

PUTNAM YOUTH BASKETBALL LEAGUE PYBL By Laws November 2024

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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 comprehensive competitive basketball experience for both Competitive and Developmental teams. In this organization we embody teaching the game of basketball by putting teams and players in positions of success, being intentional in the teaching process, and achieving vertical alignment with the Putnam High School Basketball Programs. Competitive and Developmental teams will learn the life lessons that sport has to offer such as teamwork, sportsmanship, self-discipline and perseverance. PYBL believes that participation in athletics is a privilege that bears a responsibility to the community, the organization, officials, and the athletes themselves. We value healthy competition, encourage spirited and fair play, and appreciate positive support offered by spectators. PYBL strives toward excellence in all facets, but the greatest impact it will have is on the player and their love for the game of basketball.

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 prospective 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 wellbeing 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, Coach Coordinator, 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/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 Facility Services & PYBL.
- Provides practice schedules to League.
- Develops a game schedule for League.
- Provide schedules to referee coordinator
- Organize registration process for league.
- Teamsideline Administrator
- Support the tryout and team selection process for the teams.
- 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,
- Reserve meeting space for all meetings.
- 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/Registrar

- 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 Coach Coordinator(s)

- Attend coaches interview meetings
- Provide guidance to coaches during game scheduling process.
- Act as liaison between coaches, parents and the board.
- Attend PYBL games to check league representation of coaches, players, fans
- Works as Coaching Liaison with High School Program.
- Perform other duties prescribed by the Board of Directors.

Section 7 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 8 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 9 Communications/Social Media Manager

- Manage web, email, and print communications for the league.
- Leads league advertising efforts in summer/fall.
- Maintain web systems.
- Perform other duties prescribed by the Board of Directors.

Section 10 Equipment Manager

- Manage all equipment-related needs; make approved purchases.
- Coordinate the check in/out of basketballs, first aid kits, and all gear. ~~team uniform.~~
- Perform other duties prescribed by the Board of Directors.

Section 11 Uniform Coordinator

- Manage all uniform purchases PYBL Teams based on board approval.
- Perform other duties prescribed by the Board of Directors

Section 12 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

PYBL Coaches

The Head Coaches for each Team are selected through an application and interview process by the PYBL Board. All Coaches (including the assistant coaches) are required to submit and/or complete the following: (1)Coaches Application Form via Google Form

(2) Attend in-person or phone interview with PYBL Coach Coordinator and PYBL Vice President (or President).

(3) Completed Clear Background Check.

† (4) PYBL Board ratification.

- (6) Coaches who finish previous season in good standing will get priority nomination for the following season
- (6) Complete Annual NFHS Concussion Certification
- 87) Other Items required/requested by the 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) Complete Clear Background Check.
- (4) PYBL Board ratification.

Article IX. PLAYER DRAFT & TRYOUT INFORMATION

Section 1 Timeline

- 1) Annual Timeline (Subject to Change each year)
- 2) Attend Quarterly NCSD Facility Scheduling Meetings (Reserve Summer, Fall, Winter, Spring Gyms)
- 3) Summer – Host Open Gyms throughout summer (Small Fee for players)
- 4) August - Early September - Coaches Applications being accepted
- 5) August - Tryout Format and dates drafted
- 6) September - Coaches Application Deadline (Prior to monthly meeting)
- 7) October - Player Tryouts (First Two Weeks)
- 8) October - Teams Announced (Within 1 Week after tryout)
- 9) October - Welcome Email from Coach (End of October)
- 10) October - Registration Due (End of October, first week of November)
- 11) November - Mandatory PYBL Parent Meeting (Week before 1st Practice)
- 12) November - First week of practice (First full week of November)
- 13) November - Tournament Selections Due (Week after 1st Practice)

Section 2 – General

- (1) Once approved, a Head Coach shall begin sharing info about and inviting players to the tryouts.
- (2) One to two try out dates will be scheduled and advertised by PYBL to help fill needed roster spots for coaches at each grade level.
- (3) All approved coaches must attend tryout sessions of their respective grade level for team.
- (4) All registered players are highly encouraged to attend both tryouts, dates TBD.

Section 3 – Team Selection Process

Following tryouts all coaches will need to select players for their rosters by working with coaches of same grade level.

Coordinators and some board members may work with coaches to ensure rosters are selected appropriately.

Following tryouts the Coordinators will certify the rosters and begin contacting families to ensure the 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 (subject to coaches discretion);

Players in same grade level; except when not enough players to make a single grade team or in cases where fielding a competitive level team requires blending grades.

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 Vice President.

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 Competitive and Developmental 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

Registration fees includes fees for all practice time (3-5 hours per week), Singleton games, Tournaments, and league operations.

Competitive teams will play in a max of 6 tournaments and state should they qualify. PYBL will pay for one State Tournament entry fee. Developmental teams will play in a mixture of tournaments and singleton games. Developmental teams will play in approximately 1-4 tournaments pending level of team.

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 Roster will be required to only play for PYBL (i.e. – may not play PYBL, AAU or other club basketball teams simultaneously). Exceptions can be made provided the head coach of that team agrees with the understanding that the PYBL team is their primary commitment for the entirety of the season.

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 + plus board review

2nd technical in a season = Discussion with President/Board

3rd technical in a season = Discussion with President/Board

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 + plus board review

2nd technical in a season = Discussion with President/Board

3rd technical in a season = Discussion with President/Board and discussion of potential suspension