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League ID #02300505

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Related Terms

Executive Board – President, Vice-President, Secretary & Player Agent

Treasurer Board of Directors – All Board Members

General Membership – All members including the Board of Directors

Regular Playing Season – April to Mid-June

All-Star Season – Mid-June to End of July

Fall Ball Season – August thru November

Quorum – Majority + 1

Fiscal Baseball Year – October 1 thru September 30th of the following year

Term of Office – The Board of Directors shall perform their duties from October 1 to September 30 of the following year

Article I-Name

This organization shall be known as the **Hasbrouck Heights Little League**

Article II-Objective

Section 1. The objective of the Hasbrouck Heights Little League shall be to implant firmly in the children of the community the ideals of good sportsmanship, honesty, loyalty, courage 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.

Section 2. To achieve this objective the Hasbrouck Heights Little League will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors, Officers and Members shall bear in mind that the attainment of exceptional athletic skill or winning of games is secondary, and the molding of future citizens is of prime importance. In accordance with Section 501-(c) (3) of the Federal Internal Revenue Code, the Hasbrouck Heights Little League shall operate exclusively as a non-profit educational organization providing a supervised program of competitive baseball games. No part of the net earnings shall inure the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, otherwise attempting to influence legislation,

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and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

Article III-Membership

Section 1. Eligibility. Any persons sincerely interested in active participation to affect the objective of Hasbrouck Heights Little League may apply to become a Member. Parents of player members become Regular Members after registration fees are paid. Individuals wishing to become Regular Members who are not the parent of a player member may do so as long as they are over the age of 18, and complete a volunteer application.

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

a) Player Members. Any Player candidate meeting the requirements of Little League Regulation IV and who resides within the authorized boundaries of Hasbrouck Heights Little League shall be eligible to compete for participation but shall have no rights, duties or obligations in the management or in the property of Hasbrouck Heights Little League.

b) Regular Members. Any adult person interested in furthering the objectives of the Hasbrouck Heights Little League may become a Regular Member. The Secretary shall maintain the roll of membership to qualify voting members.

Only Regular Members in good standing are eligible to vote at The Annual Meeting. All Officers, Board of Directors, Committee Members, Managers, Coaches, Volunteer Umpires and other elected or appointed officials must be active Regular Members in good standing.

c) Member. As used herein after, the word “Member” shall mean a Regular Member unless otherwise stated.

Section 3. Other Affiliations.

a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as members of Hasbrouck Heights Little League

b) Regular Members should not be actively engaged in the promotion and/or operation of any program detrimental to Hasbrouck Heights Little League. For participants of All- Stars teams, players must adhere to the Hasbrouck Heights Commitment Form.

Section 4. Suspension or Termination.

a) Membership may be terminated by resignation or action of the Board of Directors.

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b) The Board of Directors, by a two-thirds vote of those present at any duly constituted 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 Hasbrouck Heights Little League and/or Little League Baseball.

c) This document outlines Hasbrouck Heights Little League's Code of Conduct for Managers, Coaches, Players and Parents. The National Headquarters of Little League Baseball, Williamsport, Pennsylvania, provides it to ensure all participants understand and practice principles of behavior that support the purpose of Little League baseball as identified:

Hasbrouck Heights Little League Zero Tolerance Policy

Any Manager, Coach, Player or Fan who uses profane or inappropriate language or verbally or physically abuses a child, coach, parent or umpire during the course of the game or directly before or after said game or at a general meeting shall face immediate dismissal from the playing field. Any such dismissals will be referred to the Board of Directors of Hasbrouck Heights Little League to determine if further disciplinary action is warranted. The Board of Directors, by a two-thirds vote of those present at any duly constituted 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 Hasbrouck Heights Little League and/or Little League Baseball.

"Little League is a program of service to youth. It is geared to provide an outlet of healthful activity and training under good leadership in the atmosphere of wholesome community participation. The movement is dedicated to helping children become good and decent citizens. It strives to inspire them with a goal and to enrich their lives towards the day when they must take their places in the world. It establishes the values of teamwork, sportsmanship and fair play."

In light of this, the following Code of Conduct is designed to instill and maintain the highest level of sportsmanship, integrity, fairness and professionalism in the Hasbrouck Heights Little League program. All participants (Managers, Coaches, Parents and Players) accept responsibility for adhering to the Code of Conduct upon registration into Hasbrouck Heights Little League. Violations should be reported to the Hasbrouck Heights Little League Board of Directors for resolution:

Manager/Coach:

- a) Present an image of professionalism and competency, to include dress and appearance.
- b) Present exemplary behavior during all Little League and/or related activities.

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- c) Demonstrate enthusiasm, honesty and respect for the game, which necessarily includes fair play.
- d) Comply with established game, League and International Little League rules.
- e) Display and encourage sportsmanship; encourage the same by players and fans.
- f) Place the emotional and physical well being of players at the top of your priorities (to include a safe playing environment).
- g) Will not use tobacco, drugs or alcohol while involved in/around Little League and/or related activities.

Player:

- a) Present exemplary behavior during all Little League and/or related activities.
- b) Display and encourage sportsmanship at all times.
- c) Demonstrate respect to Managers, Coaches, Umpires and other players.
- d) Will not use tobacco, drugs or alcohol while involved in/around Little League and/or related activities.

Parents:

- a) Present exemplary behavior during all Little League and/or related activities, remembering that all Managers, Coaches and Board of Directors are volunteers.
- b) Display and encourage sportsmanship at all times.
- c) Demonstrate respect to Managers, Coaches, Umpires and players.
- d) Help maintain a clean and safe playing environment.
- e) Will not use tobacco, drugs or alcohol while involved in/around Little League and/or related activities.
- f) The Board of Directors shall, in case of violation by Player Member, give notice to the manager of the team for which the player is a member. Said Manager shall appear, in the capacity of an adviser, with the player before the Board of Directors, which shall have full power to suspend or revoke such right to future participation. The player's parent(s) or legal guardian MUST be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting.

Article IV-Dues for Regular Members (not Players)

Section 1. Dues for Regular Members may be fixed at such amounts as the Executive Board shall determine prior to the beginning of any membership period. The annual membership period shall begin October 1 and end September 30 of following year.

a) Members who fail to pay their fixed dues within thirty (30) days from the time the same become due may by majority vote of the Board of Directors be dropped from the rolls and shall forfeit all rights and privileges of membership.

b) A reasonable Little League participation fee may be assessed as a parent's obligation to assure the operational continuity of Hasbrouck Heights Little League. AT NO TIME SHOULD PAYMENT OF ANY FEE BE A PREREQUISITE FOR PARTICIPATION IN THE LITTLE LEAGUE BASEBALL PROGRAM. (*Little League Regulation XIII (c)*).

Article V - Meetings

Section 1. Annual Meeting. The annual meeting of the Members of Hasbrouck Heights Little League shall be held the last Tuesday in September in each year for the purpose of electing Officers and appointing Committees for the ensuing year. Officers must be nominated no later than the August meeting.

Section 2. Notice of Meeting. Notice of each meeting of the Members shall be published on the website at least ten (10) days but not more than thirty (30) days in advance of, thereby setting forth the place, time and in the case of special meetings, the purpose of the meeting. Notice of regular meetings other than the annual meeting shall be made by publishing the adopted schedule of regular meetings for the ensuing year on the Hasbrouck Heights little league web site.

Section 3. Special Meetings. Special Meetings of the Members may be called by the Board of Directors or the Executive Board 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. Notice of such meeting should be communicated via email to regular members.

Section 4. Quorum.

a) **General and Annual Meeting:** The presence in person of a majority of Members shall be necessary to constitute a quorum. All managers, coaches can vote as soon as they are approved. To maintain eligibility to vote at the annual meeting in September, a member must

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attend 6 general meetings during the Little League fiscal year. Upon written request to the Board of Directors, a general member can be given special consideration due to scheduled Hasbrouck Heights Little League game on the date of general meeting.

b) Board of Director's Meeting or Special Meeting: The presence in person of a majority of Board of Directors shall be necessary to constitute a quorum.

Section 5. Voting. Only Regular Members shall be entitled to vote at any meeting of Hasbrouck Heights Little League unless otherwise stated herein a majority of members present at a meeting at which a quorum is present shall be necessary for the adoption of matters voted upon by the members.

Section 6. Ballot. Each member shall be entitled to one vote in person.

Section 7. Rules of Order. Roberts Rules of Order shall govern the proceedings of all meetings, except where same conflicts with the Constitution or By-Laws of Hasbrouck Heights Little League. At a minimum, the treasurer's report and minutes from previous meeting must be read and adopted.

Article VI-Board of Directors

Section 1. Board and Number. The management of the property and affairs of Hasbrouck Heights Little League shall be vested in the Board of Directors. The number of Directors shall be nine (9). The Directors shall enter upon the performance of their duties on October 1, which is the beginning of the fiscal year and shall continue in office until their successors shall have been duly elected and qualified. Qualified is defined as member in good standing and subject to background checks.

Section 2. Required Members. The Board membership shall consist of President, Vice President, Secretary, Treasurer, Player Agent, Concession Stand Director, League's Coordinator, Equipment/Safety Director, Fund Raising Director, and Facility/Grounds Director, all of whom shall hold office for the ensuing year or until their successors are duly elected.

Section 3. Annual Election and Term of Office. In August, prior to the annual meeting the Board of Directors shall determine the number of Directors to be elected for the ensuing year. All elections of Directors shall be by majority vote of all Members present at the time of the meeting.

Section 4. Vacancies. The Board of Directors will vote on any vacancies.

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Section 5. Meetings, Notice, Quorum. Regular meetings of the Board of Directors shall be held immediately following the annual election and on such days thereafter as shall be determined by the Board. The President or the Secretary may, whenever any of them deems it advisable, and the Secretary shall, at the request in writing of five (5) Directors, issue a call for a special meeting of the Board. Notice of each meeting shall be given by the Secretary to each Director at least two (2) days before the time appointed for the meeting by telephone or electronic mail (e-mail) or personal notice twenty-four hours preceding the meeting.

a) In the case of special meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting.

b) Fifty percent of the Board of Directors, present in person, by telephone or by proxy, shall constitute a quorum for the transaction of business. The act of the majority of the Directors present at the meeting at which a quorum is present shall be the act of the Board of Directors unless the act of a greater number is required by law, the Articles or the By-Laws.

Section 6. Duties and Powers. The Board of Directors shall have the power to appoint such standing committees as it shall determine and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

a) The Board may adopt such rules and regulations for the conduct of its meetings and the management of Hasbrouck Heights Little League as it may deem proper.

b) The Board shall have the power by a two-thirds vote of those present at any regular or special meeting to discipline, suspend or remove any Director or Officer or Committee Member of Hasbrouck Heights Little League in accordance with the procedure set forth in Article III, Section 4 (a).

c) The Board of Directors and Membership shall receive at the annual meeting of the members of Hasbrouck Heights Little League a report verified by the President and Treasurer or by a majority of the Directors showing the whole amount of real and personal property acquired during the year immediately preceding the date of the report and the manner of the acquisition, the amount applied or appropriated or expended during the year immediately preceding, the date and the purpose, the objects or persons to or for which such applications, appropriations or expenditures have been made and the names and places of residence of persons who have been admitted to membership of Hasbrouck Heights Little League during such year, which reports shall be filed with the records of Hasbrouck Heights Little League and an abstract thereof entered in the minutes of the proceedings of the annual meeting.

Article VII - Other Committees

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Section 1. Membership Committee. The Board of Directors may appoint a Membership Committee of Directors and other appointed Regular Members.

- a) The Committee shall receive the names of prospective Regular Members, investigate for eligibility and recommend those qualified for election at any meeting of the Board of Directors.
- b) The Board of Directors of Hasbrouck Heights Little League will, from time to time, establish such other committees as deemed necessary and may prescribe the duties and powers of each.

Article VIII - Officers, Duties and Powers

Section 1. Officers. The Board of Director membership shall consist of President, Vice President, Secretary, Treasurer, Player Agent, Concession Stand Director, League's Coordinator, Equipment/Safety Director, Fund Raising Director and Facility/Grounds Director, all whom shall hold office for the ensuing year or until their successors are duly elected.

- a) Each year, the newly elected Board of Directors shall determine the official positions of each board member. The Board must use its best efforts in forming a board in which the President and Player Agent conform to the Williamsport policy regarding "managing, coaching, and umpiring." In the event that the only qualified candidates for these positions will also perform the duties of "managing, coaching, or umpiring" during the upcoming season, the Board may still appoint these individuals in the capacity of "Acting President" and "Acting Player Agent". At the next regular membership meeting of the league (the last Tuesday in November), a majority of the members present must vote to authorize these individuals serving as "President" and "Player Agent" for the remainder of their term (s) (September 30 of the following year). These officers shall be defined as the Board of Director as referred to in the Little League Constitution and By-Laws.
- b) While holding such office, the President will fill out a waiver to be allowed to manage or umpire with the approval of the Board. The Player Agent shall not manage in the level that he is the Player Agent.
- c) 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 and may fill any vacancy which may occur in any office. State, County, Municipal or 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.
- d) District Support: All Board of Directors is required to assist with ALL district functions.

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e) There will be two separate people that will share the responsibilities of a player agent. The player agent must not have a child playing at the minor or major level in which they are responsible for.

Section 2. President

a) Conduct the affairs of the Hasbrouck Heights Little League and execute the policies established by the Board of Directors.

b) Present a report of the condition of the Hasbrouck Heights Little 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 Hasbrouck Heights Little League.

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

e) Designate in writing other officers, if necessary, to have power to make and execute for/and in the name of the Hasbrouck Heights Little League such contracts and leases they may receive and which have had prior approval of the Board.

f) Investigate complaints, irregularities and conditions detrimental to the Hasbrouck Heights Little League and report thereon to the Board as circumstances warrant.

g) With the assistance of the Player Agents, examine the application and support proof-of age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for tryouts and selection.

h) Serve as Election Chairman at all elections and properly conduct all polling.

i) Assist in coordination of opening and closing ceremonies.

Section 3. Vice President - The Vice President shall:

a) In case of the absence or disability of the President, and provided he/she is authorized by the President or Board to so act, shall perform the duties of the President, and when so acting, shall have all the powers of that office.

b) Assist in tournament organization and coordination.

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- c) Assist in League organization and make recommendations to the President or Board that pertain to such organization.
- d) Serve as the League By-Laws Director. The Director shall be responsible for reviewing the League By-Laws and recommending necessary changes to the League Board of Directors. Any Official By-Law changes will only be done in conformity with the rules outlined in Article 12 Section 1 of the By-Laws.
- e) Oversee and report to President any manager/coach/umpire conflicts and rule questions.
- f) Shall have such other duties as from time-to-time may be assigned by the Board of Directors or by the President.
- g) Serve as the League Sponsorship Director. The Director shall be responsible for soliciting advertising from local businesses for team sponsorship, sign sponsorship, and other form of business sponsorship that will directly benefit the League. The Director will be responsible for forming a Sponsorship Committee from amongst the League Parents. The Director must submit a complete list of all members of the Sponsorship Committee no later than December 15th to the League President.
- h) Maintain records of sponsors for signs, teams, and special sponsors for the league.

Section 4. Secretary - The Secretary shall:

- a) Be responsible for recording the activities of the Hasbrouck Heights Little League and maintain appropriate files, mailing lists, 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 of Directors members, Managers and Coaches, Regular members, and committee members and give notice of all meetings of the Hasbrouck Heights Little League, the Board of Directors and Committees.
- d) Keep the minutes of the meetings of the Members, the Board of Directors and the Executive Board, 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 and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
- f) Notify Board of Directors, members and committee members of their election or appointment.

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- g) Manage the league's official web site.
- h) Assign administrative rights to league volunteers and teams.
- i) Ensure that league news and scores are updated on a regular basis.
- j) Collect, post and distribute important information on League activities including direct dissemination of fund raising and sponsor activities to Little League Baseball, district, public, league members and media.
- k) 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.
- l) Assist in League organization and make recommendations to the President or Board that pertain to such organization.

Section 5. Treasurer - The Treasurer shall:

- a) Perform such duties as are herein specifically 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 monies and securities, and deposit same in a depository approved by the Board of Directors.
- c) Keep records for the receipt and disbursement of all monies and securities of the Hasbrouck Heights Little League, 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.
- d) Prepare an annual budget, under the direction of the President, for submission to the Board in the annual meeting.
- e) Prepare an annual financial report, under the direction of the President, for submission to the Membership and Board at the annual meeting.
- f) Prepare annual Tax Returns for the League.
- g) Issue checks under the signature of the Treasurer. Prior to issuing any checks, must notify the President, via email, with a listing, including amount, vendor, and purpose, of all checks about to be issued. Checks may not be released without the prior approval of the President.
- h) Insure that daily deposits are being made by the Concession Committee and maintain the books and records of the Concession Stand.

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i) Prepare a Treasurers Report for review at each monthly meeting. Report shall include the records for both the General Treasury Account and the Concession Stand Account. Reports are to include details of all deposits received during the prior month, details of all checks written during the prior month, including amount, vendor, and purpose, and current balance in all accounts. Prepare reports of Income and Expenses and all League fund raising events.

J) Shall assist the fundraising Director in processing of all proceeds from each of the League's annual fundraisers. Must prepare reports of income and expenses for all league events.

Section 6. League's Coordinator- The League Coordinator shall:

a) Be generally responsible for the operation of all leagues of Hasbrouck Heights Little League baseball operations under the direction of the President and Board of Directors.

b) Oversee and report to President any manager/coach/umpire conflicts and rule questions.

c) Provide to the Board of Directors a proposed list of all Managers and Coaches within 15 days of each draft.

d) Provide each proposed Manager and Coach a form necessary for a Background Check to be performed by an approved Little League Background Check service or by the New Jersey State Police.

e) Submit Background Checks to President to perform Background Check to confirm eligibility of all Managers, Coaches and Board Members.

f) Coordinate meetings of Managers and Coaches at each level of baseball to insure that rules and responsibilities of Managers and Coaches are known and understood prior to the start of the season.

g) Work with Managers at all levels to insure that Fund Raising tasks required of the league are being followed.

h) Under supervision of League Fund Raising Director, shall coordinate League Fund Raising Candy Sale. Shall distribute, collect and record all information pertaining to candy sale and forward to Fund Raising Director.

Section 7. Player Agents- The Player Agents shall:

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

b) Receive and review applications for player candidates and assist the President in checking residence and eligibility.

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- c) Conduct the player drafts at all levels and all other player transaction or selection meetings.
- d) Prepare the player agents' list, to include all players that were not drafted to the major division, but are eligible for call-up during the season.
- e) Prepare for the President's signature and submission to the Little League Headquarters team rosters, including players claimed, and the tournament team eligibility affidavit.
- f) Notify Little League Headquarters of any subsequent player replacements or trades.
- g) Assist in tournament organization and coordination.
- h) Recommend to the Board of Directors an individual to be the Umpire Coordinator. The Umpire Coordinator shall be responsible for insuring that two umpires are working at every Major League game and that one umpire is working at every Minor league game.
- i) Assist in coordination of umpires for the Major and Minor A Divisions.
- j) Utilize the league's scheduling software to prepare game schedules at all levels; including a lot of all-open dates for rainouts, that will be closely utilized for all re-scheduled games after the major league and minor league levels.
- k) Prepare ballots for All-Star selection. Organize and tabulate the voting process in accordance with the By-Laws.
- l) Promptly re-schedule make-ups on the next available rain-out date.
- m) Work closely with the League President and Field Coordinator to determine if the field is playable in the event of inclement weather.
- n) Under supervision of League Fund Raising Director, shall coordinate league's team photo day. Shall distribute, collect, and record all information pertaining to team photos and forward to Fundraising Director.

Section 8. Safety/Equipment Director - The Safety/Equipment Director shall:

- a) Be responsible to create awareness, through education and information, of the opportunities to provide a safer environment for youngsters and all participants of Little League Baseball.
- b) Develop and implement a plan for increasing safety of activities, equipment and facilities through education, compliance and reporting.
- c) Promote safety in all aspects of the Hasbrouck Heights Little League organization.

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- d) Study all new safety regulations from Little League, Inc. and determine whether Hasbrouck Heights Little League is in compliance and make recommendations to the President or Board accordingly.
- e) Determine whether all equipment and facilities meet minimum requirements of Little League, Inc. and the Hasbrouck Heights Little League by-laws.
- f) Report any and all potential problem areas to the President or Board.
- g) Work with Managers/Coaches to assure that all teams have equally good equipment and that no team has an unfair advantage.
- h) Assist in the selection and procurement of all baseball equipment purchased by the league.
- i) Inventory, distribute, and collect all league owned equipment in a timely manner.
- j) Make recommendations to the President, Vice President-Operations, or Board when necessary for replacement and proper storage of league equipment.
- k) Under direction of the Board, order all awards for the teams and tournaments.
- l) Work with the Vice Presidents and make recommendations to the Board to assure that the uniforms needed are in proper condition.
- m) Make recommendations to the Board for replacement of uniforms.
- n) Upon direction of the Board, order all uniforms and keep an inventory of them.
- o) Review bids on supplies and equipment with the President, to insure the League is getting the best prices and value for the League.

Section 9. Facility / Grounds Director - The Facility/Grounds Director shall:

- a) Work in close conjunction with the President to assure that the Major League field, Minor League Field, Facilities and Grounds of the Hasbrouck Heights Little League are in the desired condition.
- b) Coordinate clean-ups prior to, AND during the season with the Major and Minor League Field Maintenance Directors.
- c) Coordinate and oversee all maintenance operations with the Major and Minor League Field Maintenance Directors and assure that the Facilities and Grounds are clean and safe at all times.

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- d) Report to the President or Board each year any proposals for capital outlay to improvement with estimated costs involved.
- e) The Director shall oversee the forming of Major League and Minor League Field Maintenance Committees from amongst the League Parents. The Director must submit a complete list of all members of the Facilities/Grounds Committee no later than December 15th to the League President as coordinated by the Field Directors.
- f) Maintain the equipment, supplies, and directions necessary for parents to perform their duties relating to daily facilities maintenance.
- g) Work with the Secretary in developing and posting a daily field maintenance schedule for the season. Send out reminders to scheduled teams.
- h) Serve with the Concession Stand Director and Concession Stand Manager as Tri-chairman of the Annual Little League Picnic at the conclusion of the season.
- i) Responsible for frequently inspecting the facilities and grounds for needed and unanticipated repairs that may be required throughout the season.
- j) The Director will be responsible for forming a Facilities/Grounds Committee
- k) NYSCA - Provide oversight of Coaches Certification. The Director must review the annual list of Managers and Coaches as provided by the League's Coordinator to insure that all managers and coaches are certified and current with NYSCA. The Director shall arrange and schedule clinics in which any volunteer coach requiring NYSCA certification may attend.

Section 10. Major League Field Maintenance Officer - The Major League Field Maintenance Director shall:

- a) Work in close conjunction with the Safety Director, President and Facility/Grounds Director to assure that the Major League field of the Hasbrouck Heights Little League are in the desired condition.
- b) Coordinate clean-ups prior to, AND during the season.
- c) Coordinate and oversee all maintenance operations.
- d) Report to the President or Board each year any proposals for capital outlay to improvement with estimated costs involved.
- e) The Director will be responsible for forming a Major League Field Maintenance Committee from amongst the League Parents. The Director must submit a complete list of all members of

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the Major League Field Maintenance Committee no later than December 15th to the League President.

Section 11. Minor League Field Maintenance Officer - The Minor League Field Maintenance Director along with field coordinators shall:

- a) Work in close conjunction with the Safety Director, President and Facility/Grounds Director to assure that the Minor League field of the Hasbrouck Heights Little League are in the desired condition.
- b) Coordinate clean-ups prior to, AND during the season.
- c) Coordinate and oversee all maintenance operations.
- d) Report to the President or Board each year any proposals for capital outlay to improvement with estimated costs involved.
- e) The Director will be responsible for forming a Minor League Field Maintenance Committee from amongst the League Parents. The Director must submit a complete list of all members of the Minor League Field Maintenance Committee no later than December 15th to the League President.

Section 12. Concession Stand Director - The Concession Stand Director shall:

- a) Work in close conjunction with the President to assure that the concessions facilities of Hasbrouck Heights Little League are in the desired condition for daily operations.
- b) Organize annual "clean up" dates in which the entire concession stand can be cleaned.
- c) Change product availability, concessions operators/contractors, and pricing as needed.
- d) Report all sales and deliver all proceeds to the Treasurer on a daily basis to reflect in a timely manner.
- e) Arrange for all product procurement and maintain an inventory of goods.
- f) Maintain a list of all Parents that are Licensed Food Handlers. The Director must insure that at least four (4) members of the Concession Stand Committee are licensed by the County of Bergen as Food Handlers.
- g) Advise the committee members of upcoming Food Handlers classes that they may attend and complete prior to Opening Day.

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h) Serve with the Concession Stand Manager and Grounds/Facilities Director as Tri-chairman of the Annual Little League Picnic at the conclusion of the season

Section 13. Concession Stand Manager (if not leased out)- The Concession Stand Manager along with the Concession Stand Assistant shall:

a) Work in close conjunction with the Secretary to assure that all League Parents are involved in the daily operations of the Concession Stand.

b) Maintain a list of all Parents that have paid their Concession Fee at the time of registration.

c) Schedule the daily work shifts of the Concession Stand.

d) Develop and perform a “reminder system” of phone calls for emails to parents with upcoming concession stand duty.

e) Maintain accurate records of all individuals that have worked the Concession Stand throughout the year, so that refunds can be provided.

f) Provide the President and Treasurer with a list of all parents that have elected to move their concession stand refunds to the following registration fee as a roll-over or as a credit.

g) Work closely with the Concession Stand Director on all matters pertaining to the most successful operation of the Stand.

h) Assist the Concession Stand Director in overseeing committee members and volunteers in daily operations.

i) Serve with the Concession Stand Director and Grounds/Facilities Director as Tri-chairman of the Annual Little League Picnic at the conclusion of the season.

Section 14. Fund Raising Director - The Fund Raising Director along with the Co-Fund Raising Director shall:

a) Work in close conjunction with the Board to assure that all necessary efforts are made to keep Hasbrouck Heights Little League in a position to maintain and/or improve the quality of Little League Baseball in Hasbrouck Heights.

b) Responsibly and tactfully contact community members for advertisement, fund raising activities, and effectively communicate the needs of Hasbrouck Heights Little League to the community.

c) Oversee the player fund raising activity each year, and generally maintain a highly visible profile to the benefit of Hasbrouck Heights Little League.

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- d) Regularly report the effectiveness of the league fund raising efforts to the Board and make recommendations when these efforts can be improved.
- e) Seek out and maintain a list of materials that are needed by the league in conjunction with other Directors that may reasonably be expected to be donated by community members.
- f) Be available to accompany other Board members to clubs/meetings of other community organizations to express both the needs of the Hasbrouck Heights Little League in order to run a successful program.
- g) Coordinate all Fund-Raising through the League Treasurer, so that the Treasurer may maintain accurate financial records.
- h) The Director will be responsible for forming a Fund Raising Committee from amongst the League Parents. The Director must submit a complete list of all members of the Fund Raising Committee no later than December 15th to the League President.
- i) The Director shall coordinate the League's pancake breakfast and shall oversee the operations of the sports auction, team photo day, candy sale and door to door fundraiser as coordinated by specified Board.
- j) Shall coordinate League's door to door fund raiser. Shall distribute, collect, and record all information pertaining to door to door fundraisers and forward to fund raising Director.
- k) Shall coordinate league's sports auction. Shall distribute, collect, and record all information pertaining to the sports auction and forward to Fundraising Director.

Article IX - Managers, Coaches and Umpires

Section 1. Team Managers and Coaches shall be approved annually by the President, with the approval of the Board of Directors, and shall be responsible and for the actions of themselves, their Assistant Coaches and Players on the field.

Section 2. Umpires shall be appointed annually by the President with recommendation by the Player Agent, with the approval of the Board of Directors, who shall be responsible for their assignments and for their actions on the field.

Section 3. Selection Process for Major League Managers:

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- a) Incumbent Managers - Will have first preference within the existing Division as long their child is playing at that level.
- b) New Managers must have coached at least one year at the Major League level and be listed as an official coach to be considered for a Major League Manager's position.
- c) Must have managed other teams in the HHLL program. Preferably a Minor A team.
- d) Nominations: Voted by the Board of Directors based on these criteria as well as others.

Section 4. Selection Process for Triple-A Managers:

- a) Incumbent Managers - Will have first preference within the existing Division as long their child is playing at that level.
- b) New Managers must have coached at least one year at the Triple-A or Double-A level to be considered for a Triple-A Manager's position.
- c) Must have managed other teams in the HHLL program. Preferably a Triple-A team.
- d) Nominations: Voted by the Board of Directors based on these criteria as well as others.

Article X - Affiliation

Section 1. Charter. Hasbrouck Heights Little League shall annually apply for a charter from Little League Baseball, Incorporated and shall do all things necessary to obtain and maintain such charter.

- a) Hasbrouck Heights Little 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.

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Section 2. Rules and Regulations. The Official Playing Rules and Regulations as published by Little League Baseball, Incorporated, Williamsport, Pennsylvania, shall be binding on Hasbrouck Heights Little League.

Section 3. Local League Rules. The local rules of Hasbrouck Heights Little League shall be adopted by the Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season, but shall in no way conflict with the Rules and Regulations of Little League Baseball, Incorporated.

Article XI - Financial and Accounting

Section 1. The Board of Directors shall decide all matters pertaining to the finances of Hasbrouck Heights Little League and it shall place all income including Auxiliary funds, in a common league treasury, directing the expenditure of same in such manner as will give no individual or team an advantage over those in competition with such individual or team.

a) The Board of Directors shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasury of Hasbrouck Heights Little League, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of Hasbrouck Heights Little League.

b) The Board of Directors shall not permit the solicitation of funds in the name of Little League Baseball unless all of the funds so raised, be placed in Hasbrouck Heights Little League treasury.

c) The Board of Directors shall not permit the disbursement of Hasbrouck Heights Little League funds for other than the conduct of Little League activities in accordance with the rules and policies of Little League Baseball, Incorporated.

d) No Director, Officer or Member of Hasbrouck Heights Little League shall receive, directly or indirectly any salary, compensation, loan or emolument from Hasbrouck Heights Little League for services rendered as Director, Officer or Member.

e) All moneys received including Auxiliary Funds, shall be deposited to the credit of Hasbrouck Heights Little League in a bank account approved by the Executive Board and all disbursement shall be made by check. All checks shall be signed by the Hasbrouck Heights Little League Treasurer and such other officer or officers or person or persons as the Executive Board shall determine.

f) The fiscal year of Hasbrouck Heights Little League shall begin on the first day of October and shall end on the last day of September of the new year.

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g) Distribution of Property upon Dissolution. Upon dissolution of Hasbrouck Heights Little League and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of Hasbrouck Heights Little League to such other Federally Incorporated entity maintaining an objective similar to that set out herein, which are or may be entitled to exemption under Section 501 (c) (3) of the Internal Revenue Code or any future corresponding provision.

Article XII - Amendments

Section 1. This Constitution and By-laws may be amended, repealed or altered in whole or in part by a majority vote by the Board of Directors

a) Draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval.

Article XIII - Playing Rules

Section 1. The Official Rules and Regulation of Little League Baseball as published by Little League Baseball Inc. Williamsport, PA shall be binding on this league.

a) Local rules and regulations of this league shall be adopted by two thirds the general membership at a meeting to be held not less than one month prior to the first scheduled game of the season.