

PUTNAM YOUTH BASKETBALL LEAGUE

PYBL By Laws August 2017

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Putnam Youth Basketball League (PYBL) is a 501(c)(3) non-profit organization which serves youth residing within the Rex Putnam High School attendance area (as defined by NC12 School District).

Article I. Name

Section 1

This organization shall be known as the "Putnam Youth Basketball League".

Article II. Mission Statement

Section 1

The Putnam Youth Basketball League (PYBL) is a non-profit organization whose mission is to provide a high quality, low cost, character-building athletic experience for boys and girls. Utilizing the high school coaching staff and the values of positive coaching, the PYBL strives to provide high-quality training for coaches in competitive leagues. The PYBL believes sports should be FUN at all levels of competition and we shall continue to work within the community to foster a positive atmosphere for coaches, parents and fans to support the athletes.

Article III. Membership

Section 1 Members

Membership in the Putnam Youth Basketball League will consist of the officers currently serving on the Board of Directors.

Section 2 Eligibility

Any person sincerely interested in active participation to further the mission of the Putnam Youth Basketball League is eligible to be a member if elected by the Board of Directors (see article IV, section 2).

Section 3 Member Conduct

At all times members are expected to conduct themselves in a manner that promotes the philosophies of the mission statement. Members should be open to self-evaluation and regularly review their own motive to ensure constituent representation, board expertise, and personal commitment.

Section 4 Termination

Membership may be terminated by resignation, also the Board of Directors reserves the right, by two-thirds vote, to suspend or terminate any member it feels:

- The member has behaved in a manner deemed by its members as detrimental to the league and its mission statement.
- If a member has missed two consecutive general meetings and has not been involved in board activities and responsibilities held within the two month time frame without contacting another member to explain absence, a letter will be sent notifying him/her of membership revoke and board replacement at the following meeting unless the absent member is present at that meeting.
- In the case of a resignation or termination the President or Secretary will call a Special Meeting (see Article IV, Section 4).

Article IV. Meetings

Section 1 General Meetings

General meetings of the Board of Directors will be called on a monthly basis unless needed more often. Board members accomplish their functions through general meetings. General meetings will take place the second Sunday of every month with the exception of holidays. Ideally, board members arrive at meetings prepared and ready to engage in thoughtful dialogue using a group process that is respectful of other opinions.

Section 2 Annual Meeting

The Putnam Youth Basketball League will hold an Annual Meeting in April for the purpose of electing members.

- Current and perspective members must receive a nomination from one of the Board of Directors (see Article V, Section 4).
- The candidate receiving the majority of votes shall be elected to said office.
- A general financial report should be presented at the Annual Meeting by the Treasurer
- An equipment and uniform report should be presented by the Equipment Manager
- The Secretary should copy each report to the minutes and each newly elected position needs to be documented as well.

Section 3 Voting

Only members of the Board of Directors are allowed to make a nomination or cast a vote. However, the Board of Directors may invite, admit and recognize guests for presentations or comments during the Annual Meeting and Monthly Meetings. In case of a tie vote the President will hold the deciding vote.

Section 4 Special Meetings

From time to time the President or Secretary may call a special meeting to deal with urgent matters. Every effort will be made to inform each Member 2-3 three days in advance either via phone call or email. A Special Meeting might be called to:

- Inform the Board of Directors of an issue and make an effort to come up with a resolution to a time sensitive matter
- If a termination or resignation occurs in order to fill the vacancy or the Board of Directors may decide to leave the position open for the remainder of the term.
- If a vote has to take place the members in attendance or via conference call will constitute a quorum. A majority vote is required to pass any discussed items.

Article V. The Board of Directors

Section 1 The Board

Board members have a duty of loyalty to the organization, supporting the coaches while overseeing the safety and well being of our youth, the players. Like good basketball teams, the board is a team of members that depend on each other, working closely together with professionalism and respect. While differences of opinion are sure to arise, board members should strive to keep disagreements impersonal. Practicing discretion and accepting decisions made on a majority basis will promote board unity and provide clear messages from the board to the rest of the League. Board members should be open to self-evaluation and regularly review their own motive to ensure constituent representation, Board expertise, and personal commitment.

Section 2 Positions

President, Vice President, Secretary, Treasurer, Registrar, Classic Coordinators, Shooting Stars Director, Fundraising Coordinator, Sponsorship Coordinator, Communications Manager, Equipment Manager, Uniform Coordinator and Members at Large

Section 3 Terms of Service

The President, Vice President, Secretary, Treasurer, and Registrar will serve a term of two years. All other listed positions will be a one-year term.

Section 4 Elections

Elections will take place at the Annual meeting. Any persons interested in serving a term on the Board of Directors must first receive a nomination. Nominations can take place at a general or special meeting. The nomination meeting must occur a minimum of 10 days prior to the Annual Meeting. You must be present to receive a nomination. Any current member can nominate any interested candidate.

Section 5 Voting and Quorum

A quorum must be present in order for any vote to be deemed passed by the Board of Directors. A quorum is defined as 51% of current board members. In the case of a tie see Article IV, Section 3.

Section 6 Amendments to Board Positions

Amendments to the Board of Directors positions listed under Article V, Section 2 can be made at any meeting that occurs prior to the Annual Meeting. Amendments must receive a majority vote.

Article VI. Board Responsibilities

Section 1 President

- Ensures the effective action of the board in governing and supporting the League, and oversees board affairs. Acts as the representative of the board as a whole.
- Speaks on behalf of the league.
- Develops agendas for meetings and presides over board meetings.
- Recommends to the board, which committees are to be established. Seeks volunteers for committees, and coordinates individual board member assignments.
- Board Affairs: Ensures that board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new board members.
- Present to the board an evaluation of the direction and organizational strength of the league.
- Annually focus the board's attention on matters of institutional governance that relate to its own structure, role, and relationship to management. Be assured that the board is satisfied it has fulfilled all of its responsibilities.
- Fulfill other assignments as appropriate.

Section 2 Vice President

- Acts as the president/chair in his or her absence; assists the president/chair on the above or other specified duties.
- Liaison between NC12 Community Services & PYBL.
- Provides practice schedules to each Classic Coordinator.
- Develops a game schedule for each Classic Coordinator.
- Facilitate and communicate all changes to schedule with NC12 and Coordinator.
- Attend TRL game scheduling meeting to proactively manage game scheduling.
- USAB Basketball Administrator (manage coaching licenses).
- Fulfill other assignments as appropriate.

Section 3 Secretary

- Keep accurate notes during board meetings and produce a report to the board. The report should include, but is not limited to: attendees, subjects discussed, solutions to issues, future action items including who took on responsibility of tasks.
- Publish meeting minutes report to all board members within a week following each scheduled meeting.
- Remind board members of upcoming meetings.
- Publish board meeting agenda at least 2 days prior to each scheduled meeting.
- Perform other duties prescribed by the Board of Directors.

Section 4 Treasurer

- Keep accurate financial records for the league.
- Deposit money, drafts, and checks in the name of the league.
- File tax statement with IRS and State of Oregon as required with assistance from the President.
- Disburse funds and issue checks and drafts in the name of the league as ordered by the board.
- Upon request, provide the President and the board an account of transactions by the treasurer and of the financial condition of the league.
- Verify proper paperwork submitted on scholarship applications and report information to Registrar and President.
- Perform other duties prescribed by the Board of Directors.

Section 5 Registrar

- Organize registration process for league.
- Identify information needed on registration forms.

- Create database of registered players.
- Work with President to organize and process background checks.
- Oversee assignment of players to teams ensuring only eligible registered players are placed on team rosters.
- Perform other duties prescribed by the Board of Directors

Section 6 Classic Coordinator(s)

- Attend Three Rivers League meetings.
- Support the tryout and team selection process for the classic teams.
- Work with other Classic Coordinator to divide responsibilities of all classic teams.
- Provide guidance to classic coaches during game scheduling process.
- Act as liaison between coaches, parents and the board.
- Attend classic games to check league representation of coaches, players, fans
- Participate in any dispute resolution in Classic Program
- Coordinate a representative to the Three Rivers League Deputy (for example: updating game scores on the website for a gender/age).
- Perform other duties prescribed by the Board of Directors.

Section 7 ~~Referee Coordinator~~ (Position absolved in 2015)

- ~~• Recruit and organize referees for Recreation League.~~
- ~~• Coordinate Referee clinic(s).~~
- ~~• Coordinate Referee game assignments.~~
- ~~• Work with Recreational Coordinator to deal with any issues.~~
- ~~• Perform other duties prescribed by the Board of Directors.~~

Section 8 Fundraising Coordinator

- Present ideas for and coordinate any league wide fundraising event.
- Act as the primary volunteer coordinator for all events the Putnam Youth Basketball League hosts.
- Manage apparel purchases for fundraising events.
- Perform other duties prescribed by the Board of Directors.

Section 9 Sponsorship Coordinator

- Actively shop business's, for league sponsorship.
- Assist Fundraising Coordinator in scheduling volunteers and planning league events.
- Perform other duties prescribed by the Board of Directors.

Section 10 Communications Manager

- Manage web, email, and print communications for the league.
- Maintain web systems.
- Perform other duties prescribed by the Board of Directors.

Section 11 Equipment Manager

- Manage all equipment-related needs; make approved purchases.
- Coordinate the check in/out of basketballs and team uniforms.
- Perform other duties prescribed by the Board of Directors.

Section 12 Uniform Coordinator

- Manage all uniform purchases for classic and recreation divisions based on board approval.
- Perform other duties prescribed by the Board of Directors

Section 13 Member at Large

- Members at Large will only be considered if all other board positions are filled.
- Members at Large may be added occasionally for the purpose of training and guiding new board members.
- Must be invited by a current board member.

- Must be a retiring or retired board member.

Article VII. Amendments

Section 1 Amendments

The Board of Directors may amend these bylaws by majority vote at any general meeting.

Article VIII. COACH SELECTION PROCESS

Section 1 - Coach Selection

Classic Coaches

The Head Classic Coaches for each Classic Team are selected through an application and interview process by the PYBL Board. All Classic Coaches (including the assistant coaches) are required to submit and/or complete the following:

- (1) Classic Application Form
- (2) Attend interview with PYBL Classic Coordinator and PYBL Vice President (or President).
- (3) Proof of valid USA Basketball Coach License completed after Aug 31 but prior to Oct 15.
- (4) PYBL Board ratification.
- (5) Other Items required/requested by the Board

Once approved, a Head Coach shall commence recruitment of a team of players. Coaches may only recruit players not already committed to another team.

Any and all additional coaches, team parents, etc that have "Regular" contact with the players, Must complete a Background Investigation Form and a Coaches Code of Conduct Form as well as any other Item's required/requested by the PYBL Board.

Assistant Coaches

One Assistant Coach per team will be approved. Requirement to be an Assistant Coach for a PYBL team:

- (1) Nominated by an approved Head Coach.
- (2) Proof of valid USA Basketball Coach License (completed after Aug 31 but prior to Oct 15)
- (3) PYBL Board ratification.

Article IX. PLAYER DRAFT & TRYOUT INFORMATION

Section 1 – General

- (1) Once approved, coaches will begin to recruit players they wish to have on their roster.
- (2) One tryout date will be set by board to help fill needed roster spots for coaches at each grade level.
- (3) All approved coaches must attend tryout session of their respective grade level for team.
- (4) Players that are being recruited by coaches are also highly encouraged to attend tryout.

Section 2 – Team Selection Process

Following tryouts all coaches will need to be responsible for contacting families and ensuring players register for their respective teams. The team selection process will be the responsibility of the coaches.

Unless prior approved exception is granted by the PYBL Board, a team shall consist of:

All boys or all girls in grades 3, 4, 5, 6, 7, or 8;

A minimum of 8 players and a maximum of 11 players;

Players in same grade level;

90% of roster residing within the Rex Putnam HS boundary;

Players registered and PAID via PYBL.ORG by the posted deadline;

Players approved by the league Registrar and Classic Coordinator.

Players may only participate on one PYBL team for the duration of the season.

Section 3 – Secrecy

Player evaluation scores, selection between coaches and any other information used to form/draft teams at the classic levels are to remain a part of the said process and never leave the “room”. Coaches and others involved in the process shall not discuss the results with players, parents, spouses or other individuals.

Section 5 – Registration

Player Registration and Payment

After the posted tryout date, registration will open on PYBL.ORG and players will enroll to the team they have been selected to.

Payment of all registration fees (or agreement to a payment plan) must be submitted online by the posted deadline; else the player will not be rostered.

If a team has less than 7 players after the registration deadline, the team may be disbanded and players offered to another team with available roster spots.

PYBL Registration Fees for 2017-2018

Mandatory Player Fees \$310

Includes fees for all practice time (3-5 hours per week), 16 league games, 4 tournaments, and league operations. All teams will have USA Basketball licensed coaches.

Performance Training (optional) \$30

Five 90-min performance improvement sessions over first two months of season. Sessions are designed to address strength, agility, speed and mental preparedness for basketball.

Must have 40-50 players enrolled, else this training will be cancelled.

All teams will be enrolled in Three Rivers Youth league, which governs league play.

All teams will be guaranteed enrollment in 4 tournaments, some will be pre-determined but at least one will be the coach’s choice.

Additional Tournaments, apparel packages, and other costs may be incurred during the season as determined by the individual teams.

League Affiliations

Players that are selected/drafted on a PYBL Classic Roster will be required to only play for PYBL (i.e. – may not play PYBL and AAU simultaneously)

Illness, Injury & Pre-Existing Conditions

Players who miss 4 or more consecutive practices or games for illness or injury must provide a doctor’s release to resume practices and/or games. The release must be presented to the coach and forwarded to the Registrar for filing. Coaches are required to notify their divisional coordinator within 24 hours of a player injury sustained during PYBL events and whether or not the player was treated by a physician.

Players who sustain injuries or suffer from a pre-existing medical condition/episode while participating in PYBL will be required to provide a medical release to resume play and/or practice.

Article X. Incident Reporting

Coaches are required to report/explain all technical fouls that are given to coaches or players immediately to their division coordinator within 48 hours of the occurrence. Disciplinary actions are outlined as follows:

Players who receive non-administrative technical fouls:

1st technical in a game should be the last

2nd technical in a game = removal from remainder of game + 1 game suspension

2nd technical in a season = 1 game suspension

3rd technical in a season = 2 games suspension

4th and subsequent technical in a season = immediate suspension and mandatory meeting with board selection committee for review.

Coaches who are “awarded” non-administrative technical fouls or fail to report player or coach Technical Fouls:

1st technical in a game should be the last

2nd technical in a game = removal from remainder of game + 1 game suspension

2nd technical in a season = 1 game suspension

3rd technical in a season = 2 games suspension plus mandatory Executive Board review before participation in future PYBL events (practice, games or as a spectator).

4th technical foul in a season = immediate and indefinite suspension; dismissal from the league subject to Executive Board review.