

WASHINGTON TOWNSHIP PARKS AND RECREATION  
BASKETBALL BY-LAWS

Washington Township Parks and Recreation

**YOUTH BASKETBALL BYLAWS**

Effective

September 1, 2009 - September 1, 2010

Adopted by

**WASHINGTON TOWNSHIP PARKS & RECREATION**

**SPORTS ADVISORY BOARD**

June 3, 2009

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Attachments:

- Washington Township Parks and Recreation Sports Policy for Volunteers
- Washington Township Parks and Recreation Sports Policy for Youth
- Washington Township Parks and Recreation Refund Policy
- Washington Township Parks and Recreation Grievance Procedure
- Code of Conduct Ordinance
- Ordinance for Code of Conduct Committee

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I. Registrations

A. Registration Schedule

1. Registration will begin on September 1st and continue through September 30th for on-line registrations. There will be at least 2 "in person" registration dates scheduled during September.
2. After September 30th, anyone registering will be assessed a late fee. After the second Saturday in October, anyone registering will be placed on a waiting list and assessed a late fee. Waiting list registrants are not guaranteed participation in the program.
3. No registrations will be accepted after the 15th of January.

B. Fees

1. Registration fees including late fee will be established by the Parks and Recreation Division based on program budget requirements
2. Participants selected to travel teams will be assessed an additional fee to defray league and tournament expenses. Fee will be recommended by the Basketball Advisory Board to the Sports Advisory Board. Additional fees will be due no later than two (2) weeks after the roster is posted.
3. Fees are payable at registration including those assigned to a waiting list. Waiting list participants not assigned to a team will be notified and receive a refund.
4. Registration fees will not be refunded after a player has been assigned to a team and team has practiced for two (2) weeks (14 calendar days), unless the player is selected to a ninth grade and above school team or is injured before the first league game.

C. Age Certification

1. Birth Certificate is required for all new participants and anyone who did not play the previous year.
2. Birth certificate or comparable documentation must be provided for any participant if requested.
3. Each registrant must play in his league by age.
  - a. League age established as of October 15<sup>th</sup> of league year.
  - b. No registrants will be moved up.
  - c. Players may be moved down upon parent written request stating reason to Basketball Advisory Board who will make the decision.
4. Violation of C.3 will result in immediate player suspension from league play and coach if related. If team qualified for playoffs, a one game elimination game will be played without the suspended player and/or coach by the violating team and the highest ranked non playoff team.

D. Late Registrants

1. Late registrants will be added to league draft list if draft has not occurred and needed to round out teams.
2. After league draft, late registrants will remain on waiting list until League Coordinator assigns player to a team.
3. Late registrants will be rated and assigned to replace lost players of similar ability.
4. League Coordinator will evaluate the skills of late registrants if the player was not previously rated.

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5. Any player on the waiting list refusing placement on a team when assigned by the league Coordinator will be canceled from the program.

E. Eligible Players

1. Only residents of Washington Township may participate as players.
2. Only residents ages 5-18 on October 15<sup>th</sup> of the league year are eligible.
3. Members of school teams 9<sup>th</sup> grade and above are not eligible and will receive a full refund upon being chosen by their schools.
4. Washington Township residents who are members of any independent basketball teams are not eligible to participate in WTPR Basketball. An independent team is any team whose season runs concurrently with the WTPR season. Elementary and middle school teams are not considered to be independent teams.
5. A request for waivers (i.e. releases) from other basketball leagues for Washington Township residents to play on independent teams requires approval by the WTPR Basketball Advisory Board on an individual basis.
6. An eligible player is any player who is registered in the program and, either has been drafted on a team or has been placed on a team by the league Coordinator from the waiting list.

II. Ratings and New Player Evaluations

A. Ratings

1. Previous players will be rated by coaches and/or League Coordinators before conclusion of the previous season. League Coordinators should review and adjust ratings where applicable.
2. All new registrants must be evaluated for their respective league and be rated.
3. New registrants aged 5 through 8 will not be evaluated and will not be rated.

B. Tryouts (New Player Evaluations)

1. All new players will be rated by their respective League Coordinator at evaluations based on the rating system.
2. New Player Evaluations will be scheduled by the Basketball Advisory Board in October.

III. Rating Systems

A. Points – Range from a low of 1 to a high of 10.

B. Rating Dimensions

1. Ratings information will be used for permanent information and, in cases of emergency or injury, it will serve as a second source (along with registration forms filled out at registration) of information. Please be sure player's birth date is accurate. If the player lives with neither father nor mother, indicate guardian.
2. There are five categories we are rating the players in, starting with dribbling and working down to defense. Players are to be rated versus everyone in their league. In addition, players' points per game average should be listed. Under the correct year, evaluate each skill with a 1 through 10.
  - a. (1-2) Very weak, not developed at this time.
  - b. (3-4) Weak, but beginning to improve.

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- c. (5-6) Average compared to other players his/her age.
  - d. (7-8) Skill in this area is well developed.
  - e. (9-10) Clearly outstanding; one of the best in the league at this skill.
  - f. Game point average provided by coach.
- 3. Total: The highest a player could score is 50. DO NOT, however, total the score. An age factor will be applied to determine overall total. This will be done by the League Coordinators.
  - 4. No coach will be permitted to participate in their league's playoffs if the coach does not hand in his/her ratings before February 15<sup>th</sup> of that same year.
  - 5. The League Coordinator will collect worksheets no later than the end of February. At this time, League Coordinator will multiply child's total rating by the following age factors:

<u>League Age (Boys)</u>	<u>Multiple</u>	<u>League Age (Girls)</u>	<u>Multiple</u>
7	10	7	10
8	10	8	10
9	10	9	10
11	10	11	10
12	10	12	12
13	13	13	15
14	16	14	14
15	15	15	17
16	18	16	18
17	19	17	19

IV. Draft Procedure

A. Draft List

- 1. League Coordinator will create a master list from coaches and tryout ratings showing the rating, scoring average, age, height, telephone number and registration ID of each player. Draft list is to be in descending order by rating.
- 2. League Coordinator must review draft list with a panel of knowledgeable coaches and adjust accordingly. Every effort should be made to have an accurate draft list.

B. Team Size

- 1. League Coordinator will determine the number of teams within his league based on the total number of participants.
- 2. Optimum team size is from 8 to 10 players.
- 3. If not enough people step-up to volunteer to coach, then it might be determined the league needs to limit its' number of players. We will do our best to find volunteers but your child could be turned away after registration, but before the season begins, due to a lack of volunteers. This will be based on date and time stamp of registration.

C. Drafting System

- 1. Draft will be scheduled and chaired by the League Coordinator.
- 2. Another League Coordinator or Commissioner will be responsible for overseeing the draft and ensuring proper draft procedures are followed.
- 3. Draft lists will be provided to the coaches at least 48 hours prior to the draft.
- 4. Coaches will select a number from a hat for their draft number, unless their

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- son/daughter, brother/sister is rated in the first round then the coaches are assigned that draft number.
5. Each coach will draft players according to the draft number he/she selected. Order of selection will be reversed for each succeeding round (i.e. reverse order for rounds 2, 4, 6, etc.).
  6. Coaches' sons/daughters/brothers/sisters are assigned to them in the round they are ranked if so desired.
  7. Brothers and/or sisters will be placed on the same team. If a coach selects one brother and/or sister in a round, he will get the other brother and/or sister in the round in which they are ranked. If both are ranked in the same round, he will get the other in the next round. If two (2) brothers/sisters are rated in the last round, the team with the number one draft choice will be assigned these two players in the last two rounds, unless another coach indicates he will select one brother/sister in the next to the last round.
  8. Once a player is selected in the draft and recorded on the official draft sheet that player cannot be traded or moved to another team.
  9. There will be no freezing of players for any reason other than coaches' sons and/or daughters or brothers and/or sisters.
  10. No special request by parents for placement on a specific team will be honored.
  11. Requests by parents to exclude a particular coach must be provided in writing to the Parks and Recreation Division by October 15th and approved by the Advisory Board prior to the draft.

V. Leagues

A. Intramural Teams

1. Leagues will be formed in accordance with the following: Boys and Girls Clinic, ages 5 and 6, Boys and Girls instructional leagues, ages 7 and 8. Boys Leagues will be 9,10,11,12,13,14,15,16-18. Girls Leagues will be 9,10,11,12,13-14,15-18.
2. League Coordinator, with the approval of the Basketball Advisory Board, may split a league by age or ability, provided each section has at least six (6) teams.
3. Divisions
  - a. The following number of divisions is to be formed based on league size.

<u>Number of Teams</u>	<u>Number of Divisions</u>
1 - 7	1
8 - 13	1 to 2
14 - 20	1 to 3
21 - 30	1 to 4

- b. Division Coordinators may be assigned for each division formed.

B. Travel Teams

1. Travel team coaches will be selected by the Basketball Advisory Board and approved by the Sports Advisory Board.
2. Separate girls and boys travel teams will be formed in accordance with the following:
  - a. Fourth Grade Teams (2) - All players must be in the fourth grade and cannot be eleven (11) years old before September 1 of current season.
  - b. Fifth Grade Teams (2) - All players must be in the fifth grade and cannot be twelve (12) years old before September 1 of current season
  - c. Sixth Grade Teams (2) - All players must be in the sixth grade and cannot be thirteen (13) years old before September 1 of current season.

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- d. Seventh Grade Teams (2) - All players must be in the seventh grade and cannot be fourteen years old before September 1 of current season.
  - e. Eighth Grade Teams (2) - All players must be in the eighth grade and cannot be fifteen years old before September 1 of current season.
  3. Fifth through Eighth Grade Travel Teams:
    - a. Each team will carry 10 players. Teams will be selected by the travel team coach at a separate tryout.
    - b. All players selected to the team will be frozen and will not participate in the intramural program.
    - c. Each player will play the equivalent of one (1) full period in all exhibition, regular season and tournament games. During league playoff games only, the minimum playing requirement will be 4 minutes.
  4. If a player is not eligible for his grade level team based on his age, that player may tryout for the next higher level grade travel team. No other players can tryout for a higher grade travel team.
  5. Players may tryout for one team only.
  6. If interscholastic basketball teams do not exist in Washington Township middle schools during the current season, the seventh and eighth grade teams will be selected in accordance with Paragraph V.B.3.
  7. If a player quits the travel team before the intramural draft has taken place, the travel team coach may select an additional player from the intramural league who attended the original tryout. If a player quits the travel team after the intramural draft has taken place, the travel team coach may select an additional player from the intramural league who attended the original tryout as long as there is a compatible/suitable/similarly-ranked replacement player on the waiting list (for the intramural team that is losing their player to travel)." If there is not a replacement player available, the travel team coach may grant permission for said player to compete in both leagues provided the travel director, the intramurals director, and the league coordinator all agree to this solution.
  8. There must be a minimum of ten (10) players trying out for each travel team or there will be no team. In the case of an age group or grade that we offer two teams, A & B, there must be at least twenty (20) players signed up or there will be only one (1) team allowed, provided at least ten (10) players show up for the tryout.
  9. Travel Team League Coordinators will coordinate tryouts in conjunction with their respective coaches.
  10. All Travel Team playoffs and/or tournaments that are to be hosted utilizing Washington Township facilities must receive prior approval by the Basketball Advisory Board.
- C. Senior Games will be played in place of all-star games, by seniors, 18 year old boys and girls, if sufficient players are available, at the end of the season. If there are not enough seniors for this game, then an all-star game will be played with all seniors being on the all-star teams.
- D. There will be an 8 week clinic for 5 and 6 year old boys and girls. Sessions will occur once per week during January and February. Specific information on these sessions will be provided prior to the start of the clinic

VI. Uniforms

- A. Jerseys with numbers on front and back will be provided.
- B. Basketball uniforms and associated expenses for all traveling teams will include jersey and trunks, and will be paid for by the parents/guardians of the travel team player.

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VII. Length of Season

- A. Games
  - 1. Maximum of a 20 game schedule. Each team should play every other team in their division at least once subject to gym availability.
  - 2. Last game of season will conclude season unless team has qualified for playoff. Basketball season should end March 15<sup>th</sup>, if possible.
- B. Intramural Playoff
  - 1. League Coordinator will determine playoff format for his league prior to the start of the season and such playoffs will be approved by the Basketball Advisory Board
  - 2. Advisory Board will approve each league's playoff format prior to the start of the season
- C. Travel Team Games
  - 1. A travel team may participate in a maximum of two (2) regular season leagues and their associated playoffs.
  - 2. A travel team may participate in a maximum of three (3) tournaments including a pre-season tournament paid by WTPR basketball.
  - 3. A travel team may participate in a maximum of 50 games during the season including regular season, playoffs, and tournaments. Any additional games require the approval of the Advisory Board.
- D. Practices, regular season and playoff games will be scheduled by the League Coordinator.

VIII. Awards

- A. Trophies will be awarded to the players of the victorious team and the runner-up team at the championship game of the respective league's playoffs, beginning with the 9 year old divisions.
- B. Trophies or Medals will be given to participants in younger age groups with no playoffs.
- C. Sponsor of winning teams will receive a trophy, if funds are available.
- D. No jackets will be awarded.
- E. Sponsors of winning teams will not be approached to donate jackets, trophies, etc.
- F. Travel and tournament teams may accept awards presented by leagues entered or by tournaments entered.
- G. The Roy Goodridge Volunteer Award will be presented yearly to one individual in both the girls and boys program who has volunteered his/her services as a coach/referee and exemplifies the spirit of WTPR basketball. League Coordinators will nominate individuals to the Advisory Board who will select the award winner by majority vote. Current advisory board members are not eligible to receive this award.

IX. Practice/Game Scheduling Times

- A. Scheduling of Games
  - 1. Set up by Parks and Recreation staff and League Coordinator
  - 2. Coordinated through the Board of Education and Athletic Coordinator of Washington Township by Parks and Recreation.
  - 3. Building Rules
    - a. No non-league balls, whatsoever, will be allowed in the building.
    - b. No playing on court between quarters or timeouts except team members.
    - c. Four practice balls will be in locker along with one game ball.
    - d. BOTH coaches must see that all equipment is returned to locker and building is secured after game.
    - e. COACH must meet the janitor on Saturday and Sunday so that the building will remain open. NOTE: Practice or Game must be held, so building is not locked. Switch with another team if you cannot make it.

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- B. Leagues – Intramural and Travel Teams
  1. Set up by the Parks and Recreation staff and League Coordinator.
  2. Practice schedules and game schedules will be given to each coach at the start of every season by the League Coordinator.
  3. Practice and game schedules will be strictly adhered to and may only be canceled or changed because of school closing or school use.
  
- X. League Coordinator
  - A. League Coordinators will be selected in accordance with the attached WTPR Sports Policy for Volunteers.
    1. All League Coordinator vacancies will be advertised in the newspaper.
    2. The Advisory Board will review all resumes/applications and select one of the candidates.
    3. League Coordinator selections will be submitted to the Sports Advisory Board for final approval.
  - B. Responsibilities
    1. Keep each coach informed as to rules within league and current basketball rules.
    2. Prepare and pass out practice and game schedules.
    3. Coordinate league operation with Parks and Recreation Division.
    4. Meet with basketball advisors of Sports Advisory Board as needed.
    5. See to it that league rules and policies are strictly followed.
    6. Coordinate issuance and collection of equipment with coaches.
    7. Assist with tryouts and help with draft system.
    8. League Coordinator will recruit coaches for his or her league in accordance with WTPR Sports Policy with the help of the League Commissioner and Parks and Recreation staff.
    9. League Coordinators will report directly to their respective Clinic, Instructional, Girls/Boys Intramural or Travel Director.
    10. League Coordinator or qualified adult will rate all new registrants at tryouts in respective league age, if the Basketball Advisory Board needs assistance with such.
    11. League Coordinator will forward the rating evaluation sheet to each of his or her coaches prior to the scheduled draft.
    12. Assist coaches in obtaining sponsors.
    13. League Coordinator will ensure that all draft sheet information is filled on draft night.
    14. League Coordinator will collect the following coaches' information to be turned into the BAB board and then to the SAB board: Name, address, home phone, cell phone, email address, if he/she is Rutgers certified, and if he/she is Meghan's Law approved.
  
- XI. Coaches
  - A. Coaches will be selected in accordance with the attached WTPR Sports Policy for Volunteers.
  - B. All coaches MUST attend the Parks and Recreation Coaching Clinic (e.g. Rutgers' Clinic) once.
  - C. Responsibilities
    1. Oversee the care of school facility being used.
    2. Enforce all rules as set forth by league by-laws and Coordinators.
    3. Oversee team members at practice and games.
    4. Teach fundamentals and rules of game.
    5. Teach good sportsmanship.

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6. Display good sportsmanship.
  7. Care for equipment in their possession or for their use.
  8. Pick up and return equipment.
  9. Report directly to the League Coordinator.
  10. Issue practice and game schedules to all players.
  11. Actively solicit sponsors.
  12. Complete and return rating cards in a timely manner.
- D. Age Requirements for all coaches and assistant coaches
1. 18 year old minimum and no longer attending high school.
  2. 21 year old minimum to coach 16-18 boys and/or 13-18 girls.
- E. WTPR Travel Team basketball coaches and independent team basketball coaches are not eligible to coach a WTPR intramural team unless approved by the Basketball Advisory Board. Elementary school and/or middle school team basketball coaches are eligible to coach a WTPR intramural team.
- F. Travel team coaches are encouraged not to coach off season basketball teams that consist of players from his/her WTPR travel team.
- G. Travel teams will not solicit or accept sponsorships for their teams.
- H. Travel Team Coaches are to be interviewed by the Travel Team League Coordinator before a final selection decision is made. In addition, Travel Team Coaches will need to reapply to the Travel Team League Coordinator each season if they are interested in returning as a coach with their current team.

XII. Referees

- A. All referees will be required to attend a clinic sponsored by the Basketball Advisory Board.
- B. Minimum age required to referee will be fifteen years old for the 7/8 year old boys and girls leagues and sixteen years old for all other leagues. Younger referees will only officiate lower age groups.
- C. A minimum fee as determined by the Advisory Board and approved by the Sports Advisory Board will be paid to all referees meeting the requirements of Section A.
- D. In the event that two referees are scheduled to call a game and only one is present, that referee will be paid 1.5 times the fee outlined in the paragraph above.
- E. Volunteers who do not attend the referees' clinic will be used if required but will not be entitled to be paid.
- F. Referees shall not permit any team member to wear equipment or apparel which in his/her judgment, is dangerous or confusing to other players or is not appropriate. Examples of illegal items include but are not limited to:
1. a guard, cast or brace made of hard and unyielding leather, plaster, pliable (soft), plastic, metal or any other hard substance may not be worn on the elbow hand, finger, wrist or forearm, even though covered with soft padding.
  2. knee and ankle braces are permitted but all exposed hinges must be covered. Most over sleeves recommended by manufacturers are acceptable. These braces may be padded or unpadded.

XIII. Equipment

- A. Ordering – All equipment and uniforms will be ordered through the Parks and Recreation Division upon recommendations of the Basketball Advisory Board and final approval by the Sports Advisory Board. The ordering will be based on written bids or quotes or by the Township bid process.
- B. Issuing Equipment – League Coordinator will contact their respective coaches so that coaches may pick up equipment. This process is to be coordinated through the Parks and Recreation Superintendent at the Community Activity Center or the WTPR site.

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- C. Collecting Equipment – League Coordinators will contact their respective coaches at the end of each season notifying them to turn in equipment to them. Coaches will be held accountable for any missing equipment. Coaches and/or players may be fined for the value of missing or damaged equipment, through improper care.

XIV. Rules of the Game

- A. N.F.S.H.S.A. (Established) Basketball Rules will govern.
- B. Exceptions to N.F.S.H.S.A. (Established)
1. Youth ball to be used by all players under 11.
  2. Basket heights will be as follows: Girls: 8 foot for 7 & 8 year olds; 9 foot for 9 year olds; 10 foot for all other leagues. Boys: 8 foot for 7 year olds; 9 foot for 8 year olds; 10 foot for all other leagues.
  3. For all 7 thru 10 year old boys and girls' leagues, teams can only play zone and/or man-to-man defenses. Combination defenses (i.e. box and one, triangle and two, etc.) are not allowed. Double teaming is only allowed between the top of the key and the baseline.
  4. 8 minute quarters to be played in all leagues above 10 years old.
  5. Full court press in all leagues under 11 years old.
    - a. Not allowed when team is bringing ball in-bounds from backcourt.
    - b. Can be used in last 2 minutes of game
  6. Full court press can be used in all ages 11 and over.
  7. Full court press is not allowed by a team winning the game by 20 points or more. First offense is a warning by the referee. Second and subsequent offenses are technical fouls on the offending team charged to the coach.
  8. Time Outs
    - a. 7-8 year old leagues – league Coordinator will determine the number of time outs per game.
    - b. 9 year old and over leagues – 4 time outs per game.
  9. Player playing rules
    - a. Each player must play two (2) full quarters (buzzer to buzzer).
    - b. In all age groups, each player must sit one (1) full period (buzzer to buzzer) if both teams have seven (7) or more players.
    - c. In all age groups, each player must play three (3) full quarters (buzzer to buzzer) if the team has six (6) players.
    - d. If a player is injured or disciplined by the coach and the player will not comply with rules 9. a. thru 9. c. above, the opposing coach must be notified immediately.
    - e. If rules 9. a. thru 9. c. above are not followed, the game will be forfeited by the League Coordinator. There is no appeal for this rule.
    - f. For paragraph b. and c. above, the number of players is determined by the number of players present at the start of the game (i.e. jump ball).
    - g. Any player arriving for the game after the start of the game is only required to play one full period.
    - h. Any player arriving for the game after the start of the third period does not have to be played in the game.
  10. Overtime periods
    - a. For six (6) minute quarter games; first overtime is three (3) minutes, second overtime is two (2) minutes, and each subsequent overtime period is one (1) minute.
    - b. For eight (8) minute quarter games; first overtime is four (4) minutes, second overtime is three (3) minutes, third overtime is two (2) minutes, and each subsequent overtime period is one (1) minute.
  11. Special Rules will be adopted by a special rules committee. These will then be

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presented to the Basketball Advisory Board for approval prior to October 31st of that current year. Each league's "Special Rules" will be given to the LC to be distributed and discussed with all coaches on draft night. The Special rules are set and may not be changed by the individual leagues

12. The three point field goal will only be used in the 13-18 year old age leagues.
  13. Additional exceptions to the high school playing rules (H.F.S.H.S.A.) must be given to all coaches in writing by the League Coordinator before season begins and approved by the Advisory Board prior to the season. Exceptions cannot violate any existing by-laws.
- C. Parent and Coach Sportsmanship
1. Referees may eject players, coaches, assistant coaches, parents, and/or spectators from the game at any time for any good reason. Players ejected from the game do not have to be ejected from the building. Coaches, assistant coaches, parents, and/or spectators will leave the building if ejected by the referee. Referees may forfeit the game if the ejected refuses to leave the building.
  2. Ejection is automatic for anyone (player, coach, assistant coach, parent or spectator) charged with their second technical foul.
  3. If ejected from the game or gym, the player, coach, assistant coach, parent or spectator is also suspended for the next game. If the suspended person attends the next game, the team will forfeit said game. The referee and/or one of the coaches shall notify the League Coordinator of the ejection. The League Coordinator shall notify the suspended individual and the opposing coach prior to the next game of the suspension. If the same player, coach, assistant coach, parent or spectator receives two (2) technical fouls or is ejected from the gym for a second time, the suspension shall increase to two (2) games and progress from there for each occurrence. There shall be no appeal to this process. The first suspension of the year under this rule is not subject to the coaching priority requirements of Attachment A.
  4. The N.F.S.H.S.A. rule also charging all technical fouls to the head coach is suspended for the WTPR games.
  5. All adults (coaches, assistant coaches, team scorers) must remain seated during the game except for time outs and between periods. Team scorer can check a discrepancy with the official scorer if necessary, during the game. First violation during a game is a warning from the referee to remain seated. Second violation is a technical foul. If the referee considers the first violation to include unsportsmanlike conduct, a technical foul may be assessed by the referee.
  6. Coaches will not pull their team from the playing floor in protest. Coaches who engage in this practice will be directed by game officials to return the team to the floor. Failure to return will result in a double technical foul and disqualification of the coach for unsportsmanlike conduct. Suspension for unsportsmanlike conduct will be managed under Section XIX, Suspension.
  7. At all games, all spectators are to sit on the side of the gym/all-purpose room, which would be across from the players and coaches.
- D. Failure of a Coach, Assistant Coach or Acting Coach to Show Up
1. Parent may coach the team to start the game, but game must start at the proper time.
  2. 15 minutes grace – forfeiture of the game if no one is available to coach.
- E. A game is considered a forfeit if a team cannot field five (5) players to start the game within 15 minutes of scheduled start time or 15 minutes after the end of the previous game whichever is later.

XV. Sports Advisory Board

A. Responsibilities

1. Make final decision in by-laws and rule changes affecting the league.

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2. Make sure Parks and Recreation Superintendent is fulfilling his responsibilities to the league operation.
3. Meet with the Board of Education and Superintendent of Schools when needed to continue the community education system established by the Board of Education.
4. Continue to support the goal of establishing active recreation of the youth of Washington Township.
5. Present to the Township positive publicity releases prior to, during, and at the conclusion of season expounding program accomplishments.
6. Provide a representative at Advisory Board meetings.
7. Review and make final approval of coaches, League Coordinators and Commissioner.

XVI. Park and Recreation Staff Responsibilities

- A. Coordinate the use of schools through Board of Education and Athletic Coordinator.
- B. Order all equipment and uniforms recommended by the Basketball Advisory Board and approved by the Sports Advisory Board.
- C. Have all equipment issued to League Coordinators and coaches.
- D. Receive equipment from coaches and/or League Coordinators at the conclusion of the season.
- E. Order all awards for league winners and issue to League Coordinators.
- F. Coordinate changes in games or practice times with League Coordinator.
- G. Make department generally available for assistance that might be needed from League Coordinators, Coaches, League Commissioner and the Sports Advisory Board.

XVII. Basketball Advisory Board

- A. The Basketball Advisory Board will be made up of no more than 11 voting members and 21 non-voting members. Grandfathered voting members from 2007 will remain. Positions will be filled in accordance with the process outlined in Section X.
- B. The Basketball Advisory Board membership will consist of the positions as outlined below and each will have a two year term:

VOTING BOARD POSITIONS:

1. Commissioner

Duties include overseeing entire program for intramural and travel divisions, ages 7 through 18. General responsibilities consist of scheduling, organizing and running monthly board meetings, ensuring by-laws are updated and current, attending Sports Advisory Board monthly meetings and bringing rule change recommendations and other input of League Directors and/or concerns to the attention of the Sports Advisory Board, providing guidance on all aspects of the township's basketball programs, interacting with the township's Parks and Recreation division on all issues related to the basketball program, maintaining annual suspension lists, ensuring all policies and procedures are adhered to, interacting with the various principals and athletic directors for the school and township facilities that the basketball program utilizes, and making oneself generally available to facilitate a smoothly run league.

2. Vice Commissioner

Duties include filling in for the Commissioner when he/she is unavailable. General responsibilities include overseeing the annual picture weekend, coordinating with Parks and Recreation to order shirts and trophies for all star and playoff competitions in appropriate leagues, acting as the liaison for the program's email accounts and responding to the various requests, coordinating the annual sign-ups each season, and providing guidance to other league directors when and where appropriate. In addition, the Vice

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Commissioner will oversee the “waiting list” and “replacement player” assignments as they occur throughout the season.

3. Treasurer

Duties include keeping accurate and up to date financial records for all monetary transactions as they relate to the booster club. General responsibilities include filing an annual tax return, providing monthly reports to the league directors, providing an annual report to the Sports Advisory Board with a summation of all activities from the previous year, coordinating all required payments for league and referee fees for the travel teams, organizing the annual fundraising event for the booster club, and overseeing the scholarship awards presented to high school seniors each year.

4. Secretary

Duties include recording all pertinent information from monthly and general meetings in connection with the program’s activities. General responsibilities include taking and publishing minutes from each advisory board meeting, ensuring all required forms and notifications are updated on an annual basis and posted appropriately, notifying Parks and Recreation of any board or travel coach openings so that they can be advertised through all approved media channels, tracking information (e.g. Rutgers Certified coaches) that needs to be reported to the Sports Advisory Board, and ensuring that all special rules for each league are posted. This position will also assist all others whenever needed on any/all aspects of the program.

5. Internet Specialist

Duties include maintaining all website materials and database operations. General responsibilities include the development of draft lists for each league based on the player information input in the database, dissemination of such information to Duties include maintaining all website materials and database operations. General responsibilities include the development of draft lists for each league based on the player information input in the database, dissemination of such information to the respective league directors, coordinating all player ratings so the information can be accurately tracked in our automated database, maintaining gym scheduling and assigning for the leagues, posting of all notices, forms, news, events, etc, on the program’s website, and assisting in the development of each league’s practice and game schedules when appropriate.

6. Referee Director

Duties include the total oversight of the referee program. General responsibilities include managing the Referee Coordinator and Referee Assignor positions to ensure that training and scheduling occurs as required by the basketball advisory board. In addition, issues involving attendance, ability, suspensions, payment, and all other areas related to the referees in our program will be handled by the Referee Director.

7. Travel Director – Boys

Duties include overseeing the 8 travel teams playing in various leagues throughout the South Jersey region. General responsibilities include selecting travel team coaches, organizing tryouts and posting the associated player lists, coordinating league schedules, including all tournaments and playoffs, ensuring referee payments and league dues are submitted in a timely manner, and interacting with the administrative contacts from each respective league that has representation from Washington Township.

8. Travel Director – Girls

Duties include overseeing the 8 travel teams playing in various leagues throughout the South Jersey region. General responsibilities include selecting travel team coaches, organizing tryouts and posting the associated player lists, coordinating league schedules, including all tournaments and playoffs, ensuring referee payments and league dues are submitted in a timely manner, and interacting with the administrative contacts from each respective league that has representation from Washington Township.

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9. Intramurals Director – Boys

Duties include overseeing the 7 League Directors running their respective divisions in our township's program. General responsibilities include ensuring all administrative tasks occur throughout the season including but not limited to coach assignments, rating card distribution and collection, posting of all special rules for each division, interacting with the various principals and school officials for the respective leagues, and overseeing playoffs and all star games to ensure each division operates according to basketball advisory board by laws and standards.

10. Intramurals Director – Girls

Duties include overseeing the 6 League Directors running their respective divisions in our township's program. General responsibilities include ensuring all administrative tasks occur throughout the season including but not limited to coach assignments, rating card distribution and collection, posting of all special rules for each division, interacting with the various principals and school officials for the respective leagues, and overseeing playoffs and all star games to ensure each division operates according to basketball advisory board by laws and standards.

11. Intramurals Director – Instructional

Duties include overseeing the 4 League Directors running their respective divisions in our township's program. General responsibilities include ensuring all administrative tasks occur throughout the season including but not limited to coach assignments, rating card distribution and collection, posting of all special rules for each division, interacting with the various principals and school officials for the respective leagues, and ensuring each division operates according to basketball advisory board by laws and standards as they relate to our instructional program.

NON VOTING BOARD POSITIONS:

The following positions will play a critical role in the overall ability of the operation to function properly. Any provisions made for the aforementioned positions will also apply to these job functions, including areas such as reimbursement for registration fees of their children participating in the program. Note that Current Board Members (as of 4/30/07) will retain their voting privileges.

INTRAMURAL LEAGUE COORDINATORS:

Intramural League Coordinators will be responsible for running their respective divisions with main areas of responsibility to include selecting coaches, coordinating practice, game and playoff schedules, conducting "new player" sessions and assisting with travel team selections, interacting with school officials and parks and recreation personnel, handling general issues as they relate to their respective leagues, and ensuring that all by laws and general administrative tasks are adhered to throughout the basketball season. Attendance at monthly basketball advisory board meetings is encouraged but not required unless specifically requested.

Clinic LC Boys & Girls 5 & 6

Intramural LC Boys 9  
Intramural LC Boys 10  
Intramural LC Boys 11  
Intramural LC Boys 12  
Intramural LC Boys 13  
Intramural LC Boys 14-15  
Intramural LC Boys 16-18

Intramural LC Girls 9  
Intramural LC Girls 10

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Intramural LC Girls 11  
Intramural LC Girls 12  
Intramural LC Girls 13-14  
Intramural LC Girls 15-18

Instructional LC Boys 7  
Instructional LC Boys 8  
Instructional LC Girls 7  
Instructional LC Girls 8

**REFEREES:**

Referee Coordinator – Main responsibility will be conducting training and certification for referees in our program.  
Referee Assignor – Main responsibility will be to assign referees to all intramural divisions.

**BEST FRIENDS LEAGUE COORDINATOR:**

This position will be responsible for coordinating all activities, practices, and games as they relate to this portion of our basketball program.

- C. The League Commissioner will conduct the meetings and vote in the event of a tie.
- D. Make recommendations regarding expenditures for equipment, uniforms, school damage, league and tournament fees, etc.
- E. Appoint League Coordinators and Coaches subject to final approval of the Sports Advisory Board.
- F. Approve and schedule ancillary activities such as pictures, referee's clinic, etc.
- G. A majority of the Advisory Board must be present to make a determination requiring a vote.
- H. Voting board members will have one vote apiece and all issues will be decided by majority vote. If an issue arises which personally involves a board member, he/she shall not have a vote. Any board member can request a secret ballot on any issue.
- I. Protests of League Coordinators' decisions will be heard by the Basketball Advisory Board. Protests of game officials' judgments, decisions, or rule applications will not be heard. Protests must be submitted to the Commissioner in writing within one week of the problem.

**XVIII. League Commissioner**

- A. Number of Commissioners: One
- B. Term of Office: Two Years.
- C. Selection Process – Voting Basketball Advisory Board Members will appoint the League Commissioner, and the Sports Advisory Board will approve the Commissioner. If the League Coordinators fail to nominate a Commissioner, The Sports Advisory Board will appoint the Commissioner.

**XIX. Suspensions**

- A. The following actions by league coordinators, coaches, assistant coaches, parents, spectators, and/or players will result in a minimum suspension as outlined below and are NOT subject to an appeal:
  - 1. Vulgar and/or abusive language: 2 games
  - 2. Entering the court without permission: 3 games
  - 3. Fighting: 2 games
  - 4. Instigating a fight (as determined by referee): 3 games
  - 5. Violation of basketball by-laws: 3 games

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6. Damaging school property: 1 YEAR
  7. Age Falsification: 1 YEAR
  8. Use of an ineligible player: 2 games
  9. Flagrant Foul (as determined by referee): 1 game
  10. 2 Technical Fouls in one game – player: 1 game
  11. 2 Technical Fouls in one game – coaches, parents & all others: 1 game
  12. Unsportsmanlike Conduct – player: 1 game
  13. Unsportsmanlike Conduct – coaches, parents & all others: 2 games
- B. If any infraction listed above occurs a second time during the season, the minimum suspension immediately doubles.
- C. Aggression toward officials less than 18 years old may be subject to additional penalties.
- D. Any individual ejected from a game must leave the gym immediately and refrain from any verbal abuse toward officials. If violated, an additional 3 game suspension will be imposed.
- E. Any individual who accumulates 3 technical fouls during the season will be suspended for 1 game.
- F. Suspensions that cannot be fully served during the current basketball season will be completed or served during the next basketball season.
- G. All suspensions will include expulsion from the gym during the term of the suspension.
- H. Any basketball advisory board member who fails to perform their duties as outlined in these by-laws, or who conducts themselves in a manner inconsistent with these by-laws, will be subject to a review by the basketball advisory board. If a super majority of 75% or greater agree, this may result in the removal from their current position.
- I. Any infraction outlined in the township's Code of Conduct Ordinance (Attachment E) will be subject to those associated rules and procedures and supersede any disciplinary actions outlined in these by-laws.
- J. In the event a disciplinary action occurs that is not clearly defined above, it will be sent to the Basketball Advisory Board's "special committee", which consists of 5 members. These members include Vice Chairman, Boys' intramural director, Girls' intramural director, a referee representative, and one at large member to be approved by the Commissioner. This committee will determine the appropriate course of action in conjunction with any form of discipline that may be warranted. Their decisions will be final and not open for a further appeal.
- XX. Alcohol or Drug Suspension
- A. Any player attending a game under the influence of alcohol or drugs shall result in expulsion from the League. Any coach or assistant coach allowing a player to participate while under the influence of alcohol or drugs shall result in expulsion from the League for said coach.
- B. There shall be no appeal of an expulsion from the League for this activity.
- XXI. Extent of Advisory Board Administrative Responsibilities
- A. Administrative responsibility of the advisory board concerning conduct of spectators, including parents; players; and officials is limited to the gym itself, except as otherwise noted below.
1. The board may take administrative action, even if outside the gym, against anyone who abuses, physically or verbally, a player; coach; league official or game official if the board deems such abuse to be unprovoked and directly resulting from the abused individual's participation in a game.
  2. Disputes between parents, except as noted above, taking place outside the gym area, are not parts of the board's responsibility and will not be administered as part of these by-laws.

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XXII. All Star Teams and Games

- A. All Star teams will be selected in boys and girls leagues ages 9 through 15.
- B. Each league shall select two (2) all star teams consisting of a minimum of one (1) player from each team selected by the coaches. The maximum number of players per team will be 10 unless more than 20 teams exist in a particular age group, for which one member per team would be selected.
- C. Each coach will recommend their player(s) to the League Coordinator. The League Coordinator will have final approval of the selected individuals.
- D. Travel team players (frozen and unfrozen) are not eligible for All Star selection.
- E. Each league shall play one (1) All Star game.
- F. The All Star game shall consist of a sufficient number of quarters so that each All Star plays two (2) quarters.
- G. Length of quarters is determined by age group rules.

XXIII. By-Laws

- A. An exception to the rules and regulations of such By-Laws must be addressed to:
  - 1. Basketball Advisory Board prior to incorporation of rules.
  - 2. Such changes must be approved by the Basketball Advisory Board with final approval from the Sports Advisory Board.
  - 3. Any one rule not covered in the By-Laws will be the responsibility of the Basketball Advisory Board, who will meet to discuss such rule, and in turn, make a decision regarding such problems.
- B. By-Laws can only be changed or amended at the end of the season.
- C. By-Law reviews should begin by mid-season.

**WASHINGTON TOWNSHIP PARKS AND RECREATION**  
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***Washington Township Parks and Recreation***

***SPORTS POLICY – VOLUNTEERS***

Whereas, the WTPR Youth Sports Programs depend on volunteers for Commissioners, coaches, directors, Advisory Board members, referees, and other program personnel,

Whereas, the WTPR Sports Advisory Board (WTPR SAB) is charged with the responsibility of administrating the WTPR Sports Programs,

Whereas, it is the policy of the WTPR SAB to obtain the best qualified and most dedicated volunteer assistance available,

Now, therefore, be it resolved that:

1. Volunteers for youth sports program positions as Commissioners, coaches, directors, advisory board members, referees, etc. will be selected by the following process:
  - A. All volunteers will be recommended to the WTPR SAB for approval by the appropriate Sports Advisory Board and subject to seniority within the following criteria in descending order.
    1. Volunteers who satisfactorily served as an Advisory Board Member, Commissioner, League Director, Coach/Manager, in the program during the previous year.
    2. Volunteers who satisfactorily served as assistants or alternates and umpires in the program the previous year.
    3. Volunteers who satisfactorily served in any of the positions but did not participate in the previous year.
    4. New volunteers as recommended by the various youth Sports Advisory Boards.
    5. Volunteers who have satisfactorily participated in a duplicative sports program within the boundaries of Washington Township other than school related.
    6. Volunteers who have been suspended for a period of time, subject to completion of their suspension at the WTPR SAB's discretion.
2. Each advisory board within the WTPR sports program must submit its list of recommended volunteers to the WTPR SAB for duties mentioned prior to the beginning of the sports program
3. The appointment of all volunteers will occur by final resolution of the WTPR SAB. No official functions will be initiated by any individual until appointments are approved by the WTPR SAB.

WASHINGTON TOWNSHIP PARKS AND RECREATION  
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*Washington Township Parks and Recreation*

**SPORTS POLICY – YOUTH**

Whereas, Washington Township Parks and Recreation has recognized the need for the youth of Washington Township to participate in sports and in recognizing this need has provided an ever growing number of sports programs offered year round for the youth of the township and,

Whereas, from time to time, duplicative programs\*\* have been offered by private groups and,

Whereas, many residents do not have the economic ability to register their children in two groups and,

Whereas, participants devoting additional hours to sports may cause scholastic achievement to deteriorate and,

Whereas, duplicative activities causes an additional work load on the staff of Washington Township Parks and Recreation and,

Whereas, duplicative activities have caused and will continue to cause a tremendous scheduling problem within an already insufficient amount of play area and,

Now therefore be it resolved that,

Any youth who has registered for a WTPR sports program will not be eligible for that program if he or she is enrolled or is participating in a duplicative program\*\* offered by another organization.

\*\*A duplicative program may be defined in the individual sport's bylaws. If it is not, the following will apply:

A duplicative program is defined as an independent team in Washington Township that is competing for facilities and players with the WTPR program in the same sport during the same season.

This policy will be attached to and made a permanent policy of all sports bylaws.

This policy has been adopted at a regular public meeting of the WTPR Sports Advisory Board on July 21, 2003 and revised December 2, 2009.

WASHINGTON TOWNSHIP PARKS AND RECREATION  
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*Washington Township Parks and Recreation*

**REFUND POLICY**  
*Effective September 1, 2003*

**SPORT PROGRAMS**

Cancellations should be reported immediately to Washington Township Parks and Recreation. **NO REFUNDS** will be honored after a sports program has completed its second week of practice. This means that if you have not notified Parks and Recreation prior to the beginning of said sports activity's third week, no refund will be rendered. There is a \$10.00 per participant cancellation fee.

Exceptions to this rule:

1. If the person makes a high school and dual participation is not permitted then a full refund will be given.
2. If a person tries out for a travel team and does not make it and does not want to be moved into the Intramural program, a full refund will be given.
3. If a child is injured and unable to continue the season, a partial refund will be given. The cost of the uniform will be deducted from the registration fee along with the \$10.00 cancellation fee.

**ALL OTHER WTPR PROGRAMS**

Cancellations should be reported immediately to Washington Township Parks and Recreation. There is a \$10.00 per participant cancellation fee.

If a child cancels once the program begins, the cancellation fee of \$10.00 plus classes attended, up to two (2), will be deducted from the registration fee. After second class, no refund will be granted.

If Washington Township Parks and Recreation cancels a program, a full refund will be given.

This policy has been adopted at a regular public meeting of the WTPR Sports Advisory Board on July 21, 2003 and reviewed November 2009.

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*Washington Township Parks and Recreation*

**GRIEVANCE PROCEDURE**

In any organization, it is likely that unexpected problems will be encountered in the process of day-to-day operations. When differences arise in the WTPR Sports Programs, it is the policy of the WTPR Sports Advisory Board (SAB) that those differences be resolved at the earliest stage possible. All resolutions must be consistent with the appropriate sports program bylaws and with any league rules or regulations, which may apply.

The following procedures are established to insure that all participants, parents and all volunteers are aware of the steps necessary to resolve or appeal any dispute.

1. The team coach (or coaches) will be given the first opportunity to resolve any team problems.
2. If the coach or coaches cannot resolve the problem, the problem will be forwarded to the League Director \*\*.
3. Any problems not resolved by the League Director\*\* or which require interpretation of bylaws or league rules will be submitted to the youth Sports Advisory Board in writing by the person with a grievance for the following procedure.
  - a. The League Director\*\* will contact the Commissioner and request that the matter be brought before the Advisory Board.
  - b. The Commissioner will determine if a special meeting should be convened or if the matter can be brought up at the next scheduled meeting.
  - c. All parties involved will be notified of the meeting date and location and their right to be present and to prepare a written statement.
4. At the Advisory Board meeting, the following procedures will be observed.
  - a. The League Director\*\* will make a statement of the circumstances.
  - b. Each party involved will have the opportunity to state pertinent facts in person and/or by written statement.
  - c. Additional comments will be accepted if presented.
  - d. The Advisory Board will deliberate and reach an expeditious solution and will vote on a recommended resolution. Advisory Board members involved in the dispute must abstain from voting. A simple majority of members present will be necessary

**WASHINGTON TOWNSHIP PARKS AND RECREATION**  
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- to approve the resolution.
- e. The decision of the Advisory Board must be conveyed in writing to the person(s) involved within 72 hours.
  - f. The Director of Parks and Recreation and the President of the SAB will be advised of the decision.
5. If the Advisory Board cannot reach a decision and the issue is unresolved, the matter will be forwarded to the WTPR SAB for action.
6. All rulings of the Advisory Board may be appealed to the WTPR SAB except for Code of Conduct violations, which can be appealed to the Code of Conduct Committee.