

LITCHFIELD RECREATIONAL BASKETBALL LEAGUE

BYLAWS

(By-law revision 4/10/25)

ARTICLE I: PURPOSE

SECTION 1: This organization, herein referred to as "LRBL" has been formed to provide and encourage Litchfield youths with the opportunity to participate in an organized in Town (Recreation) and inter Town (Travel) competitive basketball league.

SECTION 2: The League is designed as a method of community action to help young people develop into better adults through participation in organized, supervised recreation. Sportsmanship, teamwork, self-reliance and self-discipline, which can be learned through participation, are among the attributes needed by citizens of the future. It is the League's mission to accomplish these goals.

SECTION 3: The League Officers, Directors, Coaches etc. shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary, and the molding of future men and women is of prime importance.

ARTICLE II: BOARD OF DIRECTORS

SECTION 1: The Board shall be made up of twelve (12) appointed officers: President, Vice President, Treasurer, Secretary, Equipment Coordinator, Recreational Coordinator, Travel Coordinator, Girls Coordinator, Instructional Coordinator, Lil Dribbler Coordinator, Coach Coordinator and Web Coordinator. The primary responsibilities of these individuals follow:

President: Coordinate all LRBL actions and affairs and conduct all LRBL business. Establish the season calendar. Coordinates a suitable meeting place and schedule, and chairs all meetings. Assists in developing the budget with the Treasurer. Will be the primary mediator of all league disputes relating to conduct. Attend all LRBL board meetings

Vice President: Assume duties of the President in their absence. Works with travel and recreational coordinators to resolve conflicts when interests of players are involved and assist when necessary to reallocate players between teams. Supervises the time needed for the gyms submitted by the Division Coordinators to prevent conflicts. Is the primary contact for business involving the Litchfield Recreation Commission and SAU. Reserves gym space (ie Talent Hall, Schools, and Darrah Courts) for LRBL games, practices and summer programs. Handles contact with the SAU regarding access and maintenance of the gym. Coordinates management of LMS gym access badges determined by the board (e.g. VP, Rec and Travel Coordinators) and confirms badge activation each season to coordinate with scheduled gym time. Is responsible for organizing Campbell High School (CHS) students interested in assisting the League for credit towards their Sophomore/Senior Project. Attend all LRBL board meetings.

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Treasurer: Presents a budget to the board after receiving line item values from board members. Receives all LRBL revenues and executes deposits. Receives all bills for services and purchases. Approves and issues payments. Assists other board members with registration and payment concerns, completing payment arrangements as needed. Processes scholarship applications as needed and renews annual League insurance policy and NH youth camp registration certification of background checks. Maintains the financial records and prepares a report of the results of activities and financial position of the LRBL twice annually. The first report, which is the upcoming year's budget, shall be presented at the first scheduled meeting of the current season. The second and final report shall be presented at the final meeting at the conclusion of the post-season. The report shall consist of an income and expense account summary that reconciles cash at the beginning of the reporting period to cash at the end of the reporting period. Prepare other reports as may be requested by the Board. Attend all LRBL board meetings

Secretary: Generates monthly meeting agenda with input from all board members and records and publishes minutes of LRBL Meetings. Coordinates announcements for tryouts/skills assessments along with Web Coordinator. Alerts Board members of special meetings and maintains electronic and/or hard copies of all meeting minutes and documentation. Coordinates picture day. Attend all LRBL board meetings

Equipment Coordinator: Coordinates the sizing, ordering and distribution of uniforms. Handles all equipment requests and distribution to Coordinators. Maintains equipment to include all first aid kits at all gym locations. Responsible for collection of equipment in collaboration with coordinators for inventory and storage during the off season. Orders end of season award recognition (i.e medals), other awards and submits budget needs to the Treasurer by August 1. Attend all LRBL board meetings

Recreational Coordinator: Recruits and assists coaches within various Divisions for grades 3-8. Confirms completion of background check for all rec coaches. Is the first contact for Recreation Coaches regarding interpretation of the rules and scheduling issues. Coordinates skills assessment tryouts. Facilitates team formation for recreational division. Develops practice and game schedules in coordination with the Vice President. Collects and maintains game results and standings. Is responsible for the post-season playoff schedule. Communicates with Recreational families to share general news and important information including dates. Is the first line of active enforcement of LRBL rules and code of conduct for players, coaches, and spectators during Recreation sessions. Submits game schedule to the Travel Coordinator who works with the Referee Coordinator to assign Recreation League games. Acquires badge for facility access from the SAU and is responsible for management of needed building access and gym conditions for team practices and games. Responsible for submitting budget requests and expected fees to the Treasurer by August 1. Attend all LRBL board meetings

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Travel Coordinator: Represents Travel Teams at inter Town Travel League meetings. Schedules and is responsible for the travel tryouts as well as the placement of travel players after review of assessments, and mutual feedback between assessors and travel coordinator. Recruits and reviews Travel Coaches applications and submits nominations to Board for approval. Is the first contact for Travel Coaches regarding interpretation of the rules and scheduling issues. Develops practice and game schedules in coordination with the Vice President. Coordinates extra practice times during holidays and school vacations. Coordinates and schedules any additional training that the travel program uses. Works with Equipment Coordinator for equipment and uniforms for Travel Teams. Coordinates with the Referee Coordinator to provide referees for all Travel League games and Recreational Games. Acquires badge for facility access from the SAU and is responsible for management of needed building access and gym conditions for team practices and games. Represents the LRBL for ongoing communication with participating travel leagues throughout the season as needed to include attending league meetings. Submits a budget request and recommended travel fees to the Treasurer by August 1. Attend all LRBL board meetings

Instructional Coordinator: Recruits, supervises and assists coaches within the Instructional Division (grades 1-2). Confirms completed background check for all Instructional coaches. Coordinates the general session guideline for each gender/level of Instructional. Schedules session blocks for Instructional Divisions in coordination with VP. Is responsible for supervising and management of needed building access and gym conditions for practices and games. Responsible to submit budget requests and expected fees to the Treasurer by August 1 Attend all LRBL board meetings

Lil Dribbler Coordinator: Recruits, supervises and assists coaches within the Lil Dribbler Division (grades PreK-K). Confirms completed background check for all Lil Dribbler coaches. Coordinates the general session guideline for each level of Lil Dribblers. Schedules session blocks for Lil Dribbler Divisions. Is responsible for supervising and management of needed building access and gym conditions for practices and games. Responsible for coordinating with the equipment coordinator to order all shirts and basketballs provided for each player. Responsible for all age appropriate equipment needed for Lil Dribbler Division to be used during practice. Responsible for submitting budget requests and expected fees to the Treasurer by August 1. Attend all LRBL board meetings

Girls Coordinator: Collaborates with program coordinators to understand and monitor girls' registration numbers. Responsible for identifying and analyzing issues affecting the girls' program from both parent and player perspectives. Partners with the Coach Coordinator and other coordinator members to develop action plans aimed at increasing interest, participation, and retention in the girls' basketball programs. Proactively seeks out development opportunities—both internal and external—that specifically support the growth of the girls' basketball program. Attend all LRBL board meetings

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Coach Coordinator: Serves as knowledge resource to coaches to improve player's skill, practice management or game strategies. Assists coaches within various Divisions. Responsible for ensuring all coaches complete and sign the Coaches Application and Code of Conduct Agreement, submit the online background check application, and maintaining visible records for coordinators to review. Confirms completed and approved background check with all League Coordinators prior to Coach having access to players. Assist with coordination of Coaches Training clinics in collaboration with Coordinators and is available to observe and assist coaching staff as needed to improve team dynamics and coaching strategies. Annual review of end of season player eval form, modification as needed for coaches' use. Submits a budget request and recommended training aids and resources by August 1. Attend all LRBL board meetings Confirms completed background check for all travel coaches.

Web Coordinator: Administers LRBL website all social media sites used for communications. Creates annual registration (e.g. program registrations, background check, coach application) in coordination with Coordinators. Processes data of registrations and payment. Provides list of registered players by Division to Division Coordinators. Shall draft, manage and archive annual registration for player/members and maintain lists of all registered members. Shall be responsible to organize and maintain basketball rosters and registration forms. Assist parents with the registration process. Shall be responsible for email distributions to list serves and posting of announcements on website and social media outlets used for LRBL communications in conjunction with board members needs. Shall provide all associated costs to the treasurer by August 1. Attend all LRBL board meetings

SECTION 2: Appointed Board Members: Assisting the Board of Directors are the Referee Coordinator, Head Coaches and Assistant Coaches. These positions are appointed and approved by the Board of Directors on a yearly basis. They are not voting positions. Additional appointments may be made as needed for various projects or program needs. The primary responsibilities of Referee Coordinator, Head Coaches and Assistant Coaches are as follows:

Referee Coordinator: Recruits and assists in training of adult and junior\student referees. Assigns referees for all Recreation League games, monitors performance of referees at games, and solicits feedback from Coaches to aid in improving referee's performance. Submits referee fees to the Board of Directors yearly for approval.

Head Coach: Is responsible for assigned team and communicates with players and families regarding team practice and game schedules. Is responsible for completing an initial background check and renewal as required for participation in youth sport activities. Is the initial contact for player and/or parent inquiries prior to Board member assistance. Is responsible for following LRBL and participating travel league rules of play and conduct at all times. Is responsible for management of practices and games, conduct of players and coaches, and maintaining a safe environment for

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coaching staff and players.

Supervises recording of team statistics, recruiting assistance from assistant coaches and/or spectators as needed.

Assistant Coach: Is responsible for supporting the head coach and assigned team at practices and games. Is responsible for completing a background check and renewal as required for participation in youth sport activities. Is responsible for following LRBL and participating travel league rules of play and conduct at all times.

ARTICLE III - SELECTION OF OFFICERS/BOARD OF DIRECTORS

SECTION 1: All positions within the Board of Directors are voluntary positions. Nominations for open Board positions shall be obtained at the last scheduled meeting of the LRBL season followed by a vote to appoint new members in the same meeting. The LRBL Board new appointments will take effect immediately following the last regular season meeting. All Directors shall be eligible for reappointment.

SECTION 2: The terms of office for all Directors shall be two (2) years except in the year of reorganization or initial approval of these By-Laws.

The following members are to be appointed in even years:

- President
- Secretary
- Equipment Coordinator
- Recreational Coordinator
- Lil Dribbler
- Web Coordinator

The following members are to be appointed in odd years:

- Vice President
- Treasurer
- Instructional Coordinator
- Coach Coordinator
- Travel Coordinator
- Girls Coordinator

The exception to this procedure shall be in the event of reorganization or the first-time appointment of a new Board Member.

SECTION 3: In the event of death, resignation or inability to perform the duties of office for any reason of any officer or member of the Board of Directors, the President shall select a new member,

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with approval of the majority of the remaining Directors. Such new members shall serve in that capacity until the end of the current term.

ARTICLE IV - MEETINGS AND VOTING

SECTION 1: The membership of the League shall hold an annual meeting in the month of May at such place and time as shall be determined by the Board of Directors. Notice of the time and place of such annual meeting shall be made known to the membership of the League through e-mail distribution, website and other social media postings not fewer than ten (10) days prior to the date of the meeting.

SECTION 2: The Board of Directors shall meet on a scheduled and/or as needed basis at such time and place determined by the President with no fewer than 7 meetings per year. The presence of a number of Board members sufficient to constitute a quorum shall be necessary for the transaction of business at any meeting. For purposes of this section, a majority of the Board members shall constitute a quorum at the meeting. Each Board member present shall be entitled to one (1) vote. If a board member is unable to be physically present at a scheduled meeting due to unforeseen circumstances, that member will be allowed to attend remotely via phone or video conference. Any remote member will be required to attend the meeting in its entirety to count towards a quorum and be entitled to their one (1) vote.

SECTION 3: The fiscal year of LRBL shall run from September 1 through August 31.

SECTION 4: Special meetings or requests for e-mail\ voice votes of the Board may be called by the President, or upon the request of at least three (3) members of the Board of Directors. The presence of a number that makes up a majority of Board members shall be necessary for the transaction of business at any special meeting to constitute a quorum. For purposes of this section, the board members present shall govern, except as is otherwise specifically provided. If a board member is unable to be physically present at a special meeting due to schedule conflicts and/or unforeseen circumstances, that member will be allowed to attend remotely via phone or video conference if privacy can be maintained for a closed or private session. Any remote member will be required to attend the meeting in its entirety to count towards a quorum and be entitled to vote. Each Board member present, physically or via alternate means shall be entitled to one (1) vote. Closed or private sessions to address personnel issues may be held as long as they are revisited at the next scheduled meeting.

SECTION 5: Notice of all special meetings shall be given at least three (3) days in advance thereof to all members of the Board of Directors.

SECTION 6: At each LRBL annual meeting, all eligible members present shall be entitled to vote. An eligible member is defined as all current Board members, Coaches and parents or legal guardians of all eligible players. There shall be no proxy voting.

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SECTION 7: The presence of a number of members sufficient to constitute a quorum shall be necessary for the transaction of business at any annual meeting. For the purpose of this Section, at least ½ (50%) of the Board members shall constitute a quorum at the meeting, and a majority of those present shall govern. A majority of those present and eligible to vote shall be required for questions brought to a vote. Each member present shall be entitled to one (1) vote. If a current board member is unable to be physically present at a scheduled meeting due to unforeseen circumstances, that member will be allowed to attend remotely via phone or video conference. Any remote member will be required to attend the meeting in its entirety to count towards a quorum and be entitled to their one (1) vote.

SECTION 8: All matters concerning the policy of LRBL shall be decided by vote of the Board of Directors and no motion shall be carried without a favorable vote from a majority of those present at a duly constituted meeting.

ARTICLE IV - POLICY AND PROCEDURE

SECTION 1: The Board shall maintain a separate Policies and Procedures Manual. This manual shall outline the operational policies and procedures of the organization and may be updated as needed.