

# East Ridge Athletic Association

## Basketball Bylaws

This document contains rules East Ridge Athletic Association (ERAA) Basketball follows in administering its program. If situations arise that are not outlined within this document, the ERAA Basketball Board will make decisions it believes are in the best interest of the ERAA basketball community. ERAA Basketball is organized exclusively for charitable and amateur sports competition purposes under section 501(c)(3) of the Internal Revenue Code, or any corresponding section of any future federal tax code.

### SECTION 1 – PROGRAM MISSION STATEMENT

ERAA Basketball is a volunteer, non-profit organization providing youth basketball programs for the East Ridge community as part of the overall East Ridge Athletic Association. Our basketball programs provide our youth an opportunity to compete in a safe environment that stresses development as teammates and individuals. We believe in creating and upholding a culture that embraces great sportsmanship, teamwork, integrity, responsibility, positivity, and a strong work ethic. We also believe basketball is a fun game, and we want to always keep that in mind while developing skills that will serve our youth well on and off the court. Winning will always be secondary to learning the game and having fun.

### SECTION 2 – GENERAL INFORMATION

**Coaches:** Must be willing to submit to a background check and attend coaching informational clinics.

**Teams:** We will make every effort to place teams at the appropriate skill level. We will have “A”, “B”, “C” traveling teams for grades 3 through 8.

**Practices & Games:** Team practices start in October. The location and times of practices will be set by the board, consistent with the governing league’s rules.

**Refunds:** Refunds of registration fees will be determined on an individual basis at the discretion of the Director of Basketball and the Treasurer of the ERAA Board.

## SECTION 3 – CODES OF CONDUCT

**Players:** *“I will do my best at all practices and during all games. I will listen to my coaches closely as they have my best interests in mind. I will practice good sportsmanship by treating all players, coaches, officials, and parents with respect. I will do my best to help my parents get me to practices and games on time. I will keep my equipment and the equipment of the team in good condition by using it properly. I understand that improvement comes from practice. I will play to have fun!”*

**Coaches:** *“I will place the emotional and physical well-being of my players ahead of any personal desire to win. I will remember to treat each player as an individual. I will do my very best to provide a safe playing situation for my players to sustain. I promise to review and practice the necessary first-aid principles needed to treat injuries to my players. I will lead by example in demonstrating fair play and sportsmanship to all my players. I will ensure that I am knowledgeable in the rules of each sport I coach, and I will teach these rules to my players. I will follow the playing time policies established by ERAA Basketball.”*

*ERAA Basketball practices are open to viewing by parents/guardians of the players, provided the parents/guardians observe in a respectful manner and do not interfere with the instruction being provided by the coaches. Exceptions to this policy will only be made with the approval of both (i) the ERAA Basketball Director and (ii) the Traveling Coordinator (for travel teams) or the In-House Coordinator (for in-house teams).*

**Parents:** *“I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, and other youth sports events. I will place the emotional and physical well-being of my child ahead of any personal desire to win. I will insist that my child play in a safe and healthy manner. I will support the coaches and officials working with my child to provide a positive, enjoyable experience for all. I will demand my child is free from drugs, alcohol, and tobacco. I will remind my child to have fun!”*

## SECTION 4 – SUSPENSION & CONFLICT RESOLUTION

The ERAA Basketball Board reserves the right to take appropriate disciplinary action and/or suspend or remove any coach, parent, player, or fan that violates the ERAA Basketball Codes of Conduct. To resolve a conflict, proceed with the following steps:

**Step 1:** When a player or parent has a concern, discuss with the coach. If a problem with a coach exists, contact the ERAA Director of Basketball.

**Step 2:** If the problem persists, the player or parent should contact the ERAA Director of Basketball in writing. Email may constitute written notice.

**Step 3:** Once the Director of Basketball is involved, the Director will act as the mediator between the involved parties, which could include other Board members as necessary.

**Step 4:** The Director of Basketball will communicate with the rest of the Board for final resolution. The decision of the ERAA Basketball Board is final.

## **SECTION 5 – BASKETBALL BOARD MEMBER POLICY**

The ERAA Basketball Board is comprised of at least 7, but no more than 12 members (see below). The Board is responsible for managing the business of the ERAA Basketball program. The Board is responsible for maintaining the overall policy and direction of the ERAA Basketball program.

The Board may delegate responsibility for portions of the day-to-day operations to members of the Board and/or appropriate committees. The ERAA Basketball Board will generally be made up of the following positions with two-year terms:

- Director of Basketball
- Boys Traveling Coordinator
- Girls Traveling Coordinator
- In-House Coordinator
- PR/Communications
- ERAA Tournament Coordinator
- Treasurer
- Player Development Coordinator
- Coaching Development Coordinator
- Equipment Manager
- Facilities Coordinator
- Board Administrator
- ERHS Boys Varsity Basketball Head Coach (liaison)
- ERHS Girls Varsity Basketball Head Coach (liaison)

Members of the existing Board may make proposals for new Board positions at any time. Approval of new Board position is accomplished by approval of the Directors of Basketball and needs to meet a simple two-thirds (2/3) majority vote by the remainder of the Board.

Nominations for the Directors of Basketball position must be approved by a simple two-thirds (2/3) majority vote by the remainder of the Board.

The Board shall meet generally on a monthly basis at an agreed upon time and location. Guests may be invited to attend meetings. Contact the Director of ERAA Basketball if you wish to attend a meeting.

A Board Member may be removed for failing to carry out expected duties or for conduct that is detrimental to ERAA Basketball or ERAA. In order to remove a Board Member, a written complaint must be presented to the ERAA Basketball Board of Directors. The complaint will be reviewed and investigated by the Board. If there is sufficient justification, a hearing before the full voting ERAA Basketball Board will be held. A vote of simple two-thirds (2/3) majority by the Board is required to dismiss. Three consecutive unexcused absences may result in a request for resignation of a Board Member.

Any Board Member may resign at any time by giving written notice to the ERAA Basketball Board. Email may constitute written notice.

In the event of a vacancy on the ERAA Basketball Board, the Board shall fill the vacancy. Board Members may serve multiple terms in their position by running for re-election when their term expires. They may also run for another open position on the ERAA Basketball Board when elections are held.

## **SECTION 6 — FINANCE AND PURCHASING**

**Fiscal Year:** The fiscal year will begin January 1 and end December 31.

**Budget:** The Treasurer shall prepare an annual budget with monthly projections, as deemed necessary. The annual budget will be prepared, presented to the Board and approved by the membership at the membership business meeting in September. Copies of the annual report of the prior year's income and expenses prepared by the Treasurer shall be available to the membership at the September membership business meeting.

**Expenditures:** Authorization to incur debts must be recommended by the Board in the form of a motion for approval by the members of the ERAA Basketball. Expenditures of \$500.00 or less encumbered by a Member, with pre-approval by the Board at a regular meeting or by poll of the Board Members, will be reimbursed by the Treasurer, providing the Member completes the required reimbursement request form to include a valid receipt and the expenditure was for the enhancement of the ERAA Basketball or its tax-exempt purpose. Authorization for expenditures over \$500.00 must be recommended by the Board in the form of a motion for approval by the membership of the ERAA Basketball before the expense is incurred.

**Financial Transactions:** All financial transactions over \$100 shall bear, as a minimum, the signatures of two of the following: Director of Basketball, Treasurer, or other authorized Board

signer. All other financial transactions shall bear the signatures of the Director of Basketball, Treasurer, or other authorized Board signer.

**Audits:**

- A. The Executive Board may request an annual audit of the ERAA Basketball's financial records
- B. Any audit should be conducted within thirty (30) days after the end of the fiscal year.
- C. A qualified third party who was not a member of the outgoing Board and is not a member of the incoming Board must conduct the audit.

## **SECTION 7 — CHARITABLE GIVING**

**Guidelines:** All charitable giving/fundraising activities and their operations shall be within the parameters and guidelines of the South Washington County Board of Education as set forth in their policy.

**Approval** All charitable giving/fundraising projects shall be presented to the ERAA Basketball Board to include the project and its operations, the estimated amount of monies to be raised and the purpose for which any monies will be used. Once approved by the ERAA Basketball Board, any project needs coordination with the ERAA Director of Charitable Giving to ensure it doesn't conflict with any ERAA efforts. The goal of the ERAA Basketball Board charitable giving plans should be consistent with those of the ERAA. Such activities shall have the approval of all state, county and school administrators where required.

## **SECTION 8 — AMENDMENT OF BYLAWS**

These Bylaws may be amended by a simple two-thirds (2/3) majority vote at any regular membership meeting of the ERAA Basketball, provided the amendment was submitted in writing to the membership at the previous regular membership meeting or to the Board thirty (30) days prior to the membership meeting.

## **SECTION 9 — DISSOLUTION**

The ERAA Basketball Board may be dissolved at any regular membership meeting of the ERAA Basketball Board, provided the motion to dissolve was submitted in writing to the membership at the previous regular membership meeting, or to the Board thirty (30) days prior to the membership meeting. Upon dissolution, all assets of the ERAA Basketball Board shall be distributed for one or more exempt purposes within the meaning of the Internal Revenue Code, with preference that they be

transferred to the South Washington County Board of Education to support the sports programs at East Ridge High School or to another organization serving the East Ridge High School Sports community.