



McMinnville Athletic Competitive Club (MACC) aka McMinnville Junior Baseball Organization (MJBO)

Operating Manual

Article I. Introduction

This Operating Manual is to be used in conjunction with the Junior Baseball Organization's (JBO) Official Rules and Regulations as well as the McMinnville Junior Baseball Organization (MJBO) by-laws. The purpose of this manual is to provide a reference for coaches, parents, players and the acting MJBO Board of Directors regarding the Association's formal procedures and policies while also protecting the integrity of baseball in McMinnville, ensuring equal treatment of all players and enhancing the quality of each player's overall baseball experience.

Article II. Board of Directors - Executive Board

The operations and activities of the McMinnville Junior Baseball Organization are overseen and administered by an elected Board of Directors. The Board shall consist of the following positions:

- President
- Division Coordinators (3)
 - Senior
 - Junior
 - Minor
- Treasurer/Registrar
- Secretary
- Sports Information Director (SID) / Webmaster
- Field/Facility Coordinators (2)
 - MSD Liaison & Coordinator
 - Field Work Committee Coordinator
- Volunteer Coordinator
- Fund Raising Coordinator (2)
 - Corporate Sponsorship
 - Player Fundraising
- Tournament Director
- Uniform & MJBO Apparel Coordinator
- Safety/Equipment Coordinator
- Schedule Coordinator (Fields/Facilities/Umpires/Practice/Games)

Executive Board (4)



MJBO Legal Counsel (Non-voting) – as available

EXECUTIVE BOARD - The Board positions of President and Senior, Junior & Minor Division Coordinator(s), identified above, are known as the Executive Board.

EXECUTIVE BOARD SUCCESSION - Annually, following the formal Board elections, the acting President will have the option to step down and a new President will be selected from (1) one of the previous year's Division Coordinators with a replacement Division Coordinator to be appointed at that time. If no acting Division coordinator is willing and/or available to serve as President, the role of President may be filled through a majority consensus vote of the acting Board, by any of the remaining Board members having at least (2) two full seasons of Board participation or comparable experience prior to the annual election.

PAST PRESIDENT - The above referenced succession plan requires the previous "past" President to remain on the Board of Directors a minimum of (1) one year, as an active Board member and to facilitate a smooth Executive Board transition.

Article III. Board of Directors – Position Descriptions & Responsibilities

Section 3.01 President:

Responsibilities include;

- Attend, or appoint other Board member(s) to attend, all League Association meetings on behalf of the MJBO.
 - Report back to, and consult the Board concerning all League issues requiring a formal League vote or MJBO position statement.
 - All League issues requiring a vote should be openly discussed with the Board, and a formal MJBO Board position established prior to any official MJBO vote being cast at a League meeting.
- Coordinate, schedule and preside over all official MJBO Board meetings.
 - If the President is unable to attend a regularly scheduled MJBO Board meeting, the President shall formally appoint a member of the Executive Board to preside in their absence.
- Prepare and manage agendas at regular, special and/or annual MJBO board meetings.
- Shall be a designated "signing" officer on all MJBO fiscal account(s).
- Shall be involved and/or aware of all official communication with McMinnville School District (MSD) personnel and/or representatives as needed.
- Supervise all processes to account, inventory and maintain MJBO equipment, apparel and/or any other MJBO property as required during their official term.
- Provide MJBO Board resources as needed to resolve disputes and preside over dispute resolution meetings as required herein.
- Resolve any problem and/or question from a player, parent or coach which cannot be resolved by the appointed Division Coordinator from which they arise.



- Lead the Board annually in actively soliciting, recruiting, nominating and appointing new Board members as required to maintain a full and productive Board of Directors.

Section 3.02 Division Coordinators (Senior/Junior/Minor):

In order to be considered for and participate as a Division Coordinator you may NOT be the parent or direct relative of a current player participating within the Division for which you are under consideration.

Responsibilities include;

- Help identify, recruit and mentor new MJBO coaches within your Division before during and after the season for which you are appointed.
 - Meet with current and new coaches regularly to discuss JBO/NFHS rules and rules changes as needed (MJBO shall provide copies of JBO and NFHS rules upon request).
 - Discuss the JBO and MJBO's coaching code of conduct and expectations. Ensure that all current and new coaches read, understand and sign a copy of the JBO code of conduct.
 - Schedule, coordinate and attend a minimum of (1) one "coach's clinic" annually with the MHS varsity baseball coach.
- Schedule, prepare, coordinate, attend and run all levels of player evaluations (Tryouts).
 - This is the collective responsibility of all (3) three Division Coordinators. This work includes, but is not limited to the following;
 - Scheduling the player evaluation dates.
 - Coordinating and procuring the necessary MSD or other facilities necessary for player evaluations.
 - Preparing and administering the individual player scoring.
 - Recruit, coordinate and train player evaluator/scorers and volunteers as needed.
 - Prepare and coordinate the daily evaluation schedule, evaluation station assignments, player warm-ups, collect and tally individual player evaluations, tabulate and present all player evaluation scores to the Board for preliminary review and initial division breakdowns.
- Attend all sessions of player evaluations and assist and direct all clean-up and tear down efforts following Tryouts.
- Coordinate and supervise the player selection and team formation process once player evaluations are completed and officially scored. This includes attending all subsequent player evaluations/workouts needed to make final player/team determinations between skill levels within each Division.
 - *Review and approve all final team rosters within each applicable Division.*
- Field and respond to all player/coach/parent concerns that arise, within their Division, throughout the duration of the season. Any issue which cannot be resolved within their Division at the team level shall be brought to the Executive Board for formal review and final resolution.
- Assist coaches who wish to participate in late season and/or Fall baseball programs.



Section 3.03 Treasurer / Registrar:

Responsibilities include;

- Account for all MJBO financial transactions (incoming and outgoing) on a cash basis.
- Annually develop a pro forma budget prior at the start of each MJBO season (no later than December 31st).
 - This budget shall be reviewed, modified and approved by the MJBO Board within (30) thirty days of its presentation to the Board.
- Coordinate and reconcile electronic accounting processes for any and all financial accounts held by MJBO. The most up to date and/or automated (electronic) payment methods available by the MJBO host banking institution shall be utilized for all MJBO transactions if at all possible.
- Receive, review, approve process and remit payment for all formal invoices or Request for Funds submitted to the Association.
- Shall be a designated “signee” on all MJBO financial accounts.
- Issue and sign all checks necessary to meet all MJBO fiscal obligations.
- Prepare and present a formal financial report at all regularly scheduled Board meetings.
- Assist in preparing and filing all required tax forms and required documents to maintain current IRS 501(3)(c) exempt status.
- Ensure that all non-budgeted purchases over \$500 are reviewed and formally voted on and approved by the Board prior to purchase and/or payment.
- Maintain and manage copies of all transaction receipts received or produced by MJBO. This includes administering the collection and retention of all receipts reimbursed through formal Requests for Funds.
- Maintain and administer a secondary independent oversight and reconciliation protocol for all cash collections and fundraising transactions required throughout the season.
- Manage and track player registrations for all levels including player payments, extended payment plans and MJBO scholarships. An update of player registrations and payment status’ shall be given at each regularly scheduled Board meeting or until all player registrations and/or payments have been resolved.

Section 3.04 Secretary:

Responsibilities include;

- Record minutes at all Board meetings.
- Prepare and distribute copies of the meeting minutes to all board members within (7) seven days of the conclusion of the referenced Board meeting.
- Distribute Board meeting agendas no later than (48) forty-eight hours prior to any regularly scheduled Board meeting.
- Receive and manage all verbal and/or written nominations for Board positions – prior to any formal Board election.
- Manage the Association’s PO Box and distribute all incoming mail as required.
- Publishing, printing copying and distributing all Board approved correspondence from, or on behalf of, the MJBO.
- Administer the required criminal background checks for all MJBO coaches, umpires or persons who will be in direct contact with MJBO players.



- Coordinate, prepare, submit and verify JBO acceptance of all official JBO Rosters within the timeframes allotted by the League and in accordance with JBO requirements.
- Manage all formal MJBO coaching applications received either through the MJBO website or US mail.
 - Prepare and submit copies to MJBO Board members as they are received.
- Manage and distribute all MJBO surveys and/or results as required.
- Develop any paper ballots required for official Board votes.
- Coordinate with all applicable Board committees to prepare and submit all formal MSD notifications and field use forms as required and needed. This includes but is not limited to;
 - Formal MSD field and facility reservation notifications, MSD field modification notices, and any other formal MSD correspondence/form required for use of MSD facilities.

Section 3.05 Sports Information Director (SID) / Webmaster:

Responsibilities include;

- Maintain and update all MJBO media content on the Association's website (www.macjbo.com) including but not limited to sponsors information, game/practice/field/umpire schedules, MJBO notices, Board documents and any other update as needed throughout the season.
- Coordinate and assist MJBO coaches and staff with use of the MJBO website (registration forms, individual team websites, rosters, calendars, schedules, etc...).
- Review and approve all requests (formal or informal) to post media content on the MJBO website (some requests may require additional Board review and approval).
- Prepare, review and disseminate all Association correspondence to the Board, Coaches and/or the general MJBO membership (including but not limited to all general correspondence, flyers, email or any other types of written communication).
- Assist in the annual renewal of the MJBO website.
- Ensure that the site is up and running at a minimum of 95% reliability.

Section 3.06 Field/Facility Coordinators (2):

Responsibilities include;

- Coordinate with the League and McMinnville School District official(s) regarding all regular and post season practice/game schedules for field use and preparation.
- Recruit, manage and supervise the volunteer Field/Facility Maintenance Committee
 1. This committee should be formed within (14) fourteen days of the last day of player evaluations.
 2. This committee shall be responsible for all field/facility work and maintenance as required throughout the duration of the pre, regular and post seasons.
 3. Develop an annual field/facility budget to be reviewed and included in the Treasurer's annual budget.
 4. Any field/facility work shall include, scheduling, planning, recruiting volunteers, procuring resources, equipment, materials, etc... as needed to effectively prosecute the work required.
 5. All new and/or capital improvement projects on MSD property must be approved by MSD and follow the most current MSD processes outlined on the District website.



- Insure that all fields are adequately watered, mowed, fertilized, weeded and generally maintained to JBO and MJBO standards throughout the duration of the season.
 - 1. Schedule and/or prosecute mowing of all field locations as needed.
- Ensure all fields have adequate amounts of supplies at all times.
- Ensure that liners (paint and lime) are in place and in good working order at all field locations.
- Ensure that there is a batter's box template, in place and in good shape, at all fields.
- Maintain liners, backstops, benches, dugouts, equipment storage areas, bases, pitching rubbers, portable mounds, etc... at each field location.
- Organize equipment and individual equipment shed(s) as needed throughout the season.
- Garbage removal;
 - 1. Coordinate garbage service & collection schedule with Treasurer.
 - 2. Work with the MSD to ensure that each field has a garbage can with adequate supply of garbage bags throughout the duration of the season.
 - 3. Inform coaches that it is their responsibility to manage garbage cans after each game.
- Coordinate delivery, maintenance and pickup of portable toilet services facilities at each field with the Treasurer.
- ENSURE THAT THE MSD IS ADEQUATELY NOTIFIED, AND RECEIVES WRITTEN APPROVAL FOR, ALL MJBO FIELD/FACILITY WORK AND/OR ACTIVITIES THROUGHOUT THE ANNUAL SEASON.
 - 1. This should be coordinated directly with the MJBO Secretary and/or Schedule Coordinator.

Section 3.07 Volunteer Coordinator:

Responsibilities include;

- Prepare Volunteer Opportunity signup sheets.
 - These sheets will be available at uniform fittings – Coordinate with Uniform/Apparel Coordinator.
- Assist all head coaches in designating (1) one team coordinator per MJBO team within (2) two weeks of formal team formation.
- Communicate with all MJBO coaches the responsibilities, duties and involvement that the team coordinators will have throughout the season.
- Schedule a meeting or prepare a detailed informational handout for each team coordinator that clearly states the responsibilities, duties and requirements of their position. Full compliance is required in order to receive volunteer credit.
- Verify that each team coordinator has access to, and is willing to participate in and/or set up a Google Drive (or other similar file sharing program), that they will use to access and enter volunteer hours on a weekly basis.
- Prepare and distribute a team volunteer spreadsheet for each team - complete with player names, parent names and contact information.
- Provide the tournament director(s), field maintenance crew and fundraising committee with a list of parents that are interested in fulfilling specified and approved volunteer hours.
- Present to the Board any information which may hinder a family from completing a portion or all of their volunteer commitment hours.
 - The Board will determine and vote on whether a family will be exempt from fulfilling its required hours.



- Provide the Board with all team coordinator contact information for additional volunteer needs throughout the season.
- Review each team's volunteer spreadsheet progress on a bi-monthly basis throughout the season and contact the team coordinators for clarification if necessary.
- Within (2) two weeks of the completion of the regular season, prepare a list of parents that did not fulfill their volunteer obligation and present to the board for review and approval.
 - Once the final volunteer delinquent list is reviewed and approved by the Board – deliver the report to the MJBO Secretary to prepare and send (email and USPS) invoices.

Section 3.08 Fund Raising Coordinators (2):

Responsibilities include;

(a) Corporate Sponsorship(s):

- Develop and maintain a detailed record of all MJBO corporate sponsors contact information (past and present).
- Annually review and update the corporate sponsorship levels and benefits. Discuss, review and coordinate any such revisions annually to the MJBO SID so that they can be accurately reflected on the MJBO website.
- Provide the Board with goals, information and recommendations for corporate sponsorship fundraising activities and levels expected for the current season. Communicate these pro forma budget expectations to the Treasurer for budgetary purposes.
- Insure that all corporate sponsors receive the benefits described for their specific donation level.
- Develop a Capital Improvement Planning Program – to support long term goals of MJBO.
- Develop fundraising opportunities with funds raised dedicated to capital improvements.
- Develop and maintain contacts with local businesses and donors.
- Solicit monetary and in-kind contributions and support for MJBO.
- Develop a Sponsorship Recognition Program responsible for corporate sponsorship advertisement.
- Coordinate any sponsorship signage directly with the MJBO Schedule Coordinator to insure MSD approval of all sponsorship signs PRIOR to installation.
- Procure and distribute all corporate sponsorship benefits within the time frames committed.

(b) Player Fundraiser(s):

- Annually develop a player fundraising plan which would include a list of player fundraising events to be prosecuted throughout the season. This list should be finalized and available for distribution to MJBO players and parents by March 1st annually.
- Prepare, coordinate and manage all MJBO player fundraising activities throughout the season.
- Solicit and recruit volunteers as needed to conduct fundraising events as needed.
- Supervise the distribution of any products or prizes associated with and player fund raising activities.
- Work with the MJBO Treasurer regarding the collection and deposit of monies raised and submitted by players and/or their families throughout all player fundraising events.
- Collect any residual and/or outstanding product(s) or money from coaches and players once a specific fundraising event has ended.



- Provide a detailed financial report to the Treasurer and Board upon completion of any specific fund raising event.
- For all fund raising activities which will include prize and/or cash awards for top performing participants – all prizes and awards must be reviewed and approved by the Board prior to procurement.
- Purchase and distribute any prizes and/or awards to applicable fundraising participants.

Section 3.09 Tournament Director:

Responsibilities include;

- Propose, coordinate and gain approval for the date(s) of MJBO tournaments with the MJBO Board and MSD.
- Insure that MJBO tournament info is made available on the JBO or other current and relevant website(s).
- Solicit and gather contact information for interested teams for MJBO tournaments.
- Field and respond to all inquiries (phone, email, etc...) related to MJBO tournaments.
- Manage the number of teams allowed and/or available to register for all MJBO tournaments.
- Create and/or review current MJBO tournament rules annually – make revisions as necessary.
- Prepare the “master” game schedule for all MJBO tournaments.
- Coordinate and maintain active communication with registered tournament teams regarding tournament information, schedules, brackets, fees, etc....before, during and throughout the duration of every tournament.
- Prepare and coordinate all tournament schedule, brackets and rules with the MJBO Webmaster. All tournament information should be maintained on the MJBO website for ease of access by all registered and prospective teams to view in real time.
- Identify, recruit, train and manage tournament “officials” for each physical location utilized throughout the duration of all MJBO tournaments.
- Coordinate tournament apparel procurement, delivery, sales and inventory with the MJBO Uniform/Apparel Coordinator(s).
- Review tournament award structure/budget and propose any revisions to the Board for review and approval prior to procurement.
- Prepare and manage the tournament volunteer registration and the “master” tournament volunteer schedule (i.e. concessions, program/T-shirt sales, field work, etc...). Coordinate volunteer scheduling and notification with the MJBO Volunteer Coordinator.
- Identify and procure a tournament photographer for all MJBO tournaments.
- Ensure all monies (concessions, T-shirts, programs, registration fees, etc...) are formally submitted to the Treasurer in a timely fashion upon receipt. All cash proceeds shall be subject to the cash submittal protocols developed by the MJBO President and Treasurer above.
- Coordinate all volunteer field maintenance and preparation activities with the MJBO Facility/Field and Volunteer Coordinator. Insure that all fields and facilities are adequately stocked with field resources (i.e. chalk, paint, liners, rakes, water, batter’s box template, etc...).
- Purchase and deliver all tournament game balls to their respective tournament site “official” for use on tournament weekend.
- Insure all tournament sites have physical copies of accurately updated tournament brackets conspicuously posted.



- Coordinate and manage the submission and recording of all tournament game cards including accurate pitching results for the duration of each tournament.
- Ensure concession monies are delivered to Treasurer after each day concessions are open.

Section 3.10 Uniform & Apparel Coordinator:

Responsibilities include;

(a) Uniforms:

- MJBO standard Uniform Package*:
 1. (1) Pair of pants
 2. (1) Belt (Required but purchased by player as needed)
 3. (2) Jerseys (individually screen printed with uniform #)
 4. (1) Ball cap (individually embroidered with McMinnville logo & player's uniform #)
 5. (1) Helmet (every two years or for new program players only – individually stickered with McMinnville logo and player's uniform #)
 6. *Any changes to the standard MJBO Uniform Package must be reviewed and approved by the Board through a formal vote.
 7. Additional uniform items may be purchased by individual players at an additional cost to be determined by the selected vendor if ordered at the time of player sizing.
 8. Coaches may choose to add team items (i.e. warm up jackets, bags, etc...) at additional cost. Coaches are solely responsible for the costs associated with additional team uniform gear ordered and will be billed directly. The "on field" uniform may not be modified, changed and/or supplemented in any way by any individual coach w/o specific review and approval of the MJBO Board.
- Annually solicit Uniform Package pricing and availability of a minimum of (2) two, adequately qualified, uniform vendors. Subsequent vendor proposals shall be presented to the Board no later than the December Board meeting proceeding the upcoming Spring baseball season for review, modification and/or approval.
- Organize, coordinate and manage individual player sizing and distribution of final Uniform Packages with the selected uniform vendor.
- **Player Jersey # Preference and Selection:** It is the responsibility of the Uniform and Apparel Coordinator to solicit (3) three jersey number preferences from each player annually at uniform sizing. The following order of precedence shall be utilized when selecting between identical jersey # preferences on the same roster;
 1. The player who has participated the greatest number of consecutive MJBO seasons.
 2. If tied, the player who has played the greatest number of MJBO season in total.
 3. If tied, the player who has played the greatest number of seasons at the highest skill level throughout their MJBO career.
 4. If tied, coin flip.
- Order replacement uniforms throughout season as needed (additional costs to players).
- Annually prepare and coordinate a Uniform Package budget with the Treasure for inclusion in the pro forma budget.

(b) Apparel:

- Obtain electronic logo files as needed for apparel (digitizing).



- Annually coordinate and procure all coaches apparel through selected Uniform Package vendor as the annual budget allows.
 1. Standard coaches apparel includes; (1) one ball cap (embroidered with the McMinnville logo) and (1) one coaches shirt (embroidered with the MJBO logo).
- Maintain online apparel website and coordinate MJBO proceeds with Treasurer quarterly.
- Coordinate sponsor logos on uniform components as needed with Fundraising Coordinator(s).

Section 3.11 Safety/Equipment:

Responsibilities include;

(a) Safety:

- Establish and update MJBO safety policies and practices which are consistent with Junior Baseball Oregon and League standards.
- Confirm, and provide as needed, any safety/emergency treatment and training information necessary to coaches and players.
- Coordinate and schedule any and all safety education and training as needed for all coaches.
- Arrange for insurance coverage as needed and directed and/or required by the MJBO Board or League officials.
- Supply each team with a complete safety/first aid kit and replenish individual kits throughout the season as needed.
 1. Maintain and adequate supply of safety materials, including ice packs to replenish first aid kits throughout the duration of the season.
- Check fields bi-monthly for unusual safety hazards throughout the season as needed.

(b) Equipment:

- Distribute and re-collect MJBO owned baseball equipment to coaches each season (those coaches continuing on into late or Fall baseball seasons may request to maintain their equipment through the duration of these extended seasons of play as long as they are utilizing MJBO players and facilities).
- Inventory and repair equipment as need throughout the duration of the season.
- Create a Team Standard (by division) of minimum gear/equipment. These Team Standards should be reviewed and approved annually prior to procurement of new season equipment.
 1. Solicit and prioritize specific coaches equipment needs and/or requests.
 2. Obtain Board approval for any “non-standard” equipment purchases outside of those defined in the Team Standards developed above.
- Purchase new equipment as needed to maintain the equipment inventory at a level that is commensurate with MJBO standards for all levels and divisions of play.
 1. Including practice and game ball procurement as necessary.
- Organize bags of equipment for each team and coordinate distribution as early as required for individual team’s Spring practice schedules.
- Establish and recommend yearly equipment upgrades and/or needs which can be incorporated into the annual pro forma budget prepared by the Treasurer.



Section 3.12 Schedule Coordinator:

Responsibilities include;

- Maintaining the master MJBO field, practice and home game umpire schedules for the entire spring baseball season. This includes but is not limited to;
 1. Coordinating, scheduling and resolving all home game field accommodations and conflicts required.
 2. Coordinating, scheduling and resolving all League HOME game umpires as required.
 3. Communicating with all MJBO coaches and coordinating all make-up games as required.
- Coordinating all formal MSD notifications as required with the MJBO Secretary.

Article IV. Board of Directors – Elections, Terms & Conditions

- At the Annual Meeting in the fall of each year, all vacant or outgoing Board member positions shall be nominated, elected and filled in accordance with the following;
 - An open solicitation for new Board member nominations shall be offered to the MJBO general membership a minimum of fifteen (15) days prior to holding formal elections.
 - This notice shall state the date in which nominations will be closed as well as the date, time and location of the Annual Meeting.
 - Nominations may be made in person at the Annual Meeting or by written correspondence directed to the current Board of Directors prior to formal elections by anyone associated with MJBO (i.e. general members, Board members, friends or family of current and/or past players).
 - Once all official nominations have been received and nominations are officially closed, an official ballot will be prepared by the Secretary and distributed to all current MJBO Board members. Each Board member will complete and submit an anonymous paper ballot. Each ballot shall be completed by precedent ranking of ALL nominees listed on the ballot in case of potential ties. The election and all Board voting shall remain anonymous. All ballots will be collected, reviewed and precedent scores tallied by the Secretary. The results of this election will be presented to the Board by the MJBO Secretary and formally noted in the meeting minutes. Individual ballots and nominee voting results are to remain confidential and not to be disclosed to anyone outside of the Board for any reason.
 - The nominees receiving the highest number of Board votes to fill the commensurate number of vacated Board positions shall be elected. In the case of ties – the lowest precedent score(s) from the ballots will be used to break the tie. If any nominees remain tied after initial precedent scores are evaluated - the current and acting MJBO president will make the final determination of who will receive the Board appointment.
 - Once all “vacant” or outgoing Board members have been voted in – at the first meeting of the “new” Board, all vacant positions will be reviewed and filled according to recommendation by the Executive Board considering carefully each new Board member’s skills.
- The terms of each Board position shall be a minimum of (1) one full year. In an effort to minimize Board turnover, no more than 50% of the current Board membership shall be replaced in any one (1) year.



- Each Board position is a voting position and carries with it (1) one full vote during all formal votes and/or elections prosecuted by the Board. The President shall only cast a formal vote in cases of a tie - once all official ballots and/or votes are counted.
- Board meetings shall be held regularly, and at a minimum of monthly, throughout the duration of calendar year.
- Board members shall attend all regularly scheduled meetings throughout their term.
 - If a Board member is absent from (2) two consecutive meetings without a Board accepted excuse, the remaining Board members may declare the position vacant and appoint a new person to serve the remainder of the term.
- The Secretary will inform all Board members regarding any changes to meeting times, dates and places prior to the next meeting.
- All communication (email, phone calls, live conversations, etc.) between Board members and concerning official Board business shall remain strictly confidential.

Article V. Player Eligibility:

Section 5.01 Residency Requirements:

All MJBO players should reside within the official McMinnville School District (MSD) boundaries.

There are (3) three exceptions to this rule:

- If a Federal team, at any level, feels they need to fill a critical roster positions at pitcher or catcher that they deem CANNOT be filled adequately by any current local American or National level players - that team may request Board approval to complete their roster with no more than (2) two players from a neighboring non-JBO affiliated community.
- Each MJBO team roster must include a minimum of (11) eleven players unless otherwise approved by the Board and an official waiver approved by the JBO. If a National level team needs additional players to meet this threshold and is unsuccessful in recruiting additional players from within the MSD to fill the roster, then they may request Board approval to fill their roster with players from a neighboring non-JBO affiliated community.
- Upon submittal and approval of formal JBO waiver request.

Out-of-town players: At no time will a player from a neighboring non-JBO affiliated community be selected and/or allowed to play on an MJBO Spring roster, in lieu of a McMinnville School District player, without review and consent of the Board*.

*Any out-of-town player who has played a minimum of (2) two consecutive and complete Spring seasons for MJBO will, from that point forward, be considered a McMinnville School District player and therefore NOT be subject to the above stated "out-of-town" player sanction.

Section 5.02 Disciplinary Action:

Any player who is facing formal disciplinary action from any law enforcement agency shall not be allowed to participate in any MJBO practice or game until the matter has been officially settled and the



Board feels that the player in question poses no threat to any other player. The player in question may attend tryouts if accompanied by a parent or legal guardian.

Section 5.03 Division Levels:

MJBO strictly follows JBO rules regarding player eligibility and determined level/division of play. If a discrepancy ever arises, current and active JBO rules supersede.

- Grades 7th and 8th (Senior)*
- Grades 5th and 6th (Junior)*
- Grades 4th and below (Minor)*

*See JBO Official Rules and Regulations manual for description of player eligibility requirements for each division.

Article VI. Player Evaluations & Drafts (Tryouts):

The primary goal in creating the MJBO evaluation protocol is to insure that all players will be fairly and equally evaluated, drafted into a level of play that is commensurate with their most current baseball skill level and that all annual player/team drafts are conducted consistently throughout all divisions and skill levels.

All team rosters must be coordinated, formed and approved under the supervision of the applicable Division Coordinator. Division Coordinators must supervise and approve all supplemental workouts & player drafts as well as approve all team rosters prior to formal submittal to JBO. If a roster cannot be approved by the respective Division Coordinator – a formal MJBO Executive Board review will be conducted, with a final and binding decision rendered.

Section 6.01 Logistics:

The Board of Directors and Division Coordinators will annually determine the dates and location(s) to conduct all player Tryouts. Player Tryouts will be held on a minimum of (1) one but not more than (3) three days - typically in late February or early March depending on MSD facility availability. Players are required to attend a minimum of (1) one Tryout date but are encouraged to attend ALL as their best (1) one day aggregate score will be utilized as the basis for initial division & cut line establishment. All players shall tryout with their respective age/grade level unless a request to tryout at a higher level is reviewed and approved by the Board prior to the start of player evaluations.

The Board may offer (1) one alternate tryout date for ONLY those prospective players who can demonstrate a prior scheduling conflict on the originally scheduled tryout dates. This alternate tryout may be held in advance of the official tryouts and will be the only alternate opportunity available. A formal appeal to attend the alternate evaluation must be raised to the Board within a reasonable



timeframe prior to Tryouts in order to gain approval to attend the alternate tryout. An alternate Tryout date is NOT required and may not be offered annually by MJBO.

Section 6.02 Scorers and confidentiality:

Each skill station will have a minimum of (1) one independent scorer. The number of other evaluators shall be determined at the discretion on the Board. Other scorers may include non-JBO affiliated coaches or past members of the MJBO as reviewed and approved by the Board.

Selection criteria of a Scorer shall include one or more of the following:

- A non-MJBO affiliated parent (preferably with prior advanced baseball coaching and/or player experience).
- A current McMinnville High School baseball coach or someone with equivalent experience.
- Not a parent of any MJBO player at any age level.
- Not a coach or parent from another JBO League participant which competes with McMinnville (i.e. Y-C, Newberg, Forest Grove, etc...).
- After a thorough review, any person who meets MJBO's requirements for baseball knowledge and overall objectivity.

Parents are allowed NO interaction (physical, verbal or non-verbal) with ANY player(s) and/or Scorers at any time during Tryouts and will be required to remain in the designated waiting area throughout the duration of Tryout process. Player Tryout scores will NOT be shared with anyone outside of the MJBO Board of Directors. All scores will be documented on approved MJBO score sheets which will be collected by the applicable Division Coordinator immediately after the tryouts end. If any parent, coach, player or otherwise insists on seeing evaluation scores they are to be directed to the MJBO President.

All score sheets will be collected by the applicable Division Coordinator and the scores tallied and reconciled by a minimum of (2) two independent persons assigned by Division Coordinators.

Section 6.03 Evaluation Process:

- Each tryout will have a minimum of (3) three individually scored stations to be determined by the Tryout coordinators:
- Players will be divided into groups, depending on the total number of participants and warm-up stations required.
- Each scored station will have Scorers which will evaluate all players and they will remain at those stations for the duration of each Division's Tryout.
- Each player shall be allowed one attempt at each evaluated station – no retries or restarts are allowed.
- In the event of a player being injured or incapacitated at or before the time of tryouts, that player shall be "drafted" at the discretion of the Board.



Section 6.04 **Player Draft:**

The draft will be coordinated, administered and overseen by the MJBO President and Division Coordinators with approval and oversight of the MJBO Board.

Resources needed to complete the initial player draft will be provided at the direction of the Board.

All MJBO teams shall be drafted, rostered, and players/parents notified, within (7) seven days of the latest Tryout date unless an extended duration is requested and approved by the MJBO Board.

(a) Federal Level:

- Federal coaches (IF they have been identified) and a minimum of (1) one independent evaluator will evaluate the players during additional workout(s) and assist as the official Federal roster is compiled. Official documented scoring is NOT required.
- Subsequent Federal level workout(s) shall be prosecuted, and a minimum final roster of eleven (11) eligible players defined, no later than (3) three calendar days from the official posting of MJBO players to roster, unless an extended duration is formally requested and approved by the Board.
- All remaining players not drafted to a Federal roster will be placed back into their respective Division player pool(s) for subsequent workouts and/or drafts.

(b) American/National Level:

The American/National Draft process shall be prosecuted in a similar fashion to the Federal level, except without any subsequent formal player evaluations. American/National level coaches are allowed to conduct additional informal player evaluation sessions as long as they allow for adequate time for subsequent Division drafts to be conducted within the allotted (1) one week roster deadline referenced above.

(c) Participants:

All applicable head coaches and the Division Coordinator shall participate in all supplemental workouts and the formal draft process in its entirety. In the event that the head coach cannot be present, the Board must be notified prior to the draft and the head coach shall arrange for an assistant coach or other appropriate representative to be present and act on their behalf.

(d) Sequence:

The draft will be conducted in the following order: Federal, American, and National. Each level, regardless of the number of teams at each level, will finish the draft process prior to the beginning of the next level's draft. Coaches may only be present at, and participate in, the draft at the level they will be coaching.

(e) Team Distribution:

The number of players which formally Tryout at each level will determine the number of teams within each division and at each level. MJBO will strictly follow the JBO matrix in order to determine how many teams to field at each level. Based on the number of teams and perceived skill level of the applicable players from the Tryout, the Board may review and



approve to play “above” the matrix requirements, or in other words, field more teams at the American and/or Federal levels than required by JBO rule. This will only be done if the Board believes that any such team(s) will be able to compete (.500 or better) at the higher level as well as enhance the quality of the player’s baseball experience.

(i) “Cut Line” Rule and Draft Process:

- Once the “raw” scores from tryouts are compiled and sorted on the last night of tryouts – any Board member can formally request a Board vote to conduct an additional “independent” tryout regarding an entire division’s LOWEST team division or “cut line” (i.e. based on 2012 Senior level tryout of 35 players the 24 player “cut line” was in questions and could have been formally reevaluated). A MAJORITY vote of the Board is required to implement this rule.
- **Process:** The next day following the last day of original tryouts an additional evaluation can be invoked in cases where a majority of the Board feels that an anomaly occurred in the raw scoring data which either placed certain players above or below the LOWEST team division or “cut line” which may be in error. This tryout would be administered and scored by a minimum of (1) one PAID independent evaluator who has no affiliation with MJBO. This “cut line” evaluation will be coordinated and administered by the applicable Division Coordinator. No prospective coaches or parent from the applicable division will be allowed to administer or participate in the subsequent evaluation. The # of players selected to participate in the additional evaluation will be reviewed and agreed upon by the Board prior to the evaluation taking place. These players would be independently evaluated, scored (suggested evaluation areas would include; pitching, catching, hitting, infield, outfield, etc...) and ranked according to this latest evaluation. This new player order will then be reinserted into the original evaluation score summary and become the final determination of the “cut line”.
- Once the final “cut line” has been determined in accordance with the above process, no player falling below the final “cut line” is available to be drafted unless a player above the “cut line” chooses not to participate in MJBO. If this occurs, the highest ranked player below the “cut line” will be entered into the available draft pool for selection.

(f) Selection/Draft Process:

- In cases where there will be multiple teams drafted at the same skill level, the following team formation or draft process will be followed;
 - Remaining players within the evaluation pool (except the head coach’s and one (1) assistant coach’s players – of which these players will be automatically be drafted to their respective parent/coach’s team) will be ranked, by their highest evaluation day total score, from highest to lowest. The number of teams at each level will be determined at this time. The coach’s draft order will be determined by drawing



lots or any other mutually agreeable means. The draft will proceed in a serpentine order (with the last coach in the draft order receiving consecutive selections – i.e. coach #3 in a (3) three team draft would get draft selections #3 AND #4 consecutively) until all coaches have selected their respective team rosters. All player selections and final rosters must be reviewed and approved by their respective Division Coordinator prior to any player notifications.

- Siblings will be kept on the same team unless otherwise specified or if there is a talent difference that would result in one child playing at a different level than the sibling. In the case of siblings drafting at different skill levels - parents have the option of requesting that both siblings play at the LOWER level for convenience.
- All players are required to play at the level, and on the team which they are drafted, unless formally requested and approved by the Board.

(g) Player Notification:

All team rosters will remain confidential until ALL rosters have been compiled, reviewed and formally approved by applicable Division Coordinators respectively. No team practices and/or meeting will be allowed until MJBO has formally notified all coaches, teams and players of their respective roster assignments. Formal notification of coaches, parents and players will be disseminated through the MJBO website or other applicable means necessary to insure that all team rosters are available simultaneously and to the public within (7) seven days of the official posting of MJBO players to roster.

Article VII. Coaches

Section 7.01 Qualifications:

Anyone interested in coaching an MJBO team in any capacity, will be required to complete a Prospective Coaching application and be subject to a formal criminal background check that will be reviewed by the Board. This requirement may be waived by the MJBO Board for returning or previously approved MJBO coaches. The Board will try to approximate the number of coaches required at each age level and make selections based on experience, past performance, and community input and/or references. Each coach may be required to attend at least (1) one coaching clinic and safety course sponsored by MJBO.

Non coaches may also attend the coaching clinics as long as it does not negatively impact the training sessions due to size.

Section 7.02 Coach Selection:

Each team will have a minimum of (1) one head coach and (2) two assistant coaches. All Minor level teams may also be required to have (1) one bench coach in addition to minimum coaches listed above. Anyone wishing to coach a team within MJBO must formally notify the Board of Directors through the submission of a Prospective Coaching application, prior to the scheduled day(s) for player Tryouts. All prospective coaches may be required to be interviewed. All head coaching selections must be



formally reviewed and approved by Board. Due to the total number of head coaching applicants, there is the potential that not all qualified and approved applicants will be formally asked to coach an MJBO team.

Candidates for coaching positions will be evaluated based on the following criteria:

- Meeting the coaching qualifications as outlined within this Operating Manual.
- Past coaching experience in baseball and other youth sports.
- Personal experience gained by playing, attending clinics or other specific training.
- Personal references.

In the event that the number of coaches requesting to coach at a particular level exceeds the number of teams available at that level, the Board will make the final selection and notify all applicants accordingly.

Section 7.03 Coaching Responsibilities:

Specific responsibilities of coaches shall include as a minimum the following tasks:

- Attend clinics and/or meetings as requested and/or required by MJBO. Encourage assistant coaches to participate as well.
- Notify all players of their team designation and provide them with contact information (phone, email, etc...), within (24) twenty-four hours of MJBO's formal player notification described herein.
- Schedule, organize and conduct a minimum of two (2) practices per week during pre-season and one (1) per week during the regular season.
- Schedule a minimum of (30) thirty games (scrimmages, non-league, tournament and League games) during the Spring season.
- Prepare and distribute a team roster at the beginning of the season. This roster should include all relevant player information and contact info for all parents.
- Prepare, manage and update non-league and league game schedules throughout the season.
- Prepare and submit a complete and accurate official JBO roster.
- Attend all MJBO sanctioned events, meetings, team practices and games or insure that an assistant coach or other approved representative attends on your behalf.
- Promote and oversee team participation in MJBO fundraising events.
- Encourage player participation in all MJBO sanctioned events.
- Ensure a detailed and accurate score book is kept at every game.
- Be responsible for the safety and wellbeing of all players, ensuring that they wear the appropriate clothing and personal protective equipment required at all times.
- Do not leave practices or games until all players are picked up by a parent or guardian.
- Coordinate with the opposing team coach in case of rain outs. Follow MJBO and League game rescheduling policies fully and promptly.
- Reschedule all rainout games.
- Be responsible for the actions and behavior of players, parents and coaches at all times.
- Be responsible for demonstrating good sportsmanship while winning and losing.
- Be responsible for maintaining player and parent contacts at all times.



- Be responsible for all MJBO equipment. Report any lost, stolen or broken equipment to the safety/equipment officer immediately.
- Encourage team parents to volunteer for all MJBO sanctioned events and fundraising opportunities.

Article VIII. Disciplinary Action

Section 8.01 Players:

All players are responsible for conducting themselves, at all times, in an appropriate manner on and off the field. Unacceptable behavior shall include, but not be limited to, the use of tobacco, alcohol, drugs, poor sportsmanship, inappropriate language, or any other actions or behavior determined to be injurious or hostile to the interests of the McMinnville Junior Baseball Organization. Coaches shall have the authority to suspend any player who violates the rules and guidelines of the MJBO.

In the event of a violation of player conduct guidelines by any player, the following steps shall be taken as needed to resolve the problem:

- The coach shall try to resolve the problem by speaking with the player.
- If the problem is still unresolved then the coach shall speak to the parents to see if they can help resolve the issue.
- If the problem still persists then the coach shall notify the MJBO Executive Board.
- Once the MJBO Board has been formally notified as detailed above, the coach may suspend the player or recommend dismissal of the player to the Executive Board.
- Only the Executive MJBO Board shall perform formal dismissal of any player.
- Dismissal of a player shall require a majority vote of the Executive Board.

Section 8.02 Coaches:

Inappropriate actions shall include but not be limited to the use of tobacco, alcohol, drugs, poor sportsmanship, inappropriate language or inappropriate physical contact with players, parents, umpires or fans. It also includes verbal and physical abuse of players, umpires, parents, other coaches or behavior determined by the Board to be injurious or hostile to the interests of the MJBO.

In the event of a violation of coach's conduct, the following steps will be taken as needed to resolve the issue:

- The President shall speak to the coach to see if the problem can be resolved.
- The President shall document the above referenced discussion with the coach and present his documentation formally to the Board for review and further discussion.
- In addition to discussing the incident with the coach, the President shall also seek out and discuss the incident with other eye witnesses (if available) in order to determine the validity of the claim(s). This information should also be detailed and submitted for review and consideration by the Executive Board.
- If the problem is not resolved at this time then the Executive Board shall have the authority to proceed with formal dismissal proceedings as outlined below.



- Throughout the duration of the formal dismissal proceedings, the Executive MJBO Board has the authority to suspend the coach from any further contact with his team until the dismissal proceedings are complete and a final determination has been rendered by the Executive Board. In this instance, the Executive Board will appoint an interim or replacement head coach to insure that the team's season will continue with as little interruption as possible.
- Only the Executive MJBO Board shall formally dismiss any coach.
- Dismissal of a coach shall require a majority vote of the Executive Board.

Section 8.03 Board Members:

Board members are responsible for conducting themselves in an appropriate manner on and off the playing field as well as at all MJBO sanctioned events. Inappropriate behaviors shall include, but are not be limited to, the use of tobacco, alcohol, drugs, poor sportsmanship, inappropriate language or inappropriate physical contact. It also includes verbal and physical abuse of players, umpires, parents, coaches or behavior determined to be injurious or hostile to the interests of the MJBO.

The Executive Board has the authority to suspend and/or dismiss any Board member who violates the rules and guidelines of the MJBO. In the event of a violation of conduct by a Board member:

- The President shall speak to the Board member to see if the problem can be resolved.
- The President shall document the above referenced discussion with the Board member and present his documentation formally to the rest of the Executive Board for review and further discussion.
- In addition to discussing the incident with the Board member, the President shall also seek out and discuss the incident with other eye witnesses (if available) in order to determine the validity of the claim(s). This information should also be detailed and submitted for review and consideration by the Board.
- If the problem is not resolved at this time then the Executive Board shall have the authority to proceed with formal dismissal proceedings as outlined below.
- Only the MJBO Executive Board shall have the authority to formally dismiss any Board member.
- Dismissal of a Board member shall require a majority vote of the Executive Board. The Board member under consideration for dismissal shall not have a vote in the dismissal decision.

Section 8.04 Parents:

All parents are responsible for conducting themselves in an appropriate manner on and around the playing field. Inappropriate actions shall include, but are not limited to, the use of tobacco, alcohol, drugs, poor sportsmanship, inappropriate language or inappropriate physical conduct. It also includes verbal or physical abuse of players, umpires, other parents, coaches or behavior determined to be injurious or hostile to the interests of the MJBO.

In the event that a parent violates the MJBO code of conduct, the following steps will be taken as needed to resolve the incident:



- The coach will try to resolve the problem by speaking directly with the parent.
- If the problem remains unresolved, the coach shall notify the MJBO President.
- The President shall speak to the parent to see if the problem can be resolved.
- If the problem is not resolved at this time, the President shall document the above referenced discussion with the parent in question and present his documentation formally to the rest of the Executive Board for review and further discussion.
- In addition to discussing the incident with the parent, the President shall also seek out and discuss the incident with other eye witnesses (if available) in order to determine the validity of the claim(s). This information should also be detailed and submitted for review and consideration by the Executive Board.
- If the problem is not resolved at this time, then the Board shall have the authority to restrict the parent from attending any future MJBO events including, but not limited to, games, practices, fundraisers, and/or Board meetings.
- Formal restriction of a parent shall require a majority vote of the Executive Board.

Article IX. Player Registration

Section 9.01 General:

No player will be allowed to participate in any MJBO sanctioned event including, but not limited to, player Tryouts, fundraisers, meetings, practices or games until the Treasurer/Registrar has received a complete and accurate player registration form.

- Player registration shall be held on or around the beginning of each calendar year.
- Open registration dates shall be scheduled by the Treasurer/Registrar.
- Notification of registration times, places and processes shall be sent to all previous players who are eligible to play during the upcoming season, as well as publicized throughout local community publications.
- A final player registration deadline must be posted and adhered to.

Section 9.02 Registration Fee:

- The player registration fee amount shall be reviewed and set annually by the Board.
- The registration fee shall cover all fees for each player to participate in the regular season of MJBO plus up to (3) three additional tournaments and/or any non-league scrimmage games for all players. Tournament fees for participation in any MJBO hosted tournaments are included in the afore referenced tournament allotment.
- The registration fees must be paid in full within (14) fourteen calendar days of the registered player being formally rostered to an MJBO team (unless otherwise approved by the Board)
- Fall season play is not included in the above player registration fee.
- Additional fees may be required if a team chooses to play in more than the allotted tournaments and/or additional non-league game schedules defined above.
 - Each team is responsible for raising the money to participate in additional tournaments.
 - All players are expected to participate in all games scheduled by the head coach.No refunds will be given to any player who chooses not to participate in



tournament or non-League sanctioned games.

- A late fee of \$25 will be added for all fees received after the (14) day deadline outline above.
- Players will not be allowed to play in any MJBO sanctioned game (pre-season, non-league, scrimmage, league, tournament, etc...) until their player registration fee has been paid in full or other payment arrangements (i.e. Scholarship, payment plan or other) have been requested and approved by the Board.
- The Board shall consider a registration fee reduction, if formally requested by families with (2) two or more players participating in the MJBO program in the same season.
- Players with outstanding MJBO account balances at the end of the season will not be allowed to register for the following Spring season or participate in player Tryouts until their account has been paid in full.

Section 9.03 Scholarships:

Scholarship consideration shall be given for any player whose family who can demonstrate that they are not able to pay the full registration fee at the time of registration. Evidence of need must be presented to the Treasurer/Registrar and President to establish eligibility for scholarship consideration. The Board, in lieu of payment at the time of registration, may consider the following methods:

- A payment plan which allows for the full fee to be paid over time (not to exceed one month prior to the end of the MJBO regular season) as agreed to by the Board and the parents.
- An agreed reduction in registration fees which would include a commensurate amount of MJBO volunteer hours based on the percent of the full registration fees paid both agreed upon by the Board and the parents. The full player registration fee is waived and (50) fifty documented MJBO volunteer hours as agreed upon by the Board.