

**WAYNE BASKETBALL  
DEVELOPMENT ASSOCIATION  
BY-LAWS**

Revised 10/10/2018

**ARTICLE I. GENERAL**

**SECTION 1: NAME**

- The name of the association shall be WAYNE BASKETBALL DEVELOPMENT ASSOCIATION (WBDA). Whenever the term “WBDA” is used it shall refer to and mean Wayne Basketball Development Association.

**SECTION 2: MEETINGS**

- A minimum of six (6) meetings is required each year. An Annual Meeting will be held prior to the season beginning.
- A minimum 50% attendance of the Board of Directors shall constitute a quorum at all meetings.

**SECTION 3: BY-LAWS**

- The WBDA By-Laws will be reviewed at the WBDA Board of Directors annual meeting. Amendments require a 2/3 majority vote of the Board of Directors present at any meeting.

**ARTICLE II. OBJECTIVES AND MISSION**

**SECTION 1: OBJECTIVES**

- To operate a non-profit basketball association.
- To promote and administer the game of basketball within the Wayne Community.
- The WBDA shall provide an opportunity for players of all skill levels to play the game of basketball in a safe and positive environment.
- To promote team spirit and competitiveness as well as good sportsmanship to all players, coaches, parents, and fans.

**SECTION 2: MISSION** - “To develop passionate, intelligent, competitive, spirited, team oriented Basketball Players.”

- The WBDA is a non-profit basketball program that provides an opportunity for boys and girls to learn fundamentals of basketball through positive coaching and structured practices.
- The WBDA is intended to teach the game of basketball with a high level of intensity. This program offers more practice, greater intensity and faster paced games by entering area tournaments. The emphasis of the program is to heighten the skills of players in preparation for their later playing years. Though the amount of playing time is not predetermined, all players get the opportunity to play based on skill level and team need.



## **ARTICLE III. MEMBERSHIP**

### **SECTION 1. MEMBERSHIP**

- Membership in the WBDA shall be open to all board members, coaches, and parents/guardians.
- A parent or legal guardian becomes a member of the WBDA upon completing the sign-up form, paying the registration fee and signing the players/parents code of conduct.

## **ARTICLE IV. BOARD OF DIRECTORS POSITIONS AND DUTIES**

### **SECTION 1. ELECTED/APPOINTED POSITIONS**

- The Board of Directors will have a minimum of four (4) persons consisting of President, Vice President, Secretary, and Treasurer. Additional Board Members may be added as needed under the voting process by the Board of Directors.
- Board Members of the WBDA shall accept and agree to abide by these by-laws.
- Each member of the Board must attend 50% of the meetings during the time frame of October 1 to the following September 30 or that member will be removed from the Board and replaced.

### **SECTION 2. VOTING**

- Election of the Board Members will involve verbal nominations by WBDA members followed by a confidential paper vote. In the event of a tie, the names of the individuals who are involved in the tie will be written on separate pieces of paper, placed in a hat and a Board Member will then draw one of those names. The nominee will become the newly elected Board Member.
- Each Board Member shall be entitled to one (1) vote. All issues shall be decided by a majority vote of the Board except as otherwise provided in the By-Laws. In the event of a tie, a second vote will occur at the same meeting after more discussion. If there is still a tie, the acting President will be the deciding vote.
- Voting members of this association shall consist of all Board Members. Coaches, and parents/guardians of any player who participated during the most recently completed basketball season or current season may attend meetings, but are only eligible to vote at the annual WBDA meeting for the Board Member positions, not changes to By-Laws.

### **SECTION 3. RESIGNATION AND/OR REMOVAL**

- A Board member may resign at any time, either by giving an oral resignation at a Board of Directors meeting or by notifying the President.
- A Board member may be removed from the Board of Directors at any time, following the same voting procedure used in amending these By-Laws under ARTICLE I – SECTION 3. A board member removed by these means shall not be eligible for the Board of Directors for a period of One (1) year.



- In the event of a vacancy on the Board of Directors, –verbal nominations will be taken at the following meeting and voted upon. The Board of Directors and any voting member (see ARTICLE IV, SECTION 2) of the WBDA that is present is eligible to vote.

#### **SECTION 4. POSITION DUTIES**

- President
  - The President shall preside at all meetings held by the WBDA.
  - The President shall have the ability to assign duties not otherwise assigned within the By-Laws.
  - The President has the ability to sign WBDA checks.
  - The President is to be included in all disciplinary actions taken regarding coaches/players.
  - The President shall provide agendas for Board meetings.
- Vice President
  - The Vice President shall preside over any meeting that the President is absent.
  - The Vice President shall assist the president with the performance of his/her duties.
  - The Vice President has the ability to co-sign WBDA checks.
  - The Vice President is to be included in all disciplinary actions taken regarding coaches/players.
- Secretary
  - The Secretary shall take minutes of all WBDA meetings and distribute minutes to Board members.
  - The Secretary has the ability to co-sign WBDA checks.
  - The Secretary shall maintain current player information and team rosters.
  - The Secretary shall have custody and maintenance of the By-Laws.
- Treasurer
  - The treasurer will receive all monies and disperse all funds as approved by the Board of Directors.
  - The Treasurer has the ability to sign WBDA checks.
  - The Treasurer shall keep an accurate account and ledger of funds received and disbursed from the WBDA.
  - The Treasurer shall present a financial statement/report quarterly to all Board Members.
  - The treasurer shall be permitted to write a check up to the amount of \$249.99 with only his/her signature. All purchases exceeding \$250 will require a second signature from a WBDA Board Member.



- Boy's Program Director (As Needed)
  - The Boy's Program Director will be annually elected by Association members at the WBDA Annual Meeting per Article IV.
  - The Boys Program Director shall help coaches with team tournament signup including communication to coaches on tournament times and correspondents with all Boy's Association teams.
  - The Boys Program Director is responsible for jersey distribution and inventory of all Boy's Association teams.
- Girl's Program Director (As Needed)
  - The Girl's Program Director will be annually elected by Association members at the WBDA Annual Meeting per Article IV.
  - The Girl's Program Director shall help coaches with team tournament signup including communication to coaches on tournament times and correspondents with all Girl's Association teams.
  - The Girl's Program Director is responsible for jersey distribution and inventory of all Girl's Association teams.

## **ARTICLE V. TEAM MANAGEMENT**

### **SECTION 1. AVAILABLE PROGRAMS**

- The WBDA consists of Grades 4<sup>th</sup> through 8<sup>th</sup>, Boys and Girls teams.
  - Boys and Girls in 3<sup>rd</sup> grade may play with 4<sup>th</sup> grade teams if the 4<sup>th</sup> grade team has less than 8 players at the end of registration. This exception must be approved on a case-by-case basis by the Board of Directors.
  - Players wishing to be a part of the WBDA who attend the Wayne Community School system will not be denied membership. Players outside the Wayne Community School system will be considered if a WBDA team has less than 8 players or the family lives in Wayne or is moving to Wayne. All players from outside the Wayne Community School system must be approved by the WBDA Board. Exceptions to this policy due to circumstance may be approved on a case-by-case basis by the Board.
  - Players must participate with their current grade level team. An exception to this rule to allow a player to participate one grade up or one grade down must be approved by the Board of Directors and will only be considered if the player's current grade team has 9 (including the requesting player) or more players and the team the player wishes to participate with has less than 8 players.

### **SECTION 2. COACHES**

- Individuals applying for a Head Coaching or Assistant Coaching position must fill out a Coaching Application and sign a Coaches Code of Conduct form prior to being recommended for a coaching role to the Board of Directors.
- A majority vote of the Board of Directors is required for an applicant to be hired as a Head Coach or Assistant Coach. Each team shall have no more than two Assistant Coaches. The Assistant Coaches are an extension of the Head Coach. The Head Coach is responsible for the actions of their Assistant(s).



- Head coaches, who are a parent of a player, will be refunded 100% of their child's player registration fee. Assistant Coaches, who are a parent of a player, will be refunded 50% of their child's player registration fee. Head coaches and Assistant Coaches, who are not parents of a player, will receive gift certificates from area businesses and chamber bucks as deemed appropriate by the Board of Directors.
- The Head Coach and Assistant Coach(s) must be an active part of team management. This includes player progression, game/tournament management, player accountability at games/tournaments, and communication with parents regarding practice/game times, equipment accountability, along with other topics pointed out in the Coaches Code of Conduct.
- Only Head Coaches and Assistant Coaches approved by the Board of Directors can participate in practices and tournament games. Using parents, siblings (non-WBDA players), etc. in practices as coaches or "stand-in" players is prohibited.
- Coaches will be given player jerseys, a medical kit, and a bag of balls. This equipment is the responsibility of the Head Coach and will be checked out to the Head Coach. This equipment is to be turned back in following the team's final tournament of the season.
- If equipment is lost, the Head Coach should report the missing items to a Board Member so equipment can be replaced and issued to the team.
- Head Coaches are to report technical fouls incidences involving their players as well as themselves to a Board Member within 48 hours of the incident.
  - Coaches with repeated conduct issues may be subject to dismissal from the WBDA. Dismissal is a voted decision of the Board of Directors.

### **SECTION 3. PLAYERS**

- All players must be registered, agree to a payment option and sign the Player Code of Conduct prior to practicing or playing with their team.
- Head Coaches are responsible for enforcing the player's code of conduct (COC) on their team. If a player breaks the COC, the Head Coach can proceed with disciplinary action. The issue and disciplinary action taken will be reported to a member of the Board of Directors. If it is decided by the Board of Directors that the player's conduct constitutes further disciplinary action, the following steps will take place:
  - First Offense: Sit out the team's next tournament
  - Second Offense: Dismissed from the team

### **SECTION 4. TEAM SETUP**

- There are advantages and disadvantages to organizing teams into equal player skilled teams versus A/B skilled teams. Team setup and organization on either equal player skill teams or A/B teams will be up to the Head Coach. The decision is then to be reported to the Board of Directors.



## **ARTICLE VI. FINANCIAL**

### **SECTION 1. FEES**

- The WBDA non-profit Association. All monies collected shall be used to further the aims of the Association. All players' fees will be determined by the Board of Directors prior to distribution of the registration notice each season.
- Player's fees are to be paid or a payment plan arranged as mentioned in ARTICLE V – SECTION 3.
- No Board Member shall receive any financial compensation for services rendered.

### **SECTION 2. FISCAL YEAR**

- The fiscal year for the Association shall be from January 1 to the following December 31.

### **SECTION 3. APPROVAL FOR PURCHASE**

- All bills payable, notes, checks, or other negotiable instruments of the WBDA shall be made in the name of WBDA and shall be signed by a Board Member.
- All purchases shall be approved by the Board of Directors by conversation, email, or meeting.
- Check purchases of or greater than \$250 shall require two Board Member signatures.
- All Board Directors will have their names on the checking and savings account signature cards. The account is to be kept at a local bank voted upon by the Board of Directors.
- The Debit Card associated with the WBDA bank account will be held by the President or Treasurer. All purchases with the card are to be approved by conversation, email, or meeting.
  - The Board Member responsible for carrying and using the card can vary for certain occasions (i.e. WBDA Tournament) when approved by the Board of Directors.
- All receipts are to be given to the WBDA Treasurer for financial documentation.

### **SECTION 4. REIMBURSEMENT FOR PURCHASE**

- No person will be reimbursed for any purchase in the name of the Association unless authorized by the Board of Directors and they provide a receipt for such purchases.

### **SECTION 5. DISSOLUTION OF ASSOCIATION**

- In the event of the dissolution of the WBDA, its assets shall be distributed to other non-profit organizations according to the discretion and majority vote of the Board of Directors.



## **ARTICLE VII. SPECIAL RULES**

### **SECTION 1. PRIVACY OF PERSONAL INFORMATION**

- Contact information (including residential address, phone numbers, email address) given by parents/guardians of player shall be used for the sole purpose of distributing pertinent WBDA information

### **SECTION 2. NON-LIABILITY OF MEMBERS**

- No member of the WBDA shall be personally liable for the debts, liabilities, or obligations of the Association.

