

**OSSEO MAPLE GROVE
BASKETBALL
ASSOCIATION
BYLAWS**

OCTOBER 2007

When accepted by a two-thirds majority of the voting membership, this document will direct the functions and activities of the Osseo/Maple Grove Basketball Association. Changes to this document will/can be made annually and should be done at the March meeting. The board should conduct its business within the guidelines of this document for an entire season. Changes are not to be made just to satisfy a situation.

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1.0 PURPOSE OF THE OSSEO / MAPLE GROVE BASKETBALL ASSOCIATION

- 1.1 The Osseo Maple Grove Basketball Association, to be referred to as the OMGBA, for the remainder of this document, is a community group of volunteers interested in the promotion of youth basketball in the communities of Brooklyn Park, Corcoran, Dayton, Hassan or Hassan Township, Maple Grove, Osseo and Plymouth that fall within the School District 279.
- 1.2 The development of youth (Boys and Girls) basketball will focus on providing youth with the fundamental understanding and enjoyment of basketball. Participation and cooperation will be stressed at all levels, with a primary concern for developing basic individual skills and general team concepts.
- 1.3 The OMGBA sponsors in-house recreational leagues for boys and girls at Elementary (grades 1st – 6th), Junior High (grades 7 – 9), and Senior High (grades 10 – 12) levels. The OMGBA sponsors traveling teams for boys and girls (grades 5 – 8). Most programs consist of both regular season and post-season games.
- 1.4 The sponsorship of the aforementioned activities requires the OMGBA to engage in the business of managing and directing several programs, which will be approved by the OMGBA Board of Directors. Establishment and collection of the fees for each level of league play, solicitation of business or individual sponsors, and administration of the annual tournaments for traveling girls and boys programs are the duties of the OMGBA Board of Directors. Furthermore, any additional activity deemed appropriate to further the overall development of basketball for the youth of the OMGBA endorsed programs will be identified and approved by the OMGBA Board of Directors.
- 1.5 The OMGBA is an independent organization and is not a part of the Osseo Junior, Maple Grove Junior, Maple Grove Senior High or Osseo Senior High programs.

2.0 ORGANIZATION OF THE BOARD OF DIRECTORS

- 2.1 The OMGBA Board may consist of up to 40 voting members and one non-voting liaison member from the Maple Grove Parks and Recreation Department. A chart depicting the organizational structure of the board is included as Attachment “A” to these bylaws.
- 2.2 The Executive Committee of the board consists of the President, Vice President, Treasurer, Information Director, Registration Director, and the immediate Past President.
- 2.3 Elected positions (Vice President, Treasurer, Information Director, Registration Director) are for one-year terms, beginning in May, with elections held at the annual Board meeting in April.
- 2.4 In the event that any of the elected positions cannot be fulfilled, a Special Election will take place at the next Board meeting.

3.0 DUTIES OF ELECTED POSITIONS

3.1 President

- 3.1.1 The President oversees all OMGBA activities.
- 3.1.2 The President makes appointments to all non-elected positions in Attachment "A".
- 3.1.3 The President makes Committee assignments.

3.2 Vice President

- 3.2.1 The Vice President succeeds to the presidency for the following election term, unless the president is willing to serve another term, and the board members vote to approve another term for the president.
- 3.2.2 The Vice President will serve as the President in the President's absence.
- 3.2.3 The Vice President is elected by a majority vote of the Board members present for the Annual Board meeting in April

3.3 Treasurer

- 3.3.1 The Treasurer is responsible for OMGBA finances including payment of all approved expenditures and accounting of income from program registrations, tournaments, sponsors, and other sources, except for revenues, expenses, and accounts related to Charitable Gaming, which are the responsibility of the Gambling Manager.
- 3.3.2 The Treasurer is responsible for all cash needs at registrations and tournaments (ticket and concession).
- 3.3.3 The Treasurer may make no expenditures over \$200 without prior approval of another member of the Executive Committee.
- 3.3.4 The Treasurer will issue an annual statement at the June meeting.
- 3.3.5 The Treasurer is elected by majority vote of the Board members present for the Annual Board meeting in April.

3.4 Information Director

- 3.4.1 The Information Director is responsible for the creation of OMGBA Meeting minutes. Through distribution of these minutes, this position notifies all Board members of upcoming meetings and activities.
- 3.4.2 The Information Director is responsible for the public relation aspects of OMGBA.
- 3.4.3 The Information Director is elected by majority vote of the Board members present for the Annual Board meeting in April.

3.5 Registration Director

- 3.5.1 The Registration Director is responsible for all the reporting and record keeping functions of the organization other than financial.
- 3.5.2 The Registration Director will coordinate all registration and draft listings of youth participants.
- 3.5.3 The Registration Director is elected by majority vote of the Board members present for the Annual Board meeting in April.

3.6 Past President

- 3.6.1 The Past President serves in an advisory capacity on the Executive Committee to ensure continuity of the program from year to year. One elected term as President must precede this position.

3.7 Gambling Manager

- 3.7.1 Is responsible for supervising, hiring, and firing, and disciplining gambling employees.
- 3.7.2 Determines product to be purchased.
- 3.7.3 Completes license and permit applications.
- 3.7.4 Negotiates leases.
- 3.7.5 Works with Gambling Committee to establish and review Internal Controls document and ensure that control measures are being maintained.
- 3.7.6 Performs other miscellaneous Gambling related duties as required by law.

4.0 DUTIES OF THE EXECUTIVE COMMITTEE

- 4.1 The Executive Committee is responsible for the annual review and update of all rules governing the OMGBA activities, including behavior code and harassment policy. To carry out this function, each Executive Committee member will solicit input from all Board members within their jurisdiction, (as depicted in the organization chart in Attachment "A" of these bylaws).
- 4.2 In absence of the Board meetings, the Executive Committee may, by 2/3 majority vote, make decisions concerning the OMGBA.
- 4.3 The Executive Committee is responsible to review annually, monitor, and maintain proper insurance coverage.
- 4.4 The Executive Committee will review financial records on an "as needed" basis.

5.0 MEETINGS

- 5.1 OMGBA Annual Board meeting will be held on the third Monday of April.
- 5.2 OMGBA Board meetings will be held on the third Monday of each month.
- 5.3 Meetings of the Executive Committee will be held as called by the President or their appointee.
- 5.4 Meetings of any identified sub-committee or group will be held as called by the chair-person.
- 5.5 There must be a minimum of 50% active Board members present before any issues at the OMGBA Board meetings can be voted upon. Issues requiring a vote and the minimum are not present, the vote must be tabled until the next meeting. Each Board member is allowed one vote. New members will be eligible to vote on Board matters upon attendance at one regularly scheduled Board meeting following the meeting of their election.
- 5.6 A Board matter involving Bylaw changes will be voted upon by the Board no earlier than the meeting following the notice announced at a regular meeting or upon a 2-week written notice to all active Board members.

6.0 TERMS OF MEMBERSHIP

- 6.1 New members may remain as members for as long as they participate actively in the work of the OMGBA. This involves attending meetings, serving on committees, and performing at least one functional responsibility as designated by the President.
- 6.2 Any member unable to attend a regular OMGBA meeting is expected to contact the President or Information Director prior to the meeting.
- 6.3 Meeting attendance is the key to effective participation in all Board activities. In this regard, after a member has complied three (3) absences, in the May through April time period, the Board will automatically review that member's contribution to OMGBA activities. By a vote of the members present at the meeting following three (3) absences, the member in question will be subject to removal, if there is less than a 2/3-majority vote to revert the absences to zero. In event of failure, the President will notify the member of his or her status.
- 6.4 Any member demonstrating consistent reluctance to participate and contribute to designated board activities will be contacted by an elected Board officer to discuss the members' intention of remaining active. Results of this meeting may also generate removal action as outlined in paragraph 6.3.
- 6.5 It should be noted that the OMGBA is a non-profit, volunteer organization, which is dependent upon its active members to run a quality youth program.

7.0 ELECTION OF NEW MEMBERS

- 7.1 A vacancy will be filled as soon as possible.
- 7.2 Candidates for vacant positions will commit to an interest in and support of youth basketball, rather than a narrow segment of our program.
- 7.3 Nominations of prospective members may be placed before the Board by any member considered in active standing. Prospective members must attend 2 Board meetings to become eligible for nomination and to answer any appropriate questions by other Board members.
- 7.4 Final election of prospective members will take place with the candidate out of the meeting room.
- 7.5 The Candidate will be selected solely on the basis of the potential contribution to youth basketball in our area.
- 7.6 New members of the OMGBA Board are elected by a majority vote of the Board members present.

8.0 PLAYER PARTICIPATION

- 8.1 OMGBA is a program largely for “Resident players”.
 - 8.1.1 A “Resident player” is defined as any player who has a parent or legal guardian that resides in the Osseo or Maple Grove High School attendance area boundaries as of the published date for the close of registration.
 - 8.1.2 A “Non-resident player” is defined as any player who does not have a parent or legal guardian that resides in the Osseo or Maple Grove High School attendance area boundaries as of the published date for the close of registration. This would include players that attend private schools or open enroll within the boundaries of Osseo or Maple Grove High School but do not live in those boundaries.
- 8.2 You must be a “Resident player” to participate in the OMGBA Elementary House League programs and the OMGBA Junior House League programs.
 - 8.2.1 Exceptions will be made for “Non-resident” players, requesting admission, only if their participation will not prevent a “Resident” player from being placed upon a team. Any “Non-resident” will be removed from the program if it is determined their presence prevented a “Resident” player from registering. Appropriate action will be taken with the “Resident” player, after the “Non-resident” has been removed. A full refund of the registration fee will be given to the “Non-resident” players impacted by this paragraph.
- 8.3 You must be a “Resident player” to participate in the OMGBA Traveling Program. No exceptions will be granted.

- 8.4 The Senior House League accepts “Resident players” and “Non-resident players” who attend Osseo or Maple Grove High School.
- 8.5 An Independent team is defined as a Non-OMGBA Traveling Team consisting entirely of “Resident players” who made a good faith effort in trying out for OMGBA Traveling and who did not get selected. A “Renegade Team” is a Non-OMGBA Traveling Team with “Non-resident players”, or “Resident players” who did not try out for traveling or did not try out in good faith, or who made an OMGBA Traveling Team but opted not to play for OMGBA. OMGBA will recognize Independent Teams to play in traveling Tournaments but they must also play in OMGBA House League. OMGBA will not recognize “Renegade Teams” nor individual players.
- 8.6 A player will play at the grade level in which they are currently enrolled. No player will be allowed to “play-up” or “play-down” in OMGBA programs.
- 8.7 Players may participate within the House League or the Traveling League, but not both in the same season.
- 8.8 OMGBA does not accept community waivers for player participation.
- 8.9 Requests for exceptions with background and justification should be directed via email to the appropriate Program Commissioner for a decision. Appeals should go to the Executive Board.

9.0 TRAVELING LEAGUE

- 9.1 The Traveling League is for players that want to play basketball at a higher competitive level. These players generally possess better than average individual basketball skills.
- 9.2 The OMGBA Sponsors teams in the traveling program. Two teams each for grades 5 thru 8 for girls and for boys.
- 9.3 Coaches Selection
 - 9.3.1 The OMGBA Board selects a committee by the April Board meeting that has the responsibility to interview each applicant and select a coach for each traveling team. If there are not enough applicants to fill all of the positions, the committee will be required to recruit qualified individuals for those positions. The interviews and selection process will begin in May and conclude before the season start.
 - 9.3.2 The candidates may be male or female. They must be at least twenty-one years of age and submit to a criminal background check. The candidates should have basic knowledge of the game and possess good administration and management skills.
 - 9.3.3 Candidates will provide the committee with a written resume of their qualifications, prior coaching experience, and references. Prior coaching experience in traveling or competitive environment is desired, but not

required. Candidates refusing to provide a resume or references should be considered as marginal candidates. Candidates failing to submit to a criminal background check will be excluded from coaching.

- 9.3.4 Coaches are selected for the current season only and must re-apply each year to continue coaching in the traveling program. To be considered, the coach is not required to stay with the team they had the prior year.
- 9.3.5 The OMGBA will keep on file a copy of each head coach's written resume for the entire season.
- 9.3.6 All Coaches will be required to follow all rules that the Board deems appropriate and necessary to meet the Association's goals. Each coach will hold at least two parent meetings, one to be held after the team has been selected and prior to the team's first game. The second meeting, and any additional, meetings will be determined by the coach.
- 9.3.7 Coaches may be dismissed for disciplinary reasons deemed inappropriate by the Traveling Coordinator and Executive Board. See Attachment "B" for procedure.

9.4 Assistant Coaches

- 9.4.1 Assistant Coaches are selected by the head coach. They may be male or female. If the assistant is under twenty-one years of age, the head coach must get OMGBA Board approval.
- 9.4.2 The Head Coach must identify all assistant coaches to the Traveling Coordinators.
- 9.4.3 All assistant coaches will be subject to the same guidelines as the head coach.

9.5 Team Selection

See Attachment "C" for the Traveling Teams selection.

- 9.5.1 Tryouts are open to all players residing in the Maple Grove or Osseo Senior High attendance area and are in grades 5 thru 8.
- 9.5.2 Tryouts usually are held during the last week in September and the first week in October. There will be from three to five tryout sessions.
- 9.5.3 The OMGBA Board appoints a Traveling Tryout Coordinator that is responsible for selecting independent evaluators.

The Evaluators will not be able to review any team that they have a child trying out for.

- 9.5.4 The first session consists of skills evaluation. The skills to be evaluated are listed on the Traveling Team Try-out Evaluation Form. The

remainder of the tryout sessions are to be conducted by the two head coaches.

9.5.5 Each team will consist of ten players.

There must be a minimum of 10 players at tryouts to field a team. If there are less than 10 players at tryouts, such players will be eligible for a combined team subsequent to the selection of any other High School Aligned "A" Team at that age and gender. If there are more than 20 players at tryouts, two teams will be selected.

9.6 Practice

9.6.1 Traveling teams will have two practice sessions per week. Sessions will vary in length, but usually be at least one hour and twenty minutes and not more than two hours.

9.7 Tournaments

9.7.1 The OMGBA pays the entry fees for tournaments for the following grades.

5 th Grade	9
6 th Grade	10
7 th Grade	11
8 th Grade	11

One tournament will be OMGBA and another should be one of the State Grade Tournaments.

9.7.2 All Tournaments will be scheduled by the Traveling Coordinators.

9.8 Playing Time Requirements

9.8.1 5th thru 8th Grade Level -- Each player is required to play 1.5 quarters per game per tournament average.

9.8.2 Exceptions – Modifications to playing time requirements are allowed as a result of injury, foul trouble, practice / game attendance issues, or disciplinary reasons.

10.0 OFF SEASON BASKETBALL SCHEDULING

10.1 The OMGBA recognizes that for some, basketball is becoming a year round activity. To help meet those goals, the OMGBA will provide the following scheduling support to players and coaches, who have participated in the OMGBA's regularly scheduled program.

10.1.1 The Off Season Scheduling will not conflict with any of the OMGBA's regularly scheduled activities.

- 10.2 The President will appoint a Board member as scheduler to monitor and control all scheduling. The responsibilities of this position will be as follows:
 - 10.2.1 Maintain a registration list of all participants, players, and coaches.
 - 10.2.2 Assign gym time based on the number of OMGBA participants on each team. Priority will be given to teams with the most OMGBA participants.
 - 10.2.3 Work with the MG Parks & Rec. Department or Community Education to secure gym permits and work out practice schedules. The OMGBA will only use gyms at schools where the Parks & Rec. personnel are covering other activities. No time will be requested at any location, if the OMGBA is required to pay for any Park & Rec. personnel.
 - 10.2.4 Keep the President aware of how the gym scheduling is working.
 - 10.2.5 Cancel or refuse to allocate gym time to any team that abuses any facilities or fails to show at their appointed date and time.
- 10.3 Each coach and player will be required to comply with Attachment “D” and fill out a registration that will be kept on file by the Off Season Scheduler. Teams that do not comply will be denied gym time.
 - 10.3.1 If the coach of any team has not coached in the program, a parent of one of the OMGBA players will accept responsibility for the behavior of that coach and their players, while on the grounds or inside any District #279 school. Time will not be made available if this does not occur.
- 10.4 The OMGBA will not provide any equipment, financial assistance, or other support except scheduling to any team or individual player for any reason.
- 10.5 The Off Season Scheduling will start April 1st and will end May 31st.

ATTACHMENT A

The organization chart is not complete. It will be completed after these bylaws have been approved and the reporting structure clearly defined.

ATTACHMENT B

The Coaches Dismissal policy is not complete. Policy to be completed in 2004 – 2005 season.

ATTACHMENT C

The Traveling Team Selection and Tryout Procedure policy is not complete. Policy to be completed in 2004 – 2005 season.

ATTACHMENT D

OMGBA Off Season Basketball Requirements

The following are the requirements for coaches to receive off season gym time scheduling.

Your team will not be assigned any gym time until all of the following requirements are fulfilled:

1. The “Application for Practice Time – Off Season” must be completed and submitted.
2. All players and coaches must submit copies of their AAU cards with “Added Membership Benefit” option.
3. Submit \$50.00 payment for gym practice time.
4. Submit refundable \$50.00 payment for damage / No-Show deposit.
5. Coaches must notify scheduler of practice cancellations as soon as possible but no later than 24 hours in advance of practice or a \$25.00 no-show will be assessed.
6. Coaches must notify scheduler of early season termination (as indicated on application) or deposit will be retained.