



Marina Youth Baseball Softball, Inc.

BYLAWS & GOVERNANCE PACKET

Adopted by the Board of Directors

Effective Date: 02/17/2026

Electronically Signed by the BOD: 02/17/2026

ARTICLE I – NAME

The legal name of the organization shall be Marina Youth Baseball Softball, Inc. The organization may be referred to as “MYBS” or “the League” in communications, branding, and operational materials. Use of such abbreviations shall not be construed as a legal name change.

ARTICLE II – PURPOSE AND OBJECTIVES

The League shall be operated so that the welfare and development of youth participants shall take precedence over competition, standings, or winning.

The League is organized primarily to provide recreational youth baseball and softball opportunities; however, participation in competitive play, including tournaments or advanced programs, may be offered when consistent with the League’s charitable purpose and youth development mission.

Participation in MYBS programs shall be open to eligible youth without discrimination, and the League may provide financial assistance or scholarships to ensure access to its programs, subject to policies adopted by the Board of Directors.

Marina Youth Baseball Softball, Inc. (“MYBS”) is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

The purpose of the League is to promote youth development within the community by fostering the ideals of good sportsmanship, honesty, loyalty, courage, and respect. The League supports the healthy physical, emotional, and social development of its participants through structured and supervised youth baseball programs.

In addition, the League encourages and supports education and academic achievement among all participants.

ARTICLE III – GOVERNANCE

Marina Youth Baseball Softball, Inc. shall be governed by a Board of Directors, which shall have full authority and responsibility for the management, control, and direction of the affairs of the League.

The President shall serve as the Chief Executive Officer of the League and shall carry out the policies, directives, and decisions of the Board of Directors, subject at all times to the authority and oversight of the Board.

The Board of Directors may delegate operational authority to the Executive Officers; however, ultimate authority and fiduciary responsibility shall remain with the Board of Directors.

GOVERNANCE STRUCTURE CLARIFICATION:

For purposes of these Bylaws, the following terms shall have the meanings set forth below:

A. Board of Directors (“the Board”)

The Board of Directors is the full governing body of Marina Youth Baseball Softball, Inc. The Board consists of all Executive Officers and Voting Directors. The Board has ultimate authority and fiduciary responsibility for the affairs of the League.

B. Executive Officers

Executive Officers are individual officers of the corporation appointed or elected by the Board,

including the President, Treasurer, Baseball Director, and Softball Director. Executive Officers are responsible for the day-to-day operations of the League and for carrying out the policies and directives established by the Board of Directors. Actions taken by the Executive Officers shall be reported to the Board of Directors and are subject to review, ratification, or modification by the Board.

ARTICLE IV – STATEMENT OF POLICY

MYBS prioritizes youth welfare, prohibits private inurement, requires conflict-of-interest disclosure, restricts inappropriate sponsorships, and mandates compliance with the Code of Conduct and Zero Tolerance Policy.

A. Youth Welfare Priority

It shall be the policy of Marina Youth Baseball Softball, Inc. to conduct its activities so that the physical, emotional, and moral welfare of the youth participants for whose benefit it is organized shall remain paramount. All matters of policy shall be determined on that basis.

B. No Private Inurement / Compensation

No part of the net earnings of the League shall inure to the benefit of, or be distributable to, any private individual, officer, director, or volunteer, except that the League shall be authorized to pay reasonable compensation for services rendered in furtherance of its exempt purposes, as approved by the Board of Directors.

C. Conflict of Interest

Members of the Board of Directors and Executive Officers shall disclose any actual or potential conflict of interest. Any individual with a conflict of interest shall recuse themselves from discussion and voting on the matter giving rise to the conflict.

D. Sponsorships and Advertising

Marina Youth Baseball Softball, Inc. shall solicit and accept sponsorships only from businesses and organizations consistent with the values and objectives of the League. Advertising or sponsorships promoting alcoholic beverages, tobacco, cannabis products, or other substances deemed inappropriate for youth participants are prohibited.

The Executive Officers shall have final authority to approve or reject sponsorships to ensure alignment with League values, with such decisions reported to the Board of Directors.

E. Codes of Conduct and Zero Tolerance

All Board members, officers, managers, coaches, volunteers, parents, players, and spectators associated with the League shall comply with the MYBS Code of Conduct and Zero Tolerance Policy as set forth in **Appendix A (pg.11)**.

Compliance with these policies is a condition of participation in any MYBS activity, and violations shall be subject to disciplinary action in accordance with these Bylaws.

ARTICLE V – MEETINGS & VOTING

A quorum consists of a simple majority of voting Directors. Only Board members may vote. General business requires a two-thirds vote; elections require affirmative votes from all Directors present. Closed sessions are permitted, with actions recorded without discussion details.

A. Parliamentary Authority

Robert's Rules of Order Revised (RROR) shall govern the proceedings of all meetings of the League, except where such rules conflict with these Bylaws.

B. Regular Meetings

The Board of Directors shall hold regular meetings on the first Tuesday of each month at 6:00 p.m., unless otherwise announced. Meetings shall be publicly announced, and members of the public may attend in an observational capacity.

C. Special Meetings

Special meetings may be called by the President or upon written request of at least three (3) voting Directors.

D. Remote Meetings & Voting

The Board of Directors may meet and conduct votes via email, electronic communication, or video conference when time-sensitive matters arise, except where prohibited by law. All votes conducted remotely shall be documented in the meeting minutes. Participation by video conference (including Zoom, Google Meet, or similar platforms) shall not be considered in-person attendance and shall not be counted toward the establishment of a quorum.

E. Notice of Meetings

At least two (2) days' notice shall be provided to all voting Directors for any special meeting unless waived by unanimous consent of the voting Directors.

F. Proxy Voting

Proxy voting is strictly prohibited.

G. Public Attendance & Transparency

Meetings of the Board of Directors, including elections, may be open to the public for purposes of transparency and community awareness. Members of the public may observe and provide input when recognized by the presiding officer but shall not vote on any matter.

H. Voting Authority

Voting rights are limited exclusively to seated voting members of the Board of Directors as defined in Article VII. No parent, guardian, volunteer, member of the public, or non-voting appointee shall be entitled to vote.

I. Voting Thresholds

General Board Business

Except where otherwise specified, all motions, resolutions, expenditures, policy decisions, appointments, and actions of the Board shall require a two-thirds (2/3) affirmative vote of the voting Directors present, provided a quorum is established.

Elections

Elections of Executive Officers and Voting Directors shall require the affirmative vote of all voting Directors present and eligible to vote. Abstentions, absences, or vacancies shall not be counted as affirmative votes.

ARTICLE VI – MEMBERSHIP

Membership is automatic upon participation and does not confer voting or governance rights. Participation privileges may be suspended or revoked by the Executive Officers, subject to Board review.

A. Membership Defined

Membership in Marina Youth Baseball Softball, Inc. is a condition of participation in League programs and activities. Membership shall be automatic upon player registration, volunteer approval, or appointment to a Board or committee position.

B. No Voting or Governance Rights

Membership in MYBS does not confer voting rights or governance authority. All governance and decision-making authority is vested exclusively in the Board of Directors as provided in these Bylaws.

C. Single Class of Membership

MYBS shall maintain one class of membership. No distinction shall be made between types of members for governance purposes.

D. Discipline, Suspension, or Removal

The Executive Officers, by a majority vote of its members, may suspend or revoke membership or participation privileges for violations of these Bylaws, League policies, the Code of Conduct, or the Zero Tolerance Policy.

Any action taken by the Executive Officers under this section shall be reported to the Board of Directors at the next regular meeting and shall be subject to Board review, ratification, modification, or reversal.

ARTICLE VII – BOARD OF DIRECTORS

A. Governing Authority

The affairs of Marina Youth Baseball Softball, Inc. shall be governed by a Board of Directors.

B. Composition

The Board of Directors shall consist of Executive Officers and Voting Directors, all of whom are voting members of the Board. The Board shall consist of no fewer than five (5) and no more than fifteen (15) voting Directors. Responsibilities set forth in **Appendix B (pg.15)**.

C. Executive Officers (Voting)

The Board shall make every reasonable effort to fill these 5 positions at all times.

- President
- Baseball Director (VP1)
- Softball Director (VP2)
- Treasurer
- This member will be voted in every year.

D. Voting Directors

Voting Directors may include, but are not limited to:

- Secretary

- Baseball Division Representative
- Softball Division Representative
- Field Improvements Director
- Equipment Director
- Fundraising/Sponsorship Director
- Concessions Director
- Volunteer Director
- Social Media Director
- Uniforms Director
- Special Events Director

E. Non-Voting Positions

The following positions are advisory or appointed and shall not vote or be counted toward quorum:

- Parliamentarian
- City Liaison
- Member at Large

F. Term of Office

All Executive Officers and Voting Directors shall serve a one-year term beginning August 1 and ending July 31 of the following year.

G. Attendance & Voting Rights

Any voting Director absent from three (3) consecutive regular meetings without good cause may have their voting rights suspended by a two-thirds (2/3) vote of the Board of Directors. Voting rights may be reinstated by Board action or by attendance at three (3) consecutive meetings.

H. Removal for Cause

A Director may be removed for cause, including but not limited to failure to perform duties, violation of these Bylaws, Code of Conduct violations, misuse of League authority or funds, or actions detrimental to the League, by a two-thirds (2/3) vote of the Board of Directors in closed session.

I. Vacancies

In the event that one or more Board member positions become vacant the Board may continue to conduct official business provided that the board appoints an interim director. Vacancies on the Board of Directors may be filled by a two-thirds (2/3) vote of the Board of Directors. Appointees shall serve the remainder of the unexpired term unless the vacancy is filled.

ARTICLE VIII – ELECTIONS

Elections are held prior to August 1. Only voting Directors may vote. Floor nominations are permitted, and vacancies may be filled by Board appointment with a two-thirds vote.

A. Authority and Procedure

Elections of Executive Officers and Voting Directors shall be conducted in accordance with Robert's Rules of Order Revised and these Bylaws.

B. Timing of Elections

Annual elections shall be held prior to August 1, allowing newly elected Executive Officers and Voting Directors to assume office at the beginning of the fiscal year.

C. Nomination Committee

The Board of Directors shall appoint a Nomination Committee, including a Chairperson, to solicit nominations, verify eligibility, and prepare a slate of candidates for the upcoming election.

The Nomination Committee shall present the slate of nominees to the Board of Directors and may publicly announce the slate for transparency purposes.

D. Nominations from the Floor

At the election meeting, the Chairperson of the Nomination Committee shall accept additional nominations from the floor, provided nominees meet eligibility requirements established by these Bylaws.

E. Eligibility Verification

The Nomination Committee shall verify that all nominees meet the qualifications for the position sought prior to the election vote.

F. Voting Rights

Only seated voting members of the Board of Directors are entitled to vote in elections.

Public attendance at election meetings is permitted for transparency; however, public attendance does not confer voting rights.

G. Voting Requirement

Election of Executive Officers and Voting Directors shall require the affirmative vote of all voting Directors present and eligible to vote at the election meeting.

Abstentions, absences, or vacancies shall not be counted as affirmative votes.

H. Uncontested Positions

When only one (1) qualified candidate is nominated for a position, a vote shall still be conducted in accordance with these Bylaws.

I. Vacancies Following Elections

Any position remaining vacant following the election may be filled by appointment by a two-thirds (2/3) vote of the Board of Directors, with the appointee serving the remainder of the unexpired term unless the vacancy is filled.

ARTICLE IX – FINANCIAL

The fiscal year runs August 1 to July 31. Expenditures are limited to the approved budget. Emergency expenditures may be authorized by the Treasurer. Financial controls and transparency are required.

A. Fiscal Year

The fiscal year of Marina Youth Baseball Softball, Inc. shall begin on August 1 and end on July 31 of each year.

B. Budget Authority

An annual operating budget shall be prepared and submitted for approval by the Board of Directors

prior to the start of each fiscal year. The approved budget shall serve as the primary financial authorization for League operations.

C. Expenditure Authority

Executive Officers are authorized to expend League funds only within the limits of the Board-approved budget and in furtherance of the League's exempt purposes.

Any expenditure not included in the approved budget, or any material deviation from the approved budget, shall require prior approval by the Board of Directors.

D. Emergency Expenditures

In the event of an emergency requiring immediate financial action to protect the safety, property, or operations of the League, the Treasurer, or the President when practicable, may authorize expenditures outside the approved budget.

Any such emergency expenditure shall be reported to the Board of Directors at the next regular meeting and shall be subject to Board review, ratification, modification, or reversal.

E. Receipts, Deposits, and Controls

All funds received on behalf of the League shall be submitted to the Treasurer or designated officer for deposit within forty-eight (48) hours of receipt, accompanied by appropriate documentation.

Cash received at events shall be counted by two (2) adults, one of whom shall be a voting Director, and documented on a League deposit form.

F. Reimbursements

Requests for reimbursement shall be submitted with receipts and appropriate documentation.

Reimbursements shall be approved by the Treasurer and one additional Executive Officer, provided the expense is within the approved budget.

G. Banking and Signatories

The League shall maintain its funds in financial institutions approved by the Board of Directors.

The Board shall designate three (3) authorized signatories on all League bank accounts. A minimum of two (2) authorized signatories shall be required for disbursement of funds as determined by Board policy.

No two authorized signatories shall be related by blood, marriage, domestic partnership, residing in the same household, or other relationship deemed inappropriate by the Board of Directors.

H. Financial Reporting and Transparency

The Treasurer shall present a financial report at each regular Board meeting, including account balances, income, and expenses. Financial records shall be maintained in accordance with applicable laws and nonprofit best practices and shall be made available for Board review upon request.

I. Review and Oversight

The Board of Directors shall provide oversight of League finances and may require an independent financial review or audit as deemed appropriate.

J. Use of Funds

All funds of the League shall be used solely to further the charitable and educational purposes of Marina Youth Baseball Softball, Inc., in accordance with these Bylaws and applicable law.

ARTICLE X – SCHOLARSHIPS

Scholarships are awarded by the Executive Officers based on need, circumstances, and available funds.

The number of scholarships is set annually by Board vote. Decisions are confidential and final.

A. Purpose

Marina Youth Baseball Softball, Inc. may award scholarships to eligible participants in furtherance of its charitable and educational purposes, as set forth in Article II of these Bylaws.

B. Decision Authority

Scholarship applications shall be reviewed and decided by the Executive Officers. The Executive Officers are authorized to approve or deny scholarship requests in accordance with these Bylaws and any policies adopted by the Board of Directors.

C. Criteria

Scholarships shall be awarded based on financial need, special circumstances, and availability of funds, as determined by the Executive Officers.

D. Annual Limits

The number and general parameters of scholarships available for each season shall be established annually by a vote of the Board of Directors.

E. Confidentiality

All scholarship applications, supporting documentation, deliberations, and decisions shall be treated as confidential and shall be reviewed only by authorized individuals.

F. Finality of Decisions

Scholarship decisions of the Executive Officers are final and not subject to appeal, except in cases where the Bylaws have been violated.

ARTICLE XI – VOLUNTEERS

All volunteers must be Board-approved, meet age requirements, pass background checks, and comply with League policies. Field access and transportation rules are enforced for safety and liability.

A. Volunteer Approval

All volunteers, including but not limited to managers, coaches, team parents, umpires, and other individuals assisting with League activities, shall be approved by the Board of Directors prior to participation.

B. Minimum Age Requirements

Team Managers shall be a minimum of eighteen (18) years of age.

Coaches shall be a minimum of fifteen (15) years of age, with approval of the Board of Directors.

Team Parents and all other volunteers shall be a minimum of eighteen (18) years of age.

C. Background Checks and Clearance

All volunteers must complete and pass a background check and any required clearance process prior to participating in any League activity. Volunteers who fail to complete required clearances shall not be permitted to participate in League activities.

D. Training and Compliance

Volunteers may be required to attend training sessions, meetings, or certifications as determined necessary by the Board of Directors. All volunteers shall comply with these Bylaws, League policies, the Code of Conduct, and the Zero Tolerance Policy as a condition of participation.

E. Field and Dugout Access

For insurance and liability purposes, only approved volunteers may be on the playing field or in team dugouts during practices, games, or League events. Players shall not be permitted in dugouts or on the field without appropriate adult supervision.

F. Transportation of Players

Only approved volunteers with a valid California driver's license and proof of automobile insurance may transport players in connection with League activities.

All transportation of players must comply with applicable safety laws, including proper seating and use of appropriate safety restraints.

G. Removal of Volunteer Privileges

The Executive Officers may suspend or revoke volunteer privileges for violations of these Bylaws, League policies, the Code of Conduct, or the Zero Tolerance Policy, subject to Board review as provided elsewhere in these Bylaws.

H. Volunteer & No Financial Gain Statement

No Board member, Executive Officer, Director, or advisory member shall receive compensation, financial gain, or personal benefit from their service, except for reimbursement of reasonable expenses approved by the Board and consistent with the Bylaws and applicable law.

ARTICLE XII – AMENDMENTS

Amendments may be proposed by any voting Director, require ten (10) days' notice, a two-thirds vote, and may only be adopted during the off-season.

For purposes of amendments, the "off-season" shall be defined as the period after the conclusion of Fall Ball and prior to Opening Day, provided such amendments do not conflict with fiscal year or election timing requirements.

A. Authority to Amend

These Bylaws may be amended, repealed, or replaced by action of the Board of Directors.

B. Proposals

Proposed amendments may be submitted by any voting Director for consideration by the Board of Directors.

C. Notice

Written notice of any proposed amendment shall be provided to all voting Directors at least ten (10) days prior to the meeting at which the amendment will be considered.

D. Approval

Amendments to these Bylaws shall require a two-thirds (2/3) affirmative vote of the voting Directors present, provided a quorum has been established.

E. Timing

Amendments shall be adopted only during the off-season, defined as the period after the conclusion of the Fall Ball season and prior to Opening Day, unless otherwise required by law.

F. Transparency

Approved amendments shall be recorded in the meeting minutes and made available to the membership for transparency purposes. Public availability shall not confer voting or governance rights.

APPENDIX A

CODE OF CONDUCT & ZERO TOLERANCE POLICY

Marina Youth Baseball Softball, Inc. ("MYBS") is committed to providing a safe, positive, and respectful environment for all youth participants. Youth sports are intended to be fun, instructional, and character-building. Compliance with this Appendix is a condition of participation in all MYBS activities.

I. PURPOSE

This Code of Conduct and Zero Tolerance Policy exists to:

- Protect youth participants
- Promote sportsmanship and respect
- Establish clear behavioral expectations
- Provide consistent enforcement standards

II. SCOPE & APPLICABILITY

This policy applies to all individuals associated with MYBS, including but not limited to:

- Board of Directors
- Executive Officers
- Managers and Coaches
- Team Parents
- Volunteers
- Parents / Guardians
- Players
- Spectators
- Sponsors and vendors while on MYBS premises

This policy applies at:

- Games
- Practices
- Meetings
- Events
- Tournaments
- Any MYBS-sanctioned activity

III. GENERAL STANDARDS OF CONDUCT

All participants shall:

- Demonstrate respect toward players, officials, coaches, volunteers, and spectators
- Promote positive sportsmanship, including cheering for all participants
- Refrain from abusive, threatening, or demeaning behavior
- Follow all League rules, policies, and directives

- Respect facilities, equipment, and property

Winning is secondary to youth development and safety.

IV. ZERO TOLERANCE POLICY

MYBS maintains zero tolerance for the following behaviors. Violations may result in immediate removal and further disciplinary action.

Prohibited Conduct Includes (but is not limited to):

Physical aggression:

Striking, shoving, pushing, or fighting
Threatening physical harm

Verbal abuse:

Profanity directed at officials, players, coaches, or spectators
Yelling, intimidation, or harassment

Obscene or inappropriate behavior:

Obscene gestures
Disrespectful demonstrations toward officials

Refusal to comply:

Arguing or refusing to accept an official's decision
Failure to comply with Board or staff directives

Substance violations:

Use or possession of alcohol, tobacco, vaping products, or cannabis at MYBS events
Appearing under the influence at any MYBS activity

Harassment or discrimination:

Based on race, color, religion, gender, sexual orientation, disability, or any protected status

V. DISCIPLINARY AUTHORITY

Disciplinary authority under this Appendix rests with the Executive Officers (primary authority for immediate and sensitive matters) and Board of Directors (final authority).

VI. DISCIPLINARY ACTIONS

Disciplinary actions shall be matched to the severity and frequency of the offense. A Board member, Executive Officer, or designated League representative may require immediate removal of any individual violating this policy. Play may be suspended until the individual leaves the premises.

Possible Actions Include (but are not limited to):

Verbal or Written Warning:

Documented notice of violation
Notice that further violations will escalate discipline

Suspension:

Suspension from games, practices, or League activities
Defined duration (games or time period)

Dismissal:

Removal for the remainder of the season

Barred Participation:

Temporary or permanent ban from MYBS activities. Individuals subject to suspension or removal are not eligible for reimbursement and may be held responsible for damages.

VII. DUE PROCESS & REVIEW

Disciplinary matters involving adults shall be reviewed by the Executive Officers.

Matters involving minors shall include notification to parents or guardians.

Closed sessions shall be used when appropriate to protect privacy.

Actions taken shall be reported to the Board of Directors.

The Board retains authority to affirm, modify, or reverse actions.

Zero Tolerance – Due Process & Review**Immediate Authority & Safety**

Conduct falling under the Zero Tolerance Policy may result in immediate action, including removal from League activities or facilities, when necessary to protect safety or operations. Immediate action does not require prior notice or hearing.

Incident Reporting & Initial Review

Zero Tolerance incidents shall be documented as soon as practicable. The incident shall be reviewed by the Executive Officers in charge at the time the incident occurred. Individuals responsible for League oversight at the time of the incident shall be consulted regardless of subsequent leadership changes.

Notification to the Board of Directors

The Board of Directors shall be notified within seven (7) calendar days of any Zero Tolerance action by any party involved in the incident. Notification shall include a written summary of the incident, action taken, individuals involved, and authority under which the action was taken. Written notice to the affected parties shall be provided within five (5) calendar days following notification to the Board of Directors.

Opportunity for Review

An individual subject to Zero Tolerance action may submit a written request for review within five (5) calendar days of notification. Review is limited to whether the policy was properly applied and whether the action was reasonable. Review shall be conducted by the Executive Officers or the Board in closed session.

Timeline for Final Determination

A final determination shall be issued within fourteen (14) calendar days of the incident unless extended for good cause. The Board retains final authority to affirm, modify, or overturn the action. Written notice to the affected parties shall be provided.

No Retaliation

Retaliation against any person who reports or participates in a Zero Tolerance process is prohibited.

Policy Integrity

Nothing in this section limits the League's authority to take immediate or permanent action when warranted.

VIII. APPEALS

Unless otherwise required by law, disciplinary decisions under this policy are final, and no appeal is guaranteed, except in cases where the Bylaws have been violated.

IX. ROLE-SPECIFIC EXPECTATIONS**Coaches & Managers**

Place youth safety and development above winning.
Model sportsmanship at all times.
Maintain a drug-, alcohol-, and tobacco-free environment.
Supervise players at all times.

Board Members

Enforce this policy consistently.
Avoid favoritism.
Act in the best interest of the League and its youth.

Parents & Spectators

Support all players positively
Refrain from coaching from the sidelines
Respect officials and volunteers

Players

Treat teammates, opponents, and officials with respect
Follow team and League rules

X. ACKNOWLEDGEMENT

MYBS may require signed acknowledgements from its Board members, Coaches, Volunteers, and Parents / Guardians.

Participation constitutes acceptance of this policy whether or not a signature is obtained.

Appendix B

Board Titles & Responsibilities

President:

- A voting position. The President shall preside at all meetings of the Board of Directors, shall serve as the Chief Executive Officer of the organization and shall perform such other duties as are normally associated with the office of President.
- Qualifications include one (1) year active membership and one (1) year service on the Board of Directors; Knowledge of how the League operates; and the willingness and time to serve and head the Board of Directors and committees set forth in this Constitution.
- Duties include developing the agenda for and preside over meetings of the BOD; maintain and promote relationships with the City of Marina, MPUSD and other entities for facilities use and agreements; attend opening/ closing day ceremonies, tournament openings, attend Pony Presidents meetings, City of Marina/ MPUSD facilities walk through, coaches meetings and special events.
- Review and obtain the annual City Agreement.

Baseball Director:

- A voting position; 1st Vice President. The Baseball Director shall be in charge of their respective divisions as pertains to baseball; shall carry out such duties and assignments as may be delegated to them by the President; and shall preside at meetings in the absence of the President.
- Qualifications include one (1) year coach and board member; and their time and willingness to manage the divisions and fulfill the duties assigned.
- Duties include overseeing signups, tryouts, drafts, rosters, coordinate umpires; help coordinate uniforms; schedule practice times/ locations; oversee field prep; monitor equipment needs/ fields; disseminate info to/ from division reps; settle disputes beyond division reps; attend opening/ closing day, coaches meeting and clinics.

Softball Director:

- A voting position; 2nd Vice President. The Softball Director shall be in charge of their respective divisions as pertains to baseball; shall carry out such duties and assignments as may be delegated to them by the President; and shall preside at meetings in the absence of the President.
- Qualifications include one (1) year coach and board member; and their time and willingness to manage the divisions and fulfill the duties assigned.
- Duties include overseeing signups, tryouts, drafts, rosters, coordinate umpires; help coordinate uniforms; schedule practice times/ locations; oversee field prep; monitor equipment needs/ fields; monitor/coordinate ASA certifications disseminate info to/from division reps; settle disputes beyond division reps; attend opening/ closing day, coaches meeting , clinics and CCS meetings.

Secretary:

- A voting position. The Secretary shall have custody of the Constitution and Bylaws and all other records of this league; shall keep an accurate record of all the meetings and other activities of this league and of the BOD; shall be responsible for all correspondence on behalf of this league and shall transmit all records and correspondence to any person elected to succeed them in this office.
- Qualifications include the ability to scribe accurate meeting minutes of the BOD.
- Duties include recording minutes, distribute minutes to BOD within one week of meeting, announce meetings and distribute agenda; archive non-electronic documentation and correspondence; validate and record player/ team registration; attend opening/ closing day, signups, elections and team parent meetings.

Treasurer:

- A voting position. The Treasurer shall receive and disburse all funds with the approval of the BOD; shall keep an accurate account of these funds for this league; shall submit a financial report once monthly at the general meeting, check and distribute postal mail, record player and team registrations and at other times as may be requested by the President shall compile an annual report of all finances, shall provide the books and other such documentation as requested for the annual audit and shall transmit all financial records to any person elected to succeed them.
- Qualifications include the ability to maintain accurate financial records of Marina Youth Baseball Softball.
- Duties include creating and presenting the Treasurer's report at the meetings; Chair Budget Committee, create final annual report, coordinate tax filings; attend opening/closing day and signups.

Division Representatives:

- A voting position. The Division Rep are to conduct the registration of players and try out sessions along with draft sessions; shall supervise the draft process; shall maintain the players pool; shall be responsible for assembling all tournament paperwork; be an overall counselor to the players and may also have duties assigned by the President and Directors.
- Qualifications include communicating effectively with Managers, Coaches, Parents, Players and Board Members.
- Duties include serving as the liaison between the BOD and coaches, parents, players, tryouts, drafts, rosters, coordinate umpires; help coordinate uniforms; schedule practice times/ locations; oversee field prep; monitor equipment needs/ fields; disseminate info to/ from division reps; settle disputes beyond division reps; attend opening/ closing day, coaches meeting and clinics.

Equipment Director:

- A voting position. The Equipment Director shall be responsible for maintaining the records, distribution and collection of equipment to the managers, shall also be the contact for questions pertaining to loss, damage and replacement of league equipment, reporting directly to the BOD; shall maintain an accurate and complete inventory at all times and at the end of the season, provide a complete report to the BOD and may also have other duties as assigned by the President.
- Qualifications include understanding of equipment needs of all divisions in both Baseball and Softball.
- Duties include developing inventory and budget for all equipment; purchase and maintain equipment inventories; distribute/ retrieve team equipment; attend opening/ closing day. Equipment pick up/ drop off. Maintain organization of all equipment needs.

Field Improvements Director:

- A voting position. The Field Improvement Director shall be responsible for the overall condition of the playing fields to ensure safe playing conditions and that the necessary field equipment and supplies are available for use by the team managers during the season and at the end of the season provide a complete report to the BOD. Working with the City of Marina and MPUSD for field access.
- Qualifications include the knowledge of the needs of the playing and practice fields for both Baseball and Softball.
- Duties include organizing field preparation training; oversee initial field preparation; determine necessary field improvements; weekly facilities walk through; maintain field equipment supply and inventory; work with City of Marina and MPUSD for field access and facilities walk through; attend opening/ closing day; coaches meetings.

Fundraising/Sponsorship Director:

- A voting position. The Fundraising/Sponsor Coordinator shall be responsible for the ways and means activities other than concessions; ensuring accountability for funds raised and the participation of all

league players.

- Qualifications include the ability to estimate the financial needs of the organization and plan appropriate fund training activities to meet those needs.
- Responsible for soliciting league and team sponsors on a yearly basis. as well as being the central contact for all **sponsors** informing them of Opening Day, making sure they receive a game schedule of the team they are sponsoring and keeping them informed of all special events held throughout the year.
- Qualifications include the ability to communicate with businesses and the community regarding our organization and solicit sponsorships and/or donations.
- Duties include soliciting team and player sponsorships; maintaining sponsor records and banners; developing sponsor/ league relationships; communicating league events with sponsors; distributing sponsor plaques or other forms of acknowledgements; attending opening/ closing day.

Concessions Director:

- A voting position. The Concession Coordinator is responsible for the overall management of all concession stands operated by Marina Youth Baseball Softball.
- Qualifications include Food Safety Certification.
- Duties include maintaining and cleaning the concession stand; providing list of items needed for purchase; weekly inventory of concession items; work with Volunteer Coordinator for staffing needs; work with Treasurer in keeping accurate sales; attend team parent meetings.

Volunteer Director:

- A voting position. The Volunteer Coordinator is responsible for determining the volunteer needs of MYBS.
- Qualifications include the ability to organize and communicate with all volunteers.
- Duties include creating a schedule for the volunteer needs of the organization. Coordinate with Concessions, Fundraising and Special Events regarding their volunteer needs. Lead Team Parent Meeting.

Special Events Director:

- A Voting Position: The Special Events Director is responsible for the planning, coordination and execution of all special events and projects sponsored by the league, including any and all tournaments and may be assigned to any committee or any project where help is needed. At the end of the season provide a complete report to the BOD and may also have other duties as assigned by the President.
- Duties include proposing and coordinating fund raising activities and non-food concessions, organizing vendor demonstrations; inventory fundraising; organizing opening/ closing day festivities. Fundraising events, team parent meeting, picture day and special events.
- Being the central contact for all **vendors** informing them of Opening Day, keeping them informed of all special events held throughout the year.
- Qualifications include the ability to communicate with businesses and the community regarding our organization.
- Attending opening/ closing day, and any other league events.

Social Media Director:

- A voting position. The Social Media Director shall oversee and manage the league's official social media accounts and digital presence; shall create, publish, and monitor content that promotes the league's programs, events, and achievements; and shall ensure that all communications align with league policies and branding standards. The Social Media Director shall transfer all account access credentials, content archives, and related materials to their successor at the conclusion of their term.
- Qualifications include familiarity with major social media platforms, strong written communication skills,

basic graphic design or content creation abilities, and an understanding of appropriate online conduct and brand representation.

- Duties include developing and maintaining a content calendar; posting timely updates regarding registration, games, events, and announcements; promoting league fundraising and community outreach efforts; capturing and sharing photos and highlights (with proper permissions); monitoring and responding to messages or comments in a professional manner; coordinating with the President and BOD for official announcements; and attending opening/closing day, signups, elections, and special events to provide live coverage and updates.

Uniform Director:

- A voting position. The Uniform Director shall oversee the ordering, distribution, collection, and inventory of all league uniforms and related apparel; shall coordinate with approved vendors to ensure timely production and delivery; and shall maintain accurate records of uniform assignments and returns. The Uniform Director shall transfer all records, vendor information, inventory lists, and related materials to their successor at the conclusion of their term.

- Qualifications include strong organizational skills, attention to detail, the ability to manage inventory and deadlines, and effective communication with vendors, coaches, and Board members.

- Duties include coordinating uniform sizing and orders for players, coaches, and teams; working with the Treasurer to ensure timely payment of invoices; distributing uniforms prior to the start of the season and picture day; maintaining a system for tracking issued uniforms; collecting uniforms at the end of the season (if applicable); managing replacement or additional uniform requests; overseeing spirit wear or league apparel sales, if applicable; and attending signups, opening/closing day, and other league events as needed to facilitate uniform-related responsibilities.

City Liaison:

- A non-voting position. The City Liaison works with MYBS and The City of Marina to ensure that both parties are keeping with their respective agreements. Handles any issues that should arise during the season. Required to attend the Board Elections and meetings.



Board of Directors Code of Conduct

1. I will run youth sports for the children involved, not the adults
2. I will make sure I am knowledgeable in the area of youth sports administration
3. I will do my best to provide a safe playing situation for all participants.
4. I will provide support for coaches, officials and parents to provide an enjoyable experience for all.
5. I will require all parents, coaches and officials to abide by MYBS Code of Conduct and Zero Tolerance Policy.
6. I will provide a sports environment for all that is free of drugs, tobacco, alcohol and refrain from their use at all youth sports events.
7. I will keep informed about current issues involving youth sports programs.

BOD (Printed)

BOD Signature and Date

League President (Printed)

League President Signature and Date



Coaches Code of Conduct

1. I will place the emotional and physical well-being of my players ahead of a personal desire to win.
2. I will treat each player as an individual, remembering the large range of emotional and physical development for the same age group.
3. I will do my best to provide a safe playing situation for my players.
4. I will lead by example in demonstrating fair play and sportsmanship to all my players.
5. I will provide a sports environment for my team that is free of drugs, tobacco, alcohol and refrain from their use at all youth sports events.
6. I will remember that I am a youth sports coach, and that the game is for children, not adults.

Coach Name (Printed)

Coach Signature and Date

BOD Name (Printed)

BOD Signature and Date



Parents Code of Conduct

1. I will encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice or youth sports event.
2. I will place the emotional and physical well-being of my child ahead of my personal desire to win.
3. I will insist that my child play in a safe and healthy environment.
4. I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches Code of Ethics.
5. I will support coaches and officials working with my child, in order to encourage a positive and an enjoyable experience for all.
6. I will demand a sports environment for my child that is free from drugs, tobacco and alcohol and will refrain from their use at all youth sports events.
7. I will remember that the game is for youth- not adults.
8. I will do my very best to make youth sports fun for my child.
9. I will ask my child to treat players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
10. I will help my child enjoy the youth sports experience by being a respectful fan, assisting with coaching or providing transportation when possible.

Parents Name (Printed)

Parents Signature and Date

Coach Name (Printed)

Coach Signature and Date

BOD (Printed)

BOD Signature and Date