

WARREN COUNTY YOUTH GIRLS BASKETBALL

BY-LAWS

I. Constitution of League

A. League Mission Statement: The Warren County Youth Girls Basketball League is a not for profit organization founded for the purpose of providing children interested in basketball a chance to play basketball under a properly organized program. All divisions will play by the Kentucky High School Athletic Association's (KHSAA) rules of play for basketball except where alterations appear in the constitution and by-laws.

B. Purpose of the Program:

1. To provide children interested in basketball a chance to play basketball under a properly organized program.
2. The objectives of this organization will be to extend, promote, develop, supervise, and voluntarily assist the youth in the game of basketball, while stressing the importance of the integrity, sportsmanship, and fair play.
3. We are currently not a 501 C 3 or 501 c 7

C. National Affiliation: The WCYGBL will not be associated with any nationally recognized basketball association. The WCYGBL will maintain an affiliation with the Warren County Parks and Recreation (WCPR) and will act in compliance with WCPR rules and regulations in all operations. When there is a conflict with the rules and regulations between the WCPR and WCGYBL, the WCPR rules will prevail.

D. Officers and Board Members:

1. The total number of board member is 5
2. The minimum number of board members is 3 and the maximum number of board members is 5.
3. There are no term limits for board members.
4. Any board vacancy will be filled by the president with approval of the executive committee.
5. A board member may be dismissed by a two-thirds vote of the remaining board members for unsatisfactory performance of his or her duties, violation of the League or WCPR code of ethics, or missing three consecutive board meetings.
6. Any board vacancy will be filled by the president with approval of the executive committee.
7. The Board of Directors meeting policy is as follows; A membership meeting will be held no less than one time per year (usually prior to the beginning of the season). Two weeks notice will be given to the entire membership announcing the time and location for the meeting. Any board member who misses three consecutive board meetings is subject from dismissal from the Board of Directors.
8. The Process for electing/soliciting new boards members is as follows; Any Board vacancy will be filled by the president with approval of the executive committee. If the executive committee vote results in a tie vote the President will make the final vote.

9. Board Member Positions include;

- a. President- The duties of the president will be to...
 - preside at all league meetings
 - assumes full responsibility for the day to day operations of the league
 - Receives mail, supplies, and other communications to the league
 - Assure that all league personnel are properly trained on all rules, regulations, and policies of the WCYGBL.
 - Propose league budget
 - Handle all protests and communicate with the parent advisory board.
 - Call league meetings, including but not limited to Board meetings, membership meetings, registration, and coaches training.

Sponsorship coordinator
- b. Vice-President - The duties of the vice-president shall be to...
 - Preside in any and all meetings and league business in the absence of the president
 - Is an official member of all committees
 - Carries out duties and assignments as assigned by the president
 - Organization and coordination of uniform ordering and distribution
 - Other duties as assigned by the president
- c. Secretary - The duties of the secretary shall be to...
 - maintain a register of members and directors
 - record the minutes of meetings
 - communicate meeting time and location to directors and members when appropriate
 - maintain record of league activities
 - Other duties as assigned by the president.
- d. TREASURER - The duties of the treasurer shall be to...
 - Monitor the budget
 - Dispense league funds approved by the president
 - Sign checks

- Reports on the status of league finances to the Board of Directors
 - Maintains league books and financial records
 - Procure and maintain insurance at the director of the Board of Directors
 - Other duties as assigned by the president.
- e. Division Commissioners - There will be one commissioner for each division, Primary, I, II, III, IV, and V. Commissioners for all divisions will be members of the Board of Directors. The duties of the commissioners shall be to...
- Collect all applications for league participation for their prospective division
 - Determining team size and number of teams for division
 - Act as a liaison between the Board of Directors and the membership of their prospective division.
 - Handle all day to day operations of their prospective division, including but not limited to practice schedules, game schedules, coach recruitment and training, and any other league business.
 - Responsible for keeping all scores and league standings
 - Report to the Board any issues or problems with their prospective division in a timely, objective, and professional manner.
 - Other duties as assigned by the president
- f. Director at Large (when applicable) - The director at large will serve as a voting member of the Board of Directors and shall fulfill whatever duties are assigned by the president.
- g. PARENT ADVISORY COMMITTEE - If interest in participation warrants, the parent advisory committee will be made up of one parent representative from each team from each division and will elect from its membership a chairperson. The chairperson will act as a liaison for the parent representative to the Board of Directors and the parents of their prospective division. The Parent advisory representative will be responsible to...
- Act as a liaison between the parents of their division and the Board of Directors on all matters pertaining to league operations.
 - Assuring that necessary information is communicated to all parents.
 - Be responsible for acting as a clearing house for problems and /or suggestions from parents.

A team parent committee member may be replaced by a petition of 60% of the parents from his/her team or may be replaced by the Board of Directors for non-participation or non-administration of their duties.

10. Chain of Command is as follows;

President

Vice President

Commissioners

Coaches

II. By-Laws of League

A. Participants;

1. The league will consist of children that meet the following qualifications...

PRIMARY league - Level 1 – Preschool and Kindergarten children who have not reached 6 years of age prior to June 1st.

· DIVISION I – 1st and 2nd grade children who are between the ages of 6 and 8 years of age on June 1st.

· DIVISION II - 3rd and 4th grade children who are between the ages of 9 and 10 years of age on June 1st.

· DIVISION III - 5th and 6th grade children who have not reached the age of 13 by June 1st.

· DIVISION IV - 7th and 8th grade youth who have not reached the age 15 by June 1st.

· DIVISION V - 9th, 10th, 11th, 12th grade youth who have not reached the age 19 by June 1st.

B. Registration and Fees for League;

1. The Board will set registration fees based on the financial needs of the league. The registration fees are as follows:

Primary- \$40 + \$10 County Parks Fee = \$50 includes uniform

Division 1- \$70 + \$10 County Parks Fee = \$80 includes uniform

Division II, III, IV- \$90 + \$10 County Parks Fee = \$100 includes uniform

2. A late fee of \$10 will be charged to any participant that registers after October 20th

C. Coaches/ Assistant Coaches

Any individual participating in an WCYGBL sponsored event (including practice, game, meeting, tournament, etc.) will be responsible to follow the Code of Ethics adopted by the Warren County Parks and Recreation Department and will be subject to the disciplinary standards of this Code of Ethics, but changes implemented by the WCPR will prevail if a conflict arises.

1. The Basic Responsibilities include;

The duties of the Head coach will be to...

1. Monitor and control the conduct of his players, coaches, and spectators, during all league sponsored activities.
 2. Deliver a roster and other records to the commissioner of the appropriate division.
 3. Ensure that all players are eligible for play.
 4. Ensure that only the head coach, one (1) assistant and players are seated on the bench during games.
 5. Ensure that players are in proper uniform before they are permitted to play.
 6. Successfully complete the coaching clinics and NYSCA certification designated by the Board of Directors.
 7. Read and agree to the constitution and by-laws/rules, regulations, and code of ethics of the WCYGBL, and WCPR prior to any coaching duties.
2. The selection and removal policy for coaches and assistant coaches are as follows;

Selection- The Head coach is selected by the Board of Directors upon recommendation of the Division Commissioner. The assistant coaches may be selected by the Head coach but must also be approved by the Board of Directors.

Each team will have one (1) Head Coach and may have one (1) assistant coach

Removal- Any coach/assistant coach who has been determined to display inappropriate behavior is subject for dismissal as a coach/assistant coach by a majority vote of the Board of Directors.
3. The Discipline policies of the league will follow the WCPRD Penalties as outlined in the Code of Ethics.

D. Formation of Teams

1. To be considered eligible, a completed registration form must be turned in to the Board during the regular registration period. A medical release form and the registration fee must accompany the registration form.
2. Any player registering after the regular registration period will be considered a "Late Registrant" and placed in a special pool. Late registrants will be placed on teams at the Boards discretion if vacancies exist.
3. If deemed necessary and not enough participation to form a Div. IV, the Board has the option to place some or all seventh and eighth graders on Div. III teams equally to assure balance in the league.
4. All girls participating in Division V will be responsible for getting their own team. The coach must be age 21 or older.

5. In order to question the eligibility of a player, a coach must file a report in writing to the Board within twenty-four (24) hours after the game in question. The Board will investigate and rule on the matter. All parties will be notified by mailing on the ruling.
6. Coaches will have to be 21 years of age. No one under 21 years of age can sit on the bench.
7. Any player found in violation of the eligibility or the above rules will be dismissed and will result in her team forfeiting all games in which a violation(s) occurred. Coaches violating the eligibility rule will be dismissed for the season.
8. Registration Cutoff: At the beginning of every season there will be a regular registration period, a late registration period and a Registration Cutoff. These dates are established with the overall benefit of the program in mind and adhered to ensure that the season starts and ends on schedule.
9. Teams will be formed by school of attendance first. If there are not enough from one school to make a team, every attempt will be made to place players on a team with others from their school.
10. Coach and/or friend requests are only considered when they do not impact the formation of teams by school.

E. Financials of League

1. The purchasing process of the league will be the responsibility of the treasurer.
2. The policy regarding the payroll for officials and score keepers is as follows;
 - a. WCPRD provides a list of individuals who have served as officials/scorekeepers for payment by the league on a bi-weekly schedule.
3. The fiscal year is December-November
4. The WCYGBL does not have a federal tax identification number
5. All tax information for official/scorekeepers that are paid by the league will be the responsibility of WCPRD.
6. The WCYGBL reconciles financial books with the WCPRD

F. Officials Per Division

1. The Rate of Pay for officials are as follows;
 - a. Primary- No officials
 - b. Division 1 - \$20 per game
 - c. Division 2 - \$25 per game
 - d. Division 3 - \$30 per game
 - e. Division 4 - \$35 per game
2. Rules for Officials are the responsibility of the WCPRD
3. Assigning Secretary/Official Assigner duties are performed by the WCPRD
4. The process of selecting and removing officials is the responsibility of the WCPRD
5. The expectations/job duties of league officials will be determined by the WCPRD, which will also serve to hold officials accountable to these expectations/job duties.

G. Scorekeepers and Timers

1. The Rate of Pay for scorekeepers/timers are as follows;
 - a. All scorekeepers/timers receive \$10 per game for all divisions.
2. Rules for scorekeepers are the responsibility of the WCPRD.
3. WCPRD is responsible for assigning the scorekeepers.
4. Selection/Removal of Scorekeepers will be the responsibility of WCPRD.
5. The expectations/job duties of league scorekeepers will be determined by the WCPRD, which will also serve to hold officials accountable to these expectations/job duties.

H. Equipment Policies of the League

1. WCYGBL will provide items to coaches which will depend upon the donations from sponsors. The determination of returning items will be the responsibility of the league President.
 - a. Primary and Division I, will use the girl's youth size basketball (27.5). Divisions II, III, IV, and V will use the girls regulation size ball (28.5).
 - a. Players must be in proper uniform with jersey tucked into shorts to be eligible to play. No writing on uniform. No cutting or tearing of uniform.
 - b. Uniforms shall consist of the following: Jersey, shorts, socks, tennis shoes. A minimum of four to six-inch number on the front and six-inch number on the back of the jersey is required. T-Shirts will be provided for Primary 1
 - c. The game will be played on a regulation court, regulation backboards and goals.
 - d. The height of the goal will be as follows:
 1. Primary I = 8 ft. (7ft when possible)
 2. Division I = 8 ft.
 3. Division II = 9 ft.
 4. Division III, IV, V = 10 ft.

I. Rules of Play

1. Rules per division are as follows;
 - a. Primary- The primary division is an instructional program for girls ages 4-5 years old for the instruction of the fundamentals of basketball. It will not follow K.H.S.A.A. rules, but is designed for the enjoyment and development of young players. Some of the accommodations are as follows;
 1. No officials will be provided.
 2. 1 Coach per team will be allowed on the court to provide instruction.
 3. Quarters will be 8 minutes in length
 4. The clock will not stop until the end of each quarter with the exception of time outs and injuries.
 5. Time outs will be stopped after 4 minutes of play in each quarter to allow for teams to switch players.
 6. Each player will be required to guard an opponent with the matching arm band.
 7. The defensive player may not steal the ball from the ball handler. Passes may be stolen.
 8. Score will not be kept and there is no tournament for this division.

b. League Play - Division I - (1st & 2nd Grade)- The Division I is an instructional program for girls ages 6-7 years old. It will not necessarily follow K.H.S.A.A. rules, but is designed for the enjoyment and development of young players. Some of the accommodations are as follows:

1. The ball used will be 27.5-inch basketball
2. The quarters will be eight (8) minutes running time. The clock will not stop until the end of each quarter except for time outs or injuries.
3. Time will be stopped after four (4) minutes of play in each quarter to allow for teams to switch players.
4. Each player will be required to guard the opponent with matching arm bands. Exceptions will be during a fast break in the offensive teams front court. Match- ups should take place ASAP after all players have arrived in the offensive teams front court.
5. Traveling and Double Dribble violations will be called.
6. The defensive player may not steal the ball from the ballhandler. Passes may be stolen.
7. The ballhandler may be subject to an 8-second count at the discretion of the referee.
8. The goal will be regulation size and set at 8 feet high.
9. Score will not be kept.
10. There will be no end of season tournament.

c. League Play - Division II (3rd & 4th Grade)- All Division II teams will abide by K.H.S.A.A. Basketball Rules (latest edition) with the following exceptions:

1. Quarters will be ten (10) minute running clock.
2. Clock will be stopped during normal stoppage instances during the final minute of each quarter and during timeouts.
3. The free throw line will be at 12 feet. The free throw shooter will be allowed to step/jump over the line after release of the ball.
4. Offensive lane violation will be set at 5 seconds.
5. Goal will be set at 9 feet.
6. The Board will make the decision on whether there will be an end of season tournament.

d. League Play - Division III (5th & 6th Grade)- All Div. III teams will abide by K.H.S.A.A. Basketball rules (latest edition) with the following exceptions;

1. Quarters will be ten (10) minute running clock
2. Clock will be stopped during normal stoppage instances during the final minute of each quarter and during timeouts.
3. The board will make the decision on whether there will be an end of season tournament.

e. League Play - Division IV (7th - 8th Grade)- All Div. IV teams will abide by K.H.S.A.A. Basketball Rules (latest edition) with the following exceptions:

1. Quarters will be six minutes long
2. The Board will determine if there will be an end of the season tournament.

Full Court Press:

Division I teams may not press.

Division II, III, and IV may press full court at any time up to ten (10) point advantage. Division V there is NO press rule. Division V plays by KHSAA Rules & Guidelines.

The officials have the ruling power to decide if contact is incidental or a set planned defense resulting in contact on a dislodged ball on defense initiated loss of possession. Definition of a press: A press is defined as one or more players making a conscious and obvious effort to APPLY PRESSURE on the ball in the backcourt. Two players struggling for a loose ball or making contact to ball immediately after possession is NOT a press and is NOT an illegal defense. If, a player gains possession and then throws the ball to the other team in the backcourt. This is NOT a press. This is a loose ball.

2. The number of players/roster regulation is as follows;
 - a. Rosters will consist of 7-9 players. A roster will only be 10 players if there are no other options and the coach is in agreement.
 - b. Official team roster must contain name, address, school, date of birth, age, grade. Players appearing on the official team roster will play for that team the entire season unless otherwise provided by the Board of Directors
 - c. A player may not participate on an elementary, middle, junior high, or high school team while participating in the WCYGBL.
 - d. No eligible child will be denied the opportunity to participate upon proper registration. Late registrants will be distributed to teams by the division commissioner as needed and are NOT GUARANTEED a team in their school district or to play at all.
 - e. Individuals registering after the final deadline will be placed on a waiting list and assigned to a team as the needs of the league dictate, but are NOT GUARANTEED a right to participate if no spot becomes available.
 - f. Eligible children and youth will be grouped as follows for the purpose of team assignment:
 - g. The school district of attendance and/or residence.
 - h. Private school children will play for the school in the district in which they reside.
 - i. Children/youth residing outside Warren County or Attending city schools will be placed in school districts as needed to even team schedules. These children will be grouped as a whole when possible.
3. Play time for tournament play will be the same as during the regular season. Tournaments for all applicable divisions will be single elimination.
4. WCYGBL starts with practicing starting in November and games starting in December with end of season in March.
5. Game times will be formulated and distributed to the WCYGBL by the WCPRD.

Practice and Game Times:

All games will be played according to the dates, times, and locations established by the Board of Directors. This includes regular season, tournament, and all-star games.

Only the WCYGBL League President and the Director of the WCPR may cancel, postpone game(s), and/or alter the game schedule due to school schedule changes, inclement weather, holiday's etc..

Half time will be 5 minutes in all divisions and a ten-minute warm-up period will precede all games.

A tie game at the end of regulation play will result in a 3:00 minute overtime period for Division II, III, IV & V. If still tied, the procedure will be repeated until a winner is determined.

Division II will shoot free throws from 12 feet from the basket.

Division II will be allowed 5 seconds in the lane on offense.

6. Practice times will be formulated and distributed to the WCYGBL by the WCPRD.
7. Mandated play time is as follows;
 - a. Players in Primary and Division I must participate in equal playing time. Players in Division II and Division III must participate in two full running quarters (buzzer to buzzer) unless injury, sickness, or fouls prevent them from remaining eligible to play. Information will be kept by the scorekeeper during the game. Players in division IV must participate one full quarter (buzzer to buzzer) unless injury, sickness, or fouls prevent them from remaining eligible to play. There is NO play time required in division V. Failure to play a player, the required time will result in a technical foul on the head coach and correction of the violation if discovered during a game. If game is completed and the violation is discovered before the lead referee has left the gym, a protest can be made by the head coach. The Board of Directors will review the protest and the game may be forfeited if valid. It is the responsibility of the head coach to see that every player plays the required time if eligible. If deemed necessary by the Board of Directors, the coach may be dismissed from the league activities.
 - b. Coaches may restrict a player's playing time for disciplinary reasons, but if play time is to be reduced or suspended due to non-participation in practice, fighting, cursing, injury, sickness, etc., the coach must contact the parent and division commissioner prior to the contest with explanation. Players attending any school activity or function is NOT a reason for any disciplinary action.
 - c. A player arriving late (after initial tip) loses his right to participate in games. The coach may use his own discretion toward playing the late individual, but will be held accountable for play time rules based on the number of players present at the opening tip.
 - d. Tournament play - Play time for tournament play will be the same as during the regular season.
 - e. At the discretion of the referee, any effort to manipulate the play time regulations by faking an illness, fouling out intentionally, or encouraging another to do so may result in a technical foul assessed to the head coach and/or player and removal of the offending player and/or coach. This removed player may not be replaced.
8. Post season tournament seeds will be determined based off of teams regular season win/loss record.

9. Every Effort will be made to remain on schedule on game days.
10. The criteria for a game being forfeited is as follows;

A game forfeiture will occur if...

A team does not arrive at the scheduled game time.

A team in Division II, III, and IV must have at least four eligible players to begin the game. Division V must have five eligible players.

The lead referee in the performance of his/her duties, decides that the behavior of one team (including players, coaches, and spectators) is too disruptive or unsportsmanlike for the contest to maintain its integrity.

In the event of a double forfeit, both teams will be charged with a loss.

A team having a third forfeit will be ineligible for tournament play.

11. Procedure for protesting a game

1. Judgment decisions of the referee (any foul calls, out of bounds, violation of any rule of play, etc. are NOT subject to protest.)
2. Protest of a rule interpretation, ineligible player, score, foul count, possession arrow, etc. may be made ONLY by the Head coach to a referee before the next time the ball is put into play. Once the ball has been put into play all protests are void (If a situation is ongoing (i.e. an ineligible player) the coach may initiate the protest whenever the violation is discovered, but the situation may only be corrected at that time. Time played is not subject to protest)
3. The referee may make decisions about anything not specifically covered in the KHSAA or WCYGBL rules of play. These decisions are not subject to protest.
4. Ejection from a game, and the subsequent minimum suspension, by a referee or other park official is NOT subject to protest.
5. Once a coach files a protest, the referees will meet along with the ranking Board member present at the game to discuss the situation. The decision of the Board member will prevail and the game will continue. There will be no further protest. In the event no Board member is present at the game the decision of the Lead Referee will prevail and will be final. The Lead referee will notify the league president of the protest within 24 hours.
6. If a protest concerns game statistics, the official scorekeepers' book will prevail unless both teams' books are different than the score keeper, but agree with each other.

J. Filing a Grievance: All grievances should follow the chain of command and will be reported and reviewed for further action by the Board of Directors.

K. Awards: Awards shall be determined for each division by the Board of Directors based on the availability of funds.