



ROSEVILLE WEST LITTLE LEAGUE CONSTITUTION

ARTICLE 1- NAME

The organization shall be known as the ROSEVILLE WEST LITTLE LEAGUE, a California nonprofit mutual benefit corporation, hereinafter referred to "RWLL".

ARTICLE II- OBJECTIVE

SECTION 1

With the combined efforts of dedicated volunteers, parents, grandparents, and guardians, we envision teaching Roseville's youth good sportsmanship, honesty, respect, discipline, and the effectiveness of teamwork, all while developing their skills in the game of baseball.

All those participating in Roseville West Little League will continually be reminded that winning must always be secondary to the development of baseball skills and the teaching of good character traits that are learned through an organized and well established competitive sports program.

SECTION 2

To achieve this objective, RWLL will provide a supervised program under the Rules and Regulations of Little League Baseball, Incorporated. All Directors/Officers, as per Article VIII, Section 1, and Members shall bear in mind that the attainment of exceptional athletic skill or the 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, RWLL 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 to the benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, 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 person interested in active participation to impact the objective of RWLL may apply to become a member.

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 shall be eligible to participate but shall have no rights, duties or obligations in the management or in the property of RWLL.
- (b) Regular Members. Any person actively interested in furthering the objectives of RWLL may become a Regular Member as follows:
 - (1) Participate in any activity designated by the Board of Directors as a Voluntary Activity
 - (2) Service as RWLL Officer, Board Member or Manager in the current season

Only Regular Members in good standing are eligible to vote or nominate candidates at the annual meeting.

Any board member voted in has an obligation to their peers to attend monthly or special meetings while in office. If a board member fails to attend 3 consecutive meetings and fails to participate with board activities, the entire board may take disciplinary action as follows:

- Ask Member to attend meetings
 - Ask board member to step down and be replaced.
- (c) General Membership. Parents of players who choose not to become Regular members shall be designated as General Members. As General Members, they may attend the Annual Meeting and all open meetings of the Board of Directors but they shall not have the right to vote on any RWLL matters or issues presented at the Annual Meeting.
 - (d) As used hereinafter, the word "Member" shall mean a Regular Member unless otherwise stated.

SECTION 3

- (a) Members, whether Regular or Player, shall not be required to be affiliated with another organization or group to qualify as Members of RWLL.
- (b) RWLL Officers shall not be actively engaged as Officers in the promotion and/or operation of any other youth baseball programs.

SECTION 4

Termination or Suspension of Membership Procedure If grounds appear to exist for the termination of a membership pursuant to Sect 4(e) of this article the following procedure shall be followed:

- (a) The Board shall give the member at least 10 days notice of the proposed suspension or termination and the reason for such action. Notice shall be provided by any method that is reasonably calculated to provide the member with actual notice. Any notice given by mail shall be sent by first class or registered mail to the member's last known address as shown in RWLL's records.
- (b) The member shall be given the opportunity to be heard, either orally or in writing, at least five (5) days before the effective date of the proposed suspension or termination. A meeting shall be held to hear, or the written statement considered, by the Board to make the final determination that the suspension or termination should occur.
- (c) In the case of a Player Member, notice to the manager of the team of which the player is a member shall also be provided. Said manager shall appear, in the capacity of an adviser, with the player before the Board of Directors, which upon a two-thirds vote shall have full power to suspend or revoke such player's right to future participation. The player's parent(s) or legal guardian(s) may also be present.
- (d) The Board shall decide whether the member should be suspended, expelled, or sanctioned in some other way. All actions upon Members require a 2/3 vote of the eligible Board Members PRESENT. The decision of the Board shall be final.

ARTICLE IV -- DUES

SECTION 1

Dues for Regular Members shall be determined by the Board of Directors prior to the beginning of any membership period.

SECTION 2

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

SECTION 3

AT NO TIME SHOULD PAYMENT OF ANY FEE BE A PREREQUISITE FOR PARTICIPATION IN THE LITTLE LEAGUE BASEBALL PROGRAM per Little League Regulation XIII (c). Therefore RWLL will make available volunteer alternatives for those who apply and the Board approves as in need.

SECTION 4

For any specified season, the Board may assess further participation fees to assure the financial health of the League. These fees shall be in the form of a fundraiser, cash buy-out, or volunteer requirement as requirement for Regular Membership.

ARTICLE V - BOARD OF DIRECTORS/OFFICERS

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 fifteen (20) Members in good standing. The Officers of the Board of Directors shall include, at a minimum: President, Vice President, Treasurer, Secretary, Player Agent, Safety Officer, and 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 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. 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 or President personally, electronically or by mail to each Director at a minimum of 7 calendar day(s) before the time appointed for the meeting to the last recorded address of each Director.
- (c) At any meeting of the Board of Directors, the presence of 20% 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

The Board of Directors shall have the power to appoint such standing committees as it shall determine appropriate and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate. The Board may adopt such rules and regulations for the conduct of its meetings and the management of the Local League as it

may deem proper, provided such rules and regulations do not conflict with this Constitution or the Rules and Regulations of Little League Baseball, Incorporated. 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 VI – 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 – 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, examine the application and support proof-of age documents of every player candidate and
- 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 – The Vice President shall:

- a.) 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.

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

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.
- 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, Sustaining and Honorary 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.) Issue membership cards to Regular Members, if approved by the Board of Directors.
- f.) Keep the minutes of the meetings of the Members, the Board of Directors, and the Executive Committee, and cause them to be recorded in a book kept for that purpose.
- g.) 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.
- h.) 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 Agents – The Player Agent 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 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:
 - 1.) Education – Facilitate meetings and distribute information among participants including players, managers, coaches, umpires, league officials, parents, guardians, and other volunteers.
 - 2.) Compliance – Promote safety compliance leadership by increasing awareness of the

- safety opportunities that arise from these responsibilities.
- 3.) 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.
 - 4.) 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).
 - 5.) Training – If the League President so designates, the Safety Officer shall ensure that all individuals who submit the Volunteer Application complete the Abuse Awareness Training per Little League Regulation I(c)10 and as outlined in the Little League Child Protection Program.
 - 6.) Child Protection Program – If the League President so designates, the Safety Officer will ensure the league is compliant with all aspects of the Little League Child Protection Program.

SECTION 8

Additional 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 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.

ARTICLE VII – 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.

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 7 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 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 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 on the 3rd Sunday in August 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:
 - 1.) The condition of the Local League, to be presented by the President or his/her designee.
 - 2.) 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.
 - 3.) The whole amount of real and personal property owned by the Local League, where located, and where and how invested.
 - 4.) 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.
 - 5.) 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 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 August 31. The Board's term of office shall continue until its successors are elected and

qualified under this section at the next annual meeting.

ARTICLE VIII - AFFILIATION

SECTION 1

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

The 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

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

SECTION 3

RWLL Local League Rules The rules of RWLL shall be adopted by the Board of Directors at a meeting to be held not less than one month prior 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 IX - FINANCIAL AND ACCOUNTING

SECTION 1

The Board of Directors shall decide **all matters pertaining to the finances** of RWLL. It shall place all income including Auxiliary funds, in a common league treasury at Umpqua Bank, Roseville, CA, directing the expenditure of all 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.

SECTION 3

The Board **shall not permit the solicitation of funds** in the name of Little League Baseball unless all of the funds so raised are placed in the League treasury.

SECTION 4

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

SECTION 5

No directors, officers, or members of RWLL shall receive directly or indirectly any salary, compensation or emoluments from RWLL for services rendered as director, officer or member.

SECTION 6

All monies received, shall be deposited to Umpqua Bank and all disbursements shall be made by check/debit. All deposits will be double- signature, and reviewed by the league Treasurer prior to transacting. **Any position generating income should be responsible for depositing in safe or with the treasurer either same day or next.**

The League Treasurer and President or Vice-President shall sign all checks and withdrawals.

SECTION 7

The **fiscal year** of RWLL shall begin on the first day of October and shall end on the last day of September.

SECTION 8

Distribution of Property upon Dissolution Upon dissolution of RWLL, and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of RWLL to another Federally Incorporated entity which maintains the same objectives as set forth herein, which are, or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code of any future corresponding provision.

SECTION 9

Expenditures Board Members may expend League funds only in support of their position. These expenditures must be within the limits established in their

their position. These expenditures must be within the limits established in their budgets for their area of responsibility. Invoices submitted to the League for payment must be itemized and clearly state the purpose of the expenditure. If any member must exceed their budgeted allocation for a specific year, authorization must be received from the President AND Treasurer in writing (including E-Mail). Board members may utilize personal funds up to \$50 to carry out League business. Exception is granted to the Snack Bar Manager and Fields Manager who are allowed to spend up to \$300 in personal funds. Use of the Leagues Credit Authority is limited to the Snack Bar Manager who may utilize to purchase Snack Bar supplies. Itemized invoice is to be sent directly to the Treasurer for payment processing.

SECTION 10

Reimbursement for appropriate expenses within the limits above shall require a receipt. For expenses under \$50.00, a receipt will be submitted to the Treasurer with the purpose of the expense written on the back (i.e. gas, chalk, etc). For those authorized, expenditures between \$50 and \$300 will require receipt and expense report to be submitted. Treasurer shall make every effort to reimburse within 10 days of receipt of proper documentation.

ARTICLE X -- AMENDMENTS

SECTION 1

These By-Laws **may be amended**, repealed or altered in whole or in part by a majority vote of the Members at any duly organized meeting, provided notice of proposed change is included in the notice of such meeting.


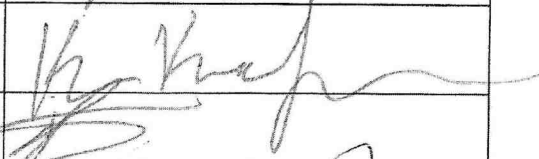

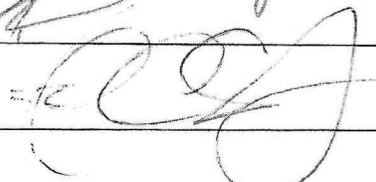
Draft of all proposed amendments shall be submitted to Little League Baseball, Incorporated, for approval.

RWLL Constitution Ratification

RWLL Membership Ratified Date:

August 17, 2025

Ratified By:

<i>Position</i>	<i>Name</i>	<i>Signature</i>
President	Nick White	
Vice President	Kevin Kaufman	
Secretary	Rachel Schuessler	
Treasurer	Randy Crabtree Jr	

Roseville West Little League Constitution

Addendum 1 (Approved by Board 11/16/25)

Board Positions and Roles

Section 1. Volunteer/Snack Bar Coordinator. The Volunteer/Snack Bar Coordinator shall:

- a. In conjunction with the Registrar, create and maintain a list of Members and manage the adapted Board Policy for volunteer commitment.
- b. Organize and conduct the team parent meeting prior to the start of season.
- c. Manage the operations of the snack bar at Richards Field.
- d. Create and distribute the required information to team parents on preferred vendors for trophies, team parties, etc.
- e. Serve on committees for various events and organize volunteer efforts to support.
- f. Create and maintain an e-mail list of league volunteers and manage communications with them.

Section 2. Registrar The Registrar shall:

- a. Set up online registration and ensure player, manager and coach data is uploaded to the Little League Data Center.
- b. Be responsible for recording and maintaining RWLL's Player Registration database and registration files.
- b. Prepare for the President's signature and submission to Little League headquarters, team rosters, including players, and the tournament team eligibility affidavits.
- d. Schedule and manage appropriate Registration dates.
- e. Assist Player Agents in the execution of try outs.

Section 3. Fields Director The Fields Director shall:

- a. Manage the care and maintenance of Richards Field playing surface, bleachers, maintenance equipment, and facilities.
- b. Be responsible for ordering and maintaining inventory of field maintenance products (Turface, fertilizers) and equipment (chalk, chalkers, drags, and rakes) for all fields.
- c. Coordinate with the appropriate agency, the maintenance and care of playing facilities.
- d. Inspect and notify the Board, any large items that need attention at Richards Field. Coordinate the repair of those items upon Board Approval.
- e. Schedule and organize work parties as needed at Richards Field. This includes tasks to be completed and procurement of equipment as needed.

Section 4. Equipment Manager The Equipment Manager shall:

- a. In conjunction with the Player Agents, determine the equipment requirements to support the league.
- b. Prepare and submit to the Treasurer the budget requirements to support the above.
- c. Procure and distribute equipment to authorized Team Managers.
- d. Manage the return and inventory of equipment at the end of the season.

Section 5. Sponsorship Director The Sponsorship Director shall:

- a. Be responsible for all sponsor programs; including signage, goods and services that use sponsor names/logos, and advertising/acknowledgement events.
- b. Assist in the procurement of prizes or awards in conjunction with league fund raising.
- c. Facilitate and organize the annual Hit-A-Thon during the family fun day event.
- d. Coordinate opening day, family fun day, and closing ceremonies. Appoint/organize subcommittees to assist with field events.

Section 6. Umpire in Chief The Umpire in Chief shall:

- a. Administer contracts with agencies providing Major-Senior division umpiring.
- b. Communicate with any external agencies schedule changes or additional games.
- c. Provide feedback and evaluation to contracting agencies on the demeanor and effectiveness of assigned Umpires.
- d. Generate recruitment and training of the Junior Umpire Program for Minor division support.
- e. In conjunction with Player Agents, schedule umpires as required to support non-contracted divisions.

Section 7. Scheduling Coordinator The scheduling coordinator shall:

- a. In conjunction with the President and Player Agents, create and distribute game schedules as required and in compliance with Little League Rules.
- b. In conjunction with the Player Agents, create and distribute practice schedules.
- c. Manage scheduling of all make up games.
- d. Maintain scheduling updates on the League website.

Section 8. Coaching Coordinator The Coaching Coordinator shall:

- a. Represent coaches/managers in the league.
- b. Present a coach/manager training budget to the board.
- c. Gain the support and funds necessary to implement a league-wide training program.
- d. Order and distribute training materials to players, coaches and managers.
- e. Coordinate mini-clinics as necessary.

Section 9. Information/Media Officer The Information/Media Officer shall:

- a. Assign online administrative rights to other local volunteers.
- b. Encourage creation of team web sites to managers, coaches and parents.
- c. Ensure that league news and scores are updated on a regular basis.
- d. Collect, post and distribute important information on league activities including direct dissemination of fund-raising and sponsor activities, the district, the public, league members and the media.
- e. Coordinate and procure board approved for photography vendor for spring, all star and fall seasons.

Section 10. Uniform Coordinator

The Uniform Coordinator shall:

- a. Procure board approved vendor for spring, All Star and fall uniforms (to also include All Star practice jersey).
- b. Form subcommittee (as needed) to assist with design/look of uniform to present to board for approval. Collaborate with team managers during this process.
- c. Ensure quality and design is in alignment with the approved uniform, while checking for flaws, prior to distribution to Managers or Team Parents.
- d. Distribute uniforms to Managers or Team Parent
- e. Adhere to timelines in order to reduce last minute fixes.
- f. Communicate with the Board, Managers and Team Parent as to the status of uniforms.