly parents meeting.

- Ensure that mandatory travel permits are obtained from Baseball PEI for all off-island trips.

- Submit a Pre-Season budget outlining the teams' intentions on fundraising and estimated costs associated with the teams upcoming season and then submit a Post-Season Financial Report. Pre-Season Budgets are to be sent to the Director of Ways and Means prior to any fundraising. Post-season Financial Reports are to be sent to the Director of Ways and Means prior to or before October of that year.

- Submit to the Director of Membership, at a date determined by the Board of Directors, a complete Team list. This list shall include players Coaches, Managers, and any other Team officials.

- Apply at least 30 days before expected date to host a tournament.

- Call a Team meeting, after Team Roster have been finalized. At this meeting Team management should discuss with players and parents the following in addition to their own agenda items
 1. SABA's philosophy and goals.
 2. SABA's fair play policy.
 3. The coaching philosophy regarding players arriving at the field, appropriate language from players and adults connected with the team, discipline, parents' responsibility regarding fundraising, tournaments, etc.
 4. The effect that parents' comments and attitudes, positive and negative, can have on a Team.
 5. How a change in plans or new plans will be communicated with parents.
 6. The procedure for dealing with problems, namely that team management manages all complaints. If issues are not resolved at this level, a letter outlining the issues should be sent to SABA to ensure the Board of Directors are aware of the issues and can be dealt with by the Board of Directors.

Policy 6 - Fair Play Policy

At the competitive level (AAA) for 11U or higher, a Coach may assume responsibility for unequal field time for the final two (2) innings of a game in a situation where a loss in that crucial game would significantly affect the opportunity for the Team to participate in further competitions, (provincials, eliminations, or tournament play). This may on occasion result in unequal field time for some players during key games. This

should not be interpreted as no field time or that key games start in May or that every game is a key game. The Coach is encouraged to clearly communicate their reasons for unequal field time at the parents meeting at the beginning of the season. The Association supports an approach where equal participation occurs along with the win. This concept is equally applicable to August and September as it is in May and June. Any Coach or Manager who insists on a different philosophy may be suspended by the Board of Directors.

Policy 7 - EXHIBITION GAME POLICY

All SABA teams are required to adhere to the following policy below for exhibition games.

- Teams are to book all exhibition games through the SABA Director of Scheduling.
- Teams are responsible for all umpire fees associated with Exhibition games.
- SABA will pay for umpire fees through their monthly PEIBUA invoices, and teams will then be invoiced by SABA thereafter. Teams will have 30 days to pay for the invoice. Rates are set by the PEIBUA.
- Teams are to book umpires through the PEIBUA zone assignor for their exhibition games to ensure certified umpires are assigned to the game.

Policy 8 - FIELD CANCELLATION POLICY

- All SABA teams must notify the following people when cancelling a scheduled practice:
 - SABA President
 - SABA Director of Scheduling
 - SABA Technical Coordinator
- All SABA teams must notify the following people when cancelling a game:
 - SABA President
 - SABA Director of Scheduling
 - SABA Technical Coordinator

- PEIBUA Assignor
- All Teams are to adhere to the PEIBUA cancellation policy when it comes to games. Failure to do so, will result in teams being responsible to cover the cost of umpires.
- If teams are looking to inquire about field conditions, due to rain or other poor weather conditions, they are invited to check out SABA's social media or website for daily updates or can contact the Director of Scheduling or Technical Coordinator directly. Those individuals are in contact with City of Summerside Staff who can make an assessment on field conditions.
- It is the team's decision to cancel a scheduled field time due to weather. Unless advised by SABA in advance that fields are closed due to poor conditions.

Policy 9 - SABA SOCIAL MEDIA POLICY

Introduction

This policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, Instagram, TikTok, MySpace, LinkedIn, Foursquare and any other social media network that allows users to communicate online.

SABA recognizes and appreciates the value of social media and the importance of social networking to all stakeholders. SABA also respects the right of all members to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate SABA's membership on the risks of social media and to ensure all members are aware that conduct deemed to be inappropriate may be subject to disciplinary action.

Social Media Guidelines

- a) SABA holds the entire membership who participates in social media and networking to the same standards as it does for all other forms of media including radio, television, and print.
- b) Comments or remarks of an inappropriate nature which are detrimental to SABA, a team or an individual will not be tolerated and will be subject to disciplinary action.

- c) It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including SABA and/or team personnel, players, corporate partners, and the media can review social media communications. You should always conduct yourself in an appropriate and professional manner.
- d) Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e) Always use your best judgement – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments, and they are published for the public record.
- f) If requested to participate in an online network, as a direct result of your affiliation with or participation in SABA, SABA recommends that you request approval from SABA.

Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the SABA social media policy and may be subject to disciplinary action.

- a) Any statement deemed to be publicly critical of association officials or detrimental to the welfare of a member of a team, association, league, SABA, or an individual.
- b) Divulging confidential information that may include, but is not limited to the following:
 - Player injuries
 - Game strategies; or
 - Any other matter of a sensitive nature to a member of a team, SABA, or an individual
- c) Negative or derogatory comments about any team, association, league, SABA staff, volunteers, programs, stakeholder, players, or any SABA member.
- d) Any form of bullying, harassment or threats against players or officials.
- e) Photographs, video, or comments promoting negative influences or criminal behavior, including but not limited to:
 - Drug use
 - Alcohol abuse
 - Public intoxication
 - Hazing
 - Sexual exploitation; etc.

- f) Online activity that contradicts the current policies of Baseball PEI, Baseball Canada.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with SABA's policies on these matters.
- h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

Discipline

When a complaint is filed that may be in violation of this social media policy, SABA may deal with any matter where possible and practical.

Complaints referred to SABA will be investigated and reviewed by the SABA Disciplinary Committee and if deemed warranted members may be subject to disciplinary action as per Article 6.4 of SABA's Constitution.

Policy 10 - Roles and Responsibilities of Board of Directors and Paid Staff

PRESIDENT (Honarium - \$2000)

- Responsible for chairing, attending, and calling all meetings of SABA and the Board of Directors.
- Shall function as Chairperson on all SABA Committees.
- Responsible for overseeing the QEP Spring Community Clean-Up.
- Responsible for overseeing all SABA Social Media channels, website, and general inquiries email.
- Responsible for ensuring the overall direction of the Board of Directors and its decisions are being implemented.
- Responsible for appointing Members of the Board of Directors to create special committees such as Event Host Committees, hiring committees, discipline committees, etc.
- Responsible to function as the spokesperson and media contact for SABA.
- Responsible to function as the liaison with the City of Summerside.
- Responsible to function as SABA official representative at any Baseball Canada or Baseball PEI meetings or events.
- Shall have signing authority over SABA bank accounts.
- Responsible for signing off on all inter-branch transfers and transfers in and out of SABA along with the Director of Membership or designate.

- Responsible for the direction and implementation of all SABA marketing initiatives and strategies.
- Responsible for overseeing all inter-departmental activities including but not limited to: Finance, Administration, Tournaments, Programs & Development, Membership, Ways & Means, Scheduling, Inventory & Purchasing, etc.
- Responsible for the Coordination of all SABA Coaches & Managers Meetings.
- Responsible for reviewing and providing suggestions on updates to the constitution each season.
- Responsible for dealing with complaints from members.
- Responsible for overseeing any facility upgrades/improvements within SABA.
- Responsible for collaborating with the Director of Membership to deal with neighboring communities when registration number issues arise.
- Responsible for the delivery/enforcement of any Association, or Provincial or National memorandums/mandates that relate to SABA Members.
- Responsible for collaborating with the Director of Administration on the application and securement of government funds and grants.
- Responsible to report to the Board of Directors all business related to SABA.

VICE PRESIDENT

- Responsible for attending all General, Special, and Board of Directors Meetings.
- Responsible for acting as Chair of meetings and assuming the powers of the President in the absence of the President.
- Responsible for gaining sponsorship while working with local businesses.
- Responsible for fulfilling sponsorship requirements with our partners.
- Responsible for assisting the Board of Directors with any duties, as required.

DIRECTOR OF ADMINISTRATION

- Responsible for attending all General, Special, and Board of Director Meetings.
- Responsible for preparing and preserving the minutes and records of all meetings.
- Responsible for distributing all meeting minutes to all Board of Directors and upon the request of any Member in good standing.
- Responsible for assisting the Director of Membership in the keeping of the registry of all members of SABA.
- Responsible for the coordination and bookings of all association meetings.

- Responsible for keeping and preserving all correspondence, contracts, and other important records and files.
- Responsible for ensuring all team staff and Board of Directors submit criminal record checks when requested. Must keep these on file for reference.
- Responsible for keeping a record of annual changes in the Board of Directors, amendments to bylaws and other incorporating documents.
- Responsible for checking and picking up the mail at the post office on a weekly basis and distributing the mail to the appropriate Director.
- Shall have signing authority over SABA bank accounts.
- Responsible for collecting all applications for jobs, either paid or volunteer, within SABA.

DIRECTOR OF FINANCE (Honorarium \$300)

- Responsible to Attend all General, Special, and Board of Directors Meetings.
- Responsible for paying all SABA employees.
- Responsible for overseeing all financial operations that take part within SABA.
- Responsible for having custody of all general funds and shall bank monies at a financial institution in the name of SABA.
- Responsible for keeping an accurate account of all general income, expenses, and accounts payable and, with the assistance of the Director of Membership and SABA staff, keep an accurate account of accounts receivable.
- Responsible for reporting the general financial status that shall include monthly revenues and expenditures of SABA monthly to the Board of Directors at every monthly Board of Directors meeting for review and approval. Such a report should include sources of revenue and details of expenditures.
- Responsible for having the financial records reviewed by a designated professional chosen by the membership at the Annual General Meeting and have independent financial statements prepared for and presented to the membership at the Annual General Meeting if requested.
- Responsible for preparing a preliminary Annual Budget for perusal by the membership for the Annual General Meeting.
- Responsible for review bank statements of the Association for the general account and report any discrepancies to the Board of Directors and to the financial institution as soon as he/she notices.
- Shall have signing authority over SABA bank accounts.

- Responsible for keeping the association checkbook and writing out any cheques required once it has been approved by those with signing authority over SABA bank accounts.

DIRECTOR OF TOURNAMENTS (Honorarium \$500 + \$10 for every game played in tournament)

- Responsible for attending all General, Special, and Board of Directors meetings.
- Responsible for the direction and coordination of all SABA Tournament operations including scheduling, official rules, volunteer recruitment, press releases & marketing with the media, umpire assignments from the 15U “AA” division and below.
- Responsible for updating the SABA Tournament information on SABA social media sites.
- Responsible for applying for the Levy Accommodations funding. Must submit the application along with a full report to the Board of Directors upon completion of the Tournaments.
- Responsible for submitting a tournament report following each tournament including its financials and any issues or notes to the Board of Directors.
- Responsible for submitting an Annual Financial Report to the Director of Finance, breaking down each tournament’s expenses/revenue.
- Responsible to be at each Tournament or appoint a Tournament Coordinator in the place of absence.
- Responsible for assigning staff to operate the scoreboard and music/PA for each tournament game is possible.
- Responsible for working with the PEIBUA Provincial Assignor in ensuring all 15U “AAA” and above tournament games are assigned with certified umpires
- Responsible for collaborating with the Vice-President on Sponsorship fulfillment and activation at Tournaments if required.
- Responsible to provide a report at the Annual General membership meeting highlighting any issues that arose in the previous season and make recommendations for the future season.

DIRECTOR OF WAYS & MEANS

- Responsible for attending all General, Special, and Board of Directors meetings.
- Responsible in assisting the Vice-President with obtaining sponsorship for teams if requested.
- Responsible for informing all coaches and Managers of all SABA guidelines and policies each season.
- Responsible for reviewing team fund-raising applications.
- Responsible for reviewing and updating all association guidelines and policies each season and if necessary, make recommendations to the Board of Directors on their specific department policies.
- Responsible for ensuring teams are following all uniform and apparel guidelines.
- Responsible for collecting team financial reports and presenting them to Director of Finance, if required.
- Shall be a member of the Disciplinary Committee.
- Responsible for ensuring active sponsorship and contract deals in place are not being affected by a team or other membership activities or actions.
- Responsible to provide a report at the Annual General membership meeting highlighting any issues that arose in the previous season and make recommendations for the future season.

DIRECTOR OF SCHEDULING

- Responsible for attending all general, special and Board of Directors meetings.
- Responsible for all on and off-field scheduling for SABA teams and events.
- Responsible for working with the City of Summerside Programming & Scheduling Coordinator to book fields and secure SABA time slots for the season.
- Responsible for collaborating with all SABA team Managers and Coaches on scheduling bookings of all City of Summerside fields and SABA batting cages at Queen Elizabeth Park (QEP).
- Responsible for assisting all teams with finding field times for tryouts, games, practices and make up games.
- Responsible for sending weekly schedules out to SABA coaches/managers, Board of Directors, the City of Summerside and all SABA staff on the Friday of the week prior to that schedule.
- Responsible for ensuring all teams are using time slots booked to them and not leaving field times open without notice to the Director of Scheduling.
- Responsible for collaborating with other user groups to secure additional field times for Summerside Baseball each season.

- Responsible to provide a report at the Annual General membership meeting highlighting any issues that arose in the previous season and make recommendations for the future season.

DIRECTOR OF MEMBERSHIP (Honorarium \$500)

- Responsible for attending all General, Special, and Board of Directors Meetings.
- Responsible for the record-keeping and correspondence of all Summerside Baseball Members registration forms and information.
- Responsible for coordinating and overseeing the online registration system (RAMP) and inputting all member registrations into the program.
- Responsible for collaborating with the Director of Finance to ensure payments of individuals are being made and that all registration money is being deposited into the SABA bank account.
- Responsible for providing the Board of Directors with a post-registration report including, but not limited to membership numbers, revenue amount, transfers in and out, etc.
- Responsible for collaborating with Members who may encounter undue financial hardship and may require a payment plan to cover the cost of registration. The Board of Directors shall approve any such requests.
- Responsible for ensuring forms are being filled out properly by the Members.
- Responsible for collaborating with the President on all player transfers from within SABA and those coming from other associations.
- Responsible for collecting any late registrations from Members.
- Responsible for any registration refunds.
- Responsible for enforcing the refund policy and late fee policy.
- Responsible to provide a report at the Annual General membership meeting highlighting any issues that arose in the previous season and make recommendations for the future season.

DIRECTOR OF INVENTORY & PURCHASING

- Responsible for attending all General, Special, and Board of Directors meetings.
- Responsible for keeping inventory records on all SABA equipment, uniforms and other items owned by SABA.

- Responsible for the purchasing of any items for the association upon approval by the Board of Directors.
- Responsible to work with the Director of Finance to ensure all accounts used for purchasing are being paid.
- Responsible for reviewing receipts and purchases made by other Board of Directors at the permission of the Director of Inventory and Purchasing.
- Responsible for distributing SABA equipment, jerseys, and other needed resources to teams at the beginning of the season.
- Responsible for coordinating with teams if they wish to borrow other resources for their respective Teams throughout the season and keep track of the inventory sign-in / out sheet at the Canteen.
- Responsible for ensuring proper inventory documentation and the return of all equipment and uniforms at the end of the season.
- Responsible for the replacement or fixing of any SABA equipment item if broken before, during or after the season.
- Responsible for identifying and bringing recommendations to the Board of Directors on items that should be purchased each season.
- Responsible to provide a report at the Annual General membership meeting highlighting any issues that arose in the previous season and make recommendations for the future season.

Duties of SABA Employees

TECHNICAL or PROGRAM COORDINATOR (Pay: Will be determined by the Board of Directors each season.)

1 Season Contract

Duties required, but not limited to:

- Will be directed by the Board of Directors with the President acting as their supervisor.
- Responsible for the general day to day operations of SABA.
- In charge of leading SABA Programming (Blastball, Pony, Jr Mosquito).
- Assist with the creation of game and practice plans for Programming.
- Responsible for supervising the Program Workers / Canteen Workers when on site at QEP or any other SABA sanctioned field.

- Will assist the Canteen Coordinator with their duties if required
- Responsible for making the season schedule and Team lists for SABA Programming.
- Ensuring all SABA facilities are being kept clean and organized.
- Assisting with general oversight of SABA employees.
- Main contact for all Teams.
- Will assist with communication / marketing duties.
- Arrange for a Coaches Meeting for all coaches prior to teams first league game.
- Shall ensure that all Coaches and Umpires have the required certification for their respective Divisions.
- Responsible for keeping the SABA Clubhouse organized and clean. The Clubhouse must be cleaned at least once a month.

CANTEEN COORDINATOR (Honorarium- \$500 from Canteen Account + the hourly rate of current Canteen Employees for all hours worked in the canteen.)

1 Season Contract

Duties required but not limited to;

- Overseeing SABA staff when working in the Canteen.
- Responsible for making the Canteen Staff Schedule.
- Responsible for making sure the Canteen is fully stocked and that all equipment is being cleaned and running safely and properly.
- Ensuring workers are trained to manage cash, food, and customer service.
- Collaborating with the SABA Director of Finance to ensure Canteen staff are getting paid and hours are being recorded.
- Collaborating with the SABA Director of Finance to ensure business accounts are being paid that are used by the canteen.

PROGRAMS ASSISTANT (Pay: Will be determined by the Board of Directors.)

1 Season Contract

Duties required but not limited to:

- Teaching basic baseball fundamentals.
- Creating fun non-baseball activities for children aged 4-8 that improve motor skills.
- Umpiring minor baseball games, if required.
- Working in the SABA canteen. Handling cash and food products. Cleaning and sanitizing Canteen and surrounding areas.
- Placing bases and pitching rubbers on City of Summerside fields for SABA Programming.
- Assisting with SABA Tournaments
- Works under the supervision of the Technical Coordinator and Board of Directors.

CANTEEN CASUALS (Pay: Will be determined by the Board of Directors each season.)

1 Season Contract

Duties required but not limited to:

- Selling products.
- Preparing food items.
- Managing cash.
- Stocking shelves.
- Inventory control, cleaning and sanitizing Canteen and surrounding areas.