

# Palmer Youth Basketball Association (PYBA) By-Laws

(Revised April 2015)

## Article I NAME

The name of this organization shall be the Palmer Youth Basketball Association (PYBA).

## Article II OBJECTIVES

Section 1: The Palmer Youth Basketball Association is a non-profit organization formed and established to provide basketball to the villages of Palmer. It will arrange, promote and organize basketball competition involving boys and girls in grades 1-8, that are residents of the town of Palmer.

Section 2: The purpose of this program is as follows:

- a. To have fun;
- b. To learn the rules of the game;
- c. To learn about teamwork;
- d. To learn the fundamentals of good sportsmanship;
  - i. Self discipline,
  - ii. Mutual respect for other players, coaches and officials,
  - iii. To learn to be graceful in victory and defeat.
- e. Winning is secondary to the above listed goals. This is an instructional program.
- f. Each player on a team should be given an equal opportunity to play during the season.
  - i. As a minimum, each player must play the equivalent of one half of each half in each game that he/she is present.
  - ii. Exceptions: A coach or referee may override this rule for discipline reasons (a) conduct, (b) sportsmanship or (c) injury.

## ARTICLE III BOARD OF DIRECTORS

Section 1: This organization shall be responsible for the organization and conduct of the Palmer Youth Basketball Association.

Section 2: This Board of Directors shall:

- a. Make all decisions affecting the conduct of the PYBA program;
- b. Establish, maintain and enforce all in town and league policies, procedures and rules concerning the conduct of each team;
- c. Appoint and provide for all coaches.

Section 3: The PYBA shall have a Board of Directors containing the following positions:

- 1) President:
  - a) Provide meeting agenda to Secretary for distribution;
  - b) Oversee and mediate each Board meeting;
  - c) Attend meetings (if held) with other participating Recreation Boards regarding upcoming season and changes;
  - d) Be a co-signer on the PYBA bank account;
  - e) Oversee all functions and duties of PYBA;
  - f) Responsible for coordinating/completing all necessary steps to complete CORI checks on all PYBA volunteers or coaches that will work directly with the children in the program, reporting any concerns that may be included in the results reports, to the Board of Directors.
  
- 2) Treasurer:
  - a) Provide the Board of Directors with an itemized financial statement at the beginning and end of the season, with updates to be provided at each meeting;
  - b) Deposit registration checks in a timely fashion;
  - c) Deposit and record sponsor checks;
  - d) Be a co-signer on the PYBA bank account as well as manage bill payment and manage all Association funds.
  
- 3) Secretary:
  - a) Record and maintain records of minutes from each PYBA Board meeting and supply them via email to the Board for review;
  - b) Confirm that all Board member contact information is current and accurate;
  - c) Keep the line of communication open with Webmaster to ensure that all information is kept current on the PYBA website;

- d) Send reminders for Board meetings and upcoming events and deadlines;
  - e) Distribute meeting agendas to Board of Directors.
- 4) Scheduler:
- a) Based on team count and gym availability, schedule gym time practices before the season begins;
  - b) Provide schedules to travel teams (may be generated from another Recreation Board), to include directions and contacts;
  - c) Reschedule games as needed due to cancellation;
  - d) Be the primary contact person for school departments in cases of weather closings or delays and share information with assigned coordinator;
  - e) Be the primary contact person regarding gym usage and scheduling;
  - f) Verify league rules and communicate any changes to the Board as needed throughout the season.
- 5) Instructional Program Coordinator (grades 1 & 2):
- a) Coordinate coaches;
  - b) Provide support to coaches throughout the season and communicate any needs or issues to the Board;
  - c) Communicate regularly with coaches in regards to upcoming meetings, events and any responsibilities that they need to be made aware of throughout the season;
  - d) Schedule games and practices for all Instructional teams.
- 6) Coaches Coordinator (grades 3-8):
- a) Provide support to coaches throughout the season and communicate any needs or issues to the Board;
  - b) Communicate regularly with coaches in regards to upcoming meetings, events and any responsibilities that they need to be made aware of throughout the season;
  - c) Report all game scores to league administrator (as required).
- 7) Referee Coordinator:
- a) Assist with the training of new and returning officials;
  - b) Schedule officials for games;
  - c) Supply Referee shirts for officials and submit a list of necessary replacements to the Board as needed;
  - d) Collect game cards and shirts from officials at the conclusion of the season (if needed) and pay their fees accordingly.
- 8) Equipment Manager:
- a) Create standard lists of needed equipment per team (i.e. balls, first aid kits, pinnies, scorebooks);

- b) Take inventory at the beginning and end of the season, then submit a list of needed supplies to the Board, for approval to purchase;
  - c) Responsible for ordering and picking up new equipment;
  - d) Responsible for distributing team equipment to coaches;
  - e) Responsible for collecting team equipment bags at the end of the season.
- 9) Sponsor Coordinator:
- a) Responsible for submitting both a team sponsor and a league sponsor request letter to the Board, for approval;
  - b) Responsible for sending out sponsorship request letters to potential sponsors prior to registration time;
  - c) Follow up with sponsors who have not replied prior to the end of the registration window;
  - d) Distribute photo plaques to sponsors at the end of the season.
  - e) Make arrangements to have all team and league sponsors acknowledged at the close of the season.
- 10) Picture/Special Events Coordinator:
- a) Responsible for contacting chosen photographer to secure date and times for PYBA picture day;
  - b) Will coordinate with the scheduler to develop a picture day schedule, then provide that schedule to the photographer as well as all Board members for distribution to appropriate persons;
  - c) Be primary contact person for photographer for questions, concerns or any schedule changes;
  - d) Responsible for coordinating picture pick up from photographer as well as distribution to individual team coaches;
  - e) Schedule any special events (i.e. group tickets to attend sporting events, skills clinics, jamboree);
  - f) Handle any and all aspects of reserving seats/ordering tickets for sporting events;
  - g) Communicate all information to Board Members for distribution to the PYBA community, via website and Facebook.
- 11) Game Day Coordinator:
- a) Responsible for contacting local schools and recreation group in search of potential home game scorebook and clock keepers (may be volunteers or paid as determined by the Board of Directors);
  - b) Manage the home game schedule to ensure that there are two individuals scheduled to run the clock and scorebook;
  - c) Communicate with Board members any openings and needs, and make sure that any openings are communicated via the Facebook page as well as any other resources the group may have.

- 12) Parent Advisors (up to 3 positions):
  - a) Assist Board with tasks where help may be needed;
  - b) Provide Board with insight from other parents during the season;
  - c) Act as a liaison during the season, to provide parents with information and resources as issues or concerns arise.
  
- 13) Registrar:
  - a) Collect registration mailings from PO box on a weekly basis during the registration time window;
  - b) Responsible for tracking all registration information for record keeping purposes;
  - c) Follow up with and coordinate with families regarding any payment plans (as needed);
  - d) Responsible for gathering information for uniform orders and will handle said order.

## **ARTICLE IV MEETINGS**

Section 1: The Board of Directors President shall call monthly meetings, or as many as he/she sees fit, throughout the year as well as during the season. These meetings are open to the public. There must be at least one Annual Meeting for the purpose of election of Officers and or Directors. Election to take place over the course of the first two meetings, following the end of each season.

Section 2: A majority of Board Members must be present for all general meetings and voting decisions, except as seen in the ARTICLE IX Section 1.

Section 3: If a Board Member misses three (3) consecutive meetings, without good cause, the Board shall have the authority to call for the resignation of said member.

Section 4: In the absence of the President, the Treasurer/Registrar shall moderate meetings.

## **ARTICLE V FINANCIAL POLICY**

Section 1: The Board of Directors shall decide and vote on all matters pertaining to the finances of the PYBA.

Section 2: Two signatures are required on all checks; the Treasurer along with the President or other Board Member authorized to sign on the PYBA bank account.

## **ARTICLE VI ELIGIBILITY**

- Section 1: To be eligible to play in PYBA, players must be enrolled in the Palmer Public schools or be a Palmer resident.
- a. Grade 3&4 players cannot turn 11 before Jan 1.
  - b. Grade 5&6 players cannot turn 13 before Jan 1.
  - c. Grade 7&8 players cannot turn 15 before Jan 1.

d. Eligibility requirements may change dependent on current league rules.  
Section 2: To be eligible to play in any PYBA activities, a player must first remit their annual registration form and fee to the Association.

Section 3: To be eligible to participate in the scheduled practices and games, parents must sign and agree that they, their children and associated spectators will abide by the code of conduct. (See Appendix A)

## **ARTICLE VII SPORTSMANSHIP**

Section 1: Coaches must control their players and fans during all games, to the best of their ability. They are expected to report any incidents or issues to the Board of Directors immediately following the incident.

Section 2: Any coach or player who, is not abiding by PYBA's code of conduct may be subject to disciplinary action, to be determined by the Board of Directors. All coaches are expected to abide by the objectives set out in Article II Section 2.

## **ARTICLE VIII ACTS OF DISBARMENT**

Section 1: Physical or verbal attacks on an Official, coach, player, spectator, parent or Board Member immediately prior to a game, during a game or immediately following a game, will result in disbarment from PYBA event(s), as determined by the Board of Directors.

Section 2: Unsportsmanlike conduct will not be tolerated. Any abusive tactics or derogatory or unbecoming acts that could be detrimental to the Association or not in the best interest of PYBA may, at the discretion of the Board, may result in disbarment from any PYBA event.

Section 3: Destruction of or defacement of property or equipment may, at the discretion of the Board, may result in disbarment.

## **ARTICLE IX CONTINGENCIES**

Section 1: The Executive Board (consisting of the President, Treasurer/Registrar and Secretary) shall be authorized to act in the best interests of the Palmer Youth Basketball Association, should unforeseen circumstances arise which require immediate action and shall then be reported to the Board of Directors. Actions taken by the Executive Board under this provision are subject to review and approval by the Board of Directors at the next general meeting.

## **ARTICLE X APPEALS PROCESS**

Section 1: Any disqualified or disbarred individual may request an interview/review by the PYBA Executive Board. The vote of the Board regarding the appeal will be final. To appeal a decision, a person must file a notice of appeal. The notice must be sent to the PYBA President within 30 days of receiving notice of disqualification or disbarment. In order for the notice of appeal to be accepted, it must include:

1. The full name and address of the appellant.
2. The name of the person, if any, making the request for an appeal on behalf of the appellant (e.g. lawyer or spokesperson).
3. The address of the person making the request on behalf of the appellant.
4. The ground for the appeal (provide a detailed explanation of the appellant's objections to the decision; describe additional facts or factual errors in the decision).
5. The particulars relevant to the appeal (describe any background facts that relate to the appeal including how you are affected by the decision).
6. A description of the relief requested (what you want the Board to do at the end of the appeal).
7. The signature of the appellant or the appellant's representative.

## **ARTICLE XI PROGRAM RULES AND REGULATIONS**

Section 1: Special rules and regulations, which govern the organization and operation of programs and activities sponsored by the Association, shall be enacted as needed by the Board of Directors.

Section 2: Any rule or regulation enacted by the Board, may be amended or revoked by the majority vote of the Board of Directors.

Section 3: The Association may require a background (CORI) check for any member who acts in an official capacity on behalf of the Association including but not limited to officers, coaches, and other program officials. Any requirement of background checks shall be determined by the Board of Directors as needed. DCJIS CORI policy was adopted and added on November 30, 2014. (See Addendum 1)

## **ARTICLE XII AMENDMENTS TO BY-LAWS**

Section 1: The By-Laws, or any section thereof, may be amended or repealed by a two thirds vote of the membership present at a scheduled general meeting, provided that all Executive Board members are present.

## **ARTICLE XIII CHARITABLE PURPOSE**

Section 1: The Association shall be formed to serve the youth of the geographical area as set forth in these By-Laws, and no part of the funds or income derived therefrom shall be used to benefit any Directors, Officers, Coordinators, and Members-at-Large, or any other person. It is the intention of this Association to only serve the youth of the Association, but not any specific individuals.

## **ARTICLE XIV TERMINATION AND DISSOLUTION**

Section 1: Upon termination of this Association by a majority vote of the then serving Directors, Officers, Coordinators, and Members-at-Large, the funds remaining in the treasury of the Association, after payment of any just or reasonable termination costs and fees, shall be paid over and transferred to a similar Association which is organized as a non-profit Association, in the closest proximity to Palmer, Massachusetts. If there is no association substantially similar, then the Board may select any youth Association to receive the remaining funds.

## Addendum 1: (Revise date: November 30, 2014)

### CORI Policy

- I. CONDUCTING CORI SCREENING: CORI checks will only be conducted as authorized by the DCJIS and MGL c.6, 172, and only after a CORI Acknowledgement Form has been completed.
- II. ACCESS TO CORI: All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know". This may include, but not be limited to, hiring managers, volunteers submitting the CORI requests, and Board Members charged with processing volunteer applications. PYBA must maintain and keep a current list of each individual authorized to have access to, or view CORI. This list must be updated every six (6) months and is subject to inspection up in request by the DCJIS at any time.
- III. CORI TRAINING: An informed review of a criminal record requires training. Accordingly, all volunteers authorized to review or access CORI at PYBA, will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.
- IV. USE OF CRIMINAL HISTORY IN BACKGROUND SCREENING: CORI used for volunteer purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.
- V. VERIFYING A SUSPECT'S IDENTITY: If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.
- VI. INQUIRING ABOUT CRIMINAL HISTORY: In connection with any decision regarding volunteer opportunities, the subject shall be provided with a copy of the criminal history record, whether obtained from DCJIS or from any other source, prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.
- VII. DETERMINING SUITABILITY: If a determination is made, based on the information as provided in section V of this policy, that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:
  - (a) Relevance of the record to the position sought;
  - (b) The nature of the work to be

performed; (c) Time since the conviction; (d) Age of the candidate at the time of the offense; (e) Seriousness and specific circumstances of the offense; (f) The number of offenses; (g) Whether the applicant has pending charges; (h) Any relevant evidence of rehabilitation or lack thereof; and (i) Any other relevant information, including information submitted by the candidate or requested by the organization.

The applicant is to be notified of the decision and the basis for it in a timely manner.

VIII. ADVERSE DECISIONS BASED ON CORI: If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject will be provided with a copy of the organizations CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS's 'Information Concerning the Process for Correcting a Criminal Record'.

IX. SECONDARY DISSEMINATION LOGS: All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the subject.