

## **SPBA Travel and Developmental Basketball**

### **Bylaws**

#### **Name:**

The name of this organization shall be known as the South Park Basketball Association (herein referred to as SPBA).

#### **Elected Board Member Duties and Responsibilities**

The total Board Membership shall consist of the following voting positions. All positions are evaluated at season end in the March meeting. All changes to positions are to be done by April 30<sup>th</sup>.

#### **Board Members**

##### **Current**

President	Paul Kuczma
Vice President of Travel	Chuck Cieslak
Vice President of Recreation	Joe Parris
Registrar	Ben Radio
Treasurer	Mike Polk
Scheduling Coordinator	Mike Seitz
Procurement Coordinator	Chris Virag
Fundraising/Tournament Coordinator	Pat Kennedy
Social Media Coordinator	Elise Foley
Trustee	Mike Lavery
Secretary	vacant

Positions to be held if desired unless Board or others ask for a change pending vote of SPBA members. Trustee positions can be added or deleted as determined by SPBA board, in years where multiple positions will vacate following the season, it is recommended to add Trustee positions to familiarize them with procedures and responsibilities of the board.

#### **President**

- Organize, arrange meetings, and preside over them.
- Represent the SPBA in all activities requiring an official presence. If unable to

attend, appoints a representative. (Ex. League, South Park Township and school district meetings.)

- Schedule monthly meetings. Exceptions: May, June, and July
- Schedule additional meetings as deemed necessary.
- Assist all other Board members in coordinating their duties and activities.
- Oversee the budget to ensure proper funding is available.
- Co-sign checks, if necessary.

### **Vice President of Travel**

- Oversee the Travel basketball Program
- Step into President's duties when President is unable to do so
- Assist the President by coordinating the activities of SPBA.
- Co-sign checks if President or Treasurer is unable to do so.
- Assist in the budget of funds for SPBA.
- Make sure all risk management guidelines are met.

### **Vice President of Recreation**

- Oversee the Recreation basketball Program
- Step into President's duties when President is unable to do so
- Assist the President by coordinating the activities of SPBA.
- Co-sign checks if President or Treasurer is unable to do so.
- Assist in the budget of funds for SPBA.
- Make sure all risk management guidelines are met.

### **Secretary**

- Keep accurate record of the minutes of the SPBA meetings.
- Attend to all correspondence of the SPBA and keep records of it.

### **Registrar**

- Take care of all information that needs sent to parents, coaches, players or other organizations.

- Keep all official documents on file.
- Ensure that all registration matters are consistent with the SPBA rules and policies.
- Update and Maintain the SBPA website

### **Treasurer**

- Pay all bills of the SPBA.
- Maintain checking account and keep board informed of balance.
- Process all registration and uniform checks.
- Sign all checks and keep a detailed record of money received and payout.
- Keep all financial records of the regular and post season, including budget.
- Prepare the money boxes for games.

### **Fundraising/Tournament Coordinator**

- Develop fundraising ideas tailored to the SPBA.
- Identify and approach potential sponsors and donors for financial or in-kind contributions.
- Research and evaluate regional and national tournaments suitable for the association's teams

### **Scheduling Coordinator**

- Work with the South Park Athletic Director to obtain gym time for games and practices.
- Create a fair and consistent practice schedule done in a timely manner.
- Resolve any problems with schedule conflicts.
- Act as the primary contact if coaches are having scheduling issues.

### **Procurement Coordinator**

- Obtain all necessary equipment for both the Travel and Recreation Programs including but not limited to: Uniforms, Warm-up jerseys, Basketballs, Dry Erase Boards, Coaches Equipment Bags, etc.
- Also responsible for making sure there is are current First Aid Kits and single use ice packs at all gym locations used by the SPBA

- Resolve any uniform issues with players
- Maintain accurate records of equipment given to coaches before each season.
- Distribute equipment to coaches at the beginning of each season
- Collect equipment from the coaches at the end of each season
- Replace any equipment that is worn out or no longer useable

### **Social Media Coordinator**

- Maintain and monitor all social media outlets operated by the SPBA
- Promote announcements on the website
- Respond as needed to any social media questions and/or concerns

### **Trustees**

- Assist all other Board members in coordinating their duties and activities.

### **All Board Members**

- Work together to provide a successful season for the youth involved.
- Will appropriately communicate any issues or complaints from a parent to the Board as appropriate.
- Be present to cover whatever shifts are needed during game day.
- Assist in the evaluation process during tryouts if needed.
- Vote on all topics brought to our attention unless Board Member is the subject of the hearing.
- Must not have been convicted of a criminal activity considered injurious or harmful to working with children.
- Must be an SPBA member.

### **Players of SPBA**

- Are eligible to be registered with SPBA if they are a resident of SouthPark Township.
- Are eligible if either parent or guardian resides in South Park.
- Must adhere to player bylaws.

## **Members of SPBA**

- Parents or guardians of registered players.
- Must adhere to parent bylaws.
- Membership can be gained by SPBA board approval based on an appeal.
- If a member of the Association has been convicted and/or charged with a criminal activity that the State of Pennsylvania considers injurious or harmful to working with children, the board members, by a majority vote, has the sole discretion to limit and/or remove the member's access to all SPBA sponsored events and facilitates. If it is felt that the charges are egregious enough, the Board President can act on their own before getting Board vote.
- No limit to number of members.
- Members are not liable for the debts, liabilities, or obligations of SPBA.
- May coach.
- May vote at any meeting.
- Can run for SPBA board positions.
- Can ask for a hearing to review concerns about SPBA coach or Board Member. If determined necessary after review from the Board, members may participate in a vote to remove SPBA Board Member.

## **Meetings**

- The agenda for each meeting shall be determined by the Board.
- Matters not included on the agenda may be brought to the floor during any meeting provided two-thirds of the members present agree to do so.
- The Board Members may call special meetings as directed by its By-laws.
- During the general membership portion of the Board meeting, general members may present items to be considered.

## **Manner of Acting**

- Quorum: A majority of the Board Members present before a meeting shall constitute a quorum for the transaction of business at the meeting of the Board. No business shall be considered by the Board at any meeting at which a quorum is not present.
- Majority Vote: Except as otherwise required by the Constitution or By-laws, the act of the majority of the Board members present at a meeting at which a quorum is present shall be the act of the board. All votes must be called for by the President or Vice President
- On matters that (1) require immediate attention, (2) cannot wait until the next in-person meeting, and (3) do not require an in-person meeting, motions and votes may

be submitted via email. Email votes must be in keeping with any other actionable item. Individuals must make a reasonable objection during the discussion portion prior to the vote being called, if requesting an in-person meeting and/or vote.

### **Tryouts for Travel Teams**

- An outside evaluator will be used, when possible, to do the rankings. May also be conducted by the SPBA Board.
- Every player interested in playing Travel Basketball for the season will be required to attend at least one tryout unless excused by the SPBA
- Each travel team will be formed by the following two segments
- Segment 1 – SPBA will select the top 8 players for each team based on the player rankings established by the evaluations
- Segment 2 – Each Travel Team coach will then have the opportunity to add up to 3 additional players of their own choice to the roster
- The head coach may select up to 2 additional players of his/her own choice. These players will be those who were evaluated, but ranked lower than #8.
- One additional player may be added by the headcoach, but this player must be someone who received a tryout exemption due to a medical reasons
- Each travel team will have a maximum of 10 players; except in instances when an 11th player is added to accommodate a player who received a valid tryout exemption due to medical reasons
- Any player who received a tryout exemption due to medical reasons will be automatically added to the roster, ONLY in situations where their team has less than 10 players.
- If the grades are combined for tryouts, the teams will be selected by talent level, based on rankings.
- If a younger player is higher ranked, he or she can continue to try outfor that team regardless of the number of players.
- SPBA Board has the right to request a player of very high talent to playup based on tryout or low numbers for an above team.

### **Travel Teams of SPBA**

- Each grade will have one team with a minimum of seven players and a maximum roster of 10 players.

### **Playing Time for Travel Teams**

- Playing time for all travel teams is NOT guaranteed.
- All players will be provided playing time. How much will depend on talent, commitment, effort, attendance, dedication and attitude
- It is highly encouraged that every player gets into every game, as long as that player is attending practices on a consistent basis
- For Grades 3, 4, 5 – playing time should be earned, but should also be closer to relatively even for each player
- Grades 6, 7, 8 – Playing time is earned and NOT guaranteed

### **Call Ups**

- A coach can request a call up if he has less than seven players available to play on game day by contacting the responsible commissioner who will then discuss it with the Board for approval.

### **Tournaments**

- The board will pay for each Travel team to attend one regular season Tournament
- Each team will receive a maximum of \$
- Amount may be adjusted in the future, based on available funds.
- This amount may also be given to coaches who wish to enter their team into another league not supported by the SPBA

### **Postseason Tournaments**

- Board will pay as follows:f
  - 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade teams: \$300
  - 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade teams: \$300
- Amount may be adjusted in the future, based on available funds.

### **Recreation Teams of SPBA**

- The SBPA will maintain a Recreation Basketball Program which will compete against other South Park teams within the program
- Teams will be formed based on player evaluations to distribute talent evenly among the teams within each division

## **Risk Management**

- All Board members and coaches must provide a copy of clearances
  - These clearances include:
    - PA Child Abuse Clearance
- Two or more adults should be present when working with players.
- Courts should be inspected for safety before all practices and games.
- Money boxes should not be left unattended.

## **Hearings and Appeals**

- SPBA recognizes the rights of its members to have a fair hearing regarding any matter. Accuser or Requester should submit a letter to the SPBA Board stating their case.
- The SPBA Board shall set the date, time, and location of the hearing in a timely manner.
- The hearing should occur within 30 days. Issues needing immediate attention may be expedited at the SPBA Board's discretion.
- The Accused and Accuser shall be able to present their case.
- The Accused and the Accuser are allowed any number of witnesses.
- After the case is presented, the SPBA Board will decide within 30 days.
- The SPBA Board's decision should be considered final.

## **Behavioral Conduct**

- Members must observe a 24-hour rule when addressing coaches after games. If not observed, their child will sit out the entire next game that they attend.
- Coaches are required to uphold the highest standards of conduct and sportsmanship. Any behavior deemed inappropriate may result in immediate suspension or expulsion from coaching duties subject to review at the discretion of the board.
- Negative member behavior at games directed toward referees / opposing teams / other fans / board members, etc... that results in getting kicked out of game or being addressed by refs/coaches/board members:
  - 1st offense - 1 game suspension for member. Not able to attend next game.
  - 2nd offense - That member will then no longer permitted to attend any games for the



remainder of the season.

### **Amendments**

- The By-Laws may be amended or repealed, in whole or in part, by a two-thirds vote of the existing Board membership. Proposals for any changes must be made in writing and be submitted at a meeting. The amendments will then be voted upon by the Board members at a subsequent meeting.
- The By-Laws should be reviewed at least once every two years.