

# ARLINGTON HEIGHTS YOUTH BASKETBALL ASSOCIATION

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BY-LAWS

**3/7/2011**

**ARLINGTON HEIGHTS YOUTH BASKETBALL ASSOCIATION**  
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(Adopted March 2011)

**1. NAME**

This organization shall be known as the Arlington Heights Youth Basketball Association (AHYBA).

**2. MISSION STATEMENT**

**2.1.** The mission of the Arlington Heights Youth Basketball Association is to provide an opportunity for children of Arlington Heights and surrounding communities to learn and participate in the game of basketball. We strive to maintain a healthy balance between the following objectives:

- participation for all team members
- healthy competitive game situations
- teaching the fundamental skills of the game
- learning to work in a team environment
- exhibiting good sportsmanship towards team members, opponents & officials.

**3. ORGANIZATION**

**3.1.** The Arlington Heights Youth Basketball Association shall be governed by a Board of Directors (the "Board") and an Executive Committee.

**3.2.** The Board of Directors consists of a President, a Vice President, a Secretary, a Treasurer, a Facilities Director, a Referee Coordinator, an Equipment Director, a Practice Schedule Coordinator, a Lakeman Tournament Director(s), a Travel Program Director(s), and one Director for each grade level. Grade Level Directors can hold other board positions when determined necessary by Executive Committee. It is the duty of the Board of Directors to vote on issues concerning the AHYBA.

**3.3.** The Executive Committee consists of 5 members including the President, Vice President, Past President, Secretary and 1 experienced Board Member. The President and Executive Committee shall be elected by a simple majority of all Board members in a vote held at or before via electronic mail, the March Board meeting. It is the duty of the Executive Committee to set the calendar, handle matters of extreme urgency, and propose policy. These proposals will be brought to the Board at-large for discussion and vote.

**3.4.** An Administrative Secretary will be hired at an annual figure to be determined by the Board. It is the Administrative Secretary's duty to make all mailings, deliver information to schools, get all mail from the post office box, update the web site ([www.ahyba.org](http://www.ahyba.org)), print out evaluation cards, compile and enter evaluation data, print out final draft data, type team rosters, and other matters of administrative concern. S/he will administer the registration day and evaluation day. The Administrative Secretary shall manage voting process for electing the Executive Committee members at or before the March Board meeting.

**3.5.** The President shall be familiar with all areas of the program, oversee and make annual reviews of the entire program, counsel any Board member, and make all decisions based in the best interest of the AHYBA and in accordance of the Mission Statement. Nominations for President will be made every other February. The term of President shall be two years and

- begins after the April Board Meeting. The President shall receive in writing from each Director a statement as intentions for the following season.
- 3.6.** The Vice President shall fill-in in the absence of the President in the event the President cannot perform his/her duties. If the President cannot continue in that role the Vice President will assume the role of President.
  - 3.7.** The Treasurer is directly in control of the financial matters pertaining to the AHYBA and shall make a monthly, accurate, and complete financial statement to the Board at the monthly Board meetings.
  - 3.8.** The Secretary shall take attendance and take minutes at all Board meetings.
  - 3.9.** If an Executive Committee member cannot complete his/her term a special election will be held to fill the vacant role.
  - 3.10.** The Facilities Director shall be the liaison between the AHYBA and the various school districts in which we use facilities. School District 25 is our main partner, but the Facilities Manager shall be in contact with the appropriate people in District 21, District 214, and District 59. S/he shall schedule all gymnasiums and handle any situations relative to our continued participation in these facilities.
  - 3.11.** The Referee Coordinator shall recruit, train, schedule, and evaluate all adult and youth officials. Any complaints regarding inappropriate conduct by or to an official shall be handled by the Referee Coordinator.
  - 3.12.** The Equipment Director shall be in charge of ordering all jerseys, balls, uniforms, scorebooks, and awards for the program in a timely manner.
  - 3.13.** The Schedule Coordinator shall get gym availability from the Facilities Director and schedule all practices and games.
  - 3.14.** The Lakeman Tournament Director(s) shall coordinate all efforts into making our premier events a memorable one, which include, but are not limited to, publicity, team recruitment, scheduling, concessions, game set-up, admissions, game rules, and awards.
  - 3.15.** The Travel Program Director(s) shall handle all matters relative to the travel teams to be determined by the Board. These duties include publicity, team selection, coach selection, league participation, number and duration of games, number and duration of practices, philosophy of the program, and evaluation of the program.
  - 3.16.** Each Grade Level Director is responsible for the organization of his/her league. Their duties include, but are not limited to, coach recruitment and selection, player recruitment, information dissemination to the coaches, getting coaches to assist in evaluations, coordinate player evaluations, get all evaluation data to the Administrative Secretary in a timely manner, help formulate teams, observe and monitor player and coach conduct, organize the playoffs, and collect player evaluations.
  - 3.17.** All new Non-elected/Appointed Directors must be recommended by a current Board member and approved by the current Executive Committee with a four-fifths vote. Nominations for new Board members will be made at or before the April Board meeting. The President will take those nominations to the Executive Committee for a vote to determine final composition of upcoming season's Board.
  - 3.18.** All Board members must attend a minimum of 5 of the 9 yearly Board meetings to be eligible for further participation on the Board. Any Director can be replaced with a two-thirds vote of the Board members at-large for violations of these By-Laws or conduct detrimental to the welfare to the AHYBA.

#### **4. MEETINGS**

- 4.1.** Meetings of the entire Board must be conducted monthly for the months of August – April.

- 4.2. Notice of all meetings must be made at least two weeks in advance.
- 4.3. Each Director will have one vote per motion. Further, absentee votes can be made, to the President, via the Director's electronic mail or in his/her own handwriting and must specifically make mention of the motion in which a vote is being taken. A motion will pass if it receives a majority of the votes cast. In order for a vote to be binding at least two-thirds of the board members must cast a vote.

## 5. **MEMBERSHIP**

- 5.1. A registration fee will be charged for participation in the league. This fee will be determined by the Board and will be reviewed each year. An additional fee will be charged for non-residents.
- 5.2. This registration fee shall cover the costs of facilities, equipment, uniforms, awards, officials, the Administrative Secretary, insurance, et al.
- 5.3. The Executive Committee shall decide all matters pertaining to the league finances, and it shall place all income in AHYBA bank accounts overseen by the Treasurer. All checks must be co-signed by the Treasurer and another party to be decided by the Board.

## 6. **ELIGIBILITY**

- 6.1. All youths who are interested in the AHYBA will be placed on a team based on the following priority levels:
  - 6.1.1. Priority Level 1 = An Arlington Heights resident who played in the league last year.
  - 6.1.2. Priority Level 2 = An Arlington Heights resident who did not play in the league last year.
  - 6.1.3. Priority Level 3 = A non-resident attending an Arlington Heights school who played last year.
  - 6.1.4. Priority Level 4 = A non-resident attending an Arlington Heights school who did not play last year.
  - 6.1.5. Priority Level 5 = A non-resident who played last year.
  - 6.1.6. Priority Level 6 = A non-resident who did not play last year.
- 6.2. All players must play in the league corresponding to their current grade level.
- 6.3. Before participating, all players must have a parent or guardian sign a waiver abrogating the responsibility of the AHYBA for personal injury.
- 6.4. Every attempt will be made to have most, if not all, Priority Level 1 and Priority Level 2 children in the AHYBA.
- 6.5. Non-residents will be allowed in the league only when teams cannot be sufficiently filled by Arlington Heights residents. No additional teams will be created simply to accommodate non-residents.

## 7. **EVALUATIONS**

- 7.1. All registered players must go through the evaluation process.
- 7.2. Evaluations for grades 3-6 consist of the following stations: short shots, free throws, dribbling, and driving lay-ups as outlined in "Evaluation Procedures". In addition, each player will be evaluated by AHYBA Board members and/or qualified individuals in a scrimmage setting. The height of all players will also be measured.

- 7.3. Evaluations for grades 7-12 will consist of only scrimmage evaluations made by AHYBA Board members and/or qualified individuals in a scrimmage setting. The height of all players will be measured.
- 7.4. All data will be compiled and entered in the AHYBA computer to determine a player's overall rating. For 4th graders, a player's overall rating is one-third scrimmage rating, one-third skills rating, and one-third from the coach's rating given to a player from the previous year. For 5th and 6th graders, a player's overall rating is one-fourth scrimmage rating, one-fourth skills rating, one-fourth from how many points a player scored the previous year, and one-fourth from the coach's rating given to a player from the previous year. For 7th-12th graders, a player's ratings is based on one-third scrimmage rating, one-third points scored from the previous year, and one-third from the coach's rating given to a player from the previous year. A child rated a #1 will have the highest rating with a #10 being the lowest rating.
- 7.5. Any player who completes the evaluation process and requests a refund for a reason other than medical will be denied the refund. Any player requesting a refund prior to the evaluation process will be given that refund less a \$15 administrative fee.

## **8. TEAM FORMATION**

- 8.1. All leagues must use the same formula to formulate teams without variation (unless approved by the Board).
- 8.2. Third grade teams are made primarily by geographic location and school enrollment.
- 8.3. Fourth, fifth, and sixth grade teams will follow this format:
  - 8.3.1. The league director will pre-determine the first 3 rounds based on a player's rating, height, and competitive balance.
  - 8.3.2. After each coach has received the first 3 rounds of the team, and they have been approved by the coaches, a draft ensues where each coach can select players in the following 7 rounds.
  - 8.3.3. Each coach will pick a number "out of a hat" that will determine the draft order. The AHYBA director, if s/he is a coach, will receive the last number left in the hat. Draft order will go in "snake" format.
  - 8.3.4. A coach's child shall be placed on the coach's team in the appropriate round based on the player's overall rating. That coach shall not have a draft pick in that round.
  - 8.3.5. A head coach can select 1 (one) assistant coach only. If a head coach has a child rated a #1, and s/he selects an assistant coach who has a child also rated a #1, these two coaches shall not be allowed to coach together.
  - 8.3.6. If a head coach and his/her assistant have children that both have the same rating (besides a #1 rating), they will lose a player from the round before that ranking. For example, if both coaches have children that are both rated #4s, that team will lose a #3.
  - 8.3.7. Teams will consist of 10 players only, unless approved by the League Director and Vice-President.
  - 8.3.8. The goal of the fourth through twelfth grade leagues is to have competitive balance regardless of location.

## **9. PRACTICES AND GAMES**

- 9.1. Practices will be scheduled by the Schedule Coordinator in a fair and equitable manner.
- 9.2. If a team or coach desires to practice outside of their assigned AHYBA practice times, they are free to do so.

- 9.3. The season consists of 14 regular season games and single elimination playoffs. The Lakeman Tournament is available for 5th grade boys and 6th grade boys.
- 9.4. Games can be rescheduled only if a team cannot field 5 players. A game cannot begin with less than 5 players and can continue to play with as little as 2 players.
- 9.5. A game can be protested only if it is believed a team or coach violated an AHYBA rule. Protests must be made in writing, citing the particular situation and rule violated, and submitted to the League Director within 24 hours. The validity of the protest will be determined by the Executive Board. Referees calls that are judgement calls cannot be protested.
- 9.6. AHYBA teams may not play games outside of the AHYBA without the express written consent of the AHYBA.

## **10. REFEREES**

- 10.1. All adult referees must be in good standing with the IHSA and must have earned their "patch" from the IHSA. Referees are considered independent contractors and are not employees of the AHYBA. Adult referees will be paid at a rate determined by the Board. In 2010/11 that rate is \$30 per game.
- 10.2. All youth referees must attend 6 hours of training (as determined by the Referee Coordinator) before officiating in the AHYBA. Youth referees will be paid at a rate determined by the Board. In 2010/11 that rate is \$13 per game.
- 10.3. The Referee Coordinator will be paid at a rate determined by the Board. In 2010/11 that rate is \$5 per game.

## **11. GAME RULES**

- 11.1. Unless specified otherwise, National Federation of State High School Association rules will apply to all games.
- 11.2. The specific league rules will be published as a separate document and distributed to each coach prior to the beginning of the season. Game rules are also available on the website.

## **12. COACH EXPECTATIONS**

- 12.1. Coaches are expected to be knowledgeable about the rules and strategies of basketball.
- 12.2. Coaches are expected to demonstrate the Six Pillars of Character - Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship as per the Character Counts initiative. Coaches should encourage good sportsmanship and lead by example.
- 12.3. Coaches are expected to follow the rules of the National Federation and the AHYBA.
- 12.4. Coaches will be selected based on the above three criterion as well as their past service to the AHYBA, coaching experience in other situations, commitment to the AHYBA, etc.
- 12.5. Coaches must know and understand the "Unsportsmanlike Conduct" policy and will be subject to its regulations.

## **13. PARENT PARTICIPATION**

- 13.1. Parents are expected to be supportive and demonstrate good character towards other team members, parents, coaches, referees, and league personnel.

- 13.2.** Violations of the above guidelines could result in suspensions, loss of spectator privileges, and/or loss of playing privileges for the offender's child.

#### **14. AMENDMENTS**

- A. Amendments to these By-Laws may be made with a simple majority vote of the Board.

#### **15. ATTACHMENTS**

- 15.1.** Attachment 1 – League Director Duties and Timeline  
**15.2.** Attachment 2 – League Rules Matrix  
**15.3.** Attachment 3 – Unsportsmanlike Conduct