

Eden Youth Sports Committee Policy

71 Old Schoolhouse Rd
Eden Mills, 05653

The mission of the Eden Youth Sports is to promote the values of teamwork and sportsmanship and to provide a competitive and fun experience in all sports for all participants, regardless of ability or economic status.

This EYSC shall be the local affiliate of Little League Baseball, Inc., Babe Ruth Baseball, as well as any other state and/or national association(s), as required.

This EYSC shall take NO action based solely or in part on any person's race, creed, color, religion, national origin, marital status, disability, sex, sexual orientation or gender identity.

Membership

- A. Appointments to the EYSC shall be made by the Eden Selectboard with the intent to support the youth in Eden. Said appointments shall be made in March of each year at the special Selectboard meeting following the annual town meeting with appointments for all members to commence at the adjournment of that special Selectboard meeting for a term of one year. The continuance of the EYSC and the appointment of committee members to the committee is at the sole discretion of the Eden Selectboard.
- B. A minimum of three (3) and maximum of five (5) members shall make up the EYSC and each member must be a legal resident of Eden at the time of their appointment.
- C. Any EYSC member, who, for whatever reason, is no longer an Eden resident, shall submit written notification of the change in residency by email or letter to the Selectboard/Town Office so the Selectboard may determine the status of the committee member. If a position becomes vacant, residents interested in filling the replacement position shall submit a letter of interest to the Selectboard. New appointments shall be made by the Eden Selectboard at their earliest convenience with the position to be active only until the following special meeting of the Selectboard after town meeting in March of the following year.

Roles

- A. The EYSC shall consist of a Coordinator, Assistant Coordinator, Treasurer, Secretary and Equipment Facilitator. All positions shall be elected by the committee members at their first warned meeting of the EYSC held after the appointments are made by the Eden Selectboard in March. All positions are for a one (1) year term or part of a year if a committee member is appointed during the middle of the year. Examples of duties of each role are as follows:

Coordinator: Oversee the Youth Sports Committee, set up sports programs for the season, communicate with families in regards to sports to ensure pertinent information is available, attend or appoint someone to attend the County meetings regarding sports, find coaches/referees as needed, create the agenda for meetings and post the agenda at least 48 hours in advance unless a meeting is an emergency.

Assistant. Coordinator: Assist Coordinator in all duties outlined above.

Treasurer: The treasurer is in charge of all funds to include registrations/fundraising, etc. All funds must be properly accounted for with supporting documentation and given to Town Treasurer in a timely manner. The Treasurer shall also prepare an end of the fiscal year summary of finances and activities.

Equipment Facilitator: Responsible for uniforms and equipment, field prep, coordinating gym time with school, etc.

Secretary: Responsible for writing the meeting minutes to include posting of minutes at 3 public places in town including the Eden General Store, The Eden Post Office lobby and the Eden Town Clerk's Office within 5 days. Handles official business communication with all members of the committee.

- B. During any absence, disability or resignation of the Coordinator, the Assistant Coordinator shall become Acting Coordinator and shall serve in that position until the Coordinator returns or for the balance of the one-year term if the Coordinator does not return.
- C. Should the position of Assistant Coordinator, Treasurer, Secretary or Equipment Facilitator become vacant, said position shall be filled by an existing member or shared by the committee until a new appointee has been chosen by the board. When any new committee member is added during the year, the EYSC may re-organize the committee, if they so choose, during a duly warned EYSC meeting.
- D. The Coordinator or designee shall preside at all EYSC meetings. Robert's Rules of Order shall be used to govern the meeting and the Open Meeting Law adhered to at all times. The Coordinator or designee shall be responsible for transacting all routine EYSC business and shall serve as the Eden representative to the Lamoille County Baseball and Softball League, as well as any other local, state or national association to which this EYSC becomes affiliated with. In the event that the Coordinator is not able to act as the EYSC representative, the Coordinator shall inform the other committee members in a timely manner so that all responsibilities shall be covered.
- E. The EYSC shall meet as needed to conduct business as determined by its Coordinator. It is mandatory that a quorum of members (more than half of the number of committee members) must be present at all meetings including Special or Emergency meetings. All meetings must be duly warned. Any formal action taken during a Special or Emergency meeting shall automatically be reviewed and either affirmed or repealed at the next regular meeting. In the absence of a quorum, any business transacted shall be null and void. The only action that can legally be taken in the absence of a quorum is to fix the adjournment time of the meeting.

Authority/Conduct/Discipline.

- A. The EYSC shall be responsible for appointing all EYSC coaches, assistant coaches, umpires or officials, as well as any other person associated with any program that falls within its jurisdiction. All such appointments shall be the responsibility of the EYSC after background checks have been performed by Vermont Criminal Information Center @ vcic.vermont.gov through the Eden Central School and a copy must be on file at the Town Office.
- B. The EYSC may take appropriate action to encourage and enforce good sportsmanship and fair play on the part of coaches, players and officials. This authority extends beyond any action taken or not taken by game officials or umpires.
- C. Complaints regarding coaches, assistant coaches, umpires, officials, players or spectators should be presented in writing to EYSC. Only written complaints will be reviewed by the EYSC and must be addressed during a duly warned meeting.
- D. Upon receiving a written complaint, the EYSC may, by a two-thirds vote of members present at a duly warned meeting, take appropriate disciplinary action, including suspension, dismissal, or other necessary measures, against any coach, assistant coach, umpire, official, or player whose conduct is clearly contrary to the mission of Eden Youth Sports. Before taking any disciplinary action, the EYSC must consult with the Eden Selectboard. Any action taken must be for good cause and in accordance with due process.
- E. Any complaints pertaining to the conduct of the EYSC committee shall be submitted in writing to the Eden Selectboard to be addressed at a Selectboard meeting.

Registration, Fees and Accounting of Funds.

- A. All participants must be properly registered prior to participation in any EYSC activities. Registration shall be on forms provided by the EYSC and must be signed by the parent or legal guardian of the participant. Youth from other towns are welcome to join as every kid deserves a chance to play.

- B. The EYSC shall establish and collect fees where such fees are required. When applicable, such fees shall be due and payable at registration.
- C. All fees collected must be reconciled with proper tracking of received monies and issuance of receipts prior to being handed over to the Eden Town Treasurer.
- D. The EYSC shall be responsible for creating an estimated detailed list of expenses for the ensuing year that shall first be approved by the majority of the EYSC committee members.
- E. The list of estimated expenses must then be submitted to the Eden Selectboard for review. All expenditures related to the EYSC must have Selectboard approval. The EYSC shall then present to the Eden Town Treasurer, the specific item(s) approved for purchase and the source of the items. All purchases must go through the Town Office in order to use the tax-exempt status of the Town.
- F. All monies held for use by the EYSC shall be held at the Town Office. The Town Treasurer shall be responsible for the management of all EYSC funds. All expenses must be approved by the Eden Selectboard before any purchases can be made through the Eden Town Office. The EYSC fund shall be audited annually and a financial report prepared by the town treasurer for inclusion in the annual Town Report.

Facilities.

- A. The EYSC shall work in concert with the Eden Selectboard, Eden Schoolboard or their designee (i.e. Principal), as well as other local, state and federal agencies in providing facilities for various activities.
- B. The Equipment Facilitator or its designee shall perform a pregame safety inspection of facility/field to establish that the area is free of obvious hazards (i.e. broken glass, sharp objects, protruding nails, etc.).

Annual Report.

- A. The EYSC shall prepare a written annual report of its activities. Said report shall be the responsibility of the Coordinator or his/her designee and shall be approved by majority vote of the EYSC membership and presented to the Eden Selectboard and Town Office on or before December 31st of each year to be included in the annual Town Report.

Policy Adoption

- A. A policy is administrative in nature rather than regulatory. Required for adoption is a majority vote by the Selectboard, the legislative body of the Town of Eden at a duly noticed meeting under the Open Meeting Law ([1 V.S.A. §§ 310](#) et seq.).

**Adopted April 8, 2025 by Eden Selectboard Tim Bullard, Ricky Morin, Clayton Whittemore
Revised on April 22, 2025 by Tim Bullard, Ricky Morin, Clayton Whittemore**