

**ANDOVER  
GIRLS  
TRAVELING  
BASKETBALL  
ASSOCIATION**



**BYLAWS / MANUAL OF OPERATIONS**  
June 2019

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# BYLAWS ANDOVER GIRLS TRAVELING BASKETBALL ASSOCIATION

Adopted by the Board on *May 13, 2019*

## ARTICLE I

### MISSION STATEMENT

Mission Statement: Andover Girls Traveling Basketball Association aims to teach girls (Grades 3 through 8) the fundamentals of the game of basketball, focusing on the development of team concepts as well as individual skills. We strive to teach participants to compete at their highest level of ability, and gain experience in the game of basketball.

## ARTICLE II

### BOARD OF DIRECTORS

*Section 2.1 Responsibility.* The Board of Directors is charged with the overall responsibility for the affairs of AGTBA including, but not limited to, adoption, approval and enforcement of all policies and procedures in the best interest of AGTBA.

*Section 2.2 Organization.* The Board of Directors consists of the President, Vice President, Treasurer, Secretary, Tournament Director, Equipment Director, Facilities Director, Tryouts-Events Director, & Web Director.

Specific responsibilities for each Director and/or Board Member are detailed below.

- a) When necessary, any Director and/or Board member may carry out the responsibilities of more than one office.
- b) Only one member of a family may be a Director and/or Board Member of the AGTBA Board.

*Section 2.2.1 President.* The President will serve as overseer of all AGTBA activities. In the absence of the Treasurer, the President may issue payments for expenditures. The President directs board meetings, handles association discrepancies, oversees annual tournament, build and maintains relationship with high school program, communicates findings from end of the year survey, and addresses concerns from membership.

*Section 2.2.2 Treasurer.* The Treasurer will be responsible for AGTBA finances including payment of all approved expenditures and accounting of income from program registrations, tournaments, sponsors, and other sources. This position is responsible for all cash needs at registrations, tournament tickets, concession facilities and picture sessions. No expenditure over \$500.00 will be made without prior approval of this position or two board members. The Treasurer will issue a Treasurer's Report at every public meeting, which will include a balanced check register and bank reconciliation. The Treasurer is responsible to review, monitor and maintain proper insurance coverage. The treasurer will file yearly taxes.

*Section 2.2.3 Vice President.* The Vice President will serve as President in the President's absence and is responsible for organizing and promoting fundraising opportunities. The Vice President will interview and make recommendations for coaches and recruit paid coaches if necessary.

*Section 2.2.4 Secretary.* The Secretary will be responsible for all reporting and record keeping functions of the organization, including creating and maintaining a database of players, coaches, etc. The Secretary Director will be responsible for the preparing and distribution of AGTBA meeting minutes, coordinate and notifying Board Members of upcoming meetings and activities; and supervising the semi-annual audit of the AGTBA financial records. The Secretary will be responsible for interviewing coaches with the Board coach selection committee. The Secretary will coordinate the uniform ordering process including vendor selection, order, process, and distribution of uniforms and practice jerseys, as well as coordinate pictures.

*Section 2.2.5 Tryout Director.* The Tryout Director will create and distribute try-out information and camps, open houses, and on the website. The Tryout Director will be responsible for and oversee all try-out activities-process and evaluation criteria, drills, tabulation of scores. Additionally, The Tryout Director is also responsible for coordinating youth night with the high school program, 8<sup>th</sup> grade banquet, and any other association events.

*Section 2.2.6 Tournament Director.* The Tournament Director will be responsible for the planning, organizing, staffing, and team representation of all AGTBA sponsored tournaments, including; purchasing concession products; serving as AGTBA contact person for all participants; sending notification/invitations in a timely manner to all approved basketball association contacts in AGTBA playing region to ensure representation of the best teams in the area. The Tournament Director will secure hotel reservations for all out of town tournaments, attend MYAS meetings for distribution of tournament books as well as coordinate the Taste of Traveling program.

*Section 2.2.7 Facilities/Equipment Director.* The Facilities/Equipment Director will work directly with all Athletic/Community Education Directors at all District #11 facilities; identify AGTBA schedule requirements through solicitation of all head coaches and, in turn, consolidate and clarify those needs in a formal and organized manner; and provide detailed, team by team schedule of events including practice time and locations as well as tournament dates. The Facility/Equipment Director will also coordinate facility for annual and parent meetings.

*Section 2.2.8 Program Director.* The Program Director will assist in tournament activities including coordinating certified referees, volunteers for concessions, ticket sales, scorekeeping, timekeeping and statistics; purchasing and awarding trophies. The Program Director will also be responsible for organizing and planning off season player development opportunities over the summer. The program director will handle securing vendors for tournaments; coordinate & keep track of the 10,000 shot club, and summer activities.

*Section 2.2.9 Website Director.* The Website Director is responsible for maintaining and updating the AGTBA website, Facebook page and email communications. The Website Director will manage online registration process for Summer Skills Camp and tryouts, create team pages after tryouts and train coaches / team parents on how to manage team pages. The Website Director will create and send weekly email newsletters and updates to association members and work with the President to create & summarize results for year-end surveys.

*Section 2.3 Term.* Members of the AGTBA Board of Directors are elected by a majority of Voting Members, as defined in Section 4.1, at the Annual Meeting for a term of two years. The term for new Board members shall begin immediately following the conclusion of the April Board meeting. Outgoing Board members are expected to provide transitional support to the new Board members as needed for a smooth transition. Each Director of the AGTBA shall be assigned a classification number (e.g. 1,2,3,4, etc.). Each director shall have the right to be re-elected to succeeding terms.

*Section 2.4 Election of Board of Directors.* Directors shall be elected from the Voting Members, as defined in Section 4.1, at the Annual Meeting.

- a) Nominations can be accepted by the Secretary from any Voting Member of AGTBA no later than 4/1.
- b) Votes are cast by any adult over 18 with a voting membership in AGTBA.
- c) One Voting Member cannot exercise two or more votes.
- d) Voting for all board positions, except for the President and Treasurer of AGTBA, are open to anybody with a voting membership in AGTBA.
- e) Proxies are not allowed.
- f) A simple majority shall determine the winner of the election for the open position(s).
- g) The Secretary of AGTBA is responsible for monitoring and validating the vote.

*Section 2.5 Vacancies.* Vacancies on the Board of Directors by reason of death, resignation, removal, or disqualification shall be filled for the unexpired term by appointment and majority vote of the Board of Directors.

*Section 2.6 Removal of Board Member.* Board members cannot have more than 3 unexcused absences per year for regular meetings. A Board Member may be removed at any time, for just cause, by the majority vote of the Board.

### **ARTICLE III BOARD OF DIRECTORS' MEETINGS**

*Section 3.1 Regular Meetings.* Regular meetings of the AGTBA Board will be held monthly unless conflicts arise. All Board Members will receive advance notification.

*Section 3.2 Special Meetings.* A special meeting of the AGTBA Board may be called for any purpose at any time by any Board Member. Notice of such special meeting is to be given to all AGTBA Board Members not less than seven days' notice prior to such meeting.

*Section 3.3 Other Meetings.* Meetings of any identified sub-committee or groups will be held as called by the appointed Director or committee chairperson.

*Section 3.4 Quorum.* There must be a minimum of 50% of the full Board of Directors present before any issue can be voted on. Issues requiring a vote without the minimum number of members present must be tabled until the next meeting.

*Section 3.5 Action without a Meeting.* Any action required or permitted to be taken at a Board meeting may be taken without a meeting by written action signed by a majority of the Directors. The written action is effective when it has been signed by all those Directors unless a different effective time is provided in the written action.

## **ARTICLE IV VOTING MEMBERS**

### *Section 4.1 Voting Membership.*

- a) A traveling basketball player with a paid registration fee for AGTBA represents one vote in AGTBA to be cast by a parent or legal guardian.
- b) Membership on the AGTBA Board of Directors constitutes one vote in AGTBA *only* if a Board Member *does not* have a player in AGTBA.
- c) If a Board Member has a player in AGTBA then that Board Member is entitled to *only* one vote.

*Section 4.2 Rights and Obligations.* The Voting Members of AGTBA as such shall have no right, title or interest in the property, funds or assets of AGTBA.

*Section 4.3 Termination of Membership.* Membership of a Voting Member of AGTBA shall be terminated at any time by the majority vote of the Board.

*Section 4.4 Annual Meeting of Voting Members.* An annual meeting of the Voting Members of AGTBA shall be held during the month of April each year. Each annual meeting shall be held on such date and such hour and place as the Board of AGTBA may designate, for the purpose electing Board Members, for the purpose of a reporting on the activities and financial condition of AGTBA and for the purpose of transacting such other business as may properly come before the meeting; provided, however, that no other business with respect to which special notice is required by law, the Articles of Incorporation of AGTBA or these Bylaws shall be transacted unless such notice shall be given.

## **ARTICLE V PLAYER PARTICIPATION IN AGTBA**

### *Section 5.1 Eligibility.*

- a) A player must be born female with a paid registration fee for AGTBA.
- b) A player must try out and compete with the travel association with the school district where they reside (which is considered to be the athlete's Home Association) or attend school. No player transfer will be approved for athletes who did NOT try out with their Home Association.
- c) A player will be eligible if they have not been selected by their communities traveling association, have a transfer request by their association to play. See Section 5.4, for roster additions. These players cannot displace a player eligible per Section 5.1 (b)

### *Section 5.2 Try-outs.* Tryouts are open to all players in grades 3 through 8.

- a. Try-outs are held in early fall and are open to any eligible players.
- b. Each grade level will have their own try-out time.
- c. The try-out process shall be fair and understandable to each potential player, with independent judges (minimum of three) trying to accurately assess the skill level and abilities of each potential player, in an attempt to determine which team would be best suitable for each potential player.
- d. Depending on try-out numbers, available coaching, and individual player ability, not every potential player may be placed on a team.
- e. The try-out process is not open to parents. Only the potential players, independent

- judges, Board members (only if necessary, that do not have a potential player trying out) and selected coaches (even though they may have a potential player trying out) will be allowed to view the try-outs.
- f. Potential players or players' parent may request to be selected to be placed on a B team, in the case where the player is eligible to be selected by an A team. This will need to be in writing and handed to the appropriate Tryout Director on the day of try-outs. The final decision will be decided by the board.
  - g. Try-out scores will be sealed after the teams are selected and saved for one year, and then destroyed.

### *Section 5.3 Team Organization.*

- a) For 3rd, 4th, 5th, 6th, 7th, and 8th grades;
  - i. For a ten-player team: The top seven rated players will automatically make the A team and the coach will select three additional players to fill out the team.
  - ii. For a nine-player team: The top six rated players will automatically make the A team and the coach will select three additional players to fill out the team.
  - iii. For an eight-player team: The top five rated players will automatically make the A team and the coach will select three additional players to fill out the team.
- b) If a sufficient number of players remain after the A (Gold) team is chosen, the remaining players enter the B (Black) team selection process.
  - i. For a ten-player team: The top seven rated remaining players will automatically make the B team and the coach will select three additional players to fill out the team.
  - ii. For a nine-player team: The top six rated remaining players will automatically make the B team and the coach will select three additional players to fill out the team.
  - iii. For an eight-player team: The top five rated remaining players will automatically make the B team and the coach will select three additional players to fill out the team.
- c) Only Board approved, special extenuating circumstances may alter any part of this selection process for 3rd, 4th, 5th, 6th, 7th, and 8th grade Gold and/or Black teams (including, but not limited to: a legitimate medical excuse documented by a health care provider; an immediate family crisis; or an unavoidable circumstance.

### *Section 5.4 Rosters.*

- a) All participating players will play in the grade that they are currently enrolled with the following exception, provided all the following requirements are met:
  - i. Players are allowed to be placed on a roster up a grade, but not down a grade,
  - ii. only if there is a place available in that grade, and
  - iii. upon the recommendation of the appropriate Tryout Director Director(s) and agreement of 50% of the full AGTBA Board.

- b) We will attempt for teams to have a minimum of 8 and maximum of 10 players, any less or more would require board approval.
- c) The Board will vote on whether to drop certain players based on input from the Tryout Director, tryout evaluation scoring, and coaches.
- d) All potential players must attend tryouts, regardless if there are 10 or less participating. This will provide an evaluation for those potential players on the borderline for sufficient skills to compete. A potential player who misses tryouts can join a team with 9 or less players, provided the potential player is accepted by the coach and approved by the Board after evaluation.
- e) AGTBA will attempt to field at least two teams (up to a maximum of three teams) at each grade level, with a team size restriction from 8 to 10 players.
- f) Roster additions will not be allowed after teams have been selected without approval of the Board.

## ARTICLE VI PRACTICES AND GAMES

### *Section 6.1 Practices.*

- a) Players are expected to arrive on time for practice. If a player is going to be late or miss a practice the coach must be notified in person or leave a voice message as soon as possible.
- b) **Players with continued unexcused missed or late practices can expect to lose playing time.** Unexcused missed or late practices may result in the following discipline:
  - i. first incident - one game suspension;
  - ii. second incident - two game suspensions; and
  - iii. third incident - suspension from the team, pending review with the parent, the coach and the Board.
- c) Coaches and/or parent representatives **will** notify players of changes or cancellations in practice times.

### *Section 6.2 Games.*

- a) 3<sup>rd</sup> grade coaches will focus on the development of all players. Coaches will schedule equal playing time for all players during the season. As a general rule, coaches will play all players in the first half. Playing time in the second half is also expected but playing time at the end of the game will be based on creating an opportunity to compete and play at the team's highest level.
- b) 4<sup>th</sup> & 5<sup>th</sup> grade coaches will focus on the development of all players. Coaches will attempt to schedule equal playing time for all players.
- c) 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade coaches will continue to focus on development, but greater emphasis will be placed on how a player is performing to earn playing time.



## SELECTION OF COACHES

*Section 7.1 Qualifications.* The candidates may be male or female. They should be at least 21 years of age. The candidates should have a basic knowledge of basketball and possess good administration and management skills.

*Section 7.2 Selection Process.* The AGTBA Board will interview each applicant and will select a coach for each "A" traveling team at the completion of tryouts. If there are not enough applicants to fill all the open positions, the Board will be required to recruit qualified individuals for those open positions. AGTBA may elect to not select a "B" traveling team coach until after the "A" team has been selected.

### *Section 7.2.1 Application Process.*

- a) The Board may interview each applicant and must select a coach for each traveling team.
- b) Potential coaches will complete an application form and submit to the Board for review, and will be subject to an interview process by the Board coach selection committee.
- c) All applications must be submitted to the Board by the application deadline date.
- d) Background check may be performed on any applicant for a coaching position.
- e) Coaches are approved for the current season only and must be approved each year to continue in the traveling program.
- f) To be considered, a coach does not have to stay with the same team he/she coached the prior year(s).
- g) If necessary, AGTBA will allocate dollars to support the hiring of paid coaches for the 7<sup>th</sup> and 8<sup>th</sup> grade teams. The salary for the paid coach would be based on experience, performance and years in the organization. AGTBA, along with the families impacted by the hiring of the coach would assume the financial responsibility for coach salary. Fees would be collected during the registration process.

### *Section 7.2.2 Assistant Coaches.*

- a) The head coach selects assistant coaches.
- b) Background check may be performed on any applicant for a coaching position.

*Section 7.3 Coach's Responsibility.* Coaches are role models for their team. They must treat all team players with respect. Coaches will be held accountable to the Board for their actions and for their assistant coach's actions on and off the court. Coaches and assistant coaches shall follow AGTBA policies and directives. Non-compliance by a coach or assistant coach will be grounds for disciplinary action by the Board. All coaches will be encouraged to attend all meetings and training as deemed necessary by the Board. (See Coaches Code of Conduct Handout for further information.)

*Section 7.4 Termination.* The Board has the authority to terminate and replace coaches who exhibit inappropriate behaviors as determined by the Board. The coach has the right to appeal the decision at a regular Board meeting.

**ARTICLE VIII  
CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

*Section 8.1 Contracts.* The Board of Directors may authorize any officer or officers, agent or agents of the AGTBA, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the AGTBA, and such authority may be general or confined to specific instances.

*Section 8.2 Checks, Drafts, etc.* All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the AGTBA, shall be signed by such officer or officers, agent or agents of the AGTBA and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or and countersigned by the President or Vice President of the AGTBA.

*Section 8.3 Deposits.* All funds of the AGTBA shall be deposited from time to time to the credit of the AGTBA in such banks, trust companies or other depositories as the Board of Directors may select.

*Section 8.4 Gifts.* The Board of Directors may accept on behalf of the AGTBA any contribution, gift, bequest or devise for the general purposes or for any special purpose of the AGTBA.

**ARTICLE VIII  
FISCAL YEAR**

The fiscal year of the AGTBA shall begin on the first day of July and end on the last day of June in each year.

**ARTICLE X  
WAIVER OF NOTICE**

Whenever any notice is required to be given under the provisions of the Minnesota Non-Profit Corporation Act or under the provisions of the articles of incorporation or the bylaws of the AGTBA, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

**ARTICLE XI  
INDEMNIFICATION**

*Section 11.1 General.* AGTBA shall indemnify its officers, Directors, committee members, employees, and agents in the manner set forth in Minnesota Statutes 317A.521, provided AGTBA has made such determination or determinations, if any, as it may reasonably require to establish that the standards set forth in Minnesota Statutes 317A.521, Subd. 2, have been met. In addition, AGTBA may, in the sole discretion of its Board of Directors, indemnify such persons or any other person under such circumstances or different circumstances as the Board shall deem appropriate, as long as the Board reasonably believes such indemnification to be in the best interest of AGTBA.

*Section 11.2 Rights Not Exclusive.* The indemnification provided by this article shall continue as to a person who has ceased to be a Director, officer, employee or agent and shall inure to the benefit of the heirs, executors, and administrators of such a person. Nothing contained in this Article shall affect any rights to indemnification to which AGTBA personnel other than Directors and officers may be entitled by contract or otherwise by law.

*Section 11.3 Insurance.* AGTBA may buy and maintain insurance on behalf of any person who is or was a Director, officer, employee or agent of AGTBA, or is or was serving at the request of AGTBA as a Director, officer, employee or agent of another Corporation, partnership, joint venture, trust, or other enterprise against any liability asserted against him or her, and incurred by him or her in any such capacity.

## **ARTICLE XII MISCELLANEOUS ISSUES**

*Section 12.1 Amendment of Bylaws.* These Bylaws may be amended or repealed at anytime by the affirmative vote of a majority of the Board of Directors at any regular meeting or at any special meeting, if at least seven days' notice is given of intention to alter or amend or repeal or to adopt new bylaws at such meeting, and such Bylaws will become effective immediately upon their adoption unless otherwise indicated.

*Section 12.2 Communication/Conflict Resolution.* This procedure should be followed to voice any needs or concerns, including playing time:

- a) No parent shall confront any player or coach in a disrespectful or intimidating manner at any time.
- b) If a parent has a need/concern they should set up a meeting with the coach to review the concern.
- c) If a need/concern cannot be resolved with the coach, the parent is encouraged to contact the Vice President to review the concern. This step may require a meeting between the parent and the coach with the Vice President serving as a facilitator.
- d) If a need/concern is not resolved via step 12.2 (b) or (c), the parent should contact the Board to present the concern to the Board for a final resolution.
- e) Parent, player, and coach expectations will be communicated via the board-approved codes of conduct. A parent and player signature will be required to participate in the first practice. All forms will be collected by the coach and returned to the age director. The Vice President and/or president will review conduct violations for players, parents, and coaches and discipline will be applied on a case-by-case basis.

*Section 12.3 Discipline.*

- a) AGTBA coaches will have the authority to bypass playing time guidelines if they see a need to discipline. In these cases, the coach is expected to meet with the parent and player and explain the cause of the discipline as soon as possible.
- b) If the coach needs to take extensive action (suspension beyond one game) the coach should review their recommendation with the Board. Examples of incidents which could result in disciplinary action, include, but are not limited to:
  - i. Disrespect shown for coaches, teammates, opponents, or referees;
  - ii. Failure to notify coach of a missed practice, excused missed practice, or

arriving late for practice where the coach feels the player is unable to execute due to missed practice; or ejection from a game.

- iii. Guidelines for coaches may result in the following discipline:
  - a. first incident - one game suspension;
  - b. second incident - two game suspensions; and
  - c. third incident - suspension from the team, pending review with the parent, the coach and the Board.

#### *Section 12.4 Fees.*

- a) Each year the Board will be responsible for determining the player's fee for participants in the program. All families will be required to complete the required volunteer hours for each player in the program.
- b) Registration fees, and any other fees due, must be paid before a player is allowed to compete in any scheduled game or tournament.
- c) Head Coaches and Board Members will receive free registration for their family for each year they serve.
- d) AGTBA offers two options for families having difficulty meeting the financial commitment required to play traveling basketball. Financial arrangements will be kept in the strictest of confidence and are handled / approved exclusively by the AGTBA board President and Treasurer.
  - 1. Families may complete the AGTBA Scholarship Application at the time of registration. AGTBA scholarship eligibility is determined by the same income criteria used by the National School Lunch Program for free/reduced price meals. Your Anoka Hennepin ISD #11 Child Nutrition Free/Reduced price verification letter should be submitted along with the application. A limited number of applications are available each year and are subject to the approval of the AGTBA Board President and Treasurer.
  - 2. Families may contact the AGTBA board President and/or Treasurer to coordinate an alternative fee schedule allowing for periodic payment of the registration fee.
- e) Players and their families will be responsible for the cost of the uniform. Families receiving assistance in any form will still be required to submit a volunteer check that will be cashed only if the required volunteer hours are not served during our Holiday Hoops Tournament.

#### *Section 12.5 Player Responsibilities. (See Player Responsibilities and Code of Conduct Handout for more information.)*

- a) Players are to attend all scheduled practices and games. Failure to do so may reduce playing time in games.
- b) Players are responsible for their behavior on and off the court. This includes posting on social media. Infractions will be referred to the Board for appropriate action.
- c) Players are encouraged to set a good example by displaying good sportsmanship, since they represent the team, AGTBA, and the Andover community.
- d) Players should be supportive of their teammates and coaches.

*Section 12.6 Parent Responsibilities. (See Parent Code of Conduct for more information.)*

- a) Parents are responsible for their behavior at games.
- b) Parents are also encouraged to set a good example by displaying good sportsmanship, since they represent the team, AGTBA, and the Andover community.
- c) Parents should be supportive of their players and coaches.
- d) Parents are responsible for assisting AGTBA as required, e.g. tournaments, fundraisers, transportation to and from practices and games, etc.
- e) Parents should promptly pay all fees assessed by AGTBA.
- f) Parents may contact the Age Group Director or the Board to help resolve conflict if unable to resolve with the coach. See Section 11.1

*Section 12.7 Issues Not Covered.* Any issues not covered under these Bylaws or not covered in the Operations Manual will be decided solely by the Board of Directors.