



MISSION

The mission of the HB Cal Ripken League is to provide fun baseball recreation for all Hollis Brookline youth, while teaching fundamental and advanced skills of the sport. All adults involved in the program will subscribe to this mission and will participate in appropriate training opportunities to ensure this mission is fulfilled.

Effective teams have good communication and relationships with each other. Each value and respects the other. This has been our formula as a league. With continued teamwork – among the board, teams, and parents - our league will continue to flourish and serve our community's children for many years to come.

Purpose:

HBCR is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Our date of formation is 11 December 2012, the date our organizing document was appropriately adopted.

Dissolution:

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a Court of competent jurisdiction in the county in which the principal office of the organization or then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

BY-LAWS ARTICLE I. LEAGUE PERSONNEL

This league is to be known as HB Cal Ripken League, sometimes herein known simply as “the league”. The league By-Laws shall define the league membership, participants, and officers, and it defines the authorities and responsibilities that are needed to ensure effective organization, skill building, and fun for all children. At any time, duties of unfilled positions shall be delegated, except in the position of President.

Specific league operations shall be defined in By-Laws, to be reviewed annually by the Board at the January meeting.

PARTICIPANTS

The league serves all children ages 5 – 16 from the towns of Hollis and Brookline. Exceptions require a vote of the Board.

MEMBERSHIP

The membership of the HB Cal Ripken League includes all children, parents, and members of the community interested in fulfilling the mission of the league. Everyone is invited to all meetings.

The entire membership has the responsibility to determine if the league is meeting the mission for the participants. If at such a time, the membership determines that the mission is not being met by the current board, members may, by a petition of 40% of the total of those guardian/parents of registered players, request a full vote of all guardian/parents to seek election of a new set of officers. The current President of the league must ensure that this vote takes place within 90 days of the petition filing. The new set of officers will take over the running of the league operations immediately.

No member shall receive, directly or indirectly any salary, compensation, or emolument for services.

OFFICERS AND DUTIES

Executive Board membership shall include the nine league officers – President, Vice President, Secretary, Treasurer and five Division Coordinators. The Board is authorized to adopt rules and regulations for the conduct of its meetings and the management of the league as it may deem proper, and that are not in conflict with Babe Ruth Rules and Regulations. The Board has the power to appoint committees as necessary. The Board shall have the power by a quorum at any regular or special meetings to discipline, suspend, or remove any Board officer or other volunteer.

I. LEAGUE PRESIDENT

1. Voting member of executive Board.
2. Presides at all league meetings.
3. Assumes full responsibility for the operation of the local league.
4. Represents the local league at all statewide Cal Ripken meetings.
5. Supervise all activity of the local league.
6. See that the league adheres to the rules, regulations and policies of Babe Ruth League, Inc. (Player's age, Resides in the geographical boundaries of the league, etc.)
7. Be sure the charter application or continuation form is submitted to Babe Ruth Headquarters.
8. Be responsible for local league protests and disputes.
9. Review finances with Treasurer and be one of the "two signatures" required to sign checks.
10. Dismissal of persons who do not subscribe to the league Code of Conduct.
11. Review and approve financial hardship requests.
12. Responsible for making league communications post on league social media account(s).

II. VICE PRESIDENT

1. Voting member of the Executive Board.
2. Attends all regular Board meetings.
3. Presides in the absence of the President.
4. Conducts league registrations.
5. Carries out such duties and assignments as may be delegated by the President.

III. SECRETARY

1. Voting member of the Executive Board.
2. Attends all regular Board meetings.
3. Gathers and distributes league correspondence.
4. Records and distributes the minutes of meetings.
5. Prepares meetings agendas.
6. Sends out notice of regular and special meetings.
7. Maintains the official record of the league's activities.
8. Notifies all officers of election and the names of newly elected members of the Board.
9. Performs such other duties as this office may require.

IV. TREASURER

1. Voting member of the Executive Board.
2. Attends all regular Board meetings.
3. Signs checks (shall be one of the "two signatures" required)
4. Dispenses league funds as approved by the Board.
5. Reports on the status of league funds.
6. Keeps financial records.
7. Prepares annual budget.
8. Assumes the responsibility for all local league finances.
9. Participates in registration process.

V. DIVISION COORDINATORS

- T-Ball Coordinator
- Rookie Coordinator
- Majors Coordinator
- Minors Coordinator
- Babe Ruth Coordinator
 1. Appointed by Board.
 2. Voting member of the Executive Board.
 3. Attends all regular Board meetings.
 4. Conducts league assessments and/or try-outs.
 5. Presides at player selection meetings.
 6. Supervises and coordinates the transfer of players.
 7. Coordinates skills clinics for players and coaches.
 8. Attends district meetings as necessary and reports back to league.
 9. Keeps up-to-date records of team rosters.
 10. Verifies players' eligibility with President.
 11. Chooses, trains, & supervises managers and coaches.
 12. Appoints the "Manager Selection Committee".
 13. Monitors division equipment needs and reports needs to equipment coordinator.
 14. Monitors field conditions and reports concerns to fields coordinator.
 15. Attempts to resolve problems between and among division level members (coaches, parents).
 16. Budget recommendations.

VI. EQUIPMENT COORDINATOR

1. Appointed by Board.
2. Attends all regular Board meetings.
3. Procure, store, and distribute equipment, uniforms, etc., within budget.
4. Ensures an adequate supply of baseballs is available for an upcoming season.
5. Make arrangements for the tournament team to have the proper equipment.
6. Budget recommendations.

VII. COMPUTER/WEBSITE COORDINATOR *(or committee)*

1. Appointed by the Board.
2. Responsible for updating league's informational website, online rosters and registration.
3. Acts as the primary contact in conjunction with the official online provider.
4. Budget recommendations.

VIII. REGISTRAR *(or committee)*

1. Appointed by the Board.
2. Oversees the registration flow.
3. Ensures age-appropriate division selections by parents.
4. Ensures correct payments have been made and delivers payments to Treasurer.
5. Ensures proper forms have been submitted and properly signed and delivers to league coordinators.
6. Works with league President for issuance of Babe Ruth ID cards.

IX. INSURANCE COORDINATOR

1. Appointed by the Board.
2. Obtains proper accident and liability insurance coverage for the protection of the league players and volunteers.
3. Responsible for filing claims with the insurance companies.
4. Maintain records of injuries and incidents (injury/incident report forms from managers)

X. UMPIRE COORDINATOR

1. Appointed by the Board.
2. Recruits, coordinates and supervises the league's umpires.
3. Assign umpires to all league games.
4. Conducts clinics on rules and field positions.
5. Responsible for notifying umpires of cancellations.
6. Responsible for proper dress and conduct of all umpires.
7. Be sure all umpires know proper local league protests procedures.
8. Be knowledgeable of the rules and have the ability to apply them on the field.
9. Budget recommendations.

XI. FIELDS COORDINATOR *(or committee)*

1. Appointed by the Board.
2. Secures necessary personnel (volunteers) required for maintaining field.
3. Refers to the Babe Ruth Facility Guidebook located on the Babe Ruth website.
4. Keeps fields properly groomed.
5. Budget recommendations.

XII. SCHEDULE COORDINATOR *(or committee)*

1. Appointed by the Board.
2. Establishes game and practice schedule for all baseball and softball teams.
3. Determines field availability.
4. Manages changes to field use requirements (coach requests for additional practices, rainouts)
5. Monitors school and community calendars to avoid conflicts.
6. Budget recommendations.

XIII. FUNDRAISING COORDINATOR *(or committee)*

1. Appointed by the Board.
2. Evaluates league needs and prepares a budget.
3. Selects a product or program that will raise funds needed.
4. Recruits necessary volunteers.
5. Works with league Treasurer regarding funds.
6. Works with league Secretary for publicity.
7. Maintains records on fundraising income and expenses.
8. Budget recommendations.

XIV. SPONSORSHIP COORDINATOR

1. Appointed by the Board.
2. Establishes list of previous & potential sponsors.
3. Works with the Board to determine sponsorship levels.
4. Contacts list of previous & potential sponsors.
5. Coordinates banner for new sponsors.
6. Coordinates thank-you plaques.

7. Works with league Treasurer regarding funds.
8. Works with league Secretary for publicity.
9. Maintains records on fundraising income and expenses.
10. Budget recommendations.

XV. CONCESSIONS COORDINATOR *(or committee)*

1. Appointed by the Board.
2. Secures necessary supplies for concession stand.
3. Maintains records of purchases.
4. Makes the necessary arrangements for income to be turned over to Treasurer.
5. Staffing

XVI. TEAM PARENT

1. Appointed by Team Manager
2. The Team Parent is a volunteer parent from each team to serve as liaison between the league/team manager and the players parents.
3. Notify parents of schedule changes.
4. Coordinate team fund raising efforts.
5. Notify parents when games are cancelled.
6. Coordinate concession stand volunteers for team games at town fields.

XVII. TOURNAMENT DIRECTOR

1. For Cal Ripken sanctioned tournaments (districts, states, regionals), the league President is the official Tournament Director.
2. Any other independent tournament the league wishes to host – the tournament director shall be appointed by the Board.
3. Responsible to appoint volunteers to assist with the following activities:
 - a. Umpires
 - b. Fields (with Hollis and Brookline Recreation Commissions)
 - c. Concessions
 - d. Scorekeepers
 - e. Announcers
 - f. Opening and closing ceremonies
 - g. Awards
 - h. Publicity

XVIII. OPENING DAY COORDINATOR

1. Coordinate and organize the opening day ceremonies and parade.

XIX. PHOTO DAY COORDINATOR

1. Coordinate and schedule individual and team photos

XX. TROPHIES COORDINATOR

1. Order and distribute trophies for end of the year participation and tournaments.

ARTICLE II. LEAGUE OPERATIONS

LENGTH OF TERMS

With the exception of President, Vice President, Treasurer, and Secretary, the term of each league officer and appointed position shall be for one calendar year. President, Vice President, Treasurer, and Secretary shall have terms of two years.

ELECTIONS

Nominations will be held at the October meeting, elections at the November meeting. Term begins immediately following elections.

Election information shall be publicized by the league secretary in early October.

President and Treasurer should be elected in odd numbered years. Vice President and Secretary should be elected in even numbered years. This is to avoid mass turnover in of Board positions in any given year.

VACANCIES

Vacant positions will be publicized immediately and may be filled by a majority vote of the Board at any regular meeting or at any special meeting called for that purpose.

The President may appoint a temporary replacement.

The replacement term begins immediately and will last until the next regular election.

Resignations will be submitted to the President.

VOTING PROCEDURES

Voting members include nine people: the four Board officers and five league coordinators. A majority of the full Board shall constitute a quorum. No absentee ballots are permitted. However, a person may accept a nomination without being present.

All votes taken at a meeting will have a motion and a second, and the results will be duly recorded in the minutes by the secretary.

In the case of votes that cannot wait until the next meeting, votes may be taken via phone or email polling. That vote should be announced, with the results, and recorded in the minutes of the next meeting.

All non-budgeted expenditures exceeding \$450 must be voted on by the Board. Budgeted expenditures will identified in the 5 Year Capital Improvement Plan, reviewed and approved by the board.

MEETINGS

Time and Location

Meetings shall be held at a time and place determined by the Board, that is accessible to all. The time and place of all meetings shall be announced to the membership by email, text message, and/or phone calls.

Attendance

Board members should make every effort to attend every board meeting. If numerous board meetings are missed by any member, restatement of intentions shall be requested.

Agenda

The President is responsible for the agenda. Agenda requests must be submitted to the league Secretary by 4:00 pm on the Friday before a meeting. The agenda will be adhered to as much as possible. The agenda will be structured as follows:

- Executive Session
 - Approval of minutes
 - Detailed Treasurer's report
- General Session
 - Reports
 - Correspondence
 - Old Business
 - New Business
 - "Food for Thought"

SPECIAL MEETINGS

Special meetings may be called by 3 Members of the Board or by the Secretary or President at their discretion. When called, special meetings shall focus on their specified subject(s) only. No business other than that specified in the notice of the meeting shall be transacted at any special meeting.

MINUTES

Minutes of each meeting will be stored digitally for recordkeeping in the league specified storage location and are to be always accessible to all Board members.

FISCAL RESPONSIBILITIES

The fiscal year shall begin on the first day of January and shall end on the last day of December.

Starting Equity Position

Upon approval of the combination of the Hollis Cal Ripken League and the Brookline Baseball Softball League for all baseball related activities, HB Cal Ripken shall adopt a single operating account. Each town's initial deposit into this account will reflect their Starting Equity Position (amounts to be entered here and dated). Starting on January 1, 2013, all baseball based operating activities, fundraising and sponsorships proceeds and expenses shall pass through this combined account.

Capital Improvements Fund

HB Cal Ripken shall establish a Capital Improvements fund to properly plan for field improvements within Hollis and Brookline. This fund shall consist of a portion of each town's Starting Equity Position and a portion of all

sponsorship and or fundraising money collected each year. A 5-year Capital Improvement plan shall be submitted with each annual budget in December. Spending decisions in each year shall be approved by a majority vote of the voting members.

Dissolution of Combined Charter

The HB Cal Ripken combined charter can be dissolved with a 2/3 majority vote of the membership presented at the time of the vote. Each town's Starting Equity Position will be returned, providing the combined account balance is sufficient. Any shortfall/overage will be returned to the towns based upon their total percentage of the trailing 3-year average of the participants from each town.

Budget

An annual budget will be approved each December by the Board for the following year.

A draft budget for each year will be developed by the President and Treasurer and presented to the Board in November. Changes may be made to the budget any time prior to adoption. The Treasurer is charged with making reasonable projections based on prior years.

Budget overrides require a Board vote.

Payment Procedures

The Treasurer is authorized to make all payments within the budgeted amounts up to \$1,000. All payments over \$1,000 require a second signature of the league president.

Deposits

All monies received shall be deposited to the credit of the league in a federally insured bank or institution approved by the Board.

Registration Fees

Registration fees will be fixed yearly by the Board of Directors prior to the beginning of any membership period.

GRIEVANCES

Occasionally disputes arise in league operations. Parent grievances should first be addressed at the team level. If not resolved, the grievance should be directed to the division coordinator. If not resolved, the President will investigate the grievance, then make a recommendation to the Board. The Board's decision will be final. Coach grievances should first be addressed with the division coordinator. If not resolved; the President will investigate the grievance, and then make a recommendation to the Board. Board grievances should be addressed at the Board level, by majority vote.

ALL STAR SELECTION PROCESS

Every year, HBCR will attempt to field teams at the 8U, 9U, 10U, 11U and 12U levels to participate in the Babe Ruth League Cal Ripken State Tournament along with a few other tournaments over the Summer. All players rostered on a Spring Season team are eligible candidates for selection as long as they are league age eligible per Babe Ruth League.

The selection process shall consist of an All Star Team try out and Spring Season Head Coach nominations sent to the board.

All Star Team Head Coaches may use try out assessment data, nominations, Spring Season assessment data and/or attend practices/games to determine the final invitation list. The All Star Team try out for the specific division team must have taken place prior to extending invitations to players. It is highly encouraged that all players wanting to make an All Star team attend a tryout, however it is not mandatory in order for a player to be eligible.

The intent of establishing All Star teams in HBCR is to put together the most competitive team of players in their league age division. For this reason the following guidelines will be used to ensure the most kids that are league age eligible and attended a try out/ received a nomination have an opportunity to play at high level.

- Players that are eligible to play 8U are those that are league age 8 then 7, in this order.
- Players that are eligible to play 9U are those that are league age 9 then 8, in this order.
- Players that are eligible to play 10U are those that are league age 10.
- Players that are eligible to play 11U are those that are league age 11.
- Players that are eligible to play 12U are those that are league age 12.

Allowing of "Play ups" is a case-by-case basis. All Play Up requests for All Stars shall be voted on by the board prior to making a final invitation to those players. The intent at 10/11/12U is to prioritize league age equivalent players first.

REQUIREMENTS FOR CHANGES TO BY-LAWS

Articles I ,II and III of the League By-Laws shall be reviewed and discussed annually at the January meeting.

Changes to by-laws will require the vote of 2/3 of the membership present at the meeting.

ARTICLE III. PLAYING RULES

Playing rules are outlined and updated annually to comply with the pertinent sanctioning body. The rules will be posted at www.hbcalripken.org in the documents section of the website.

Date of last modification: 11/14/2024

Approved on: 12/10/2024 by HBCR Executive Board