THOROLD MINOR BASEBALL CONSTITUTION & BY-LAWS

Revised Approved: October 28, 2026

THOROLD MINOR BASEBALL: CONSTITUTION & BY-LAWS

ARTICLE 1: NAME

The official name of the Organization shall be "Thorold Minor Baseball" (TMB). The organization shall also be referred to as “Thorold Baseball” or “Thorold Legion Minor Baseball”.

ARTICLE 2: OBJECTIVE & PURPOSE

The objective and purpose of the Organization shall be:

(a) To foster and improve the game of baseball for minor age groups in the City of Thorold.

(b) To build and provide an inclusive youth baseball experience for players of all abilities.

(c) To organize and operate an effective and efficient baseball program in the municipality.

(d) To improve playing ability and provide recreation through the operation of its baseball program.

(e) Thorold Minor Baseball “fiscal year” shall be November 1 to October 31 each year.

ARTICLE 3: MEMBERSHIP

Membership in the TMB shall be composed of all residents and non-residents of the City of Thorold who meet one of the following criteria:

(a) a coach in good standing for the previous or current season;

(b) a parent or guardian of any registered player in TMB in the previous or current season;

(c) a board member of the current season;

(d) any player who played in the current season who has attained the age of 18 years;

(e) Any individual who has met the above criteria and is NOT in poor standing or currently suspended indefinitely by Baseball Ontario, Niagara District Baseball Association (NDBA) or Thorold Minor Baseball.

Each member must agree to abide by the constitution, by-laws, rules and regulations of TMB. Voting rights at annual, special and other general meetings of the membership shall be exercised in accordance with Article 6.

ARTICLE 4: BOARD OF DIRECTORS

The Board of Directors of TMB shall consist of fourteen (14) voting positions and one (1) non-voting advisory position (past President):

President, (2-year terms) (2026 &2027 / 2028-2029)

Vice-President, (2-year terms) (2025 & 2026 / 2027 & 2028)

Registrar/Secretary, (2-year terms) (2026 &2027 / 2028-2029)

Treasurer, (2-year terms) (2025 & 2026 / 2027 & 2028)

Scheduler, (2-year terms) (2025 & 2026 / 2027 & 2028)

Umpire in Chief,

Director of Fundraising/Sponsorship,

Director of Development,

Director of Select

Director of Tournaments,

5U/7U Convener,

9U Convener,

11U/13U Convener,

15U/18U Convener,

The outgoing President shall stay on with the incoming Executive in the ex-officio, non- voting role of Past President. They shall serve in a consultative role. The Past President may remain at the approval of the Executive, until replaced by the next outgoing President.

The President, Vice-President, Treasurer, Secretary/Registrar and Scheduler shall comprise the TMB Executive. The Executive shall support the President in the day-to-day management of TMB within the authority delegated by the Board of Directors.

The Executive and Board of Directors of Thorold Minor Baseball shall serve their terms starting November 1st until October 31st.

The President and Registrar/Secretary shall be elected to two-year terms starting in 2020 (2026 & 2027, 2028 & 2029, 2030 & 2031 etc)

The Vice-President and Treasurer shall be elected to two-year terms starting in 2021. (2025 & 2026, 2027 & 2028, 2029 & 2030 etc)

The Scheduler shall be elected to a two-year term starting in 2023. (2025 & 2026, 2027 & 2028, 2029 & 2030 etc)

The Board of Directors may from time to time create committees which will be tasked with operations, duties or to make recommendations for board adoption. In some cases the committees may seek advice or non-voting members from the membership of TMB.

All other offices will be held for a period of one (1) year. The election of the Board of Directors shall be held at the Annual Meeting to be scheduled between Labour Day and the 31st day of October.

The President shall have the authority to fill any vacancies that may occur or are not filled at the Annual Meeting so long as they have been vetted, approved by the Board of Directors and has cleared a background check in accordance with Baseball Ontario

A member may hold two or more positions concurrently; however, there must be a minimum of five (5) individuals holding voting positions on the Board of Directors. An individual holding more than one position has only one vote on Board or Executive business and counts only once toward quorum. The non-voting Past President does not count toward Board or Executive quorum.

It is not recommended that the President or Vice-President concurrently fill the Treasurer role. When this is the case, the President and Executive should exhaust all options to avoid this scenario.

The Board of Directors may approve honorariums for positions where it deems appropriate, provided the approved budget allows. The position, amount and terms of each honorarium shall be approved by the Board and recorded in the meeting minutes. Any member with a personal or financial interest in an honorarium shall disclose the interest and shall not participate in its consideration or approval, in accordance with Article 14.

ARTICLE 5: DUTIES OF THE EXECUTIVE AND DIRECTORS

President

Shall preside at all meetings of the organization. The President is the Chief Executive Officer and as such shall exercise supervision over the activities of the TMB. They shall have authority to address routine operational situations not specifically dealt with in the constitution, by-laws or rules and regulations of TMB, subject to the limits in Article 13. When this situation arises, the President shall endeavor to create a standing order, by-law or amendment to this legislation in the aim to create a standing operating procedure moving forward. Any standing order affecting governance, discipline or policy requires Board approval and shall follow the amendment procedures in Article 8.

Shall bring any non day-to-day issues requiring decision to the Board of Directors for discussion and vote. The President shall not bind the Organization on any ongoing (multi-year) financial commitment, organization membership, discipline matters or contractual obligations without prior approval of the Board of Directors. The President is charged with the day-to-day operation duties and decisions of the organization, with support from the Vice-President and Executive as needed, within the authority set out in Article 13.

Shall represent TMB as its representative at any meeting or event of an association to which TMB is a member. The President is able to delegate this responsibility to a relevant Executive member.

Shall be the primary contact with the municipality, district baseball associations and provincial baseball associations.

Shall serve as the coordinator of the TMB Rep Baseball program.

Vice-President

Shall perform the duties of the President in their absence.

Shall have responsibility for coach (in conjunction with the President or their delegate) recruitment management.

Shall be responsible for managing the background and certification check procedures for TMB in accordance with Baseball Ontario requirements.

Shall provide direct support to the Director of Select and assist with the operation and development of the TMB Select program.

Secretary/Registrar

Shall perform the duties of the President in the absence of the President and the Vice- President

Shall be responsible for the execution of all registration activities including collection of registration fees from all players registered in the TMB. The Secretary/Registrar shall be responsible for ordering and organizing medals, awards and trophies.

Shall be responsible for managing and maintaining the online registration system.

Shall keep an accurate record of all organization meetings. Receive and send out all correspondence for the organization; retaining a file(s) on all correspondence. Maintain and update organization website with governance documents, meeting minutes, and similar. Record all minutes of TMB meetings and circulate to relevant parties.

Shall assist with communications to coaches, players, families and members of Thorold Minor Baseball, and liaise with Baseball Ontario on matters relevant to the organization.

Shall assist with the development, review and communication of TMB rules, policies and procedures, and provide guidance and support to coaches and members in understanding and applying them.

Treasurer

Shall receive all monies and deposit same in the organization's account with a financial institution, receive and pay all invoices, sign all cheques along with the signature of the Vice-President or President; keep accurate account of all incomes and expenses and present a prepared financial report at each Executive meeting; prepare the annual financial report and liaise with the organizations financial institutions as needed.

Jr Program (5U/7U) Convener

Shall organize and plan the 5U/7U season including coach assignments, player requests, schedule, end of season events and equipment needs for the division.

Shall work with the Executive in coordinating evaluations and equitable assigned of players to teams when there are more than one Thorold team in a division.

9U Convener

Work with Niagara Interlock to schedules the games for regular season and playoff structure for the 9U division. To assign coaches for each team, produce schedule and distribute them to coaches before the first game is played. Ensure coaches have equipment and baseballs. Schedule and allocate park practice time. Monitor and report to the executive on progress of teams, and any issues and concerns.

Shall work with the Executive in coordinating evaluations and equitable assigned of players to teams when there are more than one Thorold team in a division.

11U/13U Convener

Work with Niagara Interlock to schedules the games for regular season and playoff structure for divisions 11U & 13U. To assign coaches for each team, produce schedule and distribute them to coaches before the first game is played. Ensure coaches have equipment and baseballs. Schedule and allocate park practice time. Monitor and report to the executive on progress of teams, and any issues and concerns.

Shall work with the Executive in coordinating evaluations and equitable assigned of players to teams when there are more than one Thorold team in a division.

15U/18U Convener

Work with Niagara Interlock to schedules the games for regular season and playoff structure for divisions 15U & 18U. To assign coaches for each team, produce schedule and distribute them to coaches before the first game is played. Ensure coaches have equipment and baseballs. Schedule and allocate park practice time. Monitor and report to the executive on progress of teams, and any issues and concerns.

Ensure that any overage players are recorded and vetted with Niagara Interlock

Shall work with the Executive in coordinating evaluations and equitable assigned of players to teams when there are more than one Thorold team in a division.

Umpire-in-Chief

To oversee the TMB in Umpire training, certification and recruitment. To schedule all umpires for home league games and TMB hosted tournaments, where applicable. To be responsible for all umpires and umpiring equipment in the organization. Maintain a list of Umpires for assignment to games. Establish a fee schedule for each year, subject to approval of the Executive. Authorize and coordinate payment of Umpires through the Treasurer.

To liaise with Niagara Baseball Umpires Association for all NBUA umpire needs.

To liaise with external associations when needing to fill umpire vacancies on a short-term or long-term basis.

Will be a carded Baseball Ontario umpire during their time as Umpire-in-Chief.

Fundraising/Sponsorship

Responsible to support all fundraising activities and events.

Coordinates sponsorship development, acquisition and recognition in conjunction with President and Vice-President. Supports groups running canteens during tournaments or games. Ensures that sponsorship fulfillment items are ordered, logos are collected, displayed appropriately. Ensure that all sponsorship agreements are tracked and funds are collected/reported.

Shall arrange and coordinate picture day for Thorold Minor Baseball teams.

The Fundraising/Sponsorship role may be shared by more than one person to distribute the workload. When the role is shared, the Board of Directors shall designate one person as the voting member for the position. Other individuals sharing the role shall not have a vote by virtue of that role.

Scheduler

Shall coordinate and manage all game and practice schedules for TMB teams. Shall liaise and communicate with the City of Thorold for all field scheduling needs and be in constant contact with the City team.

Shall coordinate umpire requirements with the Umpire-in-Chief and external umpire association to ensure that all umpire needs are covered.

Shall convey schedule changes, delays, cancellations, and field updates to all affected parties including coaches, Executive and officials.

Shall maintain a detailed and up-to-date schedule of all TMB field usage for practices, games, tournaments and similar.

Shall be regularly in contact with the President and Vice-President.

Shall be regularly in contact with coaches for schedule items including reschedules and cancelations.

Tournaments

Shall coordinate and organize all tournaments hosted by Thorold Minor Baseball.

Shall be the direct liaison with Baseball Ontario and teams that have registered for tournaments.

Work with the Executive to ensure volunteers and support are provided for all tournaments. Order all medals and awards.

Create the schedules, pools, and brackets and arrange with the scheduler the umpires and parks for the tournaments.

Shall establish a protest committee that may consist of the President and Vice-President all tournaments. Can assign other members as needed so long as they are impartial and knowledgeable of the tournament and OBA rules.

Director of Development

Shall be focused on the development program and progress of TMB players and coaches at all levels.

Shall set out a development plan template, framework and progression for all Rep and Select coaches.

Shall set out the development plan for offseason programs including the house-league developments.

Shall endeavor to find various mediums and methods to deliver the development program.

Shall continue to grow and evolve their qualifications and skills sets through NCCP, OBA and other coaching certification and training programs.

Director of Select

Shall oversee and help organize TMB Select program.

Shall serve as the primary contact and support for Select Coaches. Shall assist the Select Coaches in finding tournaments or associations that are interested in arranging games as well as pre-season indoor workout bookings and scheduling.

Shall work with the Executive and Director of Development to build an annual plan for the Select Program.

ARTICLE 6: ELECTIONS

The election of Executive and Directors of the Organization shall be conducted at the Annual Meeting held between Labour Day and October 31st of each year. Nominations for Executive and Directors will be welcome from the floor at the Annual Meeting but are encouraged and requested to be submitted prior to the meeting. When possible, nominations should be vetted and reviewed.

To be nominated for the Executive positions of President, Vice-President or Treasurer, one must have served on the previous season's Executive/Board in any capacity or a member of good standing recommended by two members of the current executive.

In the event that there are no nominations that fulfill the requirement of having served on the previous Executive/Board in any capacity, nominations may come from the floor of the AGM or filled after the AGM and approved by the current Executive/Board.

If more than one (1) person is nominated for any office, a vote by ballot (virtual poll if meeting takes place online) will be taken and the nominee receiving the greatest number of votes will be elected. If a tie occurs for any Executive or Director position, the run-off vote by ballot will be taken amongst the "tied" positions only. If the voting still remains tied after the run off and neither candidate is willing to withdraw, the President shall cast an additional tie-breaking vote.

Each player's family shall be entitled to one vote for each player in that family registered with TMB in the previous or current season. A player registered in both seasons shall be counted only once. A family with two qualifying players shall have two votes, a family with three qualifying players shall have three votes, and so on. These voting entitlements apply to elections, constitutional amendments and all other membership business.

Each family shall designate one adult member, aged 18 or older and in good standing, to exercise its votes. A player may be counted toward only one family's voting entitlement, including where parents or guardians live in separate households. The Secretary/Registrar shall verify the family representative and number of eligible player votes before voting.

A member in good standing who is not exercising or represented through a family's player-based votes shall have one individual vote. No person shall receive additional votes solely because they hold multiple membership roles, such as coach, parent or Board member. The Past President has no Board or Executive vote by virtue of that position but may exercise any separate membership voting entitlement for which they qualify under this Article.

In the event that the election of President does not take place during the AGM due to a lack of nominations, the position of President will be assigned to or by the outgoing President. The assigned President shall take on full Presidential duties. The new President will endeavor to host an special general meeting where elections can take place no earlier than 14 days after the AGM and no later than January 31st.

ARTICLE 7: ANNUAL MEETING

Written notice of the Annual Meeting shall be provided to members at least fourteen (14) days in advance, stating the date, time, location or virtual access details, and nomination and amendment submission procedures. Proposed constitutional amendments must be submitted to the Secretary/Registrar at least ten (10) days before the meeting and circulated to members at least seven (7) days before the meeting.

There is no quorum required for the Annual General Meeting however the meeting must include at least four (4) individuals holding voting positions on the Board of Directors.

Special general meetings of the membership require at least fourteen (14) days' written notice identifying the specific business to be considered. Only the business stated in the notice may be decided. Any proposed constitutional amendment must accompany the notice. Membership meetings may be held in person, virtually or in a combination of both, provided participants can take part and vote reliably.

The Annual Meeting of the TMB shall be held between Labour Day and October 31st each year. Exact date and location will be determined by the President. The meeting can be held virtually. The order of business for the Annual Meeting will be:

1) President's welcome and address - summary of the year.

2) Secretary's report - summary of the last executive meeting.

3) Treasurer's report – treasurer's report for the year.

4) Amendments to the Constitution.

5) General Business

6) Election of Executive by position.

7) New/Sitting President's remarks.

8) Open forum for questions from the floor

ARTICLE 8: AMENDMENTS

Permanent amendments to the Constitution require approval by a majority of valid votes cast by the membership at an Annual Meeting or special general meeting, following the notice and quorum requirements in Article 7. Between membership meetings, the Board of Directors may approve a temporary constitutional amendment by a two-thirds majority of votes cast at a quorate Board meeting. The reason, wording and effective date must be recorded and communicated to members. A temporary amendment expires at the next Annual Meeting or special general meeting at which ratification can be considered, or at the end of the current fiscal year, whichever occurs first, unless ratified by the membership. Temporary amendments shall not be used to change membership voting entitlements, election procedures or the membership's authority to amend the Constitution.

The Board of Directors may adopt or amend by-laws, rules, policies and operating procedures consistent with this Constitution. By-law amendments require a two-thirds majority of votes cast at a quorate Board meeting; other policies and procedures require a majority unless this Constitution provides otherwise. Proposed by-law

amendments should be circulated to Board members in advance whenever practicable. Board-adopted by-law amendments shall be reported to the membership and presented for ratification at the next Annual Meeting or special general meeting. If ratification is declined, the prior wording resumes prospectively. The Executive and President shall not amend governance documents independently. Any change necessary to comply with applicable law shall be considered promptly by the Board, recorded in the minutes and communicated to the membership.

ARTICLE 9: VOTING PROCEDURES

Quorum for a Board meeting shall be four (4) individuals holding voting Board positions and in good standing. Quorum for an Executive meeting shall be three (3) individuals holding Executive positions and in good standing. A person holding more than one position counts only once. The non-voting Past President does not count toward either quorum and shall not vote at Board or Executive meetings. A member who withdraws because of a conflict of interest does not count toward quorum for that item; if quorum is lost, the decision shall be deferred or referred to another quorate body with authority to decide it.

Unless a higher threshold is specified, a motion at a quorate Board or Executive meeting passes by a majority of votes cast. The President shall vote only to break a tie and only where the President has no conflict of interest. Abstentions are not counted as votes cast. A tied motion that is not resolved by the President's casting vote is defeated.

Voting may be by show of hands, ballot or a reliable electronic method. Board or Executive decisions by email require the motion, relevant information and a stated voting deadline to be circulated to every member of the deciding body. The number of eligible participants recording a vote or abstention must meet the applicable quorum, and the applicable majority is required. Conflicted members shall not participate in the decision. The Secretary/Registrar shall record the result and each member's response in the minutes of the next meeting.

ARTICLE 10: MEETINGS

The President may call a Board or Executive meeting as needed. At least forty-eight (48) hours' notice shall normally be given, unless notice is waived by the board members. Where urgent circumstances require shorter notice, the reason shall be recorded and reasonable efforts shall be made to contact every member of the deciding body. The usual quorum and voting requirements continue to apply. Urgent Board or Executive meetings shall not replace the notice requirements for membership meetings under Article 7.

The Board shall meet or be updated at least monthly from February through October inclusive. The Executive may meet as required to support routine operations. Members in good standing may attend open portions of Board meetings. The Board may move into closed session for confidential matters, including discipline, personal information, personnel matters and sensitive financial matters. Only those authorized by the Board may remain. Conflicts of interest shall be managed under Article 14, and confidential decisions shall be recorded appropriately.

ARTICLE 11: AFFILIATIONS

Thorold Minor Baseball shall be affiliated with the Ontario Baseball Association (O.B.A.) through the Niagara District Baseball Association (N.D.B.A.). TMB shall maintain membership in the Niagara District Baseball Association (N.D.B.A.) , Niagara Interlock Baseball (N.I.B.) and Select Ontario Baseball Association (S.O.B.A) and protect its rights as a member of those Associations. TMB may from time to time become members of relevant organizations, associations, committees or groups.

ARTICLE 12: ATTENDANCE

All TMB Executive and Directors are required to have a sixty percent attendance record throughout the upcoming years meetings. The attendance record will begin with the Annual General Meeting. The Board of Directors may remove a member from office for failure to meet this attendance requirement after considering any extenuating circumstances and giving the member written notice and an opportunity to respond. The affected member shall not participate in the decision.

ARTICLE 13: EXECUTIVE AUTHORITY

The Board of Directors is responsible for the overall direction, governance and oversight of TMB. Board approval is required for the annual budget and house-league registration fees; material unbudgeted spending or financial commitments; multi-year agreements and material contracts; governance documents and significant policy changes; final discipline decisions, subject to By-Law 2; approval of all coaches, unless otherwise delegated; honorariums; and other matters expressly reserved to the Board by this Constitution.

The President is authorized to manage day-to-day operations and make routine decisions within the approved budget, policies, spirit of the organization and Board delegations, with Executive support as needed. The Executive may coordinate operations, resolve routine issues and make decisions within that same delegated authority. Matters exceeding that authority shall be referred to the Board. The Board may establish spending limits and reporting requirements in a financial policy.

Where immediate action is reasonably necessary to protect a person, safeguard TMB property or prevent serious disruption, the President may take temporary protective action and shall notify the Board promptly. Any temporary suspension or actions must follow By-Law 2. Emergency authority shall not be used to make permanent governance changes or avoid required Board approval. The Board shall review the action as soon as practicable and determine any continuing measures.

Board and Executive decisions shall be recorded in minutes and reported to the appropriate body. The Executive shall report its decisions to the next Board meeting. The Board may review, vary or revoke delegated authority and operational decisions, subject to commitments already made and applicable obligations.

ARTICLE 14: CONFLICTS OF INTEREST

A Board member, Executive member or committee member shall act in the interests of TMB and disclose any actual, potential or reasonably perceived conflict of interest before a matter is discussed or decided. A conflict may arise where a decision could provide a personal, family, business or financial benefit, or where another relationship could impair impartial judgment. Examples include honorariums, reimbursements, contracts involving the member or a related business, and discipline involving the member or an immediate family member.

The member shall describe the nature of the interest. Unless invited to provide factual information, the member shall withdraw from the discussion and shall not attempt to influence the decision, vote on it or approve related payments. The disclosure, withdrawal and decision shall be recorded in the minutes. The member shall not count toward quorum for that item. If the remaining members cannot form quorum, the decision shall be deferred or referred to another quorate body authorized to decide it.

Where there is uncertainty or disagreement about a conflict, the remaining unconflicted Board members shall determine the appropriate course without the affected member participating. Routine involvement as a coach, parent or volunteer does not by itself prevent participation in decisions affecting all teams or members generally; a specific personal benefit or individual matter must be considered separately. A member shall never approve their own honorarium or reimbursement.

BY-LAWS

BY-LAW 1: CONCURRENT APPOINTMENTS TMB AND OTHER ASSOCIATIONS

No executive member may also serve as a voting member of any other local association within NDBA, not including the NDBA board.

If an executive member outside of the President serves on the executive of NDBA, OBA, SOBA, or Niagara Interlock Baseball this member shall gain approval from the TMB Board/Executive prior to running for the position and shall provide a synopsis of current business of said association at each TMB executive meeting or upon request of the organization.

BY-LAW 2: SUSPENSIONS AND EXPULSIONS

TMB may impose discipline for a breach of this Constitution, its by-laws, codes of conduct or applicable baseball rules or codes, or conduct that threatens participant safety or materially harms the association. Complaints should be submitted in writing to the President or Secretary/Registrar, with relevant details. A complaint involving either individual shall be referred to an unconflicted Executive member or Director.

The President may impose a temporary suspension or restriction where immediate action is reasonably necessary for safety or a serious alleged breach. Written reasons, scope and conditions shall be provided as soon as practicable. The Board shall be notified promptly and review the measure within seven (7) days. A temporary measure is not a final finding of misconduct.

Before final discipline is imposed, the affected person or team shall receive written notice of the allegations, relevant rules and possible consequences, sufficient relevant information to respond fairly, and a reasonable opportunity to provide a written response and request a hearing. Privacy and safety shall be respected. The Board may appoint at least three (3) impartial individuals/uninvolved board members to review the matter and recommend an outcome; unaffiliated non-board member individuals may be used where necessary. Persons involved in the incident or otherwise conflicted shall not investigate, hear or decide it.

The Board shall make the initial final discipline decision at a quorate meeting of unconflicted members, considering the findings and response. Any sanction shall be proportionate and may include a warning, conditions, suspension or expulsion. The written decision shall state the findings, reasons, sanction, duration, reinstatement conditions and appeal process. Confidential records shall be retained by the Secretary/Registrar or an unconflicted designate.

The affected person or team may appeal in writing within fifteen (15) days of receiving the decision. Grounds may include a material procedural error, bias, relevant new information not reasonably available earlier, or a disproportionate sanction. The Board shall appoint an appeal panel of at least three (3) impartial individuals who had no involvement in the original investigation or decision, using external individuals where needed. The panel shall hear the appeal within fifteen (15) days of receipt unless a reasonable extension is communicated with reasons. It may confirm, vary or overturn the decision, or order a new hearing, and shall provide written reasons. Its decision is final within TMB.

A suspension remains in effect during an appeal unless the appeal panel determines otherwise. Applicable external reporting obligations and any review or appeal available through a governing baseball association remain unaffected. Matters outside TMB's authority shall be referred to the appropriate body.

TMB President or similar authority dealing with a complaint, may direct the complaint to a higher body for review and decision, up to and including Baseball Ontario.

BY-LAW 3: OBA/SELECT TEAM COMPOSITION:

TMB will endeavor to field competitive Rep and Select teams and will aim to select as many Thorold players or players that are currently members of Thorold Baseball as possible, dependent on interest, skill and eligibility.

OBA Rep teams will be composed of a minimum of five (5) players from Thorold. In the event there is not enough interest from Thorold players to reach the five-player minimum, the composition of the roster will need to be reviewed and approved by the Thorold Baseball executive.

When a non-Thorold player has played for two (2) consecutive years on a TMB OBA registered team (Rep or Select), they will be considered grandfathered as a Thorold resident and not count as a non-Thorold player towards the non-Thorold residency rule above.

OBA Select teams must follow the Select OBA roster regulations.

BY-LAW 4: OPERATING PROCEDURES:

The Board of Directors will establish operating procedures for the organization, with the Executive supporting their implementation, and will endeavor to document and refine procedures in an operations document.

BY-LAW 5: BACKGROUND CHECKS & NCCP:

All coaches, assistant coaches, trainers and any other adults that will have regular contact with players under the age of 18 must obtain background checks as outlined by Baseball Ontario. All coaches are encouraged to obtain NCCP coaching numbers and certification clinics for their respective coaching level as outlined by Baseball Ontario. TMB will reimburse Rep and Select coaches for their respective required coaching certifications. TMB will reimburse up to two coaching certifications annually for house-league coaches so long as they are relevant to their respective level of coaching.

BY-LAW 6: UNPAID REGISTRATIONS OR SPONSORSHIPS

All players/families with unpaid balances at the end of a season will not be eligible to register for the following season until they have made payment of the outstanding balance. Players that have unpaid balances prior to team assignments may be removed from teams until the balances are settled or a payment plan is established.

Rep Players registrations must be paid in full on or before March 31st of each offseason.

If a players registration is not received for participation in a season, their registration from the previous season must be paid in full at the start of the following season. The payment for the upcoming season must be paid upfront or have an established payment plan.

Players with outstanding balances are ineligible to tryout for a Rep or Select team until the unpaid balances are settled.

All sponsors with unpaid balances by a mutually agreed to deadline with TMB will have their logos removed from all areas and will not be eligible to sponsor in coming years unless the unpaid balance is paid or an agreement has been reached and approved by the Board of Directors.

From time to time, the President in conjunction with the Registrar/Secretary may request to clear an unpaid balance due to extenuating circumstances. This must receive Board approval and be conducted during a closed session of a Board of Directors meeting.

BY-LAW 7: FRED MATHESON “PLAY BALL” FUND

The Fred Matheson "Play Ball Fund" is a bursary program designed to assist families in the Thorold community who need financial support to cover the costs of baseball registration, equipment and associated costs. The bursary program is named in honour of Fred Matheson, a long-time President and supporter of Thorold Minor Baseball. Thorold Minor Baseball will budget a minimum of $500 each season to support the “Play Ball Fund” and seek external community funding to build, grow and sustain the fund.

Eligibility:

1. To be eligible for the bursary, the applicant must play Thorold Minor Baseball and be a resident of Thorold.
2. The applicant must be in financial need, and the cost of participating in baseball must present a significant financial hardship for the family.
3. Applicants/families can only receive one bursary per year. In the event that the bursary has more funds available, families may be able to submit an application for additional family members playing Thorold Minor Baseball; however, this is subject to Thorold Minor Baseball discretion.

Application Process:

4. Applications must be submitted by the end of April 1 each year.
5. Applications must be submitted on the official "Play Ball Fund" online application form, which can be obtained from the Thorold Minor Baseball website.
6. Applicants must provide an explanation of why they require financial assistance.
7. Applicants must indicate how much financial assistance they require (maximum $300).

8. Applicants must provide what the financial assistance will be used for (partial registration, full registration, equipment and/or uniform.) Applicants are asked to request appropriate financial assistance based on what the funds will support.
9. Applicants must disclose if they are applying for or receiving any other local, provincial, federal, or other forms of subsidy/bursary.
10. Applicants must agree to allow the review committee to verify their income and eligibility for the bursary.

Review Committee:

11. The review committee for the Fred Matheson “Play Ball Fund" bursary program shall be the President, Vice-President and Treasurer of Thorold Minor Baseball.
12. The review committee will evaluate all applications based on financial need, the family's level of participation in Thorold Minor Baseball, the applicant's explanation of why they require financial assistance and the available funds in the bursary fund.
13. The review committee will make a decision on all applications by the end of April each year.

Bursary Award:

14. The maximum bursary award is $300 per person.
15. Bursaries awarded for partial or full registration will be credited to the recipient's Thorold Minor Baseball registration fees.
16. Any remaining funds or funds approved for equipment will be provided to the recipient. The recipient will be required to provide proof of purchase dated no more than 45 days after receiving the funds of the equipment, uniform or other. Thorold Minor Baseball may award equipment-related bursaries as a gift card to a local sports retailer.
17. The bursary award will be non-transferable and non-refundable.

Confidentiality:

18. All information provided by applicants will be kept confidential.
19. The review committee will only share information with authorized Thorold Minor Baseball members who need to know the information to carry out their duties related to the "Play Ball Fund" bursary program.
20. Thorold Minor Baseball may be asked by other funding programs to verify if an applicant in their program is receiving funding from Thorold Minor Baseball. In this event, Thorold Minor Baseball will provide this information.

BY-LAW 8: REP & SELECT TEAM BUDGETS/FINANCES

Each Rep and Select team shall submit a proposed seasonal budget to the Treasurer and the President or Director of Select, as applicable, before collecting additional team fees or committing to discretionary team spending. The budget shall be reviewed and approved by the Treasurer and President or within a budget-approval process expressly delegated by the Board. The approved budget and expected family contributions shall be communicated to team families.

Budgets shall identify expected revenue, team activities and expenses, together with an appropriate allocation of costs paid by TMB on behalf of Rep and Select players, such as insurance, OBA player fees, and maintenance of equipment and facilities. The budget shall distinguish team-specific charges from costs already covered by registration or other funding so that the same cost is not charged twice. Material changes, additional family charges or spending outside the approved budget require approval through the same process before the team commits to them. The Board may define material-change thresholds in a financial policy. All budgets will endeavor to break even with little reserve or net revenue remaining.

All revenue collected by or on behalf of Rep and Select teams, including team fees, fundraising proceeds, sponsorships and donations, shall be forwarded to Thorold Minor Baseball and recorded in the organization's financial records for the respective team.

Rep and Select teams shall not maintain their own bank accounts. All team funds shall be held and administered by Thorold Minor Baseball.

Wherever possible, all Rep and Select team expenses shall be paid directly by Thorold Minor Baseball to support proper accounting and transparency. Teams shall submit invoices, receipts and other supporting documentation to the Treasurer so that expenses can be recorded for the respective team.

The Treasurer shall maintain a record of revenue and expenses for each team. Teams shall provide information promptly and cooperate with reconciliation. A summary of the team's financial position shall be available to team families on request and provided at the end of the season.

At the end of the season, all outstanding obligations and the team's appropriate share of TMB-paid costs shall be accounted for before any balance is treated as unused. With prior approval through the team budget process, available funds may be used reasonably for an end-of-year team event. Spending on such an event must be proportionate to the available balance and the team's commitments.

Any remaining balance shall generally remain with Thorold Minor Baseball to support Rep and Select program expenses and the association's ongoing costs, including insurance, OBA player fees, and maintenance of equipment and facilities. A balance recorded for a team does not automatically create an entitlement to a refund or transfer to a future team.

In exceptional circumstances, the Board may approve a refund to families after all obligations and allocated costs have been settled. Any refund shall follow a documented and equitable method reflecting family contributions and any conditions attached to the funds. Sponsor, donor or fundraising restrictions must be respected. The same reconciliation and Board review shall apply when a team dissolves or a player leaves; an individual departure does not create an automatic entitlement to a share of team funds.