

Lampman Minor Sports Association Constitution and Operating Procedures

Approved September 29th, 2025

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1. NAME:

The name of this organization shall be the Lampman Minor Sports Association, hereinafter referred to as the L.M.S.A.

2. OBJECTIVES:

To organize and operate organized minor sports, as a division of the Hockey Sask, Sask Baseball & Softball Sask, for the youth in the Lampman and surrounding areas.

To promote a true spirit of sportsmanship among all participants, spectators, coaches, and players.

To emphasize player development and provide the opportunity for players to participate at a level compatible with their abilities in their age category.

3. GENERAL MEMBERSHIPS:

Executive Members include President, Vice-President, Secretary, Treasurer, Marketing Director and Fundraising Director.

Members at large includes all persons of Lampman area who have a sincere interest in the objectives of the L.M.S.A.

Voting privilege at the annual meeting shall be given to all L.M.S.A. executive members in good standing.

4. MEETINGS:

An annual meeting of the L.M.S.A., open to all membership, shall be held no later than the First Week of October for the purpose of receiving a report for the previous year's business and to elect any executive members that have fulfilled their term.

The election of each Executive member shall be by majority vote of the members present and the voting shall be by show of hands. No proxy voting shall be allowed.

The report from the Executive shall include a financial report, a general report of the year's operations, director's reports, recommendations for the new Executive, and a presentation of proposed changes to the constitution.

Executive meetings are to be held Quarterly if possible. Executive meetings are open to all members.

Special Executive meetings may be called by the President, if significant problems arise which

cannot be left to regular meetings to be resolved. These meetings may or may not be open to all membership.

The quorum for Executive meetings is a majority of Executive members.

A majority of Executive members present passes motions made at an Executive meeting.

The President shall only cast a vote in the event of a tie.

Special General Meetings shall be called by the President when the need arises or if requested by at least three other members of the Executive.

5. SIGNING OFFICERS:

The President, treasurer, and Vice President shall be the signing officers for all L.M.S.A. financial matters. Any two must sign. Any outgoing transactions must be approved by two members and only executed by the treasurer.

The President and the Secretary shall be the signing officers for all legal matters.

6. AMENDMENTS TO THE CONSTITUTION:

The constitution shall not be altered except at the annual meeting.

Proposed changes to the constitution must be submitted in writing to the secretary at least four weeks prior to the meeting.

Members shall be given an opportunity to view the proposed changes two weeks prior to the meeting.

An amendment requires a majority vote by the L.M.S.A Executives in attendance at the meeting. Proxy voting shall not be allowed.

7. INCURRING DEBTS:

No person may incur any debt on behalf of the L.M.S.A. without the permission of the President, 1st Vice-President and the Treasurer of the L.M.S.A.. In case any one of these people is absent, an Executive meeting must be called.

Any person incurring debt without permission of the L.M.S.A. will be personally held responsible.

8. OPERATING PROCEDURES:

The Operating Procedures of the L.M.S.A. provide the details of how the operation and

administration of each minor sports program shall be controlled.

Any changes to the Operating Procedures can be brought up at the regular Executive meetings and passed by a majority of the quorum of Executive members present.

9. CONFLICT OF INTEREST:

Members of the L.M.S.A. are required to declare a conflict of interest in matters where their vote could possibly result in their own personal benefit financial or otherwise. The Executive shall make a ruling where the question of a conflict of interest arises.

10. COMPLAINTS:

Complaints or questions regarding the operations of the L.M.S.A. must be submitted, in writing, to the President and the Secretary. Written complaints and questions received shall be included in the agenda of the next Executive meeting.

Complaints/questions should be submitted at least one week prior to the Executive meeting to allow sufficient time for a full investigation before the meeting.

Upon receipt of a complaint, the President may appoint a fact-finding committee to investigate the complaint and present recommendations to the Executive. For issues of a serious nature, the President may call a Special Meeting of the Executive to ensure prompt action.

Discussions of complaints of a sensitive or personal nature at an Executive meeting will not be open to the general membership and shall be kept confidential.

All complaints shall receive a written reply and copy to be retained by the board.

11. EXECUTIVE:

The executive shall consist of the following:

- President
- Vice President
- Treasurer
- Secretary
- Marketing Director
- Fundraising Director

All members of the Executive, except for the Past President, shall be elected at the annual meeting of the L.M.S.A. Term of office shall be three years.

Qualifications for Presidency: To be eligible to be nominated for the position of President, a person must have served at least two years on the Executive.

12. EXECUTIVE RESPONSIBILITIES:

The Executive shall have control of the affairs of the L.M.S.A. subject to the limitations imposed by the constitution.

The Executive shall have the power to fill any vacancy which may occur in its number, within a reasonable length of time.

The Executive shall have the power to remove and replace any of the Executive or Voting Members if their duties are not being performed in accordance with the policies of the L.M.S.A.

Any clause in the constitution may be clarified and defined at any time by a quorum of the Executive. The quorum shall consist of a majority of the Executive members.

The Executive has the power to decide and rule on any matters not defined by the constitution.

The Executive shall have the power to suspend or discipline any coach, manager, player, or other person affiliated with the L.M.S.A.

To receive and maintain funds to be used for financing the operations of the L.M.S.A. as authorized by the Executive.

To carry on promotional activities and fundraising projects as required.

13. DUTIES OF OFFICERS:

PRESIDENT:

Shall preside over all L.M.S.A. meetings with the usual privileges of the office. Shall act as a signing officer of the L.M.S.A.

Shall sit on all committees as ex-officer member.

Shall represent the L.M.S.A. at all functions which are of interest to the L.M.S.A.

Shall suspend managers, coaches, players, and referees subject to ratification at a L.M.S.A. Executive meeting.

TREASURER:

Shall keep accurate record of all monies received and disbursed, deposit monies in the bank, make all disbursements by cheques, countersigned by the President or Vice-President.

Shall prepare a monthly report of receipts, disbursements, outstanding bills, and bank balances to be recorded in the minutes of each meeting.

Shall pay all bills, with Executive approval. Each bill must detail the reason and amount of each expenditure.

Shall prepare an annual budget in cooperation with the members of the Executive.

Shall present a financial statement, a report of the years' operations for the fiscal year ending April 30th.

Shall be responsible for depositing cash from ticket taker boxes and appointing persons to oversee boxes.

SECRETARY:

Shall record the proceedings, in the form of minutes, of the Executive and General Meetings including bills paid.

Shall handle all routine correspondence on behalf of the L.M.S.A.

Shall maintain an up-to-date register of the L.M.S.A. Executive, all personnel of each team and all referees.

Shall notify the Executive and any other necessary people of the time and place of any meeting not regularly scheduled.

FUNDRAISING DIRECTOR:

Shall oversee all fundraising activities and initiatives on behalf of the L.M.S.A., ensuring alignment with the association's financial goals and community values.

Shall develop and present fundraising plans and proposals to the Executive for approval.

Shall coordinate with team managers, volunteers, and community partners to organize events, campaigns, and sponsorship opportunities.

Shall seek out and apply for grants, donations, and sponsorships that benefit the L.M.S.A.

Shall work in cooperation with the Treasurer to ensure proper handling and deposit of all funds raised.

MARKETING DIRECTOR:

Shall be responsible for promoting the L.M.S.A. and its programs through various media channels, including print, digital, and social media.

Shall design and distribute promotional materials, including posters, newsletters, and online

content.

Shall maintain and update the L.M.S.A. website and social media accounts with current information, schedules, and announcements.

Shall collaborate with the Fundraising Director to support promotional efforts for fundraising events and campaigns.

Shall ensure consistent branding and messaging across all communications representing the L.M.S.A.

DIRECTOR/S:

L.M.S.A. shall attempt, when possible, to carry a minimum of five Directors. Each director will be responsible for one hockey team from U7 – U18.

The director of that team not to have any immediate family conflicts.

Will be responsible for mediating any conflicts that arise among players, coaching, and parents. If unable to resolve or serious conflicts or allegations continue, record data conversations etc. Contact executive committee for further directions.

TEAM REPRESENTATIVES:

All hockey/ball teams' manager or a coach or an appoint parent must attend L.M.S.A. sport meetings to increase communication.

14. NOMINATIONS AND ELECTIONS PROCEDURES:

NOMINATIONS FROM THE FLOOR:

Before each Executive position is voted upon, the Chairman shall ask for nominations from the floor for each position. Upon receiving any nominations from the floor and after each have been properly seconded, a show of hand shall be conducted.

APPOINTMENTS:

Immediate Past President: Upon election of a new President, the former President shall automatically become the Immediate Past President.

Vacancies: If, after the annual meeting, any of the elected positions remain unfilled, or, if any of the Executive positions become vacant during the operating year, these positions shall be filled by appointment by the Executive.

LAMPMAN MINOR HOCKEY – L.M.H.

OPERATING PROCEDURES September 29th, 2025

All rules and procedures are in coordination with Hockey Sask.

1. REGISTRATION OF PLAYERS:

Registrants will be placed in the following groups, based on their age as of December 31 of current season:

U7	Under 7 years of age
U9	Under 9 years of age
U11	Under 11 years of age
U13	Under 13 years of age
U15	Under 15 years of age
U18	Under 18 years of age
Senior	Age 18 and over

The U7 & U9 Development Program will follow Cross-Ice and Half-Ice programs.

Registration dates and fees will be set by the Executive Board no later than September 1st of the current season. Ice times will be assigned by Lampman Recreation and are nonnegotiable.

All participants must register with the proper level for their age. Overage players applicants will be directed to the appropriate governing body of the league in which they would like to participate.

All participants must be registered with L.M.S.A. and the set minimum fee paid before being allowed to be on the ice.

A registration deadline will be set by the L.M.S.A. Executive and will be no later than September 10 of the current season. A late registration fee of \$250 per registrant will be applied upon the date the L.M.S.A. Executive decided.

Fee deadline is October 1 of current season or by payment plan as outline on registration form. On October 2, any fees not paid will result in a late fee of \$250 per registrant. Any missed fee deadlines will result in registrant being non-eligible to participate until proper registration and late fee payments have been made.

NSF fees are at the expense of registrant.

Any player wanting to register after the final registration date deadline MAY be allowed to register at the discretion of the Executive Board. This will be decided on a case-by-case basis and will depend on the number of registrants on the team in question, as well as other considerations.

2. TOURNAMENTS:

All registered teams U13 and below are required to host a home tournament. Tournament dates will be set by team staff at L.M.S.A. Hockey AGM. U15 and above are not required to host a tournament and therefore will not receive funding from L.M.S.A. unless they host a home tournament.

All home tournament profit is to be returned to L.M.S.A. with a detailed expense sheet, no later than 30 days after said tournament. The amount each team receives from their hosted tournament profit will be determined by L.M.S.A. Executive. This money can be used for future tournaments, end of year wind up or as decided by team staff. Any funds U15 and above transpire will be considered team money.

3. INSURANCE:

The L.M.S.A. and its agents undertake no responsibility for player injuries or any other liabilities whatsoever. This shall be stipulated on all registration forms.

All players, coaches, Executive Board, and other participants are to be insured under the guidelines set forth in the Hockey Sask Manual of Operations.

The Executive Board shall ensure that all participants, team officials, and Executive Board are registered and are subsequently insured as per Hockey Sask regulations.

4. SELECTION OF TEAM STAFF (COACHES, MANAGERS, TRAINER, ON-ICE VOLUNTEERS, STICK BOY):

All team staff must have approved coaches or trainers certification including Respect in Sport.

All team staff must submit an application to the Executive Board or complete portion on registration form and include a Criminal Record Check and Vulnerable Sector Check. Once all applications have been received, they will be reviewed, and individuals will be appointed for each team.

Team staff will be selected based on qualifications, experience, previous history, and other considerations. Previous involvement with a particular team will not guarantee a position with the same or any team the following year. Prior to season start, there will be an Executive Board and Team Officials meeting.

Hockey Sask discourages an individual from coaching the same group of players for more than 2 consecutive years. As such, whenever possible this will try to be avoided, assuming other

qualified individuals have applied for the position.

Appointed team staff are expected to follow the coaches' code of conduct set out by

L.M.S.A. and attend regular coaches' meetings. In addition, they are expected to abide by deadlines for roster submission (including team officials), website contact, tournament convenor, etc. Failure to do so may result in the removal of the individual from his/her position.

5. RESPONSIBILITIES OF COACHES AND OTHER TEAM STAFF:

Team staff are accountable to L.M.S.A. & Hockey Sask for their conduct, and that of their players in dressing rooms, on the ice and in public. They are expected to set a good example in conduct, language, dress, and sportsmanship.

Team staff are expected to be familiar with rules, regulations, and procedures of L.M.H. and Hockey Sask.

All team staff require proper coaching/training certification as well as Respect in Sport. Any individuals who are asked to assist with practices must also have certification and Executive Board must be made aware of their participation prior to them being allowed to assist with practices. Minor hockey registrants helping with a practice must be a minimum of 2 years older than the age group they are assisting with (i.e. Must be U13 age to assist with U9).

Minor hockey registrants helping with practices who are 14 years of age or younger, must wear full player equipment. Those who are 15 and older can wear coach equipment.

All team staff are required to wear hockey gloves, skates and CSA approved helmet when on ice.

Team staff are responsible for the safety of the participants both in the dressing room, and on the ice. As such, they are responsible for supervising the dressing room AT ALL TIMES until all players have left or are with a guardian, both for practices and games. This is expected to be adhered to at all times, for accountability.

At no time should horseplay be allowed or encouraged. Team officials are expected to set out guidelines for appropriate conduct at the beginning of each season.

Team staff are responsible for the condition of the dressing room when they leave. This applies both at home and away games. Tape, garbage, etc. should not be left on the floor. We can be held liable for any damage to dressing rooms.

Team staff are responsible for ensuring that all required equipment is in place and is being worn properly throughout on-ice activities. This includes proper use of mouth guards and neck guards. Helmet straps are to be fastened at all times while on the ice.

In addition, on-ice team staff are responsible for checking and monitoring the playing surface and reporting any safety concerns (protruding screws, defective door latches, loose board trim, etc.) All doors are to be kept shut during practices.

The team manager of each team is responsible for delegating various volunteer duties (collect admission fees, tournament fees, jersey fees, sock fee, run the clock, act as a website contact, convene the tournament, collect jerseys at the end of season and insure all jerseys are collect

and placed back in the locker – failing to collect all jersey will result in a team fine in the amount to replace the missing jerseys, etc.)

6. TEAM SPLIT SELECTION:

In the event of a large number of players at registration for one age division, given consideration for extenuating circumstances (available coaches, goaltenders, ice time etc.)

L.M.S.A. will endeavor to divide player talent as equally as possible between the teams. This committee will include coaches and Executive Board. Whenever possible, only players in the same family will be kept on the same team for travelling purposes. If conflict is still prevalent a pair of independent coaches will be brought in at teams' expense to observe and divide equally skilled teams. Their decision will be final.

A deadline will be set for final rosters each season, after which no player movement is allowed.

7. PLAYER MOVEMENT, RELEASES AND AFFILIATED PLAYERS:

L.M.S.A. releases players to the AA level from U11 to U18. The board will not release to the A level except for the ruling below.

If player numbers on any team exceed the Hockey Sask maximum allowable to be dressed for a game and a team split is not feasible, then player selection shall be as follows:

- i. More experienced players with the L.M.H. shall be given the right to stay.
- ii. If this ruling does not satisfy the Hockey Sask numbers, then each player upon registration that has asked for a release will be called upon in order of succession until those numbers are satisfied.
- iii. If numbers are still not satisfied, the team official will make the decision as to who dresses for games.
- iv. Skaters will apply for selection and extras will be found another center to play in.
- v. Goaltenders: only two are allowed to be registered and dressed per team.

L.M.S.A. is in favor of utilizing APs on an as needed basis. Affiliated players should be used when the age division above is short-handed due to illness, absence, suspensions, etc.

Coaches of APs should be contacted by the Recruiting coach BEFORE the Recruiting coach contacts the player. Playing up with any team is a privilege, and permission may or may not be granted by the coach of the AP player. The AP's first obligation is to the team to which they are signed for practices and games. In cases where a game for both teams falls on the same night, the AP is expected to play for their regular team. The coach may not grant permission for an AP to play up if there are discipline problems or poor work ethic at their designated level.

Any disputes regarding player movement, release and utilizing APs should be taken up with the L.M.S.A.

8. PLAYER PARTICIPATION:

No player is allowed to practice or play with a team to which they are not registered or AP'd.

Players are not allowed on the ice until the resurfacing machine has exited the ice and the doors are closed. A coach or trainer must accompany the team at all times while they are on the ice.

Coaches are asked to make a conscious effort to provide players with a relatively equal amount of playing time during regular season games.

Coaches are encouraged to help players develop a better understanding of the game and improve their skills by having them play various positions.

It is understood that a coach may sit or bench a player for disciplinary or motivational reasons as long as it is not for a prolonged period of time. It should be made clear the reason for this so that a positive result may be achieved.

9. REQUIRED EQUIPMENT FOR PLAYERS AND ON-ICE STAFF

Participants (except for goaltenders) are required to supply their own equipment. Required equipment includes the following:

Hockey Skates, Hockey stick, Shin guards, Hockey socks, Jock/Jill support, Chest/shoulder protector, Hockey pants, Elbow pads, Neck guard, CSA approved Helmet and full-face screen or Visor, Hockey gloves, Hockey jersey (game jerseys not to be worn for practices), Water Bottle

Goaltenders up to and including U11 shall be provided with approved goalie equipment if they do not have their own. The equipment is to be well cared for and returned in good condition at the end of the season. Misuse of equipment that results in damage will be repaired/replaced by those involved. If normal wear and tear occurs, players, coaches and parents are encouraged to contact Executive Board for repairs.

Helmets must be CSA approved, and free from cracks, missing screws, etc. All helmets now come with an expiry date and are to be inspected by the team staff to ensure it is not expired. Chin straps are to be fastened at all times while on the ice

CSA neck guards are also required and are to be worn at all times while on the ice by all age levels.

Failure to wear the required equipment will result in the removal of the player from the ice and possible suspension if not addressed

10. CANCELLATION OF SCHEDULED GAMES

All L.M.H. teams are expected to play all games that they are scheduled to play no matter what the outcome regarding points at the end of the season.

Games are only to be postponed because of weather conditions, epidemic sicknesses, or other emergencies.

Any postponed game should be rescheduled as soon as possible by the team staff. When a game is to be cancelled at our arenas, the following people are to be notified

- other team's manager or coach
- referees
- ice scheduler & arena staff
- kitchen convenor
- recreation director

11. TEAM STAFF / REFEREES COURSES AND REFRESHERS:

L.M.S.A. will not reimburse team staff for the cost of coaching/trainer course or refreshers. If fines are issued, due to lack of course/certificate requirements, the team staff involved is responsible to pay all said fines.

Team staff must provide certificate of completion or enrollment of course to be completed by Hockey Sask deadlines.

Referees that ref three games in Lampman will be reimbursed course fees by end of current season.

12. LAMPMAN MINOR HOCKEY POLICY ON FIGHTING:

Any L.M.H. player receiving 3 major penalties for fighting within a given season shall be suspended from participating in any L.M.H. activities (including games, and tournaments), and is required to meet with L.M.S.A. Executive Board before having their playing privileges reinstated.

Coaches are required to report ALL instances of fighting to the appropriate L.M.S.A. Executive Board, within 48 hours of the occurrence.

13. ALCOHOL AND DRUG POLICY:

L.M.S.A. has adopted a ZERO TOLERANCE policy on drug and alcohol use of any officials, team staff or players during or after any L.M.H. sanctioned event (game, practice or tournament). Offenders shall be immediately suspended from participating in any further

L.M.H. events, pending a meeting with L.M.S.A. Executive Board. Coaches and players are encouraged to report any such behavior to the Executive Board immediately.

Should the individual be allowed to participate further in L.M.H. activities following discipline and should there be a second occurrence, the individual shall be suspended for the remainder of

the current season. The individual will then be required to meet with the Executive Board prior to the beginning of the next season at which time it will be decided whether or not the individual will have their privileges reinstated.

A 3rd occurrence shall result in a 10-year ban from participating in any L.M.S.A. sanctioned event.

No refund in registration fee or fundraising fee shall be given under these circumstances. positions shall be filled by appointment by the Executive Board.

L.M.S.A. strongly discourages the consumption of energy drinks prior to or during games or practices.

14. ZERO TOLERANCE POLICY:

Lampman Minor Sports Association has a Zero Tolerance Policy to the following infractions. You will be politely asked to remove yourself from the premises if breaching any or all below mentioned:

- Any form of abuse (physical, verbal, sexual, cyber)
- Profane language in all areas of community complex
- Team staff and parents entering dressing rooms and posing threats or using vulgar language in front of others.

15. 24 HOUR COOL DOWN:

Following conflict, a **24 hour cool down period** has been implemented by the L.M.S.A.

At no time is anyone to contact an on-ice official or team officials **within the first 24 hours** of completion of a game or practice.

After this 24 hour period, please contact appropriate team director that is posted on the bulletin board at rink.

LAMPMAN MINOR BALL – L.M.B.

OPERATING PROCEDURES September 29th, 2025

All rules and procedures are in coordination with Sask Baseball & Softball Sask

1. REGISTRATION OF PLAYERS:

Registrants will be placed in the following groups, based on their age as of December 31 of current season:

<u>Sask Baseball</u>	<u>Softball Sask</u>
Jr Rally	U7
Sr Rally	U9
11U	U11
13U	U13
15U	U15
18U	U17
21U	U19

Registration dates and fees will be set by the Executive Board no later than March 1st of the current season. Practice and diamonds will be assigned by Lampman Recreation and are nonnegotiable.

All participants must register in the proper level for their age. Overage players applicants will be directed to the appropriate governing body of the league in which they would like to participate.

All participants must be registered with L.M.B. and the set fee paid before being allowed to be on the diamond.

A registration deadline, of no later than March 25 of the current season after which a late fee of \$150 per registrant. Fee deadline is May 1 of current season. Any missed fee deadlines will result in registrant being non eligible to participate until proper payment has been made and late fee of \$150.

NSF fee are at the expense of registrant.

Any player wanting to register after the final registration date deadline MAY be allowed to register at the discretion of the Executive Board. This will be decided on a case-by-case basis and will depend on the number of registrants on the team in question, as well as other considerations.

2. TOURNAMENTS:

If a team hosts a tournament, all profit made is to be returned to L.M.S.A. with a detailed expense sheet, no later than 30 days after tournament date.

3. INSURANCE:

The L.M.S.A. and its agents undertake no responsibility for player injuries or any other liabilities whatsoever. This shall be stipulated on all registration forms.

All players, coaches, Executive Board and other participants are to be insured under the guidelines set forth in the Sask Baseball and Softball Sask Manual of Operations.

The Executive Board shall ensure that all participants, team officials, and Executive Board are registered and are subsequently insured as per Sask Baseball and Softball Sask. regulations.

4. SELECTION OF TEAM STAFF (COACHES, MANAGERS, TRAINER, FIELD VOLUNTEERS. BAT BOY)

All team staff must have approved coaches or trainers certification including Respect in Sport.

All team staff must submit an application to Executive Board or complete portion on registration form and include a Criminal Record Check. Once all applications have been received, they will be reviewed, and individuals will be appointed for each team.

Team staff will be selected based on qualifications, experience, previous history, and other considerations. Previous involvement with a particular team will not guarantee a position with the same or any team the following year. Prior to season start there will be a Executive Board and Team Officials meeting.

Sask Baseball and Softball Sask discourages an individual from coaching the same group of players for more than 2 consecutive years. As such, whenever possible this will try to be avoided, assuming other qualified individuals have applied for the position.

Appointed team officials are expected to follow the coaches' code of conduct set out by L.M.S.A. and attend regular coaches meetings. In addition, they are expected to abide by deadlines for roster submission (including team officials), website contact, tournament convenor, etc. Failure to do so may result in the removal of the individual from his/her position.

5. RESPONSIBILITIES OF COACHES AND OTHER TEAM STAFF:

Team staff are accountable to L.M.S.A. & Baseball Sask and Softball Sask for their conduct, and that of their players on the field and in public. They are expected to set a good example in conduct, language, dress, and sportsmanship.

Team staff are expected to be familiar with rules, regulations, and procedures of L.M.S.A. and Baseball Sask and Softball Sask.

All team staff require proper coaching/training certification as well as Respect in Sport. Any individuals who are asked to assist with practices must also have certification and Executive Board must be made aware of their participation prior to them being allowed to assist with practices. Minor ball registrants helping with a practice must be a minimum of 2 years older than the age group they are assisting with (i.e. Must be U13 age to assist with U9).

Team staff are responsible for the safety of the participants both in the dugout, and on the field. As such, they are responsible for supervising the dugout until all players have left or are with guardian, both for practices and games. This is expected to be adhered to at all times, for accountability.

At no time should horseplay be allowed or encouraged. Team officials are expected to set out guidelines for appropriate conduct at the beginning of each season.

Team staff are responsible for the condition of the dugout when they leave. This applies both at home and away games. Water bottles, garbage, etc. should not be left on the ground. We can be held liable for any damage.

Team staff are responsible for ensuring that all required equipment is in place and is being worn properly throughout all activities. This includes proper use of helmets, cages and all league required equipment. Helmet straps are to be fastened at all times while on the field.

In addition, team officials are responsible for checking and monitoring the dugout and field and reporting any safety concerns (protruding screws, loose board trim, tripping hazards etc.)

The team manager of each team is responsible for delegating various volunteer duties (collect admission fees, jersey fee deposits, score keeping, arranging umpires, jersey distribution and collection, organize the tournament, collect jerseys at the end of season and insure all jerseys are collect and return with equipment – failing to collect all jersey will result in a team fine in the amount to replace the missing jerseys, etc.)

6. TEAM SPLIT SELECTION:

In the event of a large number of players at registration for one age division, given consideration for extenuating circumstances (available coaches). L.M.S.A. will endeavor to divide player talent as equally as possible between the teams. This committee will include coaches and Executive Board. Whenever possible, only players in the same family will be kept on the same team for travelling purposes. If conflict is still prevalent a pair of

independent coaches will be brought in at teams' expense to observe and divide equally skilled teams. Their decision will be final.

A deadline will be set for final rosters each season, after which no player movement is allowed.

7. PLAYER MOVEMENT, RELEASES AND AFFILIATED PLAYERS:

L.M.S.A. releases players to the AA level from 11U/U11 to 21U/U19. The board will not release to the A level with the exception of ruling below.

If player numbers on any team are too large and a team split is not feasible, then player selection shall be as follows:

- 1.) More experienced players with the L.M.S.A. shall be given the right to stay.
- 2.) If this ruling does not satisfy the Sask Baseball or Softball Sask numbers, then each player upon registration that has asked for a release will be called upon in order of succession until those numbers are satisfied.

L.M.S.A. is in favor of utilizing APs on an as needed basis. Affiliated players should be used when the age division above is shorthanded due to illness, absence, suspensions, etc.

Coaches of APs should be contacted by the Recruiting coach BEFORE the Recruiting coach contacts the player. Playing up with the any team is a privilege, and permission may or may not be granted by the coach of the AP player. The AP's first obligation is to the team to which they are signed. In cases where a game for both teams falls on the same night, the AP is expected to play for their regular team. The coach may not grant permission for an AP to play up if there are discipline problems or poor work ethic at their designated level.

Any disputes regarding player movement, release and utilizing APs should be taken up with the L.M.S.A.

8. PLAYER PARTICIPATION:

No player is allowed to practice or play with a team to which they are not registered or AP'd.

Coaches are asked to make a conscious effort to provide players with a relatively equal amount of playing time during regular season games.

Coaches are encouraged to help players develop a better understanding of the game and improve their skills by having them play various positions.

It is understood that a coach may sit or bench a player for disciplinary or motivational reasons as long as it is not for a prolonged period of time. It should be made clear the reason for this so that a positive result may be achieved.

9. REQUIRED EQUIPMENT FOR PLAYERS

Participants (except for back catcher until 11U/U11) are required to supply their own equipment.

Required equipment includes the following:

Sask Baseball – Helmet, glove, water bottle, bat (few bats will be supplied for each age group)

Softball Sask – Helmet with chin strap and cage, glove, water bottle, bat (few bats will be supplied for each age group)

Back Catchers equipment up to and including U11 shall be provided with approved catcher equipment if they do not have their own. The equipment is to be well cared for and returned in good condition at the end of the season. Misuse of equipment that results in damage will be repaired/replace by those involved. If normal wear and tear occurs, players, coaches and parents are encouraged to contact Executive Board for repairs.

Helmets must be approved NOCSAE approved batting helmets, and free from cracks, missing screws, etc. All helmets now come with an manufactory date and are to be inspected by the team officials to ensure it is not expired (10 years after manufactory date is expiry date). Chin straps are to be fastened at all times when worn.

Failure to wear the required equipment will result in the removal of the player from the diamond and possible suspension if not addressed

10. CANCELLATION OF SCHEDULED GAMES:

All L.M.B. teams are expected to play all games that they are scheduled to play no matter what the outcome regarding points at the end of the season.

Games are only to be postponed because of weather conditions, epidemic sicknesses, or other emergencies.

Any postponed game should be rescheduled as soon as possible.

When a game is cancelled at our diamond, the following people are to be notified

- other team's manager or coach
- umpire
- rec director

11. TEAM STAFF / REFEREES COURSES AND REFRESHERS:

L.M.S.A. will not reimburse team officials for the cost of coaching/trainer course or refreshers. If fines are issued, due to lack of course/certificate requirements, the team staff involved is responsible to pay all said fines.

Team staff must provide certificate of completion or enrollment of course to be completed by Sask Baseball and Softball Sask deadlines.

Umpires that ump three games in Lampman will be reimbursed course fees by end of current season.

12. ALCOHOL AND DRUG POLICY:

L.M.S.A. has adopted a ZERO TOLERANCE policy on drug and alcohol use of any officials, team staff or players during or after any L.M.B. sanctioned event (game, practice or tournament). Offenders shall be immediately suspended from participating in any further

L.M.B. events, pending a meeting with L.M.S.A. Executive Board. Coaches and players are encouraged to report any such behavior to the Executive Board immediately.

Should the individual be allowed to participate further in L.M.B. activities following discipline and should there be a second occurrence, the individual shall be suspended for the remainder of the current season. The individual will then be required to meet with the Executive Board prior to the beginning of the next season at which time it will be decided whether or not the individual will have their privileges reinstated.

A 3rd occurrence shall result in a 10-year ban from participating in any L.M.S.A. sanctioned event.

No refund in registration fee or fundraising fee shall be given under these circumstances. positions shall be filled by appointment by the Executive Board.

L.M.S.A. strongly discourages the consumption of energy drinks prior to or during games or practices.

13. ZERO TOLERANCE POLICY:

Lampman Minor Sports Association has a Zero Tolerance Policy to the following infractions. You will be politely asked to remove yourself from the premises if breaching any or all of below mentioned:

- Any form of abuse (physical, verbal, sexual, cyber)
- Profane language in all areas of community complex
- Team officials and parents posing threats or using vulgar language.

14. 24 HOUR COOL DOWN:

Following conflict, a **24 hour cool down period** has been implemented by the L.M.S.A.

At no time is anyone to contact umpire or team officials **within the first 24 hours** of completion of a game or practice.

After this 24 hour period, please contact appropriate team director that has been appointed to your team.