St. James Assiniboia Minor Baseball Association

CONSTITUTION AND BY-LAWS

Reprinted and Amended November 2018



ST. JAMES ASSINIBOIA MINOR BASEBALL ASSOCIATION

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PART I

CONSTITUTION

Article 1

NAME

1.01 The organization shall be called St. James Assiniboia Minor Baseball Association Inc., hereafter referred to as SJAMBA.

Article 2

PURPOSE

- 2.01 To be the volunteer based governing body for the administration, development, and encouragement of baseball for all skills and levels within the geographical area of SJAMBA.
- 2.02 The SJAMBA shall be operated without the purpose of pecuniary gain to any of the members, and any surplus or accretions of the SJAMBA shall be used solely for the purposes of the SJAMBA and for the promotion of its objectives.

Article 3

OBJECTIVES

- 3.01 To encourage participation and improve baseball skills for participants with all levels of skill who reside in the area organized by the SJAMBA from ages of 4 through to 21 years.
- 3.02 To cooperate, coordinate, organize, regulate, and operate baseball programs of the member community clubs.
- 3.03 To organize and implement skill development programs for players, umpires, teams, coaches, and managers.
- 3.04 To provide opportunity for individuals with higher skills to participate in elite competition such as AA, AAA, and Junior Baseball.
- 3.10 Leagues
- 3.11 To establish leagues for teams within its jurisdiction, to organize competitions, and to decide the winners who shall represent SJAMBA in city or provincial play-off competitions.
- 3.12 To coordinate baseball programs with the governing associations for leagues operating on a citywide basis and with individual member associations for leagues operating on a regional basis.

- 3.13 To coordinate baseball programs with the Manitoba Junior Baseball League (MJBL).
- 3.20 Facilities
- 3.21 To provide and/or assist Community Clubs in the provision of facilities to ensure that minor baseball flourishes in the SJAMBA area.
- 3.22 To provide, maintain, and manage the baseball facilities known as Optimist Park in St. James Assiniboia.
- 3.30 Administration
- 3.31 To establish policies, guidelines, registration fees, umpire wages, and facility rentals; and to administer all funds and securities of SJAMBA.

MEMBERSHIP

- 4.00 Regular
- 4.01 The membership of the SJAMBA shall consist of players or their parents/legal guardians (if under the age of 18), umpires, coaches, and Community Clubs who have met the criteria for membership as defined in the by-law.
- 4.02 Each Community Club in the geographic area of SJAMBA shall be a member of SJAMBA. As a member it shall be represented at any general, special or annual meeting of the organization by its Baseball Convenor or other representative of the particular Community Club.
- 4.03 The geographic area of SJAMBA shall include the following boundaries:

To the North: Perimeter Highway To the South: Assiniboine River

To the East: St. James Street/Century Street

To the West: RM of Headingley and RM of St. Francois Xavier

- 4.10 Honorary Members:
- 4.11 For the purpose of recognition, any person may be appointed honorary member for their dedication and contribution to the promotion of the game of baseball within SJAMBA. The organization, at any Executive or Board of Directors meeting, may pass a motion authorizing that person's name to be placed on its Honour Roll as an Honorary Member. However, that such person shall not have any voting rights arising as a result of this special recognition.
- 4.20 Associate Membership
- 4.21 Community Clubs from outside the boundary of the SJAMBA may apply for Associate Membership in the SJAMBA on an annual basis. Admission of associate members will be at the sole discretion of the Executive Committee.
- 4.22 The Constitution and by-laws of the SJAMBA shall govern associate members.

- 4.23 Associate Members will be eligible to have a representative (Community Club Baseball Convenor) serve on the Board of Directors, but will not be eligible to serve as elected member on the Executive Committee.
- 4.24 Teams from outside the boundary of the SJAMBA may apply for associate membership in the SJAMBA on an annual basis. However, they will not be eligible to have a representative serve on the Board of Directors.

GOVERNMENT

- 5.01 SJAMBA shall be governed by a Board of Directors elected or appointed from the geographical area as defined herein and in the by-laws.
- 5.10 Officers
- 5.11 There shall be a limited number of elected officers, these being: the President, the Vice President, the Secretary, the Treasurer, the Registrar, Director 'AAA', Director 'AA' and the Umpire-in-chief.
- 5.12 The separate positions of Secretary and Treasurer may be combined to form a single position of Secretary-Treasurer.
- 5.13 There shall be a limited number of appointed officers, these being: the Directors-at-Large, for other positions as necessary, and ex officio the immediate Past President.
- 5:20 Duties
- 5.21 The duties and responsibilities of elected officers and appointed members are as detailed in the by-laws.
- 5.30 Term of Office
- 5.31 The term of office for each Executive Board Member shall be staggered in two (2) year terms after each Annual General Meeting, with 2018 being the transition year.
- 5.32 Even years will elect:

Vice President Secretary
Director AAA Registrar

Odd Years will elect:

President Treasurer

Director AA Umpire in Chief

- 5.33 All elected officers shall remain in office for a period of two years unless they resign or are removed from office by a two-thirds vote of the Board of Directors. Proper notice must be given for a motion to remove a person from office, and the individual concerned shall be given an opportunity to speak before such a motion is put to a vote.
- 5.40 Board of Directors
- 5.41 The Board of Directors for the SJAMBA shall consist of all members of the Executive Committee, Community Club Baseball Convenors, Division convenors, and Directors-at-Large.
- 5.42 Such members/representatives must be of full age of eighteen years.
- 5.50 Votes
- 5.51 For the purpose of electing officers or voting on any motion, each Community Club shall have one vote.
- 5.52 All elected or appointed members shall have only one vote regardless of how many positions are held.
- 5.60 Division Convenors
- 5.61 In addition to the Officers elected/appointed at an Annual Meeting, Division Convenors shall also be appointed, and by virtue of their appointment shall for the ensuing year serve on the board. However, in the event such person occupies more than one position, he or she shall only possess one vote.

EXECUTIVE COMMITTEE

- 6.00 Composition
- 6.01 The Executive Committee shall normally comprise a Past President, President, Vice-President, Secretary, Treasurer, Registrar, Director of 'AAA' Baseball, Director of 'AA Baseball and Umpire-in-Chief.
- 6.02 The Executive Committee shall be elected at the Annual General Meeting. In the event that a successful candidate is serving as Community Club Baseball Convenor, the constituency shall elect or appoint an alternate member to the Board from that Constituency (Community Club).
- 6.10 Voting Rights
- 6.11 Members of the Executive Committee shall posses one vote only, regardless of the number of positions he/she occupies.
- 6.20 Remuneration
- 6.21 Members of the Executive Committee except those deemed to be serving in a professional capacity as a consultant, will serve without remuneration.

- 6.22 Members of the Executive committee although not entitled to remuneration for duties performed on behalf of the organization, may be reimbursed for reasonable expenses incurred while performing these duties.
- 6.30 Operations
- 6.31 The Executive Committee shall take the initiative in preparing policies and actions for consideration by the Board of Directors. The Executive committee is empowered to implement all resolutions passed at general meetings of the SJAMBA and day to day operation of all SJAMBA programs.

COMMITTEES

7.01 The Executive Committee or the Board of Directors may establish committees, as required, for the purpose of specific administrative duties of SJAMBA.

Article 8

MEETINGS

- 8.00 Annual General Meeting
- 8.01 The Annual meeting of the SJAMBA shall be convened at a time and place in the Province of Manitoba as defined in the by-laws.
- 8.10 Regular/Special Meeting
- 8.11 The Regular or special meeting of the Board of Directors shall be convened as provided for in the by-laws
- 8.20 Executive Meeting
- 8.21 The President may convene a meeting of the Executive Committee plus other invited members.
- 8.22 First meeting following election may be convened without notice for the purpose of familiarizing the newly elected officials.

Article 9

QUORUM

- 9.00 Annual/Regular/Special Meeting
- 9.01 A quorum for the Annual/Regular/Special Meeting of the Board of Directors of SJAMBA shall be 50% of the total number of voting delegates.
- 9.10 Executive Meetings
- 9.11 A quorum for meetings of the Executive Committee shall be 50% of the total number of elected officers.

MEETING RECORDS

- 10.00 Minutes
- 10.01 Minutes of all meetings of the Board of Directors and Executive Committee shall be maintained, or caused to be maintained, by the Secretary.
- 10.02 The Secretary shall record the names of all members present and those absent.
- 10.03 The President or the Chairperson shall approve the minutes of all meetings.
- 10.10 Distribution of Minutes
- 10.11 The minutes of all meetings once approved by the President/chair person shall be distributed to all members as soon as possible.

Article 11

ORDER OF BUSINESS (ANNUAL GENERAL MEETING)

- 11.01 1. Call to Order (Roll Call)
 - 2. Verification of Quorum
 - 3. Approval of the Agenda.
 - 4. Appointment of members for special roles
 - 5. Minutes
 - a. Approval
 - b. Matters arising
 - 6. President's Report
 - 7. Treasurer's Report
 - a. Approval of the financial statement for the past year
 - 8. Reports
 - a. Umpire-in-chief
 - b. Registrar
 - c. Director/s at Large
 - d₄ Division Convenors
 - e. Ad Hoc committee
 - 9. Ouestion and Answer Period
 - 10. Resolutions, Constitution and by-law Amendments
 - 11. Report of the Nominating Committee
 - 12. Nominations from the floor and election of Officers
 - 13. Appointment of Auditors
 - 14. New Business
 - 15. Adjournment

Article 12

VOTING RIGHTS

12.01 Only those members attending any meeting of SJAMBA shall vote on issues addressed at the meeting.

- 12.02 No delegates to any meeting of SJAMBA shall carry more than one vote.
- 12.03 Votes by proxy shall not be permitted.

FINANCES

- 13.00 Fiscal period
- 13.01 The fiscal period for SJAMBA shall be October 1st to September 30th.
- 13.10 Accounts/Investments
- 13.11 The Treasurer shall maintain all accounts and securities of SJAMBA in a financial institution approved by the Executive Committee.
- 13.12 Detailed records of all financial transaction shall be maintained or caused to be maintained by the Treasurer in forms approved by the Executive Committee.
- 13.13 A financial summary of significant transactions, including record of all cheques issued since the previous meeting shall be included with the Treasurers report to each meeting of the Executive Committee.
- 13.20 Signing Authorities
- 13.21 Cheques to disburse the funds of the SJAMBA shall bear the signatures of any two of the following: President, Vice-President, Treasurer and Secretary.
- 13.30 Remuneration
- 13.31 No officer or member of SJAMBA committee shall receive any remuneration for duties performed on behalf of the organization, but these persons may be reimbursed for reasonable expenses incurred while performing these duties.
- 13.40 Audit/Review
- 13.41 The financial records of the SJAMBA may be reviewed periodically by a qualified accountant at the discretion of the Executive Committee.
- 13.50 Budget
- 13.51 The Executive Committee shall prepare a budget covering the cost of operation of all baseball programs for the upcoming year and administration to the Board of Directors for approval at the Annual General Meeting.

Article 14

RULES OF ORDER

14.01 All meetings of SJAMBA whether Annual, Special or General meeting of the organization shall follow the Robert's Rules for Parliamentary Procedures.

AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

- 15.00 Constitution and By-laws
- 15.01 The Constitution and By-laws may be amended by 50% of voting delegates in attendance at an Annual General Meeting or at a special general meeting called by the Board of Directors. Notice of such amendment must be received not less than fourteen (14) days prior to the date of the meeting.
- 15.10 Rules and Regulations
- 15.11 The SJAMBA by-laws respecting League Rules and Regulations may be amended at the Annual, Regular or Special meeting of the Board of Directors.
- 15.12 The SJAMBA by-law respecting League Rules and Regulations may be amended by 50% of elected members of the Executive Committee present at a duly called meeting of the Executive Committee. Such amendments shall be in effect until the next meeting of the Board of Directors, at which time it shall be presented for approval. In the event the amendment is defeated by the Board of Directors, it shall not be reintroduced by the Executive Committee in the same fiscal year.

Article 16

TRANSITION

16.01 Upon enactment of this Constitution and By-law by the Board of Directors at a General Meeting, all previous constitution and by-laws, resolutions, regulations shall be repealed, rescinded and terminated and be of no further force or effect.

ENACTED the 8th day of February 1996.

Signed Signed

Maurice Kohut M. Sam Katayama President Acting Secretary

Approved at a General Meeting of the Organization of St. James Assiniboia Minor Baseball Association on the 29th of February 1996.

Signed M. Sam Katayama Acting Secretary

Approved at a Special Meeting of the Organization of St James Assiniboia Minor Baseball Association on the 14th of October 2012.

Signed Kristal Benton President Approved at the Annual General Meeting of the Organization of St. James Assiniboia Minor Baseball Association on the 22nd of November 2015.

Signed

Kristal Benton Lori Manton President Secretary

Approved at the Annual General Meeting of the Organization of St. James Assiniboia Minor Baseball Association on the 18th of November 2018.

Signed

Jeff Turnbull Debbie Whittom

President Secretary

PART I – CONSTITUTION

PART II - BY-LAWS

PART III- RULES AND REGULATIONS

Reprinted February 26, 1999 with Amendment List No. 3 Amended as per Resolution by the Executive Committee - January 8, 1997 Approved and confirmed by member - Annual General Meeting - January 29, 1997

Reviewed and Revised 1998

Amendment List No. 3 - Approved Annual General Meeting—February 15, 1999.

Amended as per Special Meeting of the Board October 14, 2012

Amended as per Resolution by the Executive Committee – November 5, 2015 Approved and confirmed by membership – Annual General Meeting – November 22, 2015

PART II

BY-LAWS

Article 1

MEMBERSHIP

1.01 Annual membership of players, coaches, and teams in SJAMBA shall be based on the receipt by the Treasurer of those fees as defined by the Board of Directors and on receipt of team, player and coaches' registration by the Registrar.

Article 2

ELECTIONS

- 2.0 Elections of Officer and Members
- 2.01 The election of officers and members on the Executive Committee (and other committees) shall take place by written vote at the Annual General Meeting. Chairs of standing committees are appointed by and from the respective committees.
- 2.02 Only residents living in the geographic area of SJAMBA are eligible to serve as elected officers of the Executive Committee.
- 2.03 Members of the Associated Clubs may serve as appointed members on the executive Committee.
- 2.10 Board of Directors
- 2.11 Only residents living in the geographic area of SJAMBA and Associated Clubs may serve as a member of Board of Directors.
- 2.12 Except for the past president, the Board of Directors shall elect officers on the Executive committee, namely: President, Vice-President, Secretary, Treasurer, Registrar, Director of 'AAA' baseball, Director of 'AA' baseball and the Umpire in Chief. Any person may hold more than one office.
- 2.13 In addition to the foregoing officers, the Executive Committee and the Board of Directors may from time to time appoint additional officers.
- 2.20 Election
- 2.21 The election shall take place yearly at the Annual General Meeting.

Article 3

DUTIES OF THE EXECUTIVE COMMITTEE

- 3.00 Past President
 - Shall preside at all meetings in the absence of the President and Vice-President.

- Shall be chair of the nomination committee for the nomination of officers for election in the next ensuing year.
- Shall normally be immediate past president of SJAMBA.
- Shall perform such other responsibilities as may be assigned by the Executive committee and the Board of Directors.

3.10 President

- Shall be responsible for the overall operation, supervision and administration of the affairs of the SJAMBA.
- Shall ensure that all policies and actions approved by the Board of Directors or by the Executive Committee are properly implemented.
- Shall preside at meetings of the Executive Committee and the Board of Directors.
- Shall prepare agendas for meetings.
- Shall represent SJAMBA and shall communicate SJAMBA policies and decisions to parties or organizations external to the Association.
- Shall sit on all committees of SJAMBA as ex-officio member.
- Shall carry signing authority for the management of SJAMBA funds.
- When acting as Chair shall vote only in the event of a tie.
- Shall be responsible to the membership for the implementation of policies and programs and the effective governing of SJAMBA.
- Shall make decision and be responsible to SJAMBA that all projects are completed and on schedule

3.20 Vice-President

- Shall assume all duties of the President in the absence of or failure to act, of the President.
- Shall accept those duties assigned by the President, Executive Committee, or the general membership.
- Shall be the primary liaison for the Board with all volunteers of the SJAMBA including, but not limited to, Park Director, Canteen Director, Fundraising Director and Junior Team Representative.
- Shall carry signing authority for the management of SJAMBA funds.

3.30 Secretary

- Shall be responsible for recording the minutes of meetings of the Executive Committee, the Board of Directors and others as requested.
- Shall carry signing authority for the management of SJAMBA funds.
- Shall maintain records of SJAMBA correspondence, the Constitution and By-Laws, League reports and Committee reports.
- Shall ensure regular compliance with all federal, provincial or municipal statutes, laws, by-laws, regulations or other ordinances or directions.
- Shall accept other duties as may be assigned from time to time by the Executive Committee or Board of Directors.
- Shall assist in revising the Constitution and By-Laws when approved by the Executive Committee and the Board.
- Shall ensure that minutes of all meetings are distributed to appropriate officers.

3.40 Treasurer

- Shall administer all funds of SJAMBA through a recognized financial institution.
- Shall provide a financial report to regular or special meetings of the Board of Directors or the Executive Committee.

- Shall carry signing authority for the management of SJAMBA funds.
- Shall present a year-end financial report for the current fiscal year at the Annual General Meeting.
- Shall maintain accounts for all funds and securities in financial institutions approved by the Executive Committee.
- Shall maintain records or accounts of any project funded by the outside sources.

3.50 Registrar

- Shall receive the team and player registrations complete with approved documentation verifying accuracy.
- Shall maintain copy of all documentation and registrations, and ensure that team and player registrations are forwarded to Baseball Manitoba before the deadline.
- Shall maintain a yearly record of number of players and team registered in the SJAMBA.
- Shall ensure that each Convenor is in possession of applicable team and player registrations.
- Shall maintain a list of all coaches and assistant coaches.
- Shall maintain an active list of Child Abuse Registry checks performed on all volunteers including Board members, coaches and other volunteers as necessary. This list will include dates for which re-checks are required or returning volunteers.

3.60 Umpire-in-Chief

- Shall coordinate the activities of all umpires with interests and priorities of SJAMBA.
- Shall coordinate development clinics and certification programs.
- Shall be responsible for discipline of umpires under the direction of the Executive Committee.
- Shall hold special clinic for SJAMBA umpires for additional training over and above those provided at the Baseball Manitoba umpire clinics.
- Shall provide direction to the Umpire Assignor to assign certified umpires to all games under the jurisdiction of SJAMBA.
- Shall direct the Umpire Assignor to forward a certified record of umpire accounts to the Treasurer for payments.

3.70 Director "AAA" Baseball

- Responsible to the Executive Committee for the proper management, organization and conduct of 'AAA' Baseball program.
- Shall be responsible for organizing/coordinating annual baseball evaluations and overseeing AAA team selections in accordance with SJAMBA policies governing team selections and player placement.
- Shall represent SJAMBA at any meeting of Winnipeg 'AAA' Baseball Association (WABA)
- Provide the SJAMBA Executive committee with any information obtained from the WABA and any administrative or disciplinary problems are brought to their attention.
- Shall with committee comprised of President and one other member of the Executive Committee be responsible for selection of coaches for all 'AAA' baseball teams.
- Shall adhere to administrative procedures as directed by the Executive Committee.
- Shall be responsible and be accountable for all baseball equipment belonging to SJAMBA used by all "AAA" teams.

3.80 Director "AA" Baseball

- Responsible to the Executive Committee for the proper management, organization and conduct of 'AA' Baseball program.
- Shall work closely with the Director "AAA" Baseball in coordinating annual baseball evaluations and overseeing AA team selections in accordance with SJAMBA policies government team selections and player placement.
- May represent SJAMBA at any meeting of Winnipeg Minor Baseball (WMB).
- Provide the SJAMBA Executive committee with any information obtained from the WMB and any administrative or disciplinary problems are brought to their attention.
- Shall with committee comprised of President and one member of the Executive Committee be responsible for selection of coaches for all 'AA' baseball teams.
- Shall adhere to administrative procedures as directed by the Executive Committee.
- Shall be responsible and be accountable for all baseball equipment belonging to SJAMBA used by all "AA" teams.

3.90 Directors-at-Large

• Shall accept those duties assigned by the President, or the Executive Committee.

Article 4

DIVISION CONVENORS

4.10

- Shall obtain team, coach and diamond location information from the Registrar and Community Club convenors.
- Shall create annual league schedule, working in conjunction with Community Club convenors, and representatives from other area Baseball Associations as applicable.
- Shall attend the SJAMBA annual coaches meeting and review league rules and regulations with Managers and coaches, and any other particular age division information.
- Shall be the main point of contact for SJAMBA teams for any league-related issues that arise through out the season;
- For 11UA and 13UA, shall organize regional playoffs at end of season to determine the teams that will represent SJAMBA at city playoffs.
- Shall look into any matters requiring disciplinary action and if minor may take
 necessary action and advise executive committee of action taken; if the matter is of
 serious nature, the President and Executive Committee shall be informed.
- Shall be appointed as per constitution and by-laws.

4.20 Umpire Assignor

- Shall under the direction of the Umpire in chief assign certified umpire/s to each league game.
- Shall inform the Umpire in Chief immediately of any problem in assigning umpires to any game/s.
- Shall liaise with Community Club Baseball Convenors the location of baseball diamonds allocated for use for each division.
- Shall perform other duties assigned by the Umpire in Chief and/or the Executive Committee.

- Shall maintain record of umpire assignment, collect umpire game sheet and complete umpire pay sheet every two weeks for payment, and forward to Umpire in Chief.
- Shall maintain a list of umpires past and present.

COMMUNITY CLUB BASEBALL CONVENOR

5.10

- Elected or appointed member of Community Club.
- Shall represent the interest of their community club at meetings of SJAMBA.
- Shall collect team and players registration from all community club teams and forward appropriate copies to the SJAMBA registrar.
- Shall be responsible for the behaviour of community club teams and players.
- Shall be responsible for safety all players by ensuring proper uniforms and equipment are provided.
- Shall be responsible for the maintenance of the baseball diamond to ensure it is playable.
- Shall provide a list of baseball diamonds available for use by their teams for the league schedule.

Article 6

COMMITTEES

6.01 The President, Executive Committee and/or the Board of Directors may appoint Committees as required, to assist with the administration of the affairs of SJAMBA.

Article 7

VACATION, REMOVAL AND REPLACEMENT OF OFFICERS

- 7.0 Vacation
- 7.01 Any member of the Board of Directors may vacate their office by submitting their resignation in writing.
- 7.10 Removal of member of Board of Directors
- 7.11 Any member of the Board of Directors may be removed from office by 2/3 vote of officers attending a regular or special meeting.
- 7.20 Replacement
- 7.21 In the event of a vacancy on the Board of Directors, a replacement may be appointed for the balance of the term.

Article 8

OBSERVERS AT MEETINGS

8.01 All meetings of SJAMBA whether Executive Committee, Board of Directors,

General, Special or Annual Meeting shall be open to the public as observers. The chair of any meeting shall have the right to declare a closed meeting to discuss subjects of a sensitive nature. The Chair shall also, at his or her discretion, raise any matter or issue for general discussion by all persons present at such meeting and, for the advice and direction of them Executive Committee, may poll all persons present on such matter or issue.

Article 9

MEETINGS

- 9.00 Notice of Meeting
- 9.01 Notice of Annual General meeting complete with preliminary agendas, shall be received by the delegates prior to the meeting
- 9.10 Schedule of Meeting
- 9.11 Regular meetings of the Board of Directors shall be scheduled at least twice yearly plus any additional meetings of Board of Directors.
- 9.20 Financial Statement
- 9.21 An audited/reviewed statement of the financial affairs of SJAMBA shall be presented at the Annual General meeting
- 9.30 Special Meeting
- 9.31 Special meetings of the Executive Committee may be called by the President. The notice of any special meeting should be made to the Board of Directors and shall be in writing and state the purpose of the meeting. The business before the meeting shall be limited to discussion of the matters contained in the notice.
- 9.32 Any decision made at a special meeting of the Executive Committee shall be brought before the Board of Directors at the next regular meeting.
- 9.40 Annual Meeting
- 9.41 The SJAMBA Annual Meeting shall be held following the end of each fiscal year at a time and place set by the Executive Committee, and the Agenda therefor shall be prepared by the President and Executive Committee of the previous year. The President of the previous year shall chair the Annual Meeting until such time as the elections are held whereupon the newly elected President shall assume the responsibilities of the Chair until the conclusion of the Annual Meeting.

Part III – Rules and Regulations

OFFICIAL RULES

1.01 SJAMBA will follow all rules and regulations administered by the governing city-wide association(s), Manitoba Junior Baseball League, Baseball Manitoba and Baseball Canada.