

Coon Rapids Girls Traveling Basketball Association Bylaws 1998 – 1999

(REVISED 06/07/04, 03/20/07, 03/02/09, 9/10/09)

1. MISSION STATEMENT

The mission of the Coon Rapids Girls Traveling Basketball Association is to provide girls in the Coon Rapids Community an opportunity to participate in a more competitive level of basketball and to prepare for varsity competition at Coon Rapids High School.

2. ELIGIBILITY

2.1 Residence

- 2.1.1 Must live in the Coon Rapids High School attendance area.
- 2.1.2 No program is available in their community, and our program is not full.
- 2.1.3 Ninth graders must attend Coon Rapids High School.

2.2 Age

- 2.2.1 Teams are formed by grade.
- 2.2.2 Players are allowed to be rostered a grade up, but not a grade down.
- 2.2.3 Players may only be rostered a grade up if there is no player available in that grade, and they are needed to fill out a team or upon review of the director and age group director.

3. PROGRAM ARRANGEMENT

- 3.1.3 Players are allowed to play on other teams but are encouraged to make CRGTBA priority.
- 3.2.3 Teams participate in tournaments and may participate in the MYAS Metro League.
- 3.3.3 Teams will participate in approximately ten tournaments.
- 3.4.3 Ninth grade teams may participate in approximately six tournaments if they are also playing a school schedule.
- 3.5.3 If ninth grade teams are not playing a school schedule, they will participate in approximately ten tournaments (as per bylaw 3.1.3).

4. EQUIPMENT

4.1 Equipment is provided through CRGTBA.

- 4.1.1 Each player receives two uniforms to be used and turned in at the end of the season.
- 4.1.2 Shooting shirts will be provided every two years, if necessary.
- 4.1.3 Teams are provided with basketballs, scorebooks, coaching boards, and first aid kits. Contact the age group director if you need more supplies.
- 4.1.4 In case of lost or damaged equipment, do not replace, contact the proper age group director.

4.2 Equipment provided by other sources

- 4.2.1 Teams shall not purchase any special uniforms that are not supplied by the program.

4.3 Appearance

- 4.3.1 White shirts only may be worn while wearing the CRGTBA uniform.
- 4.3.2 No metal clips or jewelry are to be worn during games or practices.

4.4 Score Clock

- 4.4.1 The score clocks can be rented out to other organizations. A contract will be made with the following terms – a deposit of \$750.00 per clock with a \$25/day/clock rental fee.

5. FEES

5.1 Registration

- 5.1.1 Fees are set annually by the CRGTBA Board of Directors, based on program requirements; a portion of this fee is non-refundable to cover tryout expenses.
- 5.1.2 The fees pay for the following CRGTBA expenses: Insurance, equipment, tournament registration fees, the CRGTBA Cardinal Tournament, the use of the gyms, the independent tryout evaluators, uniforms, and program administrative costs.
- 5.1.3 Player registration is half off of the registration price for children of coaches and board members (limit one discount per family).

5.2 Fund Raising

- 5.2.1 Individual team fundraising is permitted, but is limited. If anyone is interested, they should contact the CRGTBA age group director (who will present it to the Board of Directors) with a proposal for consideration before proceeding.
- 5.2.2 Sponsors are an acceptable method of fund raising. It is the policy of the CRGTBA to allocate sponsor monies evenly throughout the program.
- 5.2.3 Each season, the CRGTBA members will decide which fundraisers our organization will participate in. All players and their families are expected to participate in the fundraiser that is set forth. If families choose not to participate in fundraisers they will pay an additional registration amount. These additional fees are to be determined by the board.

6. COACH SELECTION

6.1 Application Process

- 6.1.1 Applications are sent to the perspective coaches from the previous season. Information regarding applications will be available on the website for downloading, or information regarding how to get an application will be available in other Coon Rapids publications, if possible.
- 6.1.2 Advertisements in the sports section of the Coon Rapids Herald will be used to inform possible coaches of opportunities in the CRGTBA program.
- 6.1.3 Information about coaching opportunities will be on the registration flyer.
- 6.1.4 All coaches and perspective coaches must reapply or apply for each new season. NO VERBAL applications will be accepted.
- 6.1.5 All board members will be a part of the coach's interview process and the final coach selection.

6.2 Interview Process

- 6.2.1 Applications are reviewed and interviews are scheduled.
- 6.2.2 The CRGTBA President, and the appropriate CRGTBA age group director, if available, will conduct interviews. Otherwise, a committee will be assembled by the CRGTBA Board of Directors.
- 6.2.3 The committee will be looking for experience, attitude, and overall basketball knowledge.
- 6.2.4 Every effort will be made to have A and B team coaches in place prior to the tryouts.

6.3 Eligibility

- 6.3.1 Eligibility of coaches will be determined upon review of their application, and their interview.
- 6.3.2 Mandatory background checks must be conducted on all coaches and assistant coaches.

6.4 Coon Rapids High School Coaches

- 6.4.1 Coon Rapids High School coaches will be utilized as available, and upon agreement with the Varsity Head Coach.

7. TRYOUTS

7.1 Tryout Sessions

- 7.1.1 Tryouts will consist of two sessions of 1 ½ to 2 hours each. If possible the tryouts will consist of two separate day sessions.
- 7.1.2 Participation in both tryout sessions and/or days is **MANDATORY** for all players trying out. Players are expected to alter their schedules to attend tryouts.
- 7.1.3 Each tryout session will consist of skills, drills, and game situations.
- 7.1.4 Tryout judges will be approved and selected by the Board.
- 7.1.5 All evaluations and scores will be kept for one year until the next years tryouts have taken place.

8. TEAM FORMATION

8.1 A Team Formation

- 8.1.1 Team selection is based on the results of the tryout sessions and the evaluation team. The A Team is selected first.
- 8.1.2 President will encourage coach to fill roster.
- 8.1.3 The coach will take the top players by score or position.
- 8.1.4 The coach has the option of taking any one player regardless of score.
- 8.1.5 In the event a player is unable to tryout due to an injury, the coach, with the approval of the CRGTBA Board of Directors, has the option of taking that player. The player must have a doctor's note and must attend all tryouts. If possible the player will do some parts of the evaluation. The evaluation will then be passed on.
- 8.1.6 If the sick or injured player is ranked 1-3 from the previous year that player with coach and board approval can be placed on the "A" team.

8.2 B Team Formation

- 8.2.1 All players not qualifying to play on an A Team are eligible to play on a B Team.
- 8.2.2 B Teams are formed if there are a sufficient number of girls interested, and a coach is available.
- 8.2.3 B Teams play in a different division of the MYAS Metro League than the A Teams.
- 8.2.4 Team selection is based on the results of the tryout sessions. The A Team is selected first.
- 8.2.5 President will encourage the coach to fill the roster.
- 8.2.6 The coach will take the top players by score or position.
- 8.2.7 The coach has the option of taking any one player regardless of score.
- 8.2.8 In the event that a player is unable to tryout due to an injury, the coach, with the approval of the CRGTBA Board of Directors, has the option of taking that player.
- 8.2.9 In the event that a player from the previous year cannot tryout due to a Coon Rapids High School Sport conflict, the coach, with the approval of the CRGTBA Board of Directors, has the option of taking that player at the same level as the previous year. A player can go from A to B, but not from B to A.

9. TEAM ORGANIZATION

9.1 Coach

- 9.1.1 The coach is responsible for the organization of the team once it is formed.
- 9.1.2 The coach must have an assistant coach.
- 9.1.3 The coach, with input from the board, may choose his/her own assistant. This selection cannot be made prior to the tryouts.
- 9.1.4 The appropriate CRGTBA age group director must approve the assistant coach that is chosen.
- 9.1.5 The coach must have a team parent to work with the CRGTBA special events director.

9.2 Playing Up

- 9.2.1 A player may be borrowed to play for another team.
- 9.2.2 A player must go from B to A, or up a grade. A player may not play down.
- 9.2.3 The team can only borrow as many players as they are missing.
- 9.2.4 The CRGTBA Board of Directors must approve all borrowed players.

9.3 Practice

- 9.3.1 Practice schedules and gym times will be coordinated through the CRGTBA Board of Directors.

9.4 Playing Time

- 9.4.1 4th, 5th and 6th grade teams are formed by either equal or A and B teams, will have fair playing time for three quarter and playing time in the fourth quarter will be based on coach's discretion and 9.4.5
- 9.4.2 The quantity and quality of the players as well as the input from the coaches and the parents of the previous 4th and 5th grade players will help the board members determine which format will be more beneficial to the development of the girls for the following year.
- 9.4.3 7th grade teams are formed as A and B, and will have fair playing time for three quarters and the fourth quarter will be based on the coach's discretion and 9.4.6.
- 9.4.4 8th grade teams are formed as A and B, and their playing time for the entire game is based upon the coach's discretion and 9.4.6.
- 9.4.5 Playing time is at the discretion of the coach, based upon attendance at practice, overall attitude of the player, the game situation, the coaches written observation and written record. Each coach is to keep a written log for every practice and game that details players attendance, excused and unexcused absences, and any problems that may arise concerning any players, parents or problems.
- 9.4.6 The amount of playing time is not guaranteed.
- 9.4.7 Parent complaints regarding playing time should be addressed directly to the coach at a discreet location, away from earshot of the players and parents, and should be conducted in a civilized manner. If this meeting fails to satisfy the parent, the parent may contact the age group director who will try to resolve the issue.

10. SPECIAL EVENTS

10.1 CRGTBA Cardinal Tournament

- 10.1.1 If possible, the CRGTBA Cardinal Tournament is held each year on the best available weekend provided by Coon Rapids High School.
- 10.1.2 The tournament director is a member of the CRGTBA Board of Directors.
- 10.1.3 The tournament director forms a committee as needed to perform the tasks required for the tournament.
- 10.1.4 The size of the tournament will be determined each year by the CRGTBA Board of Directors.
- 10.1.5 There will be an "A," "B," and if possible a "C" division.
- 10.1.6 The families of each of the players are expected to contribute their time at our tournament. The tournament director will determine the amount of time that will be required.

10.2 Skills Clinic

- 10.2.1 Whenever possible, CRGTBA will offer opportunities for our “traveling players” to participate in skills programs.
- 10.2.2 Such program/clinics will depend on available resources for instruction.

10.3 Coaching Clinics

- 10.4.1 CRGTBA will try to offer an annual coaching clinic presented by the CRHS Varsity coach and his/her staff.
- 10.4.2 The CRGTBA Board of Directors will contribute \$50 per team for coaching Clinics.
- 10.4.3 Coaching clinics will depend on available resources for instruction.

10.5 Bags, Hats, Jackets, and Shirts

- 10.5.1 CRGTBA bags and clothing are available at a reasonable cost. The purpose is to promote community spirit and program recognition.

10.6 Banquet

- 10.6.1 The banquet will be held after the State Tournament(s).
- 10.6.2 The banquet will include all the “traveling” teams.
- 10.6.3 The banquet committee will be made up of at least one member from each team.

11. BOARD OF DIRECTORS

- 11.1.1 All board members are volunteers. Positions are filled by election at the annual meeting. If, for any reason, there is not an election, the positions will be appointed by the CRGTBA President.
- 11.1.2 Positions are held for two-year terms. Elections are held in alternate years as noted in each job description.
- 11.1.3 A board member can be a head/assistant coach as long as that person can perform satisfactorily in both positions.
- 11.1.4 Meeting attendance is the key to effective participation in all board activities. In this regard, after a member has compiled three absences in a season, the board may review that member’s contribution to CRGTBA and a majority vote will determine if this member will be removed from the board. The President will notify the member with his/her status.
- 11.1.5 The board members will decide any issues not covered under these bylaws.
- 11.1.6 The Executive board consists of the following members; President, Secretary, and the Treasurer.

11.6 President

- 11.6.1 Term is a two-year position and nominations are made by any Board Member. All Board Members will be allowed to vote on a secret ballot provided by the Secretary. The Secretary will tally the votes.
- 11.6.2 Oversees CRGTBA program and is responsible for all aspects of the program.
- 11.6.3 Organizes/establishes agenda items for meetings. Conducts meetings.
- 11.6.4 Works with all board members to aid in achieving their job requirements.
- 11.6.5 Responds to questions and mediates specific problems as required.
- 11.6.6 Organizes and oversees the tryouts team placement process.
- 11.6.7 Prepares budget and financial need projection.
- 11.6.8 One of two signatures required on the checking account.
- 11.6.9 CRGTBA representatives to all MYAS Metro League and MYAS and/or MSF State Meetings.
- 11.6.10 Votes only to break ties.

11.7 Treasurer

- 11.7.1 Term is a two-year position and nominations are made by any Board Member. All Board Members will be allowed to vote on a secret ballot provided by the Secretary. The Secretary will tally the votes.
- 11.7.2 Term is an even year position.
- 11.7.3 Receives and deposits all basketball monies.
- 11.7.4 Prepares and submits to CRGTBA Board of Directors a monthly balance sheet and maintains file of receipts for audits.
- 11.7.5 Pays all bills and makes all refunds.
- 11.7.6 Assists the President in preparing the annual budget.
- 11.7.7 Prepares all necessary documentation for the annual financial review which will be done by the Secretary and President.
- 11.7.8 One of two signatures required on the checking account.
- 11.7.9 Responsible for preparing and filing the tax returns.

11.8 Recording Secretary

- 11.13.1 Term is an even year position.
- 11.13.2 Records and distributes all meeting minutes.
- 11.13.3 Keeps minutes book.
- 11.13.4 In the absence of the President, will run any meetings.
- 11.13.5 Is responsible for Articles of Incorporation and Bylaws.
- 11.13.6 Will distribute, collect, and tally all ballots during voting.

11.9 Public Relations

- 11.8.1 Term is an odd year position.
- 11.8.2 Organize CRGTBA registration.
- 11.8.3 Prepares and publicizes all official announcements as required.
- 11.8.4 Assist coaches in preparing items for publication.
- 11.8.5 Partners with web designer to keep information current on website.

11.10 Tournament Director

- 11.9.1 Is a one-year term that is filled by the assistant tournament director in the second year of that person's term.
- 11.9.2 Oversees the entire organization and operation of the CRGTBA Cardinal Tournament.
- 11.9.3 Establishes tournament dates and coordinates all required gym time.
- 11.9.4 Prepares budget identifying financial projections for the tournament.
- 11.9.5 Serves as the official contact for teams inquiring about or entering our tournament.
- 11.9.6 Prepares and distributes information inviting teams to participate in the tournament.
- 11.9.7 Appoints support personnel as needed for the tournament.
- 11.9.8 Orders supplies as needed for the tournament.
- 11.9.9 Prepares itemized balance sheet and presents bills.
- 11.9.10 A coach may assume the role of tournament director in addition to the coaching role.

11.11 Assistant Tournament Director

- 11.10.1 Term is an odd/even year position.
- 11.10.2 Assists the tournament director.
- 11.10.3 Becomes the tournament director in the second year.

11.12 Program Development-Equipment/Apparel Manager

- 11.11.1 Term is an odd year position.
- 11.11.2 Evaluates program needs.
- 11.11.3 Purchases equipment and supplies with input from the age group directors.
- 11.11.4 Stores and keeps inventory of the equipment and supplies.
- 11.11.5 Selects and purchases apparel that will be sold to players and their families.

11.13 Age Group Directors

- 11.12.1 Term is an odd year position for 4th-5th-6th grade.
- 11.12.2 Term is an even year position for 7th-8th-9th grade.
- 11.12.3 Assists the President in recruiting and selecting coaches and tryout judges.
- 11.12.4 Organizes and runs tryout sessions.
- 11.12.5 Is the contact person to the coaches.
- 11.12.6 Distributes preseason information to the coaches.
- 11.12.7 Is the contact person for players prior to tryouts.
- 11.12.8 Assists at registration.
- 11.12.9 Will be divided into 4-5-6 grades and 7-8-9 grades.

11.14 Special Events

- 11.14.1 Term is an odd year position.
- 11.14.2 Organizes pictures.
- 11.14.3 Organizes the banquet.
- 11.14.4 Organizes sponsors.
- 11.14.5 Organizes Fundraisers
- 11.14.6 Organizes Team Parent meetings. Provides information to all team parents for distribution.
- 11.14.7 Organizes parades.

11.15 Facilities

- 11.15.1 Term is an odd year position.
- 11.15.2 Organizes all the gym practice schedules.
- 11.15.3 Distributes the practice schedules to the coaches.
- 11.15.4 Keeps a record of how much is owed to each school for gym time.
- 11.15.5 Ensure that the teams are using all of the gym time that is scheduled.

11.16 Gopher State (formerly AAU)

- 11.16.1 Term is even year position.
- 11.16.2 Coordinates and distributes information for Gopher State Programs (Spring and Fall).
- 11.16.3 Oversees the organization of all the Gopher State teams.
- 11.16.4 Oversees the selection of all Gopher State coaches.

12. MEETINGS

12.1 Monthly CRGTBA Board of Directors Meeting

- 12.1.1 Held the first Sunday or Monday of the month at the Coon Rapids City Center.
- 12.1.2 Open to the public.
- 12.1.3 A minimum of six board members must be present in order to conduct a meeting.

12.2 Coaches Meetings

- 12.2.1 A preseason coaches meeting will be held after tryouts and prior to the start of the season.
- 12.2.2 A midseason coaches meeting will be held in January.
- 12.2.3 A postseason coaches meeting will be held immediately following the traveling season.
- 12.2.4 An Gopher State organizational meeting will be held towards the end of January.

12.3 Annual Meeting

- 12.3.1 An annual meeting will be held the first Sunday or Monday in April.
- 12.3.2 The election of Board members will take place.

13. PROBLEMS

- 13.1 Any problems should be addressed in the following order: team coach, age group director.

14. FINANCIAL

- 14.1 CRGTBA registration fees will be set by the CRGTBA Board of Directors.
- 14.2 CRGTBA assumes responsibility for the purchase of equipment and uniforms.
- 14.3 The checking account will have two signatures.
- 14.4 Suggested year-end is April 30.
- 14.5 The treasurer will provide a year-end financial statement.
- 14.6 Players will be allowed to start practice when all fees are paid in full. In the event of a hardship, the President will have sole discretion.
- 14.7 Traveling fees will be accepted at registration.

15. NOMINATIONS AND ELECTIONS

15.1 Voting Membership

- 15.1.1 A traveling basketball player with a paid registration fee for CRGTBA represents one vote in CRGTBA to be cast by a parent or legal guardian.
- 15.1.2 Membership on the CRGTBA Board of Directors constitutes one vote in CRGTBA if a member does not have a player in CRGTBA. No member may have more than one vote.
- 15.1.3 Dual family Board members get one joint vote.

15.2 Voting

- 15.2.1 The secretary of CRGTBA is responsible for monitoring and validating the voting.
- 15.2.2 Nominations can be accepted by the secretary from any voting member of CRGTBA.
- 15.2.3 Votes are cast by any adult over 18 with a voting membership in CRGTBA.
- 15.2.4 One voting member cannot exercise two or more votes. Proxies are not allowed.
- 15.2.5 Voting for all board positions, except for the President, Treasurer, and Secretary of CRGTBA is open to anybody with a voting membership in CRGTBA.
- 15.2.6 Voting for the President, Treasurer, and Secretary of CRGTBA is open **ONLY** to the Board of Directors.
- 15.2.7 A simple majority shall determine the winner of the election for the open position/s.