

TEMECULA YOUTH BASKETBALL LEAGUES (TYBL)



**CONSTITUTION & BYLAWS**  
**OF**  
**TEMECULA YOUTH BASKETBALL LEAGUES**  
**(TYBL)**  
**TEMECULA, CA**  
**REVISED: July 2022**

# TEMECULA YOUTH BASKETBALL LEAGUES (TYBL)

## ARTICLE 1 NAME

This organization shall be known as the TEMECULA YOUTH BASKETBALL LEAGUES (TYBL), a California Non-profit organization.

The correspondence address is TYBL, 33175-A Temecula Parkway, Suite 633, Temecula, CA 92592. TEMECULA YOUTH BASKETBALL LEAGUES is an organization unaffiliated with the City of Temecula.

### **Change of Address**

The designation of the county or state of the organization's principal office may be changed by amendment of these bylaws. The board of directors may change the principal office from one location to another within the named county by noting the changed address and effective date below, and such changes of address shall not be deemed, nor require, an amendment of these bylaws.

## ARTICLE 2 PURPOSE AND OBJECTIVE

### **Nonprofit Purposes**

#### **Section 1. IRC Section 501(c)(3) Purposes**

This organization exists exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

#### **Section 2. Specific Objectives and Purposes**

The purpose of TYBL is to serve the children of our community, by providing a nonprofit basketball education and league competition for youth in grades K-8.

The objective of TYBL is to augment the physical and mental development of children through learning and playing youth basketball. It is the intention of TYBL to give all eligible individuals the opportunity to participate in the game of basketball which encompasses instilling the sense of teamwork, the excitement of victory and the character-building exercise of facing defeat with dignity.

TYBL will seek to reinforce the ideals of honesty, loyalty, courage, respect, and good sportsmanship in each player. We will strive to teach the concept of team involvement, discipline in work ethic, and the realization of achievement that will nurture children socially.

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In addition, we will provide an opportunity to learn the basics of basketball. The children will be challenged both physically and mentally in a safe and controlled environment. The league, although competitively structured, will not put more emphasis on winning than on sportsmanship and developing positive community values.

### **ARTICLE 3 STRUCTURE**

TYBL shall be structured in a manner to administer a comprehensive basketball program. The board of TYBL shall establish various basketball related activities and games. The individual team structures shall be determined in accordance with California Interscholastic Federation (CIF) rules and guidelines, with exceptions established by the TYBL board. The constitution and by-laws shall apply to all programs except where specifically excluded or amended by the board.

### **ARTICLE 4 MEMBERSHIP**

The Board shall consist of a minimum of ten members. Voted board positions shall be established every year, by way of majority vote of active board members. Executive Board Members including President, Vice President, Secretary and Treasurer must be on the board for one year before they are eligible to be elected for those positions. There is no limit to multiple terms.

**Board positions are as follows:**

**Executive Board:**

President  
Vice-President  
Secretary  
Treasurer

**Directors:**

Director of Officials  
Director of Scheduling  
Director of Scorekeepers  
Director of Publicity  
Director of Commissioners

**Commissioners:**

Champions Commissioner  
  
Clinic Beginner Commissioner  
Clinic Advanced Commissioner

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Boys 3<sup>rd</sup> Grade Commissioner  
Boys 4<sup>th</sup> Grade Commissioner  
Boys 5<sup>th</sup> Grade Commissioner  
Boys 6<sup>th</sup> Grade Commissioner  
Boys 7<sup>th</sup> Grade Commissioner  
Boys 8<sup>th</sup> Grade Commissioner

Girls 3<sup>rd</sup> Grade Commissioner  
Girls 4<sup>th</sup> Grade Commissioner

*\* Should 3<sup>rd</sup> & 4<sup>th</sup> grade be combined into one division, there would be only one commissioner for the Lower Division Girls (3<sup>rd</sup>/4<sup>th</sup>)*

Girls 5<sup>th</sup> Grade Commissioner  
Girls 6<sup>th</sup> Grade Commissioner

*\* Should 5<sup>th</sup> & 6<sup>th</sup> grade be combined into one division, there would be only one commissioner for the Middle Division Girls (5<sup>th</sup> /6<sup>th</sup>)*

Girls 7<sup>th</sup> Grade Commissioner  
Girls 8<sup>th</sup> Grade Commissioner

*\* Should 7<sup>th</sup> & 8<sup>th</sup> grade be combined into one division, there would be only one commissioner for the Upper Division Girls (7<sup>th</sup> /8<sup>th</sup>)*

Board positions will be nominated and/or accepted in a board meeting to take place on, or close to, July 1st of every year. Members will hold their position for one year, unless a violation of Article 6 occurs, or any violation of these bylaws, causing the removal of a member, which at that time their vacancy may be replaced by a two-thirds vote of active members. All matters of policy, or business transactions, concerning TYBL shall be decided by the vote of the board. Any vacancy during the term of office will be filled by nomination from the active members of the board. If vacancy cannot be filled, a current and active board member shall be delegated to that position by the President and Vice-President. Any board member can be removed from office by the two-thirds vote of the remaining active board members.

Voting Member Application Process: Joining the TYBL board as a voting member is open to any person interested in the purposes of this board and willing to uphold its policies and subscribe to its by-laws may apply for membership. Any member failing to uphold the TYBL purposes, policies or By-laws may have his or her membership revoked or active status removed by majority vote of active board members. All board members will be required to complete and pass a background check each year. A copy of By-laws will be given to all newly elected board members.

Application for membership can be made to the TYBL board in person at a regularly stated board meeting, by written letter, or email. The application for membership will be voted on as the last order of business at a regularly scheduled meeting. The applicant may attend this meeting but will be excused at the time of vote. Persons may apply for membership to the board at any time during the year. If the applicant fails to receive a majority vote, the applicant is rejected from membership on the board.

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The sitting Board may appoint by simple majority up to three “at large” board members to assist in Board duties as needed. “At large” Board members shall not be permitted to vote at Board meetings.

### **ARTICLE 5 MEETINGS**

A formal and legal meeting of the TYBL board shall be a meeting called by the designated TYBL President, and attended by one half of the active board members which constitutes the quorum needed for conducting the normal and/or business needs of the league. Regular meetings will occur once a month or as decided by the President. The following are guidelines for conducting TYBL meetings.

#### **General Meetings:**

All general meetings will be held about once each month, to be set by the President or Vice-President, and to be announced by email or text, by the secretary, one week prior to the meeting. The meeting will discuss TYBL business and plan for upcoming events.

#### **Emergency Meetings:**

This type of meeting will be held at the board’s discretion. Emergency meeting sessions may be called by the President, Vice-President, Secretary, or by any 3 board members. A majority vote (over 50%) of the active board members present will be passed, providing all members have been properly notified prior to the meeting. This notification will be handled by the Secretary unless otherwise delegated by the President.

#### **Special Action:**

For situations requiring board action that occurs where there is not time to hold a special/emergency meeting, the President may call for a vote via email on an issue. In this instance, a majority of the active board must vote affirmatively for the action to be declared passed. All emails will be sent to the Secretary.

#### **Meeting Rules:**

All meetings are to be conducted by the President, or in case of the President’s absence, the Vice-President. Each meeting will begin with a recap of the last meeting’s minutes, and an overview of what is happening currently affecting the organization. The President does not have a vote on any matter, except to break a tie vote as described below. The Secretary will record the minutes at every meeting; those minutes are to be reviewed at the following meeting. The Treasurer will have a financial report available at every general meeting. The Treasurer will need to be notified in advance if a report is needed for emergency meetings.

#### **Voting Privileges:**

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Each active board member will have one vote on any subject. In the event of a tie vote, the designated President will break the tie.

The board of directors is charged with the following responsibilities and states of fact.

1. Board members are charged with administering any disciplinary actions handed down by TYBL to any coach, player, association member, or team representative of any team.
2. For obtaining in writing, a coach's interpretation of any given play or situation that resulted in the ejection of a coach, player, spectator, or team representative. This documentation is to be obtained within 24 hours of the incident. Directors/Commissioners must notify the designated league President of any by-laws or rules violations within 72 hours of the incident.
3. Control and enforcement of the code of conduct at gyms where TYBL is represented.
4. The board by an affirmative majority vote may suspend or permanently remove any coach, player, team representative, spectator, or fan of a specific team, The Board will determine the suspension for a specific or indefinite period.

### **ARTICLE 6 ATTENDANCE**

Any board member that misses 2 consecutive meetings without notification or approved absence or 5 meetings in any one-year period may automatically lose his position on the board or have their status changed from active to inactive. Their status cannot be reinstated to active until the first meeting following the quarter they were made inactive and by a majority vote of active board members. These absences and meeting attendance will be tracked by the Secretary and the President. In addition, a log sheet will be sent each month with the meeting minutes. All board members are required to attend all mandatory meetings/events called by the president. If a member is unable to attend, he/she must submit to the secretary the reason for the absence and it will be voted on by the board as to whether the absence is excused or not.

All Board members are expected to volunteer to supervise and assist the running of games, functions, or events. (Minimum 4 hours per week during the season.)

### **ARTICLE 7 GENERAL TYBL OPERATING PROCEDURES**

The board shall decide all matters pertaining to the finances of TYBL. It shall be general policy to place all monies in a common treasury as follows.

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- There will be two bank accounts maintained at a local Temecula bank, with which TYBL/MSB will conduct business. These accounts will be used for all TYBL/MSB activities.
- All checks require one signature.

TYBL's fiscal year shall be July 1 to June 30

- All financial records will be available for review at any time by any board Member. Prior to relinquishing their positions the Treasurer/Bookkeeper shall prepare a final report, provide all QuickBooks files and any other financial documents to the current President.
- Registration fees for TYBL/MSB will be determined each season based on cost history from past seasons and new fees etc., and determined by the board as stated in the Articles concerning Commissioner duties.
- Each player shall be covered by a group type accident insurance policy. The policy will be in the name of, and obtained by, TYBL. Any other parties involved must also be listed on the policy. For example – the City of Temecula will be listed as an insured when using the city facility for league play. There will be no practices until the policy effective date. Coaches will be notified when practices may start by the appropriate representative of the board. Claim forms will be provided upon request.

## ARTICLE 8 COACHES, TEAM REPRESENTATIVES & REFEREES

All coaches, assistant coaches, referees, and Team Representatives will be approved by the commissioner of each division. Coaches will be responsible for the conduct of themselves, their assistants, their players, and their fans at all times. Background checks will be conducted on all referees, coaches, assistant coaches and team parents.

Coaches will be required to pay for the cost of their own background check. The background check will cover the coach for one year (12 month period). TYBL reserves the right to run additional background checks within the year period at no cost to the coach.

Referees will be required to pay for the cost of their own background check. The background check will cover the referee for the one year (12 month period). TYBL reserves the right to run additional background checks within the year period at no cost to the referee.

Background checks will be overseen by one designated board member each season. Completed checks must be returned and in the possession of TYBL before the coach can begin to practice with their team. If the designated board member cannot perform the background checks then the responsibility will fall to the President, who may or may not designate another board member

TYBL shall maintain a Background Check Guideline that may be updated or changed each year to set the guidelines on background checks.

Coaches must read and sign his/her Coaches' Code of Ethics/Conduct agreement (Attachment 1) prior to being allowed to hold practices or games. This will include an agreement to follow the guidelines and rules set forth by TYBL and other affiliated organizations.

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The following is a partial list of responsibilities:

1. All complaints on coaches or team representatives should be presented to the appropriate commissioner who will present it to the TYBL Board. After a careful review the TYBL board of directors may suspend or remove any coach, assistant coach, or any other team representative from further participation in the League.
2. Any coach or team representative ejected from a game by the referee or game official will be subject to the following suspensions:
  - A. 1st offense – 1 game suspension
  - B. 2nd offense – 2 game suspension
  - C. 3rd offense or more – Board Voted Disciplinary action

### **ARTICLE 9 PLAYER PARTICIPATION**

Participation in TYBL activities should be considered an extra-curricular privilege. It is each player's responsibility to follow the rules of play, and to comply with the guidelines of conduct adopted by TYBL/MSB. Failure to conduct themselves in a proper manner can result in loss of playing privileges.

### **ARTICLE 10 BOARD OF DIRECTORS AND COMMISSIONER DUTIES**

The board of directors (President, Vice President, Treasurer, and Secretary), commissioners and other Board positions shall be elected by a majority vote of the active and present board members. To be elected on the Executive Board (President, Vice President, Treasurer, and Secretary) one must have served on the Board for a minimum of one year. Elections for each voted position will be held every year at an election meeting, which is to occur every year on or before July 1st, with nominations being accepted prior to the election meeting. A majority vote by the active board members may suspend a member holding an elected position at any time and that suspension will be voted on by the membership at the next scheduled meeting or at an emergency meeting. Suspension may be the result of inappropriate behavior. Inappropriate behavior can be considered to be, but is not limited to, verbal or physical abuse of children, coaches, parents, other board members, or officials or any other violation as stated in these by-laws. All members holding an elected position are subject to adhere to the by-laws.

#### **President**

Shall preside at all meetings of the League Membership and at all meetings of the Board of Directors, shall serve as the Chief Executive Officer of the League, shall be an ex-officio member of all standing and special committees, and shall perform such other duties as are normally associated with the office of President. Will also be responsible for approving all invoices over \$500 prior to payment by Treasurer. The President shall have direct interface with the City and School Board officials. The President may authorize financial

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transactions and incidental purchases for up to \$200 per month without reference to the Board. All transactions shall be recorded with the treasurer and must be accompanied by receipts.

**Vice President -**

Shall perform such duties as may be assigned by the President, shall otherwise assist the President in the performance of the President's duties, and shall preside at meetings in the absence of the President. This position is responsible for all items representative of the game of Basketball (Courts, Referees/Officials, Coaches, etc.). Will also be responsible for verifying weekly payroll for referees, scorekeepers and facilitators prior to weekly payment. The Vice President acts as the chief disciplinarian in the grievance process and oversees all grievance procedures.

**Secretary**

Shall have custody of the Constitution, and By-Laws, and all other records of the League, shall keep an accurate record of the meetings and other activities of the League and of the Board of Directors. Shall record and track attendance (present absences to board for approval at meetings) and be responsible for all correspondence on behalf of the League, and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

**Treasurer**

Shall receive and disburse all funds with the approval of the Board of Directors, shall keep an accurate account of all funds received and disbursed for the League, shall submit a financial report at all regular meetings and at such other times as may be requested by the President, shall compile an annual report of League finances, shall provide the books of the league and such other documentation as may be requested for an annual audit, and shall transmit all financial records to any person elected to succeed him or her in that office. Shall also prepare and issue 1099's to all required payees, will also be responsible for working with an accountant and/or bookkeeper to ensure all tax returns are filed on time yearly. If a third-party accountant or bookkeeper is employed by the Board, the treasurer shall supervise the activities and work product thereof. The Treasurer may authorize financial transactions and incidental purchases for up to \$200 per month without reference to the Board. All transactions shall be recorded in League accounts, advised to the Board, and must be accompanied by receipts.

**Director of Commissioners**

Shall coordinate, train, oversee, and in all respects, be responsible for the smooth functioning of Division Commissioners.

**Divisional Commissioners** (See Attached for Job description)

Champions Commissioner

Clinic Beginner Commissioner

Clinic Advanced Commissioner

Boys 3<sup>rd</sup> Grade Commissioner

Boys 4<sup>th</sup> Grade Commissioner

Boys 5<sup>th</sup> Grade Commissioner

Boys 6<sup>th</sup> Grade Commissioner

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### **Director of Officials**

Recruits, trains, schedules, and oversees referees' activity for all league games. Will be responsible for making sure all referees have filled out and submitted a W9 to the Treasurer prior to being scheduled for any games. Represents the voice of final authority on protested plays and league rules interpretation.

### **Director of Scheduling**

Plans and coordinates the scheduling of all TYBL games. Works with the Division Commissioners to insure that the proper game schedules are posted for all coaches.

### **Director of Scorekeeper**

Recruits, trains, and schedules official scorekeepers for the purpose of monitoring the official score of all TYBL games. Will be responsible for making sure all scorekeepers have filled out and submitted a W9 to the Treasurer or Book Keeper prior to being scheduled for any games. Works with Commissioners to insure that correct game scores are posted for each game.

### **MSB Director (up to 3 Directors)**

Shall be responsible for the organization, promotion, scheduling, facility requirements, coaches, officials, and all other issues related to the Middle School Basketball League. Shall prepare a budget prior to the start of the season based on past requirements and present it to the Board for approval prior to the start of the season. Shall have the power to make purchases on behalf of, incur indebtedness for, or otherwise obligate the league up to the maximum amount budgeted by the Board. In addition, may authorize transactions of up to \$200 per month without prior approval of the Board. May delegate functions as necessary to other Board Members or volunteers.

### **Non-liability of Directors**

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The directors shall not be personally liable for the debts, liabilities, or other obligations of the organization

### **Indemnification by Corporation of Directors and Officers**

The directors and officers of the organization shall be indemnified by the organization to the fullest extent permissible under the laws of this state.

### **Insurance for Corporate Agents**

Except as may be otherwise provided under provisions of law, the board of directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the organization (including a director, officer, employee, or other agent of the organization) against liabilities asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the organization would have the power to indemnify the agent against such liability under the constitution and these bylaws, or provisions of law.

### **Compensation**

TYBL officers and directors serve in the capacity as volunteers. In the event the board, by resolution, determines otherwise the following shall apply unless otherwise amended.

a. The salaries of the officers, if any, shall be fixed from time to time by resolution of the board of directors. In all cases, any salaries received by officers of this organization shall be reasonable and given in return for services rendered to or for the organization. All officer salaries shall be approved in advance in accordance with this organization 's conflict of interest policy, as set forth in Attachment III of these bylaws.

## **ARTICLE 11**

### **Organization Records, Reports, and Seal**

#### **Maintenance of Organization Records**

The organization shall keep at its principal office:

- a. Minutes of all meetings of directors, committees of the board, and, if this organization has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- b. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses;
- c. A record of its members, if any, indicating their names and addresses and, if applicable, the class of membership held by each member and the termination date of any membership;
- d. A copy of the organization's Constitution and Bylaws as amended to date, which shall be open to inspection by the members, if any, of the organization at all reasonable times during office hours.

#### **Corporate Seal**

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The board of directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the organization. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

### **Directors' Inspection Rights**

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the organization, and shall have such other rights to inspect the books, records, and properties of this organization as may be required under the Constitution, other provisions of these bylaws, and provisions of law.

### **Members' Inspection Rights**

If this organization has any members, then each and every member shall have the following inspection rights, for a purpose reasonably related to such person's interest as a member:

- a. To inspect and copy the record of all members' names, addresses, and voting rights, at reasonable times, upon written demand on the Secretary, which demand shall state the purpose for which the inspection rights are requested.
- b. To obtain from the Secretary, upon written demand on, and payment of a reasonable charge to, the Secretary, a list of the names, addresses, and voting rights of those members entitled to vote for the election of directors as of the most recent record date for which the list has been compiled or as of the date specified by the member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The membership list shall be made available within a reasonable time after the demand is received by the Secretary or after the date specified therein as of which the list is to be compiled.
- c. To inspect at any reasonable time the books, records, or minutes of proceedings of the members or of the board or committees of the board, upon written demand on the Secretary by the member, for a purpose reasonably related to such person's interests as a member.

Members shall have such other rights to inspect the books, records, and properties of this corporation as may be required under the Constitution, other provisions of these bylaws, and provisions of law.

### **Right to Copy and Make Extracts**

Any inspection under the provisions of this article may be made in person or by agent or attorney and the right to inspection shall include the right to copy and make extracts.

### **Periodic Report**

The board shall cause any annual or periodic report required under law to be prepared and delivered to an office of this state or to the members, if any, of this organization, to be so prepared and delivered within the time limits set by law.

## **ARTICLE 12**

TEMECULA YOUTH BASKETBALL LEAGUES (TYBL)  
**IRC 501(c)(3) Tax Exemption Provisions**

**Limitations on Activities**

No substantial part of the activities of this organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Section 501(h) of the Internal Revenue Code), and this organization shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these bylaws, this organization shall not carry on any activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

**Prohibition Against Private Inurement**

No part of the net earnings of this organization shall inure to the benefit of, or be distributable to, its members, directors or trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this organization.

**Distribution of Assets**

Upon the dissolution of this organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation, shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

**ARTICLE 13**  
**Construction and Terms**

If there is any conflict between the provisions of these bylaws and the articles of incorporation of this organization, the provisions of the articles of incorporation shall govern.

Unless the context otherwise requires, the general provisions, rules of construction, and definitions contained in the California Nonprofit Corporation Law as amended from time to time shall govern the construction of these bylaws. Without limiting the generality of the foregoing, the masculine gender includes the feminine and neuter, the singular number includes the plural and the plural number includes the singular, and the term "person" includes a corporation as well as a natural person. If any competent court of law shall deem any portion of these bylaws invalid or inoperative, then so far as is reasonable and possible (i) the remainder of these bylaws shall be considered valid and operative, and (ii) effect shall be given to the intent manifested by the portion deemed invalid or inoperative.

All references in these bylaws to the articles of incorporation shall be to the articles of incorporation, articles of organization, certificate of incorporation, organizational charter,

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corporate charter, or other founding document of this corporation filed with an office of this state and used to establish the legal existence of this corporation. All references in these bylaws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

**ARTICLE 14  
AMENDMENTS TO BYLAWS**

These Bylaws, or any section thereof, may be amended or replaced by a two-thirds vote of the entire board of directors at any meeting of the Temecula Youth Basketball Leagues. Bylaws may be amended but, not abandoned. The Bylaws shall apply except where they conflict with local, state, or federal laws. A special meeting will be held after all leagues end each year, during the month of June, to discuss any amendments to the By-Laws if needed. A copy of amended By-laws will immediately be given to all Board members.

**ATTACHMENT I**

## TEMECULA YOUTH BASKETBALL LEAGUES (TYBL)

### Expected Board Member Job Responsibilities by month:

#### **September:**

Attend any scheduled Board Meeting

Help recruit players to play TYBL: Distribute fliers at soccer games? Work with high school players' teams to do clinics at elementary schools?

Assist board with registrations and evaluations for new/ non evaluated players

Review player evaluations from the year prior to verify ratings of past players (for the upcoming draft). Change evaluation numbers to create more accurate reflection of abilities (coach bias/ coach rating differences – [e.g. some coach's rate way to low and some rate way too high])

Help input evaluation/rankings into computer of new players (all grades) Recruit coaches for teams

Review coach applications for teams

Review registrations and possibly email past players' families to encourage them to register for the New Year

#### **October:**

Attend any scheduled Board Meeting

Help input evaluation/ rankings into computer of new players (all grades) Recruit coaches for players' teams to assure there are enough coaches Review coach applications for teams

Create spreadsheet of all players' players for each grade (returning players along with new sign-ups) with rankings for player draft and including property player information and past all star status.

Be familiar with player draft rules and distribute the player draft rules to all coaches prior to the draft.

Conduct player draft at end of October – using rankings sheets (by grade).

Input all players from draft into system to create teams

Help conduct coaches meeting – to go over TYBL rules

Send out rosters to all each coach for his/her team

Find out if any coaches for players' teams are coaching multiple teams within TYBL and give this information to the Board member who is responsible for creating the schedule of games.

Get names of each team from clinic coaches

Create uniform size information on spreadsheet by team

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### **November:**

Attend any scheduled Board Meetings

Nov 1: have all sizes on spreadsheet to give to Board member in charge of ordering uniforms

Send out to coaches: Playing time matrix, TYBL Rules, Spectator Code of Conduct, TYBL "What to expect information,

Communicate schedule to all coaches

### **Late November/Early December:**

Receive uniforms for all players' teams from Board member responsible for ordering uniforms. Verify sizing of uniforms received is same as what was ordered

Distribute uniforms to team coaches

Request any re-orders /re-do's from coaches and report to Board member responsible for ordering uniforms.

### **December - February**

Attend any scheduled Board Meetings

Communicate schedule & schedule changes/ updates to coaches as you receive information  
Continue to distribute uniforms (re-do's) to teams/ coaches as received.

Attend games of all divisions as available – to view players/ coaches in action

Help "open & close" gyms, as needed ( part of Board Member volunteer time)

Make notes of good players, improved players for All Star awards (keep notes throughout the season)

Make notes of coaches who are good, coaches who don't follow rules, etc. for future coach consideration.

Be a presence in gyms to represent the Board, communicate with coaches, and answer referee and/or scorekeeper questions that come up.

Once games start — Update scores on website weekly

Communicate any important information (e.g. Photo days, fundraiser events) to coaches as needed.

Field questions/ 'complaints from parents & coaches throughout the season. The best advice I got for this was, "just listen to them and let them vent, or explain their frustration or concern". Then advise that you appreciate their input and concern and react as you can. Most of the time they just want to talk to someone and want to "be heard," by thanking them for their concerns, and pointing out rules, or discussing things, it usually calms them down. Many times, some of the concerns they are voicing need to be addressed with the Board, and .or the referee Director, etc.

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### **End of February/ Early March:**

Attend any scheduled Board Meetings

Follow up with coaches to assure that they have completed player evaluations.

Distribute photos to teams (once that their player evaluations have been completed) Send out play-off schedule to coaches – after regular season ends

Create year end player rankings (from evaluations from coaches)

Create All Star player list (based on your own notes/observations, other Board input, and coach rankings (have to view each coach ranking separately, based on how they rank players)

Attend play-off games and assure that heated games are managed with the best interests of the players and within TYBL rules.

Manage any disputes/ fights that might break out; and control parents/ spectators as needed. Get All Star Certificates printed / names on each certificate of All Star Players

Arrange for someone to be at championship Games (Board member or professional photographer) to take photos of the All Stars, Winning team and Runner-up Team for each players' divisional game.

### **March:**

Attend Championship Day games for all players' divisions. If possible, stay entire day to support other TYBL Board members, and be available to support/ assist other Commissioners, games throughout the day.

Announce All Stars at each Players' Division Championship game/help hand out t-shirts and certificates to players as they are announced.

Announce and hand out trophies of winners/ runner-up at end of each championship game

### **Mid-March/ After Season:**

Thank all coaches and send out final standings and congratulatory email to the winners/ runners up.

Send out request to coaches for input/feedback on season, and ask for their recommendations for change. Report any feedback from coaches to Board

Discuss any future opportunities or suggestions (resulting in what you saw during the season) with the Board.

### **April – August:**

Attend any scheduled Board Meetings

Field any inquiries from the TYBL web-site about TYBL and reply back to anyone who asks questions about registration, etc.

**ATTACHMENT II**

**COACHES CODE OF ETHICS/CONDUCT**

1. The term “Coach” shall include but is not limited to Head Coach, Assistant Coach(s), Manager(s), or any other person in a team leadership role.
2. The coach must never put the value of winning over the safety and welfare of players. Winning should be the result of preparation and discipline with emphasis placed on the highest ideals and character traits.
3. Coaches shall instruct players to play within the written laws of the game and within the spirit of the game at all times.
4. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
5. Coaches should not tolerate inappropriate behavior from players regardless of the situation.
6. Demands on players’ time should never be so extensive as to interfere with academic goals and progress. Motivation for excellence should include academics as well as athletics.
7. Under no circumstances should coaches authorize or encourage the use of medicinal or performance enhancing drugs. Players should be directed to seek proper medical attention for injuries and to follow the physician’s instructions regarding treatment and recovery. At no time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.
8. Adherence to all league rules and policies, especially those regarding eligibility, team formation, recruiting and guest players are mandatory and should never be violated. It is the responsibility of every coach to know and understand these rules.
9. Player development and the growth of the player through participation are essential to the growth of the sport. Additionally, the coach must behave in such a manner that the principles, integrity, and dignity of the sport are maintained.
10. Officials must have the support of coaches, players and spectators. Criticism of officials undermines their purpose in the game. Coaches must always refrain from criticizing officials in the presence of players.
11. Comments regarding an official should be made in writing to the appropriate organization assigning the official.

Coach’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT III**

**Temecula Youth Basketball Leagues**

**Conflict of Interest Policy**

**Article I**

**Purpose**

The purpose of this Conflict of Interest Policy (the “Policy”) is to protect Temecula Youth Basketball Leagues’ (the “Organization”) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This Policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Article II**

**Definitions**

**A. Interested Person**

Any director, principal officer, or member of a committee with governing board delegate powers, who has a direct or indirect financial interest, as defined below, is an interested person.

**B. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement;
2. A compensation arrangement with any entity or individual with which the Organization has a transaction or arrangement; or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

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Compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section B, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Article III Procedures**

#### **A. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

#### **B. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict interest exists.

#### **C. Procedures for Addressing the Conflict of Interest**

1. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
2. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
3. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person entity that would not give rise to a conflict of interest.
4. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or

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arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### **D. Violations of the Conflicts of Interest Policy**

1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **Article IV**

### **Records of Proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **Article V**

### **Compensation**

- A. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

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C. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### **Article VI**

#### **Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- A. Has received a copy of the Conflicts of Interest Policy;
- B. Has read and understands the Policy;
- C. Has agreed to comply with the Policy; and
- D. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

### **Article VII**

#### **Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, impermissible private benefit or in an excess benefit transaction.

**Article VIII**

**Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**CERTIFICATE OF SECRETARY**

I, the undersigned, certify that I am the currently elected and acting secretary of the, TEMECULA YOUTH BASKETBALL LEAGUES, INC. (TYBL), a California nonprofit public benefit corporation, and the above bylaws, consisting of 22 pages, are the bylaws of this corporation as adopted February 04, 1993 and first amended February 1998, in 2015, and are now amended for the third time by the Board of Directors on \_\_\_\_\_, 2017, and that they have not been amended or modified since that date. Executed on \_\_\_\_\_, 2017, at \_\_\_\_\_, California.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
**print name**