



ERAA Executive Board Bylaws Basketball Addendum

The addendum (the “Basketball Addendum”) is an addition to East Ridge Athletic Association (“ERAA”) ERAA Executive Board Bylaws (the “Bylaws”) and covers matters that specifically relate to ERAA’s basketball program. In the event of any conflict between the Bylaws, the ERAA Operating Manual (the “Operating Manual”), and the Basketball Addendum and documents referenced therein, the Bylaws and/or Operating Manual shall prevail. If a situation arises that is not outlined within the Bylaws, the Operating Manual, and the Basketball Addendum and documents referenced therein, the ERAA Basketball Board will make decisions it believes are in the best interest of the ERAA basketball community.

TEAMS AND TRYOUTS

The Basketball Board shall maintain a separate document outlining the specific tryout and team/coach selection criteria and procedures. This document shall be provided to all prospective players, parents, and coaches sufficiently in advance of tryouts for travel teams.

BASKETBALL BOARD MEMBER POLICY

The ERAA Basketball Board shall include at least the following officer (elected) positions:

- President – Basketball Director
- Vice President - Boys Traveling Director
- Vice President - Girls Traveling Director
- Vice President - In-House Director
- Treasurer
- Secretary

The ERAA Basketball Board is currently comprised of the following non-officer (appointed) positions:

- Boys Tournament Director
- Boys Tournament Assistant Director
- Girls Tournament Director
- Girls Tournament Assistant Director
- Player Development Coordinator
- Coaching Development Coordinator
- Facilities Coordinator
- Equipment Coordinator
- Marketing and Communications Coordinator
- ERHS Boys Varsity Basketball Head Coach (Liaison)

- ERHS Girls Varsity Basketball Head Coach (Liaison)

The term for all Board positions will be two years, generally May 1st- April 30th. Board Members may serve multiple terms in their position by either reelection/reappointment when their term expires. They may also run for another open position on the ERAA Basketball Board. Nominations for new, incoming board members will be accepted approximately two months prior to the start of a new term. New Board member positions may be added at any time in accordance with Bylaws.

A quorum shall consist of a minimum of two-thirds (2/3). If a quorum is present, the affirmative vote of a majority (minimum 51%) constituting the quorum shall constitute an act of the Board. For any vote that is deemed to be of critical importance to the sport, any member of the Board may call for a vote of just the officers. Otherwise, each officer and non-officer board member shall be entitled to a single (and equal) vote.

BASKETBALL BOARD JOB DESCRIPTIONS

Board Position: President – Basketball Director

Description of duties:

- Manage overall basketball program, including:
 - Lil' Raptors
 - In-House
 - Traveling
- Manage basketball board, including monthly board meeting
- Enable board members to fulfill their roles
- Promote ERAA Basketball and drive participation
- Ensure the goals and guidelines are being followed by our coaches, players and members
- Represent the basketball program with the ERAA Executive Board

Time commitment:

- Monthly ERAA Executive Board meeting
- Monthly basketball board meeting
- Assist at girls and boys basketball tournaments hosted by ERAA
- On-going time commitment supporting program

ERAA member interaction:

- ALL

Interaction with outside organizations:

- MYAS
- ERAA website vendor
- Local newspapers
- Community Ed
- Other associations (i.e. CGAA, WAA)
- Apparel Vendor

Board Position: Vice President - Boys Traveling Director

Description of duties:

- Administer the tryouts for the boys traveling program
- Register all ERAA boys traveling teams for all of their tournaments

- Work with Coaching Development Coordinator and ERAA Director of Basketball to identify coaching candidates for travel teams. Assess coaching candidates and make coach selection and assignment
- Monitor program practices and game play to ensure program values are being taught
- Work with boys basketball coach to plan ERAA Youth Night and Shot Club

Time commitment:

- Monthly board meeting
- Assist at girls and boys basketball tournaments hosted by ERAA
- Busiest time is July (tryouts and coach selection)
- Ongoing time commitment communicating with ERAA boys travel coaches and parents throughout the year

ERAA member interactions:

- Basketball Director
- Girls Traveling Director
- Coaching Development Coordinator
- Player Development Coordinator
- EHRS Boys Varsity Basketball Head Coach
- Boys traveling coaches and parents

Interaction with outside organizations:

- Tournament directors and boys traveling directors from other associations

Board Position: Vice President - Girls Traveling Director

Description of duties:

- Administer the tryouts for the girls traveling program
- Register all ERAA girls traveling teams for all of their tournaments
- Work with Coaching Development Coordinator and ERAA Director of Basketball to identify coaching candidates for travel teams. Assess coaching candidates and make coach selection and assignment
- Monitor program practices and game play to ensure program values are being taught
- Work with girls varsity basketball coach to plan ERAA Youth Night and Shot Club

Time commitment:

- Monthly board meeting
- Assist at girls and boys basketball tournaments hosted by ERAA
- Busiest time is August (tryouts and coach selection)
- Ongoing time commitment communicating with ERAA girls travel coaches and parents throughout the year

ERAA member interactions:

- Basketball Director
- Boys Traveling Director
- Coaching Development Coordinator
- Player Development Coordinator
- ERHS Girls Varsity Basketball Head Coach
- Girls traveling coaches and parents

Interaction with outside organizations:

- Tournament directors and girls traveling coordinators from other associations

Board Position: Vice President - In-House Director

Description of duties:

- Manage our in-house boys and girls programs
- Ensure practice and game scheduling is meeting the needs of our teams
- Facilitate with WAA to ensure our co-branded league is meeting or exceeding the expectations of our board and our members
- Ensure communication is timely and accurate with our coaches and members

Time commitment:

- Monthly board meeting
- Manage team selection process to ensure even distribution of talent
- Assist at year end ERAA/WAA In-House Year End Tournament
- Busy time is fall during team selections, coaching identification and coaching assignments
- On-going communications during the in-house season with coaches, members, and families

ERAA member interaction:

- Basketball Director
- Facilities Coordinator
- Coaching Development Coordinator
- Player Development Coordinator
- EHRS Boys and Girls Varsity Basketball Head Coaches
- In-house coaches and parents

Interaction with outside organizations:

- Other associations (i.e. CGAA, WAA)
- Apparel Vendor
- Community Ed

Board Position: Treasurer

Description of duties:

- Prepare and present annual budget to the board for approval at the annual general membership meeting.
- Prepare and present an annual report of the prior year's income and expenses at the annual general meeting.
- Prepare monthly projections, as deemed necessary.
- Manage authorization to incur debts must be recommended by the Board in the form of a motion for approval by the Board.
 - Expenditures of \$500.00 or less encumbered by a Member, with pre-approval by the Board 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 before the expense is incurred.
- Manage financial transactions:
 - Over \$100 shall bear two signatures, at minimum, of the Sports Director or Board Officers.

- All others shall bear the signature of the Sports Director or Board Officer.
- Issue refunds of registration fees on an individual basis at the discretion of the Director of Basketball and the Treasurer.
- Participate in Audits:
 - The Executive Board may request an annual audit of the ERAA Basketball's financial records
 - Any audit should be conducted within thirty (30) days after the end after the end of the fiscal year.
 - 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.

Time commitment:

- Monthly board meeting
- On-going time commitment to supporting program (fiscal year is Jan. 1st – Dec. 31.)

ERAA member interaction:

- ALL

Interaction with outside organizations:

- ERAA Executive Board Treasurer

Board Position: Secretary

Description of duties:

- Records minutes at monthly board meetings
- Manages registration and databases (Game Changer, Team Genius, MYAS, Mailchimp, Excel) for travel, in-house, and Li' Raptors
- Updates website as appropriate
- Manages Google Drive and Google Admin accounts
- Assist with various administrative duties as needed

Time commitment:

- Monthly board meeting
- On-going time commitment supporting program

ERAA member interaction:

- ALL

Interaction with outside organizations:

- MYAS

Board Position: Boys Tournament Director

Description of duties:

- Responsible for overall operations for the annual ERAA boys tournament, including everything from registering teams and determining brackets to recruiting volunteers, securing gym space and managing the tournament budget
- Responsible for general management of sites being utilized for the tournament, including resolving any issues, working with concession leaders and site coordinators, and serving as point of contact for refs and medical professionals.
- Organize all volunteer related activities, including communication plans, DIBS management and volunteer sign up
- Manage concession inventory and determine meal plan for concessions, distribute equipment, assist in placing orders and arranging delivery of food, serve customers, and train volunteers

- Ensure each court and game is prepared for score keeping and clock management with the necessary volunteers and supplies, also record game scores to web and posters.
- Manage the labeling and sorting of trophies and/or t-shirts; as well as delivering trophies to all appropriate locations
- Collect and manage money from site concessions/admissions and work with the Treasurer to deposit in the bank.
- Deliver equipment and supplies needed to sites pre-tournament, collect and return all items post tournament, also advise the Delivery/Runner volunteers throughout the tournament

Time commitment:

- Monthly board meeting
- Busy during August/September as registrations start to come in
- Busiest during Late November leading up to the tournament for final preparations
- Extremely busy while tournament is going on. Usually need to be available the Friday before the tournament and Monday after the tournament

ERAA member interactions:

- Basketball Director
- Boys Tournament Assistant Director
- Boys Traveling Director
- Treasurer
- ERHS Boys Varsity Basketball Coach
- Boys traveling coaches and parents

Interaction with outside organizations:

- Works closely with MYAS organization to get our brackets created
- Works closely with the Referee Main point of contact (Don Bowman)
- Works Closely with Site Coordinators
- Works closely with other associations coaches/travel coordinators during the registration process

Board Position: Boys Tournament Assistant Director

Description of duties:

- Assist Boys Tournament Director as needed

ERAA member interactions:

- Basketball Director
- Boys Tournament Director
- Boys Traveling Director
- Treasurer
- Boys traveling coaches and parents

Time commitment:

- Monthly board meeting
- Busy during August/September as registrations start to come in
- Busiest during Late November leading up to the tournament for final preparations
- Extremely busy while tournament is going on. Usually need to be available the Friday before the tournament and Monday after the tournament

Interaction with outside organizations:

- Works closely with MYAS organization to get our brackets created
- Works closely with the Referee Main point of contact (Don Bowman)
- Works Closely with Site Coordinators
- Works closely with other associations coaches/travel coordinators during the registration process

Board Position: Girls Tournament Director**Description of duties:**

- Responsible for overall operations for the annual ERAA girls tournament, from registering teams and determining brackets to recruiting volunteers, securing gym space and managing the tournament budget
- Responsible for general management of sites being utilized for the tournament, including resolving any issues, working with concession leaders and site coordinators, and serving as point of contact for refs and medical professionals.
- Organize all volunteer related activities, including communication plans, DIBS management and volunteer sign up
- Manage concession inventory and determines meal plan for concessions, distribute equipment, assist in placing orders and arranging delivery of food, serve customers, and train volunteers
- Ensure each court and game is prepared for score keeping and clock management with the necessary volunteers and supplies, also record game scores to web and posters.
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ERAA member interactions:

- Basketball Director
- Girls Tournament Assistant Director
- Girls Traveling Director
- Treasurer
- ERHS Girls Varsity Basketball Head Coach
- Girls traveling coaches and parents

Interaction with outside organizations:

- Works closely with MYAS organization to get our brackets created

- Works closely with the Referee Main point of contact (Don Bowman)
- Works Closely with Site Coordinators
- Works closely with other associations coaches/travel coordinators during the registration process

Board Position: Girls Tournament Assistant Director

Description of duties:

- Assist the Girls Tournament Director as needed.

Time commitment:

- Monthly board meeting
- Busy during August/September as registrations start to come in
- Busiest during Late November leading up to the tournament for final preparations
- Extremely busy while tournament is going on. Usually need to be available the Friday before the tournament and Monday after the tournament

ERAA member interactions:

- Basketball Director
- Girls Tournament Director
- Girls Traveling Director
- Treasurer
- Girls traveling coaches and parents

Interaction with outside organizations:

- Works closely with MYAS organization to get our brackets created
- Works closely with the Referee Main point of contact (Don Bowman)
- Works Closely with Site Coordinators
- Works closely with other associations coaches/travel coordinators during the registration process

Board Position: Facilities Coordinator

Description of duties:

- Coordinate South Washing County permits for facilities.
- Procure additional facilities, if needed
- Scheduling of team practices and locations

Time commitment:

- Monthly board meeting
- Busiest time is from October-February

ERAA member interaction:

- Basketball Director
- Boys Traveling Director
- Girls Traveling Director
- In-House Director
- Player Development Coordinator

Interaction with outside organizations:

- South Washington County School Facility Planning
- Local gyms and facilities

Board Position: Equipment Coordinator

Description of duties:

- Coordinate sourcing and procurement for ERAA Basketball

- Uniforms
- Coaches equipment (bags, scorebooks, first aid kits)
- Basketballs
- Inform members of planned expenses, uniform updates, and sourcing negotiations.
- In addition to traveling basketball the equipment manager will support sourcing of uniforms for the In-House and Little Raptors programs.

Time commitment:

- Monthly board meeting
- Assist at girls and boys basketball tournaments hosted by ERAA
- Assist at girls and boys travel team tryouts – uniform fitting
- Busy time is in late summer into fall

ERAA member interaction:

- Basketball Director
- Boys Traveling Director
- Girls Traveling Director
- In-House Director
- ERHS Boys and Girls Varsity Basketball Coaches

Interaction with outside organizations:

- ERAA uniform vendors
- ERAA equipment vendors

Board Position: Player Development Coordinator

Description of duties:

- Build, maintain, enhance program wide drills and training (i.e. Raptor 10)
- Assist coaches with player development techniques
- Monitor program practices and game play to ensure program values are being taught
- Assist at girls and boys summer camps and open gyms (as time allows)

Time commitment:

- Monthly board meeting
- Assist at girls and boys basketball tournaments hosted by ERAA
- Manage traveling teams tryout process
- Busy time is July/August (tryouts)
- On-going time commitment supporting program at open gyms and practices throughout the year

ERAA member interaction:

- Basketball Director
- Boys Traveling Director
- Girls Traveling Director
- In-House Director
- ERHS Boys and Girls Varsity Basketball Head Coaches
- Traveling and In-House coaches

Interaction with outside organizations:

- N/A

Board Position: Coaches Development Coordinator

Description of duties:

- Build, maintain, enhance program coaching guidelines
- Assist coaches with practice and game strategy
- Monitor program practices and game play to ensure program values are being taught
- Assist at girls and boys summer camps and open gyms (as time allows)

Time commitment:

- Monthly board meeting
- Assist at girls and boys basketball tournaments hosted by ERAA
- Manage travel team coaching selection and assignment
- Busy time is July/August (tryouts)
- On-going time commitment supporting program and coaches

ERAA member interaction:

- Basketball Director
- Boys Traveling Director
- Girls Traveling Director
- In-House Director
- ERHS Boys and Girls Varsity Basketball Head Coaches
- Traveling and In-House coaches

Interaction with outside organizations:

- N/A

Board Position: Marketing and Communications Coordinator

Description of duties:

- Promote ERAA Basketball through various channels
 - Newspaper
 - Website
 - E-mail, Twitter, etc.
- Inform members of important dates, opportunities and program goals
- Manage web site
- Ensure branding and marketing compliance using Canva and approved colors, graphics, and logos
- Identify new technologies that can benefit our members

Time commitment:

- Monthly board meeting
- On-going time commitment supporting program

ERAA member interaction:

- ALL

Interaction with outside organizations:

- ERAA website vendor
- ERAA Executive Board Director of Marketing and Communications
- Local newspapers
- Community Ed