

WHITMAN GIRLS BASKETBALL
ASSOCIATION
CONSTITUTION and BY-LAWS

Established 9/21/95

Revised 9/4/07, 5/14/03, 2/8/10, 9/8/16

ARTICLE I: NAME AND PHILOSOPHY

- 1.1** The name of this association shall be known as the Whitman Girls Basketball Association (WGBA).
- 1.2** The philosophy of this program focuses on building an appreciation for the game of basketball, and provide an opportunity for the players to develop the skills needed to become the best they can possibly be in a fun atmosphere.
- 1.3** The WGBA's goals shall be obtained through organized practices and competitive games.
- 1.4** The association shall be non-profit and shall be established for the benefit of Whitman Girls' basketball.
- 1.5** The Board of Directors (The Board) and all members are volunteers and receive no compensation for their services to the association.
- 1.6** Upon dissolution of the association, all funds remaining in bank accounts will be distributed to the various youth leagues in Whitman, MA.

ARTICLE II: BOARD ELECTIONS

- 2.1** Nominations of board members shall occur in April. Voting of board members shall occur in May. Members may submit for consideration any interested party for a board position.
- 2.2** Only board members and head coaches are eligible to vote in this election.
- 2.3** Board positions remaining open after elections or that become vacant during the year may be filled at any time by majority vote of the current board during a board meeting.

ARTICLE III: BOARD OF DIRECTORS

- 3.1** A Board of Directors' general meeting shall be held at least once each Month, with the exception for the months of June and July, to conduct association business. Meetings shall be scheduled by the Secretary and conducted by the President or his/her designee.
- 3.2** Voting members of the Board shall consist of the President, Vice President, Treasurer, Secretary, Equipment Manager, Head Referee, Registrar, Scheduler, Fund Raiser, Past President and Travel League Coordinator. These board members shall have the authority to enforce the rules of the WGBA, its By-Laws and Constitution. For all actions requiring Board approval, a simple majority vote of currently filled board positions is required.

3.3 The Board shall set fees and incur expenses as appropriate in performing duties of the association. Registration fees for each Division will be established annually based on the overall financial status of the association. The goal is to keep fees as low as reasonably possible.

3.4 Any expense over \$300.00 shall be approved by the board of directors. Expenses exceeding \$300.00 that require action between board meetings may be approved via email by The Board without a meeting, but shall be confirmed at the next board meeting. Annual and recurring costs for town uniforms, referee, court time, medals/trophies and expenses that are similar in value to the prior year's costs are exempt.

SECTION IV: ROLES AND RESPONSIBILITIES:

PRESIDENT

- Oversee the functions of the association
- Preside over monthly meetings
- Oversee all officers of the Board of Directors
- Ensure all duties are performed in a timely manner
- Negotiate all duty changes and establish all committees

VICE-PRESIDENT

- Assist the President in all matters pertaining to the association
- Assume all duties of the President in case of illness or absence
- Handle all immediate problems and issues that may arise between coaches, referees, players and parents concerning the association
- Ensure all members enforce the association's Constitution, By-Laws and rules
- Ensure proper interpretation and enforcement of all town league rules

TREASURER

- Handle all money transactions for the association
- Maintain the association's checking account and statements
- Maintain accounts payable and receivable
- Maintain all financial reports for the association
- Submit monthly and year ending financial reports to the Board of Directors
- Partner with Registrar to ensure that all registration fees are reconciled in a timely manner

SECRETARY

- Maintain Constitution, By-Laws and Town League Rules
- Schedule and arrange for monthly board meetings
- Compile agenda items and distribute prior to monthly board meetings

- Record and maintain minutes of the monthly board meetings
- Conduct the association's business in regards to letters, meeting announcements, etc.
- Renew Insurance on a yearly basis
- Schedule team pictures
- Be responsible for obtaining CORI background checks on all volunteers, including Board Members, coaches and assistant coaches
- Order medals and trophies for season events
- Maintain Junior and Senior Division game statistics

FUND RAISER

- Oversee and coordinate all activities that will financially benefit the association.
- Plan and schedule all fund raising activities
- Coordinate all volunteers involved with fund raising activities
- Collect all funds raised for the association and turn over all profits to the Treasurer for the association's use

SCHEDULER

- Obtain and schedule all gym time for the association's practices and games for both the town and travel leagues
- Obtain and schedule gym time for all association special events
- Report gym time usage to the Treasurer for purposes of payment
- Prepare and distribute league schedules for the Junior and Senior Divisions
- Track all schedule changes and cancellations to reconcile the WHRSD Facilities invoice

HEAD REFEREE

- Assign and schedule referees to officiate games in the Junior and Senior Divisions
- Distribute and maintain league rules; periodically review and recommend changes to the Board to improve play
- Ensure proper interpretation and enforcement of all league rules.
- Handle any dispute or complaint regarding referees
- Track cancellations/schedule changes to ensure proper payment of referees

EQUIPMENT MANAGER

- Responsible for all basketball equipment belonging to the association.
- Distribute the necessary equipment to all team coaches that is needed for the season.
- Purchase uniform shirts for in town leagues players

- Purchase equipment and supplies such as first aid supplies, whistles, scorebooks, basketballs, referee shirts, etc.
- Collect inventory at the end of the season and replenish as it becomes non-serviceable or depleted.

REGISTRAR

- Recommend dates, times and locations for registration and signups of all town and travel players
- Prepare registration notices and handouts
- Establish a list of volunteers to assist the association with coaching, refereeing and other functions
- To assist with the blind draft for the Junior and Senior Division teams
- Establish a list of players for Future Hoops Stars, Instructional, Junior and Senior divisions and waiting list (if necessary)
- Responsible for Junior and Senior Division team rosters
- Collect all registration fees for the association and turn them over to the Treasurer

TRAVEL LEAGUE COORDINATOR

- Represent the association as the travel league point of contact and recommend to the Board all actions required including fees and registrations
- Attend travel league meetings for the purpose of conducting all travel league business including such items as the make-up of the league, league rules, scheduling and fees
- Oversee WGBA travel league tryouts, player selections, registrations, coach selections, court times, equipment distribution / return, etc.
- Purchase player uniforms, basketballs, scorebooks, and first aid kits
- Handle all immediate problems and issues that may arise between coaches, referees, players and parents concerning the association

PAST PRESIDENT

- Assist the board with a smooth transition of responsibilities in running and overseeing the association's business

ARTICLE V TOWN LEAGUE TEAMS

5.1 The WGBA shall be divided into four divisions.

- Future Hoop Stars (FHS) division shall consist of girls in 1st grade.
- The Instructional Division shall consist of girls in grades 2nd and 3rd.
- The Junior Division shall consist of girls in grades 3rd (with previous Instructional experience) 4th and 5th.

- The Senior Division shall consist of girls in grades 6th, 7th, and 8th.

5.2 The number of teams in each division shall be determined by the number of girls registered each season.

5.3 The number of players on any team shall generally not exceed twelve. If a team drops below ten players, the Coach shall notify the registrar who may or may not have a waiting list.

5.4 The Registrar will assign a new player from the waiting list according to the top name on the list.

5.5 The waiting list shall be maintained in order of notification to the registrar by those girls wanting to be admitted into the league.

5.6 Any player that is not playing at her current grade level requires prior approval of the Board

The Board, on a case-by-case basis, will approve any exceptions to this bylaw

ARTICLE VI THE DRAFT

6.1 The purpose of the blind draft is to establish balanced and unbiased teams by blindly assigning players to teams based on skill level and years of experience in the league.

6.2 In the blind draft the player pool will be divided into two primary groups before blindly assigning the players – more skilled and less skilled. Information about new or returning players will be obtained from prior year coaches, and knowledgeable board members

6.3 The only player to be automatically assigned to a team shall be the coach's and assistant coach's daughter

6.4 The draft shall be attended by at least two board members, usually the President or Registrar(s) and any other knowledgeable board member. Coaches will be invited to witness the draft

ARTICLE VII PLAYOFFS

7.1 Playoffs will be held at the end of the regular season

7.2 The Junior Division and Senior Division will each hold its own playoff series

7.3 The playoff structure will follow standard tournament format and be determined by the number of teams in each division and final league standings. All teams will participate in the playoffs

ARTICLE VIII TRAVEL LEAGUE TEAMS

8.1 The WGBA shall hold tryouts for girls in grades 4th through 8th.

8.2 Tryouts will be conducted by the Travel Coordinator(s)

8.3 Players will be evaluated on the following skills:

- Knowledge of the game of basketball
- Dribbling
- Shooting
- Offensive and Defensive skills

8.4 Team rosters will not exceed 12 players and will be determined by the Travel Coordinator(s) and the selected team coaches.

8.5 Any player that is not playing at her current grade level requires prior approval of the Board

8.6 Team coaches will be selected by the Travel Coordinator(s). The selection process will be based on the following criteria:

- The ability to coach, train and teach others
- The ability to develop and maintain relationships with peers
- The ability to commit to the overall philosophy of the travel program
- Experience with the game of basketball

ARTICLE IX DISCIPLINARY ACTION

9.1 In the unlikely event that a coach blatantly disregards the Town League Rules, South Shore Girls League Rules or Code of Conduct, the Board has the authority to discipline that coach by issuing technical fouls, warnings or suspensions.

ARTICLE X AMENDMENTS

10.1 Any amendments, additions or deletions to the WGBA Constitution and By-Laws shall be made by voting members.

10.2 The By-Laws will be reviewed every two years or more frequently, if necessary, for updates and/or revisions.