

# By-Laws of the Plymouth Area Basketball Association

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*(adopted on May 29<sup>th</sup>, 2008)*

*(revised on May 12<sup>th</sup>, 2021)*

## **I. Name**

This association shall be called: Plymouth Area Basketball Association (PABA)

## **II. Mission**

PABA was formed to support, promote and improve youth basketball in the Plymouth school district area. All youth will have the opportunity to improve within PABA regardless of playing ability or experience.

## **III. Membership**

1. Membership in this association shall be open to those residents of the Plymouth school district area.
2. **Voting Members:** Members of the PABA Board shall have voting rights, during their term of service
3. **Non-Voting Members:** All players' parents, sponsors, and at-large members of this basketball association shall be non-voting members.

## **IV. Executive Board**

1. The Executive Board shall consist of the President, Vice President, Treasurer, and Secretary and a minimum of three (3) to five (5) elected supporting Board members (all with voting rights except for the 2 at-large members.) All voting board member positions will be elected positions. If for any reason the elected member cannot complete his/her term, the Executive Board will appoint a replacement. The two (2) at-large Board positions will be reserved for the current PHS Boys and Girls head basketball coaches.
2. The day-to-day business of PABA's programs shall be managed by the Executive Board.
3. Meetings of the Executive Board will be called on every odd month unless needed more often.

4. A minimum of four voting members needs to be present for voting.
5. In the event that a voting board member has a direct conflict of interest with the decision the board is voting on, and it is a decision that applies to a specific player(s), coach(es) or a specific situation and not the PABA organization as a majority or whole, that board member should make the conflict of interest known to the rest of the board, prior to the vote, and abstain from voting on said decision.
6. Where there are insufficient items to hold a meeting, the President may poll by email all the members of the Executive Board to obtain their vote and notify all Executive Board members of the vote decision prior to the next meeting.
7. In the event of a vacancy in any of the elected offices through resignation or other causes, the Executive Board, by a majority vote may fill such a vacancy for the unexpired portion of the term.
8. If any voting board member fails to attend two (2) consecutive regular board meetings he/she may be replaced by appointment by the Executive Board.
9. No officer or other voting member of this association shall receive any fee for activities concerned with his or her official office in PABA.

## **V. Elections**

1. The election of officers shall be held at the annual meeting in early April of each year and shall take office in May.
2. A majority vote of those members present shall be necessary to elect.

## **VI. Elected Officers Duties**

### **President**

1. Call to order business meetings of the Executive Board.
2. Functions as tie-breaking vote when vote does not meet  $\frac{3}{4}$  majority.
3. Serves as supportive resource for all committees.
4. Assists in establishing the association's annual goals to be completed at the first meeting following the annual elections.
5. Check and respond to PABA email, [pabainfo@gmail.com](mailto:pabainfo@gmail.com).
6. Facilitates due process when necessary.
7. Provide background check verification of all Head and Assistant Coaches to Community Ed.
8. The PABA President may not coach a PABA team.

### **Vice-President**

1. In the absence of the President, shall be acting President.
2. Shall perform other such duties as from time to time may be assigned by the President of the Executive Board.
3. Serves as supportive resource for all committees.

4. Assists in establishing the association's annual goals to be completed at the first meeting following the annual election.
5. Answer any questions or concerns from coaches.

#### **Treasurer**

1. Collects and disburses funds as operational necessity dictates.
2. Manages bank accounts as necessary.
3. Keeps records of receipts and expenditures of PABA.
4. Renders a statement of financial condition at business meetings.
5. Assists any approved fund-raising committee.
6. Assists in establishing the association's annual goals to be completed at the first meeting following the annual election.

#### **Secretary**

1. Notifies the Executive Board of business meetings.
2. Coordinates and maintains all association correspondence within and outside the association.
3. Records minutes of all meetings.
4. Assists the President in his/her duties.
5. Assists in establishing the association's annual goals to be completed at the first meeting following the annual election.

#### **Referee Coordinator**

1. Coordinates referees for all home games & tournaments.
2. Assists in establishing the association's annual goals to be completed at the first meeting following the annual election.

#### **Registrar**

1. Compile and maintain all player registrations from initial sign-up phase to placement on a team.
2. Send registration forms/packets to all Plymouth Schools and previous year's families.
3. Manage on-site registration.
4. Collect registration fees and give to Treasurer.
5. Answer parent registration/team/coach questions during registration process.
6. Maintain assignment of head coach per team and assistant coach chosen.
7. Prepare folder for each head coach with registration forms to give at coaches meeting.
8. Assists in establishing the association's annual goals to be completed at the first meeting following the annual election.

#### **LBL/NWBBL Coordinator (2 positions)**

1. Liaison between PABA and LBL/NWBBL (Lakeshore Basketball League/Northeast WI Boys Basketball League).
2. Attend LBL/NWBBL planning meeting.

3. Provide head coaches with available league dates and LBL/NWBBL tournament date.
4. Provide LBL/NWBBL with dates each PABA girls/boys team will play and how many games.
5. Provide head coaches game/date information as it is released by the league scheduler.
6. Prepare LBL/NWBBL data sheet for each head coach to be given at coaches meeting.
7. Assists in establishing the association's annual goals to be completed at the first meeting following the annual election.

### **Uniform Coordinator**

1. Ordering and dispersing uniforms at the beginning of the season.
2. Collecting uniforms at the end of the season.
3. Assists in establishing the association's annual goals to be completed at the first meeting following the annual election.

### **Equipment Coordinator**

1. Ordering and dispersing equipment at the beginning of the season.
2. Collecting equipment at the end of the season.
3. Assists in establishing the association's annual goals to be completed at the first meeting following the annual election.

### **Volunteer Coordinator**

1. Establish and maintain a volunteer scheduling using an online sign-up program.
2. Signs/gives credit for volunteer work hours tracked for players and families.
3. Ensure all volunteers know the procedures for all equipment, food preparation and clean up.
4. Monitor workers:
  - a. Verifies scheduled worker arrives for shift.
  - b. If scheduled worker does not arrive for shift, find a replacement worker or cover the shift.
  - c. Ensure workers are following guidelines (No volunteers under the age of 16 behind the counter or handling money without adult supervision.)
  - d. Be available to help or designate a backup person.
  - e. Be available for questions or designate a backup person.
5. Assists in establishing the association's annual goals to be completed at the first meeting following the annual election.

### **Concessions Coordinator**

1. Organize and manage concession operations and staffing during PABA host dates and the PABA tournament.
2. Establish a menu and pricing consisting of convenience foods and cold beverages.

3. Submit menu to PABA Executive Board for discussion / approval.
4. Oversees inventory management and purchases for restocking purpose to maintain food / beverage inventory.
5. Reconcile and deposit funds to treasurer.
6. Review product pricing to ensure concession operations are neutral.
7. First point of contact for questions, comments, and concerns regarding concession matters.
8. Monitor workers:
  - a. Ensure workers are following concession guidelines (No volunteers under the age of 16 behind the counter or handling money without adult supervision.)
  - b. Ensure all volunteers know the procedures for all equipment, food preparation and clean up.
  - c. Be available to help or designate a backup person.
  - d. Be available for questions or designate a backup person.
9. Assists in establishing the association's annual goals to be completed at the first meeting following the annual election.

#### **Tournament Coordinator**

1. Organize and complete, with volunteer help all aspects of running the PABA Hoops tournament. This includes team registration info, sponsorships, schedule, brackets, gym space, etc.
2. Assists in establishing the association's annual goals to be completed at the first meeting following the annual election.

#### **Social Media Coordinator**

1. Update and maintain the PABA Social Media sites as necessary and appropriate, including Facebook, Wiki, etc.
2. Assists in establishing the association's annual goals to be completed at the first meeting following the annual election.
3. Issues press releases and other PABA news as required.

#### **Gym Coordinator**

1. Remain in contact with Community Ed for gym space.
2. Assists in establishing the association's annual goals to be completed at the first meeting following the annual election.

#### **General Board Members**

1. Chair Committees as needed.
2. Assists in establishing the association's annual goals to be completed at the first meeting following the annual election.

## VII. Committees

Committees may be formed for any specific purpose not contrary to the purpose of PABA. All committees shall be appointed by the Executive Board and must include at least one active board member.

## VIII. Expenses

1. Payment for any personal expenses other than mail or telephone costs must be approved by a majority present of the Executive Board.
2. Any Executive Board member has the authority to spend \$75 without the approval of the Board for an item that supports and improve the purpose of PABA.

## IX. Teams, Players and Coaches

1. PABA coaches will be evaluated and selected by the Executive Board. The Coaches chosen will then choose their Assistant Coach. All Coaches and assistant Coaches will have background checks done on them by USA Basketball (<https://usab.site-ym.com/>). All individuals interested in being either a head or assistant coach will be required to complete the licensing process through USA Basketball and provide their licensing credentials to the PABA Board before being assigned to coach a team. PABA, will reimburse the fees that are charged as part of the licensing process to the coaches, after successful completion of the licensing process. A licensed coach must always be in the practice gym and on the bench .
2. The PABA President may not coach a PABA team.
3. If, at any time, there is a concern with the conduct or behavior of a coach based on a breach of the Coach's Code of Conduct ([https://pabainfo.weebly.com/uploads/1/2/0/9/120955435/code\\_of\\_conduct.pdf](https://pabainfo.weebly.com/uploads/1/2/0/9/120955435/code_of_conduct.pdf)), PABA encourages the breach to be brought to the attention of the PABA Executive Board so it can be handled by the defined due process.
4. PABA players will be evaluated by the selected PABA Coaches when more than one team per grade needs to be formed. The High School coaching staff will make team placement recommendations with the selected PABA Coaches if needed. The coaches will create equal-talented teams for those grades with more than one team. If the grade has 16 children it will be split into 2 teams, 24 children will be split into 3 teams, etc. (providing there are enough coach volunteers.)
5. Players will be required to play at their grade level. (Note: If a player was playing at a grade level above their grade level prior to the 2015 – 2016 PABA season, they will be allowed to continue playing above their grade level.)

6. Each team will choose one practice time, per team, per week (determined at the PABA coaches meeting.) This will start with 8<sup>th</sup> grade boys/girls and go down by grade boys/girls until all teams have practice times. If more practices are wanted, coaches will work directly with Community Ed to find a time slot. When there are multiple teams at a specific grade, teams are encouraged to practice together when gym space allows, providing consistency across the grade level.
7. 3<sup>rd</sup> grade teams will play in the YMCA league. 4<sup>th</sup> – 8<sup>th</sup> grade teams will play in the NWBBL/LBL league. If a 4<sup>th</sup> – 6<sup>th</sup> grade child does not want to play in the NWBBL/LBL league, they will need to sign up directly with the YMCA to be placed on a team. There are not YMCA league options for 7<sup>th</sup> – 8<sup>th</sup> grade.
8. Expectations of Players - Players in the program are *expected* to attend all practices and games. Conflicts that arise due to other commitments can and will be worked out. If for some reason you are going to be late or miss a practice or game, the respective coach should be contacted with as much advance notice as possible. Failure to attend practice or notify the coach may/will result in reduced playing time for the next tournament or game. If continued failure to attend practice or notifying the coach continues, the player should not expect the coach to make special accommodations for the player.
9. Playing Time - The following rules are provided to give the coaches, players and parents an understanding as to how playing time will be handled with all teams. *All playing time rules assume the player is not sitting out due to not fulfilling the "expectations of players" listed above.*
  - 4<sup>th</sup> -5<sup>th</sup> Grade: *All players will play in every game. All players should play an equal amount of time in all games when possible.* The 4<sup>th</sup> - 5<sup>th</sup> grade teams are intended to introduce players to competitive basketball.
  - 6<sup>th</sup> Grade: *All players will play in every game. Playing time at this level will be determined by skill and player effort.* The 6<sup>th</sup> grade teams are intended to continue to introduce all players to competitive basketball; however, players need to learn that the better players will start to play more minutes in certain games. Although playing time does not need to be equal at this level, enough playing time should be provided to allow each player a chance to work on their skills during game situations.
  - 7<sup>th</sup> Grade: *All players will play in every game. Playing time at this level will be determined by skill and player effort.* The 7<sup>th</sup> grade teams are intended to further implement the idea of competitive basketball; games and playing time should be seen as being more competitive. Players that are better will continue to receive more playing time; however, players that are working to improve skills will be rewarded with additional minutes of time. While being

competitive the coach should be encouraging all players to work on improving their skills

- 8<sup>th</sup> Grade: *All players will play in every game. Playing time at this level will be based upon skill, player effort and results.* The 8<sup>th</sup> grade teams are intended to stress the idea of competitive basketball, games and playing time should be seen as being highly competitive. Players that are better will receive more playing time; however, players that are working to improve skills will be rewarded with additional minutes of time. While being competitive the coach should be encouraging all players to work on improving their skills.

10. Player reimbursement deadline, for any reason, will be before the start of the first game. For circumstantial reasons, the board will vote on whether reimbursement is acceptable or not.
11. PABA will provide \$100 for the eighth grade boys and eighth grade girls to hold a “Bust-Up” party at the end of their respective seasons.

## **X. Tournaments/Host Dates**

1. PABA will pay for the following:
  - 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Grade: The PABA Tournament (or a replacement tournament if the PABA Tournament is not offered) and 1 additional Tournament.
  - 7<sup>th</sup> & 8<sup>th</sup> Grade: The PABA Tournament (or a replacement tournament if the PABA Tournament is not offered) and 2 additional Tournaments
2. All PABA teams are required to play in the PABA Tournament
3. For those grades with more than one team, all children in that grade (on all teams) must be asked to participate in a tournament if PABA is funding the tournament. If there is enough for more than one team and there is more than one coach, both teams can participate. If there is enough for more than one team and there is only one coach available, one larger team can enter the tournament.
4. If there is more than one PABA funded team being entered for any given tournament at any given grade level, the teams shall be created as evenly as possible.

## **XI. Dissolution**

This organization is organized exclusively for Plymouth Area Basketball experience for grades four (4) through eight (8) within the meaning of Section 501 © (3) of the Internal Revenue Code of 1954. No part of the net earning shall inure to the benefit of any private shareholders or individuals. Upon dissolution, assets will be distributed to a basketball program or fund in the Plymouth area. The benefactor(s) of such funds is



to be voted on and determined by all of the PABA Board of Directors and Plymouth Area Schools athletic directors.