



# **NEWTOWN YOUTH BASKETBALL ASSOCIATION**

## **Charter and By Laws**

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# **NEWTOWN YOUTH BASKETBALL ASSOCIATION**

## **CHARTER**

To administer the operation of the Newtown Youth Basketball Association Inc., a not for profit organization to promote the sport of basketball in the Town of Newtown. In this program no person will be denied the opportunity to participate on the basis of race, religion, sex, nationality or financial hardship.

## **PURPOSE AND MISSION STATEMENT**

The mission of the Newtown Youth Basketball Association is to provide an opportunity for the youth of Newtown to learn and enjoy the game of basketball in a safe, well supervised and positive environment. We seek to attract and retain as many Newtown children as possible introducing them to and constantly reinforcing the rules and fundamentals of basketball. Newtown Youth Basketball Association will offer structured, age and skill level appropriate venues for practices, games and clinics. Newtown Youth Basketball Association will recruit the most qualified coaches who will work to instill a sense of sportsmanship, self confidence and teamwork in each child regardless of their ability. Our goal is to deliver an experience that offers each young athlete the instruction and the tools that will allow them to achieve a satisfying level of personal proficiency in basketball.

## **BOARD**

Consists of: An Executive Board (defined as elected Board Members) and the Full Board of Directors (defined as the Executive Board and Appointed Members)

### **EXECUTIVE BOARD** (Elected at annual meeting)

President  
VP In-House  
VP Travel  
VP Administration  
Treasurer

### **APPOINTED MEMBERS** (Appointed by Executive Committee)

Secretary  
League Directors (Senior, Junior, Intermediate, Bantam, Midget, Bidy)  
Player Agent  
Procurement Manager  
Referee Director  
Registrar  
Scheduler  
Webmaster  
Fundraising Director

## ASSOCIATION

The Newtown Youth Basketball Association Inc. consists of the Board of Directors, support personnel, coaches and parents and/or guardians of the currently registered players.

### **I. NAME: Newtown Youth Basketball Association**

### **II. OFFICERS & DUTIES**

#### **A. PRESIDENT:**

1. Presides at Board Meetings.
2. Approves items to be placed on the Meeting Agenda.
3. Remains visible throughout all elements of the program.
4. Supports activities of the board.
5. Works with all members of the board to ensure that the program runs smoothly.
6. Organizes annual meeting.
7. Serves as an ad hoc member on all committees.
8. Communicates important messages to NYBA Board, support personnel, parents and players.

#### **B. VP IN-HOUSE:**

1. Represents the interests and concerns of the In-House athletes, parents and coaches.
2. Provides a list of League Directors and presents coaching candidates to the Board for approval.
3. Compiles the contact information for all coaches and League Directors for the In-House program.
4. Acts as liaison to In-House League Directors.
5. Recruits and assists In-House League Directors.
6. Notifies Procurement Manager of uniform and equipment needs by league.
7. Maintains guidelines for coach and player behavior.
8. Coaches will inform VP In-House of any disputes immediately. VP In-House will inform the President.
9. Plans year end events with events coordinator.
10. Works with Player Agent and appropriate League Directors to coordinate evaluations.
11. Coordinates with appropriate League Directors to ensure appropriate training and certification for all coaches in the program.
12. Coordinate with League Directors to have coaches fill out an end of year evaluation.
13. Updates and distributes coach's handbooks.
14. Serves on Rules and By-Laws Committees.
15. Coordinates coach evaluations.

### C. VICE-PRESIDENT TRAVEL:

1. Represents the interests and concerns of the Travel athletes, parents and coaches.
2. Recruits prospective coaches following the coaching selection process.

Coaches:

Boys:

4<sup>th</sup> Grade

5<sup>th</sup> Grade

6<sup>th</sup> Grade

7<sup>th</sup> Grade

8<sup>th</sup> Grade

Girls:

4<sup>th</sup> Grade

5<sup>th</sup> Grade

6<sup>th</sup> Grade

7<sup>th</sup> Grade

8<sup>th</sup> Grade

3. Presents all coaching candidates to the Board for discussion.
4. Compiles the contact information for all coaches and assistant coaches for the travel program.
5. Maintains records of referee payments to be turned over to the Treasurer.
6. Maintains guidelines for coach and player behavior.
7. Ensures that coaches are adhering to playing time rules.
8. Coaches will inform VP of Travel of any dispute, either home or away immediately. VP of Travel will inform the President.
9. Attends various Travel League meetings.
10. Informs coaches of Travel League Meetings and coordinates their attendance at these meetings.
11. Encourages coaches to submit publicity reports for Newtown Bee.
12. Seeks out and informs coaches of prospective tournaments staying within Board approved Budget.
13. Acts as liaison between travel coaches and Procurement Manager, scheduler and referee coordinator to insure smooth running of the day-to-day travel program.
14. Plans year end events with awards coordinator.
15. Coordinates coach evaluations.
16. Coordinates with training director to ensure appropriate training and certification for all coaches.
17. Ensure Travel try-out procedures are followed.
18. Coordinates Travel try-outs.
19. Notifies procurement Manager of equipment needs.
20. Coordinates Travel uniform selection and purchase with Procurement Manager.
21. Serves on Rules and By-Laws committees.

#### D. VICE-PRESIDENT ADMINISTRATION:

1. Runs Board Meeting in the absence of the President.
2. Coordinates Board communications and outside publicity (w/Newtown Bee, etc.) including meetings and special events.
3. Compiles yearly to-do list.
4. Responsible for recruiting, training and assisting support personnel and making sure that all activities are accomplished within the deadline date.
5. Support personnel shall include, but are not limited to:
  - a) Communications/Publicity
    - Coordinates all external and internal communications efforts.
    - Posts Board meeting times and location in Newtown Bee
    - With assistance of League Directors, ensures publicity procedures for In-House program are followed (in Travel program individual coaches are responsible for their own publicity)
    - Ensures that special events and fund raisers are publicized in advance.
    - Awards:
      - Orders Awards, trophies and certificates
      - Coordinates MVP and Sportsmanship plaques
    - Responsible for reserving gym and cafeteria space in conjunction with the Scheduler and Parks and Recreation
  - b) Picture coordinator
6. Coordinates the NYBA electronic newsletter
7. Coordinate and distribute registration flyers at schools.

#### E. SECRETARY:

1. Gives proper notice of all meetings, prepares and distributes the agenda.
2. Records and maintains accurate minutes of Board meetings and distributes minutes within five (5) business days of meeting.
3. Generates list of candidates to be presented at the Board election.
4. Maintains a mailing or e-mail list of Board members and coaches.
5. Forwards names of interested potential board and support persons to the Board.

F. TREASURER:

1. The Treasurer shall receive all monies and deposit same in an account at a depository approved by the Board.
2. The Treasurer shall keep records of all monies received and disbursed.
3. Monitors expenditures during the season and reports to the Board on a monthly basis.
4. Ensures that any expenditure receives approval from the Treasurer or the President.
5. Maintain insurance coverage.
6. The Treasurer shall prepare an annual report to be presented at the September meeting.
7. The Treasurer shall arrange for an annual financial review with three members of the board exclusive of the Treasurer, Procurement Manager and the President.

G. LEAGUE DIRECTOR:

In-House: League Directors

Boys:

- Bidly K-1<sup>st</sup> grade
- Midget 2<sup>nd</sup> grade
- Midget 3<sup>rd</sup> grade
- Bantam 4<sup>th</sup> grade
- Intermediate 5<sup>th</sup> grade
- Intermediate 6<sup>th</sup> grade
- Junior 7<sup>th</sup> & 8<sup>th</sup> grade
- Senior 9<sup>th</sup> – 12<sup>th</sup> grade

Girls:

- Bidly K-1<sup>st</sup> grade
- Midget 2<sup>nd</sup> and 3<sup>rd</sup> grade
- Bantam 4<sup>th</sup> grade
- Intermediate 5<sup>th</sup> and 6<sup>th</sup> grade
- Junior 7<sup>th</sup> and 8<sup>th</sup> grade
- Senior 9<sup>th</sup> – 12<sup>th</sup> grade

1. Coordinate recruitment and assignment of coaches with consideration given to the following criteria assuming all are in good standing. Criteria in no particular order:
  - a) Previous year's coaches
  - b) Coaches moving up from younger leagues.
  - c) Coaches who had coached previously in the organization.
  - d) New coaches
2. Keeps informed of day-to-day issues.
3. Distributes and explains league rules.
4. Coordinates day-to-day operations including:

- a) Ensuring games start on time.
  - b) Appropriate behavior of coaches.
  - c) Coach and player adherence to rules.
  - d) Enforces In-House playing time rules.
  - e) Works with Scheduler to schedule make-up games.
  - f) Maintains League standings.
  - g) Monitors attitude of spectators and takes appropriate action if necessary.
  - h) Monitor referee performance.
  - i) Timely and proper payment of referees.
  - j) Comply with tracking referee and hall monitor payments and turn in as scheduled.
  - k) Comply with securing of signatures for all payments to referees and/or hall monitors.
5. Works with Awards Director to coordinate awards ceremony and All-Star games.
  6. Works with Player Agent to handle complaints at the first level.
  7. Works with Training Director to ensure that every coach receives appropriate training and certification.
  8. Notifies Player Agent and VP In-House any time a team loses a player during the year.
  9. League Directors must schedule a qualified replacement when they cannot be present at the gym.
  10. Directors will serve on sub-committees as directed by the President.
  11. Work with the coaches to ensure that the game schedules are up to date on the website.

#### H. PLAYER AGENT:

1. Coordinates evaluations and draft dates with the Scheduler.
2. Works with League Directors to compile player lists for use in evaluations and drafts.
3. Works with VP In-House and appropriate League Directors to coordinate evaluations.
4. Works with League Directors to run evaluations (assists in the rating of players for draft where needed/appropriate).
5. Rates all players in the draft based on the coaches evaluations (tries to find out about ability of players not attending evaluations).
6. Runs the drafting process.
7. Works with League Directors to place players who sign up late.
8. With the help of the League Directors and Coaches with to ensure competitive balance within the Leagues.
9. Responsible for placing players in special circumstances such as:
  - a) Real conflicts with practice times
  - b) Real concerns with carpooling (below 5<sup>th</sup> grade level)
  - c) Concerns with outside education
  - d) Special needs.

10. Consults with League Directors on players who have dropped off Teams and report to Board on reasons.
11. During the In-House drafts the player agent may at their discretion use their position to ensure the competitive balance of the leagues.
12. Works with the League Directors from the Biddy and Midget League to set up a structured age appropriate curriculum progression for their respective leagues.

Training Director:

- Works under the Player Agent

Responsible for:

- a) Working with High School coaches to develop and implement age appropriate curriculum for all age groups.
- b) Sets up and helps run pre-season clinics for Junior, Intermediate and Travel Leagues.
- c) Helps Player Agent with the drafts and evaluations of the In-House program.
- d) Looks into developing a library of coach's aids, manuals or videos for use by the league coaches.

## I. PROCUREMENT MANAGER:

1. Equipment:

- a) Works with VP-House and VP Travel to determine equipment needs.
- b) Is the sole purchaser of needed equipment, uniforms, first aid supplies and other needed items for both In-House and Travel programs.
- c) Maintains a list of equipment, prices and suppliers for easy reference (equipment to include; First Aid kits, scorebooks, game balls, practice balls, team shirts, clocks, whistles and lanyards, flip scores, rule books and supplies needed for evaluations).
- d) Coordinates with VP In-House, VP Travel and the Referee Director to distribute all equipment.
- e) Maintains a list of First Aid equipment for distribution as needed.
- f) Coordinates the return of all equipment at the conclusion of the season for storage.

J. REFEREE DIRECTOR:

1. Work with the President and VP In-House to establish the guidelines by which the referees are to conduct themselves during games.
2. Work with the President and VP In-House to establish the guidelines referees will use to control player, coach and spectator behavior.
3. Responsible for assembling a pool of qualified referees who can be called upon throughout the season to referee basketball games.
4. Responsible for ensuring that all referees have received proper training and instructions.
5. Will monitor the performance of each referee by periodically attending games, observing the referees ability to control a game and make appropriate decisions within their jurisdiction.
6. Responsible for scheduling referees for all games played.
7. There will be one adult certified referee working with one of the regular referees in the Intermediate, Junior boys and girls leagues for all games. Adult referees are scheduled by the Certified Referees Association.
8. Fields complaints about the referees and takes appropriate action and notifies the President and VP In-House of all complaints and issues.
9. Distribute and collect referee evaluations to/from the League Directors.
10. Ensures that all referee payment procedures are followed by each League Director.
11. Ensures that all Referees (Youth and Adult) have an updated W9 on file before they referee any games.

K. REGISTRAR:

1. Provide on-line registration.
2. Assist the Board members with e-mail communication directed through the website.
3. Work with the VP In-House and VP Travel to maintain a list of League Directors and coaches.
4. Work with all League Directors and coaches to ensure that the game schedules are posted online.
5. Coordinate with the VP Travel and VP In-House on soliciting and collecting year end evaluations.
6. Work with Webmaster to ensure website is functional and performs to full capacity.

L. SCHEDULER:

1. Works with Parks and Recreation Department to schedule gyms and/or classrooms for:
  - a) Registration
  - b) Evaluations and Try Outs
  - c) Drafts
  - d) Coaches Meetings
  - e) Board Meetings
  - f) Clinics – Coaches and Players
2. Sets up game schedules for all In-House leagues and schedules practice sessions for all teams.
3. Provides league practice schedules to all coaches.
4. Maintain a master cancellation schedule and contacts coaches to inform them of the cancellations.
5. Maintains a master practice and games schedule including coaches' names and phone numbers and provides P & R with this information.
6. Provides NYA with finalized game and practice schedule by agreed upon date.
7. Notifies all impacted parties of any schedule changes/cancellations as soon as possible in writing.
8. Helps schedule year end events with awards coordinator.

M. WEBMASTER:

1. Maintain and update the NYBA Website
2. Keeps the domain name current.

N. FUND RAISING DIRECTOR:

1. Act as Chairman of the Fundraising standing Committee.
2. Assist in developing a fundraising action plan and goal for the fiscal year.
3. Coordinate fundraising activities.
4. Set up meetings for the fundraising committee as needed.
5. Coordinate Team Sponsors.
6. Ensures delivery of Team Sponsor plaques.

### **III. STANDING COMMITTEES**

#### **A. By-Laws and Rules Committee:**

1. By Laws and Reviews may be reviewed and changed as deemed necessary throughout the year.
2. The By-Laws and Rules committee shall consist of five (5) members: the President, VP In-House, VP Travel and two members appointed by the President.
3. This committee will review and suggest rules changes.
4. The committee will present their recommended changes to the Board as a minimum annually at the September Board Meeting and as deemed necessary throughout the year.

#### **B. Nominating Committee:**

1. The Nominating Committee consisting of the Secretary, President and VP In-House will draw up a list of potential candidates for each Board position.
2. The Secretary will receive and submit all candidate information to the Board at the Annual Meeting in April.
3. Any interested party may contact the Secretary to request that their names be included on the list of candidates.

#### **C. Grievance Committee:**

1. Consist of a Committee Chair to be selected by Full Board of Directors annually.
2. Grievance Committee Chair to be an independent person who is not a Board Member.
3. Up to two (2) additional members, also independent non-board members will fill the Grievance Committee.
4. Additional Grievance Committee members are to be approved by the Executive Board.
5. Grievance Committee Chair will conduct the investigation into the grievance.
6. Grievance Committee Chair, after consultation, consideration and evaluation by the entire Grievance Committee, will present findings of the investigation to the committee in writing and present recommendations to the NYBA Executive Board of Directors.
7. Grievance Committee shall, upon request, meet with the Executive Board to review and discuss the committee's findings and recommendations.
8. NYBA Executive Board shall render a final decision on the grievance after due consideration of grievance committee recommendation.
9. All decisions of the Executive Board are final.
10. If an Executive Board Member is the subject of the grievance complaint, he/she will automatically recuse himself/herself from all grievance proceedings and in such a circumstance, the Secretary will fill the recused position.

D. Fundraising Committee:

1. Consists of the Fundraising Director, the President, and two members appointed by the President.
2. The committee will determine the fundraising goal and create an action plan for the fiscal year to make recommendations to the Board of Directors.
3. The committee will meet as needed.

## II. POWERS AND DUTIES

A. Executive Board:

1. Appoints candidates to the Board of Directors for the following positions by way of vote:
  - a) Secretary
  - b) League Directors (Senior, Junior, Intermediate, Bantam, Midget, Bidy)
  - c) Player Agent
  - d) Procurement Manager
  - e) Referee Director
  - f) Registrar
  - g) Scheduler
  - h) Webmaster
  - i) Fundraising Director
  - j) Grievance Committee Chair and Members
2. To be eligible to vote at any Board Meeting the Member must be present at the meeting.
3. One vote is allocated per Executive Board member (even if that person holds more than one Board position).
4. Executive Board Members shall remain members in good standing for as long as they remain in their position.
5. Sets fee structure for Travel and In-House programs.
6. Establish and regularly review guidelines for conduct of all organization participants.
7. Reviews complaints and determines action to be taken based on complaint process.
8. Holds special meetings to resolve Grievances.

B. Full Board of Directors:

1. Hold monthly meetings to discuss issues and concerns and to facilitate the day-to-day operation of the Basketball program.
2. To be eligible to vote at any Board Meeting the Member must be present at the meeting.
3. One vote is allocated per Board Member (even if that person holds more than one Board position).
4. Board Members shall remain members in good standing for as long as they remain in their position.
5. Approve Travel and In-House Coaches.

6. Approves By-Laws or Rules changes.
7. Items introduced during the New Business portion of a meeting can be discussed and actions assigned, but votes cannot take place until the following meeting.
8. Board members may request a special meeting to address issues under their responsibility. Any party directly affected will be invited and may present their case to the board prior to a vote. The Executive Board will determine if a special meeting is needed or that the matter can be resolved in a more efficient and expeditious manner,
9. Organizes the annual meeting at the end of the year to elect a new Executive Board.
10. Ensure that the entire Association is invited to attend the annual meeting in June when the election is held.
11. Interested person(s) may request to have items placed on a meeting agenda by requesting such through the Secretary. Request must be specific in nature and in writing.
12. Any and all items to be voted on should appear on the meeting's agenda, to be distributed by the day prior to the meeting.
13. Vote outcomes should be viewed as binding, and the same issue should not be reconsidered for at least two subsequent meetings.

C. Association Members:

1. To be an Association Member you must be the parent or legal guardian of a child registered in the current year program or be an active Coach of a team during the current year program.
2. Association Members in Good Standing having voting rights so long as they remain a member in Good Standing.
3. To be eligible to vote at any Board Meeting the Member must be present at the meeting.
4. Association Members are considered members in good standing so long as they have attended 75% of the previous 8 Public Board Meetings.