

# Newington Travel Basketball Association, Inc.

## Bylaws

### Record of Release

<b>Version No.</b>	<b>Developed By</b>
3.0	T Kaufman

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## 1 Revision History

Revision Number	Revision Description	Possible Impact of Revision	Date	Author
1.0	Document Origination	Initial	09/25/2011	M Johnson
1.1	Document Review	Board consideration	09/06/2012	T Kaufman
1.2	Document Update based on 9/17 Board meeting	Board consideration	09/19/2012	M Johnson
1.3	Document Update based on 10/4 Board meeting	Board approval	10/28/2012	T Kaufman
2.0	Document Update based on Newington P&R merge request	Board approval	10/05/2013	T Kaufman
2.1	Election Date Adjustment based on 4/12 Board meeting	Board approval	4/15/2014	T Kaufman
2.2	Election Term adjustment	Board approval	10/14/2014	T Kaufman
2.3	Board membership adjustment	Board approval	11/3/2014	T Kaufman
2.4	Board membership adjustment	Board approval	12/1/2014	T Kaufman
3.0	Clarification of Governing Body, fees, meetings, privacy, conflicts of interest, membership, and bylaw amendment	Board approval	12/7/2015	T Kaufman

## 2 Signoff

Person	Role	Date
Mike Johnson	President	12/7/2015
Jesus Guadarrama	Vice President	12/7/2015
Tiffany Hamm	Secretary	12/7/2015
Michelle Jackson	Treasurer	12/7/2015
Tim Kaufman	CBTBL Town Coordinator	12/7/2015
Eric Gadarowski	CGBL Town Coordinator	12/7/2015

## 3 Purpose

The purpose of these bylaws is to describe and explain the mission, structure, organization, membership and responsibilities of Newington Travel Basketball Association, Inc. (NTBA).

## 4 Mission Statement

Newington Travel Basketball is committed to providing a positive, educational, and well-rounded experience to youth basketball players, through sports competition, constructive coaching and leadership, and instilling the importance of teamwork, discipline, and hard work. We strive to develop fundamental skills through active participation of our players and to promote good sportsmanship from our players, coaches, and parents.

## 5 Name and Organization

The organization shall be known as NEWINGTON TRAVEL BASKETBALL ASSOCIATION, INC. hereafter referred to as NTBA. NTBA is an independently run organization working in conjunction with Newington Parks & Recreation similar to other youth organizations within the town of Newington.

NTBA consists of eight teams – 5<sup>th</sup> grade, 6<sup>th</sup> grade, 7<sup>th</sup> grade, and 8<sup>th</sup> grade – that participate in the Connecticut Boys Travel Basketball League (CBTBL) [[www.cbttl.com](http://www.cbttl.com)] and Connecticut Girls Basketball League (CGBL) [[www.ctgirlsbasketballleague.org](http://www.ctgirlsbasketballleague.org)] and an Executive Board that operates, oversees, and supports the eight teams. In addition, NTBA provides oversight to a 4<sup>th</sup> grade Boys team that participates in a league outside the authority of the CBTBL.

## 6 League Membership

NTBA is a member of the CBTBL and CGBL, which is comprised of towns in the Greater Hartford area. NTBA must follow league guidelines and requirements, and pay the required fees for membership.

## 7 Fiscal Year

The financial operations of the NTBA are carried out in a fiscal year that begins on September 1 and ends on August 31.

## 8 Fees

### 8.1 General Information

- The fees collected will be used to offset expenses for the organization.
- All registration fees collected shall be deposited in the NTBA general fund.
- Registration fees including late fees will be based on program budget requirements prior to sign-up;
- A fee will be assessed to all checks returned for non-sufficient funds.

### 8.2 Multiple Child Registration Discount

- Families who are registering three (3) or more children shall be eligible so long as the players reside in the same household.
- The discount rate will apply after the first two (2) players have been registered and paid in full.
- Prior to the start of each season this policy will be reviewed by the Board and may be subject to change.

### 8.3 Refund

- Registration fees will not be refunded after a player has been assigned to a team.
- Exceptions to the above will be decided by the NTBA Executive Board on a case by case basis.
- No refunds will be provided for items (e.g., apparel and uniforms) that have already been purchased.

## 9 Membership

### 9.1 Board of Directors

#### 9.1.1 Officers

The Officers shall consist of individuals holding the roles of President, Vice President, Secretary, Treasurer, and Town Coordinator.

#### 9.1.2 Directorate

The Directorate consists of individuals holding the roles of Community Outreach Chairperson, Equipment Manager, Director of Player Development, Fundraising Chairperson and Liaison to Parks & Recreation.

### 9.2 Regular Members

- Regular Members are any adults who volunteer or actively participate in NTBA to affect its objectives, through coaching.

### 9.3 Player Members

- Player members are Boys and Girls in grades 5 through 8 that reside in the Town of Newington, and are selected through a tryout process to play on an NTBA team, and meet the requirements of the CBTBL or CGBL;
- Player members have no rights, duties, or obligations in the management or in the property of NTBA;
- Player members may only play on one NTBA team and must play on the team corresponding to their grade level unless league rules stipulate otherwise.

### 9.4 Special Members

- A special member means any adult who is not a regular member, but is appointed by the President to be a chairperson for a special event or committee.

## 10 Privacy Rights

Every member of the NTBA must respect individual rights of privacy, including but not limited to the Names, Postal Addresses, Phone Numbers, Email Addresses, Player's Names and ages, and any other Personally Identifiable Information (PII) collected or shared in the course of participation in an NTBA supported program. When provided during the course of registration or participation, this personal information remains the sole property of the NTBA. Usage of this personal information is strictly prohibited unless approved by the Board.

## 11 Conflicts of Interest

Conflicts of interest and the appearance of such conflicts (financial, emotional, or otherwise) can adversely affect the NTBA's reputation for integrity. Such conflicts can undermine public confidence in the organization and in the Board. Members have a duty to identify and eliminate conflicts of interest and the appearances of such conflicts as they arise in the course of duties with the NTBA. A member must disclose a conflict of interest or the appearance of such a conflict to the NTBA President as soon as it becomes reasonably apparent.

If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or committee determines the member has failed to disclose an actual or possible conflict of interest, the Board shall take appropriate disciplinary and corrective action.

## 12 Governing Rules

The NTBA shall be governed by the rules and regulations of the CBTBL and CGBL.

## 13 Governing Body and Duties

The Governing Body of the organization shall be appointed or elected officers and directors with the President serving as chairman.

### 13.1 Board of Directors

The Board of Directors, hereinafter referred to as the "Board", as expressly enumerated in Section 9.1, shall have full authority and discretion to set budgets, and implement the on-going business of the organization consistent with the bylaws. Without limiting the generality of the foregoing, the Board shall have the power to:

- Purchase or otherwise acquire for the organization any property, right or privilege which the organization is authorized to acquire, by the price of consideration and upon such terms as the Board may deem appropriate;
- Determine who shall be authorized on behalf of the organization to sign bills, notices, receipts, acceptances, endorsements, checks, releases, contracts, and any other instruments.
- Delegate any of the powers of the Board to any agent of the organization with any powers as the Board may see fit to grant;
- Suspend, discharge, bar or otherwise discipline any member, coach, player, parent, official, as well as other related people as needed without refund whose conduct is considered detrimental to the best interests of the NTBA;
- Set registration fees and award scholarships.

#### 13.1.1 Executive Committee

The Executive Committee, otherwise referred to as the "officers" for legal reporting purposes, as expressly enumerated in Section 9.1.1, shall take a leadership role to provision the duties and management responsibilities of these bylaws; to draft policy, administer all activity, and appoint directorate positions and committee chairs (standing and special members). The Executive Committee shall be comprised of the following positions, which shall be elected annually.

- President;
- Vice President;
- Secretary;
- Treasurer;
- CBTBL Town Coordinator;
- CGBL Town Coordinator.

#### 13.1.2 Directorate

The Board is also comprised of the following standing committee chair positions as expressly enumerated in Section 9.1.2 and shall be appointed by the Executive Committee for a one year term.

- Community Outreach Chairperson;
- Director of Player Development;
- Equipment Manager;
- Fundraising Chairperson; and
- Liaison to Parks & Recreation.

### 13.2 Roles & Responsibilities

Assumption of Duties

- All officers shall assume the responsibilities of the offices to which they are elected.
- All directors shall assume the responsibilities of the offices to which they are appointed.
- Newly elected members shall assume their duties on October 1 of each year following election; and prior to this date, all former members shall transfer to their successors all books, records, equipment, keys, and properties, and any other business related materials required to perform the role in complete, up-to-date, and in good condition.

President

- Responsible for conducting the affairs of NTBA and executing the policies of the Board;
- Oversee the actions of the Board;
- Preside over all meetings;
- Prepare an agenda for all meetings;
- Communicate to the Board and make suggestions which promote the general welfare of the League;
- Appoint members to positions or establish committees, as needed;
- Supervise the conduct of players, coaches, and parents associated with NTBA and see to it that league rules are followed by everyone in the organization;
- Work with Vice President and Town Coordinator to examine the applications and supporting documentation of every Coach and Player candidate to ensure league requirements are met;
- Work with The Board to evaluate head coaches and assistant coaches at the end of the season;
- Work with the Board to establish the goals of the organization;
- Appoint members to work on special projects;
- Sign all necessary documents for the League;
- Authorize expenditures of up to two hundred dollars (\$200) without Board approval.

Vice President

- Shall serve as President, and hold office for a term extending to the next election period, if the President is unable to do so;
- Assist in the overall management of the League – including but not limited to facilitating meetings;
- Shall preside over meetings in the absence of the President;

- Shall be responsible for significant initiatives – including but not limited to records management, annual banquet and team pictures;
- Shall work with President and Town Coordinators to examine the applications and supporting documentation of every Coach and Player candidate to ensure league requirements are met;
- Shall attend league games and periodically audit practices to observe the conduct of coaches, players and fans with the attempt to improve the sportsmanship of all concerned;
- Complete background checks of all coach candidates and NTBA members;
- Collect feedback from parents and coaches; and
- Administer the scholarship program.

#### Secretary

- Responsible for League correspondence as required; and
- Provide for public releases;
- Shall take and maintain attendance records for all regular meetings;
- Capture, maintain and communicate the minutes of all League meetings at monthly NTBA meetings;
- Assist the President in the preparation of meeting agendas, and notify all Board members of meetings;
- Take nominations for Board positions; and
- Prepare official documentation for potential review, ratification and production by Board – including but not limited to bylaws, forms, public notifications and responses.

#### Town Coordinator

- Represent NTBA in all matters and votes with the CBTBL and CGBL;
- Attend all league meetings, including preseason meeting and playoff meeting;
- Advise the league of any changes/problems/issues that may affect the league's status or competitive play; and
- Communicate league information to the Board for approval and NTBA members, when applicable.
- Supply copies of the league manual to coaches, players, & parents; may be accomplished electronically;
- Provide other league members with NTBA information such as gym availability, game scheduling, or any referee concerns;
- Coordinate tryouts, in conjunction with Director of Player Development, and Coaches;
- Chair of coaches selection committee for respective league;
- Chair of grievance committee for respective league, being there is no conflict of interest, as expressly stated in Section 11;
- Communicate tryout results and team rosters;
- Distribute Coach's, Player's and Parent's Codes of Conduct Contracts, to ensure that they are properly signed, by all relevant parties, collect them from various teams, and turn them over to the League's Governing Board for approval;
- Administer and monitor suspensions involving a coach who is ejected from a game as a result of technical fouls or for other reason(s);
- Confirm scheduling information (home and away games) with other Town Coordinators within one (1) week before the actual game date;
- Collect, collate, verify, approve, and submit Team Rosters to respective league Governing Board;
- Record and report game official's names and ratings as provided by the Head Coaches.

#### Treasurer

- Shall have charge and custody of and be responsible for all funds and securities of the NTBA;
- Prepare the annual budget to be submitted to the Board;
- Receive and provide receipts from monies due and payable to the NTBA, and deposit all such monies in the name of the organization in such banks, trust companies or other depositories as the Board may direct;
- Renew NTBA insurance each year;
- Work with other NTBA members as needed on issues involving NTBA finances; and
- At the expiration of term deliver to the incoming Treasurer all books, records, accounts, monies and other properties of the NTBA.

#### Equipment Manager

- Order all equipment for NTBA teams and/or players;
- Fill and distribute equipment bags;
- Obtain sign off from Head Coaches for allocated equipment bags and balls;
- Collect all equipment from Head Coaches at the end of the season.
- Coordinate sizing and ordering of uniforms for all NTBA teams;
- Work with vendors; and
- Make recommendations for use of vendors, and provide or generate other ideas regarding NTBA equipment.

#### Director of Player Development

- Develop and/or communicate ideas, drills, and tips for NTBA coaches, players, and parents;
- Generate new ideas for improving NTBA player development;
- Coordinate skills clinics;
- Set expectations in regards to player behavior and representation; and
- Work closely with 4<sup>th</sup> Grade coaching staff and Community Outreach role to ensure proper player participation obligations.

#### Liaison to Parks & Recreation

- Act as the single NTBA point of contact with Newington Parks & Recreation.
- Responsible for scheduling, gym availability, facilities concerns ; and

- Work closely with Town Coordinators to ensure effective communication of event details.

#### Fundraising Chairperson

- Coordinate NTBA event and fundraising activities; and
- Generate new ideas for NTBA fundraising.

#### Community Outreach Chairperson

- Organize and direct a committee formed at the beginning of each season to help plan and run community service projects; and
- Coordinate activities, which include educational, enrichment, and recreational events for all league players.

#### Bylaws Chairperson

- Temporary appointed position to maintain and periodically review the Bylaws and regulations of the NTBA.
- Shall present proposed bylaws and rationale to the Board for their input.
- Shall make available proposed bylaws for the purpose of consensus and potential acceptance by the Board; and
- Publish finalized version for public consumption.

#### Coach Selection Committee Chairperson

- Temporary appointed position to oversee committee and selection process; and
- Shall review coach applications and make recommendation to the Board for the upcoming season.

#### Grievance Committee Chairperson

- Temporary Board appointed position to oversee dispute resolution; and
- Shall be in charge of handling meeting procedures to ensure grievance process is properly adhered to.

### 13.3 Elections

#### Nominating Committee

- Within one month after the last regular season game, the League President shall appoint three members to act as a Nominating Committee.
- One appointee shall be a head coach.

#### Process

- By April, the Nominating Committee shall advise the Secretary of any vacancies to be filled as determined by making inquiries of the existing Board membership.
- Nominations for elected positions will be accepted by August 1<sup>st</sup> each year, for those positions coming available.
- Elections will be held in August of each year.

### 13.4 Financial Reporting

- The Treasurer will provide a financial report at each monthly meeting including such items as amount of property owned, amount of monies applied, appropriated, or expended during the previous year and purpose thereof; and the objects or persons to or for which such expenditures have been made during the year.
- The report shall be entered as part of the minutes of the meeting.
- The Treasurer shall present a proposed annual budget in August/September for the upcoming season.

### 13.5 Fundraising

- Members of the Board shall establish fundraising activities, under the direction of the Fundraising Chairperson, to offset the operating expenses of the league.
- All income generated by fund raising activities will be allocated evenly to each travel team.
- All NTBA members are required to participate in at least one in-season fundraising activity.

### 13.6 Community Outreach

- Members of the Board shall establish a Community Outreach program, under the direction of the Community Outreach Chairperson, with the intention of providing a safe, engaging way for players to participate in character-focused activities to help improve the success rate of student athletes, on and off the court.
- The primary focus of the Community Outreach Chairperson is to provide a platform to encourage self-esteem, leadership, teamwork and communication characteristics and address issues such as education, health & nutrition, and social inclusion.

### 13.7 Resignations

- An officer may resign at any time by giving notice to the President or the Board.

### 13.8 Termination

- Membership may be terminated from NTBA by either resignation; or action taken by the Board; as set forth within these bylaws. Any Board member, appointed person, manager, head coach, assistant coach, or volunteer may be terminated for violation(s) of the duties, responsibilities, or code of conduct described in these bylaws.

### 13.9 Vacancies

- Vacancies may be filled at any meeting by a majority vote of the Board. The selected member shall complete the vacating member's term.

### 13.10 Voting

- All members of the Board shall be eligible for reelection.
- Only Board and Regular members may vote on NTBA items.
- Members who hold multiple positions (voted on or appointed by) only get one vote; not one vote per position.
- Voting for elected positions shall be by secret ballot;
- There shall be no proxy voting.

- In the event of an impasse, to expedite the process, the President shall cast the deciding vote.

## 14 Meetings

### 14.1 Board of Directors Meeting

- Meeting of the Board shall be scheduled as appropriate and will be called to order at the direction of the President provided all members have been given notice at least five (5) working days prior to the meeting. The meeting notice shall state the time and place of the meeting;
- Robert's Rules of Order (<http://www.robertsrules.org>) will govern with existing League By-Laws to take precedence.
- Intent is for presenting reports of the Officers, Directorate, and various committees; and
- Shall follow an agenda.
- The presence of at least six (6) Board members shall constitute a quorum for transacting the day to day business of the NTBA.
- Special meetings may be called by the President or any four (4) officers.

### 14.2 Membership Meeting

- The full membership shall meet a minimum of three (3) times a year on a date set by the President provided all members have been given notice at least five (5) working days prior to the meeting. The meeting notice shall state the time and place of the meeting; and
- Shall follow an agenda.
- The primary intent of the event is to address the following:
  - August elections and season planning;
  - January review of mid-year feedback;
  - March / April review of end-of-year feedback and year end summarization; and
  - Bylaw amendment, if applicable.
- The presence of at least seven (7) Board members shall constitute a quorum for purposes of amending the bylaws.

### 14.3 Executive Session

- Executive sessions or special meetings may only be held for specific, limited purposes, and the Board must comply with statutory procedures when closing the meeting.
- These private assemblies are held by the Board with any member or individual necessary to the discussion.

### 14.4 Attendance

- Officers are expected to attend all meetings.
- If a Board member is to be absent he or she should notify the Secretary prior to the meeting.
- Attendance will be recorded in the minutes as present, excused, or absent without notice.
- Should any Board member fail to attend the requisite number of meetings in a given calendar year, and have not fulfilled the above expectations, they may be removed from the Board through a majority vote of its remaining Board members.

### 14.5 Public Participation

- All regularly scheduled meetings shall be open to the public;
- Any member of the public that wishes to speak about an agenda item should provide advance notice to the Secretary in order for their name to be added to the agenda; and
- Shall only speak when recognized by the meeting chair during a designated time period for public input.
- Anyone that does not provide advance notification may not be allowed to speak.

## 15 Coaching

### 15.1 Duties

- Coaching is the primary function.
- Head coaches shall have no regular Board duties other than participation in NTBA meetings, player evaluations, and general activities; however, head coaches are permitted to hold additional Board positions, as expressly enumerated in Section 13.2 (Roles & Responsibilities).
- The head coach is the person recognized by the Board as having total responsibility for the team.
- Head coaches are expected to be at all practices and games;
- Head coaches are responsible for communication of all team-related activities to parents and players of their respective teams;
- The head coach is responsible for ensuring that each game official signs the scorebook (both the home and visitor's book) and provides their names either written or verbally where/when a signature is not legible prior to game commencement; and
- The head coach is responsible for assigning a performance rating (Pass / Fail) to each official and communicating the grade to their respective Town Coordinator within 48 hours of game completion.
- Head coach must sign for and return allocated equipment.
- The head coach may delegate to assistants as appropriate.
- If a head coach is unable to attend a meeting, an assistant coach of the team shall attend on their behalf and may vote in order to represent that team;
- Head coaches and assistant coaches are expected to wear NTBA apparel distributed by the organization, at both home and away games;



- Coaches should formulate and agree upon practice procedures, responsibilities and game decisions in order to avoid dissension between the coaching staff and players;
- Coaches are expected to utilize the respective league website for items such as team schedules, team communications, roster information, and game results;
- Coaches are expected to report final scores to the Town Coordinator, or update the respective league website within 24 hours of game completion.

## 15.2 Selection Process

- Head coaching opportunities will be communicated or announced at one NTBA monthly meeting and posted in one or more of the following: local newspaper(s), league website, and town website;
- All head coaching candidates must submit an application to the President and participate in an interview process (a returning coach shall not be required to re-interview for a Board approved open position unless challenged by another candidate).
- All coaches must agree to and pass background checks in order to be approved to participate in NTBA.
- There is a 4-year maximum term limit on the head coaching position; upon completion of term an individual may re-apply for any open coaching position.
- Returning coaches have the first right of refusal for a team, pending league review of disciplinary actions and/or grievances received by the league from the prior year.
- Head coaches must submit in writing to the President their intention to continue coaching by August 1<sup>st</sup>.

## 15.3 Selection Committee

- A selection committee will be established to interview all candidates and bring a recommendation to the Board.
- The selection committee, comprised of the Town Coordinator for the respective league and at least two (2) appointees (active applicants are not eligible) will determine if a candidate meets the minimum requirements;
- The selection committee will interview respective candidates and select a suitable candidate to fill the coaching vacancy;
- Based upon the recommendation of the Selection Committee, the Board will make the final decision at least two (2) weeks prior to tryouts.
- If an applicant cannot be found then the selection committee must clearly define the steps taken to advertise the position or justify clearly why an applicant did not meet the requirements to interview with the Board.

## 15.4 Assistants

- Teams may have no more than two (2) assistant coaches on the bench during games. Additional volunteers may help out at practices, per the head coach's discretion, as long as a background check is completed.
- Assistant coaches are selected by the head coach, but must have Board approval at least one week prior to tryouts.
- If no assistants are available, the Board may assign an assistant coach to a team, based on the Selection Committee process.
- With Board approval, a head coach may elect to wait until after tryouts to choose an assistant coach

## 15.5 Evaluation Process

- In the middle of each season, the Vice President will coordinate with all NTBA teams a mid-season reviews to evaluate in-season performance. The purpose of the mid-season review is to provide coaches early feedback, and an opportunity to improve prior to end of year evaluations.
- Feedback will be collected, summarized, and reported at the next NTBA monthly meeting. Feedback will be discussed and acclamation or recommendation for improvement will be provided
- At the end of each season, the Vice President will coordinate an evaluation of the head coaches and assistant coaches. The evaluation will consist of feedback from other coaches, parents or legal guardians, Board members, and affiliated league members.
- In the event that feedback is deemed negative, and the Board decides that a coaching change is warranted, the coach will be notified by the President that he/she is terminated and that position will become open and the Board shall appoint a replacement accordingly.
- If feedback is deemed positive, and the Board decides that a coaching change is not warranted, the preference would be to maintain the existing team structure in the interest of stability.

## 16 Player Evaluation and Selection

- Roster size is subject to respective league membership rules;
- Teams are comprised of 10 (Grades 7<sup>th</sup> & 8<sup>th</sup>) and 12 (Grades 5<sup>th</sup> & 6<sup>th</sup>) players respectively but exceptions for additional or less players may be made by the Board.
- Teams are selected via a formal open tryout process utilizing a rating system; by "open tryout" we mean that every child has an equal opportunity to demonstrate their skill and attitude and be invited to play.
- Tryouts will be conducted each year in September (CGBL) and October (CBTBL) for the upcoming season. Tryouts will be held on multiple days and should be scheduled as best as possible to not conflict with other fall sports in order to allow ample opportunity to attend the tryouts.
- The Town Coordinator, in conjunction with the Director of Player Development, will oversee the tryouts and the team selection process to ensure that evaluators and the respective head coach collaborate appropriately.
- NTBA head coaches and assistant coaches will evaluate all new and returning players and provide input to the head coaches who ultimately have the final decision in the selection of the team.
- Head coaches may bring in an independent party, at their discretion, to run their respective team tryout.

- All prospective NTBA players must attend tryout to be considered eligible and make the team every year; no child is automatically placed on a team.
- Evaluations will be based on a 3 – 4 hour assessment (attendance at two of the scheduled sessions is mandatory to be considered for a team); prospective players are strongly encouraged to attend each tryout session so they can be effectively evaluated.
- Medical exemption (noted below), personal emergencies, or other exceptions will be voted on by the Board.
- A consistent rating system shall be used for all NTBA team tryouts. An evaluation form shall be filled out for all players attending tryouts. The Board will decide on the appropriate rating system/evaluation sheet, but it should be comprised of a skill level rating across various categories such as dribbling, passing, shooting, defense, and fitness. An intangible factor should be considered to account for non-measurable skills such as game awareness or hustle. Evaluation sheets shall be turned into the Town Coordinator at the end of tryouts.
- Head coaches should finalize their player selections with the Town Coordinator for their respective league within two days of the final tryout date.
- The Town Coordinator will communicate the tryout results and team rosters to the Board and officially register with the league.
- The Town Coordinator will communicate the tryout results and team rosters to everyone that attended tryouts.
- No coach with a child trying out for the team will participate in the direct evaluation of their child. In the event that there is a conflict of interest, as expressly stated in Section 11, the coach shall recuse himself and the Board shall assign an alternate reviewer.

## 17 Medical Release

If a prospective player is not able to tryout due to medical reason, they will need to declare an injury in writing prior to travel team tryouts. This confidential letter must include a note from the player's physician stating the inability to participate in a tryout. The player is not required to provide the specific nature of the injury/illness only that a doctor has limited/prohibited participation in the tryout process. This letter should also include, if possible, the players anticipated return to full participation in activities. This letter should be presented to the NTBA Town Coordinator for the respective league. The Board will review each case individually. The Board will then determine the selection criteria for this player after consulting with the coach of the team and reviewing previous evaluations if available; upon board approval, player will be waived from the tryout dates and can be eligible to be chosen by the coach for the applicable grade.

## 18 Complaint Handling and Dispute Resolution

### 18.1 Statement of Policy

- Basketball is an emotional sport and often brings out intense feelings in players, parents and coaches, for that reason NTBA has implemented a complaint process, to give a player, parent, guardian or coach a forum to have their complaint or dispute heard and acted upon.
- Complaints should be initially discussed with a player's team coach or assistant. It is our sincere hope that any issues arising from an NTBA sanctioned activity can be resolved between those directly involved. Consequently, our members are encouraged to try and resolve any and all issues, whether they be constructive criticism, safety concerns, or any notification of a problem at the lowest levels of the organization prior to submitting a formal grievance; however, if the issue is not resolved to the satisfaction of the party or parties involved, the complainant has recourse as described below.
- NTBA has approved the following complaint resolution policy and procedure for complaints brought by players, coaches, parents and members of the public.
- This complaint resolution policy and procedure is not intended to resolve game protests. Game protests are to be resolved in accordance with the procedure set forth in the applicable league manual or the governing body hosting games.

### 18.2 Duties

- Any reported complaint against Board members shall be documented as to content and, if attainable, source; and given to any Board member. Board members receiving a complaint shall forward to the President who shall make immediately available to the accused for reference before any review.
- A reported complaint will then be reviewed by the President, in conjunction with the Officers, to determine whether the complaint falls within the boundary of the NTBA bylaws; and will make the determination as to the appropriateness of the complaint.
- If warranted, the President, or designee, will establish a Grievance Committee (comprised of an appointed Grievance Committee Chairperson and two (2) NTBA Board members not referenced in the complaint) to address the complaint.
- Code of conduct issues may result in penalties for the individuals named in the complaint. All penalties as a result of an issued complaint will be in accordance with guidelines given in the code of conduct penalties section of the league.

### 18.3 Informal Dispute Resolution Procedure

- Any complaint about a player, coach or parent should be resolved informally with the player, coach or parent involved, in a spirit of compromise and conflict avoidance.
- Following the inability to resolve the complaint informally and in good faith, the complaint should be brought to the President for formal resolution by the Board (see Section 18.4 below).
- Any member of the public who has a material and legitimate interest in a matter which is the subject of a complaint, may bring a complaint to the President, as the case may be, who shall attempt to resolve the complaint informally.

### 18.4 Formal Dispute Resolution Process

- The following was established to assure that all participants, parents and all volunteers are aware of the steps necessary to resolve or appeal any grievance or concern.

- If no immediate action is deemed necessary, please defer to the season-ending survey;
- If immediate attention is considered necessary by the grievant, the team coach (or coaches) will be given the first opportunity to resolve any team problems.
- Grievant must make an appointment to talk to the coach or send the coach an email with their concern prior to filing an official grievance with the Board.
- DO NOT approach the coach or coaching staff on game-day or during practice (after practice is acceptable with prior notification). The Board strongly encourages a 24-hour “cool-down” period prior to contact.
- If any issue arising at an NTBA sanctioned activity cannot be resolved between those directly involved, grievances can be submitted to a league official or NTBA Board Member.
- The *NTBA Grievance Form* can be downloaded from the league website or can be obtained from an NTBA board member.
- Grievant is asked to submit the form to the NTBA within seventy-two (72) hours of the event giving rise to the grievance;
- Grievances must be received no later than seven (7) days after the event to be considered valid;
- When submitting a grievance please include the following:
  - Time, date and location where the incident occurred;
  - Primary grievant contact information; as well as how and when it would be best to contact for follow up – this step is crucial since it will help expedite the process (unsigned forms will be discarded).
  - Expected remedy;
  - If other individuals are involved, list who they are and how they can be reached;
  - If applicable, identify the person(s) that have already been contacted or talked about this matter prior to filing;
- The Grievance Committee shall investigate the grievance and render a decision;
- The Grievance Committee shall inform the Board of its decision;
- The President, or designee, will communicate the resolution to the grievant and, if applicable, render a decision on any remedial action taken.
- Decisions by the Board are final and not subject to appeal.

### 18.5 Resolution Timing

- Applies to formal dispute resolution process only.
- All grievances received in writing will be responded to by the Board within 10 days of the written grievance being received. This initial response may be given via phone, e-mail or standard mail. Subsequent responses, if needed, will be issued every 10-14 days until the grievance has been resolved;
- If the Board cannot reach a verdict within 30 days, and the issue is unresolved, the matter will be forwarded to the appropriate league for action.
- Not all grievances may be fully resolvable within the 30 day period. However, the Board will make every effort to keep those involved informed should issues go beyond the 30 day period.
- Incomplete grievance filings (not providing requested information) will be returned with a request for the missing required information. The grievance filing will not be accepted and the stated time lines will not apply until all the required information is received.

### 18.6 Grievance Committee

- The Grievance Committee is selected to assist with problems that may arise in the league. A grievance committee may be called to address formal or informal disputes with a coach, player, and/or parent or guardian affiliated with the organization.
- The committee is called by the President, or designee, of the NTBA;
- The committee is to be comprised of at least three neutral members who will hear the complaint or grievance that the Board has received; and
- At no time will less than 3 members of the Board act on any complaint or grievance.
- If the complaint or grievance involves an NTBA coach and/or player, the Chair role is to be assigned to the Town Coordinator for the respective league; barring any conflict of interest, as expressly stated in Section 11, in which the coach and/or player resides.
- Each party in the complaint or grievance will be heard. Each party has the right to due process, and will be given the opportunity to provide evidence that will support their complaint or grievance.
- Each party will be given the opportunity to present evidence that will support their complaint.
- In the interest of time, the parties will have no more than fifteen (15) minutes to present their testimony and upon completion, the Chairman of the Grievance Committee may elect to not hear any other collaborating testimony but will ask for any opposing testimony from a witness on the same party and may elect to not hear any more than three witness on an opposing testimony.
- Once due process has been served, the parties will be asked to leave and the Committee will then make a final decision regarding the complaint or grievance that has been received.

## 19 Code of Conduct and Three Strike Rule

### 19.1 Duties

- All Board members, must perform their duties in accordance with the following NTBA code of conduct:
  - Representing NTBA in a positive manner through interactions with other members, teams, officials, players, parents, and fans;
  - Creating a positive and learning atmosphere;

- Working effectively with other coaches, NTBA affiliates, and the Director of Player Development;
  - Attendance at NTBA monthly meetings.
  - Attendance at all practices and games; repeated absences by head coach may result in an offense (see Three Strike Rule);
  - Handle issues between players, other coaches, parents, fans, officials, or NTBA members in a respectable manner without engaging in conduct detrimental to the league such as, but not limited to, yelling excessively, swearing, and physical altercations;
  - Not receiving a technical foul during games;
  - No negative physical conduct (e.g., grabbing, pushing, hitting) towards a player or other individual;
  - Making sure benches and court are clean and clear for the next game;
  - Identifying individuals to run the clock and keep score for each home game; and
  - Participating in NTBA functions.
- NTBA coaches must also adhere to league guidelines as outlined in CBTBL and CGBL bylaws for the current season and as communicated by the Town Coordinator.

### **19.2 Three Strike Rule**

- The “Three Strike Rule” is an action that can be taken against coaches or Board members if violations against Code of Conduct or failure in duties and responsibilities occur, as expressly enumerated in Sections 13.2, 15.1, and 19.1;
- The President, in conjunction with the Board, will decide if a penalty is warranted;
- Violations will be addressed in the following manner.
  - 1<sup>st</sup> offense – Written warning
  - 2<sup>nd</sup> offense – Written warning, one game suspension
  - 3<sup>rd</sup> offense – Suspension from participation in NTBA for remainder of season
- Some violations (e.g., assault) may be grounds for immediate dismissal. In a case of extreme circumstances, the Board has the power to and can decide to immediately remove a coach or other Board member from participation in any NTBA events.

## **20 Amendments**

The bylaws of Newington Travel Basketball may be amended, repealed, or altered, in whole or in part, by a quorum of its present members. Any proposed amendment must be introduced 14 days in advance of membership vote, with full text of the proposed amendment, provided or published for review.