



Farmwell Station Basketball League Inc.
(Ashburn's First and Loudoun County's Finest Youth Basketball Program)

2016/17 Season

By-Laws



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Index for FSBL Rules and Regulations

Number	Subject
<u>1</u>	Name
<u>2</u>	Objective
<u>3</u>	Organization
<u>4</u>	Administration of By-Laws
<u>5</u>	Infrastructure
<u>6</u>	BOD Member Selection
<u>7</u>	BOD Member Responsibilities
<u>8</u>	Head Commissioner - Duties & Responsibilities
<u>9</u>	Boys & Girls Deputy Commissioner - Duties & Responsibilities
<u>10</u>	Rules Compliance Coordinator - Duties & Responsibilities
<u>11</u>	Secretary/Treasurer - Duties & Responsibilities
<u>12</u>	Scheduler - Duties & Responsibilities
<u>13</u>	High School League Director - Duties & Responsibilities
<u>14</u>	Marketing Director - Duties & Responsibilities
<u>15</u>	AAU Director - Duties & Responsibilities
<u>16</u>	Age Coordinators - Duties & Responsibilities
<u>17</u>	Coach - Duties & Responsibilities
<u>18</u>	Auxiliary Board Assistants
<u>19</u>	Auxiliary Board Scorekeepers & Clock Operators
<u>20</u>	Confidential Information
<u>21</u>	BOD Meetings
<u>22</u>	Typical Hierarchy for the BOD
<u>23</u>	Commissioner / BOD - Administrative Resolution
<u>24</u>	Charitable Involvement
<u>25</u>	Principal's Luncheon Meeting and/or Recognition
<u>26</u>	Sponsors
<u>27</u>	Vendor Appreciation Dinner
<u>28</u>	Surveys

All Persons participating in FSBL are responsible for reading the current version of and adhering to the By-Laws that are maintained on-line via our web-site. The By-Laws are subject to change without Notice as proscribed by the BOD.

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The Farmwell Station Basketball League Inc.
By-Laws – 2016/17 Season

1. Name

- a. The Farmwell Station Basketball League Inc. will also be known (aka FSBL). FSBL will also operate under the name of Broad Run Cluster Basketball League (aka (BRCBL).
- b. Our web-site address is “fsbl.org”
- c. The FSBL emblem and the FSBL car magnet are registered trademarks and cannot be reproduced in any manner without the express written consent of the FSBL Commissioner and/or the FSBL Board of Directors (aka BOD).

2. Objective:

- a. The objective of the FSBL is to provide basketball recreation and skills instruction within a competitive environment for all players and volunteers. We stress good sportsmanship and respect for each other, coaches, spectators and officials.

3. Organization:

- a. FSBL is an independent Virginia Corporation granted 501(3)c tax exempt status by the Internal Revenue Service. FSBL serves youth in the Farmwell Station and Broad Run school districts. FSBL operates in coordination with the Loudoun County Department of Parks, Recreation and Community Services, (aka PRCS) who provides facility and support services.
- b. FSBL is one of the affiliated Loudoun County youth basketball leagues that are centered at each of the middle schools in Loudoun County.
- c. This program is available to the third (3rd) graders through eight (8th) graders in the Farmwell Station Middle School District. This is an instructional league.
- d. FSBL currently services the following primary schools:

1. Broad Run High School
 2. Farmwell Station Middle School
 3. Ashburn Elementary School
 4. Discovery Elementary School
 5. Dominion Trail Elementary school
 6. Steuart Wellar Elementary School
- e. The FSBL house program is available to all county residents on a space available basis.
- f. Travel team participants must reside in the Farmwell Station Middle School (aka FSMS) district. Players who reside within the FSMS district and attend a private school or are home schooled are eligible to participate in the FSBL travel program.
- g. This program is also available to High School (aka HS) players in grade nine (9) through grade twelve (12). This is a **“play”** league only. Varsity, JV and freshmen players are not eligible to participate in the FSBL HS league. It is not meant to be an instructional league.
- h. In addition the program is available at an AAU level to anyone with a desire to participate. These are select travel teams and tryouts are required.
- i. FSBL considers all players Student Athletes with the emphasis on “student”. All players are required to maintain the highest academic standards without any failing grades in order to participate in FSBL.

4. Administration of the League Rules

- a. Changes/Modifications to the League Rules can be adopted with a simple fifty-one percent (51%) majority vote of the existing Board of Directors. In case of a tie vote the matter would default to **by-law-21** “Commissioner / BOD Administrative Resolution”.
- b. The Head Commissioner can make changes to the League Rules as he/she deems prudent, reasonable and/or necessary. These changes can be made without the prior approval of the BOD but are subject to the stipulations in **by-law-21** “Commissioner / BOD Administrative Resolution”

5. Infrastructure

- a. FSBL is supported and run by volunteers that serve as Commissioner and Board of Directors, (aka BOD) (consisting of Deputy Commissioners, Secretary/Treasurer, and Rules Compliance Coordinator).

- b. HS Director (aka Dir/HS), AAU Director (aka Dir/AAU), Marketing Director (aka MD), Scheduler/Webadmin (aka Sched/Web) are Independent Contractors (aka IC) for the league. Age Coordinators and Coaches are volunteers and in and of themselves are not members of the BOD. However BOD members may hold any of these positions.

6. BOD Member Selection

- a. The BOD will consist of volunteers who have read the job description for the applicable position and understand and accept the responsibilities to perform the desired position.
- b. Persons seeking a position on the BOD must be:
 - 1. At least eighteen (18) years old and a High School graduate.
 - 2. Computer literate and possess a strong working knowledge of Microsoft Office Products.
- c. FSBL is an equal opportunity organization and will not discriminate against anyone applying for a position on the BOD and/or residing as a member of the BOD solely based upon Race, Religious Creed, Color, Religion, Citizenship, Sex, National Origin, Age, Sexual Orientation, Marital Status, U.S. Veteran status or Physical Disabilities.
- d. Persons seeking a position on the BOD must be a person in “Good Standing”.
 - 1. “Good Standing” is defined as someone who:
 - a. Has not been suspended in the past four (4) FSBL seasons.
(The current season plus the three (3) previous seasons) **(see by-law 6i)**
 - b. Has not been placed on probation in the past four (4) FSBL seasons.
(The current season plus the three (3) previous seasons) **(see by-law 6i)**
 - c. Has not been expelled from the league and/or the facilities in the past four (4) FSBL seasons.
(The current season plus the three (3) previous seasons) **(see by-law 6i)**
 - d. Has not had a grievance charge upheld against him/her in the past four (4) FSBL seasons.
(The current season plus the three (3) previous seasons) **(see by-law 6i)**
 - e. Has no criminal record as verified via a background check.
- e. BOD members in “Good Standing” as stated above and having properly and completely performed the duties of their position in the previous year may seek office for another term. It will be assumed that current BOD members will seek to serve another term in their current position unless they submit notice to the contrary.

- f. All BOD members may be challenged for their position by anyone who meets the selection criteria.
- g. There is no limit as to how long a person may serve on the BOD.
- h. The normal term of office for a BOD Member will begin on June 1st of the current year and conclude on May 31st of the following year.
- i. Anyone, other than a current BOD member, who desires to volunteer his or her time for a specific BOD position should send an email to the Rules Compliance Coordinator no sooner than February 1 and no later than the third (3rd) Monday in March of each year.
- j. In the event that there is more than one person interested in the same position the following will occur:
 - 1. Each person for that position will have an opportunity to appear before the current BOD for fifteen (15) minutes to present their case for holding the position.
 - 2. The current BOD will vote on the applicants.
- k. The Head Commissioner will have the authority to appoint people to the Board as follows: (such appointments are subject to the stipulations in **by-law 21**)
 - 1. To fill vacancies on the BOD not filled at the beginning of the term year
 - 2. To replace BOD members who vacate their position before the term year concludes.
 - 3. To remove members who are not fulfilling the responsibilities of their position.
 - 4. To supplement members who are on probation.
- l. Installation of Officers
 - 1. The Commissioner-elect shall be sworn in by the former commissioner.
 - a. In the event that the Commissioner-elect and the former Commissioner are the same person then by reading the oath of office the Commissioner-elect shall become the Commissioner of the League.
 - 2. The Commissioner will then administer the oath of office to the remaining BOD member-elects.
 - 3. The Oath of Office is as follows: (Raise your right hand and repeat the oath)
I (STATE YOUR NAME) do solemnly pledge and affirm to serve the office of (state the office title) and to uphold the goals, mission and objectives of the Farmwell Station basketball League (FSBL). I pledge to perform my duties to the best of my abilities in the service of FSBL. I pledge to work in a concerted effort with other board members to implement and enforce the league goals, rules and objectives of FSBL. I pledge to

protect and watch over the assets of FSBL. I pledge to serve as a living example of this organization's philosophy and beliefs.

- m. Resignation – BOD members who desire to resign from the FSBL BOD are required to submit such notice one year in advance.
 - 1. BOD members who are experiencing an emergency life changing event are exempt from this requirement.

7. BOD Member Responsibilities

- a. The FSBL BOD consists of The Head Commissioner, a Boys League Deputy Commissioner, a Girls League Deputy Commissioner, Secretary/Treasurer and a Rules Compliance Coordinator.
- b. BOD members are required to attend all BOD meetings in a given term year. Any BOD member who fails to attend BOD meetings (except for excused reasons in **by-law 7c**) will be subject to the following consequences: (**see by-law 19** - Board Meetings)
 - 1. Three (3) unexcused absences of BOD meetings = automatic probation.
 - 2. Four (4) unexcused absences of BOD meetings = a warning is issued
 - 3. Five (5) unexcused absences of BOD meetings = automatic removal from the BOD
- c. BOD members are excused from BOD meetings for the following reasons: (*BOD member must present reason in advance of meeting except for medical emergency*)
 - 1. Business Travel
 - 2. Medical Emergency
 - 3. Mandatory religious commitments
 - 4. Personal Vacation
- d. BOD members must attend at least seventy-five percent (75%) of all league activities or are subject to **by-law 7f**
- e. BOD members are expected to communicate as required and to respond to the Commissioner and/or other BOD members about all issues within forty-eight (48) hours. BOD members who repeatedly fail to communicate with the Commissioner and/or the BOD in the required timeframe will be counseled then warned and if necessary removed from the BOD by the Commissioner and/or the BOD.

- f. BOD members are required to wear the current year BOD member shirt and/or jacket whenever they are present at a FSBL activity, including BOD meetings, regardless of the location. BOD members who are engaged in coaching are exempted from this rule one game prior to, during and one game after their scheduled game. BOD members who do not wear the shirt will be subject to the same discipline described in **by-law 7f**.
 - 1. The BOD member will assure that the BOD shirt and/or jacket is the outer most garment displayed while at the FSBL event. It will not be covered by any other garment.
- g. BOD members must complete all assigned duties and meet all requirements as specified in this document. BOD members are required to enforce all rules when they have direct and personal knowledge of a rule infraction. BOD members who do not comply with assigned duties and/or requirements will be subject to the following:
 - 1. Three (3) violations of non-compliance = automatic probation.
 - 2. Four (4) violations of non-compliance = a final warning is issued
 - 3. Five (5) violations of non-compliance = automatic removal from the BOD
- h. BOD members who are placed on probation are not allowed to vote on BOD issues.
- i. In the event that a BOD member(s) are placed on probation results in the BOD having an even number of members the Head Commissioner can appoint a member-at-large (MAL) to replace the BOD member on probation and re-establish an odd number of members. This MAL must adhere to all rules and requirements for BOD members. In addition the MAL will have full voting rights and privileges.
- j. BOD members who personally observe a rule violation have the authority and are required to take immediate action in accordance with league rules. This includes the interruption of a game in progress if necessary.

BOD members do not have the authority to take immediate action on a reported rule violation that he/she has not personally observed.

 - 1. BOD members will not offer any proposed solutions to the reporting individual/group. BOD members will communicate to the reporting individual/group that the issue will be remanded to the BOD for further consideration.
- k. It is preferred that all BOD members apply for and complete the training to become a backup Facility Attendant.
- l. All BOD members (other than the Commissioner and Deputy Commissioner) are expected to spend a minimum of four (4) hours in a school gym at least twice a month. This is in addition to any time spent coaching.
- m. BOD members are expected to substitute for the Commissioner or Deputy Commissioners as needed.

- n. BOD members are required to complete the following sports administration training every other year. FSBL will pay for required course as applicable.
 - 1. Certification in First Aid/CPR/AED
 - 2. NYSCA Select
 - 3. NYSAA
 - 4. Bullying
 - 5. Concussion
 - 6. Protection against Abuse
 - 7. Sportsmanship
- o. Every BOD member and IC is required to display a league magnet on their vehicle.
- p. The BOD will perform the following transition activities beginning on the fifteenth (15th) day of May and concluding NLT the tenth (10th) day of June:

(Outgoing BOD members are required to perform any necessary training for transition duties to the incoming BOD)

- 1. The outgoing Secretary/Treasurer will:
 - a. Ensure that all documents, "including but not limited to", *(ibnl)* meeting minutes, meeting agendas and sponsor letters, are transferred to the incoming Secretary/Treasurer.
 - b. Ensure that the Secretary/Treasurer's "File Box" and it's contents are transferred to the incoming Secretary/Treasurer.
 - c. Provide access codes for all bank accounts, credit cards, and online services to the incoming Secretary/Treasurer.
 - d. Introduce the incoming Secretary/Treasurer to the appropriate bank officials. The incoming Secretary/Treasurer's name will be added to bank records as an authorized user of the account and the outgoing Secretary/Treasurer's name will be removed from bank records.
- 2. The outgoing Rules Compliance Coordinator will:
 - a. Ensure that all outstanding personnel and procedural issues are resolved before the current BOD term ends.
 - b. Ensure the Survey forms and Background forms are transferred to the incoming RCC in a secured manner
 - c. Brief the incoming Rules Compliance Coordinator on any potential issues.
 - d. Transfer non disclosure agreements

- 3. The outgoing Scheduler will:
 - a. Provide access codes to registration / scheduling software to the incoming Scheduler.
- 4. The outgoing Web-Site Coordinator will: (aka WSC)
 - a. Provide access codes for all web-site and network access to the incoming WSC.
- q. The FSBL-BOD supports the Commissioner in the areas (*ibnlt*) registration, evaluation sessions, team formations, coach selection, program quality, surveys, fundraising, and the resolution of disputes and issues including disciplinary matters.
- r. BOD members are eligible to coach teams in the League
- s. All BOD members are required to sign a non-Disclosure agreement
- t. BOD members and/or Subcontractors can be removed, by the Commissioner and/or BOD, from their position for failure to perform prescribed duties and responsibilities associated with their League position. Discipline outlined in **rule 7b and rule 7f** may be used but is not required.
- u. League Communications
 - 1. The BOD is required to use a subject line on all league correspondence that is sent out and that the subject line will begin with "FSBL".
 - 2. The BOD is required to include both league logos on all league correspondence.
 - 3. The BOD is required to include the following statement on all league correspondence "Ashburn's First and Loudoun County Finest Youth Basketball Program"
 - 4. The BOD will use "bbc" option to send out league correspondence
 - 5. BOD members should not disclose any internal discussions nor the details on any BOD vote.
 - 6. BOD members should not comment on event/situation that they have not directly observed.

8. The Head Commissioner – Duties & Responsibilities (BOD Member)

- a. The Commissioner provides overall global management for the FSBL League for such things as (*ibnlt*) registration, team and coach selection, references, financial issues, uniforms, trophies, Inter-League competition, rules, surveys, equipment, grievances and discipline.
- b. The Commissioner will provide input to the budget by obtaining quotes for Uniforms, Referees and trophies for the upcoming season. This information will be provided NLT August 1 of the current year.

- c. The Commissioner will be the primary point of contact with PRCS and PVOA for all communication involving disputes. The Deputy Commissioners (both Boys and Girls) will be the alternate points of contact. The Scheduler will be the point-of-contact for all scheduling issues.
- d. The Commissioner should be present in a school gym for a minimum of four (4) hours each Saturday. This is in addition to any time spent coaching games.
- e. The Commissioner, or a designated representative, is required to attend all County Commissioner meetings.
- f. The Commissioner or designated representative will attend PRCS advisory Board meetings and Youth Council Meetings if applicable.
- g. The Commissioner will be the primary point of contact with the school principals. The Deputy Commissioners (both Boys and Girls) will be the alternate points of contact. The Commissioner may appoint a BOD member or a contractor to be the primary contact.
- h. In the performance of these functions other volunteers to the FSBL BOD may support the Commissioner.

9. The Boys and Girls League Deputy Commissioners - Duties & Responsibilities (aka ... DC/B & DC/G) (BOD Member)

- a. The DC/B & DC/G are responsible for the day-to-day operation of the respective Leagues. This (*ibnl*) registration, coach selection, evaluation sessions, tryouts, draft compliance, team size and balance, coach award selections, and all-star selections.
- b. The Deputy Commissioners should be present in a school gym for a minimum of four (4) hours every Saturday or Sunday. This is in addition to any time spent coaching games.
- b. The Deputy Commissioners will be present at 0800 hours at the designated gyms for their division. They will remain present at least through the first quarter of the first game. They may vary the remainder of the four (4) hours at their discretion.
- c. The DC/B & DC/G will compile statistics on their respective leagues as requested by the Commissioner.

10. Rules Compliance Coordinator – Duties & Responsibilities (aka ... RCC) (BOD Member)

- a. The RCC is responsible for assuring that all rules are adhered to and applied equitably.
- b. The RCC will be the first to interpret/explain/clarify rules and policy. In addition, the RCC will be the first to investigate rule violations and grievance petitions and ensure that violations and the grievance process are administered in accordance with the

FSBL League Rules. This process will be accomplished using the following four (4) questions:

1. What is the issue???
 2. Is there a rule that is applicable to the issue???
 3. Was the rule violated???
 - a. Get statements from parties involved, if applicable
 - b. Review scorebook as applicable.
 - c. Consult with credible/impartial witnesses.
 1. An credible/impartial witness are BOD members, Auxiliary BOD representatives, Facility Attendants, Referees or School Officials.
 2. Coaches, Parents, Players or spectators are NOT impartial witnesses
 4. What are the prescribed consequences for the violation???
- c. The RCC will file a report to the Commissioner and/or BOD on all reported incidents within twenty-four (24) hours (one (1) calendar day) of notification of any rule violation or grievance.
1. The RCC will determine if a rule violation or grievance warrants further investigation.
 - a. No further investigation needed
 1. Provide a written report to the BOD and obtain concurrence about the decision within twenty-four (24) hours
 2. Once concurrence is obtained the RCC will communicate the BOD decision to all applicable parties
 - b. Further Investigation Needed
 1. Communicate the rule violation or grievance to the BOD with a recommended course of action.
 2. The BOD will have twenty-four (24) hours to review the infraction or grievance and comment on the recommended action. The BOD will have the option of proposing alternative solutions.
 3. The RCC will obtain concurrence from the BOD for the recommended action.
 4. Once concurrence is obtained the RCC will communicate the BOD decision to all applicable parties.
- d. The RCC will oversee the BOD election process. An email and/or website posting soliciting applications for BOD positions may be distributed no earlier than February 1st of the current season and NLT March 1st of the current season.

- e. The RCC will issue and collect the League surveys. Surveys will be distributed NLT the ninth (9th) game of the regular season and will be collected NLT the day of Division championships. The RCC will produce a summary of the surveys for discussion by the BOD.
- f. The RCC will oversee the background screening process and will safeguard all forms and/or electronic files associated with the process.
- g. The RCC will assure all BOD members and IC's have a signed "Non-Disclosure" agreement on file for the current term year.
- h. The RCC will spend a minimum of four (4) hours in an FSBL gym every Saturday or Sunday at a time when the Commissioner and Deputy Commissioners are not present in the gym. This is in addition to any time spent coaching.

11. The Secretary/Treasurer – Duties & Responsibilities (aka ... S/T) (BOD Member)

a. Communication

- 1. The S/T is responsible for BOD communications, advertising, fundraising, sponsors and is the liaison with participating schools.
- 2. The S/T responsibilities (*ibnl*) recording minutes for BOD meetings, preparing communications for newspapers, cable and school announcements and for making arrangements for the Holiday Charity contribution, if applicable.
- 3. The S/T is required to distribute an action item reminder NLT five (5) days before the next BOD meeting.
- 4. The S/T is required to distribute a meeting agenda not less than forty-eight (48) hours before a BOD meeting.

a. FSBL Board Meeting Agenda Format

Type of Meeting: Regular or Special
 Meeting sequence number
 Day of Meeting
 Date of Meeting: MM / DD / YY

Guests:

Secretary Report:

Review and approve previous meeting minutes

Treasurer Report:

Expenditures since last meeting

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Deposits since last meeting
Missing Receipts
Outstanding Checks
Family Balances
Refunds
Returned checks
Proforma of expenses due by the next meeting or EOM
Budget Review

Action Items / Calendar Review & Modifications

Commissioner’s Report

Deputy Boys Commissioner’s Report

Deputy Girls Commissioner’s Report

Scheduler Report

Web-Site Coordinator’s Report

Rules Compliance Coordinator’s Report

Marketing Director

Outstanding Issues with PRCS

Proforma Action Items due by next meeting

Action Items: (current year)

Action Items: (next year)

New Business

Next meeting date, location and time

- 5. The S/T must record the meeting minutes in accordance with the “Meeting Minutes Format”. The S/T is required to distribute BOD meeting minutes within forty-eight (48) hours of the meeting.

a. FSBL Board Meeting Minutes Format

Type of Meeting: Regular or Special
Meeting sequence number
Day of Meeting

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Date of Meeting: MM / DD / YY

Meeting called to order

Attendees:

Guests:

Secretary Report

Review and approve minutes from previous meeting minutes

Treasury Report

- Expenditures since last meeting
- Deposits since last meeting
- Missing Receipts
- Outstanding Expenses
- Family Balances
- Refunds
- Returned checks
- Proforma of expenses due by the next meeting
- Budget Review

Action Items / Calendar Review & Modifications

Commissioner's Report

Deputy Boys Commissioner's Report

Deputy Girls Commissioner's Report

Scheduler Report

Web-Site Coordinator's Report

Rules Compliance Coordinator's Report

Marketing Director

Outstanding Issues with PRCS

Proforma Action Items due by next meeting

Action Items: (current year)

Action Items: (next year)

New Business

Meeting adjourned

Next meeting date, location and time

- 6. The S/T may perform the following functions for the Opening Night or End of Season Ceremony, if applicable:
 - a. Contract for the Balloon Arch
 - b. Obtain donations for “giveaways”
- 7. The S/T will be responsible for taking or arranging for photographs for the web-site
- 8. The S/T will maintain the volunteer database.

b. Financial

- 1. The S/T is responsible for handling the accounting and finance aspects of the FSBL.
- 2. The S/T will handle all of the banking functions to (*ibnlit*) financial reporting, electronic spreadsheets for the following: balance sheet, a payment register, a check register, bank statement reconciliations, receipt and disbursement of checks, and returned check follow up.
 - a. The S/T will maintain the following reports as specified:
 - 1. Balance Sheet – (Updated Budget)
 - a. a reflection of all assets and liabilities
 - 2. Reconciliation Documents for Bookkeeper
 - a. Balance Sheet
 - 1. List all expenditures
 - 2. List all income
 - b. Check Register
 - 1. Date
 - 2. Check Number
 - 3. Payee
 - 4. Amount
 - 5. Description

c. Income Statement

- 1. Date
- 2. Type of Deposit
- 3. Amount
- 4. Description

4. Bank Statements

a. Reconcile monthly bank statement with Bookkeeper.

- 3. The S/T will produce such reports to coincide with BOD meetings but no less than once a month.
- 4. The S/T will make bank deposits as applicable to coincide with BOD meetings but not less than once a month.
- 5. The S/T will report on the following at each meeting:
 - a. Budget Reconciliation
(include both bank balance and checkbook balance)
 - b. Expenditures since last meeting
 - c. Deposits since last meeting
 - d. Missing Receipts
 - e. Outstanding Checks
 - f. Family Balances
 - g. Refunds
 - h. Returned Checks
 - i. Proforma - known un-posted expenses for the remainder of the specified term.
- 6. The S/T will assure that all requests for disbursement of funds are accomplished using a check request form, when applicable.
 - a. The S/T will assure that the check request form will contain at least one (1) authorized signature for all check requests for amounts less than or equal to five-thousand dollars (\$5,000.00). (The S/T can authorize and sign this type of transaction)

- b. The S/T will assure that the check request form will contain at least two (2) authorized signatures for all check requests for amounts over five-thousand dollars (\$5,000.00).
 - c. In lieu of two (2) signatures the full BOD may give verbal authorization for the expenditure.
7. The S/T will assure that all check requests are processed within forty-eight (48) hours (two (2) business days) of notification.
 8. The S/T will research all returned checks and pursue recouping the funds from the appropriate person within seven (7) working days of receipt of returned check. The S/T will use the "Returned Check Letter Form" for this purpose.
 9. In the event the S/T is unable to recoup the funds within fourteen (14) days of the receipt of the returned check the S/T will notify the Commissioner of the outstanding debt.
 10. All refund requests will be forwarded to the S/T for processing. Refund requests will NOT be processed until at least seventy-two (72) hours have passed after the of receipt of the request.
 11. The S/T will publish an approved Budget NLT August 15 of each year.
 12. The S/T will ensure that proper and appropriate forms are filed with the appropriate agencies (*ibnl*) Taxes, Incorporation and non-profit status by the required dates.
 13. The S/T will maintain an orderly file of all financial reporting; check requests, bank statements and receipts for checks.
 14. The S/T will issue refunds in accordance with the League Rules and will include a refund form letter and FSBL check cashing policy, if applicable.
 15. The S/T will provide bank statements and work sheets, as required, to the contract accountant. The S/T will provide the contract accountant with any requested information within forty-eight (48) hours of a request.
 16. The S/T will immediately report any discrepancies with the financial records to the BOD.
- c. The S/T will spend a minimum of two (2) hours in a FSBL gym at least every other Saturday or Sunday at a time when the Commissioner and Deputy Commissioners are not present in the gym. This is in addition to any time spent coaching

12. The Scheduler/Webadmin (aka Sched/Web) – Duties & Responsibilities
(Independent Contractor Position)

- a. The Sched/Web is not a member of the BOD but rather a Contractor with no voting privileges. The Sched/Web will receive direction and instructions from the Commissioner and/or the BOD. The Sched/Web does not have the liberty to make policy or enter into agreements without the BOD approval.
- b. This position may be filled by a current BOD member and thus would have voting privileges.
- c. The Sched/Web will provide input to the budget by estimating the number of games to be played in the upcoming year. This will be accomplished by using team counts from the previous year. This estimate is due NLT August 1 of the current year.
- d. The Sched/Web is responsible for scheduling time slots for all practices and games. The Sched/Web will assure that each team has a practice time slot and is assigned weekly games as applicable.
- e. The Sched/Web will only process requests for practice times that are submitted via email or the online registration system. The date & time stamp from both methods will be used to determine the order in which requests were received.
- f. The Sched/Web will assign practice time slots to coaches as proscribed in **league rule 16a and 16b**.
- g. The Sched/Web will produce a week-by-week spreadsheet-like schedule with time slots and School Gym allocations for each team.
- h. The Sched/Web will maintain an electronic copy of all schedules and post the schedules on the web-site using the following dates.
(Dates may be adjusted to accommodate Holidays)
 - 1. Practice schedules for November and December will be loaded to the web-site NLT the Friday after the drafts.
 - 2. Game schedules for the entire season will be loaded to the web-site NLT the second (2nd) Friday in November.
 - 3. Team picture schedule will be loaded to the web-site NLT the last Friday in December.
 - 4. Practice schedule adjustments for January and February, if applicable, will be loaded to the web-site NLT the last Friday in December.
 - 5. Playoff and All-star schedules will be loaded to the web-site NLT the Friday after week nine (9) house games.
- i. The Sched/Web will coordinate and schedule BOD member Gym time so as not to conflict with the operating duties of the BOD member.
- j. The Sched/Web will assure that the games for Division "A" are played in the main gym at FSMS.

1. If the boys have individual leagues then only boys eight (8th) grade is considered Division "A" for purposes of scheduling.
- k. The Sched/Web will communicate all schedules to the BOD, Coaches, PRCS and PVOA.
- l. The Sched/Web will report on the following at each BOD meeting:
(This reporting can be done in absentia unless the BOD requests your presence at a meeting)
 1. All changes made to any schedule since the last BOD meeting.
 2. Proposed changes that will occur before the next BOD meeting.
- m. The Sched/Web/Webadmin will receive compensation in the form of a flat fee of four-thousand dollars (\$4,000.00). The full payment will be made in at the end of the season.
 1. The Sched/Web must be a member in "Good Standing" in order to receive the final payment. All contractual agreements must be fulfilled.
- n. The Sched/Web will reconcile referee invoices and PRCS invoices as they are presented against our actual schedule of games. The Sched/Web will have such results ready to report by the next BOD meeting after receiving the referee invoice. The Sched/Web will not confirm AAU schedules. AAU schedules will be confirmed by the Dir/AAU.
- o. In the event that a person vacates the Sched/Web position (voluntary or involuntary) before the term year is concluded for any reason other than health issues or relocation out of the County they are required to reimburse the league for any type of advance payment for services to be performed. Such reimbursement would be for services prorated for time and/or services performed.
- p. Children of former IC's positions will be suspended until such time that reimbursements are made to the league.
- q. The SCHED/WEB is responsible for maintaining the web-site as our primary source of communication between the league and its membership. The SCHED/WEB will assure it is kept up to date.
- r. The Commissioner or Deputy Commissioners must approve all information posted to the web-site.
- s. The SCHED/WEB will assure that time sensitive updates (as indicated by the Commissioner) are posted to the web-site within twenty-four (24) hours or one (1) calendar day of receipt. Updates posted after forty-eight (48) hours of receipt will be considered late and interpreted as non-performance.
- t. The SCHED/WEB will assure that enhancements for the web-site are completed within five (5) days from assigned date. Enhancements completed after seven (7) days of assigned date will be considered late and interpreted as non-performance.

- u. The SCHED/WEB will assure that the Coaches information and the Team rosters are loaded to the web-site NLT November 1.
- v. The SCHED/WEB will report the following at each BOD meeting:
(This reporting can be done in absentia unless the BOD requires your presence at a meeting)
 - 1. Specifically what things have been added, deleted and/or modified since the previous BOD meeting.
 - 2. Proposed changes that will occur before the next BOD meeting.
- w. In the event that a person vacates the SCHED/WEB position (voluntary or involuntary) before the term year is concluded for any reason other than health issues or relocation out of the County they are required to reimburse the league for any type of advance payment for services to be performed. Such reimbursement would be for services prorated for time and/or services performed.
- x. Children of former IC's positions will be suspended until such time that reimbursements are made to the league.

13. The High-School League Director - Duties & Responsibilities (aka ... Dir/HS)

(Independent Contractor Position)

- a. The Dir/HS is not a member of the BOD and does not have voting privileges. The Dir/HS will receive direction and instructions from the Commissioner and/or the BOD. The Dir/HS does not have the liberty to make policy or enter into agreements without the BOD approval.
- b. This position may be filled by a current BOD member and thus would have voting privileges.
- c. The DIR/HS is responsible for the day-to-day operation of the High-School League. This *(ibnl)* registration, coach selection, evaluation sessions, draft compliance, team size and balance.
- d. The BOD will provide direction for Coach Selection, Evaluation Sessions, Draft Compliance and Team Size and Balance.
- e. The Dir/HS is an extended arm of the BOD and are required to enforce all league rules as they apply to the HS division.
- f. The DIR/HS should be present in a school gym for the entire time that HS games are scheduled.
- g. The DIR/HS will compile statistics on their respective league and submit a weekly report to the Commissioner and/or BOD.

- h. The DIR/HS position will be compensated at a rate of twenty-five (\$25) dollars per hour. The DIR/HS will be paid monthly.

14. Marketing Director – Duties & Responsibilities (aka...MD)

- a. The MD is not a member of the BOD and does not have voting privileges. The MD will receive direction and instructions from the Commissioner and/or the BOD. The MD does not have the liberty to make policy or enter into agreements without the BOD approval.
- b. This position may be filled by a current BOD member and thus would have voting privileges.
- c. The primary responsibility of the MD is to recruit sponsors for FSBL.
- d. The MD will not begin recruitment of sponsors any earlier than June 1 of each year and will secure sponsor agreements NLT November 1 of each year.
 - 1. The MD may acquire sponsors after the deadline but would do so with reduced remuneration to the sponsor as specified in sponsor standards.
- e. The MD will be compensated at a rate of twenty percent (20%) of the sponsor fees that he/she delivers to the league.
 - 1. Compensation will not be paid until the FSBL has received the funds from the sponsor.
- f. The MD is not required to attend all BOD meetings and any reporting can be done in absentia.. However the MD may be requested to attend BOD meetings as directed by the Commissioner and/or BOD.
- g. The MD will prepare and maintain sponsor standards as follows:
 - 1. What levels of sponsorship to be offered.
 - 2. What type of acknowledgement a sponsor will receive for a contribution.
 - 3. What are the benefits for the sponsor.
- h. The MD will prepare and maintain sponsor statistics as follows:
 - 1. A listing of all sponsors and the amount contributed.

15. AAU Director – Duties & Responsibilities (aka ... Dir/AAU)

- a. The Dir/AAU is not a member of the BOD and does not have voting privileges. The Dir/AAU will receive direction and instructions from the Commissioner and/or the BOD. The Dir/AAU does not have the liberty to make policy or enter into agreements without the BOD approval.

- b. This position may be filled by a current BOD member and thus would have voting privileges.
- c. The DIR/AAU is responsible for the day-to-day operation of the AAU division. This (*ibnlt*) registration, coach selection, evaluation sessions, draft compliance, team size and balance.
- d. The BOD will provide direction for Coach Selection, Evaluation Sessions, Draft Compliance and Team Size and Balance.
- e. The Dir/AAU will be responsible for providing budgetary information, practice and game schedules and distributing uniforms.
- f. The Dir/AAU is an extended arm of the BOD and is required to enforce all league rules as they apply to the AAU division.
- g. The DIR/AAU will compile statistics on his/her respective league.

16. Age Coordinators – Duties & Responsibilities (aka ... AC)

- a. The AC is not a member of the BOD and does not have voting privileges. The AC will receive direction and instructions from the Commissioner and/or the BOD. The AC does not have the liberty to make policy or enter into agreements without the BOD approval.
- b. This position may be filled by a current BOD member and thus would have voting privileges.
- c. The FSBL Deputy Commissioners may elect to recruit Age Coordinators for each division to act as their representative in the applicable divisions. The AC is not a member of the BOD and has no voting privileges.
- d. Each AC is responsible for communication of League information and rules to and from their coaches, and has a role in the resolution of any problems that may arise during the season.
- e. The AC will ensure that all coaches in his/her division are aware of the playing time rules. The AC will randomly monitor games to ensure that playing time rules are followed.
- f. The AC is required to attend BOD meetings as specified by the Commissioner and/or DC.
- g. The AC will send a consolidated report each week to the appropriate DC containing the following:
 - 1. Game scores
 - 2. Technical or flagrant fouls assessed
(what team, what individual, what coach)
 - 3. Playing time issues

(What players and for what reason they did not meet the playing time requirement)

- 4. Issues with referees
 - 5. Issues with spectators
 - 6. Injuries
 - 7. Miscellaneous Issues / complaints
 - 8. Compliments
- h. The AC will assure that all scores are reported to the WSC NLT midnight each Sunday.

17. The Coach – Duties & Responsibilities

- a. A Coach is not a member of the BOD and does not have voting privileges. The Coach will receive direction and instructions from the Commissioner and/or the BOD. The Coach does not have the liberty to make policy or enter into agreements without the BOD approval.
- b. This position may be filled by a current BOD member and thus would have voting privileges.
- c. Coaches are responsible for providing instruction in basketball skills and sportsmanship.
- d. Each Coach will complete the required weekly report and send it to the applicable AC (if the AC position is active) or DC by Midnight Sunday each week.
 - 1. The weekly report shall consist of the following:
 - a. Game scores
 - b. Technical or flagrant fouls assessed (what team, what individual, what coach)
 - c. Playing time issues (What players and for what reason they did not meet the playing time requirement)
 - d. Issues with referees
 - e. Issues with spectators
 - f. Injuries
 - g. Miscellaneous Issues / complaints

h. Compliments

e. Travel Coaches are required to complete the following sports administration training every other year. FSBL will pay for required course as applicable.

1. Certification in First Aid/CPR/AED
2. NYSCA Select
3. Bullying
4. Concussion
5. Protection against Abuse
6. Sportsmanship

f. Coaches will attend all required meetings and/or training as proscribed by the Commissioner and/or BOD.

g. House League coaches and Travel League coaches must be approved by the Commissioner and/or BOD.

h. Coaches are expected to adhere to and enforce the Articles in the "Code of Conduct".

i. FSBL - Code of Conduct *(This section applies to everyone)*

1. Children participate in FSBL to improve their skills and to have fun. The league is here to service children - not adults.
2. Conduct yourself with honor and dignity at all times. *(Your actions reflect on the team, the league, our community, and basketball)*
3. Confronting BOD members, coaches, facility attendants or referees in a hostile manner as determined by the BOD is grounds for immediate discipline in accordance with league policy.
4. Each person will demand a sports environment that is free from alcohol, firearms, illegal drugs, tobacco products and will refrain from possession or use during any FSBL activity.
5. Foul Language and/or profanity are strictly prohibited during FSBL activities.
6. Good Sportsmanship is expected and required from all coaches, parents, players and spectators at all FSBL activities.
7. Intending to cause, or causing harm, to BOD members, coaches, facility attendants, parents, players, or referees through physical or verbal threats is grounds for immediate discipline in accordance with league policy.
8. Interference by a coach, guardian, parent or spectator with any part of an FSBL activity is not acceptable.

- 9. Never encourage, condone or participate in any activities that may cause injuries to coaches, players or spectators and may result in damage to basketball facilities.
- 10. Support all efforts to remove verbal and physical abuse from youth sports.
- 11. Vandalism of property at any FSBL activity is grounds for immediate expulsion from the league.
- 12. Yelling at coaches, players or referees is not acceptable and will lead to ejection from the facility.

j. COACHES

- 1. I agree to accept the decisions of Officials.
Always be fair no matter what the outcome.
- 2. I agree to accept responsibility for the actions of my players and/or team and the conduct of my parents and spectators.
- 3. I agree to develop and encourage an appreciation of the game of basketball.
- 4. I agree to encourage my athletes to play for the name on the front of the Jersey not the name on the back of the Jersey.
- 5. I agree to refrain from the use or possession of alcohol, firearms, illegal drugs and tobacco products at any league activity.

k. PLAYERS

- 1. I agree to keep my word and attend every practice and game out of respect to my teammates and the coach.
- 2. I agree to maintain a high "VICE" level:

V = Values	How you live your life
I = Integrity	Honesty
C = Character	Reputation
E = Ethics	Knowing right from wrong
- 3. I agree that participation in the FSBL is a privilege not a right and I can be removed from the league at any time for failure to adhere to the rules.
- 4. I agree not allow my participation in sports to interfere with my academics in any way.

- 5. I agree to refrain from the use or possession of alcohol, firearms, illegal drugs and tobacco products at any league activity.
- 6. I agree that players have an obligation to their team and are expected to attend all practices and games in accordance with league policy. Players missing three (3) or more practices/games without a excused absence may be released from the team in accordance with league policy.

I. PARENTS

- 1. I will not force an unwilling child to participate.
- 2. I will encourage my child to develop skills and display sportsmanship - not to focus on winning.
- 3. I will insist that my child treat BOD members, coaches, facility attendants, parents, players and referees with respect without regard to color, creed, gender, national origin, race or sexual orientation.
- 4. I will make every effort to get my child to every practice and game realizing the impacts to the team and the possible loss of participation for my child.
- 5. I will not berate or ridicule scorekeepers, clock operators, or referees.
- 6. I will refrain from the use or possession of alcohol, firearms, illegal drugs and tobacco products at any league activity.
- 7. I will set an example for my child by honoring the game and respecting ROOTS (rules, opponents, officials, teammates & self)
- 8. I will use self-control routines such as taking a deep breath, counting to ten or walking away to avoid losing my composure in front of my child.
- 9. I will remember that children play for their own enjoyment, not mine.
- 10. I will set a good example and applaud good plays by both teams. Children learn best by imitation.

18. Auxiliary Board Assistants (aka...ABA)

- a. The ABA is not a member of the BOD and does not have any voting privileges.
- b. ABA reports exclusively to the Head Commissioner.
- c. The ABA is ineligible for participation if suspended or expelled from school or FSBL.

- d. Must be at least a Freshman (grade nine (9)) in High School to be eligible for participation.
- e. Must maintain a grade point average (GPA) of three point zero (3.0) or greater.
- f. If not attending school must be a HS graduate.
- g. Required attire is black shoes, black socks, black pants and league authorized shirt.
 - 1. Must wear shoes or sneakers. No flip-flops, sandals or sliders.
- h. Participant will appear appropriately groomed and prefer shirt be tucked inside pants.
 - 1. Hair must be combed or brushed, face washed and teeth brushed.
- i. ABA will not allow family or friends to accompany them while working.
- j. An ABA will not yell, argue, use profanity or speak inappropriately to anyone.
- k. Must maintain confidentiality with league information.
- l. Must be punctual for all assignments.
(ABA should arrive fifteen (15) minutes prior to the start of an event).
- m. Must strive for a record of zero (0) errors.
Frequent errors may lead to suspension from the program.
- n. Participants will be compensated at an hourly rate TBD by the Head Commissioner.

19. Auxiliary Board Scorekeepers / Clock Operators (aka...ABS/CO)

- a. The ABS/CO is not a member of the BOD and does not have any voting privileges.
- b. ABS/CO reports exclusively to the Head Commissioner.
- c. The ABS/CO is an extended representative of the league and as such is required to conduct themselves appropriately and respectfully at all times on and off duty.
- d. The ABS/CO will be removed from the program in the event he/she is suspended or expelled from school or FSBL.
- e. The ABS/CO must be at least a Freshman (grade nine (9)) in High School to be eligible for participation.
- f. If still attending HS, the ABS/CO must maintain a grade point average (GPA) of three point zero (3.0) or better.
- g. If not attending school must be a HS graduate.

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- h. An ABS/CO will not yell, argue, use profanity or speak inappropriately to anyone.
- i. The ABS/CO will never have family or friends sitting with them while they are working.
- j. The ABS/CO will always sit upright and appear alert at all times. The ABS/CO will never sit with his/her head resting in their hands.
- k. The ABS/CO will arrive at least fifteen (15) minutes prior to any assignment time.
- l. The ABS/CO will always have a copy of the scorekeeper and clock operator instructions with them while they are working.
- m. Must maintain confidentiality with league information.
- n. Must strive to maintain zero (0) errors.
Frequent and/or repetitive errors may lead to removal from the program.
- o. Must wear black shoes or sneakers
 - 1. No sandals, flip-flops, sliders or bare feet.
- p. Participant will appear appropriately groomed as determined by the Commissioner.
- q. Hair must be brushed/combed, face washed and teeth brushed.
- r. Must wear plain black jeans or pants (No designs of any kind)
 - 1. No sweat pants, leotards, tights or any sports ware of any kind are allowed.
- s. Must wear league issued referee shirt. Prefer that shirts are tucked inside pants at all times.
- t. It is the responsibility of the participant to assure all clothes worn have been laundered and are free of stains and inappropriate odors as determined by the Commissioner.
- u. Participants who report to work wearing inappropriate attire and/or are not properly groomed, as determined by the Commissioner, will not be allowed to work. Further the participant may be subject to removal from the program at the discretion of the Commissioner.
- v. Participants will be compensated at the minimum rate of ten (\$10) dollars per game and participants are paid once a month. Compensation can be adjusted based upon current school grade and/or length of time in the program.

20. BOD Conduct and Confidential Information

- a. It is the responsibility of each BOD member to understand their role in maintaining and preserving the confidential nature of issues brought before the BOD.

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- b. BOD members (*ibnl*) spouses, significant others and relatives will not disseminate (to include copying and/or distributing) information (verbally or in written form) about issues brought before the BOD to anyone other than a current BOD member. This will (*ibnl*):
 - 1. Board discussions
 - 2. Interview conversations
 - 3. Dissenting opinions
- c. The Commissioner must approve **all** critical and sensitive communication from the BOD to persons outside the BOD.
- d. BOD members (*ibnl*) spouses, significant others and relatives will refrain from publicly contradicting, disagreeing or expressing dissent with a BOD decision. (The “public” is defined as anyone other than a current BOD member)
- e. The Commissioner will have the authority to remove any BOD member who violates this communication rule and disseminates confidential information to persons outside the BOD.
- f. The BOD will address sensitive information to the applicable persons only and will label any sensitive information as “Confidential --- Do not Copy or Distribute”
- g. Each BOD member is required to sign and adhere to the non-disclosure statement.

21. BOD Meetings

- a. The BOD will meet as needed during the term year term year but not less than once a month. The BOD will usually meet three (3) times a month in August, September and October. The BOD will usually meet two (2) times a month in January, February, July, November and December. The BOD will usually meet once a month in March, April, May and June.
- b. The first thirty (30) minutes of each regular meeting is available for anyone to address the BOD. Any individual or party who would like to address the BOD needs to send an email to a BOD member at least twenty-four (24) hours before the scheduled meeting. All meeting dates and times will be posted on the web-site calendar. (fsbl.org)
- c. Each year the new BOD will determine what specific weeks and days to meet.
- d. Only the Commissioner can call a Board meeting. BOD members may make a request to the Commissioner to hold a meeting but are not authorized to conduct a meeting unless sanctioned by the Commissioner.
 - 1. In the event that the Commissioner, for a medical or legal reason, is incapacitated or unable to perform his/her duties a BOD member may request a meeting following the FSBL Board Hierarchy.

- e. All BOD meeting agenda's will cover the following to *(ibnl)*:
 - 1. **See by-law 11-a-4-a**
- f. A Quorum of the New Board (majority of active members: continued, elected and/or appointed) should meet within the first (1st) two (2) weeks of June and no later than the fifteenth (15th) working day of June to conduct the transition of responsibility from the Old Board to the New Board.

22. The Typical Hierarchy for FSBL Board is:

Commissioner
 Deputy Commissioner(s)
 (1. Boys – 2. Girls)
 Rules Compliance Coordinator
 Secretary/Treasurer

23. Commissioner / BOD - Administrative Resolution:

- a. The Commissioner has the authority to establish and/or alter any rule, policy, discipline or procedure, as he/she deems prudent and/or necessary in the best interest of the League.
- b. If for any reason the BOD disagrees with the Commissioner the BOD would have the option to overrule the Commissioner with a simple fifty-one percent (51%) majority.
- c. The Commissioner would then have the option to veto the BOD's overruling.
- d. The BOD would have the option to overturn the Commissioner's veto. A motion to override the Commissioner's veto must pass with a two-thirds majority or sixty-six and two-thirds percent (rounded up to 67%).
- e. It is the responsibility of the RCC to record and report on such action.

24. Charitable Involvement:

- a. FSBL may designate a portion of the registration fee for special projects and/or charity.
- b. The amount to designate will be determined by the BOD each year.
- c. The BOD will designate what project or charity FSBL may be involved with.

25. Principal's Luncheon Meeting and/or Recognition:

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- a. A meeting with all principals and/or assistant principals of the schools, as directed by the League Rules, and the FSBL BOD will occur once a year NLT the second (2nd) week of September.
- b. These meetings will serve to enhance the relationship between the school officials and the League BOD members.
- c. The agenda for these meetings will *(ibnlt)*
 - 1. League and School schedules
 - 2. Blackouts
 - 3. School Needs
 - 4. Ineligible Players
- d. If for any reason the dinner/meeting can not be arranged the BOD will, in lieu of the meeting, and as a sign of goodwill, provide Bagels and Donuts periodically to the participating schools in our district.

26. Sponsors:

- a. We will seek sponsors to support and augment the league operation.
- b. Sponsors will be compensated for donations as stated in the following chart:

Type	Donation	Web site Link	Letterhead	Table Banner	Wall Plaque	Personalized Crystal/Glass Trophy	Framed League Picture	Logo on Division or travel Uniforms
Corporate	\$2,000	Yes	Yes	Yes	Yes	Yes	Yes	Yes
								(This remuneration is not available after November 1 of each year)
VIP	\$1,000	Yes	Yes	Yes	Yes	Yes	Yes	
Associate	\$500	Yes	Yes	Yes	Yes			

- c. Sponsors will be solicited from July 1 through November 1 of each year.

- 1. Sponsors may be solicited after November 1 of each year but with reduced remunerations as specified in the sponsor standards.
- d. A dinner to recognize sponsors may or may not be held in November each year.

27. Vendor /Sponsor Appreciation Dinner:

- a. A meeting with all Vendors and Sponsors, who provide service to our League, will be held once a year usually in September/October.
 - 1. This meeting serves to foster the symbiotic relationship between FSBL and its Vendors. The meeting will focus on defining the roles and expectations of each vendor and that of FSBL.

28. Surveys:

- a. FSBL will conduct an annual survey. The survey process will begin at the ninth (9th) game of the regular season to be concluded on the day the Championship games are played.
- b. The RCC will assure that survey forms are available via hard copy and that they are available at each school location during the final week of games. In addition survey forms should be available at each location during the play-offs and on the day the Championship games are played.
- c. Ideally, the FSBL BOD would like to receive a survey form for every player/parent on a team. Hence the BOD will vigorously pursue obtaining a completed survey form from each player/parent on the team.

End---End---End---End---End---End---End---End---End---End---End---End---End---End---End