

Mason Youth Basketball (MYB)



By-Laws

As Amended
September 1st, 2021

Mason Youth Basketball (MYB) By-Laws

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Amendment History

Date Amended	Executive Board	Changes
07/30/14	President – Dave Theuring Vice President – Tom McCormick Secretary – Elaine Elko Treasurer – Barb Howell	Developed from MYO By-Laws
04/17/20	President -- Joe Mordino Vice President – Doug Nurre Secretary -- Kara Johnson Treasurer -- Dennis Legault	Modernized 2014 MYB By-Laws
3/15/21	President -- Joe Mordino Vice President – Doug Nurre Secretary – Kara Johnson Treasurer -- Dennis Legault	Updated to reflect changes in coordinator roles
9/1/2021	President -- Ryan Woods Vice President – Doug Nurre Secretary – John Lawson Treasurer -- John Fitzgerald	Added Article XVI - Complaint Process

Article I – ORGANIZATION

1. The name of the organization shall be “Mason Youth Basketball” and referred to in abbreviated form as “MYB.”
2. The organization shall have the following seal (or logo):



Article II – PURPOSE

1. The purpose of the organization shall be to develop, organize, and promote amateur basketball activities for the youth of Mason, Ohio, giving all participants equal opportunities and quality of necessary equipment.

Article III – MEMBERSHIP

1. Participation in this organization shall be open to all individuals in sympathy with its purpose but may be limited by available resources.
2. To be eligible to participate as a player in MYB, the individual must live within the boundary of the Mason City School District or attend a Mason City school. Exceptions will require majority approval by the Board of Directors.

Article IV – MEETINGS

1. Regular meetings of the Board of Directors shall be held on the third Monday of each month, except for holidays.
2. Regular meetings shall be open to the public.
3. The presence of the majority of the Board of Directors shall constitute a quorum and shall be necessary to conduct the business of this organization.
4. Special meetings may be called by the President with 72 hours' notice by email to the Board of Directors.

Article V – VOTING

1. At all meetings, all votes shall be by voice.
2. At any regular or special meeting, if a majority so requires, any question may be voted upon in the manner and style provided for in the election of the Board of Directors.
3. Only the Board of Directors is eligible to vote on items requiring a vote to be taken. The only exception to this is the election of the Board of Directors. In addition to the outgoing Board of Directors voting at the election of the incoming Board of Directors, the general membership is eligible to vote if they have attended 50% or more of the regular meetings of the Board of Directors during the past twelve (12) months.
4. The President will only vote on items requiring a vote to be taken when it is necessary to break a tie result. The exceptions to this are any votes requiring a two-thirds majority and the election of the Board of Directors. Under these exceptions, the President will have a single vote of equal weight to the vote of each director of the Board of Directors.

Article VI – ORDER OF BUSINESS

1. Roll Call
2. Approval of the Minutes of the Preceding Meeting
3. Old and Unfinished Business
4. New Business
5. Reports of the Executive Board
6. Reports of Coordinators
7. Report from Community Center
8. Recognition of Guests
9. Adjournment

Article VII – BOARD OF DIRECTORS

1. The business of this organization shall be managed by a Board of Directors.
2. The Board of Directors shall serve for a term of one (1) year.
3. The Board of Directors to be chosen for the ensuing year shall be elected at the May regular meeting of the Board of Directors and Coordinators.
4. Board of Director Candidates must be nominated at the April regular meeting and receive a majority of votes from those present who are eligible to vote in order to be elected (no proxies).

5. The Board of Directors shall have the control and management of the affairs and business of this organization and has the right to take any action deemed to be in the best interest of the organization.
6. The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.
7. Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year.
8. The President of the organization by virtue of his/her office shall be Chairman of the Board of Directors.
9. A director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any director. A director may be represented by counsel upon any removal hearing. The Board of Directors shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interests of the organization. Not less than two-thirds majority of the active Board of Directors shall be required to remove a director from the Board of Directors. Active board members are defined as attending a minimum of 50% of the meetings in the past twelve (12) months.
10. The Board of Directors is comprised of the:
 - a. Executive Board, and
 - b. Board of Coordinators
11. A director must successfully pass a background check in order to retain their elected position on the Board of Directors.
12. Each director of the Board of Directors shall have one vote and such voting may not be done by proxy.

Article VIII – EXECUTIVE BOARD

1. The Executive Board are the elected trustees of the Board of Directors and consist of:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
2. The **President** has the following responsibilities:

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- a. Chairman of the Board of Directors.
 - b. Authority as may be reasonably construed as belonging to the chief executive of any organization.
 - c. Preside over all meetings.
 - d. Keep meetings focused, productive, and on time.
 - e. Assure MYB objectives are met and MYB philosophies are upheld.
 - f. Attend external meetings or events representing MYB.
 - g. Secure monthly meeting location.
 - h. Interpret findings from all background checks.
 - i. Provide guidance and consultation to the Board of Directors.
 - j. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games covering all leagues throughout the season.
 - k. Plan, prepare, and conduct MYB Coaches meeting to kick off the season.
 - l. Manage President's mailbox within MYB email systems on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - m. Cooperatively work with the Board of Directors to achieve the best interest of the organization.
 - n. Review and approve MYB press releases and announcements and interface with the local media as required.
 - o. Maintain the MYB By-Laws and Board of Director roles and responsibilities, and schedule of activities which define when the various responsibilities need to be completed by whom throughout the year.
 - p. Provide backup responsibility for any of the other directors on the Board of Directors.
 - q. Plan, prepare, and oversee all aspects related to registration.
 - r. Coordinate attendance at all MYB meetings.
 - s. Maintain the current list (including contact information) of approved directors and coaches that have passed a background check.
3. The **Vice President** has the following responsibilities:
- a. Reports to the President of the organization.
 - b. Become acting President of the organization with all the rights, privileges and powers as if he/she had been the duly elected president in the event of the absence or inability of the elected President to exercise his/her office.
 - c. Manage Vice President's mailbox within MYB email systems on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - d. Cooperatively work with the Board of Directors to achieve the best interest of the organization.
 - e. Coordinate discipline of players, coaches and parents. This discipline may involve counseling individuals or teams; suspending individuals or teams; terminating an individual's or teams season; losing of practice time; bans from

attending games; and any other discipline deemed necessary to ensure a safe experience for players, fans, and officials.

4. The **Secretary** has the following responsibilities:
 - a. Reports to the President of the organization.
 - b. Keep the minutes and records of the organization.
 - c. Prepare meeting agendas.
 - d. Official custodian of the records and seal of the organization.
 - e. Prepare and email meeting minutes prior to the next regular meeting of the Board of Directors.
 - f. Give and serve all notices to members of this organization.
 - g. Maintain current contact information list for the Board of Directors.
 - h. Develop MYB press releases and announcements in coordination with the MYB President and local media.
 - i. Interface with the local media on MYB activities as required.
 - j. Manage Secretary's mailbox within MYB email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - k. Cooperatively work with the Board of Directors to achieve the best interest of the organization.

5. The **Treasurer** has the following responsibilities:
 - a. Reports to the President of the organization.
 - b. Care and custody of all monies belonging to the organization and be solely responsible for such monies or securities of the organization.
 - c. Sign checks or drafts of the organization.
 - d. Manage and reconcile bank accounts.
 - e. Keep accurate records for all financial transactions and maintain a general journal (chronological listing of transactions by account) for the organization.
 - f. Provide current financial reports at the monthly Board of Directors meeting. Minimally, the following should be provided: general journal report and cash flows report.
 - g. Build and provide a planning budget for the new season so that decisions can be made by the Board of Directors for establishing registration fees.
 - h. Manage all deposits and expenses and provide timely payment of invoices.
 - i. Manage organization's post office box and regularly check and process player registrations and supplier invoices.
 - j. Manage Treasurer's mailbox within MYB email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - k. Cooperatively work with the Board of Directors to achieve the best interest of the organization.

Article IX – BOARD OF COORDINATORS

1. The Board of Coordinators reports to the Executive Board and are elected members of the Board of Directors.
2. The Board of Coordinators consists of:
 - a. Coaches Coordinator
 - b. Athletic Coordinator
 - c. Boys 1-2 Coordinator
 - d. Boys 3-5 Coordinator
 - e. Boys 6-8 Coordinator
 - f. Boys 9-12 Coordinator
 - g. Girls 1-3 Coordinator
 - h. Girls 4-6 Coordinator
 - i. Girls 7-12 Coordinator
 - j. Scheduling Coordinator
 - k. Time Keepers/Gym Monitors Coordinator
 - l. Pictures Coordinator
 - m. Website Coordinator
3. The **Coaches Coordinator** has the following responsibilities:
 - a. Manage all training needs for the organization.
 - b. Coordinate with appropriate vendor to perform background checks on all Board of Directors and Coaches. A successful background check is required every year.
 - c. Present background check results to the Board of Directors
 - d. Plan and work with Mason Community Center to conduct NYSCA (National Youth Sports Coaches Association) training for all new coaches. All coaches are required to be certified by and an active member within NYSCA.
 - e. Ensure NYSCA training provides specialized classes for Basketball.
 - f. Ensure NYSCA training classes are offered multiple times to give coaches ample opportunity to attend.
 - g. Track NYSCA training class attendance results and provide attendance reports by league to Board of Directors.
 - h. Manage coordinator's mailbox within MYB email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - i. Cooperatively work with the Board of Directors to achieve the best interest of the organization.
 - j. Ensure no one person is a head coach of more than two teams.
4. The **Athletic Coordinator** has the following responsibilities:

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- a. Administration of basketball leagues for Girls/Boys who try out and are selected for the Athletic Teams. All responsibilities that follow are applicable to these leagues.
- b. Facilitate placement of teams into external league as appropriate.
- c. Recruit head coaches and assistant coaches based on the number of teams.
- d. Maintain email distribution list of coaches (head and assistant) and communicate (bordering on over communicate) all necessary information applicable to coaches that can then be given to parents by coaches.
- e. Share best practices with coaches in terms of team organization, coaching, and player development.
- f. Interpret, provide guidance, and enforce rules with coaches throughout the year. Consult with MYB Board of Directors for rules interpretation as necessary.
- g. Work with Scheduling Coordinator to facilitate court times.
- h. Create coaches information sheet with email addresses, phone numbers, and other pertinent information to be shared with Board of Directors and Coaches.
- i. Assign sponsors and uniform colors to teams if required.
- j. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.
- k. Resolve issues and complaints between coaches, parents, etc. in a timely manner.
- l. Communicate make-up game requirements.
- m. Communicate schedule changes to Coaches and make sure updated schedules are posted.
- n. Manage coordinator's mailbox within MYB email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
- o. Cooperatively work with the Board of Directors to achieve the best interest of the organization.

5. The **Boys 1-2 and Girls 1-3 (Instructional) Coordinators** have the following responsibilities:

- a. Administration of basketball leagues for Girls/Boys Instructional League. All responsibilities that follow are applicable to these leagues.
- b. Facilitate placement of teams into league as appropriate.
- c. Recruit head coaches and assistant coaches based on the number of teams.
- d. Maintain email distribution list of coaches (head and assistant) and communicate (bordering on over communicate) all necessary information applicable to coaches that can then be given to parents by coaches.
- e. Share best practices with coaches in terms of team organization, coaching, and player development.
- f. Interpret, provide guidance, and enforce rules with coaches throughout the year. Consult with MYB Board of Directors for rules interpretation as necessary.
- g. Organize teams determining: number of players per team and number of teams per division.
- h. Assign players to teams.

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- i. Work with Scheduling Coordinator to facilitate court times.
 - j. Create coaches information sheet with email addresses, phone numbers, and other pertinent information to be shared with Board of Directors and Coaches.
 - k. Assign sponsors and uniform colors to teams if required.
 - l. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.
 - m. Resolve issues and complaints between coaches, parents, etc. in a timely manner.
 - n. Communicate make-up game requirements.
 - o. Communicate schedule changes to Coaches and make sure updated schedules are posted.
 - p. Manage coordinator's mailbox within MYB email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - q. Cooperatively work with the Board of Directors to achieve the best interest of the organization.
6. The **Boys Recreational Coordinators** (Grades 3-12) have the following responsibilities:
- a. Administration of basketball leagues for Boys in applicable grades in the recreational league. All responsibilities that follow are applicable to these leagues.
 - b. Facilitate placement of teams into league as appropriate.
 - c. Recruit head coaches and assistant coaches based on the number of teams.
 - d. Maintain email distribution list of coaches (head and assistant) and communicate (bordering on over communicate) all necessary information applicable to coaches that can then be given to parents by coaches.
 - e. Share best practices with coaches in terms of team organization, coaching, and player development.
 - f. Interpret, provide guidance, and enforce rules with coaches throughout the year. Consult with MYB Board of Directors for rules interpretation as necessary.
 - g. Organize teams determining: number of players per team and number of teams per division.
 - h. Assign players to teams.
 - i. Work with Scheduling Coordinator to facilitate court times.
 - j. Create coaches information sheet with email addresses, phone numbers, and other pertinent information to be shared with Board of Directors and Coaches.
 - k. Assign sponsors and uniform colors to teams if required.
 - l. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.
 - m. Resolve issues and complaints between coaches, parents, etc. in a timely manner.
 - n. Communicate make-up game requirements.
 - o. Communicate schedule changes to Coaches and make sure updated schedules are posted.

- p. Manage coordinator's mailbox within MYB email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - q. Cooperatively work with the Board of Directors to achieve the best interest of the organization.
7. The **Girls Recreational Coordinators** (Grades 4-12) have the following responsibilities:
- a. Administration of basketball leagues for Girls in 3rd-12th grades in the recreational league. All responsibilities that follow are applicable to these leagues.
 - b. Facilitate placement of teams into league as appropriate.
 - c. Recruit head coaches and assistant coaches based on the number of teams.
 - d. Maintain email distribution list of coaches (head and assistant) and communicate (bordering on over communicate) all necessary information applicable to coaches that can then be given to parents by coaches.
 - e. Share best practices with coaches in terms of team organization, coaching, and player development.
 - f. Interpret, provide guidance, and enforce rules with coaches throughout the year. Consult with MYB Board of Directors for rules interpretation as necessary.
 - g. Organize teams determining: number of players per team, number of teams per division, and number of divisions per league.
 - h. Assign players to teams.
 - i. Work with Scheduling Coordinator to facilitate court times.
 - j. Create coaches information sheet with email addresses, phone numbers, and other pertinent information to be shared with Board of Directors and Coaches.
 - k. Assign sponsors and uniform colors to teams if required.
 - l. Be accessible and a visible presence to coaches and parents by occasionally attending practices and/or games throughout the season.
 - m. Resolve issues and complaints between coaches, parents, etc. in a timely manner.
 - n. Communicate make-up game requirements.
 - o. Communicate schedule changes to Coaches and make sure updated schedules are posted.
 - p. Manage coordinator's mailbox within MYB email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - q. Cooperatively work with the Board of Directors to achieve the best interest of the organization.
8. The **Scheduling Coordinator** has the following responsibilities:
- a. Reports to the Vice President of the organization.
 - b. Coordinates with the league to create schedules.
 - c. Creates and updates the practice and game schedules and court assignments for all leagues in the organization.

- d. Update registration database from in-person and mail-in registrations and coordinate with appropriate coordinator to make sure player is assigned to a team.
 - e. Manage coordinator's mailbox within MYB email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - f. Cooperatively work with the Board of Directors to achieve the best interest of the organization.
9. The **Time Keepers/Gym Monitors Coordinator** has the following responsibilities:
- a. Manage all time keeper and gym monitor staffing needs for the organization.
 - b. Recruit and train time keepers to operate the scoreboards and clocks at all home games.
 - c. Recruit and train gym monitors to comply with CPYBL and/or Mason City and/or Mason City School requirements.
 - c. Create time keeper and gym monitor information sheets with email addresses, phone numbers, and other pertinent information to be shared with the Board of Directors.
 - d. Be the point of contact for any time keeper or gym monitor issues.
 - e. Manage coordinator's mailbox within MYB email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - f. Cooperatively work with the Board of Directors to achieve the best interest of the organization.
10. The **Picture Coordinator** has the following responsibilities:
- a. Manage all photography needs for the organization.
 - b. Handle photography vendor selection and report details of vendor proposals to Board of Directors.
 - c. Make recommendation to the Board of Directors on photography vendor.
 - d. Liaison to the vendor and Coaches for coordinating team and individual player pictures for all leagues.
 - e. Communicate photography schedule to Coaches and arrange for make-up sessions.
 - f. Distribute pictures to Coaches who will then in turn be responsible for distributing to parents on their team.
 - g. Be the point of contact for any photography issues and work with the vendor to resolve issues in a timely manner.
 - h. Manage coordinator's mailbox within MYB email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - i. Cooperatively work with the Board of Directors to achieve the best interest of the organization.

11. The **Website Coordinator** has the following responsibilities:
- a. Maintain and update MYB's web page.
 - b. Keep web page registration and payment up to date.
 - c. Post updates as requested by MYB.
 - d. Manage coordinator's mailbox within MYB email system on a regular basis (daily during peak periods and weekly during non-peak periods) and handle questions and issues in a timely manner.
 - e. Cooperatively work with the Board of Directors to achieve the best interest of the organization.

Article X – TEAM FORMATION

Players will be assigned to teams within their school grade level. MYB has Athletic, High Recreational, and Low Recreational (“Rec”) divisions. MYB encourages all kids that have proficient to high skill level in the fourth to sixth grade level to try out for an Athletic team in boys or girls divisions. See section below about Tryouts. MYB reserves the right to NOT allow a team of highly skilled/proficient players (greater than five on a team, this is a guideline, not a rule) to form and play high recreational. The guiding principle and goal of MYB is to place teams with an overall skill level into the proper division, High Rec or Low Rec.

1st-2nd Grade – Instructional: Teams will be formed by blind draw by the league coordinator with a goal of balancing the number of first and second graders on each team. Coach/Assistant Coach requests will be honored but limited to two, one head coach and one assistant coach per team. Siblings in the same grade will be kept together. Siblings one grade apart will be kept together, unless requested by parent to have them separated.

3rd Grade: Teams will be formed by blind draw by the league coordinator. Coach/Assistant Coach requests will be honored but limited to two, one head coach and one assistant coach per team.

4th-6th Grade: Teams will stay together provided at least five kids return (“core team”). If additional players are needed for a team whose core is staying together (there will be likely ten players per team), they will be added via blind draw. If a player wants to go to a different team, they may opt out of their former team and be placed on a new team via blind draw the next season. Placement of teams in High or Low Rec will depend on how the team was made up (mostly blind draw or mostly returning players) and if applicable, the record of a team from the previous season (provided at least five players return). MYB reserves the right to deny a team entry into this league if it determines a team is a select team formed outside of MYB. Coach/Assistant requests will be limited to two, one head coach and one assistant coach per team provided a team will not become a select team via movement of coaches.

7th Grade and Higher: Team formation is encouraged at sign up, preferably with two coaches, one head and one assistant. The factors considered in placing teams in High or Low Rec are, but not limited to:

- A. High Recreational – Boys and Girls (Grades 4-Varsity)
- Formed outside tryouts, usually by draft or registration
 - Occasionally practice more than once each week
 - No more than five players have proficient skills
 - Good team but not competitive with athletic level squads
- B. Low Recreational – Boys and Girls (Grades 4-Varsity)
- Formed outside tryouts, usually by draft or registration
 - Seldom practice more than once each week
 - Few players have proficient skills

MYB reserves the right to assign individual players to a formed team if there are less than ten players on the team. Teams that have ten still may receive an 11th or 12th player if the individual has signed up on time.

Players who sign up on time will be placed on a team before those who fail to sign up before the registration deadline.

4th-6th Grade Athletic Teams: Teams are formed via tryout process, coordinated by MYB but run by the Mason Boys and Girls School Varsity Coaches. Tryouts occur during September; dates will be posted on website and communicated if possible to the prior year age groups, and incoming 4th-6th grade age groups. The goal each year is to form 8-player teams, A/B in High Athletic, C/D in Low Athletic. The teams will have a balanced number of Bigs (positions 4/5), Mids (positions 3/4) and Smalls (positions 1/2). MYB Athletic Coordinator may perform a second evaluation for High or Low Athletic teams, to level the team's skill, if advice from the school coaches warrants this process. Athletic Teams will be limited to players who live in Mason, attend a school in Mason, or have a parent who works for the City of Mason or its school district. Players from other school districts will not be eligible for MYB athletic teams.

Article XI – REQUEST FOR PLAYING UP A GRADE

1. TEAMS

7th Grade or Higher

Any formed team, of at least eight players (MYB reserves the right to add up to four players to a team), with two approved coaches, can request to play up a grade in high rec only. The request must be made in writing, via email, to the appropriate age level coordinators (for example, if

current grade is 8th and team is requesting to play in the 9th, then an email is required to be sent to both coordinators) and Schedule Coordinator within one week of registration being closed. The deadline to make the request will be strictly enforced.

The Request should contain at a minimum the following information:

- Head and Assistant Coach
- Names of players on team
- How long each player has been playing
- How long each player has been playing together, core team
- Have the players tried out for official school teams
- Are the players playing in a second league, practicing outside the MYB provided gym time
- Any other pertinent facts the age level coordinator should consider in placing the team

The appropriate coordinators will review the request, determine if the request is warranted and recommend to the Board of Directors for final approval. Any request made to playing up will be reviewed at the October Board meeting, which will take place prior to the deadline for team registration with MYB. Any team making a request can attend the October Board meeting and will be granted time to discuss the request with the full board before final vote is taken.

6th Grade or Lower

Teams at the 6th grade level or below will not be permitted to play up. The core principles of the MYB, which is a RECREATIONAL LEAGUE with a COMPONENT of ATHLETIC, must be, in its strictest form, maintained in placing teams. MYB strongly encourages individuals that have high or proficient skills to participate in Athletic division of MYB.

2. INDIVIDUALS

An individual can request to play up a grade. The individual needs to contact the appropriate grade level coordinators (actual grade and requested grade) and state reason for the request within one week after the close of registration. The appropriate coordinators will review the request, determine if the request is warranted, and recommend to the Board of Directors for final approval. Teams receiving an approved player requesting to play up are limited to no more than two such players per team per season. A team can request to have more than two such players to the MYB President, who will review then recommend approval or not to the Board of Directors for a vote.

Article XII – AMENDMENTS

1. These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than two-thirds majority of the Board of Directors.

Article XIII – DISSOLUTION

1. Upon dissolution of this organization, the Board of Directors is directed to pay all outstanding debts and subsequently donate all remaining assets to a non-profit organization chosen by majority agreement of the Board of Directors.

Article XIV – EFFECTIVE DATE

1. These By-Laws of Mason Youth Basketball shall become effective on March 15, 2021.

Article XV – PRIVACY STATEMENT

1. **Our Commitment to Privacy** – Mason Youth Basketball (MYB) respects the privacy of visitors to its website. To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our home page and at every point where Personally Identifiable Information (PII) may be requested. To protect online privacy, MYB has implemented the following policy:
2. **About the Information We Collect** – It is our policy to collect and store only the necessary information to help the organization achieve its purpose (refer to the MYB By-Laws for the organization’s Purpose statement).
3. **Casual Website Visitors and General Users** – We do not collect any PII from users browsing our website. When you use the public areas of our website you are doing so anonymously. We do collect aggregate use information, such as the number of hits (visits) per page, but we don’t collect any PII. If you contact members of MYB via e-mail, we will use return e-mail addresses to answer the e-mail we receive.
4. **Registrants, Coaches and Sponsors** – If while visiting our website you register to participate as a coach or sponsor or register your child to participate in one of our leagues, you will be asked to provide certain PII. In all cases this information is submitted voluntarily. In most cases, the organization asks clients to provide their name, address, telephone, and e-mail. We never use this information in ways unrelated to the purpose of our organization or share it with outside parties except to the extent necessary to complete your registration.

5. **Credit Card Account Information** – If you choose to register online you may be asked for credit card information. You will also have the option to pay via mailing a personal check. For additional security, credit card information is not stored on our website. Instead, we utilize an outside registration service (AFFICIENT, owner of Sign Me Up Sports) to maintain this information. Moreover, AFFICIENT utilizes secure transaction methods (SSL encryption for data transfer, firewalls, and password-restricted access to data) when collecting credit card information over the Internet to help make sure your information is safe. Please read Sign Me Up Sports’ Privacy Policy before providing your information when registering (also found at www.signmeupsports.com).
6. **Cookies** – Cookies are small bits of code that are sent to your computer when you logon to a website that allows us to identify you when you return to the site. Cookies in and of themselves do not personally identify users, although they do identify a user’s computer. Most browsers are initially set to accept cookies. If you prefer, you can set your browser to refuse cookies.
7. **Privacy and the Links on Our Website, Links IN** – We welcome links to any part of our website from other non-profit organizations and others who wish to help extend our purpose into the non-profit sector. We ask that you contact us to let us know of your intentions to link to our site, and indicate the purpose of the link. No link may present or display a product or activity in a way that states or implies the organization’s endorsement. MYB does not endorse any commercial organizations or products. To be approved to use in-links to www.masonryouth.org, please contact us by e-mailing a request to our IT Coordinator at it@masonryouth.org with a copy to our President at president@masonryouth.org.
8. **Privacy and the Links on Our Website, Links OUT** – The Mason Youth Organization’s website may feature links to our online registration service provider, corporate sponsors and other non-profit organization websites. We do not routinely “out-link” to private, commercial or other similar websites. However, on a case-by-case basis, we will consider requests from such groups or persons to out-link to their website. MYB will grant such requests only where it is determined that such links will clearly support our purpose and where we have concluded that such links will not in any way jeopardize our reputation, independence, objectivity or purpose. When accessing out-links be sure to read the privacy policies related to those sites, especially before providing PII as security and privacy policies on the associated pages may differ from this policy. From time to time, MYB may decide to out-link to other websites. The same criteria described above will apply. Such links may be short or long-term, at the discretion of the organization.
9. **Complaint Procedure** – If you suspect that we have handled your PII in a manner that doesn’t comply with this privacy statement, please contact us by e-mailing an explanation to our IT Coordinator at it@masonryouth.org with a copy to our President at president@masonryouth.org.

Article XVI – COMPLAINT PROCESS

1. Parents and coaches are instructed to use the complaint form available on MYB’s website to contact what will be hereinafter “the Grievance Committee”. The Grievance Committee shall consist of 3 people, conclusive of the President, Vice President, and one Coordinator.
2. If another Board Member or Coordinator receives the complaint, that person shall instruct the person to contact the Grievance Committee.
3. If a member of the Grievance Committee is the subject of the complaint, the other two members will contact and the Secretary, who shall replace the subject of the complaint.
4. The Grievance Committee will coordinate with each other and will contact all the involved parties via email offering the opportunity to either respond via email, phone, or meeting in person.
5. The Grievance Committee will communicate to the parties and the Board the complaint, its findings, and its recommendations.