Snowline Little League, Inc.

League ID No.: 405-54-04

BYLAWS TO THE CONSTITUTION

2019-2020 SEASON

With the understanding this association’s bylaws will be considered as “in addition to” the constitution and will not negate any part of the constitution, tax laws, or Little League rules and regulations. The following bylaws have been approved by the Snowline Little League Board of Directors on November 15, 2019.

ARTICLE I – FINANCES

1.1 No member of the association, including coach, manager, fan or player will be allowed to accept any payment to Snowline Little League for registration, donation or exchanges for business opportunities other than the specified agents of Snowline Little League. These agents include only the President, Vice President of Operations, Treasurer and Fundraising Manager. Any board member may accept a check made out to Snowline Little League as long as it is presented to the appropriate board member (President, Vice President of Operation, Treasurer, Secretary, and Fundraising Manager) within five working days.

A. Payments collected must be presented to the Treasurer of this association within five working days from the payment collection date. If collection is not possible within five working days, that individual whom collected said payment shall notify the Treasurer that a collection was made and inform the Treasurer of the date that payment will be presented.

B. A copy of the receipt or completed registration form must accompany the payment.

C. Cash payments can only be accepted for donation by the President, Vice President of Operations, Treasurer and Fundraising Manager with a receipt. Any checks written for payment of any type must be made payable to Snowline Little League and not, at any time, to any individual within this association or with other business name.

D. The financial record as reviewed each month will show all payments made to Snowline Little League as individual donations and registration fees will be calculated in whole as long as all registration fees are noted separately with documentation on file. The President or Vice President of Operations may accept payment from Little League Baseball or from the governing district as long as the payment is submitted to the Treasurer within five days of the transaction.

1.2 The Board of Directors will approve all expenses of Snowline Little League in their annual/ seasonal cost during the periodic meetings with the required vote as outlined in our constitution. Any additional costs incurred beyond the approved amount must be approved by the President and Treasurer. This includes additional uniform expenses beyond the written/ verbal bid, costs for pictures beyond the written/ verbal bid, costs for equipment of any type beyond the written/ verbal bid, and all other general expenses beyond the presented written/ verbal bid.

1.2 A) This does not include office supplies, snack bar supplies, safety equipment and emergency field repair supplies up to a total value of $200.

1.2 B) All purchases exceeding $500.00 must be verbally approved by three Board Members and then presented to the Board with receipts at the next board meeting.

1.2 C) Purchases exceeding $1,500 for field or league improvements must have 3 bids presented verbally or in writing to President, Vice President & Treasurer.

1.3 All checks written for payments by Snowline Little League will require signatures by President or Treasurer. Signatures by persons related by blood or marriage are not considered valid. The only board members able to sign checks will be the President and Treasurer.

1.4 Any checks returned for non-sufficient funds (NSF) by the bank will be returned to the responsible person for cash or money order only. There will be a $35.00 fee collected for NSF checks as the law allows. NSF checks must be rectified before the future registration fees will be accepted. Failure to pay the $35.00 NSF fee will result in the league not accepting any check from the member in the future.

1.5 Treasurer must provide a financial report and turn in all receipts associated with the snack bar purchases each month. Report and Receipts due at the monthly board meeting, if no meeting is scheduled or if the meeting is cancelled for any reason the Report/Receipts must be turned over to the President, Vice President or Treasurer at the end of the month. Daily logs for each snack bar must be turned in along with the money to the main snack bar safe or Executive Board Member by Monday. Snack bar manager must deposit money weekly and turn in all logs/receipt printouts to the treasurer bi-monthly.

1.6 An annual Budget of Snowline Little League shall be presented no later than October 1st, or at the October board meeting, for the following season.

1.7 By December 31st of each fiscal year, the Board of Directors will ensure all paperwork, forms and financial reports necessary to maintain the 501 (c) (3) status of Snowline Little League have been completed and filed with appropriate agencies. These agencies include Little League International, IRS, FTB and California Secretary of State. The forms required may include SI-100 (biannually), IRS 990 series tax return, FTB 199 series statement and profit/loss statements.

ARTICLE II – BOARD OF DIRECTORS

2.1 Minutes for every Board of Directors meeting will be taken to secure review if necessary of approved measures. Minutes will be reviewed and edited prior to board approval, then posted online and made available on request.

2.2 Board Members will be required to attend all Board meetings and position assigned meetings and functions. Those Board members missing two unexcused, or 5 total, meetings will be considered inactive members of this association and will be asked to resign by written request of the President. Board members who cannot attend a meeting must give a reason to the President or Vice President of Operations to be excused. Non board members can attend any regularly scheduled board meeting, but will be considered a non-voting participant. Board members who do not fulfill their term are subject to losing their eligibility for future service. A board member who resigns due to extenuating circumstances such an illness or family needs may be considered for future service. However, any board member who does not have extenuating circumstances and merely quits, being unwilling to fulfill their full commitment as a board member, will not be eligible to serve in the future.

2.3 Communications within the organization will follow the proper protocol. The Board of Director’s roster will be printed for the public. However, all communication with public members regarding Little League Baseball shall follow proper protocol. Protocol shall be: Players, parents and/or legal guardians will discuss questions about the league or team with the team Manager. Managers with questions or statements taken will discuss answers with the Player Agent for their division. Player Agents with questions or statements taken will discuss answers with the Vice President of Operations. The Vice President will discuss answers with the President. The President will discuss questions and statements with a District representative. The District representative will discuss questions and statements with the District Administrator. All calls that come in to any person beyond the protocol shall be referred to the proper person for resolution.

2.4 Voting by Email

2.4 (a) Routine SLL Board actions may be taken by unanimous written consent (a situation in which no voting member objects to a proposal). Such consent may be obtained by email as described below.

2.4 (b) Matters regarding decisions such removing a board member or other personnel matters, approving a major financial transaction, or approving a legal strategy shall be conducted during a regular or special board meeting as outlined in the constitution and current bylaws.

2.4 (c) After considering the appropriate conditions (scheduling, routine matter, in person discussion needed, etc.) the Board President determines whether to take action by unanimous written consent. The Board President will then direct the Secretary to draft the proposed "MOTION on xxxx" and email it as an attachment to all voting members at their respective email addresses. The attachment shall allow a member to indicate in writing that he or she is in favor of, opposed to, or abstains from, the action, and have an appropriate signature/date line.

2.4 (d) The motion needs to be seconded before discussion or voting can proceed. Thereafter, all discussion must follow the same email thread; other emails should not follow this thread. Discussion will be allowed for a minimum 3 calendar days unless all agree in writing to a shorter time-frame. Discussion time can be extended by simple majority of all board members.

2.4 (e) After the discussion period ends the Board President will call for an email vote. Members vote by sending an email with "MOTION on xxxx." YES/NO/ABSTAIN. Each voting member shall also sign and return the written consent attachment to the Secretary by mail or delivered in person at the next board meeting.

2.4 (f) Upon the Secretary's receipt and verification of all written consents approving the action, the action is duly approved. Regardless of whether the action is approved or not, the Secretary will confirm whether the action has passed or failed by email to all voting members upon receipt of all the individual written consents.

2.4 (g) The Secretary will file all individual written consents with the minute book.

2.4 (h) The Board will ratify any action taken by unanimous written consent at the next Board meeting. The minutes of this meeting will record the ratification.

ARTICLE III – REGISTRATION

3.1 Snowline Little League will conduct spring registration by the end of January. Try-out sessions will be concluded by the first weekend in February with the draft being completed within two weeks of tryouts. Snowline Little League will start its season by March 1st with regular play and will end its regular season play with Closing Day ceremonies in June.

3.2 Registration fees will be based on area costs and association size. The current registration fees will be set at $125 for Tee-ball and $175 for all other levels.

3.3 There will be a $25 early registration discount during early bird registration. A $25 late registration fee will be applied after January 12th. Families with two or more players will pay the full registration fee for the oldest player and $25 off for each additional player’s registration. Registration fees will be collected with the registration form. A donation amount may be collected in addition to the registration fee in the amount of equal value of fundraiser profit in lieu of participating in the fundraising drive anticipated for the season.

3.4 Registration fees will be collected and a fully completed registration form will be presented with the fees before a player can try-out (if applicable), practice with a team, or play in any game. The registration form shall include a medical history and player medical insurance information. If a player’s registration fee and documentation are not available, that player will not be allowed to try-out, practice with a team, or play in any scheduled game at any location considered a playing field or try-out venue of Snowline Little League.

3.5 Any eligible player that is unable to present the cost of registration may discuss possible payment options with the President of Snowline Little League in privacy. The President will maintain the privacy of the request and require the participant to take part in all fundraising events as necessary to make up the money needed to participate in Little League Baseball. Failure to adhere to fundraising guidelines will result in loss of future sponsorship eligibility.

ARTICLE IV – SAFETY

4.1 All safety regulations will be followed as outlined in the League safety manual regardless of personal opinion or changes to the venue due to weather. Playing conditions are outlined in the safety manual, while registration and try-out session venues are not. Should any try-out session be forced indoors due to weather or field conditions, all logical and reasonable steps must be taken to insure safety to the participants and the property. No exceptions will apply. Protective gear and soft baseballs will be used indoors for try-out session. This includes helmets and other required protective gear as outlined in the practice and playing regulations for Little League Baseball.

4.2 Snowline Little League will provide safe playing fields pursuant to Little League specifications including, necessary field materials, basic playing equipment, complete catcher’s gear, team jersey with Little League patch and a team hat for each player, one manager and at least one coach. All additional equipment is the participant’s responsibility. Protective cups are highly recommended for all players, required for all catchers and are to be furnished by each individual player at their own expense.

4.3 Safety rules will be read, agreed upon and signed by every team manager and coach for every division. The rules of safety and conduct will be adhered to at all times. Those who disregard safety and the code of conduct will be given a written warning from the president stating the nature of the infraction and asked to sign it. Should the individual refuse to sign the warning it shall be considered a resignation. Should said individual be found guilty of a second similar offense, the president shall remove that person from their position. If an individual shows blatant disregard for safety and conduct rules they shall be asked to leave the premises immediately.

4.4 All injuries requiring more than basic first-aid to a player during practice or game play must be reported to the Safety Officer and an accident report must be filled out for every injury. The Safety Officer will investigate if the injury required professional medical assistance. If so, a written medical release must be presented to the team manager before the player can be allowed to participate in practices or games.

4.5 Every team manager or coach will have present at every practice or game a board approved medical kit supplied by the League and medical release forms for every player.

4.6 (a) Per Little League International Green Book rules, at the Major level or below, there is no on deck circle or area for batters. However, before the first inning or the start of any inning after, only the first player due to bat may in a safe area and only on the playing field “warm up” to get ready for their at bat. They must have on an approved batting helmet.

4.6 (b) When using the batting tee practice screen area at Forebay Field, all players form T-ball up to and including Juniors, shall have a batting helmet on.

4.6 (c) Upon entering the batting cage at Forebay Field, all players shall immediately put a batting helmet on and leave it on while in the waiting and “pitch to” areas.

4.6 (d) Until all members of the team, siblings, friends and adults present leave the site, the league is still subject to liability issues if an injury occurs by anybody choosing to play any form of “baseball”. Therefore, after games or practices at Forebay Field and all other approved practice or game venues, no players, siblings or other family members of players is allowed swing, bat or otherwise handle a bat.

4.6 (e) These rules need to be emphasized during the managers/coaches meeting. Any coach or manager who violates sections 4.6 (a), (b), (c) or (d) shall be subject to disciplinary action as outlined in section 4.3 above.

4.7 All players from T-ball through Juniors shall be instructed on batting safety, and the importance of wearing a batting helmet. The League Safety Officer shall write up a list of batting safety guidelines for the players. Guidelines must be reviewed by the president and approved by the board. All players and parents from T-ball through Juniors will have to sign this form each season before their child may participate in any practice involving real bats or batting practice. Forms will stay with the player registration files.

ARTICLE V – FIELDS & EVENTS

5.1 It is the responsibility of the Director of Fields to secure use permits for all fields on school property. The Director of Fields must also secure the scheduling of those fields used by Snowline Little League. It is suggested to obtain applicable permits by January.

5.2 On school grounds and all fields and parks being used for Little League Baseball:

A. Parking (except for authorized personnel) will not be allowed within 100 feet of the field of play during practice sessions or games.

B. Smoking of any material or the use of alcohol or non-prescribed drugs is prohibited except in designated smoking areas.

C. Dogs or other pets are prohibited. The exception would be a trained assisting dog for the physically or visually challenged.

D. All participants will observe the code of conduct.

E. It will be the team manager’s responsibility to insure the code of conduct is followed by all participants and spectators. This includes any verbal or physical abuse of participant’s, volunteers or spectators by any person within the boundaries of the school, field or park where the Little League event is taking place.

F. The umpire has full control of the game, participants and attendees.

5.3 At every event, persons deemed as hostile or threatening to the players, property, or the organization will be asked to leave the event. At Little League events, if a person is asked to leave and refuses. Legal authorities will be asked to remove them. This includes persons not following field rules after being warned, those presenting threatening statements or harassment of and to volunteers, and/or any person that may cause harm to any or all participants of Little League Baseball. This would include Little League events out of our league boundaries.

5.4 Parents and spectators cannot talk to players while the player is in the dugout or on the field. All players must remain in the dugout or on the field during games except to be escorted to the restrooms.

ARTICLE VI – MANAGERS

6.1 All applicants for a team manager position will be interviewed and screened according to Little League rules. The President will conduct all interviews; the accepted applicant’s names will be presented to the Board of Directors for approval or denial. Board approved team managers will be notified and be given a full outline of their responsibilities. Note: There are no automatically returning team managers, coaches or board members from season to season. Managers and coaches are elected or appointed by the Board after all procedures are followed according to Little League rules and regulations. Board members are elected by members of Snowline Little League. Because we are a volunteer organization, any and all volunteers involved with SLL require background checks.

6.2 All persons accepting a position as team manager will make every effort to be present at each and every scheduled practice and game. This includes tournament games and regular season practices and games. Should questionable attendance come to the Board’s attention, the person’s attendance record will be reviewed by the Board of Directors for possible replacement of the person not attending a reasonable number of games or practices. Any manager or coach found to be using profanity, bullying, threatening or knowingly lying to or around players, parents or league officials is subject to Snowline Little League Constitution section 3.4 and will have their membership suspended or terminated.

6.3 All team managers will be invited to a board approved coach’s clinic and must complete an on-line Concussion Training. Snowline encourages coaches, player agents, and team representatives to participate.

6.4 When a game is missed due to weather or other circumstances, a make-up form must be filled out and may be returned to any Board member within one week, but must be signed off by the President, Vice President or Player Agent to be considered valid. The form needs to be turned in by the manager of both the home and away team. Contact must be made with the other team manager within one week of the missed game. If no effort is made to make up the game it will be counted as a loss for both teams. If effort is made to make up the game, but they are unable to it will not count as a win or loss. Forfeits will be considered losses if there is no form turned in and no proof that any effort was made to make up the game.

ARTICLE VII – DIVISIONS & DRAFT

7.1 At tryouts, everyone will try out by age, not division.

7.2 In addition to what is stated in the green book, we will have a farm division, ages 7-10 and age 6 with one year T-Ball.

7.3 The Player Agent for each division will conduct the draft. The draft will include each division from Juniors down. Participants of the draft will include the Board approved team managers, 1st assistant coaches, the player agents, the President and Vice President. Prospective coaches, family members and players are excluded from the draft session. The draft will be conducted according to the Board approved draft rules. Tee ball teams will be selected by the player agent. No manager, coach or board member will discuss the results of the draft in public until approved by the league President.

7.4 Prior to the scheduled draft the manager must present in writing his/ her 1st assistants name with the proper Snowline Little League Volunteer and Coach Application before any selections are made in the draft (subject to Presidents approval of application). Board approved draft rules will be handed out the day of tryouts (available before draft date on request).

ARTICLE VIII – PLAYING RULES

8.1 T-ball Division will follow the recommended rules in the Little League Baseball Official Regulations and Playing Rule Book.

8.2 The Farm Division (Minors)will consist of players 6 years to 10 years of age within A, AA, and AAA leagues. The A league is designated as “coach pitch”, AA as “player pitch”, and AAA as the minor league. To advance beyond the A league players 6 years old must have played one year of T-ball and have demonstrated appropriate skills during tryouts. Additionally, 11 or 12-year old’s’ may play in the AAA division, if it is their first year in baseball or if the player agent thinks the child would have a better baseball experience.

8.3 The Majors Division will follow the Little League Baseball Official Regulations and Playing Rule Book, including Fall ball.

8.4 Pitching rule for sixteen and under will be pitching option #2.

ARTICLE IX – ALL-STAR SELECTION

9.1 All-Star Selection

A. All-Star teams will be selected in accordance with Little League rules and regulations concerning eligibility and team count.

B. The All-Star manager for each division will be the team manager with the highest winning percentage in their division, ratified by the Board of Directors. If the manager with the highest winning percentage does not want the All Star manager position, it then becomes available to the subsequent manager with the next highest winning percentage, ratified by the Board of Directors. If we have the 11 year old All Star Team, the manager will be selected by the Board of Directors. In the event of a tie, the manager of the team with the best record in head to head match-ups will be the All-Star manager. Any team/ manager unwilling to reschedule a game cancelled due to weather or other unforeseen circumstances or does not follow Article 6.4 of these Bylaws will forfeit that game.

C. Each team manager will submit a list of eligible All-Star candidates from their team to the Player Agent for their division. Eligible 10 year old players from the Major division will be submitted separately for Minor Division All-Star selection. A maximum of fourteen All-Star players will be selected for each division.

D. The President, the applicable Player Agent and the All-Star team manager will conduct final All-Star selections. Discussion of final All-Star selection is prohibited from the close of All-Star selection until after All-Star team announcements.

E. If there is only one team in a division, that team becomes the All-Star team for that division, with the understanding that a maximum of 14 players will be allowed to participate.

F. All All-Star team selections will be presented to the President for certification of eligibility according to Little League rules and regulations. The announcements of the All-Star teams will take place during Closing Day ceremonies provided that the date is after the legal announcement date presented by Little League Baseball.

G. The All-Star team manager may select up to two adult All-Star coaches. All-Star coaches may be coaches from their team or team managers or coaches from other teams in that division.

H. The All-Star selection lists will be filled out in pen and will be retained for review if necessary for questionable activities. The League President will retain all All-Star lists for at least one year.

I. All All-Star selections and Managers are subject to Board approval.

9.2 Snowline Little League will provide All-Star hats to players selected to the All-Star teams. Any items purchased without prior Board approval will not be reimbursed. Hats and shirts will be provided for the manager and up to two coaches. All-Star jersey’s will be ordered by SLL, and paid for by the player.

ARTICLE X – TOURNAMENT OF CHAMPIONS

10.1 The team with the highest winning percentage, not wins and losses, will advance to the TOC.

10.2 Any team/manager unwilling to follow Article 6.4 in these Bylaws and is unwilling to reschedule a game cancelled due to weather or other unforeseen circumstances will forfeit the game.

ARTICLE XI – COMBINED PLAY

11.1 In the event of combined play, each league is responsible for uniform provisions and insurance.

ARTICLE XII – AMENDMENTS

12.1 These bylaws may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the Board of Directors. Draft of all proposed amendments shall be submitted to District 54 and Little League Baseball, Incorporated, for approval before implementation.

President’s Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_