



**INVER GROVE HEIGHTS
TRAVELING BASKETBALL ASSOCIATION**

**BY-LAWS, POLICIES AND
PROCEDURES**

June 2022

INVER GROVE HEIGHTS TRAVELING BASKETBALL ASSOCIATION

The [Inver Grove Heights Traveling Basketball Association \(IGHBBA\)](#) is a nonprofit organization, established for the sole purpose of promoting and serving youth basketball in the City of Inver Grove Heights.

Our philosophy is to encourage and promote the active participation by the youth of our community in organized basketball.

Our association exists to assist the youth athletes in developing fundamental basketball skills and to participate in team play at a level of competition commensurate with their athletic skills and commitment to their basketball team.

Our philosophy is to encourage active parental participation. We feel parental involvement is vital not only to our association but to the development of our players. Parents are encouraged to assist in any number of ways, from volunteering to coach, manage teams, and be an Association board member to simply attending the games and providing a positive atmosphere for players, coaches and referees.

Our philosophy is to work harmoniously with the City of Inver Grove Heights, Independent School District 199, and other youth service and community groups in the development of those programs that enhance the positive growth of our youth.

Our association follows the guidance determined by [Minnesota Youth Athletic Services \(MYAS\)](#) and the [Minnesota Youth Basketball Alliance \(MYBA\)](#).

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IGHBBA BYLAWS

Article 1: Purpose. The Inver Grove Heights Traveling Basketball Association exists solely to promote youth basketball in the City of Inver Grove Heights.

Article 2: Membership. Membership in the Inver Grove Heights Traveling Basketball Association shall be established during registration of the traveling league.

Article 3: Meetings.

- Section 1: General Membership: There shall be one regular general membership meeting each year.
- Section 2: Agenda Items: The agenda for each meeting shall be set by the Board of Directors. All agenda items and other business that may be properly brought before the meeting shall be discussed.
- Section 3: Special Meetings: A board meeting may be called by the Board of Directors. Such meeting shall be restricted to dealing with the specific items for which the meeting was called.
- Section 4: Board of Directors: The Board of Directors shall meet at least four times during the season, with ten days notification. A voting quorum shall equal one-half of the Board. Board meetings are for Board members only unless you are on the agenda.
- Section 5: Special Board Meetings: A special Board of Directors meeting may be called by the Association President or a majority of the Board of Directors. Such a meeting shall be held following ten days notification of the Board.

Article 4: Voting. Every Board of Directors member in good standing shall be entitled to vote on issues brought before the Board of Directors. There shall be no absentee voting.

Article 5: Board of Directors.

- Section 1: Organization: The Board of Directors shall consist of up to sixteen members elected by the Board of Directors. The boys' varsity and the girls' varsity coaches shall serve in an advisory capacity to the Board. The Board of Directors shall elect from its members a President, Vice President, Secretary and Treasurer.
- Section 2: Duties: Other than officers the remaining members of the Board of Directors shall be assigned duties at the discretion of the board.
- Section 3: Responsibility: The Board of Directors shall be responsible for carrying

out the affairs of the Association as directed by these by-laws, and the general membership.

- Section 4: The Board of Director will receive compensation for their services after they have completed 1 year of service on the board. The compensation is equal to the registration fee of one child (the highest registration fee if the member has multiple children).

Article 6: Officers.

- Section 1: The officers of the organization shall consist of the President, Vice President, Secretary, and Treasurer.
- Section 2: Terms: Association officers shall be elected for a two year term with the President/Treasurer and Vice President/Secretary being elected during opposite years. All other members shall be elected for one year term. All potential officers and agents must complete an application and need to be in good standing with the Association to qualify for board membership.
- Section 3: Removal: Any officer or agent elected may be removed by a quorum of the voting Board members. Office or agent in question does not have voting rights.
- Section 4: Vacancies: Any vacancy in principal office because of death, resignation, removal, disqualification or otherwise shall be filled by the Board of Directors.
- Section 5: Duties of the President
- A. Be the principal executive officer of the organization subject to the control of the Board of Directors and membership.
 - B. Supervise all business affairs of the organization.
 - C. Preside at all meetings of the membership and the Board of Directors.
 - D. Sign all official documents of the organization.
 - E. Have the power to invite persons not members of the organization to attend regular or special meetings of the Board of Directors.
 - F. Issue a current copy of the by-laws of the organization to each Board member no later than the first meeting of the organization's year.
 - G. Perform such other duties as are specifically provided in the article and by-laws and as shall be imposed upon them by resolution of the majority of the Board of Directors.
- Section 6: Duties of the Vice President
- A. Perform the duties of the President in the event of the inability of the President to act and when so acting, shall have all the powers of, and be subject to all the restrictions upon, the President.

- B. Perform such other duties as from time to time may be assigned by the President or Board of Directors.
- C. Vice President shall serve as chairperson of the Grievance Committee (officers and appropriate team liaison).

Section 7: Duties of the Treasurer

- A. Perform all duties of the President in the absence of the President and Vice President.
- B. Shall have charge and custody of and be responsible for all funds of the organization; receive and give receipts for monies due and payable to the organization from any source whatsoever; and deposit all such monies in the name of the organization. Shall pay all bills of the organization as designated by the Board of Directors.
- C. Shall prepare, publish and distribute an annual report on receipts and expenditures for presentation at the annual membership meetings.
- D. Shall submit a detailed written financial statement for the year to date at each meeting of the Board of Directors for their approval.
- E. Shall in general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or Board of Directors.
- F. Shall present an annual budget to the general membership.
- G. Shall designate a competent person (may be the treasurer) to review the organization's books and prepare taxes annually.

Section 8: Duties of the Secretary

- A. Perform all duties of the President in the absence of the President, Vice President and Treasurer.
- B. Keep the minutes of the meetings and managing the Association email inbox of the organization and the Board of Directors.
- C. Shall perform all duties incident to the office of Secretary, subject to the control of the Board of Directors, and as from time to time may be assigned by the President or Board of Directors.
- D. Upon completion of term in office, shall deliver all books, papers and reports to the new incumbent.
- E. Shall maintain an official voting membership roster.

Section 9: Qualifications: Candidates for the office of President must have served a minimum of one year on the Board of Directors.

Article 7: General.

Section 1: Meetings: All meetings of either the Board of Directors shall be conducted

in accordance with Robert's Rules of Order (revised). Meetings shall be chaired by the Association President, or in his or her absence, by the Vice President, or by the Association Secretary, or Treasurer, and then by any other of the Board of Directors.

- Section 2: Amendments: These by-laws (Articles 1 through 7) can be amended by a two-thirds majority of the voting board members provided at least ten days notice of proposed changes.
- Section 3: Expenditures: The Board of Directors shall be responsible for the procurement of necessary approved items. In no case can the Board of Directors place the Association in debt by borrowing money in the name of the Association.
- Section 4: Distribution of Assets: Upon the dissolution of the Inver Grove Heights Traveling Basketball Association, assets shall be distributed to the basketball program for Independent School District 199, Inver Grove Heights, Minnesota for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any federal tax code, or shall be distributed to a state or local government for the public purpose. Any such assets not so disposed of shall be disposed of by the district court of Dakota County, exclusively for such purposes or to such, as said court shall determine, which are organized and operated for such purposes.
- Section 5: The fiscal year of the Inver Grove Traveling Basketball Association shall be June 1 to May 31.

IGHBBA PURPOSE AND PHILOSOPHY

PURPOSE

The Inver Grove Heights Traveling Basketball Association exists solely to promote youth basketball in the City of Inver Grove Heights.

PHILOSOPHY

We believe the way to create an environment that best serves our purpose is to:

1. Acknowledge that our traveling leagues provide an opportunity for players who have developed the necessary skills to compete at an advanced level of competition.
2. Emphasize practice time as a means to develop and enhance fundamental skills.
3. Require as a prerequisite that players possess a level of fundamental skills commensurate with their age group.

Registration

The Inver Grove Heights Traveling Basketball Association registration starts in July.

Registration Provisions

1. A parent or guardian must sign the registration form for each participating player.
2. The Board of Directors shall establish the registration fee for each grade level.
3. The Board of Directors may waive or reduce the registration fee due to financial hardship. This shall be decided on a case-by-case basis and give consideration to the financial position of the Association.
4. At the Board of Directors discretion, late registrations may be accepted.
5. Upon making a traveling basketball team, a volunteer deposit is required before team practices begin. The volunteer deposit ensures that the required work time is put in at Association functions such as tournaments. The volunteer deposit will be returned/destroyed upon completion of required work time at the end of the season.

Team Selection

1. The Selection Committee shall be chaired by the designee of the Board and comprised of at least two members. The committee shall not include any parent that has a child trying out for that particular team.
2. Player evaluation will be based upon fundamental skill levels at each grade level as well as athletic ability, hustle, enthusiasm and coach-ability.
3. After evaluation, players will be ranked based upon their fundamental skill level. Teams will consist of 7-10 players, when possible. The board will have the discretion to change the number of players on a team. The board also has the discretion to move players to

play with different grade levels based on skill level. When there are enough players for more than one team at a given grade level and appropriate playing level, the Board of Directors reserves the right to field equal teams.

4. Participation in tryouts is mandatory for a position on a team. However, by written appeal by a parent or legal guardian of the player to the Selection Committee prior to tryouts, a returning player may be waived from trying out because of emergency or injury. A waiver for any other reason will be evaluated by the Board of Directors on a case specific basis.
5. Selections by the committee on team placement are final.
6. After the season begins if injuries or other circumstances reduce the roster of any team, the Board of Directors will address the need for replacement players to a team. The Board shall establish a participation fee appropriate for the circumstances. The President or Board may also give permission for replacement players for a given tournament at the request of the coach.
7. Placement of teams in levels A, B and C and league competition will be the responsibility of the Selection Committee, President and Board of Directors based upon the skill level of each team.

Playing Time

All players who dress for league games or tournament play are expected to play a minimum of one quarter of the playing time per tournament. Coaches may make exceptions to this minimum playing time because of either disciplinary problems, injuries or attendance problems. Other extenuating circumstances may be taken into consideration in coordination with the Board of Directors. Coaches should talk with a player's parent(s) about exceptions to the minimum playing time. If playing time is effected due to disciplinary problems, a parent must be called prior to the next game.

COACHING RESPONSIBILITIES

1. Must uphold the purpose and responsibility of the Inver Grove Heights Traveling Basketball Association as well as adhere to the procedures, policies, and guidelines established by the Association.
2. Must abide by all league and tournament rules.
3. Must abide by the Coaches' Code of Ethics as listed below:
 - a. Will place the emotional and physical well-being of players ahead of any personal desire to win.
 - b. Will remember to treat each player as an individual, remembering the large spread

- of emotional and physical development for the same age group.
- c. Will provide a safe situation for players.
 - d. Will review and practice the necessary first aid principles needed to treat injuries of players.
 - e. Will organize practices that are fun and challenging for all players.
 - f. Will lead, by example, in demonstrating fair play and sportsmanship to all players.
 - g. Will learn the rules of youth basketball and teach these rules to players.
 - h. Will use coaching techniques appropriate for each level of skills taught.
 - i. Will remember that this is youth basketball, and that the game is for youth and not adults.
4. Are encouraged to attend and will be reimbursed for attendance at preapproved coaches' clinics.
 5. Selection Committee will schedule a **MANDATORY** preseason coaches meeting to discuss the policies and procedures of the Board. Each coach needs to sign a code of ethics and understand the rules and guidelines.
 6. Each coach should have a preseason parent meeting or other communication to discuss the upcoming season, schedules, practices, and work time expectations.
 7. Attend all general meetings of the Association.
 8. Shall treat all players, coaches, officials and fans with respect in speech, attitude, and behavior at all times.
 9. Will demand a drug, alcohol, and tobacco-free sports environment for the player and agree to assist by refraining from their use at all youth sports events.
 10. Will promptly notify the Vice President of the Board of Directors of the Association in writing of any player suspension.

PLAYER RESPONSIBILITIES

1. Practice skills at home to improve. Your effort will be the largest factor in determining how far you can go with your ability.
2. Give 100% effort every time you play regardless of your assignment.
3. Be a team player. Use your skill in a team effort and always support your teammates with encouragement.
4. Practice good sportsmanship and maintain a positive attitude at all times.
5. Learn and abide by the rules of basketball.
6. Treat all players, coaches, officials, and fans with dignity and respect in speech, attitude, and behavior at all times.
7. Be aware of team schedules and attend all practices, games and other team events. If you cannot attend it is your responsibility to notify the coach.

8. Keep yourself fit and advise your coach immediately of any injury, however minor.
9. Keep your head up in defeat and keep your pride under control in victory.
10. Show appreciation of your coach, parents, and game officials for their efforts in making the program a success.
11. Maintain adequate academic standards.
12. Take proper care of your uniform and equipment.
13. Abide by the Inver Grove Heights Traveling Basketball Association's philosophy as well as adhere to the procedures, policies, and guidelines established by the Association.
14. Never use tobacco, alcohol, or drugs of any kind.
15. Be responsible for your own conduct and its consequences.
16. Have fun and enjoy the game.
17. Be aware that your conduct and behavior on or off the court could affect your position on the team. Coaches may choose not to play certain players at various times as a disciplinary action.
18. Any player who is ejected from the game for misconduct or fighting is automatically suspended for the following game.

PARENT RESPONSIBILITIES

1. Parents are responsible to get children to practices and games, and communicate with coaches/managers if they are unable to make an event. Your child's playing time may be impacted by attendance.
2. Concessions for varsity games and tournaments are held to raise monies for the program. All parents are expected to volunteer at these activities.
3. Shall treat all players, coaches, and fans with dignity and respect in your speech, attitude, and behavior at all times.
4. Parents shall abide by the following NYSCA Parent's Code of Ethics:
 - a. Will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game and practice.
 - b. Will place the emotional and physical well-being of their child ahead of any personal desire to win.
 - c. Will insist that their child play in a safe and healthy environment.
 - d. Will provide support for coaches and officials working with their child to provide a positive, enjoyable experience for all.
 - e. Will demand a drug, alcohol and tobacco-free sports environment for their child and assist by refraining from such use at all youth basketball events.
 - f. Will remember that the game is for youth and not for adults.
 - g. Will do their best to make youth basketball fun for their child.

- h. Will ask their child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- i. Will promise to help their child enjoy the youth basketball experience by assisting with coaching, being a respectful fan, providing transportation or wherever else assistance is needed.

COACHES SELECTION

The Coaches Selection Committee shall consist of three members at large designated by the Board of Directors of the Association.

1. All potential coaches and administrative staff must go through a background check.
2. All selected coaches and administrative staff must complete the mandatory training determined by the Board of Directors, which must include an accredited concussion course every three years.
3. All coaches must be in compliance with the federal law, Protecting Youth Victims from Sexual Abuse and Safe Sport Authorization Act of 2017.

EQUIPMENT

1. Complete uniforms are to be worn at all scheduled games. NOT PRACTICES.
2. Each coach is responsible for all equipment issued to the team. Parents are responsible for proper care of uniforms.

ELIGIBILITY

The Association will follow the [Minnesota Youth Athletic Services \(MYAS\) guidance for eligibility](#). Grades 3 through 8 are eligible to participate.

1. Youth attending Independent School District 199, Inver Grove Heights' schools are eligible for play.
2. If a travel basketball opportunity through an association, school, community education, or similar does not exist in the area representing the youth athlete's school attendance area, or if the athlete has been cut or restricted from their home association, they may participate with a bordering association. In this situation, the athlete does not need to complete the Player Transfer process.
3. Youth that attend online or home school may participate that reside in Inver Grove Heights are eligible for play.
4. School transfer/late registration students - See Registration Provisions no. 4.

5. Player Transfer/Waiver. A player may request to play with a bordering association if both the player's home association and the accepting association approve the transfer.
6. Traveling team players are strongly encouraged to participate in school basketball programs wherever applicable.
7. School team players will not be eligible to play in tournaments for traveling team if not a member of the traveling team.
8. If a league forfeit fee is assessed on a team due to non-excused absences of players, the fine is to be prorated between those players and payable before the next game. If not paid prior to the next game, those players would not be allowed to play. Excused and non-excused absences are the decision of the coaches.

GRIEVANCE AND DISPUTE RESOLUTION

During the course of a season, occasional disputes or differences of opinion will arise between participants. In order to resolve disputes in a respectful and reasonable manner, participants shall observe the following steps:

1. The participants involved in the disputed matter shall meet privately and attempt to resolve their differences informally.
2. If the informal dispute resolution is unsuccessful, any participant may refer the matter to the appointed Board liaison. The appointed liaison shall again encourage participants to resolve the disputed matter through discussion or other informal means.
3. A participant may initiate a formal dispute resolution process by delivering a written grievance to the Association Grievance Committee to resolve the disputed matter promptly.
4. The Grievance Committee shall have final authority to resolve the disputed matter. Its decision may not be appealed. The decision does not, however, establish a precedent for future situations. If the Grievance Committee identifies any matter that may require clarification or amendment of the Association's by-laws, policies or procedures, it shall refer them to the full Board for consideration.

NOTE: Because of the sensitivity and likelihood of the grievance association with a player suspension, coaches must provide prompt, written notice to the appointed liaison.

DISCIPLINARY POLICY

Be aware that as a player, coach, board member, and team manager, you represent the City of Inver Grove Heights. As such, your conduct, both on and off the court, could affect your position in the association. Therefore, the Inver Grove Heights Traveling Basketball Association Board of Directors has established the following Disciplinary Policy.

A committee of Board Members will review and resolve any misconduct that occurs. Three levels of disciplinary actions have been established:

1. Level one will involve a conference with the grievance committee, the player, and player's parent(s), and the coach. The resulting action will be a verbal warning. An example of misconduct which may warrant level one disciplinary action would be: Swearing at game officials.
2. Level two will involve a conference with the grievance committee, the player, the player's parent(s), and the coach. The resulting action will be a suspension from the next scheduled Metro League game and the next scheduled tournament. An example of misconduct which may warrant level two disciplinary action would be if a player loses his or her temper, throws something, and accidentally breaks a mirror.
3. Level three will involve a conference with the grievance committee, the player, the player's parent(s), and coach. The resulting action will be expulsion from the basketball program for the remainder of the year with forfeiture of all fees paid. The expulsion may be appealed to the full Board. An example of misconduct which may warrant level three disciplinary action would be if a player breaks the law by stealing an equipment bag during a tournament.

This policy includes, but is not limited to verbal, physical, and legal misconduct.