

**SIMI VALLEY BASEBALL LEAGUE INC. (SVBL)  
ETHICS POLICY FOR THE SVBL BOARD OF DIRECTORS**

Simi Valley Baseball League Inc. (SVBL) was established in 1978 and our focus has always been on the instruction of good 'ol fashion FUN-da-MENTAL baseball with the emphasis on player development and a love for the game in all divisions through 18 years old. In achieving this goal, we must remain committed to the highest standards of honest, ethical and legal behavior. We firmly believe that operating with a strong sense of integrity is critical to maintaining trust and credibility with players, parents, coaches and managers, the community and ourselves. Our Ethics Policy (the "Code") provides guidance to the SVBL Board of Directors ("Board Members"), which comprises board members and executive officers, to assist us in carrying out our daily activities within appropriate ethical and legal standards. The Code also summarizes our expectations of accountability and the responsibility of all Board Members. The general principles that guide our conduct go beyond mere compliance with laws and regulations, they are the foundation to the kind of baseball league we want to be.

**A. Introduction**

It is of the highest importance that the players and parents of Simi Valley Baseball League have complete confidence in the integrity of the Board Members. The responsibility for the development, funds and safety of the athletes and their families carries with it the duty to adhere to the highest ethical standards and principles. They must ensure that those who report to them have sufficient information to comply with law, regulation, and policy, as well as the resources to resolve ethical dilemmas. They must foster and maintain a culture within SVBL that promotes the highest standards of honesty, ethics, and compliance. This culture must encourage everyone in the league to raise concerns when they arise. We must never sacrifice ethical and compliant behavior in the pursuit of business, financial, or safety objectives. Everyone is responsible and accountable for promptly reporting any potential violations of the Code or any law or regulation. We must do more than follow the letter of the law – we must do the right thing.

It is for this reason that these standards of conduct and ethical principles and the accompanying guidelines are promulgated by the Board of Directors of Simi Valley Baseball League Inc (SVBL).

In the event of a conflict between the terms of this policy and any existing policy, this policy will control. If a topic has also been addressed in other policy statements or manuals of SVBL, the procedures and statements contained therein are hereby affirmed and made a part hereof for all purposes.

When in doubt – ask. Board Members, players, parents, coaches, and managers who have questions regarding business conduct or possible violations and/or want to report a potential violation should contact the Risk Management Officer who has direct access to the Executive Committee of the Board of Directors as needed. All inquiries and/or reporting violations are confidential and may be made anonymously. You may contact the Risk Management Officer via e-mail or telephone:

Attn: Eddie Yamamoto  
Email: [risk.management@svbl.net](mailto:risk.management@svbl.net)

Phone: 805-990-0380

The representations and certifications provided by every Board Member by virtue of his or her signature on the attached acknowledgement form will remain effective for future revised versions of the Code.

## **B. Conflicts of Interest**

Board Members are expected to make or participate in business decisions and actions in the course of their service with SVBL based solely on the best interests of the league as a whole, free of conflicts of interest. A conflict of interest may occur if your outside activities or personal interests influence or appear to influence your ability to make objective decisions in the course of your job responsibilities. A conflict of interest may also exist if the demands of any outside activities cause you to use SVBL's resources for purposes other than SVBL's. It is your obligation to ensure that your interests remain free of conflicts in the performance of your responsibilities with SVBL and that you engage in honest and ethical conduct. It is impossible to identify all potential conflicts of interests, but a conflict may include:

1. Accepting or soliciting any gift, favor, or service that might reasonably tend to influence a Board Member in the discharge of official duties or that the Board Member knows or should know is being offered with the intent to influence the Board Member's official conduct.
2. Engaging in a business or professional activity that the Board Member might reasonably expect would require or induce him or her to disclose confidential information acquired by reason of his or her official position.
3. Accepting other appointments or any employment or compensation that could reasonably be expected to impair the Board Member's independence of judgment in the performance of official duties.
4. Making personal investments that could reasonably be expected to create a substantial conflict between the Board Member's private interest and SVBL's interest.
5. Intentionally or knowingly soliciting, accepting, or agreeing to accept any benefit for having exercised his or her official powers or performed official duties in favor of another.
6. Entering into a contract or transaction in which a Board Member has a direct or indirect financial interest, unless this interest has been disclosed to the entire Board of Directors, evaluated against other options, and approved by an affirmative majority of the Board of Directors voting on the contract or transaction.

As soon as possible after becoming aware of any potential conflict of interest a Board Member shall disclose such fact and any other relevant information to the Risk Management Officer.

## **C. Benefits, Gifts, and Honoraria**

A "benefit" is anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any other person in whose welfare the Board Member has a direct or substantial interest. Board Members may receive or evaluate appropriate complimentary products or services. Board Members may also make a gift of equipment to a company or organization, provided that the gift is openly given with full knowledge by the company or organization, and is consistent with applicable law. Any gifts received must be turned over to the Risk Management Officer for appropriate disposition. A Board Member may accept plaques and similar recognition awards. Any honorarium received in consideration for services provided as a direct result of the Board Members position shall be provided to the Treasurer as league funds, unless the honorarium is for reimbursement for personal expenses incurred by the Board Member in connection with the event. In all cases, the exchange of gifts will be conducted so there is no appearance of impropriety.

## **D. Political Activities**

No Board Member shall expend or authorize the expenditure of any SVBL funds for the purpose of influencing the outcome of any election, or the passage or defeat of any legislative measure.

**E. Corporate Opportunities**

Board Members stand in a fiduciary relationship to SVBL and must advance its legitimate interests when the opportunity to do so arises. It is a breach of this duty for any such person to take advantage of league business for his or her own or another person's personal profit or benefit when the opportunity is within the scope of SVBL and when the opportunity is of present or potential practical advantage to SVBL, unless SVBL's Board of Directors knowingly elects not to avail itself of such opportunity and such person's participation is approved in advance by the Board of Directors. If such a person appropriates such a SVBL corporate opportunity, SVBL may claim the benefit of the transaction or business and such person exposes himself or herself to liability in this regard.

**F. Confidential Information**

It is essential that every Board Member maintain confidentiality regarding player and parent information encountered during the course of executing tasks as a Board Member. Confidential information may not be released to or discussed with outside parties who do not have a valid reason to know the information. SVBL's business and business relationships depend upon the confidentiality of our information and of those with whom we do business – players, parents, coaches, managers, vendors, and others.

**G. Sexual Harassment**

Board Members shall not use their positions of authority to sexually harass Board Members or volunteers of SVBL nor any firm or individual who conducts business with SVBL. Board Members will not condone sexual harassment by Board Members, managers, coaches or volunteers.

**H. Financial Reporting**

As a not-for-profit organization, the SVBL Board of Directors will report financial activity and maintain financial records which allow for the monthly reporting and review of financial records by the Board. Each Board Member is responsible for the integrity and accuracy of reporting financial documents to ensure that records are available to defend our leagues practices and actions. No one shall alter or falsify information on any record or document. Depending on their position with SVBL, Board Members may be called upon to provide information to assure that reports are complete, fair and understandable.

The SVBL Board of Directors must file an annual financial statement with the IRS utilizing forms prescribed by the IRS.

**I. Government Business**

Board Members should understand that special requirements might apply when contracting with any government body (including national, state, provincial, municipal, or other similar government divisions in local jurisdictions). Because government officials are obligated to follow specific codes of conduct and laws, special care will be taken in government contracts. These contracts must have requisite legal review and approval.

**J. Environmental Responsibility**

SVBL shall conduct activities in an environmentally responsible manner. We are committed to reducing any negative environmental impact of our organization by working together with the government, industry and our customers to perform work in a manner that will ensure a healthy environment for present and future generations.

**K. Waiver of the Code of Business Conduct**

Any waiver of this Code may be made only by a majority vote of the SVBL Board of Directors to the extent necessary and warranted and will be promptly disclosed to the extent required by law or regulation of any applicable business or agency.

**L. Reporting Any Illegal or Unethical Behavior**

Board Members are encouraged to talk to the Risk Management Officer, Board Members, or other appropriate personnel about observed illegal, dishonest or unethical behavior and when in doubt about the best course of action in a particular situation. Board Members must promptly report violations of this policy to the Risk Management Officer. The Code sets forth general guidelines only. Board Members should report all suspected unethical or illegal conduct, whether or not specifically addressed in this policy. SVBL will not tolerate retaliation for reports made in good faith, and provides full protection for those reporting violations. Anyone who retaliates or attempts to retaliate against a reporting Board Member will be subject to discipline, up to and including termination.

**M. Investigations or Reports, Corrective Action and Discipline**

The SVBL Board of Directors, through the Risk Management Officer, will investigate all reported concerns promptly, fairly and consistently and shall treat reports confidentially to the extent possible. All Board Members are expected to cooperate fully in internal investigations of misconduct. In determining whether a violation of this policy has occurred, the extent to which the violation was intentional, the qualitative and quantitative materiality of the violation from the perspective of either the detriment to SVBL or the benefit to the Board Member, the policy behind the provision violated and other facts and circumstances as the Risk Management Officer deem advisable may be considered. The SVBL Board of Directors will assess any findings from the investigation promptly, fairly and consistently to the extent practicable and, as appropriate, determine the disciplinary measures to be taken up to and including possible termination, corrective action or other changes that need to be made. A majority vote of the SVBL Board of Directors shall make a determination that a violation has occurred, the decision shall be documented in the meeting minutes, and disciplinary action assigned.

**N. Final Words of Advice**

This policy is not intended to be all-inclusive. All Board Members are required to comply with each of the rules, regulations and policies outlined above, as applicable, as well as others adopted by SVBL in the exercise of its right to manage the organization.

A reasonable and practical standard of ethical behavior in business decisions and actions is that which would not be embarrassing to you, your family, or SVBL, if it were revealed publicly. If you have any doubt about what you're doing, don't do it. No resource is more important to SVBL than the contributions made by its Board Members and volunteers. We strive to create and maintain an environment that fosters honesty, personal growth, teamwork, open communication and a dedication to our values. Our members and volunteers are the source from which our ideas, actions and performance flow. The full potential of SVBL is best realized in an environment that breeds fairness, teamwork and dedication to excellence.

Remember, your words, as well as your actions, illustrate your commitment to ethical and lawful behavior and adherence to the policies of SVBL. Misconduct by a few can discredit and harm our league's reputation. Each individual is ultimately responsible for his or her own ethical practices. By working together, each of us can contribute to the continuing growth, quality, productivity and SUCCESS of SVBL.

Amended: May 11, 2010  
Adopted: May 18, 2010  
Updated: July 7, 2015

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Acknowledgement**

I have received the Simi Valley Baseball League, Inc. (SVBL) Ethics Policy for the SVBL Board of Directors (the "Code"). I certify that I have read, understand and will comply with the Code during my SVBL tenure. I understand that my failure to comply in all respects with SVBL's policies and codes, including the Code, is basis for disciplinary action against me up to and including termination of my affiliation or relationship with SVBL.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)