

Littleton Youth Baseball and Softball

(Revised, Finalized and Approved October 28, 2015)



Constitution

ARTICLE 1 - NAME

This organization shall be known as Littleton Youth Baseball and Softball, hereafter referred to as LYBS.

ARTICLE 2 - OBJECTIVE

SECTION 1

The objective of LYBS is to teach the children of the community the game of baseball/softball while instilling the virtues of good sportsmanship, perseverance, responsibility, honesty, and respect for authority, so that they may be well adjusted, stronger and happier children and will grow to be good, decent, healthy and trustworthy citizens. This association is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

SECTION 2

LYBS shall develop and maintain a supervised program of competitive baseball and softball, consistent with the rules and regulations stated herein. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the fostering of the above virtues is of prime importance.

SECTION 3

No part of the net earnings of this association shall ever inure to or for the benefit of or be distributable to its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purposes for which it was formed. No part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the

association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation contributions to which the deductible under section 170 (c) (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE 3 - MEMBERSHIP

SECTION 1

Eligibility/Categories: Participation in LYBS shall be open to any resident of Littleton interested in the sport of baseball/softball/teeball, subject to the eligibility and disciplinary regulations mentioned herein. Participation in LYBS may be open to any resident of towns neighboring Littleton interested in the sport of baseball/softball/teeball, subject to the disciplinary regulations mentioned herein. Participation in LYBS shall be reviewed and adjusted as necessary on a yearly basis and shall consist of the following categories, provided the criteria established for members in good standing are also achieved:

- **Participating Members (Members).** Any adult person actively interested in furthering the objectives of LYBS. The secretary shall maintain the roll of membership to qualify voting members.

Only Participating Members in good standing are eligible to vote at Annual Meetings (see Article 5). All Board Members, Committee Members, coaches, Volunteer Umpires and other elected or appointed officials must be active Members in good standing.

Note: Members of LYBS automatically include all parents (as designated on player registration forms) of Player Members, current Board Members, Coaches, Assistant Coaches, Volunteer Umpires and any other person who is recognized by the Board as a Volunteer in LYBS.

- **Player Members.** Any child of a resident of Littleton who has registered to play in the league by the established cutoff date, and whose fee has been paid or whose fee has been waived by LYBS by the established fee due date. If any fees, including any and all prior fees, are not paid, waived, or resolved before the first practice of the new season, the child will not be considered a playing member and therefore, not allowed to play, including practices and games, until all outstanding fees are paid.

The board will consider non-Littleton residents as members on a case-by-case basis, taking into account the league charter and various 3rd party League

affiliations. Player members shall have no rights, duties or obligations in the management or in the property of LYBS. Player eligibility's are as stated below:

- **Tee Ball:** Children ages 5, 6 or 7 on or before April 30th of the year in which play will be undertaken.
- **Baseball Rookie League:** Children ages 7 or 8 on or before April 30th of the year in which play will be undertaken.
- **Baseball Minor League:** Children age 9 or 10 on or before April 30th of the year in which play will be undertaken.
- **Baseball Major 60 League:** Children ages 10, 11 or 12 on or before April 30th of the year in which play will be undertaken.
- **Baseball Major 70 League:** Children ages 10, 11 or 12 on or before April 30th of the year in which play will be undertaken.
- **Baseball Babe Ruth League:** Children ages 13, 14, and 15 on or before April 30th of the year in which play will be undertaken. Note: per Babe Ruth rules up to two 16 year olds may be on a Babe Ruth (Minuteman) roster although players of this age will not be allowed to pitch.
- **Softball Rookie League:** Children in grades 1 – 2 and Transitional grade of the year in which play will be undertaken.
- **Softball Minor League:** Children in grades 3 – 4 of the year in which play will be undertaken.
- **Softball Major League:** Children in grades 5 – 6 of the year in which play will be undertaken.
- **Softball Senior League:** Children in grades 7, 8 and 9 of the year in which play will be undertaken.
- **Senior Summer League.** Varies from summer to summer based on player interest. 10U, 12U and 14U teams may participate.
- **Tournament teams.** Player Members, who are selected on the basis of age (as determined by the tournament planners), skills and willingness to participate for the full term of the tournament season. The Board of Directors has final approval on selection of players for the tournament teams.

The Board of Directors has the authority to decide membership in good standing and to waive the age requirements as necessary, taking into account the league charter and 3rd party League affiliations and in the best interest of LYBS.

- **Sponsor Member.** Any organization which contributes to the betterment, financially or otherwise, of baseball in Littleton. Sponsor members shall have no rights, duties or obligations in the management or in the property of LYBS.

As used hereinafter, the word Member shall mean a Participating Member unless otherwise stated.

SECTION 2

Suspension or Termination: Membership may be terminated by resignation or action of the Board of Directors, either adhering to LYBS's discipline policy, or, any of the following:

- a. The Board of Directors, by a two thirds vote of those present at any duly constituted Board meeting, shall have the authority to discipline or suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of LYBS. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
- b. The Board of Directors shall, in the case of a player member, give notice to the coach of the team of which the player is a member. Said coach will notify the player and his or her parent/guardian of the pending meeting concerning suspension or termination. The coach and his or her parent/guardian, and player (at his/her parent's discretion) will be requested to attend said meeting. After considering all facts pertinent to the suspension/termination the Board of Directors will act in the best interest of LYBS.
- c. The Board of Directors shall have full power to suspend or revoke any player members or Regular Members right to future participation.

ARTICLE 4 - FEES

SECTION 1

Player Members. A registration fee, will be assessed as a parent/guardian's obligation to assure the operational continuity of LYBS. This fee will be determined by the Board of Directors prior to start of the next season (See Article 10, Section 7).

SECTION 2

Player Members' parents or guardians who fail to pay their fixed dues within thirty (30) days of application to become a member may, by majority vote of the Board present at a Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership.

ARTICLE 5 – ASSOCIATION MEETINGS

SECTION 1

Definition. An association meeting is any meeting of the Members of the league (including Special Meetings, Section 6). A minimum of one per year (Annual Meeting, see Section 5) is required.

SECTION 2

Notice of Meetings. Notice of each association meeting of the Members shall be emailed, posted on the association's website, published in the local newspaper, or otherwise made aware to the general public at least seven (7) days in advance thereof setting forth the place, time and purpose of the meeting; or in lieu thereof, notice may be given in such form as may be authorized by the Board of Directors, from time to time, at a regularly convened Board meeting.

SECTION 3

Voting. Only Members shall be entitled to make motions and only Board Members shall be entitled vote at any association meeting of LYBS. However, the Board of Directors, may invite, admit and recognize guests for presentations or comments during general membership meetings.

SECTION 4

Rules of Order. Roberts Rules of Order shall govern the proceeding of all General membership meetings, except where they conflict with the Constitution of LYBS.

SECTION 5

Annual Meetings. The annual association meeting of the Members of LYBS shall be held in the fall of each year. The purpose of the meeting shall be for the election of Board of Directors and selection of coordinators. The subsequent meeting will be called to reviewing the Constitution, appointing committees, finalize the budget, receiving reports and for the transaction of such business as may properly come before the meeting. The official agenda for the meeting shall be set by the Board of Directors.

- 1) The Annual Meeting of the Members of LYBS, shall be provide a report, verified by the President and Treasurer, or by a majority of the Directors, showing:
 - a) The condition of LYBS, to be presented by the President or his/her designate;
 - b) A general summary of funds received and expended by LYBS for the previous year, the amount of funds currently in possession of LYBS, and the name of the financial institution in which such funds are maintained;
- 2) At the Annual Meeting, the Members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number of Directors elected shall be not less than eight (8).
- 3) After the election, the Board of Directors shall assume the performance of its duties immediately. The Board's term of office shall continue until its successors are elected and qualified under this section.
 - a) The Officers of the Board of Directors shall include, at a minimum,:
 - (1) President
 - (2) Treasurer
 - (3) Secretary
 - (4) Baseball Major 70 League Coordinator
 - (5) Baseball Major 60 League Coordinator

- (6) Baseball Minor League Coordinator
- (7) Baseball Rookie League Coordinator,
- (8) Baseball Babe Ruth League Coordinator
- (9) Softball Rookie League Coordinator
- (10) Softball Minor League Coordinator
- (11) Softball Major League Coordinator
- (12) Senior League Coordinator
- (13) Teeball League Coordinator
- (14) Equipment Coordinator
- (15) Registrar
- (16) Fundraising Coordinator
- (17) Baseball Macintosh League Coordinator

SECTION 6

Special Meetings. Special meetings of the Members may be called by the Board of Directors or by the Secretary or President at their discretion. Upon the written request of ten (10) members, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the Members.

ARTICLE 6 - BOARD OF DIRECTORS

SECTION 1

Authority. The management of the property and affairs of LYBS shall be vested in the Board of Directors.

SECTION 2

Increase in Number. The number of Board of Directors so fixed at the Annual Meeting may be increased at any general meeting of the Members upon the motion of an order to increase the number, the motion be seconded, and approved by a majority of the quorum of the directors in attendance. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at any subsequent General Meeting. All elections of additional Directors shall be by majority vote of all Members present.

SECTION 3

Vacancies. If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the quorum of remaining Directors at any regular Board meeting or at any Special Board meeting called for that purpose.

SECTION 4

Quorum – A quorum is the minimum number of Board of Directors necessary to conduct the business of LYBS. The minimum number of Directors to constitute a quorum of the board is the majority of voting directors as authorized under Article 5 Section 5.3 (a).

SECTION 5

Board Meetings and Notice. Regular meetings of the Board of Directors shall commence following the Annual Meeting and on such days thereafter as shall be determined by the Board. These meetings will be held for the purpose of planning and discussion and execution of LYBS business shall, at a minimum, address the following as necessary:

- Roll call (attendance)
- Minutes of the last meeting
- Treasurers Reports
- Coordinators Reports
- Committee Reports
- Old business
- New business
- Schedule next board meeting

Only members of the Board of Directors may make motions and vote at meetings of the Board of Directors. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during Board meetings.

Notice of each meeting shall be given by the Secretary electronically via email, posted on the association's website, or published in the local newspaper, to each Director at least seven (7) days before the time appointed for the meeting.

A quorum of the members of the Board of Directors shall be necessary for the transaction of business.

The President or the Secretary may, whenever any of them deems it advisable, or the Secretary shall, at the request in writing of four (4) Directors, issue a call for a special meeting of the Board. In case of Special Meetings, such notice shall include the purpose of the meeting. No matters not so stated may not be acted upon at the meeting. The President or Secretary must give notice of this special meeting to each Director at least twenty-four (24) hours before the time appointed for the meeting.

SECTION 6

Duties and Powers. The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of LYBS as it may deem proper, provided such rules and regulations do not conflict with this Constitution.

The Board of Directors shall have the authority based upon majority vote of the Board members who attend any planned meeting to dismiss any Board member who misses three consecutive board meetings of LYBS and to appoint a person to serve in the vacant position.

SECTION 7

Rules of Order for Board Meetings. Robert's Rules of Order shall govern the proceedings of all Board of Directors meetings, except where same conflicts with this Constitution of LYBS.

ARTICLE 7 - DUTIES AND POWERS OF THE BOARD

SECTION 1

Appointments. The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each. Appointed officers or agents shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the board or have been elected to fill a vacancy on the Board.

SECTION 2

President. The President shall:

- a. Conduct the affairs of LYBS and execute the policies established by the Board of Directors.
- b. Present a report of the condition of LYBS at the annual meeting.
- c. Communicate to the Board of Directors, such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of LYBS.
- d. Be responsible for the conduct of LYBS in strict conformity to league affiliations, including the policies, principles, Rules and Regulations of said league, as agreed to under the conditions of charter issued LYBS by that organization.
- e. Designate, in writing, other officers if necessary, to have power to make and execute for/and in the name of LYBS such contracts and leases as may have been received and prior approval of the Board.
- f. Investigate complaints, irregularities and conditions detrimental to LYBS and report thereon to the Board of Directors as circumstances warrant.
- g. Be responsible for the proper execution of the approved annual Operational budget (see Article 10,Section 1)
- h. Be responsible for the proper execution of the approved annual Calendar (see Article 9).

- i. The President shall preside at all meetings.
- j. The President shall delegate responsibility to other Board members and members of the LYBS at large to conduct business for the well being of LYBS.
- k. Represent LYBS at District meetings and have the authority to act in the best interest of LYBS.
- l. Past presidents of LYBS can attend meetings of LYBS if they so desire; however, they have no voting rights.
- m. Serves as the liaison with Littleton Park and Rec Department.

SECTION 3

Secretary. The Secretary shall:

- a. Be responsible for recording the activities of LYBS and maintain appropriate files, and necessary records.
- b. Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary or as may be assigned by the Board of Directors.
- c. Maintain a list of all Board Members, Coordinators, and Committee Members. Give notice of all Annual, Board, or Special meetings of LYBS,
- d. Keep the minutes of the Annual, Board, and Special meetings and cause them to be recorded in a book kept for that purpose.
- e. Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings.

SECTION 4

Treasurer. The Treasurer shall:

- a. Perform such duties as are herein specifically set forth and such other duties as are customarily incident the Office of Treasurer or may be assigned by the Board of Directors.
- b. Receive all moneys and securities, not otherwise received by the Park and Recreation Department, and deposit same in a depository approved by the Board of Directors.
- c. Keep records for the receipt and disbursement of all moneys and securities of the Local League. Draft checks for all Board of Directors approved payments from allotted funds.
- d. Prepare an annual financial report for submission to the Members and Board of Directors at the annual meeting.
- e. Prepare an Operational budget (see Article 10, Section 1)
- f. Provide a financial report on the current financial status of LYBS at each board meeting.

SECTION 5

Baseball Major (60 and 70) League Coordinators. The Baseball Major League Coordinators shall:

- a. Be responsible to LYBS for the proper conduct of the Baseball Major League operation
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Provide a report on the current status of the league at each board meeting..
- e. Assist and facilitate baseball tournament coordination and tournament player selection.

SECTION 6

Baseball Minor League Coordinator. The Baseball Minor League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Baseball Minor League operation
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Provide a report on the current status of the league at each board meeting.
- e. Assist and facilitate baseball tournament coordination and tournament player selection.

SECTION 7

Baseball Babe Ruth League Coordinator. The Baseball Babe Ruth League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Baseball Babe Ruth League operation
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Provide a report on the current status of the league at each board meeting..

SECTION 8

Baseball Rookie League Coordinator. The Baseball Rookie League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Baseball Rookie League operation
- b. Ensure adherence to local Rookie League Baseball Rules
- c. Ensure adherence to the discipline policy of LYBS.
- d. Perform in the role of local contact should any issues arise from coaches.
- e. Compile and maintain the regular season game schedule.
- f. Provide a report on the current status of the league at each board meeting.

SECTION 9

Softball Rookie League Coordinator. The Softball Rookie League Coordinators shall:

- a. Be responsible to LYBS for the proper conduct of the Softball Rookie League operations
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Compile and maintain the regular season game schedule.
- e. Provide a report on the current status of the league at each board meeting..

SECTION 10

Softball Minor League Coordinator. The Softball Minor League Coordinators shall:

- a. Be responsible to LYBS for the proper conduct of the Softball Minor League operations
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Compile and maintain the regular season game schedule.
- e. Provide a report on the current status of the league at each board meeting.
- f. Assist and facilitate softball tournament coordination and tournament player selection.

SECTION 11

Softball Major and Senior League Coordinators. The Softball Rookie League Coordinators shall:

- a. Be responsible to LYBS for the proper conduct of the Softball Rookie League operations
- b. Represent LYBS at appropriate league meetings and have the authority to act in the best interest of LYBS
- c. Ensure adherence to the discipline policy of LYBS.
- d. Perform in the role of local contact should any issues arise from local coaches.
- e. Compile and maintain the regular season game schedule.
- f. Provide a report on the current status of the league at each board meeting.
- g. Assist and facilitate softball tournament coordination and tournament player selection.

SECTION 12

Teeball League Coordinator. The Teeball League Coordinator shall:

- a. Be responsible to LYBS for the proper conduct of the Teeball League operation
- b. Ensure adherence to local Teeball League Baseball Rules

- c. Ensure adherence to the discipline policy of LYBS.
- d. Perform in the role of local contact should any issues arise from coaches
- e. Compile and maintain the regular season game schedule
- f. Provide a report on the current status of the league at each board meeting.

SECTION 13

Equipment Coordinator. The Equipment Coordinator shall:

- a. Perform an inventory of all equipment.
- b. Be responsible for securing bids on needed supplies and equipment
- c. Make recommendations for supply/equipment replacement and purchases to the Board.
- d. Be responsible for the acquisition (once Board approval is received) and proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.
- e. Provide a report on the current status of the league at each board meeting.

SECTION 14

Player Registration Coordinator (Registrar). The Registrar will facilitate all aspects of the registration process, including interactions with the Park and Recreation Department, media, other forms of advertisement, and tracking registrations.

SECTION 15

Baseball Macintosh League Coordinator. The Mac League Coordinator to facilitate the activities of the Macintosh league, including registration process, off-season planning, representation of LYBS on the Mac League board, and on season activities. The Mac League Coordinator also serves as the Baseball Tournament Team Coordinator.

SECTION 16

Fundraising Coordinator. The Fundraising Coordinator will facilitate all fundraising activities including:

- a. Work with a committee of volunteers to organize all fundraising activities
- b. Propose new ways to raise funds for LYBS
- c. Ensure adherence to the discipline policy of LYBS.
- d. Responsible for the execution of the Board approved fundraising events.
- e. Work with the Concession Stand Coordinator.
- f. Work with the Calendar Raffle Coordinator
- g. Work with the Can Day Coordinator.

ARTICLE 8 - OTHER COMMITTEES AND COORDINATORS

The Coordinators and Committees listed below should be established on an annual basis. Coordinators and Committee members may consist of any Member, unless otherwise specified,

who in turn shall report to Board meetings. Committee Chairpersons shall, as early as possible, after assuming chairmanship, prepare an agenda addressing duties, goals, to be accomplished for the upcoming year.

LYBS Calendar Coordinator. Provide strategic planning, monitoring, and timing of LYBS activities through the development of an LYBS calendar schedule reflective of key events, season timing, and pertinent activities.

Baseball Major League Co-Coordinator. The Baseball Major League Co-Coordinator shall assist the Baseball Major League Coordinator in the following duties:

- a. Be responsible to LYBS for the proper conduct of the Baseball Major League operation
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Provide a report on the current status of the league at each board meeting..
- e. Assist and facilitate baseball tournament coordination and tournament player selection.

Baseball Minor League Co-Coordinator. The Baseball Minor League Co-Coordinator shall assist the Baseball Minor League Coordinator in the following duties:

- a. Be responsible to LYBS for the proper conduct of the Baseball Minor League operation
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Provide a report on the current status of the league at each board meeting.
- e. Assist and facilitate baseball tournament coordination and tournament player selection.

Baseball Babe Ruth League Co-Coordinator. The Baseball Babe Ruth League Co-Coordinator shall assist the Baseball Babe Ruth League Coordinator in the following duties:

- a. Be responsible to LYBS for the proper conduct of the Baseball Babe Ruth League operation
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Provide a report on the current status of the league at each board meeting..

Baseball Rookie League Co-Coordinator. The Baseball Rookie League Co-Coordinator shall assist the Baseball Rookie League Coordinator in the following duties:

- a. Be responsible to LYBS for the proper conduct of the Baseball Rookie League operation
- b. Ensure adherence to local Rookie League Baseball Rules
- c. Ensure adherence to the discipline policy of LYBS.
- d. Perform in the role of local contact should any issues arise from coaches.
- e. Compile and maintain the regular season game schedule.
- f. Provide a report on the current status of the league at each board meeting.

Softball Program Coordinator. The Softball Program Coordinator shall oversee the overall LYBS softball program in the following duties:

- a. Coordinate with softball league coordinators on player registration where or when necessary
- b. Assist in the strategy of player development
- c. Represent LYBS in conjunction with respective softball league coordinators for softball tournaments, and other season activities.

Softball Rookie League Co-Coordinator. The Softball Rookie League Co-Coordinator shall assist the Softball Rookie League Coordinator in the following duties:

- d. Be responsible to LYBS for the proper conduct of the Softball Rookie League operations
- e. Ensure adherence to the discipline policy of LYBS.
- f. Perform in the role of local contact should any issues arise from local coaches.
- g. Compile and maintain the regular season game schedule.
- h. Provide a report on the current status of the league at each board meeting.

Softball Minor League Co-Coordinator. The Softball Minor League Coordinator shall assist the Softball Minor League Coordinator in the following duties:

- a. Be responsible to LYBS for the proper conduct of the Softball Minor League operations
- b. Ensure adherence to the discipline policy of LYBS.
- c. Perform in the role of local contact should any issues arise from local coaches.
- d. Compile and maintain the regular season game schedule.
- e. Provide a report on the current status of the league at each board meeting.
- f. Assist and facilitate softball tournament coordination and tournament player selection.

Softball Major and Senior League Co-Coordination. The Softball Major and Senior Leagues Co-Coordination shall assist the Softball Major and Senior Leagues Coordinators in the following duties:

- a. Be responsible to LYBS for the proper conduct of the Softball Major and Senior Leagues operations.
- b. Represent LYBS at appropriate league meetings and have the authority to act in the best interest of LYBS.
- c. Ensure adherence to the discipline policy of LYBS.
- d. Perform in the role of local contact should any issues arise from local coaches.
- e. Compile and maintain the regular season game schedule.
- g. Provide a report on the current status of the leagues at each board meeting.
- g. Assist and facilitate softball tournament coordination and tournament player selection.

Teeball League Co-Coordinator. The Teeball League Co-Coordinator shall Teeball League Coordinator:

- a. Be responsible to LYBS for the proper conduct of the Teeball League operation.
- b. Ensure adherence to local Teeball League Baseball Rules.

- c. Ensure adherence to the discipline policy of LYBS.
- d. Perform in the role of local contact should any issues arise from coaches.
- e. Compile and maintain the regular season game schedule.
- f. Provide a report on the current status of the league at each board meeting.

Equipment Co-Coordinator. The Equipment Co-Coordinator shall assist the equipment Coordinator in the following duties:

- a. Perform an inventory of all equipment.
- b. Be responsible for securing bids on needed supplies and equipment.
- c. Make recommendations for supply/equipment replacement and purchases to the Board.
- d. Be responsible for the acquisition (once Board approval is received) and proper issuance of such supplies and equipment and for the repair, cleaning and storage thereof at the close of the season.
- e. Provide a report on the current status of the league at each board meeting.

Player Registration Co-Coordinator. Assist the Registrar in the following duties: Facilitate all aspects of the registration process, including interactions with the Park and Recreation Department, media, other forms of advertisement, and tracking registrations.

Umpire Coordinator. The Board of Directors may appoint an Umpire Coordinator which shall recruit, interview and recommend to the Board for appointment a staff of umpires. When appointed, the staff of umpires shall be under the personal direction of the Umpire Coordinator who shall train, observe and schedule the staff. The Umpire Coordinator will also review umpire fees and practices (1 vs 2 per game) and make recommendations accordingly to the Board.

Safety Coordinator. The Board of Directors may appoint a Safety Coordinator to be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for all participants of LYBS. The coordinator shall be responsible for maintaining, updating, communicating the Safety plan and for increasing safety of activities, equipment and facilities through education (facilitate meetings and distribute information), and reporting (process for incident reporting and recording).

Field Maintenance Coordinator. The Board of Directors may appoint a Field Maintenance Coordinator to investigate and recommend available, suitable sites and plans for development. Responsible for repair and improvement recommendations, other than normal maintenance as provided by the Town, and supervise the performance of approved projects. Work with the Town for the care and maintenance of the playing fields(s), buildings and grounds.

Off-Season Coordinator and/or Activities. The Board of Directors may appoint an Off Season Activities coordinator to facilitate the establishment, operation, and scheduling of off-season activities (e.g., Sandlot).

Field Scheduler. The Board of Directors may appoint a Field Scheduler to facilitate the scheduling of seasonal practice and game schedules. The field scheduler will also facilitate the scheduling of make-up games and/or additional practices and games.

Fundraising Committee. The Board of Directors may appoint a Fundraising Committee to review, evaluate, facilitate projects (both old and new) for raising money, and make recommendations to the Board. The Fundraising Committee will be under the guidance of the Fundraising Coordinator.

Concession Stand Coordinator. The Board of Directors may appoint a Concession Stand Coordinator to operate and further develop the Concession Stand activities at league events.

Sponsor Coordinator. The Board of Directors may appoint a Sponsor Committee, chaired by the Treasurer, to actively solicit and acquire sponsorships according to league requirements.

Baseball Tournament Team Coordinator. The Baseball Tournament Team Coordinator shall:

- a) Be responsible to LYBS for the proper conduct of the Tournament team operation.
- b) Ensure adherence to Babe Ruth and Cal Ripken League Baseball Tournament Rules.
- c) Ensure adherence to the discipline policy of LYBS.
- d) Perform in the role of LYBS contact serving as liaison with Massachusetts State, New England Regional and Babe Ruth/Cal Ripken National Headquarters for tournament related matters.
- e) Update and ensure adherence to the LYBS tournament team selection process document approved by LYBS, and serve as facilitator of the tournament team selection meeting.
- f) Assist tournament team coaches in the completion of all paperwork related to tournament team submission.
- g) Provide a report on the current status of the league at each board meeting, including latest information regarding tournament locations and dates.

Littleton Baseball Tournament Host Site Coordinator. The Littleton Baseball Tournament Host Site Coordinator shall:

- a) Be responsible to LYBS for the proper conduct of the Tournament site operation.
- b) Ensure adherence to Babe Ruth and Cal Ripken League Baseball Tournament Rules – as it pertains to field requirements, infrastructure, administrative/paperwork, etc.
- c) Perform in the role of LYBS contact serving as liaison with Massachusetts State, New England Regional and Babe Ruth/Cal Ripken National Headquarters for tournament related hosting site matters.
- d) Ensure all site needs are met. These would include
 - a. Field requirements: Number of playing ready fields (2, plus warm up area), field dimensions, field safety, etc.. Included are hoses for watering, field prep crew, speedy-dry, lime/lime machine. Accomplished through working with LYBS field coordinator.
 - b. Communication/Administration: Coordination with entry-town coaches including site run-through & local lodging (if necessary), review/approval of each teams' tournament documents with Cal Ripken official.
 - c. Coordination with Littleton Officials: Park and Recreation (tournament insurance, field availability), School officials (field availability due to summer camps), Highway department (field readiness), police/fire dept (injury readiness).
 - d. Promotion: Alerting Littleton Independent of tournament.

- e. Infrastructure: Trash removal (barrels and dumpster), restrooms, first aid, concessions, water source, and electric source, signage (parking, seating areas, tournament bracket, and scoreboard). Securing volunteers to head up field prep, ticket taking, concessions.
 - f. Event night: Determining and running of “fun night competition.” (Around the Horn, Home Run Derby, Fastest Base Running, Center Field Accuracy Throw, Bunting Bull’s-eye). Securing meal for participating teams.
 - g. Pregame: Securing sound system, American flag/anthem, determining of tournament pairings/game times and development of a tournament schedule (working with Cal Ripken officials).
 - h. In-game: Securing officials/umpires, game balls, lineup cards, official scorebook, Cal Ripken backup official, official scorekeeper.
 - i. Postgame: Ordering and presentation of team member trophies/medals and team recognition plaque.
 - j. Secure volunteers to head up: Ticket taking, concessions, field preparations. Included is securing seating/shading, petty cash (ticket taking, concessions).
 - k. Financial: Working with LYBS treasurer on budget and securing of funding. Setting of costs for admission.
- e) Provide a report on the current status of the league at each board meeting.

Apparel and Uniform Coordinator. The Apparel and Uniform Coordinator will coordinate the design, selection, and acquisition of LYBS apparel for sales; promote and sell LYBS apparel through onsite and internet sales; and coordinate apparel income. The Coordinator will also be responsible for securing bids and ordering (once style is approved by the board) uniforms for each season. The Coordinator will work with league and Sponsor coordinators to ensure the proper uniforms are ordered and then coordinate delivery to each team in time for the start of each season.

Can Day Coordinator. Coordinate the LYBS Can Day fundraiser, which includes reserving the transfer station, acquiring approval from local establishments to use their facilities for the event, scheduling time slots for respective teams, communicating logistics to all coaches, and collecting all funds.

Jamboree Coordinator. Coordinate all aspects of the annual LYBS Jamboree, which includes location reservations, equipment reservations and delivery/pickup, solicit volunteers, develop volunteer schedule, and all other duties necessary.

Memorial Day Coordinator. Coordinate LYBS participation in the annual Littleton Memorial Day Parade.

Photo Day Coordinator. Coordinate all aspects of the LYBS player photographs, which include the selection of the photography company, determining dates for photographs, reserving facilities for location where photographs will be taken, scheduling all teams for their picture time slot, and all other duties as necessary.

Calendar Raffle Coordinator. Coordinate all aspects of the LYBS Calendar Raffle fundraiser, which includes arranging for printing of calendars, dissemination of raffles to all coaches or team representative, collection of all funds, and all other duties as necessary.

Website Coordinator. Responsible for the LYBS website function and content. The website coordinator maintains the functionality of the website.

Spinners Game Coordinator. Coordinate all aspects of the LYBS Spinners Game event/fundraiser, which includes arranging for tickets, communicating the event for ticket sales, dissemination of tickets to all coaches or team representative, collection of all funds, and all other duties as necessary.

Park and Recreation Liaison. The Park and Recreation Committee shall optionally appoint one of its members to attend all Board and LYBS Members meetings and to serve as liaison; however, this person shall not have voting rights at LYBS Board meetings.

Youth Education Coordinator. The Education Coordinator will be responsible for the off-season, pre-season and in-season training programs for Teeball, Softball and Baseball players. The Education Coordinator will work with League Coordinators to develop curriculum for coaches and help establish best practices for running practices and managing games. The Education Coordinator will work with the Board and Park and Rec to establish skills camps.

The Board of Directors may at its discretion define and appoint other volunteer coordinator roles as required for complete and proper operations of LYBS.

ARTICLE 9 - ANNUAL CALENDAR

On an annual basis, the Board of Directors shall establish a calendar of operations and shall submit the calendar to the Park and Recreation committee for record keeping purposes. The calendar shall list dates for, but shall not be limited to, the following topics:

- Annual end of season meeting
- Election of Board members for the upcoming season
- Establishing an operational budget for the upcoming season
- Player registration
- Umpire selection
- Playing schedules
- Equipment procurement, distribution and inventory
- Activities, fundraisers, end of season Jamboree, etc.
- Player Evaluations
- Clinics
- Trophy awards
- Return of equipment

The purpose of the calendar is to establish a schedule for planning and coordination of the activities of LYBS.

ARTICLE 10 - FINANCIAL AND ACCOUNTING

SECTION 1

Operational Budget. On an annual basis, LYBS shall establish an operational budget for the upcoming season. The operational budget shall be prepared jointly by the past and present treasurer of LYBS. The budget shall be submitted by the 2nd Board meeting of the fiscal year) to the Board for their approval. It shall contain estimates of all anticipated income and expenses and account information, including but not limited to, the following:

- a. Anticipated Income
 - o Fees/Dues, Contributions, Interest, Fund raisers
- a. Anticipated Expenses
 - o Field maintenance, Improvements, Equipment, Stationary supplies and mailings, Umpire fees, Publication costs, Summer league fees, tournament fees, Awards

The operational budget shall also list the amount of all monies held in accounts for LYBS and shall define the location and account numbers of such holdings.

The operational budget shall be balanced each year such that the balance at the end of the year is zero or positive as defined in the following equation:

$$(\text{Anticipated / Actual Income}) - (\text{Anticipated/ Actual Expenses}) = \text{Greater than zero}$$

Any additional funding for multi-year projects or programs (e.g. major field improvements) requires pre-authorization of the LYBS Board as described in Article 6, Section 5 – Duties and Powers. Firm quotations shall be obtained and approved prior to any LYBS Boar voting.

SECTION 2

Authority. The Board of Directors shall decide all matters pertaining to the finances of LYBS and it shall place all income in a common league treasury, directing the expenditure of same in such a manner as will give no individual or team an advantage over those in competition with such individual or team.

SECTION 3

Contributions. The Board shall not permit the contribution of funds or property to individual teams but shall solicit some for the common treasurer of LYBS, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of LYBS.

SECTION 4

Disbursement of Funds. The Board shall not permit the disbursement of funds for other than the conduct of activities in accordance with the rules and policies of LYBS.

SECTION 5

Compensation. No Director, Officer or member of LYBS shall receive, directly or indirectly, any salary, compensation or emolument from LYBS for services rendered as Director, Officer or Member.

SECTION 6

Deposits. All moneys received, excluding those received directly by the Park and Recreation Department, shall be deposited to the credit of LYBS in the Bank and all disbursements shall be made by check. All checks shall be signed by the LYBS Treasurer or President or Secretary.

SECTION 7

Fiscal year. The fiscal year of LYBS shall begin on the first day of October and shall end on the last day of September of the following year.

SECTION 8

Upon the winding up and dissolution of this association, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to a non-profit fund, foundation or corporation, which organized and operated exclusively for charitable, educational, or religious and/or scientific purposes and which has established its tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE 11 - AFFILIATION

SECTION 1

Charter.

- **Babe Ruth League Baseball.** LYBS may apply annually for a charter for Babe Ruth league baseball from Babe Ruth Baseball Incorporated, and shall do all things necessary to obtain and maintain that charter. Additionally, the teams in this league may be affiliated with the Minuteman Baseball League, and shall do all things necessary to obtain and maintain that affiliation.
- **Major/Minor League Baseball.** LYBS will annually apply for a charter for Cal Ripken Baseball, and shall do all things necessary to obtain and maintain that charter. Additionally, the teams in this league will be affiliated with the Macintosh Little League, and shall do all things necessary to obtain and maintain that affiliation.
- **Rookie Baseball League.** The teams in this league will maintain a local charter, with no outside affiliation.
- **Senior/Major/Minor Softball League.** The teams in this league will be affiliated with the ASA Softball, and shall do all things necessary to obtain and maintain that affiliation.

Additionally, the teams in this league will be affiliated with the Cortland Softball League, and shall do all things necessary to obtain and maintain that affiliation.

- **Rookie Softball League.** The teams in this league will maintain a local charter, with no outside affiliation.
- **Teeball League.** The teams in this league will maintain a local charter, with no outside affiliation.
- **Summer League Baseball.** The teams in this league will be affiliated with the Macintosh League, and shall do all things necessary to obtain and maintain that affiliation.

SECTION 2

Rules and Regulations.

- **Babe Ruth/Major/Minor League Baseball.** The Official Playing Rules and Regulations as published by Babe Ruth Baseball, Incorporated, shall be binding on this league. Additional exception rules developed by the Minuteman and Macintosh leagues respectively will also be adhered to. Local exception rules will be followed should there be no rule in the aforementioned affiliations.
- **Rookie Baseball League.** Local rules will be adhered to for Rookie Baseball.
- **Senior/Major/Minor Softball League.** The Official Playing Rules and Regulations as published by the Amateur Softball Association shall be binding on this league. Additional exception rules, developed by the Cortland Softball League will also be adhered to. Local exception rules will be followed should there be no rule in the aforementioned affiliations.
- **Rookie Softball League.** Local rules will be adhered to for Rookie Softball.
- **Teeball League.** Local rules will be adhered to for Teeball.
- **Summer League.** Rules developed by the Macintosh league will be adhered to.

SECTION 3

Local League Rules, General Rules. Local Rules and General Rules are part of the Constitution only to the extent that the rules exist on file at the Park and Recreation office, and that all play must follow the set rules developed by past and current LYBS Boards.

Recommendations for modification of or amendments to any rules shall be the responsibility of the Rules Committee or board of directors with final approval adopted as a result of majority vote of the LYBS Board. This should be accomplished annually at a Board meeting to be held not less than one month previous to the first scheduled game of the season.

Specific local rules/general rules include, but not limited to:

- Teeball League Rules
- Rookie League Rules
- Rookie League Umpiring Guidelines
- Zero Tolerance (Discipline), applies to all leagues

- General rules (applies to all leagues, providing no mention is made within their league affiliated rules)

ARTICLE 11 - AMENDMENTS

One copy of this Constitution shall remain on file at the Park & Recreation office. This Constitution may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Members provided notice of the proposed change is included in the notice of such meeting. A revised Constitution shall be immediately sent to the Park and Recreation Committee for their records.

John W. Davis II

President

Littleton Youth Baseball and Softball

Jennifer Regan

Secretary

Littleton Youth Baseball and Softball
