

Marina Pony Baseball/Softball Bylaws



Approved: November 21, 2016

Article I – NAME

This Organization shall be known as
MARINA PONY BASEBALL/SOFTBALL and herein referred to as “League”.

Article II – OBJECTIVES

- A. The objective of this league shall be develop in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage and reverence, so that they may be well adjusted, stronger and happier, and grow to be good, healthy and trustworthy adults. The purpose of this league shall be to organize and supervise the playing of baseball and softball under specialized rules and regulations.
- B. The objectives will be achieved by providing supervised competitive baseball and softball games. The managers, coaches, umpires, board members and any other adults involved in the league in any capacity shall bear in mind that the winning of the game is secondary, and the molding of future adults is of prime importance.

Article III – GOVERNMENT

- A. This league shall be governed by the President and The Board of Directors.
- B. The Board of Directors shall be elected at the annual meeting before start of the current season.

Article IV – STATEMENT of POLICY

- A. It shall be the policy of this league to conduct its activities so that the physical and moral welfare of the young people for whose benefit it is organized shall remain paramount, and all matters of policy shall be determined on that basis.
- B. No person who is a member of or who is employed by or who is in any way connected with this league shall receive any personal financial benefit beyond a reasonable value for services provided to the league. reasonable shall be defined as a fair bid and decided by majority vote of Board Members in attendance.
- C. All volunteer managers and coaches shall abide by the current Coaches Code of Ethics (See Appendix A).

- D. Marina Pony Baseball/Softball will only solicit and accept sponsorship of businesses that are consistent with the goals of the organization. It shall be the policy of the Organization to prohibit any direct advertising of alcoholic beverages or tobacco products in connection with any of its programs.
- E. All Board Members, Managers, Coach, Team Parents, Parents, Players, Volunteers, and Spectators associated with Marina Pony Baseball/Softball shall abide by the Zero Tolerance Policy (See Appendix A).

Article V – MEETINGS

- A. Robert’s Rules of Order Revised (RROR) shall govern the proceedings of all meetings, except where RROR conflicts with the By-laws of this league.
- B. Marina Pony Baseball/Softball shall hold scheduled meetings on the third (3rd) Monday of each month, unless otherwise announced or scheduled. There will be public notice of such.
- C. Additional meetings may be called by the President at any time or upon written request of at least three (3) members of the Board of Directors.
- D. Notice shall be given to the Board of Directors (2) days in advance for all additional meetings called unless a waiver or such notice is received.
- E. NO PROXY VOTING.
- F. Voting for the upcoming Board of Directors shall be by secret ballot and open to the general membership as outlined in Section VI. The Nomination Committee shall count the votes and report selections to the general membership.
- G. Reviews and Final action on personnel matters and disciplinary actions, shall be closed session by the Executive Committee appointed by the President. If a member of the Executive Committee is directly involved in a disciplinary matter his/her will be replaced by another appointed Board of Director,(President appointed). Voting will be by secret ballot and 2/3 of members.

Article VI – MEMBERSHIP

- A. Volunteer adult leaders, parents and/or guardians of players, team sponsors and other contributors, managers, coaches, umpires, committee members and Members of the Board of Directors are considered active members.

Article VII – BOARD OF DIRECTORS

- A. The members of the league as outlined in Article VIII shall elect the Board of Directors.
- B. The Board of Directors shall consist of the following positions: President, Baseball Director, Softball Director, Treasurer, Secretary, Division Representatives from both Baseball and Softball, Field Improvements Coordinator, Equipment Coordinator, Fund Raising Coordinator/Special Projects Coordinator (Public Relations), Sponsor Coordinator, Volunteer Coordinator, Concessions Coordinator, and Member at Large. Duties are listed in Appendix B.
- C. Term of office shall be for one (1) year, October through September.
- D. The Board of Directors is authorized to do all things necessary, expedient, or appropriate to the accomplishment of any of the objects and purposes for which the league is formed.
- E. Members of the Board of Directors shall attend all scheduled meetings. If a member of the Board of Directors is absent from three (3) consecutive meetings they shall lose their voting rights.
- F. If a board member loses their voting rights, said member can only have their voting rights reinstated by a 2/3 vote of the Board of Directors.
- G. Any Board member failing to do the duties of their office may be released or asked to resign from their position, and the vacancy filled by appointment and-majority vote of the Board of Directors.

Article VIII – ELECTIONS

- A. The elections will be conducted as outlined in Robert's Rules of Order Revised.
- B. At a Board meeting prior to the general meeting at which elections will be held, the-Board of Directors will select a Nomination Committee of a minimum of five (5) persons, including a Chairperson, to obtain officers for the following year. The role of this committee is to obtain names of potential officers for the following year, solicit nominations broadly, and determine eligibility of nominees.
- C. The Nomination Committee will report the nomination slate to the Board of Directors and general membership; these names will be read into the minutes.

- D. At this time the Chairperson of the Nomination Committee will take nominations from the floor.
- E. The nominating committee will verify that all nominees meet the requirements and qualifications outlined in Appendix B.

Article IX – FINANCIAL

- A. The treasurer shall report financial activities at each scheduled meeting to include balance, income and expenses.
- B. All funds obtained must be submitted to the Treasurer or designee for deposit accompanied with MPBS Deposit Form within 48 hours of the close of the event. Cash from snack bars, gates or other cash yielding event shall be counted by two (2) adults, one (1) being a member of the Board of Directors. Both parties shall sign MPBS Deposit Form.
- C. Reimbursements shall be requested by submitting a MPBS Reimbursement Form with receipts attached. Reimbursement shall be approved by budget line designee. Budget line designee shall be appointed annually by Board of Directors.
- D. Post-season fund raising activities that are specific for tournament teams shall be permitted; however those activities and any use of those funds must be Board approved.
- E. Solicitation of funds shall be for the treasury of the Organization and contributions specific to individuals or teams will be unacceptable.
- F. There shall be three (3) signatories from the Board of Directors on record for any banking accounts held by Marina Pony Baseball/Softball. A minimum of two (2) signatures is required on all League checks and withdrawals, prior to disbursement. Two (2) of the signatories shall be the Treasurer and Secretary. The third signatory shall be appointed annually by the Board of Directors. None of the signatories shall be related by marriage, blood, domestic partnership or other relations deemed by the Board of Directors.
- G. The annual budget shall be drafted by Special Committee. Modification of approved budget can be requested at meeting. Approval and modification of the budget shall be by majority vote of the Board of Directors.
- H. The Treasurer has authority to expend league funds up to approved budgeted operational expenses. All other expenditures will require Board approval prior to purchase.

Article X - SCHOLARSHIPS

- A. Scholarships are awarded based on financial and special circumstance needs.
- B. The minimum number of scholarship available will be determined annually. Once a minimum number is established for the year additional scholarships must be approved by majority vote of Board of Directors.
- C. Scholarship Committee will consist of the Executive Board, which will be the President, Treasurer, and a representative of each Baseball and Softball.
- D. Recipients of scholarships must meet scholarship criteria.
- E. Scholarship Committee will review applications and notify all applicants upon completion of the committee's review.

Article XI – VOLUNTEERS

- A. **TEAM MANAGERS AND COACHES: Shall be selected by Board of Directors.** Managers and Coaches are required at all times to carry a valid California Driver's License or California Identification card along with automobile insurance when transporting players; and shall not transport players unless in an approved seat. The Manager shall at all times have a coach or team parent in or at the dugout; players are not allowed in dugouts unsupervised. All team managers are required to complete the coaches' clearance process.
- B. **TEAM PARENTS:** A volunteer representative from each team shall take charge of the team snack schedule, collection of money, or other activities as requested by the league. This volunteer must also have an approved volunteer application on file.
- C. **ALL VOLUNTEERS:** All managers, coaches, team parents and any volunteers associated with this league will complete or update an application form every year and shall be recommended by the President to the Board of Directors for approval. Managers shall be a minimum of 18 years of age; coaches shall be a minimum of 15 years of age with Board approval. Coaches and Managers shall attend classes that the Board of Directors deem necessary. Only approved volunteers can be on the field due to insurance and liabilities and only approved volunteers can transport team players.

Article XII – AMENDMENTS

- A. These Bylaws shall become effective immediately upon their adoption.
- B. The power to amend, repeal, or adopt Bylaws is hereby delegated to the Board of Directors.
- C. Members of the Board of Directors will be notified of any proposed changes to this constitution ten (10) days prior to the meeting that the changes will be voted on. A 2/3 vote of the Board of Directors in attendance shall be required to pass any such amendments.
- D. Amendments to these By-laws will be made only during the off season, defined as before opening day and after the end of the pony sanctioned all-star tournament season.

APPENDIX A

CODE OF CONDUCT

And

ZERO TOLERANCE POLICY

“Participant” for the purpose of these policies is any person affiliated with Marina Pony Baseball Softball as in Board member, Coaches, Players, Parents, Siblings and any other Person(s) related.

Code of Conduct/Zero Tolerance Policy

Youth sports are supposed to be fun for the children! Unfortunately, many parents, fans and coaches don't realize that their actions, whether verbal or nonverbal, can have lasting emotional effect on children. Too many children are leaving sport activities because the fun is unfairly taken away by adults.

Marina Pony Baseball/Softball has adopted the following Code of Conduct as a result of its concern for good sportsmanship. All coaches, players and parents must abide by our "Code of Conduct". Violations of this code must be reported to the Marina Pony Baseball/Softball Board

of Directors. All reported violations of the "Code of Conduct" will be investigated and enforced as stated in the Marina Pony Baseball/Softball "Zero Tolerance Policy".

Zero Tolerance Policy

Marina Pony Baseball/Softball has agreed that there will be zero tolerance for fans, players and coaches for misbehavior at all sporting events and practices. This includes but is not limited to: booing, shouting at officials, or arguing any calls. Expressing any negative behavior or comments, threats or obscene gestures to players, coaches, spectators or officials is also unacceptable.

Cheering in a positive fashion, for both sides is highly encouraged. Marina Pony Baseball/Softball is a recreational league with the children that play in our league as the primary emphasis. Many officials and coaches are volunteers and we should all appreciate their efforts, and support them, setting good example for the children.

Any spectator, manager, coach or player that does not behave appropriately, as stated in the Zero Tolerance Policy, will be asked to leave the sporting event according to the following steps:

1. A member of the Board of Directors will identify violators.
2. A member of the Board of Directors will confer with both coaches and may give a warning, or ask violator to leave.

If the decision is made for the violator to leave, play will not resume until he/ she has left the facility. If he/she refuses to leave, his/her team will forfeit, and the game will be over.

All violations must be reported to the Marina Pony Baseball/Softball Board of Directors and all reports violations of the policy will be investigated and subject to disciplinary action in accordance with the "Zero Tolerance Policy; that could include, but is not limited to the following:

- Verbal warning
- Game suspension with written documentation of incident kept on file by MPBS
- Season suspension.

Marina Pony Baseball/Softball

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.**

Coaches Name (Printed)

Coaches Signature

Date

Marina Pony Baseball/Softball
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 and enjoyable experience for all.**
- 5. I will require all parents, coaches and officials abide by our Code of Conducts and Zero Tolerance Policies.**
- 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 Name (Printed)

BOD Signature

Date

Marina Pony Baseball/Softball

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 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 other 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.

Parent Name (Printed)

Parent Signature

Date

Marina Pony Baseball/Softball

Zero Tolerance Policy

NO PARTICIPANT SHALL:

1. At any time lay a hand upon, shove, strike, or threaten: an official, coach, player, or spectator.

MINIMUM PENALTY: Immediate removal from the game or practice.

MAXIMUM PENALTY: Suspension from all MPBS activities for one year and placed on probation the following year.

2. Refuse to abide by an official's decision.

MINIMUM PENALTY: Immediate removal from the game.

MAXIMUM PENALTY: Suspension from all MPBS activities for one year and placed on probation the following year.

3. Use obscene gestures or objectionable demonstrations of dissent concerning an official's decision. The degree of the infraction of this principle of good sportsmanship shall, in the official's judgment, draw the following.

MINIMUM PENALTY: Immediate removal from the game.

MAXIMUM PENALTY: Suspension from all MPBS activities for one year and placed on probation the following year.

4. Use abusive language or verbally attack another player, coach, official, or spectator.

MINIMUM PENALTY: Immediate removal from the game or practice.

MAXIMUM PENALTY: Suspension from all MPBS activities for one year and placed on probation the following year.

5. Appear on the court or field of play under the influence of alcohol or drugs.

MINIMUM PENALTY: Immediate removal from game or practice. Suspension from two league games and placed on probation for the remainder of the season.

MAXIMUM PENALTY: Suspension from all MPBS activities for one year and placed on probation the following year.

6. Smoke while on the field of play.

MINIMUM PENALTY: Suspension from two league games, placed on probation for the remainder of the season.

MAXIMUM PENALTY: Suspension from all MPBS activities for one year and placed on probation the following year.

7. Fight, physically attack as an aggressor upon any player, coach, official, or spectator.

MINIMUM PENALTY: Immediate removal from the game or practice. Suspension from two league games, placed on probation for the remainder of the season.

MAXIMUM PENALTY: Suspension from all MPBS activities for an indefinite period of time.

Parent Name (Printed)

Parent Signature

Date

APPENDIX B

BOARD OF DIRECTORS

TITLES AND RESPONSIBILITIES:

MPBS BOD

WILL CONSIST OF NO MORE THAN

14 BOARD MEMBERS

AND WILL HAVE

A LIASON AS LISTED BELOW:

City of Marina LIAISON: RON POWELL

Marina High School LIAISON: TBD

California State University Monterey Bay LIAISON:

TBD

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: One (1) year active membership or 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: Develop agenda for, and preside over, meetings of Board of Directors; maintain and promote relationships with City of Marina, MPUSD, and other entities for facilities use and agreements; attend opening/closing day, opening ceremonies for tournaments, attend Pony President's meeting, City of Marina/MPUSD facilities walk-through, coaches meeting, and special events.

BASEBALL DIRECTOR: A voting position; 1st Vice President. The Baseball Director will be in charge of their respective divisions as pertains to baseball; shall otherwise 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: One (1) year coach, manager, board member or active member; and their time and willingness to manage the divisions and fulfill the duties as assigned.

Duties: Oversee 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, tryouts/drafts, coaches meeting, coach/player clinics.

SOFTBALL DIRECTOR: A voting position; 2nd Vice President. The Softball Director will be in charge of their respective divisions as pertains to softball; shall otherwise carry out such duties and assignments as may be delegated to them by the President.

Qualifications: One (1) year coach, manager, board member or active member; and the time and willingness to manage the divisions and fulfill the duties as assigned.

Duties: Oversee 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, tryouts/drafts, coaches meeting, coach/player clinics, and CCS meetings.

SECRETARY: A voting position; the Secretary shall have custody of the Constitution and By-laws; 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 Board of Directors; 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: The ability to scribe accurate meeting minutes at Board meetings.

Duties: Record minutes; distribute minutes to Board of Directors 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, team parent meetings.

TREASURER: A voting position. The Treasurer shall receive and disburse all funds with the approval of the Board of Directors; 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 all player and team registrations. And at such 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: The ability to maintain accurate financial records of Marina Pony Baseball/Softball.

Duties: Create and present Treasurer's report; Chair Budget committee; create final annual report; coordinate tax filings; attend opening/closing day, signups.

BASEBALL & SOFTBALL DIVISION REPRESENTATIVES: A voting position; the Division Rep's 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 overall counselor to the players; and may also have other duties as assigned by the President and Directors.

Qualifications: To communicate effectively with Managers, Coaches, Parents, Players and Board Members

Duties: Serve as liaison between Board of Directors and coaches, parents, players; help coordinate uniforms; coordinate pre-season field prep for division; oversee division tournaments; organize division tryouts/drafts; resolve conflicts among coaches, parents, players within division; attend opening/closing day, division drafts/tryouts, division field prep, division tournaments, coaches meeting, clinics.

EQUIPMENT COORDINATOR: A voting position; the Equipment Coordinator 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 Board of Directors; shall maintain an accurate and complete inventory at all times; and at the end of the season, provide a complete report to the Board of Directors; and may also have other duties as assigned by the President.

Qualifications: Understanding of the equipment needs of all divisions in both Baseball and softball.

Duties: Develop inventory and budget for all equipment; purchase and maintain equipment inventories; distribute/retrieve team equipment; attend opening/closing day, equipment pickup/drop-off. Maintain organization of all equipment sheds.

FIELD IMPROVEMENTS COORDINATOR: A voting position; the Field Improvement Coordinator shall be responsible for the overall condition of the playing fields, to insure 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 Board of Directors.

Qualifications: Knowledge of the needs of playing and practice fields for both Baseball and Softball.

Duties: Organize field preparation training; oversee initial field preparation; determine necessary field improvements; weekly facilities walk-through; maintain field equipment supply and inventory; attend opening/closing day, field preparation meeting, City of Marina/MPUSD facilities walk-through, coaches meeting.

SPONSORSHIP COORDINATOR: A voting position. The Sponsor Coordinator shall be 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 which they are sponsoring and keeping them informed of all special events held throughout the year.

Qualifications: The ability to communicate with businesses and the community regarding our organization and solicit sponsorships.

Duties: Solicit team and player sponsorships; maintain sponsor records and banners; develop sponsor/league relationships; communicate league events with sponsors; distribute sponsor plaques; attend opening/closing day.

FUND RAISING/SPECIAL PROJECTS COORDINATOR: A voting position. The Fund Raising Coordinator shall be responsible for the ways and means activities other than concessions, insuring accountability for funds raised and the participation of all league players. Responsible for the planning, coordination, and execution of all special events and projects sponsored by this 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 Board of Directors; and may also have other duties as assigned by the President.

Qualifications: The ability to estimate the financial needs of the organization and plan appropriate fund raising activities to meet those needs.

Duties: Propose/coordinate fund-raising activities and non-food concessions; organize vendor demonstrations; inventory fundraising; organize opening/closing day festivities, fundraising events, team parent meeting, Picture Day, and special events.

CONCESSIONS COORDINATOR: A voting position. The Concession Coordinator is responsible for

the overall management of all concession stands operated by Marina Pony Baseball/Softball and determining the volunteer needs of the MPBS program.

Qualifications: Serve Safe Certified.

Duties: Provide a list of items needed for purchase for the concession stands. Weekly inventory of concession items. Coordinate volunteers and staffing needs in the concession stands. Attend team parent meeting, create a schedule for the volunteer needs of the organization.

VOLUNTEER COORDINATOR: A voting position. The Volunteer Coordinator is responsible for the overall management of all volunteers for our concessions stands/special events operated by Marina Pony Baseball/Softball and determining the volunteer needs of the MPBS program and is responsible for leading the team parent meeting

MEMBER AT LARGE: The Member-at-Large shall have such duties as assigned by the President; may be assigned to a committee or any project in which help is needed; and generally assigned to where help is needed.

Qualifications: One (1) year as an active member or a volunteer in this league.