



EL DORADO HILLS LITTLE LEAGUE CONSTITUTION

League ID No.: 405-54-22

THIS BOX FOR REGIONAL USE ONLY

Date submitted: _____ Date accepted: _____ Not accepted: _____

ARTICLE I- NAME

This organization shall be known as the **El Dorado Hills Little League**, hereinafter referred to as “Local League.”

ARTICLE II- OBJECTIVE

Section 1. The objective of the Local League shall be to positively impact youth and communities using the power of youth baseball and/or softball to teach life lessons to build stronger individuals and communities.

Section 2. To achieve this objective, the Local League will provide a supervised program of baseball consistent with the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall consider and incorporate the values of Little League: *Teamwork, Community, Inclusion, Fun, and Integrity*. The molding of future citizens is of prime importance and the attainment of exceptional athletic skill or the winning of games is secondary. In accordance with Section 501(c)(3) of the Federal Internal Revenue Code, the Local League shall operate exclusively as a nonprofit educational organization providing a supervised program of competitive baseball. No part of the net earnings shall benefit any individual or be used in any substantial part to influence legislation or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE III- MEMBERSHIP

Section 1. Any person sincerely interested in active participation to further the objective of the Local League may apply to become a Member.

Section 2. There shall be the following classes of Members:

(a) **Regular Members (“Members”):** Members are either current year Board of Directors and/or Parents/Guardians that elect to donate \$2.00 to the Local League during Spring Registration. Parents/Guardians that choose to donate shall be deemed a Regular Member for a single year term, commencing with October 1st and ending with September 30th of any particular year.

(b) **Player Members:** Any player candidate meeting the requirements of Little League Regulation IV shall be eligible to compete for participation. Player Members shall have no rights, duties, or obligations in the management or in the property of the Local League.



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Section 3. Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of the Local League. Members shall not be actively engaged in the organization, operation and/or leadership of any other baseball and/or softball program.

Section 4. Dues, if any, for Members may be fixed at such amounts as the Board of Directors shall determine for a particular fiscal year. Dues for Members are separate from registration fees for Player Members, which are determined annually by the Board of Directors in accordance with Little League Regulation XIII (c).

Section 5. Suspension/Termination. Membership may be terminated by resignation or action of the Local League's Board of Directors as follows:

(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, suspend or terminate the membership of any Member of any class, including managers, coaches, and other volunteers when the conduct of such person is inconsistent with the values of Little League Baseball, Incorporated and is considered detrimental to the best interests of the players, Local League and/or Little League Baseball, Incorporated. The Member involved shall be notified of such meeting, informed of the general nature of the charges, and be given an opportunity to appear at the meeting to answer such charges.

(b) The Board of Directors shall, in case of a Player Member, give notice to the Manager of the team for which the player is a Player Member. Said Manager shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation in the Local League by two-thirds vote of those present at any duly constituted Board meeting.

(c) If membership dues are collected, Members who fail to pay their fixed dues may, by a two-thirds vote of the Board present at any duly constituted Board meeting, be dropped from the rolls and shall forfeit all rights and privileges of membership. The Board of Directors will establish the number of days within which applicants have to pay membership dues as part of the annual Policies and Procedures which shall be voted on at the first Board meeting of each fiscal year.

ARTICLE IV- BOARD OF DIRECTORS

Section 1. The management of the property and affairs of the Local League shall be vested in the Board of Directors.

Section 2. The Board of Directors shall be comprised of no fewer than seven (7) and no more than twenty-five (25) Members in good standing. The Officers of the Board of Directors shall include, at a minimum: President, Vice President(s), Treasurer, Secretary, Player Agent,



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Safety Officer, and Vice President of Operations (Coaching Coordinator), per Little League Regulation I(b).

Section 3. If any vacancy occurs on the Board of Directors, by death, resignation or otherwise, it may be filled, for the balance of the absent Board Member's term of office, by a majority vote of the remaining Directors at any duly constituted Board meeting or Special Board Meeting called for that purpose.

Section 4. Regular meetings of the Board of Directors shall be held immediately following the Annual Meeting and, on such days, thereafter as shall be determined by the Board.

(a) The President or Secretary shall at the request in writing of at a minimum of three (3) Directors, issue the call for a Special Board Meeting. In the case of Special Board Meetings, such notice shall include the purpose of the meeting and only matters so stated in such notice may be acted upon at the Special meeting. Meetings of the Board of Directors may be held in-person and/or by telephonic or electronic means and such means shall be clearly stated in any meeting notice.

(b) Notice of every Board Meeting shall be given by the Secretary personally, electronically or by mail to each Director a minimum of five (5) calendar days before the time appointed for the meeting to the last recorded email address of each Director.

(c) At any meeting of the Board of Directors, the presence of one-fifth of the Board of Directors shall constitute a quorum for the transaction of regular business. If a quorum is not present, no business shall be conducted.

(d) 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.

(e) A simple majority vote of the Directors present during a duly constituted Board of Directors meeting is necessary to approve any action relating to the general business of the Local league.

(f) No Director shall be allowed to vote by proxy at any meeting of the Board of Directors.

Section 5. Committees. The Board of Directors shall have the power to appoint, change, and amend, 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. Committee appointments shall be done on an annual basis and are subject to the standing committees detailed on **Addendum 1**.

(a) The Board may adopt such rules and regulations for the conduct of its committee meetings and the management of the Local League as it may deem proper, provided



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such rules and regulations do not conflict with this Constitution or the Rules and Regulations of Little League Baseball, Incorporated.

(b) The Board shall have the power by a two-thirds vote of those present at any regular Board or Special Board Meeting to discipline, suspend or remove any Director, Officer, Committee Member, or Member of the Local League in accordance with the procedure set forth in Article III, Section 5.

Section 6. Robert's Rules of Order shall govern the proceedings of all Local League meetings, including Board of Directors meetings. Any action taken by the Board of Directors at a meeting at which a quorum is present will be deemed the action of the Board of Directors, except where same conflicts with this Constitution. Minutes of all meetings will be recorded and will accurately reflect the action(s) taken.

ARTICLE V- DUTIES AND POWERS OF THE BOARD

Section 1. 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 membership or have been elected to fill a vacancy on the Board.

Section 2. President. Generally, the President shall:

(a) Conduct the affairs of the Local League and execute the policies established by the Board of Directors.

(b) Present a report of the condition of the Local League 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 the Local League.

(d) Be responsible for the conduct of the Local League in strict conformity to the policies, principles, and Rules and Regulations of Little League Baseball, Incorporated, as agreed to under the conditions of charter issued to the Local League by that organization.

(e) Investigate complaints, irregularities, and conditions detrimental to the Local League and report thereon to the Board or Executive Committee as circumstances warrant.

(f) Prepare and submit an annual budget to the Board of Directors and be responsible for the proper execution thereof.

(g) With the assistance of the Player Agent and Registrar, examine the application and support proof-of age documents of every player candidate and



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(h) Certify to residence or school enrollment, and age eligibility before the player may be accepted for tryouts and selection.

(i) Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9; or delegate this responsibility to the league Safety Officer, or other designated Board member.

(j) Ensure that all individuals who submit the Volunteer Application complete the Abuse Awareness Training as outlined in the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board member.

(k) Ensure the Local League compliance with the requirements of the Little League Child Protection Program or delegate this responsibility to the league Safety Officer, or other designated Board Member.

Section 3. Vice President(s).

(a) The Vice President of Administration shall:

(i) Perform the duties of the President in the absence or disability of the President, provided he or she is authorized by the President or Board to so act. When so acting, the Vice President shall have all the powers of that office.

(ii) Perform such duties as from time to time may be assigned by the Board of Directors or by the President.

(iii) Assist the league President with League, District, and Community responsibilities as needed.

(iv) Disseminate information to the parents, players and the Board as needed.

(b) Vice President of Operations.

(i) Monitor League operations.

(ii) Review and/or approve MOU for field allocations.

(iii) Represent/coordinate manager and coaches in the League.

(iv) Monitor and recommend changes related to each Division's rules.

Section 4. Secretary. The Secretary shall:

(a) Be responsible for recording the activities of the Local League and maintain appropriate files, mailing lists, email lists and necessary records.



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- (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 Regular Members, Directors and Committee Members and give notice of all meetings of the Local League, the Board of Directors, and Committees.
- (d) Maintain a current list of all Regular Members in good standing and determine the number of Regular Members needed to constitute a quorum.
- (e) Keep the minutes of the meetings of the Members, the Board of Directors, and the Executive Committee, and cause them to be recorded electronically and stored in an electronic format.
- (f) Conduct all correspondence not otherwise specifically delegated in connection with said meeting and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (g) Notify Members, Directors, Officers and Committee Members of their election or appointment. Provide each of these individuals with a copy of the Local League Constitution.

Section 5. Treasurer. The Treasurer shall:

- (a) Perform such duties as are herein set forth and such other duties as are customarily incident to the Office of Treasurer or may be assigned by the Board of Directors.
- (b) Receive all moneys and securities, 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, including the Auxiliary, approve all payments from allotted funds and draw checks therefore in agreement with policies established in advance of such actions by the Board of Directors. All disbursements by check must have dual signatures.
- (d) Prepare an annual budget, under the direction of the President, for submission to the Board of Directors at the Annual Meeting.
- (e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board of Directors at the Annual Meeting, and to Little League International.

Section 6. Player Agent. The Player Agent shall:

- (a) Record all player transactions and maintain an accurate and up-to-date record thereof.



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- (b) Receive and review applications for player candidates and assist the President in verifying residence or school enrollment and age eligibility.
- (c) Conduct tryouts, player draft, and all other player transactions or selection meetings.
- (d) Prepare the Player Agent's list.
- (e) Prepare for the President's signature and submission to Little League Baseball, Incorporated team rosters, including players claimed, and the tournament team eligibility affidavit.
- (f) Notify Little League Baseball, Incorporated of any subsequent player replacements or trades.

Section 7. Safety Officer. The Safety Officer shall:

- (a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for Players and all participants of Little League.
- (b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting which may include:
 - (i) Education – Facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.
 - (ii) Compliance – Promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
 - (iii) Reporting – Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.
 - (iv) Background Checks - If the League President so designates, the Safety Officer will complete the required background checks per Little League Regulation I(b) and I(c)(8) & (9).

Section 8. Additional Board Directors/Members. Additional Board Directors, Members, Managers, and Committees may be established by the Board of Directors and may be filled by persons who do not serve on the Board of Directors but may report to such. The need for and responsibilities of those positions will be reviewed annually and included in the Local League's Policies and Procedures. A complete listing of current and additional Board of Directors and their respective roles are incorporated and detailed in **Addendum 2**.



ARTICLE VI- COMMITTEES

Section 1. Executive Committee.

(a) The Board of Directors may appoint an Executive Committee which shall consist of not less than three (3) nor more than five (5) Directors, one of whom shall be the President of the Local League.

(b) The Executive Committee shall advise with and assist the Officers of the Local League in all matters concerning its interests and the management of its affairs, and shall have such other powers as may be delegated to it by the Board, but in no event will the Executive Committee have authority over the Board of Directors.

(c) At any meeting of the Executive Committee, a majority of the total number of members then in office shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.

Section 2. The Board of Directors may appoint such Committees as it may deem necessary or desirable and may prescribe the powers and duties of each Committee in Policies and Procedures. Committee Chairs and members of the Committees shall have no vote on actions taken by the Board of Directors unless such individuals have been elected to the Board by the membership or have been elected to fill a vacancy on the Board. A listing of all current committees is incorporated as **Addendum 1**, and will be updated by the Board Annually.

ARTICLE VII- GENERAL MEMBERSHIP MEETINGS

Section 1. Definition. A General Membership Meeting is any meeting of the membership of the league which is called in accordance with this Constitution. A minimum of one meeting per year (Annual Meeting, see Section 6) is required. General Membership Meetings may be held in-person and/or by other electronic means which allow for full participation by all Members.

Section 2. Notice of Meeting – Notice of each General Membership Meeting shall be delivered personally, electronically, or by mail to each Member at the last recorded address at least 10 calendar days in advance of the meeting, setting forth the place, time, and purpose of the meeting.

Section 3. Quorum – At any General Membership Meeting, the presence in person or representation by absentee ballot of twenty (20) percent of the Regular Members or forty (40) Regular Members, whichever is less, shall be necessary to constitute a quorum. If a quorum is not present, no business shall be conducted. The Secretary shall be responsible for providing a list of all Regular Members in good standing.

Section 4. Voting – Only Regular Members in good standing shall be entitled to attend, make motions and vote at General Membership Meetings. However, the Board of



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Directors may invite, admit, and recognize guests for presentations or comments during General Membership Meetings.

Section 5. Absentee Ballot – For the expressed purpose of accommodating a Regular Member in good standing who cannot attend a General Membership Meeting at which new Board members will be elected, an absentee ballot may be requested and obtained from the Secretary of the Local League. The absentee ballot shall be properly completed, signed, and returned in a sealed envelope to the Secretary prior to the date of the election. The Secretary shall present all absentee ballots to the Election Chairman (appointed at the meeting) on the date of the meeting, prior to the voting portion of the election process.

Section 6. Annual Meeting of the Members – The Annual Meeting of the Members of the Local League shall be held the first Thursday in June each year for the purpose of electing the Board of Directors, receiving reports, reviewing the Constitution, appointing committees, and for the transaction of such business as may properly come before the meeting.

(a) The Membership shall receive at the Annual Meeting of the Members of the Local League a report, verified by the President and Treasurer, or a majority of the Directors, showing:

(i) The condition of the Local League, to be presented by the President or his/her designee.

(ii) A general summary of funds received and expended by the Local League for the previous year, the amount of funds currently in possession of the Local League, and the name of the financial institution in which such funds are maintained.

(iii) The whole amount of real and personal property owned by the Local League, where located, and where and how invested.

(iv) For the year immediately preceding, the amount and nature of the property acquired, with the date of the report and the manner of the acquisition, the amount applied, appropriated, or expended, and the purposes, objects, or persons to or for which such applications, appropriations or expenditures have been made.

(v) The names of the persons who have been admitted to Membership in the Local League during the preceding year.

(b) This report shall be filed with the records of the Local League and entered in the minutes of the proceedings of the Annual Meeting. A copy of such report shall be forwarded to Little League International.

(c) At the Annual Meeting, the Regular Members shall elect the Board of Directors. If the total number of Board candidates exceeds the number of available Board positions, then those Board candidates receiving the most votes will be considered elected to the Board. Regular Members may only cast a number of votes equal to or less than the board



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positions available. In the event of a tie in the number of votes received by two or more Board candidates for unfilled Board seats, a run-off election, in which all Members may vote, will be held for the tied Board candidates.

(d) After the Board of Directors is elected, the Board shall meet to elect the Officers of the Board.

(e) After the election, the Board of Directors shall assume the performance of its duties on October 1st of every year. The Board's term of office shall continue until its successors are elected and qualified under this section at the next annual meeting.

Section 7. Special General Membership Meetings – Special General Membership Meetings may be called by the Board of Directors, by the Secretary or President at their discretion. Additionally, upon the written request of a minimum of three (3) Members, the President or Secretary shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the Special General Membership Meeting shall be transacted at any Special General Membership Meeting. Such Special General Membership Meeting shall be scheduled to take place not less than ten (10) calendar days after the request is received by the President or Secretary.

Section 8. Any vote by the Regular Members at a meeting at which a quorum is present will be deemed the action of the Regular Members, except where same conflicts with this Constitution. Minutes of all meetings will be kept and will accurately reflect the action(s) taken.

ARTICLE VIII- AFFILIATION

Section 1. The Local League shall annually apply for a charter from Little League Baseball, Incorporated, and shall do all things necessary to obtain and maintain such charter. The Local League shall devote its entire energies to the activities authorized by such charter, and it shall not be affiliated with any other program or organization or operate any other program.

Section 2. The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated shall be binding on the Local League.

Section 3. The local rules, ground rules and/or bylaws of the Local League shall be adopted by the Board of Directors at a meeting to be held not less than one month before the first scheduled game of the season, but shall in no way conflict with the Rules, Regulations and Policies of Little League Baseball, Incorporated, nor shall they conflict with this Constitution. The local rules, ground rules and/or bylaws of this Local League shall expire at the end of each playing season and are not considered part of this Constitution.

ARTICLE IX- FINANCIAL AND ACCOUNTING

Section 1. The Board of Directors shall decide all matters pertaining to the finances of the Local League and it shall place all income including auxiliary funds, in a common league



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treasury, directing the expenditure of funds in such manner as will give no individual or team an advantage over those in competition with such individual or team.

Section 2. The Board shall not permit the contribution of funds or property to individual teams but shall solicit funds for the common treasury of the Local League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the Local League.

Section 3. The Board shall not permit the solicitation of funds in the name of Little League Baseball, Incorporated unless all funds so raised be placed in the Local League treasury.

Section 4. The Board shall not permit the disbursement of Local League funds for other than the conduct of Little League activities in accordance with the Rules, Regulations, and Policies of Little League Baseball, Incorporated. All disbursements shall be made by check, or league credit or debit card. All checks shall be signed by both the Local League Treasurer and such other officer or officers, or person or persons, as the Board of Directors shall determine.

Section 5. No Board member authorized to disburse funds may be the spouse or family relative of the Local League President or Treasurer or have direct access to league funds without the approval of the majority of the Board of Directors with such vote recorded in the minutes. The use of a league credit or debit card is permitted, and the card is returned to the Local League President, Treasurer, or Chairman of the Audit Committee with receipt for all purchases made within three (3) days of the purchase date.

Section 6. No Director, Officer, or Member of the Local League shall receive, directly or indirectly any salary, compensation, or payment from the Local League for services rendered as Director, Officer, or Member.

Section 7. All moneys received, including sponsorship and fundraising, shall be deposited into the financial account of the Local League which must be a federally insured bank or other certified financial institution as determined by the Board. The establishment of the Local League account or change of account must be noted in the board minutes.

Section 8. The fiscal year of the Local League shall begin on October 1 and shall end on September 30.

Section 9. Upon dissolution of the Local League program for any reason and after all outstanding debts and claims have been satisfied, the Regular Members may either direct the remaining property of the Local League to another chartered Little League program in good standing with Little League Baseball, Incorporated or may direct the funds to Little League Baseball, Incorporated.



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ARTICLE X- AMENDMENTS

Section 1. This Constitution may only be amended, repealed, or altered in whole or in part by a majority vote at a duly organized meeting of the Members, provided notice of the proposed change is included in the notice of such meeting.

This Constitution was approved by the Local League Regular Membership on
(date)_____.

President's Name (printed)_____

President's Signature_____

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Little League Baseball Incorporated does not limit participation in its activities on the basis of disability, race, creed, color, national origin, gender, sexual preference or religious preference.



ADDENDUM 1

EDHLL ADDITIONAL COMMITTEES LISTING

Assessments: Player Agent, Members: Vice President of Operations, Vice President of Administration Information Coordinator, Registrar, Scheduler, Treasurer, and President. The assessments committee is responsible for determining the process, flow, items to be assessed, plan and map day and schedule of events.

Auditing: Chairperson: Vice President of Administration, Members: TBD. The President, Treasurer or signatories of checks are not eligible. The Committee will review the Local League's books and records annually prior to the Annual Meeting and shall provide a statement of its findings to the annual financial statement of the President and Treasurer; or may, if directed by the Board of Directors or Membership, secure the services of a Certified Public Accountant to accomplish such review.

Building and Property: (May be combined with Grounds Committee) The Board of Directors may appoint a Building and Property Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall investigate and recommend available, suitable sites and plans for development, including ways and means, the latter in cooperation with the Finance Committee. It shall be responsible for repair and improvement recommendations, other than normal maintenance, and supervise the performance of approved projects.

Communications Chairperson: Info Coordinator, Members: Registrar, Volunteer Coordinator and President. The communication committee will review web content, participation, advertising, and calendar. Responsible for developing processes for keeping membership informed and up to date throughout the season.

Concessions Chairperson: Concessions Manager, Members: Spirit Wear Coordinator, Treasurer, Vice President of Operations, the role of the concession committee is to review concessions schedule, offerings, and coupons.

District: The Board of Directors may appoint a District Committee consisting of the Local League President as chairperson and two (2) other Directors. The Committee shall assist the District Administrator in interleague district functions including the selection of members of the District Administrator's Advisory Committee and the selection of tournament sites and area tournament directors.

Fall Ball Chairperson: Vice President of Operations. Members: Sponsorships, President, Scheduler, Registrar. The role of the Fall Ball committee is to coordinate the Fall Ball Program, to include clinic structure, obtaining medical release forms, team formation, scheduling inter-league games, registration, and scheduling umpires.

Field/ Safety Chairperson: Safety Coordinator, Members: Field Coordinator and President The field safety committee will inspect all fields, list items for improvement and report, responsible



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for the safety program administration and enforcement, field allocations and maintenance, MOU, performing background checks, equipment checks.

Finance: The Treasurer shall be an ex-officio member of the Committee. The Committee shall investigate ways and means of financing the Local League, including team sponsorships, and submit recommendations. It shall be responsible for taking up collections at games, if such collections are authorized by the Local League, and shall provide the collections to the Treasurer immediately after each game.

Fundraising: The fundraising committee will review and conduct one league fund-raiser (such as a Hit-a-Thon). Review other fundraising opportunities such as: Team sponsorship, restaurant revenue share nights.

Grounds: (May be combined with Building and Property Committee) The Board of Directors may appoint a Grounds Committee which shall be responsible for the care and maintenance of the playing field(s), buildings, and grounds. It shall operate within the amount appropriated in the approved budget for that purpose.

League Administration: Vice President of Administration Members: Registrar, Sponsorship, Vice President of Operations and President. The league administration committee will review the year end survey, create a FAQ for the League website, review and post the league calendar, and create a process for forms process and obtaining required league forms.

Manager Selection: Chairperson: Vice President of Operations, Members: Events, Information Coordinator, Player Agent, Registrar, Treasurer, Umpire in Chief and President. The manager selection committee shall interview and investigate prospective managers and coaches, including those for the Minor League teams and recommend acceptable candidates to the President, for appointment and subsequent approval by the Board of Directors. It shall, during the playing season, observe the conduct of the managers and coaches and report its findings to the President of the Local League. It shall, at the request of the President or Board of Directors, investigate complaints concerning managers and coaches and make a report thereof to the President or Board of Directors as the case may be.

Membership : The Board of Directors may appoint a Membership Committee consisting of three (3) Directors and other appointed Regular Members. The Committee shall receive the names of prospective Honorary, Sustaining and Regular Members, investigate for eligibility and recommend those qualified for election at the annual, regular or any special meetings of the Members or the Board of Directors as the case may be.

Nominating: Chairperson: Vice President of Operations, Members: Player Agent, Sponsorship Coordinator and President. Directors and other appointed Regular Members. The Committee shall investigate and consider eligible candidates and submit at the Annual Meeting a slate of candidates for the Board of Directors. The Committee shall also submit for consideration by the Board of Directors a slate of Officers and Committee Members.



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Opening Day: Chairperson: Events Coordinator, Members: Registrar, Treasurer, Vice President of Operations, and President. The opening day committee will include all activities events scheduled for opening day, including vendors, food, activities, and parade.

Playing Equipment: Chairperson: Equipment Coordinator Members: Sponsorship Coordinator and President. The Board of Directors may appoint a Playing Equipment Committee which shall secure bids on needed supplies and equipment and make recommendations for their purchase to the Board. The Committee shall be responsible for the proper issuance of such supplies and equipment and for the repair, cleaning, and storage thereof at the close of the season.

Post season: Chairperson: Event Coordinator Members: Field Coordinator, Player Agent, Registrar and President. The postseason committee shall review tournament needs, recruit volunteers. Coordinate concessions with concession manager. Decorate stands, purchase and/or make sure all tournament needs are at field.

Rules: Chairperson: Vice President of Operations, Members: Player Agent and President. The role of the rules committee is to review Bylaws, division rules, and division focus on an annual basis.

Umpire: The Board of Directors may appoint an Umpire Committee consisting of four (4) Directors and other appointed Regular Members. The Local League President shall be chairperson of any such Committee. The Committee shall recruit, interview, and recommend to the President for appointment a staff of umpires, including a chief umpire and replacements. When appointed, the staff of umpires shall be under the personal direction of the Local League President, assisted by the Chief Umpire who shall train, observe, and schedule the staff.



ADDENDUM 2

BOARD POSITIONS AND ROLES

Section 1. Vice President of Administration. The Vice President of Administration shall:

- (a) Assist the League President with league, district and community responsibilities as needed (league/district meetings, community issues, etc.).
- (b) Recruit, coordinate, and communicate with the team parents for each division
- (c) Schedule and facilitate the pre-season Team Parent meeting
- (d) Disseminate information to all team parents throughout the season regarding opening day, little league day, fundraisers, volunteer opportunities, etc.
- (e) Contract and schedule vendor for individual, team pictures and all-star pictures
- (f) Responsible for maintaining league calendar
- (g) Coordinate River Cats Day at Raley Field for Local League, scheduled by District 54
- (h) Coordinate trophy vendor per current budget
- (i) Be an authorized signer on the Local League bank account
- (j) Create and distribute registration flyers for local merchants
- (k) Contact schools and/or districts for dissemination / posting of flyers or in newsletter
- (l) Community contact for activities with CSD (Trunk or Treat, Open Houses)
- (m) Order banners / signage for League Events

Section 2. Vice President of Operations. The Vice President of Operations shall:

- (a) Monitor league operations
- (b) Review MOU for field allocations
- (c) Recommend changes related to rules
- (d) Be escalation point of contact for managers
- (e) Recruit, manage, organize, and track collection of manager and coach applications
- (f) Provide applications to Safety Officer for background checks
- (g) Provide recommendations / forecasting teams by division
- (h) Track attendance of all managers and coaches for trainings and meetings
- (i) Coordinate and facilitate the manager / coach pre-season meeting(s)
- (j) Provide advance communication of rules for draft to managers and coaches AA and above
- (k) Attend and oversee the drafts and/or team formation for all divisions
- (l) Approve game schedules and oversee practice schedules
- (m) Review and approve proposed changes to schedule due to rainout or other legitimate need to reschedule
- (n) Review safety manual on an annual basis



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- (o) The Vice President of Operations shall have all the powers of the President in the President's absence, disability, or is authorized
- (p) Responsible for disseminating rule changes to managers and coaches
- (q) Perform such duties as from time to time may be assigned by the Board of Directors or by the President
- (r) Represent coaches/managers in league
- (s) Present a coach/manager training budget to the board
- (t) Coordinate mini clinics for coaches/managers
- (u) Establish coaching materials / trainings (i.e., Wahlbeck, Big AI, PCA)
- (v) Responsible for overseeing the umpire, equipment, and field coordinators

Section 3. Concessions Coordinator. The Concessions Coordinator shall:

- (a) Maintain the operations of the snack shack
- (b) Maintain and post safe handling instructions
- (c) Adhere to annual budget and purchasing policy
- (d) Balance and reconcile receivables to tracking software (Square)
- (e) Organize the purchase of concession products
- (f) Responsible for the management of the concession sales at league events
- (g) Organize, tally, and keep records of concession sales and purchases
- (h) Train and keep track of the staffing of volunteers
- (i) Implement policies for opening, running, clean-up, inventory, and restocking products.

Section 4. Equipment Coordinator. The Equipment Coordinator shall:

- (a) Assemble gear bags A and above
- (b) Handout, collect, and maintain baseball equipment and balls
- (c) Coordinate equipment disbursement with the Vice President of Operations for all equipment (including Fall Ball, regular season, and all-stars)
- (d) Responsible for collecting and restocking equipment at the end of the season in preparation for the next season
- (e) Responsible for ordering scorebooks and restocking sheds
- (f) Ensure that each shed has equipment for junior umpires, reordering / replacement equipment
- (g) Performs inventory of all equipment and league property (i.e., coolers, shade structures, etc.) reports to treasurer and President
- (h) Orders Equipment for the League in accordance with budget plan
- (i) Coordinate with Safety Coordinators to receive first aid kits and safety manual.

Section 5. Events Coordinator. The Events Coordinator shall:

- (a) Create an annual calendar of Local League events (Opening Day, Go Pink, Manger, Coach Umpire appreciation, HRD, Flag Ceremony)
- (b) Responsible for Opening Day and closing ceremonies
- (c) Communicate coordinates participation to Volunteer Coordinator
volunteer needs



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- (d) Advise Board of event logistics to include role, time, dates, etc.
- (e) Responsible for Home Run Derby and the Manager, Coach & Umpire

Appreciation

- (f) Responsible for creating Go PINK event, weeklong event with kick-off Friday before Mother's Day.

Section 6. Field Coordinator. The Field Coordinator shall:

- (a) Work with CSD Parks Facilities Leader for improvement and development of all fields per Little League standards
- (b) Attend CSD Parks and Recreation meetings
- (c) Act as the liaison between CSD and Local League for day-to-day operations
- (d) Attend with the President the Field allocation meeting
- (e) Participate in MOU completion and follow-up
- (f) Communicate with managers and information coordinator of field closures due to weather.
- (g) Communicate any safety concerns to CSD
- (h) Field check, review, maintenance for mounds, and field check equipment needs.
- (i) Perform such other duties as, from time to time, may be assigned by the Board or President.

Section 7. Field Equipment Coordinator. The Field Equipment Coordinator shall:

- (a) Maintain batting cages and access
- (b) Ensure all fields have supply of necessary (i.e., chalk, paint, drying agent) and equipment (i.e. drag, rake, hose) continue to monitor field maintenance equipment throughout season
- (c) Communicate any safety concerns to the field coordinator who will relay to CSD
- (d) Field check, review, maintenance for mounds, and field check equipment needs
- (e) Liaison / Contact for field vendor items (i.e., Ewing, Emigh's etc.)
- (f) Responsible for ordering scorebooks and restocking sheds
- (g) Responsible for having sheds secured with combo locks
- (h) Ensure that each shed has equipment for junior umpires, reordering / replacement equipment
- (i) Responsible for ordering porta potties to be placed at rented fields that do not have permanent bathrooms
- (j) Perform such other duties as, from time to time, may be assigned by the Board or President.

Section 8. Information Coordinator. The Information Coordinator shall:

- (a) Maintain Local League website content accuracy and maintenance
- (b) Update and post content to social media such as Facebook, Twitter, Instagram, etc.



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- (c) Ensure that league news are updated on a regular basis
- (d) Collect, post, and distribute important information on League activities including direct dissemination of fundraising and sponsor activities to Little League International, District 54, public, league members and media
- (e) Maintain list of contacts, emails (Constant Contact)
- (f) Creation and dissemination of monthly newsletter
- (g) Serve as primary contact person for Little League regarding optimizing use of the Internet for league administration and for distributing information to league members and to Little League Baseball, Incorporated.

Section 9. Marketing Public Relations Manager.

- (a) Oversee new player recruitment efforts
- (b) Develop and maintain a league marketing plan focused on player recruitment and retention
- (c) Oversee efforts to market new divisions of play and initiatives offered by the league
- (d) Work with local media to promote the interests of Little League
- (e) Coordinate efforts to make the local league visible in the community year-round.

Section 10. Safety Admin Coordinator.

- (a) Complete the required background checks per Little League Regulation I (b) and I (c) 8 & 9 for all Local League volunteers not defined in Safety Officer 1
- (b) Responsible for providing first aid kit for each equipment bag
- (c) Maintaining supply of first aid kits and ice packs at each field throughout the season
- (d) Manage, organize, and track collection of required training certificates required by Little League International and/or California Law.

Section 11. Safety Coordinator.

- (a) Create ASAP (A Safety Awareness Program) per Little League Baseball to include education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball
- (b) Serve as one of the two Custodian of Record for California Department of Justice fingerprinting
- (c) Coordinate Live Scan event annually for new managers, coaches, umpires, and Board Members
- (d) Develop and implement a plan for increasing safety of activities, equipment, and facilities through education, compliance, and reporting
- (e) Participate in the annual field survey with CSD, President, VP of Operations and Fields Coordinator
- (f) Receive notification of all injuries, responsible for completing accident or incident report and filing with President and District Administrator (as required). In the event a player will be out for the remainder of the season notify the player agent for replacement (as required)



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- (g) Hold an annual safety clinic
- (h) Provide monthly update for review during monthly board meeting
- (i) NOTE: The Safety Officer must, at a minimum consider the following when creating the League's Safety Plan:
 - (i) Education - Should facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.
 - (ii) Compliance - Should promote safety compliance leadership by increasing awareness of the safety opportunities that arise from these responsibilities.
 - (iii) Reporting - Define a process to assure that incidents are recorded, information is sent to league/district and national offices, and follow-up information on medical and other data is forwarded as available.

Section 12. Registrar.

- (a) Set up online registration for spring and fall
- (b) Post/hang registration banners throughout EDH
- (c) Communicate registration information to Board
- (d) Generate scholarship codes
- (e) Be responsible for administration of forms processing event(s)
- (f) Create spreadsheet for forms processing, assessment scoring sheet and player agent pool and brought to assessments
- (g) Track forms and follow up
- (h) Ensure registered players reside in residency boundary or school boundary
- (i) Track and recording School Boundary eligibility
- (j) Receive and review applications for player candidates and assist the President in verifying residence and age eligibility
- (k) Update registration software with team names / division and assign players to teams' post drafts
- (l) Responsible for participating in player draft, tracking of player movement, assignment etc.
- (m) Send team rosters to managers for Spring, Fall and All-Stars
- (n) Update registration software and sending new rosters as players shift
- (o) Provide uniform report to Uniform coordinator post division draft
- (p) Manually perform data entry of off-line payments
- (q) Track and maintenance of team staff
- (r) Provide reports to Volunteer Coordinator, Treasurer and others as requested.
- (s) Issuing refund in registration software if funds are available or forwarding refund information to treasurer
- (t) Update registration software for refunds processed
- (u) Perform such other duties as, from time to time, may be assigned by the Board of Directors or President.

Section 13. Scheduler.

- (a) Maintain a calendar of field closures, blackout dates



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- (b) Schedule of all games (following pre-defined template) (for spring / fall) according to league calendar
- (c) Schedule all practices (for spring/fall) according to league calendar
- (d) Track of field usage for all fields rented from CSD
- (e) Maintain light schedule
- (f) Schedule batting cages
- (g) Communicate changes in schedule to teams/managers
- (h) Reschedule games due to rainouts following Local League rainout policy
- (i) Update scheduling software
- (j) Perform such other duties as, from time to time, may be assigned by the Board of Directors or President.

Section 14. Spirit Wear Coordinator.

- (a) Establish and operate League Spirit Wear program to promote El Dorado Hills Little League
- (b) Maintain, monitor, and replenish inventory
- (c) Create annual spirit-wear program
- (d) Generate new spirit wear offerings
- (e) Coordinate with local vendors to have inventory during the season
- (f) Online store
- (g) Design and order All-Star pin (allow pin trading if teams advance)
- (h) Adhere to annual spirit wear budget.

Section 15. Sponsorship.

- (a) Establish an annual Sponsorship Program with sponsor levels
- (b) Solicits and secures local sponsorships to support league operations
- (c) Collects and reviews sponsorship opportunities
- (d) Maintains records of monies secured through sponsorship initiatives and reports to the Treasurer and board
- (e) Communicate / share information for website with Information Coordinator
- (f) Organizes and implements Sponsor Marketing, (i.e., Banners at fields, web-site promotions recognition)
- (g) Establish/add more partner opportunities and marketing with our local sponsors.

Section 16. Umpire Coordinator.

- (a) Serve as Umpire In Chief (UIC) coordinator of the local league umpire program
- (b) Server as a local league umpire for Local League and District 54
- (c) Recruit and schedule junior and adult umpires
- (d) Schedule training for umpires, both junior and adult
- (e) Attend District 54 UIC meetings and trainings
- (f) Liaison for Local League with District 54 UIC
- (g) Track and review umpire timecards and invoices



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(h) Communicate rule changes to Local League umpires and the Board of Directors. (The VP of Operations will disseminate to the managers and coaches)

(i) Responsible for providing support, training, and guidance throughout the season (clinics, site-visits, check-in calls, etc.)

Section 17. Uniform Coordinator.

(a) Order and distribute all uniforms (Regular Season, Fall Ball, and All Stars) to support the league

(b) Ensures uniforms meet league requirements

(c) Reviews multiple outside sources to obtain best quality and pricing for the league

(d) Provide breakdown of uniform cost by division to President and Registrar

(e) Design, order and disseminate Championship shirts for AA and above

(f) Order and distribute Little League rocker patches

(g) Design, selection and ordering of Board shirts

(h) Design, selection and ordering of Board apparel

(i) Adhere to annual uniform budget.

Section 18. Volunteer Coordinator.

(a) Coordinate with other Board/Committee members volunteer needs

(b) Involved with establishing volunteer requirement for season

(c) Attend annual team parent meeting

(d) Post volunteer opportunities

(e) Communicate available volunteer spots, new openings

(f) Send reminder emails confirming shifts

(g) Communicate volunteer requirement

(h) Track volunteer shifts, provide sign-in sheets

(i) Track refunds throughout season, remove from roster of families

(j) Send weekly reminder

(k) Notify people of rainouts and/or cancelled shifts

(l) Follow up with people who no showed

(m) Communication volunteer cancellations to concessions or event coordinator as application

(n) Provide updates to event coordinator

(o) Answer questions via phone, email, text regarding volunteer status and requirement

(p) Provide email for completed hours

(q) Communicate unfilled requirements

(r) Compile list of those who did not fulfill shift to send invoice.