

**Thornhill Baseball Club  
Core Policies and Procedures**

**Effective: October 31<sup>st</sup>, 2023**

**Management**

1. The management and administration of the Thornhill Baseball Club (the “Club”) shall be vested in the Board with power to take any action within the scope of the Articles and the By-laws.
  
2. The Board shall:
  - a. appoint such standing committees or other personnel as it shall consider necessary for the efficient operation of the Club;
  - b. delegate authority to committees who shall then act within the scope of the authority so delegated;
  - c. select, place, replace, suspend or dismiss, for cause, umpires, players, managers, coaches, assistant coaches, and convenors of House League, Select, Rep & Men’s League teams as is deemed appropriate or necessary;
  - d. determine annual registration fees in accordance with the forecasted budget of the Club;
  - e. appoint Directors to fill any vacancies of the Board where necessary;
  - f. declare such honoraria as it may deem appropriate;
  - g. arrange for sponsors and determine sponsor fees; and
  - h. Conduct fund raising activities.

**Roles and Responsibilities**

The Club will appoint the following positions who will assume the roles and responsibilities described below:

- a. **President**
  - The “President” shall be the Chief Executive Officer of the Club and shall enforce all rules and regulations in accordance with the By-laws and the policies established by the Annual Meeting and the Board.
  - The President shall be an ex-officio member of all committees and shall submit a report to the Annual Meeting of the activities of the Club for the past year.
  - The President shall be the Club spokesperson to the public or the press.
  - The President, at their discretion, or in their absence, may designate a Director of the Board to assume and perform specific areas of the President’s duties.

- The President shall facilitate both the development and successful execution of the Clubs' short and long-term plans.
  - The President shall work to continuously to build a high-performance Board team.
  - The President shall chair high impact / productive meetings of the board.
  - The President shall oversee the management of Club staff.
  - The President shall oversee and ensure the smooth operation of the Values and Discipline committee - [http://thornhillbaseball.net/page.php?page\\_id=61387](http://thornhillbaseball.net/page.php?page_id=61387).
  - The President shall also represent the Club at the York-Simcoe Baseball Association meetings and shall be the Club spokesperson at York-Simcoe to carry out the directions of the Board.
- **Vice President - Rep Program** The "Vice President - Rep Program or VP Rep" shall be in charge of the Rep Program, including supervision of team administrative matters such as O.B.A. carding, supervision of managers and coaches.
  - The VP Rep may establish and chair a Rep committee made up of members of the board or staff to deliver the outlined duties.
  - The VP Rep shall oversee the submitting of applications on behalf of the Club to host tournaments in Thornhill, ensuring that the necessary facilities are available and appointing Convenors for tournaments and supervising their work, including the administration of the tournament, and reporting to the O.B.A. or other appropriate bodies as the case may be. Applications shall be submitted for such tournaments to be hosted by the Club as shall be determined by the Board from time to time.
  - The VP Rep will work collaboratively with other program leaders on a yearly basis to ensure that the Club has an integrated program to deliver against the Club's objectives as described in the Corporations articles of Incorporation, as amended.
  - The VP Rep, will develop and execute player and coach training & development programs as necessary to develop a competitive program.
  - The VP Rep will build a database of all coaches in the Rep organization and oversee their status in terms of coaching certification & any additional certifications as approved by the Board (e.g. Vulnerable Section Screen, etc.)
  - The VP Rep will lead the yearly application process to the York Simcoe Baseball Association in terms of Rep related awards.

**b. Vice President - House League Program**

- The "Vice President - House League Program or VP HL" shall be responsible for the day-to-day operation of the entire House League division, including supervision and direction of all House League

Convenors, special events such as opening & closing day, etc. For clarity, the Diamond division is a division which falls within the scope of this role.

- The VP HL may establish and chair the HL committee made up of members of the board, staff or other volunteers to deliver the outlined duties.
- The VP HL shall also oversee the submitting of applications on behalf of the Club to host tournaments in Thornhill, ensuring that the necessary facilities are available and appointing Convenors for tournaments and supervising their work, including the administration of the tournament, and reporting to the appropriate bodies as the case may be. Applications shall be submitted for such tournaments to be hosted by the Club as shall be determined by the Board from time to time.
- The VP HL will work collaboratively with other program leaders on a yearly basis to ensure that the Club has an integrated program to deliver against the Club's objectives as described in the Corporations articles of Incorporation, as amended.
- The VP HL, will develop and execute player and coach training & development programs as necessary to develop a competitive program.
- The VP HL will build a database of all coaches in the HL organization and oversee their status in terms of coaching certification & any additional certifications as approved by the Board (e.g. Vulnerable Section Screen, etc.)
- The VP HL will continuously assess the needs of the community and develop and launch, after Board approval, additional innovative and inclusive programs to continuously deliver against the Club's objectives as described in the Corporations articles of Incorporation, as amended.
- The VP HL will lead the yearly application process to the York Simcoe Baseball Association in terms of house league related awards.

**c. VP Select**

- The "Vice President – Select Program or VP Select" shall be in charge of the Select Program, including supervision of team administrative matters such as O.B.A. carding (as required), supervision of managers and coaches.
- The VP Select may establish and chair the Select committee made up of members of the board, staff or volunteers to deliver the outlined duties.
- The VP Select shall oversee the submitting of applications on behalf of the Club to host tournaments in Thornhill, ensuring that the necessary facilities are available and appointing Convenors for tournaments and supervising their work, including the administration of the tournament, and reporting to the O.B.A. or other appropriate bodies as the case may be. Applications shall be submitted for such tournaments to be hosted by the Club as shall be determined by the Board from time to time.

- The VP Select will work collaboratively with other program leaders on a yearly basis to ensure that the Club has an integrated program to deliver against the Club's objectives as described in the Corporations articles of Incorporation, as amended.
- The VP Select, will develop and execute player and coach training & development programs as necessary to develop a competitive program.
- The VP Select will build a database of all coaches in the Select organization and oversee their status in terms of coaching certification & any additional certifications as approved by the Board (e.g. Vulnerable Section Screen, etc.)
- The VP Select will lead the yearly application process to the York Simcoe Baseball Association in terms of Rep related awards.

**d. VP Men's League**

- The "Vice President – Men's League or VP Men's League" shall be in charge of the Men's League Program, including supervision of team administrative matters and supervision of managers and coaches.
- The VP Men's League shall oversee the submitting of applications on behalf of the Club to host tournaments in Thornhill, ensuring that the necessary facilities are available and appointing Convenors for tournaments and supervising their work, including the administration of the tournament, and reporting to the O.B.A. or other appropriate bodies as the case may be. Applications shall be submitted for such tournaments to be hosted by the Club as shall be determined by the Board from time to time.

**e. Vice President of Finance**

- The "Vice President of Finance or VP Finance" may establish and chair a finance committee made up of members of the board or staff to deliver upon the outlined duties.
- The VP Finance will be required to keep all books and accounts covering financial records of the Club and will prepare a financial synopsis and analysis of the financial health of the Club for each meeting of the Board.
- The VP Finance will prepare and submit a financial statement of the year's activities to the Annual Meeting. The VP Finance shall receive and take charge of all monies of the Club and pay all expenses as approved by the Board as authorized by the By-laws.
- The VP Finance will facilitate the development of the club's yearly operational and capital budget planning process for board approval. The VP Finance will manage the Club's administrative infrastructure including but not limited to phone services, mail services, rental space, etc.
- The VP Finance will manage all necessary filings, submissions and interactions with the CRA. The VP Fiance will appropriately secure and

manage (either directly or through the Club's affiliated organizations) a suite of insurance, which meets the Club's legal requirements and would be reasonable for organizations similar in size and profile to Thornhill Baseball.

- The VP Finance will lead an oversight process over all non-centrally controlled TBC budgets & accounts including Rep teams, Select teams, Men's League, Diamond Division, etc. with the objective of collecting reasonable financial information including cash on hand, yearly budgets, actual expenses, sponsorship details, etc. To accomplish the above at minimum the VP Finance will providing a reporting template and have the respective groups provide updates at the beginning, mid point and the end of every baseball season.
- The VP Finance will provide a summary report of their findings to the board yearly.

**f. Vice President of Operations**

- "The Vice President of Operations or VP Operations" may establish and chair the operations committee made up of members of the board or staff to deliver the outlined duties.
- The VP Operations shall be in charge of fields, gyms and other facilities and allocating game and practice times in consultation with the other Vice Presidents, and the appropriate convenors (including rep, select, house league, senior house league, etc.). Specifically, the VP Operations on a yearly basis will work to understand the number of planned Club team's and the needs of those team's, and based on strategic direction from the board, allocate field, gym and other resources. In addition to the yearly allocation process, the VP Operations will maintain a system to manage and optimize the use of these resources (e.g. if X team will not be using Y field on June 21st, a process is in place to communicate the field's availability and allow team's looking for field time to book this field).
- Duties shall also include responsibility for advocating and dealing with municipal authorities to acquire sufficient playing fields to meet the Club's requirements and for supervising and recommending Club input into field maintenance by the municipal authorities.
- This position shall also be responsible for the maintenance and overseeing game time operation of the Bishop Cross scoreboard if applicable.
- The VP Operations shall maintain and manage a process to manage field closures in the event of rain (e.g. communication process, securing credits from the city, etc.)

**g. Vice President of Marketing**

- The “Vice President of Marketing of VP Marketing” shall be responsible for positioning Thornhill Baseball Club positively within the community and for helping the Club to achieve it’s defined strategic objectives by providing marketing expertise and support.
- The VP Marketing may establish and chair the Marketing committee made up of members of the board, staff or volunteers to deliver the outlined duties.

Specifically, the VP Marketing will:

- Develop and recommend to the Board a comprehensive Thornhill Baseball Club brand strategy (e.g. what are approved TBC brand icons, how will these be used, etc.) and for the execution of the noted brand strategy following approval by the Board;
- Manage the Club’s website and other online/social media properties;
- Develop and recommend to the Board a yearly promotional plan and will lead the execution of the approved plan;
- Provide standards and oversight over all database / web site e-blasts for all divisions. Additionally, incorporate new technologies which continue to improve the effectiveness of TBC communication programs.
- Develop and execute Public Relations and media relations strategy based on approval by the Board.
- Establish uniform standards for all divisions including House League, Select, Rep, Men’s House League, etc. which factor in brand considerations, costs considerations, vendor considerations, etc. This work will happen in partnership with the respective Program VP’s and based on approval by the Board;
- Develop a program to sell & market Club merchandise for public sale based on approval by the Board.
- Establish internal policies and procedures related to the use of the TBC brand by Sponsors and how Sponsors brands will be used and presented by Thornhill.
- Lead and oversee the execution of the year end banquet or other year end program based on approval by the Board.

**Club Territory**

The territory generally shall include the area known as Thornhill in those areas known as the City of Vaughan and the Town of Markham. Acceptance of registrants from outside the area shall be subject to Club approval and release from any baseball association in whose territory the proposed registrant resides, if applicable. Specifically, the area will be that as approved by the York Simcoe Baseball Association (YSBA), to wit the area bounded on the east by the north-south line of Highway 404, bounded on the south by the east-west line of Steeles Avenue, bounded on the west by the north-south line of Keele Street, and bounded on the north by the

northern most east-west line of Highway 7 and Langstaff Road (i.e. the territory within the L3T, L4J and L4K postal codes).

### **Player Eligibility**

1. Any player residing in the territory or approved from outside the territory and who is not a member of any other organized baseball team (other than school leagues) shall be eligible to play after being properly registered with the Club. Priority shall be given to Thornhill residents residing within the L3T, L4J and L4K postal codes.
2. All applications for registration must include:
  - a. the player's name, complete address, phone number, e-mail address, birth date, and the player's signature or electronic acceptance of same or, where the player is a minor, the signature of the player's parent and/or guardian or electronic acceptance of same. This information is to be provided by the player's parent(s) and/or legal guardian who must also provide his/her/their address(es) and phone number(s). The privacy of such information will be protected as per existing public policy and legislation;
  - b. Proof of birth date, by any of the following: birth certificate, passport or evidence of satisfactory registration with the Club in a previous year. Proof of birth date may be waived by the Registrar, except in the case of a player in the Rep or Select program;
  - c. Payment of the registration fees as determined by the Board from time to time;
  - d. A signed Waiver of Liability agreement or electronic acceptance of same;
  - e. Agreement to abide by and be bound by the rules, policies, codes of conduct and the Constitution of the Club signed by the player and, where the player is a minor, signed by the player's parent and/or guardian or electronic acceptance of same;
3. Any player who, subsequent to his/her registration with the Club, becomes a registered player on another organized Baseball team (other than school league) shall be allowed to play for multiple teams, subject to Ontario Baseball Association policies.
4. Registration fees must be paid prior to the earlier of the first game or practice. In special circumstances, the payment in whole or in part of the registration fees or the date of payment thereof may be waived or altered respectively by the Board of Directors.

### **House League Rules and Regulations**

Rules and Regulations for the operation of the House League Program shall be formulated by VP HL and must be reviewed and ratified by the Board annually prior to the start of the House League season.

The House League Rules may also be amended from time to time as circumstances require. Any such additional changes made to the House League Rules during the season are to be brought to the attention of the Board and approved at the next meeting of the Board.

Conduct within the spirit of the Club's Code of Conduct is expected of players, assistant coaches, coaches, managers, umpires and parents/spectators. Coaches and managers will promote positive behaviours that reduce the likelihood of disrespect and violence. All Coaches and assistant coaches must sign and adhere to the Club's Code of Conduct.

### **Representative Teams**

- a. A representative (Rep) program will be organized for all divisions of the Club provided that interest is sufficient to warrant a team or teams in each division. Players are to be selected on the basis of their ability and should exhibit qualities of good sportsmanship and behaviour.
- b. The Rep Program shall be conducted in accordance with Club policies, rules and regulations, the By-laws, and the rules and regulations of the York-Simcoe Baseball Association and the Ontario Baseball Association.
- c. The Board, through and on recommendation and advice of the VP of Rep and their committee for Coach/Managers Selection, shall be responsible for recruiting and appointing Rep team Managers/Coaches. The VP of Rep is responsible for the supervising of all Coaches/Managers in adherence to Club policies and the By-laws. All managers /Coaches' positions are to be reviewed at the end of each season. Coaches/Managers wishing to return, as well as new applicants for Coaches/Manager positions forward their intentions to the Vice President - REP directly after the OBA season comes to an end. All new REP Head Coach/Manager Candidates must be brought to the board for the approval by the board of directors.
- d. The Rep team should contain a fixed number of players, but may sign House League or Select players for occasional use without affecting the eligibility of the House League players for House League competition. However, House League games have a priority over being called up to play with a Rep Team. The Rep Manager/Coach will be responsible for selecting his team roster before the commencement of the York-Simcoe league schedule, but may add players up to such later date as may be fixed by the Ontario Baseball Association for final Rep team registrations.
- e. Each Rep team is responsible for maintaining accurate and timely financial information and shall submit to the Board, its players and their parents, prior to the beginning of its season, a budget statement showing all income and planned disbursements and, at the end of its season, a document summarizing all disbursements, income and the use of any surplus funds.
- f. Conduct within the spirit of the Club's Code of Conduct is expected of players, assistant coaches, coaches, managers, umpires and parents/spectators. Coaches and managers will promote positive behaviours that reduce the likelihood of disrespect and violence. All Coaches and managers must sign and adhere to the Club's Code of Conduct.
- g. Rep players and coaches/managers shall be subject to all Club disciplinary rules, policies and regulations, as are House League players, and applicable rules and regulations of the York-Simcoe Baseball Association and the Ontario Baseball Association.



- h. No sponsor's name or logo shall appear on the shirt back. Sponsors' names or logos shall only appear on the sleeves of the shirt.
- i. Teams may purchase a second team shirt with club approval. It is recognized that the Red shirt will be used as the home shirt with the second shirt being used as a road jersey only.
- j. It is recognized that each year the Club appoints a sole approved supplier of Rep team uniforms and related baseball clothing. Accordingly, no team member shall be allowed to purchase any Thornhill Baseball clothing or related baseball wear from an alternate supplier without prior approval of the Executive. Logo copyright must be respected. Only the recognized Rep program logo or the Club's logo may be used on team hats and on the fronts of team shirts/jerseys and/or jackets.
- k. All Rep equipment that is paid for and provided by the Club is the property of the Thornhill Baseball Club. If teams purchase additional equipment they may do so at their own expense. Such expenses must be reflected in the team's post season financial statements.
- l. The Thornhill Baseball Club Rep teams shall be known as and named the "Thornhill Reds".
- m. No Rep or Elite Player is permitted to play in Thornhill Baseball House-league or Select program

### **Select Teams**

- a. A Select program will be organized for all divisions of the Club provided that interest is sufficient to warrant a team or teams in each division. Players are to be selected on the basis of their ability and should exhibit qualities of good sportsmanship and behaviour.
- b. The Select Program shall be conducted in accordance with Club policies, rules and regulations, the By-laws, and the rules and regulations of the York-Simcoe Baseball Association and the Ontario Baseball Association (OBA).
- c. The Board, through and on recommendation and advice of the Select Managers Selection Committee, shall be responsible for recruiting and appointing Select team Managers/Coaches and supervising the adherence to Club policies and the By-laws. All managers' positions are to be reviewed at the end of each season. Managers wishing to return, as well as new applicants for Manager Positions forward their intentions to the Vice President – Select directly after the OBA season comes to an end.
- d. The Select team should contain a fixed number of players, but may sign House League players for occasional use without affecting the eligibility of the House League players for House League competition. However, House League games have a priority over being called up to play with a Select Team. The Select Manager/Coach will be responsible for selecting his team roster before the commencement of the York-Simcoe league schedule or the OBA schedule, but may add players up to such later date as may be fixed by the Ontario Baseball Association for final Select team registrations.
- e. Each Select team is responsible for maintaining accurate and timely financial information and shall submit to the Board, its players and their parents, prior to the beginning of its season, a budget statement showing all income and planned

disbursements and, at the end of its season, a document summarizing all disbursements, income and the use of any surplus funds.

- f. Conduct within the spirit of the Club's Code of Conduct is expected of players, assistant coaches, coaches, managers, umpires and parents/spectators. Coaches and managers will promote positive behaviours that reduce the likelihood of disrespect and violence. All Coaches and managers will sign and adhere to the Club's Code of Conduct.
- g. Select players and coaches/managers shall be subject to all Club disciplinary rules, policies and regulations, as are House League players, and applicable rules and regulations of the York-Simcoe Baseball Association and the Select Ontario Baseball Association.
- h. No sponsor's name or logo shall appear on the shirt back. Sponsors' names or logos shall only appear on the sleeves of the shirt.
- i. Teams may purchase a second team shirt with club approval. It is recognized that the Red shirt will be used as the home shirt with the second shirt being used as a road jersey only.
- j. It is recognized that each year the Club appoints a sole approved supplier of Select team uniforms and related baseball clothing. Accordingly, no team member shall be allowed to purchase any Thornhill Baseball clothing or related baseball wear from an alternate supplier without prior approval of the Executive. Logo copyright must be respected. Only the recognized Select program logo or the Club's logo may be used on team hats and on the fronts of team shirts/jerseys and/or jackets.
- k. All Select equipment that is paid for and provided by the Club is the property of the Thornhill Baseball Club. If teams purchase additional equipment they may do so at their own expense. Such expenses must be reflected in the team's post season financial statements.
- l. The Thornhill Baseball Club Select teams shall be known as and named the "Thornhill Reds".