

LAKEVIEW BASKETBALL ASSOCIATION

Bylaws

I. Mission Statement

LAKEVIEW BASKETBALL ASSOCIATION (hereinafter referred to as LBA) is an organization designed to help promote and develop basketball programs for boys and girls in the fourth through sixth grades at Lakeview School. The development of boys & girls basketball will focus on providing the youth with the fundamental understanding and enjoyment of basketball. Participation and sportsmanship will be stressed at all levels, with a primary emphasis being placed upon developing basic individual skills and general team concepts.

II. Organization of the Board of Directors

The Board of Directors consists of 5 officer positions: LBA Coordinator, Treasurer, Secretary, Scheduler/Web Designer and Coach Liaison and up to 6 additional at-large members. All members of the board are voting members. Board Members are approved on a volunteer basis and can serve indefinitely.

III. Duties of Membership

A. LBA Coordinator

- Oversees all LBA operations, functions and activities.
- Schedules all board meetings.
- Serves as the primary LBA contact to the board, the organization, and the public.
- Will be the deciding vote in case of a tie
- Coordinates Registration

B. Treasurer

- Responsible for LBA finances including payment of all approved expenditures and accounting of income from program registrations, tournaments, sponsors and other sources.
- Responsible for all cash needs at tournaments, tickets and concession.
- Issues a financial statement report at all board meetings.
- Responsible to review, monitor and maintain proper insurance coverage.

C. Secretary

- Takes minutes at board meetings. If the Secretary is absent; the LBA Coordinator appoints someone to take minutes.
- Assists LBA Coordinator.

D. Scheduler/Web Designer

- Posts all scheduled games and tournaments.
- Keeps the LBA website up to date with the latest information for all LBA related activities.

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- E. Coach Liaison
 - Provides a coach's perspective to the Board regarding the operation of the LBA.
 - Consults with the Board regarding approved coaching philosophies and coach development.
 - Communicates with the Board regarding tournaments and scrimmages.
 - F. At-large Members
 - Attends and participates in Board meetings on a regular basis
 - Completes all duties agreed upon or assigned by the Board
 - Actively participates in fundraising and volunteer activities
- IV. Meetings
- Meetings will be held before and after the LBA season and on an as needed basis as determined by the LBA Coordinator.
 - A quorum or minimum of fifty percent (50%) of the board members must be present before an issue can be voted upon. Issues requiring a vote without the minimum numbers of members present must be tabled until the next meeting. Board members must attend 80% of the meetings in order to stay on the Board. If a Board member is unable to attend a meeting, the Board member should contact the LBA Coordinator by email or phone to advise the Coordinator of the absence.
 - Votes can be done via email, if there is no need to hold a meeting. All people should reply all with their vote so all members receive the vote information. All votes should be made within 48 hours of the initial vote email.
- V. Terms of Membership to the Board
- While ideally membership should be made up of at least one representative per grade, the Board recognizes this may not be possible. Therefore, it is not required that there be representation but it remains the preference.
 - Terms of membership are from April 1 to March 31 and members are invited to continue for as long as they wish to actively participate.
 - Any Board member engaging in activity deemed detrimental to LBA or demonstrating consistent reluctance to participate and contribute to designated activities may be removed by a majority vote of the Board. Such cases shall be brought to the attention of the Board by any board member or parent and discussion shall be held at the next regularly scheduled Board meeting or at a specially scheduled Board meeting as determined necessary by a simple majority of the Board members.
 - All members of the LBA Board are encouraged to attend LBA activities.
- VI. New Members
- A vacancy on the Board will be filled as soon as possible.
 - Volunteers for the vacant positions must commit to and support our youth basketball program as a whole, rather than simply a narrow segment of our program.

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- Nominations of prospective members may be placed before the Board by any member considered in active standing. Nominations are to be made in advance to the prospective member's attendance.
 - New members shall be approved by a simple majority vote of the Board.
 - If there are more applications/nominations than available positions, nominees/applicants shall be allowed to come to a Board member to state their reasons for wanting to participate.
- VII. Participation Expectations/Guidelines
- A. Athletes
- LBA is open to all players who are in grades 4 through 6, have paid the registration fee and been added to LBA's insurance policy.
 - Be prompt to all practices and games.
- B. Coaches
- Coaches may be male or female. A head coach must be at least 18 years of age. Coaching candidates and coaches must have a solid working knowledge of the game and possess good administration and management skills and agree to follow the rules of the LBA Board.
 - LBA Board shall approve all coaches for each team. This process may include interviews if deemed appropriate by the Board.
 - Each team must have a coach. If there are not enough coaches to fill all of the positions, a committee will be formed to recruit qualified individuals for those positions.
 - Coaches are approved for the current season only and must be approved each year to continue in the program.
 - The Board has the authority to terminate and replace coaches who exhibit inappropriate behaviors as determined by the Board. The coach has the right to appeal the decision at a regular Board meeting. Board decisions in these matters are made by simple majority of a quorum.
 - Be prompt for all practices and games.
 - Shall not leave until all players are picked up after practice.
 - Prospective coaches may be subject to a background check through the Minnesota Bureau of Criminal Apprehension. Any questionable or disqualifying information found through the background check process shall result in immediate action by the Board to determine the individual's ability to continue in the coaching position.
 - Youth helpers are permitted with the approval of the Head Coach of the team they are helping with.
 - All practices are open to parents.
- C. Parents/Guardians of Athletes

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- Provide transportation to all associated LBA activities, including but not limited to, practices, games, tournaments, fundraisers, etc.
- Ensure your child arrives to practice and games at the appropriate times and is picked up promptly after practices and games.
- Parents are allowed in the gym during scheduled practices provided distractions are limited.
- Pay all fees, including but not limited to registration fees, jersey/uniform, warm ups, as well as personal admission fees to tournaments.
- Maintain communication with the team coach, especially if the child is unable to attend a scheduled LBA event. Except in unforeseen circumstances, it is expected that notification of absences shall occur prior to the activity.
- Actively participate in fundraising and volunteer activities. This includes time spent volunteering at round robins/tournaments and providing requested supplies.

D. Teams

- If the number of players on one team is 16 or more, the Board and the coach will talk about splitting the team. If the team is being split, the board will then encourage the coaches to divide the teams as equally as possible to the best of his/her ability.
- Minimum number of players on a team will be discussed on a case by case basis.

E. Playing Time

Every player is guaranteed playing time. This does not mean equal playing time. Issues such as unexcused missed practices, bad attitude, not following coach's instructions, etc. affect playing time. The only acceptable reason for a player not playing in a is injury or disciplinary action.

- 4th- As equal playing time as possible per day/tournament
- 5th- Fair playing time per day/tournament based on participation, attitude, etc.
- 6th- Coaches discretion

VIII. DISCIPLINE

LBA encourages its players, parents and coaches to always consider the negative consequences associated with inappropriate behavior and be aware that "discipline will come before basketball" without exception.

IX. Concussions

- a. Each coach will Receive appropriate concussion training.
- b. Each coach will carry with them the Coach's Fact Sheet regarding concussions.
- c. Parents will be given a fact sheet regarding concussions.
- d. Parents need to notify the coach if their child has suffered a concussion.
- e. If a player has suffered a concussion, a written note from a health care provider will be needed before the player can practice or play.

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- f. LBA reserves the right to not allow your child to practice or play in a game if we (the LBA board or coaches) think your child has suffered a concussion.
- X. CODE OF CONDUCT
- A. Everyone
- Respect all players, coaches, referees, parents and spectators.
 - Respect the property of others including all gym facilities.
 - Do not taunt, boo, or make negative comments about any players, coaches, referees, parents and spectators.
 - Remember that sports for children should be about having fun.
- B. PARENT & SPECTATOR CODE OF CONDUCT
- Parents should conduct themselves responsibly and show good sportsmanship.
 - Accept willingly and graciously the decisions of the officials.
 - Remember that children participate in athletics to have fun.
 - Remember that the game is for the children, not for the adults.
 - Remember that they are not the coach and will refrain from yelling instructions out onto the court.
 - Speak to the coach in private with any concerns, never in front of the children or on the court.
 - Be a positive role model by respecting all players, coaches, referees, parents and spectators at all times.
 - Value skills development, fair competition and good effort. Recognize that the efforts of all children, your own team and opponents, are more important than the outcome of the game.
 - Cheer for all children on the team in a positive fashion, not just your own child.
 - Refrain from rude or obnoxious behavior or comments toward the opposing team and officials, and never confront referees or other game personnel.
 - Not encourage any behaviors or tactics that would endanger the health and wellbeing of anyone.
 - Be informed about the rules and regulations of basketball.
 - In the event of questions or concerns, please contact a LBA Board Member.
- C. PLAYER CODE OF CONDUCT
- Play for the love of the game.
 - Be a team player.
 - Be gracious in losing and winning.
 - Obey the rules.
 - Accept willingly and graciously the decisions of the official.
 - Work hard to improve skills, learn the game and play by the rules.
 - Follow coaches' directions and instructions.
 - Always respect teammates, opponents, coaches and referees.
 - Support teammates at all times.
 - Shake hands with opponents and referees after the game.

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- Any player removed from the game for fighting will be suspended for the next game on their 1st offense and on their 2nd offense they will be suspended for the rest of the season.
- Chronic discipline problems will be brought before the LBA Board for consideration of suspension for the season.
- Educate yourself about the rules and regulations of basketball.

D. COACH'S CODE OF CONDUCT

- Understand the rules of the game and share that understanding with the players.
- Treat the players fairly and equally.
- Be considerate of other teams.
- Be well prepared for practices.
- Have knowledge in first aid and concussions.
- Teach players to respect official's decisions.
- Make skill development, sportsmanship, teamwork, fun and learning the game - the goals of the team.
- Be a positive role model by respecting all players, coaches, referees, parents and spectators at all times.
- Learn and play by the rules of the game.
- Be as respectful and restrained as possible in response to calls by officials.
- Never lose your temper.
- Be generous in your praise, emphasizing the efforts of players over the outcome of the game.
- Be fair, honest and consistent in coaching philosophies and practices.
- Recognize that children learn differently and adapt coaching styles to each child's needs accordingly.
- Communicate clearly to players and parents about goals for the team and what behavior is appropriate.
- Provide a safe environment for the children to play.
- Educate players on the rules and regulations, importance of skill development, and off-season development opportunities.
- Any disciplinary action involving the suspension of a player must be reported by the coach to the LBA Board.
- Noncompliance with this code of ethics will result in a review of the coach by the LBA Board to determine the disciplinary action.

XI. Grievance Procedure: All complaints must be submitted in writing and directed to the appropriate person as outlined below. E-mail addresses for the appropriate individuals can be found on the LBA website under the Contact Us tab.

- a. For a complaint involving a coach, player or spectator, please refer these to the LBA Coordinator.
 - LBA Coordinator will notify the LBA Board.
- b. For a complaint involving the LBA Coordinator please notify a member of the board.

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- XII. Important LBA Policy Note: Unfortunately, inappropriate adult behavior has become all too common in youth sports. As a practical matter, it is impossible for the LBA Board to police the hundreds of adults that attend the number of LBA league games and practices that occur in a given season. Instead, the LBA and its Board takes a number of measures to create an atmosphere that encourages proper decorum at games and practices:
- The LBA Board considers it the primary responsibility of its members to police LBA spectators. Accordingly, the Board requires members to have all of their players' parents acknowledge and agree to abide by the Code of Conduct during the registration process. Parents are also expected to ensure that their child/children understand and abide by the Player Code of Conduct.
 - Should the LBA Board receive continuing reports of misconduct from the attending crowds, coaches, referees or other observers and participants, the LBA Board or Officials reserve the right to remove the offending party (player, coach, referee, etc.) from any activity including that as a spectator for any LBA activities.
 - The LBA does not promise to devote the resources to thoroughly investigate these incidents, nor does the LBA promise to provide a "fair trial" before choosing to sanction a person that has developed a reputation for misconduct. It is simply more administratively efficient for the LBA to sever its relationship with the individual or individuals.
 - Accordingly, the LBA Board would encourage any responsible spectator to approach any misbehaving spectator and explain to them that their behavior is not only inappropriate, but it is also interfering with the other spectator's enjoyment of the game.
- XIII. Non Lakeview children participating in LBA-
- If a child who does not attend Lakeview wishes to participate in our program, the child will write a letter outlining his or her desire to participate in LBA. Each case will be reviewed by the board. The decision shall be based upon a simple majority vote. A board member will notify the child's parents or guardian of the decision.. Athletes who do not attend school at Lakeview must apply every year to participate in LBA.
- XIV. Miscellaneous
- Board will decide any issues not covered under these bylaws.
 - Coaches from each team must attend a coach meeting prior to the beginning of the season and sign a coaches code of conduct.
 - All uniforms will be LBA issued.
 - LBA and Lakeview have a dress code at school and in the gyms. Clothes must be on at all times. No shirts & skins scrimmaging.
 - Late registrations will be reviewed approved by the board.LBA starts November 1 Our insurance is set up as an annual policy November 1-November 1 of the current school year.
 - Expenditures need to be approved by the board before purchases are made.

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- Coaches are responsible for signing up for own tournaments. After signing up for a tournament, the coach should then request a check from the treasurer for payment for the tournament.
- Fees for tournaments should not exceed \$800 per team. If a coach decides that more than \$800 is needed for a team in a season, the coach must have the overage approved by the Board or the parents shall be required to cover for any additional costs. This amount shall be reviewed on an annual basis.
- All coaches must have a First Aid kit with them at all times.
- Coaches, players and fans are asked to report poor sportsmanship to a Board Member. Confidentiality shall be maintained.
- Coaches may not give medications to any player without parent/guardian permission.
- Registration is nonrefundable, exceptions to approved by the board.

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