

ELK GROVE PARK DISTRICT

Elk Grove Youth Basketball Operational Guidelines

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1) Preamble

The youth basketball leagues and associated programs are operated by the Elk Grove Park District. The Board of Commissioners of the Elk Grove Park District appoint volunteer Advisory Board members to assist with operational decisions and tasks for these leagues and programs, in accordance with the Letter of Understanding and Advisory Board Manual set forth by the Elk Grove Park District.

2) Business Status Information

The Elk Grove Park District is a municipal organization within the Elk Grove Village boundaries and acts in accordance with the recreational pursuits of the community and other members to which it serves. To further distinguish the business status, neither the Advisory Boards nor the Elk Grove Park District are a registered 501c3 (tax exempt, nonprofit organization). The Elk Grove Parks Foundation, which is affiliated with but separate from the Elk Grove Park District, does carry this status. Any donations that require this status may be able to process funds received through this Foundation for the purpose of enhancing parks and recreational pursuits that are not typically supported by property taxes received by the Elk Grove Park District. In order to do this, you must contact the District liaison and the Superintendent of Recreation before soliciting the donation or promptly after being informed of this requirement.

3) Mission Statement

The objectives of Elk Grove Youth Basketball shall be to firmly implant in the youth of our program the ideals of good sportsmanship, character, teamwork, basic skills and courage so that they are finer, stronger, and happier individuals and will grow to have a lifetime appreciation of the sport of basketball and gain life skills that will translate into all aspects of life.

The objectives will be achieved by providing supervised basketball games and related activities with rules and volunteers that support our mission. The adult participants will show directly by example these ideals while participating and will coach with the intention that the attainment of exceptional athletic ability and the winning of a game are secondary to the primary objective of developing good citizenship, a positive team culture and self and team improvement.

4) Advisory Board

a) Composition

The Elk Grove Youth Basketball League shall be supervised by the Advisory Board which shall consist of nine (10) Voting members; President, Vice President, Secretary, Equipment Director, Training Director, Officiating Director, Practice Director, Evaluations Direction, Practice Director, Marketing Director, and Treasurer, and also a Park District Representative (non-voting position).

b) Responsibilities

Once elected, the new board member must formally accept the position; complete the volunteer waiver and release form and criminal background check release form. This information must be submitted to the Park District along with an updated contact information form before the board member is officially on-boarded and before they begin to work.

Board Members will follow the Volunteer Board Manual of Processes and Procedures. The Volunteer Board Manual will be reviewed annually by staff. New Affiliate Board members shall sign off on receiving and reading the Volunteer Board Manual within one month of being selected on the Board. In addition, new Affiliate Board members should sign off on receiving and reading a copy of the Affiliate Agreement.

The Affiliate Board members will attend any Volunteer Board training that is facilitated specifically for the Leagues through the Park District. The Board of Directors will attend Monthly Board Meetings to handle business as it pertains to the program.

c) Positions & Duties

i) President

1. Administer operations of the organization and preside at all general and Board meetings;
2. General supervision of welfare and functions of all leagues as directed by the Board;
3. Serve in an advisor capacity the year following his/her term.
4. Act as a League Coordinator.

ii) Vice President

1. Preside at all meetings in the absence of the President;
2. Conduct the annual regular draft;
3. Responsible for coordinating all league schedules;
4. Coordinate Picture Day;
5. Act as a League Coordinator.

iii) Secretary

1. Provide minutes of all meetings;
2. Shall implement and supervise all publications;
3. Maintain a program file to include all board correspondence, agendas, minutes, newsletters, playing rules, program calendar, and the Operational Guidelines;
4. Act as League Coordinator.

iv) Equipment Director

1. Responsible for equipment procurement and disbursement;
2. Act as League Coordinator.
3. Coordinate and run uniform sizing.
4. Act as League Coordinator.

v) Training Director

1. Coordinate coaches clinic/Special Events;

2. Serve as liaison between board and coaches;
3. Communicate information from parents to board;
4. Schedule skills clinic for participants
5. Encourage all coaches to attend league special events
6. Act as League Coordinator.

vi) **Treasurer**

1. Prepare annual budget for the Elk Grove Youth Basketball Board of Directors review and approval;
2. Maintain Elk Grove Youth Basketball checking accounts;
3. Coordinate financial matters (income and expense) Between the Elk Grove Park District and Elk Grove Youth Basketball;
4. Act as League Coordinator.

vii) **Practice Director**

- (1) Coordinates practice schedule with park district and coaches
- (2) Serves as liaison between coaches and park district for updates, issues and needs for practice space
- (3) Act as League Coordinator.

viii) **Marketing Director**

- (1) Coordinates all marketing activities in conjunction with the park district
- (2) Coordinates all social media and website
- (3) Act as League Coordinator.

ix) **Evaluation Director**

- (1) Coordinate skills evaluation prior to beginning of season
- (2) Responsible for ensuring completion of end of year coaches evaluations
- (3) Coordinates with Vice-President to review coaches and board evaluations for draft preparation
- (4) Act as League Coordinator.

x) **Officiating Director**

- (1) Coordinate with the Athletics supervisor to confirm the referee structure chosen.
- (2) Overseeing that referees and scorekeepers are on payroll and have paperwork, pay agreements, and coverage submitted.
- (3) Communicate any officiating complaints and provide documentation to the board and league president.
- (4) Act as League Coordinator.

5) League Coordinators

a) Duties

- i) Each League coordinator shall recruit and evaluate possible Head Coaches for their leagues. The list of Head Coaches shall be submitted to the Board for approval.

- ii) During the season the park district shall collect game data and maintain the league standings posting them weekly at the site. The President shall maintain the All-Star voting records ensuring player participation within Board guidelines.
- iii) The League coordinator shall be responsible for communication between the Board and his/her league particularly Head Coaches and from his/her league to the Board.

6) Board-Appointed Positions – Individual Duties

a) Head Coaches

- i) Notify League Coordinator of Assistant Coach Assignments.
- ii) Instruct all team members in basketball fundamentals;
- iii) Demonstrate and insist upon good sportsmanship;
- iv) Adhere to Elk Grove Youth Basketball playing rules and Operational Guidelines.
- v) Complete evaluations for players and referees
- vi) Required to check with any player who is not attending practice or games to see if the youth is still interested in playing.
- vii) Utilize Sports Engine for league communication

b) Assistant Coaches

- i) Fulfill all duties assigned by the Head Coach;
- ii) Assume responsibility of Head Coach in the absence of the Head Coach;
- iii) Demonstrate and insist upon good sportsmanship;
- iv) Adhere to Elk Grove Youth Basketball playing rules and Operational Guidelines.
- v) Complete evaluations for players and referees

c) Qualifications

- i) Pass Criminal Background Check
- ii) Has experience and knowledge of organized basketball

d) Elections

- i) An open annual meeting for all interested adult membership of Elk Grove Youth Basketball shall be called on or before May 1st each year for the election of vacant positions;
- ii) Candidates will be selected by remaining board members at the May meeting. Newly elected board members will be officially seated at the June Board of Directors meeting;
- iii) Former board members are eligible for re-election;

e) Terms of Office

All board members shall be elected on a rotating basis for a two (2) year term. President, Treasurer, Officiating Director, Training Director, and Practice Director shall be elected in even years. Vice President, Secretary, Equipment Director, Evaluation Director, and Marketing Director shall be elected odd years.

f) Removal from Office

If there is an Affiliate Board Member who proves to be unworthy of his/her duties, who has violated a Park District Control Ordinance; the Affiliate Agreement; Volunteer Board Manual; or the Affiliate's Operational Guidelines, the Affiliate President or Board, Park District staff may make a written recommendation to the Park District Athletic Committee and Executive Director detailing the violation or unworthiness to remove that League Board Member.

The League President and Board Member will be notified of the violation or unworthiness and recommendation of removal. The Park District Athletic Committee and Executive Director will make a decision regarding the Affiliate Board Member. The removed Board Member has seven days to submit in writing to the Executive Director and Director of Leisure Services of the Park District a request for an appeal hearing. The appeal hearing will take place at the next Committee of Whole meeting for the Park District. A final decision will be made by the Park District Board of Commissioners. An adult member who has either been suspended or removed by the Board of Directors during the present year shall not be eligible to seek a position on the Elk Grove Youth Basketball Board during the forthcoming year.

g) Vacancies

Midterm board vacancies will be filled by an election. A majority vote of all remaining Directors is required. Midterm elected board members shall serve the remaining term of the previous Director;

7) Meetings

Quorum: A majority of Directors must be present in person to constitute a quorum for any one meeting of the Board of Directors of Elk Grove Youth Basketball program. A minimum of five (5) votes is needed.

Parliamentary Authority: Robert's Rules of Order shall govern the proceedings of all meetings except when it conflicts with the Operational Guidelines.

a) Monthly Meetings

A meeting is to be held each month on a day announced by the Commissioner. All meetings will be posted on the EG Youth Sports Website. Posting shall constitute official notification of the meeting to the public. All agendas must be posted 48 business hours in advance of the meeting.

b) Special Meetings

Special meetings will be initiated by the board and must be approved by the park district.

c) Presidents Meetings

The Park District will host President's meetings. The meetings are open meetings and are intended to foster good communication between the Park District and the Leagues. However, it is strongly recommended that each League be represented by their

President only. This is to keep the discussions and overall meeting length to a reasonable amount of time. If the President is unable to attend, the President should notify the meeting organizer as quickly as possible and attempt to find a representative from his or her League to attend in the President's place.

8) Committees

a) Disciplinary Committee

In order to achieve the objectives of Elk Grove Youth Basketball set forth above, the Board will call a special meeting to review alleged instances of misconduct by adult and youth members. The board may investigate each alleged incident as it deems appropriate, but in all instances will provide the accused member an opportunity to present his or her side of the story either orally or in writing in connection with any discipline imposed. The board will generally attempt to provide the accused an opportunity to present his or her position before discipline is imposed.

Any coach, referee, or Board member may recommend that a youth or adult member be disciplined by notifying the Commissioner in writing, outlining the reasons for the recommendation.

i) Forms of Discipline

Forms of discipline include verbal reprimand, written reprimand, suspension and/or removal. Any member (youth or adult) who is suspended from any games is prohibited from attending or participating in any and all practices which occur during the term of the suspension.

ii) Prohibited Conduct

Discipline may be imposed for any conduct which is deemed incompatible with the objectives of Elk Grove Youth Basketball, including, but by no means limited to, the following:

- (1) Berating of youth or adult members;
- (2) Berating of referees;
- (3) Use of Profanity—automatic suspension for the first offense; automatic removal for second offense;
- (4) Knowingly violating Player Participation Rule—automatic suspension;
- (5) Fighting—minimum two game suspension;
- (6) Attending games or practices under the influence of drugs or alcohol—automatic removal;
- (7) Falsifying information on or failing to clear criminal background check—automatic removal;
- (8) Vandalism—automatic removal;
- (9) Inappropriate touching of a child—automatic removal;
- (10) Failure of a head coach to appear for a combination of three games/practices without informing the team, League Coordinator, and assistant coach—automatic removal.

iii) **Ejection**

Any individual ejected from any game will be suspended for a minimum of the next regularly scheduled game, whether it be a regular season or playoff game. Any member ejected from more than one game in a season will automatically be removed for the remainder of the season.

9) Membership

a) **Youth**

Any youth meeting the grade level requirements provided by these Operational Guidelines shall be eligible for participation in the basketball program.

b) **Adult**

The adult membership of Elk Grove Youth Basketball will consist of the elected Board of Directors (the Board) and the other appointed positions, including head and assistant coaches.

10) Annual Draft

a) **Purpose**

i) The purpose of the annual draft is to fill each team in the instructional leagues to its capacity and to balance the team's ability and league level.

b) **Draft Preparation**

i) A list will be supplied to the League Coordinator. It shall contain the information on the registered players.

c) **Draft Procedures:**

- i) The board members will conduct the draft and shall implement such procedures as deemed necessary to assure that the purpose of the draft is fulfilled.
- ii) All players must be screened or pre-rated in order to be eligible for the draft; an un-drafted player can play at the discretion of the Elk Grove Youth Basketball Board;
- iii) Eligible draftees will be selected by name by the Head Coach of each team;
- iv) Trading of players is at the discretion of board
- v) Other details are covered in the draft procedures document

11) Season and Rosters

a) **Season**

i) **Adult Members**

(1) The official season for the adult members (elected and otherwise) will begin on the day following the annual election meeting of the general membership

meeting and will terminate two years later at the conclusion of the annual meeting.

ii) Playing

(1) Practice, Regular league, playoff, and championship games will take place from November through March. These dates may be varied to accommodate specific scheduling conflicts.

iii) Scheduling

(1) A specific scheduling conflict is defined as a mandatory school or religious event which will negatively impact the player participation of an entire grade of a specific school or church. The final decision to reschedule any games based on these circumstances will be at the discretion of the Board.

b) Deletion from Roster

i) Head Coaches are required to immediately report to their League President any deletions from their team for any of the following reasons;

(1) Illness or injury.

(2) Suspension in accordance with Article III of the Operational Guidelines;

(3) Player no longer desires to continue playing.

12) PLAYING RULES

a) IHSA

i) Elk Grove Youth Basketball will be governed by the Official IHSA rules of basketball, as published by the National Federation of State High School League, and all special rules approved by the Board.

b) Special Rules

i) The Board may institute special playing rules for any league. These rules will be outside of the Operational Guidelines and will be reviewed as needed. Changes to these rules will need a majority vote of the full Board. Changes must be made prior to the playing season. The special rules will apply for the entire season through the championship games.

13) Leagues

a) Divisions

i) League divisions will be established based upon registration.

ii) Players are expected to participate at their own grade levels. Exceptions to this will be considered on an individual basis to be reviewed by the Board.

14) Amendments

Initiation of amendment or repeal procedure: An appeal to amend or repeal any section of these Operational Guidelines must be submitted in writing to the Secretary.

Notification and Voting: Any section of these Operational Guidelines may be amended or repealed by five (5) votes of the Board present at any duly constituted meeting, provided that written notice of such proposed change has been received by all Board members from the Secretary at least seven (7) days prior to the following meeting.

Ratification: Upon approval of the Board of Directors, the proposed change is to be put in effect for the next season.