

ST. ALBERT MINOR BASEBALL ASSOCIATION



BASEBALL HANDBOOK

SAMBA HANDBOOK 96-01

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1.0 INTRODUCTION

1.1 PURPOSE

The purpose of this handbook is to provide information on minor baseball in St. Albert. An examination of the organization, and its programs and policies, will enable interested participants and observers to function more productively in helping the organization to achieve its goals and objectives.

1.2 REFERENCE DOCUMENTS

It is assumed that users of this Guideline are aware of and have at their disposal the relevant parts of the latest edition of the following documents:

- o Baseball Alberta Official Handbook
- o S.A.M.B.A. By-Laws
- o S.A.M.B.A. Guideline 96-01 - Hosting a Representative Team Tournament

2.0 THE ORGANIZATION

2.1 GENERAL

2.1.1 The organization governing minor baseball in St. Albert is known as the St. Albert Minor Baseball Association (S.A.M.B.A.). S.A.M.B.A. was created in the 1970's. Since that time the dedicated efforts of many volunteers have resulted in a minor baseball program that is well-respected throughout the province for the caliber of its organization, facilities and teams.

S.A.M.B.A. is affiliated with Baseball Alberta (B.A.). B.A. conducts annual provincial playoffs in baseball, administers all applicable interprovincial playoffs, and generally encourages and promotes the growth and development of amateur baseball in the province.

general objectives

2.1.2 The general objectives of S.A.M.B.A are to promote the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority to the youth within the territorial jurisdiction of St. Albert and to help the youth mature into responsible, respectable, healthy and trustworthy citizens.

specific objectives

2.1.3 SAMBA will provide a comprehensive program of recreational and competitive baseball consistent with rules and policies established from time to time by Baseball Alberta. The PRIME IMPORTANCE extended to the youth is a type of leadership and teaching of good sportsmanship. Directors, officers and members shall bear in mind that stressing

exceptional athletic skills and winning of games is SECONDARY.

3.0 THE PROGRAM

3.1 GENERAL

3.1.1 S.A.M.B.A. administers a comprehensive minor baseball program with the following established divisions:

DIVISION	AGES
????	<i>5 years old by June 30 of the playing year</i>
T-Ball	<u>6</u> - 7 years old by DEC 31 of the playing year
Rookie	8 & 9 years old by DEC 31 of the playing year
Mosquito	10 & 11 years old by DEC 31 of the playing year
PeeWee	12 & 13 years old by DEC 31 of the playing year
Bantam	14 & 15 years old by DEC 31 of the playing year
Midget	16, 17, 18 years old by DEC 31 of the playing year

3.1.2 The program has two basic components:

- a) HOUSE LEAGUE TEAMS
- b) REPRESENTATIVE TEAMS.

3.1.3 S.A.M.B.A. also has a separate Midget program.

3.2 LEAGUE TEAMS

3.2.1 *League* is the largest and most important part of the S.A.M.B.A. baseball program. Each division consists of teams of 10 players. The number of teams in a division is dependent on the number of registered players. Some house league divisions are further broken down into A teams and B teams when numbers warrant.

philosophy

3.2.2 All players must be registered with S.A.M.B.A. The house league forms the core of the minor baseball program in St. Albert. House league provides the equal opportunity for participation, recreation, and skill development. The intent is to aid an individual in their development as a person and as a ball player while enjoying the FUN of playing a great game. Sportsmanship and teamwork are stressed.

season length

3.2.3 House league begins play in late April and finishes the end of June. The season consists of league games, a mid-season tournament and play-offs. Priority is given *to League Teams* over Rep Teams should a conflict occur in scheduling of dates, diamonds, etc. .

DELETE SEE 3.2.4

All registered S.A.M.B.A. players are evaluated for League play and are encouraged to try out for the rep teams in their division.

evaluations

3.2.4 All players from Rookie to Bantam level are evaluated before the start of the season. The evaluations for m the basis upon which balanced League Teams are formed. Provisions are in place to allow friends/neighbors to play on the same team at the discretion of the division co-ordinator.

3.3 REPRESENTATIVE TEAMS

3.3.1 Starting with the Mosquito division and continuing through the Bantam division each division has one or more representative or "REP" teams (see Appendix F). These teams participate in regional play downs leading to Provincial, Western Canadian, and National Championships.

philosophy

3.3.2 Representative teams are designed for those players with above average ability and desire. The major objective will be player development, through fair participation by all players on the team.

During Round Robin Playdowns, Provincials, Nationals and Western championships S.A.M.B.A. REP teams will play to win and all players may not necessarily receive equal playing time.

season length

Rep season begins play in late April and finishes in July, August or September depending on the team's classification, i.e.: AAA, AA, A and the success of the team. The season consists of tournament and/or league games. Teams advancing to Provincial or post-Provincial Championships will have the longest seasons.

All registered S.A.M.B.A. players are encouraged to try out for the rep teams in their division.

3.4 MIDGET TEAMS

The Midget Program operates independently from the house league and the representative programs. The 'AAA', 'AA' and 'A' (when numbers warrant) teams participate in league play followed by regional play downs leading to Provincials.

philosophy

The major objective of the Program is player development, through fair participation by all players on the team. The Midget teams demand a level of commitment of a minimum of five days per week for practice and game schedule.

season length

The season begins play in late April and finishes in July, August or September depending on the team's classification, i.e.: AAA, AA and the success of the team. The season consists of tournament and/or league games. Teams advancing to

Provincial or post-Provincial Championships will have the longest seasons.

4.0 THE COACHES

4.1 GENERAL

4.1.1 This position is responsible for coaching *a league* team or representative team in a given division under the rules, guidelines and philosophy of S.A.M.B.A. *League team* coaches are solicited, selected and report to the Division Co-Ordinator. Representative team head coaches submit a resume and are solicited and selected by the *Rep Division Director*. The Head Coaches report to the Rep Division Head. Responsibilities and day-to-day duties of a house league and representative coaches are listed below. Additional responsibilities have been listed for representative coaches in Appendix F. Assistant Coaches and *a Team* Manager are selected by the Head Coach.

REP TEAM HEAD COACH APPOINTMENT

4.1.2 To apply for a Rep Head Coach's position with S.A.M.B.A. the prospective coach must submit a resume detailing which team he/she is applying to coach as well as past coaching experience, certification history and N.C.C.P. CC# to the *Rep Division Director*. *Coaches must have the N.C.C.P certification level required by Baseball Alberta. The deadline for applications is set by the Rep Division Director for that year's season.*

The *Rep Division Director* reviews all resumes to ensure the necessary details have been included and recommends the Head Coach for each team in each division to the Executive.

The Executive reviews the *Rep Division Director's* recommendations and approves the Head Coach for each team in each division. When more than one application has been received for a head coaching position, interviews are conducted by an ad-hoc committee appointed by the Executive. *The Rep Division Director shall sit on this ad-hoc committee.*

MIDGET HEAD COACH APPOINTMENT

4.1.3 To apply for a Midget Head Coach's position with S.A.M.B.A. the prospective coach must submit a resume detailing which team he/she is applying to coach as well as past coaching experience, certification history and N.C.C.P. CC# to *the Director of Midget Baseball Operations*. *Coaches must have the N.C.C.P. level required by Baseball Alberta. . The deadline for applications is set by the Director of Midget Baseball Operations for that year's season..*

The Director of Midget Baseball Operations reviews all resumes to ensure the necessary details have been included and recommends the Head Coach for each team to the Executive.

The Executive reviews the Director of Midget Baseball Operations recommendations and approves the Head Coach for each team. When more than one application has been received for a head coaching position, interviews are conducted by the Director of Midget Baseball Operations.

The successful candidate must not be a parent of a player on the same Midget club. Any exception, as recommended by the Director of Midget Baseball Operations, must be approved by the Executive.

certification

4.1.4 Coaches are encouraged to seek certification through the National Coaches Certification Program (N.C.C.P.) and Baseball Alberta. Certification levels 1 and 2 are readily available. S.A.M.B.A. recommends that coaches complete the Level 1 Certification Program. To achieve a level in the N.C.C.P. program an individual must complete all three components, the Theory Course, the Technical Clinic and provide confirmation of practical coaching experience.

Baseball Alberta requires Rep Team coaches to have level certification specific to the Division they coach. For more information regarding the N.C.C.P. program contact a member of the S.A.M.B.A. executive.

4.2 LEAGUE TEAM COACHES

4.2.1 This position is responsible for coaching a house league team. The main duties include:

- o Receives team roster and schedule from the Division Co-Ordinator.
- o Holds parent meeting to discuss team goals and objectives, coaches philosophy, appoints phoning chairperson & assistant coaches and distributes copy of team schedule
- o player, parent or coach conduct can be brought to the attention of the S.A.M.B.A. executive
- o Prepares practice schedule and arranges for practice fields through facilities scheduler for weekly practice time.
- o Receives and distributes team equipment and uniforms - gathers up and returns same at year end with the exception of hats and T-shirts. NO LATER THAN JULY 15.
- o Arrive at games no later than 1/2 hour before scheduled start time to set up field, put in bases (if home team), make up roster and run through warm-up with players

- o Play players fairly with first view towards player development. Provide player referrals to representative team coaches upon request
- o Set an example for acceptable player conduct on field through refraining from displaying frustration and disappointments
- o Schedule rained out games using fields designated to applicable division through Division Co-Ordinator and arrange UMPIRES through Umpire Co-Ordinator.
- o Schedule batting sessions at Legion Park batting cages through the S.A.M.B.A. facility scheduler
- o A copy of all game sheets MUST be submitted to the House League Division Head.
- o Remember you are here to teach the players how to play baseball which includes "HOW TO LOSE" along with "HOW TO WIN"
- o All coaches to have official rule book and pay strict attention to their division's rules (the rule book is not allowed on the field or used during the game)
- o Coaches should carry Alberta Health Care Numbers for all players to each game
- o The coaches and the parents are responsible for the players safety.
- o Attend coaches clinics or meetings as S.A.M.B.A. deems necessary.

4.3 REPRESENTATIVE HEAD COACH

4.3.1 This position is responsible for coaching a representative team. The main duties are listed below. Additional duties are listed in Appendix F.

- o Teams are made up by the Rep Head Coach.
- o Receives team schedules for playdowns from Baseball Alberta.
- o Appoints 2 assistant coaches, and/or a manager and is responsibility to ensure that the Assistant Coaches are qualified for the playing level they will coach at.
- o Holds parent meeting to discuss team goals and objectives, coach's philosophy, and solicits a parent volunteer to be the team treasurer and any other parent volunteer positions deemed necessary to the team.
- o Exhibition games are scheduled by the Coach and/or the manager.
- o Exhibition games' umpires for these exhibition games are arranged by the Coach and/or the manager and paid by the team.
- o Prepares practice schedule and arranges for Legion Park fields through Facilities Director. The practice times do not

take precedence over scheduled League games during May & June.

- o Collects a uniform deposit from each player before distributing team equipment and uniforms at the beginning of the season.
- o Gathers up and returns team equipment and uniforms at the end of the season at which time the uniform deposit is returned. NO LATER THAN SEPTEMBER 30.
- o Arrives at games no later than 1 hour before schedule start time to set up field, put in bases (if home team), make up roster and runs through warm-up with players
- o Sets an example for acceptable player conduct on field through refraining from displaying frustration and disappointments
- o Schedules batting sessions at Legion Park batting cages through the S.A.M.B.A. *Facilities Director.*
- o Arranges for team pictures if agreeable to parents, as well as year end wind up party
- o A copy of the all game sheets MUST be submitted to the Rep Division Head until provincial round robin begins.
- o The coaches and the parents are responsible for the players safety.
- o Attend coaches clinics or meetings as B.A. deems necessary

5.0 PARENTS AND VOLUNTEERS

5.1 GENERAL

5.1.1 As parents of registered players, we welcome you as active members of the St. Albert Minor Baseball Association which entitles you to the full right and privileges of membership.

parents

Baseball is a family sport played outdoors and we encourage all parents to support your children by being in attendance at all games. We can provide the equipment and knowledge, but we can't provide a substitute for those special moments both you and your children will share by your attendance. In addition, it provides you as parents a great opportunity to make new friends and to become more aware of what's happening in **your** community.

volunteers

S.A.M.B.A. is a self-supporting organization made up of players, volunteers and parents. In order to raise funds to support the program, we depend on registration fees, bingo's, corporate sponsorships and miscellaneous fund raising projects. The program cannot be successful without these projects and we urge you to participate by giving your time. As

a volunteer, your help is needed to keep score, drive, phone, do bingo's and as committee members for tournaments.

Regardless of your vocation and experience in baseball, we can find an active role for you in the program. If you are hesitant to step forward, contact your child's coach and they in turn will provide you with the names and telephone numbers to call.

REMEMBER

IF THERE IS ONLY ONE THING YOU CAN GIVE, LET IT BE YOUR ATTENDANCE AT YOUR CHILDREN'S GAMES.

5.2 BINGO

5.2.1 S.A.M.B.A. participates in BINGO as a fund-raiser. Parents who volunteer to work a bingo can also benefit by earning credits towards registration fees. Bingo registration forms are filled out at the time of baseball registration or any time there after for your name to be added to the list. Parents will be called and given a few bingo dates and they choose the most suitable date (ONLY ONE). Families with more than one child registered in baseball will be called to work additional bingo's. All bingo's are at the Grandin Bingo Palace in the Grandin Mall. The hours are 9:00 a.m. to 12:00 noon Monday to Thursday; 5:00 p.m. to 10:00 p.m. Sunday to Thursday and 5:00 p.m. to 12:00 midnight Friday and Saturday. If parents are unable to work their assigned bingo, they MUST please contact the Bingo Co-Ordinator as soon as possible so a replacement can be found for you. WORKING BINGO IS NOT MANDATORY. The bingo credits earned after final baseball registration are applied to the following year's registration fees.

6.0 LEGION MEMORIAL PARK

6.1 FIELDS

6.1.1 The Midget field is used by the Midget AAA & AA and the Junior Tigers for games and the Midget AAA & AA for practices. The Midget coaches under the guidance of the Director of Midget Baseball Operations work together to develop a practice schedule that share the facilities equally.

6.1.2 The Bantam field is used by the Bantam League and Rep teams. League's games start at 6:30 p.m. Bantam Rep AAA & AA use the field for Central Alberta Baseball League games as per the schedule with games starting at 6:30 p.m. The Rep teams have use the Bantam field for practices Monday to Friday before 6:30 p.m. The Rep teams work together to develop a practice schedule that share the facilities equally.

6.1.3 The Legion East (PeeWee) field is used by the PeeWee League and Rep teams. League's games start at 6:30 p.m. The PeeWee Rep teams have use the Legion East field for practices Monday to Friday before 6:30 p.m. . The Rep teams work together to develop a practice schedule that share the facilities equally.

6.1.4 The Legion West (Mosquito) field is used by the Mosquito League and Rep teams. League's games start at 6:30 p.m. The Rep teams have use the Legion West field for practices Monday to Friday before 6:30 p.m. . The Rep teams work together to develop a practice schedule that share the facilities equally.

7.0 BATTING CAGES

7.1 GENERAL

7.1.1 The batting cages located at Legion Park are available for both house league and representative teams. Use of this facility is encouraged by S.A.M.B.A.

batting cage rules

7.1.2 All teams using the batting cages are expected to adhere to the following rules:

- o All bookings are made through the Facility Director.
- o The schedule will be posted by the Facility Director.
- o The batting cage will be locked when not in use.
- o A maximum of 4 hours every 2 week period and not running concurrently during May and June, after 6:00 pm.
- o ADULT SUPERVISION is required at all times
- o Only ONE person is permitted in hitting area
- o Only ONE person is permitted in the pitching machine area. This is imperative because the person feeding the baseballs must have total concentration on the job at hand
- o On deck people warm up outside of the cage
- o Approved safety helmets MUST be worn when hitting.

efficient usage

7.1.3 In order to make the best possible use of the batting cages, the following is recommended;

- o Make sure on deck hitter is ready and warmed up
- o On deck hitter should be receiving instruction from a coach before he is live hitting (i.e. pepper drill, T-drill, screen drill, etc.).
- o Techniques of hitting and bunting must be coached before entering the batting cage.

- o Allow hitter to hit with a minimum of instruction when in the cage. This allows more balls to be thrown and concentration of hitter is much better.
- o Allow each hitter into the cage at least twice during each hitting drill. 20 balls per turn is far more beneficial than one turn of 40 balls.
- o Between 1st and 2nd round, batter should be receiving instruction from a coach outside the batting cage.
- o To run a hitting drill or a practice takes organization and help. A minimum of 3 people should be available to run each one of the sessions. Remember that the machine does not cover all the aspects of hitting. Each team needs live pitching at every practice to become better hitters.

8.0 LINES OF COMMUNICATION

8.1 GENERAL

8.1.1 If the occasion arises for a player, a parent, coach or spectator to ask for information, seek clarification on a situation, give positive input or to voice their concerns, PLEASE go through the proper channels as listed below.

house league

8.1.2 For House League inquiries;

- o First speak to the Coach; if not satisfied,
- o go to the Division Co-Ordinator; if not satisfied,
- o go to the House League Division Head; if not satisfied,
- o go to S.A.M.B.A. Executive

representative league

8.1.3 For Representative League inquiries;

- o First speak to the Rep Coach; if not satisfied,
- o go to the Rep Division Head, if not satisfied,
- o go to S.A.M.B.A. Executive

APPENDIX A

T-BALL LEAGUE DIVISION (3 PAGES)

1.0 T-BALL LEAGUE DIVISION

- 1.1 THE GAME** The purpose of T-Ball is to get 6 to 7 year old children interested in the game of baseball. This is accomplished by stressing and maintaining active participation by all players during the game of baseball played in accordance with regular baseball rules with the incorporation of the rules contained in the official T-Ball rules and regulations.
- 1.2 OBJECTIVE** This house league is developmental and recreational and is not intended to subject the children to fierce competition. T-Ball's intention is provide a grounding in the fundamentals of baseball and stresses good sportsmanship and fair play.
- 1.3 PLAYERS** All players must be registered with S.A.M.B.A.
- 1.4 DIMENSIONS** The diamond dimensions shall be 45 feet between bases. There shall be a 9 foot arc in front of home plate.
- 1.5 PRE-GAME PROCEDURES** THE FOLLOWING PRE-GAME PROCEDURES WILL BE FOLLOWED;
- o Grounds rules (i.e. - out-of-bounds, etc.) agreed to by both coaches before the start of the game
 - o The batting tee shall consist of a flat, heavy base with a column solidly attached to it with a flexible adjustable extension top
 - o It is the responsibility of the umpire to remove the tee after each hit
 - o The **UMPIRE** must always stop play and not allow the batter into the batting box until the catcher has placed the ball on the tee and has stationed himself well away from possible injury. The umpire will call "BATTER UP" and play will resume
 - o Home team supplies home plate umpire and advises the umpire of the umpire's responsibility: i.e. - the removing of the tee, etc. The visiting team supplies the base umpire.
 - o The team's scorekeeper to advise umpire of last batter.
 - o Coach assigns one adult to supervise ON-DECK area and explains rules of ON-DECK.
 - o Rained out games are the responsibility of the coaches to reschedule.
 - o The coaches and parents are responsible for the safety of the players.
- 2.0 T-BALL LEAGUE RULES** Table A-1 lists the rules that apply to all T-Ball League games.

TABLE A-1 T-BALL LEAGUE RULES (NILE VALLEY RULES NEED TO BE HERE)

1. Games start at 6:30 p.m. SHARP! No inning to start after 7:30 p.m.
2. If the opposing team does not have a minimum of 7 players by 6:50 p.m., balance the teams with the players present, play the game and HAVE FUN.
3. Game duration is 3 innings or 1 1/2 hours, whichever occurs first.
4. Teams will be a balanced number of players. Teams shall have a minimum of 7 players and no less.
5. The pitcher will play their position but will not in fact "PITCH" the ball.
6. **PLAYERS MUST BE ROTATED TO VARIOUS POSITIONS EVERY INNING.**
7. When on the defensive, all team members shall be on the field.
8. When on the offensive (at bat), all players bat. The batting player stays up until the ball is hit into play.
9. Each team will bat their roster every inning. DO NOT COUNT THE NUMBER OF OUTS.
10. ONLY 2 ADULTS are allowed on the field to assist both teams. No offensive coaches on the field.
11. Make use of "TIME" to stop play in order to correct mistakes, give explanations, or an injury.
12. All players must stay on the bench when not actually in play.
13. The home team coach has the right to postpone the game due to weather conditions and will notify the opposing coach by 5:30 p.m. the day of the game. Once a game has started, the decision of stopping the game shall be agreed upon by both coaches.
14. If there is lightning or weather deteriorates, CALL THE GAME.
15. A batter who throws a bat must rebat with a warning. The second offense is an automatic out.
16. No base stealing.
17. No leading off.
18. If a batter or base runner is called "OUT", they are out.
19. A ball must travel 9 feet to be in play.
20. A batter is out if any hit ball is caught before it touches the ground.
21. INFIELD FLY RULE does not apply.
22. An over thrown ball is a ball that is still in play if it:
 - a) travels past 1st or 3rd baselines, but **within** 15 feet of the baseline. Runner advance at their own peril
 - b) travels out-of-bounds, base runners advance one base past base already occupied.
23. DEAD BALL is:
 - a) a ball thrown to home plate, other than in the case of last batter. Base runners must returned to the last occupied base without peril.
 - b) immediately called when a player is injured. Base runners advance one base.
24. The team's scorekeeper to advise home plate umpire of last batter.
25. METAL CLEATS PROHIBITED. Soccer cleats or rubber baseball cleats are permitted.
26. HELMETS WITH THE CHIN STRAP UNDER THE CHIN AND FASTENED are MANDATORY for all batters, base runners, on deck batters and bat persons.
27. JOCK/JILL STRAPS are MANDATORY.
28. NO FOOD, DRINKS, OR SPITS ON THE FIELD.
29. No parents on the field other than rule #10.
30. Any person who is abusive to the umpire, coaches, ball players or spectators will be asked to leave the ball park. If such person refuses, their name will be submitted to the executive for further action.
31. The option of coach pitch is available for those players uncomfortable with the pitching machine

APPENDIX B

ROOKIE LEAGUE DIVISION (4 PAGES)

1.0 ROOKIE LEAGE DIVISION

- 1.1 THE GAME** The purpose of Rookie baseball is to get 8 and 9 year children interested in the game of baseball. This is accomplished by stressing and maintaining active participation by all players during the game of baseball played in accordance with regular baseball rules with the incorporation of the rules contained in the Official Rules of Baseball by Baseball Canada.
- 1.2 OBJECTIVE** This house league is developmental and recreational and is not intended to subject the children to fierce competition. Rookie's intention is provide a grounding the fundamental of baseball and stresses good sportsmanship, fair play playing the game while remembering this level is developmental.
- 1.3 PLAYERS** All players must be registered with S.A.M.B.A.
- 1.4 DIMENSIONS** The diamond dimensions shall be 55 feet between bases. The pitching machine shall be 38 feet from the tip of home plate.
- 1.5 PRE-GAME PROCEDURES** THE FOLLOWING PRE-GAME PROCEDURES WILL BE FOLLOWED;
- o Grounds rules (i.e. - out-of-bounds, etc.) agreed to by both coaches before the start of the game
 - o Check the pitching machine is the 38 feet from home plate and the speed is 38 mph to 40 mph.
 - o The coaches and parents are responsible for the safety of the players.
 - o Home team supplies home plate umpire and advises the umpire of the umpire's responsibility as stated in rule #2 of Table B-1.
 - o The visiting team supplies the base umpire.
 - o The team's scorekeeper to advise umpire of last batter.
 - o Coach assigns one adult to supervise ON-DECK area and explains rules of ON-DECK.
 - o Rained out games are the responsibility of the coaches to reschedule.
- 2.0 ROOKIE LEAGUE RULES** Table B-1 lists the rules that apply to all Rookie League games.

TABLE B-1 ROOKIE LEAGUE RULES

1. Game starts at 6:30 p.m. SHARP. No inning to start after 8:15 P.M.
2. The home team is responsible for the pitching machine, bases and supplying the home plate umpire who shall stand behind or near home plate. The umpire is the only one who determines if runners are safe or out at the base and the tie always goes to the runner. The home plate umpire must call strikes, balls and the number of pitches (5 pitches maximum).
3. The visiting team shall supply a base umpire.
4. One adult from the coaching staff from either team feeds the pitching machine.
5. All players are listed on the game sheet and take their turn at bat regardless of whether or not they are playing defensively at that time.
6. Maximum of 10 players on the field defensively. Teams shall have a minimum of 7 players and no less. When playing with 7 or 8 players, the 8th and 9th place in the batting order are NOT an automatic out.
7. If the opposing team has less than 7 players by 6:50 p.m., balance the teams with the players present, play the game and HAVE FUN.
8. All players must rotate their position every inning and cannot play the same position 2 innings in a row or more than 2 times during the game.
9. Each player plays a minimum of 3 full innings.
10. A player can sit out 1 INNING ONLY and no more than 2 INNINGS PER GAME.
11. A regulation game is six innings. A game is considered complete if:
 - a) 5 complete innings are played or
 - b) after 4 1/2 innings played, the home team is ahead or
 - c) (not withstanding rule #1) after the completion of 3 innings, the 10 run rule is called unless waved by both coaches.
12. Each batter is entitled to 3 strikes or 5 pitches, whichever comes first. A maximum of 7 batters shall complete half an inning. The exception is during mid-season and year end tournament when regular baseball rules apply, i.e., 3 outs per side constitutes an inning played.
13. A batter who throws a bat must rebat with a warning and no out will result. The second offense is an automatic out.
14. The ball is called DEAD and play stops if the ball hits the pitching machine or the adult feeding the machine. It is the responsibility of the coaches to teach the players safety in regards to the pitching machine.
15. NO LEAD OFFS.
16. NO STEALING OF BASES.
17. INFIELD FLY RULE does not apply.
18. Any canceled game is the responsibility of the coaches to reschedule as soon as possible.
19. The home team coach has the right to postpone the game due to weather conditions and will notify the opposing coach by 5:30 p.m. the day of the game. Once a game has started, the decision of stopping the game shall be agreed upon by both coaches.
20. If the defensive team creates an out, the play shall be deemed as stopped and called so by the umpire. Players can only advance on a fair hit.
21. If the 7th batter is at the plate and there are two outs and the batter is put out on the play, the batter is out and the inning is over, and no runs score. If there are less than two outs the play must be made at home plate to end the inning and prevent any runs from scoring. The play at home plate will be a forced play.
22. If there is lightening or weather deteriorates, CALL THE GAME.
23. METAL CLEATS PROHIBITED. Soccer cleats or rubber baseball cleats are permitted.
24. HELMETS WITH THE CHIN STRAP UNDER THE CHIN AND FASTENED are MANDATORY for all batters, base runners, on deck batters and bat persons.
25. JOCK/JILL STRAPS are MANDATORY.

26. NO FOOD, DRINKS, OR SPITS ON THE FIELD.
27. The team's scorekeeper to advise home plate umpire of last batter.
28. Any person who is abusive to the umpire, coaches, ball players or spectators will be asked to leave the ball park. If such person refuses, their name will be submitted to the executive for further action.
29. *The option of coach pitch is available for those players uncomfortable with the pitching machine*

APPENDIX C

MOSQUITO LEAGUE_DIVISION (3 PAGES)

1.0 MOSQUITO LEAGUE_DIVISION

- 1.1 THE GAME** Mosquito is for players who are 10 & 11 years old during the playing year. It provides a game of Baseball played in accordance with regular baseball rules and differences in the division are listed in the back of the official Canadian Federation of Amateur Baseball rule book.
- 1.2 OBJECTIVE** This house league is developmental and recreational and is not intended to subject the children to fierce competition. Mosquito provides a grounding in the fundamentals of baseball and stresses good sportsmanship and fair play.
- 1.3 PLAYERS** All players must be registered with S.A.M.B.A.
- 1.4 DIMENSIONS** The diamond dimensions shall be 60 feet between bases. The pitching rubber distance shall be 44 feet from the tip of home plate.
- 2.0 MOSQUITO LEAGUE RULES** Table C-1 lists the rules that apply to all Mosquito League games.

TABLE C-1 MOSQUITO LEAGUE RULES

1. All games to start at 6:30 p.m. SHARP. No inning to start after 8:30 p.m.
2. By 6:50 p.m., if a team does not have 7 players, they forfeit the game. Balance the teams with the players present, play an exhibition game, and HAVE FUN.
3. Any team may play a game with no less than 7 players. When playing with 7 players, the 8th and 9th place in the batting order are NOT an automatic out.
4. The home team shall supply a base umpire, install the bases and provides the game balls.
5. All players are to be listed on the game sheet and take their turn at bat regardless of whether or not they are playing defensively at that time.
6. Maximum of 9 players on the field defensively.
7. All games to be 6 innings.
8. 3 outs or 5 runs, which ever occurs first, shall complete a half inning. Scorekeeper to advise Umpire of last batter.
9. If the UMPIRE calls the game for any reason, it will be consider a full game if:
 - a) 4 complete innings have been played, or
 - b) the home team is ahead after 4 1/2 innings played, or
 - c) (not withstanding rule #1), the 10 run mercy rule is called after 4 1/2 innings unless waved by both coaches.
10. All players must be into the game defensively by the 2nd inning and play a minimum of 3 full innings.
11. A player cannot play the same position more than 2 innings during the game.
12. Pitchers may pitch a maximum of 2 innings per game. Innings do not have to be consecutive.
13. Pitchers who also play on a REP team can pitch ONLY 1inning per game.
14. A player can sit out 1 inning only and no more than 2 innings per game.
15. Free substitutions shall be permitted at all positions. If the pitcher is removed, the player may play any other position for the remainder of the inning.
16. The batter is AUTOMATICALLY OUT on a third strike, and does NOT have to be caught by the catcher. However, the ball is alive and in play.
17. The home team coach shall have the right to ask for a postponement due to weather conditions. He shall notify the opposing coach and umpire Co-Ordinator by 5:30 p.m. the day of the game. Once a game has started, the decision of stopping the game shall rest with the umpire.
18. Postponed games are the responsibility of the coaches and must be rescheduled by same within one week.
19. If there is lightening or weather deterioration, CALL THE GAME.
20. METAL CLEATS PROHIBITED. Soccer cleats or rubber baseball cleats are permitted.
21. HELMETS WITH THE CHIN STRAP UNDER THE CHIN AND FASTENED are MANDATORY for all batters, base runners, on bat batters and bat persons.
22. JOCK/JILL STRAPS are MANDATORY.
23. CATCHER'S THROAT PROTECTOR MANDATORY.
24. NO FOOD, DRINKS OR SPITS ON THE FIELD.
25. Any person who is abusive to the umpire, coaches, ball players or spectators will be asked to leave the ball park. If such person refuses, their name will be submitted to the umpire Co-Ordinator for further action.
26. It is the responsibility of the winning team's coach to call the score into the Mosquito Co-Ordinator.
27. The coaches and parents are responsible for the safety of the players.

APPENDIX D

PEEWEE LEAGUE_DIVISION (3 PAGES)

1.0 PEEWEE LEAGUE DIVISION

- 1.1 THE GAME** PeeWee is for players who are 12 & 13 years old during the playing year. It provides a game of Baseball played in accordance with regular baseball rules, and the differences in the division are listed in the back of the official Canadian Federation of Amateur Baseball rule book.
- 1.2 OBJECTIVE** This house league is developmental and recreational and is not intended to subject the children to fierce competition. PeeWee provides a grounding in the fundamentals of baseball and stresses good sportsmanship and fair play.
- 1.3 PLAYERS** All players must be registered with S.A.M.B.A.
- 1.4 DIMENSIONS** The diamond dimensions shall be 70 feet between bases. The pitching rubber is 48 feet from the tip of home plate.
- 2.0 PEEWEE LEAGUE RULES** Table D-1 lists the rules that apply to all PeeWee League games.

TABLE D-1 PEEWEE LEAGUE RULES

1. All games to start at 6:30 p.m. SHARP. No inning to start after 8:45 p.m.
2. By 6:50 p.m., if a team does not have 7 players, they forfeit the game. Balance the teams with the players present, play an exhibition game, and HAVE FUN.
3. Any team may play a game with no less than 7 players. When playing with 7 players, the 8th and 9th place in the batting order are NOT an automatic out.
4. The home team shall supply a base umpire, install the bases and provides the game balls.
5. All players are to be listed on the game sheet and take their turn at bat regardless of whether or not they are playing defensively at that time.
6. Maximum of 9 players on the field defensively.
7. All games to be 7 innings.
8. 3 outs or 5 runs, which ever occurs first, shall complete a half inning.
9. If the UMPIRE calls the game for any reason, it will be consider a full game if:
 - a) 5 complete innings have been played, or
 - b) the home team is ahead after 4 1/2 innings played, or
 - c) (not withstanding rule #1), the 10 run mercy rule is called after 4 1/2 innings unless waved by both coaches.
10. All players must be into the game defensively by the 2nd inning and play a minimum of 5 full innings.
11. Free substitutions shall be permitted at all positions. If the pitcher is removed, that player may play any other position for the remainder of the game.
12. Pitchers may pitch a maximum of 2 innings per game. Innings do not have to be consecutive.
13. Pitchers who also play on a REP team can pitch ONLY 1inning per game.
14. A player can sit out 1 inning only and no more than 2 innings during the game.
15. Postponed games are the responsibility of the coaches and must be rescheduled by same within one week.
16. The home team coach has the right to ask for a postponement due to weather conditions. He shall notify the opposing coach and umpire Co-Ordinator by 5:30 p.m. the day of the game. Once a game has started, the decision of stopping the game shall rest with the umpire.
17. If there is lightning or weather deterioration, CALL THE GAME.
18. METAL CLEATS PROHIBITED. Soccer cleats or rubber baseball cleats are permitted.
19. HELMETS WITH THE CHIN STRAP UNDER THE CHIN AND FASTENED are MANDATORY for all batters, base runners, on bat batters and bat persons.
20. JOCK/JILL STRAPS are MANDATORY.
21. CATCHER'S THROAT PROTECTOR MANDATORY.
22. NO FOOD, DRINKS, CHEWING GUM, OR SPITS ON THE FIELD.
23. Any person who is abusive to the umpire, coaches, ball players or spectators will be asked to leave the ball park. If such person refuses, their name will be submitted to the umpire Co-Ordinator for further action.
24. It is the responsibility of the winning team's coach to call the score into the PeeWee Co-Ordinator.
25. The coaches and parents are responsible for the safety of the players.

APPENDIX E

BANTAM LEAGUE_DIVISION (3 PAGES)

1.0 BANTAM LEAGUE DIVISION

- 1.1 THE GAME** Bantam is for players who are 14 and 15 of the current playing year. It provides a game of Baseball played in accordance with regular baseball rules, and the differences in the division are listed in the back of the official Canadian Federation of Amateur Baseball rule book.
- 1.2 OBJECTIVE** This house league is developmental and recreational and is not intended to subject the children to fierce competition. Bantam provides a grounding in the fundamentals of baseball and stresses good sportsmanship and fair play.
- 1.3 PLAYERS** All players must be registered with S.A.M.B.A.
- 1.4 DIMENSIONS** The diamond dimensions shall be 80 feet between bases. The pitching rubber shall be 54 feet from the tip of home plate.
- 2.0 BANTAM LEAGUE RULES** Table E-1 lists the rules that apply to all Bantam League games.

TABLE E-1 BANTAM LEAGUE RULES

1. All games to start at 6:30 p.m. SHARP. No inning to start after 9:00 p.m.
2. By 6:50 p.m., if a team does not have 7 players, they forfeit the game. Balance the teams with the players present, play an exhibition game, and HAVE FUN.
3. Any team may play a game with no less than 7 players. When playing with 7 players, the 8th and 9th place in the batting order are NOT an automatic out.
4. The home team shall supply a base umpire, install the bases and provides the game balls.
5. All players are to be listed on the game sheet and take their turn at bat regardless of whether or not they are playing defensively at that time.
6. Maximum of 9 players on the field defensively.
7. All games to be 7 innings.
8. 3 outs or 5 runs, which ever occurs first, shall complete a half inning.
9. If the UMPIRE calls the game for any reason, it will be consider a full game if:
 - a) 5 complete innings have been played, or
 - b) the home team is ahead after 4 1/2 innings played, or
 - c) (not withstanding rule #1) the 10 run mercy rule is called after 4 1/2 innings unless waved by both coaches.
10. All players must be into the game defensively by the 2nd inning and play a minimum of 5 full innings.
11. Free substitutions shall be permitted at all positions. If the pitcher is removed, he may play any other position for the remainder of the inning.
12. Pitchers may pitch a maximum of 2 innings per game. Innings do not have to be consecutive.
13. Pitchers who also play on a REP team can pitch ONLY 1inning per game.
14. A player can sit out 1 inning only and no more than 2 innings during the game.
15. Postponed games are the responsibility of the coaches and must be rescheduled by same within one week.
16. The home team coach has the right to ask for a postponement due to weather conditions. He shall notify the opposing coach and umpire Co-Ordinator by 5:30 p.m. the day of the game. Once a game has started, the decision of stopping the game shall rest with the umpire.
17. If there is lightning or weather deterioration, CALL THE GAME.
18. METAL CLEATS ALLOWED.
19. HELMETS WITH THE CHIN STRAP UNDER THE CHIN AND FASTENED are MANDATORY for all batters, base runners, on bat batters and bat persons.
20. JOCK/JILLY STRAPS are MANDATORY.
21. CATCHER'S THROAT PROTECTOR MANDATORY.
22. NO FOOD, DRINKS OR SPITS ON THE FIELD.
23. Any person who is abusive to the umpire, coaches, ball players or spectators will be asked to leave the ball park. If such person refuses, their name will be submitted to the umpire Co-Ordinator for further action.
24. It is the responsibility of the winning team's coach to call the score into the Bantam Co-Ordinator.
25. The coaches and parents are responsible for the safety of the players.

APPENDIX F

REPRESENTATIVE TEAM PROGRAM (5 PAGES)

1.0 REPRESENTATIVE TEAM PROGRAM

1.1 CHAMPIONSHIPS

1.1 Starting with the Mosquito division and continuing through the Bantam division each division has one or more representative or "REP" teams. As the name implies, "REP" teams represent St. Albert in playoff competitions leading to the following championships:

- o PROVINCIAL CHAMPIONSHIPS IN:
Mosquito "AAA", "AA" & "A",
PeeWee "AAA", "AA" & "A" and
Bantam "AAA", "AA" & "A"
- o NATIONAL CHAMPIONSHIPS IN:
PeeWee "AAA"
Bantam "AAA"
- o WESTERN CHAMPIONSHIPS IN:
PeeWee "AAA" & "AA"
Bantam "AAA" & "AA"

1.2 OBJECTIVE

Representative teams are designed for those players with above average ability and desire. The major objective will be player development through fair participation by all players on the team up to provincial round robins. WHEN PLAYOFFS BEGIN, S.A.M.B.A. REP TEAMS WILL PLAY TO WIN AND ALL PLAYERS MAY NOT NECESSARILY RECEIVE EQUAL PLAYING TIME.

1.3 REPRESENTATIVE TEAMS

1.3.1 Each spring, all players registered with S.A.M.B.A. are encouraged to attend the evaluation sessions to try out for positions on the rep teams in their division.

team selection
general

1.3.2 The following rules are used for forming division representative teams and for picking up additional players. Any exceptions must be approved by the Executive.

- o ALL PLAYERS MUST BE REGISTERED WITH S.A.M.B.A.
- o S.A.M.B.A. does not accept any player transfers into the program below the Midget level.
- o All rep tryouts are public
- o All players must register and pay a rep registration fee teams no later than the first day of tryouts to be eligible to try out for positions on the rep. Any exception must be approved by the Executive.
- o S.A.M.B.A. complies with Baseball Alberta rules at all times.
- o From the rep evaluation sessions and evaluation forms the teams are made up by a cooperative effort of the REP HEAD COACHES.
- o Extensions to the dates for the finalized rosters must be approved by the Executive.
- o Each Rep team will have a minimum of 12 players and a maximum of 13 players per team. Coaches wishing to carry more than 13 players require prior approval by the Executive

rep mosquito team selections

1.3.3 The following rules are used for choosing the two Mosquito “AA” teams, one “A” and one “A1”(when numbers warrant) team.

- o The “AA” teams are chosen by the Head Coaches using a draft process to pick two balanced teams from the top 48 evaluated rep players and their rosters are finalized no later than 5 days after evaluations are complete.

In the event that a coach has not been appointed at the time of the draft, a member of the executive will be chosen to draft the second AA team. A coach will be solicited from the selected team members’ parents.

- o The "A" coach chooses from the remaining evaluated rep players and the roster is finalized no later than 2 days after the “AA” teams are complete.
- o Finalized rosters MUST be submitted to the Rep Division Head by the Wednesday before house league begins or sooner.
- o S.A.M.B.A. rep teams will be a maximum of 12 players. A written request to increase the maximum numbers of players per team with a explanation as to WHY must be submitted to the Executive for approval.
- o The "A" team is **NOT** the farm team of the "AA" teams.
- o Replacement players are available in the case of injury or when a player moves away from the area as described in the Baseball Alberta Guidelines.

DELETE, NOT ALLOWED

Pickups are available to teams in accordance with Baseball Alberta. See Pick-ups 1.3.3.

- o No St. Albert player, who is on the original team roster, will be dropped from the team to make way for a pick-up player.

rep peewee and rep bantam team selections

1.3.4 The following rules are used for choosing the PeeWee and Bantam ‘AAA’, ‘AA’, ‘A’ and ‘A1’ (when numbers warrant) teams.

- o The "AAA" Head Coach picks the team from the top 48 evaluated rep players and the roster is finalized no later than 5 days after evaluations are complete.
- o The "AA" Head Coach picks the team from the remaining evaluated rep players which did not make "AAA" and the roster is finalized 2 days after the "AAA" roster has been finalized.
- o The "A" Head Coach picks the team from the remaining evaluated rep players and the roster is finalized no later than 2 days after the “AA” roster has been finalized.
- o Finalized rosters MUST be submitted to the Rep Division Head by the Wednesday before house league begins or sooner.
- o The "AA, & A" teams are **NOT** farm teams for the "AAA" team.
- o Replacement players are available in the case of injury or when a player moves away from the area as described in the Baseball Alberta Guidelines.

- o Pickups are available to teams in accordance with Baseball Alberta. See Pick-ups 1.3.5.
- o No St. Albert player, who is on the original team roster, will be dropped from the team to make way for a pick-up player.

pick-ups

1.3.5 For the Provincial Championship tournament, PeeWee teams and above are allowed to pick-up a maximum of two players. A provincial winner advancing to post Provincial Championships is entitled to a larger team roster as outlined in the Baseball Alberta Handbook.

The primary function for pick-ups is to strengthen pitching. S.A.M.B.A. Rep Teams use the following guidelines in their interpretation of the above rule. **Up to and including the provincial playoffs S.A.M.B.A. Rep Teams are representing St. Albert and therefore St. Albert players will be given priority over pickups in terms of playing time.**

Any St. Albert team selecting a pick-up player shall provide that player with a reasonable amount of actual playing time in the tournament.

rep vs. house league

1.3.6 Divisions where REP players are also house league players, they will:

- o **not wear any part of their REP uniform to their house league games or practices**
- o have a 75% attendance to their house league team
- o participation in conflicting sports is strongly discouraged

Failure to fulfill the house league commitment will result in the player's REP privilege being reviewed by the Rep Division Head.

inter-provincial play

1.3.7 S.A.M.B.A. REP teams that win the provincial championship and advance to post Provincial Championship competitions are then deemed to be representing the Province of Alberta and shall field a competitive team- No player from the original St. Albert team roster will be dropped from the team proceeding to inter-provincial playoffs.

commitment

1.3.8 Participation on a rep team implies certain commitments on behalf of the players and the parents. The major commitment is time and financial which may include fund raising. Rep teams typically utilize weekends for practices, exhibition games, and tournaments. Some games are scheduled during the week depending on the division. Also, the rep teams play during July and August. The length of time depends on the success of the team as it advances along the playoff trail. Dedication to a rep team will prove beneficial to the player as a valuable learning

experience. Failure to meet the time commitment by the player or parent is denying another player a position on the team.

Failure to fulfill the commitment will result in the player's REP privilege being reviewed by the Rep Division Head.

1.4 REPRESENTATIVE COACHES

The main duties and responsibilities of a representative team coach are outlined in section 5.3. Additional responsibilities are listed below

- o Hold a parent, coaches meeting with the Division Head in attendance to clearly communicate to the parents the commitment required for representative team baseball, as well as the team rules, objectives and philosophy (see section 3.3.2)
- o Organize, document and distribute a team schedule outlining practice times, exhibition tournaments and teams participation in play-downs
- o Maintain awareness and open lines of communication with Division Head regarding House League schedules and player's commitment to same
- o Submit final team roster no later than the Wednesday before house league starts to the Rep Division Head for submission to Baseball Alberta.
- o Submit a league schedule to the Umpire Co-ordinator so game umpires can be arranged.
- o Submit a league schedule to the Facilities Manager so fields can be prepared.
- o Prior to Provincial play-downs, concentrate on fair playing time for all players with a view towards development of player's skills, team morale and participation
- o Maintain a constant open line of communication between coaching staff and parents, with regard to team direction, player's involvement, team position and coaches intentions when entering into Provincial play-downs
- o Submit a team year-end financial statement by September 30.

APPENDIX G

MIDGET PROGRAM (2 PAGES)

1.0 MIDGET PROGRAM

- 1.1 THE GAME Midget is for players who are 16, 17 and 18 in the current playing year. It provides a game of baseball played in accordance with regular baseball rules, and the differences in the division are listed in the back of the official Canadian Federation of Amateur Baseball rule book.
- 1.2 OBJECTIVE This league is developmental and recreational and is
- 1.3 PLAYERS All players must be registered with S.A.M.B.A.
- 1.4 DIMENSIONS The diamond dimensions shall be 90 feet between bases. The pitching rubber shall be 60 feet from the top of home plate.

APPENDIX H

S.A.M.B.A. ORGANIZATION CHART (3 PAGES)

1.0 S.A.M.B.A. ORGANIZATION CHART

1.1 GENERAL

1.1 St. Albert Minor Baseball Association is comprised of a Board of Directors shall consist of not more than 7 Directors at any given time and many other volunteer positions. This appendix outlines the organizational positions in the form of a chart.

TABLE G-1 ORGANIZATION CHART

APPENDIX I

S.A.M.B.A. SERVICE REQUIREMENTS (X PAGES)

1.0 S.A.M.B.A. SERVICE REQUIREMENTS

1.1 GENERAL

1.1 St. Albert Minor Baseball Association is comprised of a Board of Directors shall consist of not more than 7 Directors at any given time and many other volunteer positions. This appendix outlines the job descriptions for the various positions.

1.2 Subject to the provisions of the S.A.M.B.A. By-Laws and the Societies Act, the Board of Directors shall manage the business and affairs of S.A.M.B.A. and exercise all such powers of S.A.M.B.A. as are not required to be exercised by the Members.

1.3 The President, Vice-President and Treasurer shall one year terms to a maximum of 3 consecutive years.

2.0 BOARD OF DIRECTORS

2.1 PRESIDENT

The President shall:

- o be the chief executive officer of S.A.M.B.A.
- o preside at all meetings of the board of Directors and at all meetings of the Members
- o present the report of the board of Directors to the Annual General Meeting
- o be an ex-officio member of all committees of the board of Directors
- o be responsible for the formulation of policies governing the management of SAMBA's business and affairs
- o perform such other duties as may be specified from time to time by the board of Directors or the S.A.M.B.A. By-Laws
- o attend Baseball Alberta's Annual General Meeting or designate
- o President and Vice-President are the sole diplomats
- o submit newsletter article for quarterly newsletter
- o in the absence of the President, the Vice-President shall perform the President's duties and responsibilities.

2.2 VICE-PRESIDENT

The Vice-President shall:

- o perform such duties and assignments as may be delegated by the President
- o be an ex-officio member of all committees of the board of Directors
- o perform the duties and responsibilities of the President in the absence of the President
- o CO-ordinate the activity of all appointed division- heads
- o perform such duties as may be. specified from time to time by the board of Directors or the S.A.M.B.A. By-Laws
- o President and Vice-President are the sole diplomats

- o submit newsletter article for quarterly newsletter

2.3 SECRETARY

The Secretary shall:

- o be responsible for the keeping of accurate minutes of the meetings of the board of Directors and the meetings of the Members
- o prepare and send notices of meetings of the board of Directors and meetings of the Members
- o perform such other duties as may be specified from time to time by the board of Directors or the S.A.M.B.A. By-Laws
- o present minutes from last meeting for executive approval
- o submit dead year's records to Musee Heritage Museum archives
- o submit newsletter article for quarterly newsletter

2.4 TREASURER

The Treasurer shall:

- o be responsible for the financial affairs of SAMBA, including but not limited to the preparation of budget, the dispensing of funds, and the maintenance of proper records and accounts
- o arrange for the annual audit of SAMBA following the close of each -fiscal year for submission to the board o-f Directors and Members at the Annual General Meeting
- o monitor expenditures as compared to budgeted expenditures and recommend corrective action when required
- o file the financial statements, annual returns and other necessary documents with the Registrar of Corporations as required by the Societies Act
- o perform such other duties as may be specified from time to time' by the board of Directors or the S.A.M.B.A. By-Laws
- o submit newsletter article for quarterly newsletter

2.5 DIRECTOR-AT-LARGE

The Directors at large shall:

- o be made up of three additional directors as outlined in the S.A.M.B.A. By-Laws
- o each will be assigned specific duties to perform
- o Submit newsletter article for quarterly newsletter

3.0 APPOINTED POSITIONS

3.1 REP DIVISION HEAD

This position is responsible for heading up the operation of the REP Division within the guidelines and philosophy of S.A.M.B.A. The individual divisions are Mosquito, PeeWee, Bantam. The Rep Division Head is selected S.A.M.B.A. executive and report directly to the Vice-President. Their responsibilities and day-to-day duties are:

- o Acts as a liaison between rep coaches and parents.

- o Review all score sheets to ensure equitable playing time for all players.
- o File final team rosters with Baseball Alberta by the 1st week in June.
- o Prepares league schedule based on assignment of fields from Facilities Coordinator, and distribute same to coaches and Umpire Coordinator
- o Acts as Liaison between House League Division Head, House League Co-Ordinator and house league coaches to minimize scheduling conflicts and insures understanding is maintained between groups
- o Maintains information on league standings and communicates same on a weekly basis to the local news media.
- o Prepares a brief summary of the division activities at year end and makes recommendations for modifications to league format, etc.
- o find recruits for Co-Ordinator positions
- o submit newsletter article for quarterly newsletter

**3.2 HOUSE LEAGUE
DIVISION HEAD**

This position is responsible for heading up the operation of the House League Division within the guidelines and philosophy of S.A.M.B.A. The individual divisions are T-Ball, Rookies, Mosquito, PeeWee, Bantam. The House League Division Head is selected by S.A.M.B.A. Executive and report directly to the Vice-President. Their responsibilities and day-to-day duties are:

- o Acts as a liaison between house league coaches and parents. Where parents request that a player be placed in a division above their age level, a decision shall be reached after an evaluation of the player. The House League Division Head and the Vice-President shall decide if the player will be moved up
- o Review all score sheets to ensure equitable playing time for all players.
- o Prepares league schedule based on assignment of fields from Facilities Coordinator, and distributes same to coaches and Umpire Coordinator
- o Acts as Liaison between representative and house league coaches to minimize scheduling conflicts and insures understanding is maintained between groups
- o Appoint a Tournament Director for mid season and year end playoffs. Their responsible for preparing the schedule and format for mid-season and year end playoffs; and communicates same to Coaches, Umpire coordinator and League officials; supply all the game balls, be present for all games and who will do the medal presentations
- o Maintains information on league standings and communicates same on a weekly basis to the local news media.

- o Prepares a brief summary of the division activities at year end and makes recommendations for modifications to league format, etc.
- o find recruits for Co-Ordinator positions
- o submit newsletter article for quarterly newsletter

3.3 DIVISION
CO-ORDINATOR

This position is responsible for heading up the operation of an individual division within the guidelines and philosophy of S.A.M.B.A. The individual divisions are T-Ball, Rookie, Mosquito, PeeWee, Bantam and Midge. Their responsibilities and day-to-day duties are:

- o Receives from the registration committee a copy of the applicable player registrations for the Division and Reviews these for number of players involved, volunteer information and coaches applications.
- o Assesses the approximate number of teams and solicits coaches accordingly.
- o Meets with coaches to discuss division rules, S.A.M.B.A. rules and objectives of the Program
- o Review results of evaluations and assign players to major and minor teams accordingly. It is the responsibility of the Division Co-Ordinator to ensure that the teams are balanced and competitive.
- o Work with the Tournament Director/CO-ordinator on the mid season tournament and the year end playoffs.
- o submit newsletter article for quarterly newsletter

3.3 BASEBALL ALBERTA
REP

The President, with the approval of the board of Directors, may appoint, on an annual basis, any Director to act as SAMBA' S Baseball - Alberta representative

- o Is the Liaison between SAMBA Executive and Baseball Alberta.
- o submit newsletter article for quarterly newsletter

3.4 REGISTRAR

This position is responsible for:

- o maintain SAMBA's register of Members
- o submit newsletter article for quarterly newsletter

3.5 EQUIPMENT
CO-ORDINATOR

This position is responsible for all SAMBA's equipment which includes:

- o buying, selling repairing all equipment
- o control over equipment given out to all the teams
- o issuing all game balls for regular season and tournaments
- o submit newsletter article for quarterly newsletter

3.6 BINGO

CO-ORDINATOR	<p>This position is responsible for:</p> <ul style="list-style-type: none"> o CO-ordinating volunteers for bingo's o applying and getting bingo dates o submit newsletter article for quarterly newsletter
3.7 VOLUNTEER CO-ORDINATOR	<p>This position is responsible for:</p> <ul style="list-style-type: none"> o complying volunteer list o submit newsletter article for quarterly newsletter
3.8 TIGERS LIAISON	<p>This position is the liaison between SAMBA Executive and the Tigers</p> <ul style="list-style-type: none"> o submit newsletter article for quarterly newsletter
3.9 UMPIRE CO-ORDINATOR	<p>This position is responsible for:</p> <ul style="list-style-type: none"> o training and scheduling all umpires o submit newsletter article for quarterly newsletter
3.10 FACILITY SCHEDULER	<p>This position is responsible for:</p> <ul style="list-style-type: none"> o applying to the City of St. Albert for the baseball diamonds required for the season o produce a schedule for each division and give Rep Division Head and House League Division Head o submit newsletter article for quarterly newsletter
3.11 NEWSLETTER CO-ORDINATOR	<ul style="list-style-type: none"> o publish a newsletter quarterly
3.12 MAINTENANCE CO-ORDINATOR	<p>This position is responsible for maintaining Legion Memorial Park's grounds as follows:</p>
OBJECTIVE	<p>Maintain all ball diamonds and outlying areas within Legion Memorial Park.</p>
QUALIFICATIONS	<p>Must have a basic understand and ability to perform plumbing, carpentry, landscaping, electrical and mechanical trades.</p>
MAINTENANCE	<p>Daily:</p> <ul style="list-style-type: none"> o Machine drag infields o Hand rake all baselines, pitcher's mounds, coaches boxes, etc. o Rebuild pitcher's mounds and home plates o Lime lines o Set out permanent bases o Clean, sweep and empty garbage in dugouts o Pick up garbage within the entire facility
APRIL - OCTOBER	<p>2 or 3 Days or BI-Weekly</p> <ul style="list-style-type: none"> o Alternately cut infields and surrounding grasses areas every other day o Hand mow infields and clubhouse area or as needed

Weekly

- o Nail drag all shale areas
- o Water infields and ground as required
- o Contact City of St. Albert to paint foul lines
- o Weed all gardens around clubhouse or as required during major growing season

BI-Monthly

- o Trim fence lines and trees

Monthly

- o Edge all infield baselines and coaches boxes or as needed

As required

- o Rebuild bullpens
- o Repair fences
- o Order and pick-up 15 - 20 bags of lime and 20 bags of dryall

SPRING

- o Rake, pick-up and dispose of all leaves and winter debris within Legion Memorial Park
- o Prune trees - includes gathering and disposing of branches
- o Apply ROUND UP to all warning tracks
- o Put out picnic tables and garbage cans
- o Call the City of St. Albert to dethatch, fertilize and aerate all grass areas
- o Hand aerate all infields and hand rake to remove all cores
- o Hand fertilize all infields - includes order and pick up of 10 - 15 bags of fertilizer

FALL

- o Rake, pick-up and dispose of all leaves and debris
- o Prune trees - includes gathering and disposing of branches
- o Pick-up picnic tables, garbage cans, hoses, etc. for winter storage

WINTER

- o Remove snow and ice from driveway, parking lots, sidewalks and deck area

OTHER DUTIES

- o Repair all outside plumbing
- o Maintain batting cages
- o Paint decks, tables, buildings, garbage cans, etc. as required
- o Call City of St. Albert to pick-up garbage weekly
- o Pick-up mail from Post Office daily and deliver to Treasurer
- o Repair or replace broken or lost shovels, rakes and tampers
- o Purchase and pick-up all other essentials
- o Advise and/or assist volunteers as required
- o Select, train and supervise temporary Grounds Maintenance staff

MACHINE MAINTENANCE

RIDING TRACTOR

- o Pick up diesel fuel twice a week
- o Change engine oil every 50 hours (3 or 4 weeks)
- o Grease 25 grease nipples daily
- o Have blades change BI-monthly
- o Change fuel filter (3) every 150 hours (3 months)
- o Order, pick-up and install any broken parts that cannot be repaired

- o Repair and install broken parts - includes welding
- o Perform any other maintenance as required

HAND MOWER AND WEEDEATER

- o Pick-up fuels and oils as required
 - o Change oil and Clean filters regularly
 - o Sharpen blades as required
 - o Perform any other maintenance as required
-
- o submit newsletter article for quarterly newsletter

The committees of the board of Directors shall consist of the following:

- (a) Nominating Committee;
- (b) Technical Development Committee;
- (c) Finance Committee;
- (d) Publicity and Special Events Committee;
- (e) Policy & Review Committee
- (f) any other committees as may be established from time to time by the board of Directors.

6.2 Nominating Committee

- (a) The Nominating Committee shall be composed of two Members and either the immediate past President of SAMBA or any other Director, who shall be appointed to the Nominating Committee by the board of Directors, on an annual basis, at least 3 months prior to each Annual General Meeting. The board of Directors shall also appoint the chairman of the Nominating Committee.
- (b) The Nominating- Committee shall be responsible for the nomination of eligible candidates for election as Directors and Officers. The list of candidates for election as Directors and Officers shall be prepared for submission to the board of Directors and the Members at each Annual General Meeting.
- (c) The notice requirements, procedure for voting, quorum and other rules regarding meetings of the Nominating Committee shall be determined by that committee from time to time.

6.3 Technical Development Committee

- (a) The Technical Development Committee shall be composed of a minimum of three Members, who shall be appointed by the board of Directors on an annual basis. The board of Directors shall also appoint the chairman of the Technical Development Committee.
- (b) The Technical Development Committee shall be responsible for implementing and modifying from time to time as necessary a program to advance the technical development of baseball within SAMBA focusing on athletes, coaches and officials. In addition, the Technical Development Committee shall perform other functions as may be specified from time to time by the board of Directors.
- (c) The notice requirements, procedure for voting, quorum and other rules regarding meetings of the Technical Development Committee shall be determined by that Committee from time to time.

6.4 Finance Committee

- (a) The Finance Committee shall be composed of one Director, who shall serve as chairman of that committee and any other Director or Member who may be appointed to the board of Directors on an annual basis.
- (b) The Finance Committee shall be responsible for seeking and implementing ways to improve and stabilize the financial affairs of SAMBA. In addition, the Finance Committee shall perform other functions as may be specified from time to time by the board of Directors.
- (c) The notice requirements, procedure for voting, -quorum and other rules regarding meetings of the Finance Committee shall be determined by that Committee from time to time.

6.5 Publicity and Special Events Committee

- (a) The Publicity and Special Events Committee shall be composed of a minimum of three Members, who shall be appointed by the board of Directors on an annual basis. The board of Directors shall also appoint the chairman of the Publicity and Special Events Committee.
- (b) The Publicity and Special Events Committee shall be responsible for establishing a program of public relations and membership information as well overseeing SAMBA's social and related special events. In addition, the Publicity and Special Events Committee shall perform other functions as may be specified from time to time by the board of Directors.
- (c) The notice requirements, procedure for voting, quorum and other rules regarding meetings of the Publicity and Special Events Committee shall be determined by that Committee from time to time.

6.6 Policy & Review Committee

- (a) The committee shall be composed of a minimum of 3 members, who shall be appointed by the Board of Directors on an annual basis. The Board of Directors shall also appoint the Chairperson of the committee.
- (b) The committee shall be responsible for the reviewing and modifying from time to time as necessary the policies of SAMBA. These include, but not limited to, SAMBA Handbook, SAMBA By-Laws, Tournament procedures and Job descriptions.
- (c) The committee will submit their recommendations to the Board of Directors who shall in turn approve any or all the recommendations.
- (d) The notice requirements, procedures for voting, quorum and other rules regarding meetings for the nominating committee shall be determined by that committee from time to time.