

By-Laws
Bridgewater Youth Basketball
A Non-Profit Organization

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Article I – Name and Purpose

- A. The organization shall be known as **Bridgewater Youth Basketball** a non-profit corporation under the Laws of the Commonwealth of Massachusetts. For purposes of abbreviation, the organization may be identified as BYB.
- B. The objective of Bridgewater Youth Basketball, (BYB) shall be to instill in the youth of the community the ideals of good sportsmanship, teamwork, honesty, loyalty, work ethic, courage and reverence, so that they will be finer, stronger and happier children and will grow to become healthy and successful adults.
- C. The objective will be achieved by providing supervised basketball games. The supervisor shall bear in mind that the attainment of exceptional athletic skills or the winning of games is secondary to the building of character in children.
- D. The organization shall seek to become a tax exempt organization under Section 501c(3) of the Internal Revenue Code.

Article II – Government

- A. The governance of the Organization shall be vested in the Board of Directors.
- B. The Board of Directors shall be composed of the following elected officers:

| Position | Term | Term Expires |
|---|------|--------------|
| President | One | 2014 |
| Treasurer | One | 2014 |
| Secretary | One | 2014 |
| Vice President – Girls Programs | One | 2014 |
| Travel Team Coordinator – Boys | One | 2014 |
| Travel Team Coordinator – Girls | One | 2014 |
| Fund Raising/Sponsorship Coordinator | One | 2014 |
| Referee Coordinator | One | 2014 |
| Scorekeeper Coordinator | One | 2014 |
| Equipment Coordinator | One | 2014 |
| Recreation League Coordinator – Girls Grade 5 - 8 | One | 2014 |
| Recreation League Coordinator – Girls Grade 1 - 4 | One | 2014 |
| Recreation League Coordinator – Boys Grade 9 - 12 | One | 2014 |
| Recreation League Coordinator – Boys Grade 7 - 8 | One | 2014 |
| Recreation League Coordinator – Boys Grade 5 -6 | One | 2014 |
| Recreation League Coordinator – Boys Grade 3 – 4 | One | 2014 |
| Recreation League Coordinator – Boys Grade 1 -2 | One | 2014 |

- C. Robert’s Revised Rules of Order shall govern all meetings except where there is a conflict with the organization’s by-laws.
- D. All matters concerning the policies and practices of BYB shall be decided by a vote of the Board of Directors, quorum present and majority vote. A quorum shall consist of the presence of at least 2/3 of the Board of Directors.
- E. These by-laws, or any section within, may be amended or repealed only by a 2/3 vote of the Board of Directors.
- F. The President and Board of Directors are authorized to arbitrate in local league matters and rule interpretations other than game disputes.

- G. Any voting member of the Board of Directors must provide written notice to the Board of their election to leave the position within the organization barring unforeseen circumstances.
- H. At the Annual Meeting, an election shall be held to elect a Board of Directors for the next term. Only the current members of the Board of Directors and prior season Head Coaches are eligible to vote for the new Board of Directors.

Article III - Membership

- A. Voting members of BYB for all general meetings shall consist exclusively of the elected members of the Board of Directors.
- B. Head Coaches who participated during the previous basketball season have the right to be a voting member only for the purpose of the annual election of the Board or Directors. Members must be physically present at a meeting for their votes to count.
- C. All Head Coaches who participate during the current basketball season may attend any and all general meetings of the Executive Board.
- D. All officers of this organization are strictly volunteer, non-salaried people not compensated in any way for their duties as members of the Board of Directors.

Article IV – Duties of the Board of Directors

President

- Presides at all BYB meetings
- Schedules all BYB Board Meetings
- Sees that all rules and policies of the BYB are understood and observed
- Heads the local organization and coordinates the activities of the Board of Directors

Secretary

- Record minutes of all general meetings
- Posts meeting minutes to the BYB Website
- Updates and maintains the Bylaws of BYB
- Manage the completion and collection of CORI Forms for all volunteers
- Updates and maintains all Operating Procedures documents of BYB
- Responsible for supervision of the annual election of Board of Directors

Treasurer

- Responsible for all finances of the organization
- Prepares and signs checks
- Pays all invoices and bills for the organization
- Dispenses league funds as approved by the Board of Directors
- Maintains financial records
- Develops annual financial statements

Coordinator – Girls Programs

- Responsible for the development of
- Acts on the President's behalf when the President is unavailable
- Creates and maintains the Master Calendar for the organization
- Maintains the Standard Operating Procedures of the organization

Travel League Coordinator (1 each for Boys and Girls Leagues)

- Recruits head coaches for all teams who are then approved by the Board of Directors
- Approves all assistant coaches for all travel teams

- Works closely with Scheduling Coordinator and coaches to build a practice schedule for all teams which is published immediately after tryouts
- Determines and schedules all tournaments outside of Bridgewater
- Mediates any travel game disputes.
- Confers with Metrowest organization officers, town management, local league offices and others to whom responsibility has been delegated.

Recreation League Coordinator(s)

- Full responsibility for the Recreation Leagues subject to the rules approved by the Board of Directors
- Recruits and approves coaches for all Recreation League teams
- Works closely with Schedule Coordinator and coaches to build a game/practice schedule
- Executes any disciplinary measures against coaches, assistant coaches, players, or parents
- Responsible for recording and updating game results
- Mediates any game disputes.

Scheduling Coordinator

- Works closely with the Recreation Department and School Department to schedule gym time for all leagues for all practices, games, tryouts, clinics and special events.
- Responsible for establishing the overall schedule for all Travel & Rec teams. This includes coordination with the league regarding scheduled games and all scheduled practice times for all Travel & Recreation League teams.
- Communicates these schedules in writing to the Board of Directors and Coaches
- Responsible for in season schedule changes such as cancellations & make-up games.

Fundraising & Sponsorship Coordinator

- Responsible for scheduling and coordinating all fundraising activities (i.e.: Dinner/Dance, car washes etc.) in support of Bridgewater Youth Basketball.
- Responsible for identifying new sponsorship opportunities
- Responsible for managing relations with all BYB sponsors

Referee Coordinator

- Schedules all referees for all games in all leagues
- Coordinates the payment for all referees in all leagues
- Review referee performance and staffing with League Coordinators
- Schedule and develop referee training clinics

- Make recommendations to the Board of Directors for changes in any previous year's staffing, payment schedule or conduct issues.

Scorekeeper Coordinator

- Schedules all scorekeepers and scoreboard operators for all games in all leagues
- Coordinates the payment for all scorekeepers in all leagues
- Reviews scorekeeper performance and staffing with League Coordinators
- Schedules and develops scorekeeper training clinics

Equipment & Uniform Coordinator

- Makes all purchases of game equipment and uniforms necessary for the operation of the league subject to ratification of the Board of Directors
- Holds all equipment in his/her care
- Assess and re-orders any new equipment
- Dispenses equipment to coaches and/or coordinators
- Collects all equipment at season end and stores same
- Receives all new equipment and dispenses same
- Forwards all related expenses to the Treasurer for tracking

Any and all duties not listed in Article V above shall be directed by the Board of Directors

Article V – Meetings

- A. There shall be regular monthly meetings of the Board of Directors scheduled and chaired by the President on dates agreed to by the Board. Special Board of Directors meetings will be called as necessary by the President with a one week notice to all members of the Board of Directors.
- B. An Annual Meeting shall be held prior to May 30th each year for the purpose of officer elections. There shall be a two week notice provided to all membership of the Annual Meeting. These requirements for the Annual Meeting will commence beginning in 2014.
- C. Minutes of meetings shall be kept on file by the Secretary and be available to all members.
- D. A quorum shall be 50% of the Board after due notice has been given to the membership and/or the Board of Directors. If a quorum is not present, the Board of Directors is unable to conduct official business and the meeting will be cancelled and re-scheduled.

Article VI – Coaches

- A. Each BYB basketball team (Travel and Rec League) shall consist of a head coach and a maximum of two (2) assistant coaches approved by the respective League Coordinator.
- B. Travel League head coaches and assistant coaches are required to complete an online application and submit it to the BYB Board of Directors, no later than September 15th of each year or a date determined by the Board of Directors.
- C. All Travel League Head Coaches must be approved by the Board of Directors. The Head Coaches of each travel team will be determined by vote of the Board of Directors prior to the final selection of the team.
- D. Coaches are considered 'at will' volunteers whose relationship with the BYB is reviewed and renewed each year.
- D. A majority vote of the Board of Directors is needed to remove a head coach or an assistant coach. The head coach or assistant shall have the right to appear before the Board of Directors to defend their actions prior to any removal vote. The said removal shall become part of the permanent records of the Board of Directors and reinstatement of any removed head coaches or assistant coaches must be by a 2/3 vote. Examples of causal reason for the removal of any coach in any league are:
 - a. Unacceptable or inappropriate language or gestures used (i.e. to use profane words or phrases)
 - b. To insult or belittle players, referees or spectators
 - c. Unsportsmanlike conduct which sets a bad example for players and spectators
 - d. Any physical contact or force used against a player, referee or spectator.
- E. If a coach has been removed by a vote of the Board of Directors, the coach has the right to appeal the removal by following the steps below:
 - a. Register his or her desire to appeal in writing to the President of the BYB at least two weeks before the next board meeting
 - b. Appear in person before the Board of Directors at the next scheduled Board of Directors meeting.
 - c. Present his or her case before the board in 15 minutes or less.
 - d. The board will discuss said issue after the appellant leaves the board meeting and render its final decision.
 - e. The appellant will be notified in writing by the President of the BYB as to the outcome of the appeal.

Article VII – Rosters

- A. All Travel League teams should have a maximum of 12 and a minimum of 10 players per team. All Travel Team rosters require approval of the Board of Directors. The Board of Directors reserves the right to review and adjust team roster sizes as it deems appropriate.
- B. Travel League teams are selected based on the results of a competitive try-out process. There shall be at least two and not more than four tryouts for each grade level.
- C. The tryouts are scored by a group BYB member coaches and/or volunteers approved by the Board of Directors. The Head Coach of a travel team does not select the players for their team.
- D. The Travel Coordinator will designate one individual to coordinate all the tryouts for each gender.
- E. The eight players with the highest tryout scores shall be assigned to the “A” Travel Team. The head coach may pick the next three players from the top ranked players based on the coaches philosophy or knowledge of the players.
- F. Fourth and Fifth Grade Travel teams are designed to be evenly constituted teams based on the tryout results. No A teams shall exist for grades four and five.
- G. All Recreation League teams should have a max of 12 players on a roster with 11 players being optimal. However, in the interest of scheduling, the league coordinator will attempt to create leagues at each level with an even number of teams.

Article VIII – Playing Rules

A. Travel Teams

- a. The official playing rules as published by MetroWest Basketball are accepted and adopted. Exceptions to those rules may be made by the local organization with the approval of the Board of Directors.
- b. Any team player in the Travel League missing three (3) consecutive practices or two (2) consecutive games without cause or communication may be dropped from the team subject to appeal from the Board of Directors by their parents. Best efforts must be made by the player and/or parents to communicate clearly with the head coach on any absenteeism.

B. Recreation League

- a. The Recreation League guidelines are contained in appendices A, B and C of the BYB League By-Laws.

Article IX – Playing Times

Playing time, not wins and losses, for all players should be in the forefront of all coaching decisions.

Travel League

While the Travel League is designed to be a more competitive league requiring more practice, dedication and advanced coaching, this does not preclude the fact that children learn at different rates and in different ways. An individual player's development should not preclude him/her from having an equal opportunity to play in any game.

The guidelines for how to substitute players given different available players are below. These guidelines should be adhered to diligently. Any knowing violation of these substitution policies by any coach are grounds for immediate dismissal.

Travel League Player Substitution Rules

- A. Dedication and attendance at practices is a key deciding factor in determining playing time minutes.
- B. All Travel League players must play at least 10 minutes per game including:
 - a. All size rosters
 - b. All Players
 - c. Regular season games, pre-season or in-season tournaments
 - d. League Playoff games are the exception to a thru c above. Playing time to be determined by Head Coach.
- C. The head coach has the ability substitute at their discretion during any overtime period(s).

Article X – Player Eligibility

- A. For Travel Teams, the official player eligibility rules as published by MetroWest Basketball are accepted and adopted. Exceptions to those rules may be made by the local organization with the approval of the Board of Directors.

- B. A player is eligible to play in the BYB Recreation Leagues if they are:
 - A. A resident of Bridgewater
 - B. A resident of Bridgewater who attends a school outside of Bridgewater
 - C. A resident of Raynham who attends the Bridgewater-Raynham Regional High School
 - D. Move from Bridgewater to another town after the season's games start
 - E. Move into Bridgewater from another town after the season's games starts

Article XI – Registration and Fees

- A. Registration Fees for both the Travel League Season and the Recreation League Seasons are set annually by vote of the Board of Directors.
- B. Registration dates for both the Travel League Season and the BYB Recreation League will be published on the League web-site and members will be notified via email.
- C. Players interested in Travel must register before the Travel Team tryouts and must attend at least one tryout to be considered for a team.
- D. BYB shall incur the cost for a uniform for the first season a player plays in the Travel Basketball Program. The cost of replacement uniforms beyond year one are the responsibility of the player.
- E. The maximum fee for a family will be an amount equal to 2 times the fee for an individual player.
- F. Fees for Travel League and Recreation League shall be considered separate for the purpose of fee reduction.
- G. If a player is eligible for the free lunch/meal assistance program in the Bridgewater Public Schools then a hardship discount of 50% will apply to all travel basketball related fees. The Board of Directors may also authorize the 100% waiver of fees in special circumstances.
- H. Any player, who has not started their season and for any unforeseen circumstance is unable to play, is entitled to a 100% refund of registration fees. However, once the season starts for the player, there will be no refunds unless otherwise voted by the Board of Directors. The season will be deemed started by the date of a team's first practice.

Appendix A

BYB Code of Conduct

All rules will be strictly enforced. The term “individual” includes: coach, player, and spectator. The term “official” includes: referee, league directors, and school staff.

The team is responsible for the conduct of its individuals. Misconduct may result in penalizing an individual and/or a team.

- *No Individual Shall:* At any time lay a hand upon, shove, strike or threaten to strike an official or individual.
- *No Individual Shall:* Be guilty of objectionable demonstration of dissent by throwing equipment; or any other forceful action.
- *No Individual Shall:* Discuss with an official, in any manner, the decision reached by such official except the coach or league official.
- *No Individual Shall:* Be guilty of using unnecessary rough tactics in the play of the game.
- *No Individual Shall:* Be guilty of a physical attack as an aggressor upon any official, player, or other individual.
- *No Individual Shall:* Be guilty of an abusive verbal attack upon any official or individual on or off the court.
- *No Individual Shall:* Use profane, obscene or vulgar language in any manner, at any time, on or off the court.
- *No Individual Shall:* Appear on the court of play at any time in an intoxicated condition or under the influence of any other type of drug which will infringe upon the individual’s safety or the safety of others.
- *No Individual Shall:* Drink alcoholic beverage during any league or tournament games.
- *No Individual Shall:* Be guilty of damaging, destroying or stealing property of any kind.
- *No Individual Shall:* Be guilty of any demonstration of unsportsmanlike conduct.

The severity of an infraction will determine the penalty. Penalties can fall between a warning from the official, suspension of the coach or player for the remainder of the season. The Board of Directors will determine the penalty within a reasonable time limit.

Please note: Certain penalties such as warnings and ejections from the game are enforced by the official of the game and any decisions made by any such officials will be adhered to by the Board of Directors.