

**Monocacy Youth Basketball Association  
Organization Documents and Bylaws  
Effective January 1, 2019**

**Article I: Purpose:**

The Monocacy Youth Basketball Association (referred to herein as the MYBA and/or the Association) is organized to provide young men and women of Frederick, Carroll and Washington Counties, Maryland (and surrounding areas), the opportunity to learn and play the game of basketball in a supervised, competitive and instructional environment promoting a high level of sportsmanship and fair play. The Association's constant goals are to provide a safe and fun basketball experience concurrent with a quality and fair level of basketball play. These bylaws provide the structure for the league, and – combined with the MYBA Rules of Play – dictate how the MYBA shall operate. As a member of MYBA, organizations agree to abide by these bylaws and the MYBA Rules of Play.

**Article II: Membership**

**Section I: Membership Categories**

The MYBA operates youth league basketball games among its member organizations. MYBA members are any youth basketball organizations from throughout Frederick, Carroll and Washington Counties, Maryland (and surrounding areas). As a condition of membership, organizations agree to abide by these bylaws and the MYBA Rules of Play (adopted or revised each season by membership vote). Youth basketball organizations must apply for membership to MYBA in writing to the Association Vice President, no later than 1 September to be eligible for league play in December. New member applications must receive a majority approval from existing members in good standing for entry into MYBA. MYBA membership levels are as follows:

1. **Member in Good Standing** – member organizations with full voting rights; for the purposes of these bylaws, the use of the term “Member” refers to MYBA Members in Good Standing unless otherwise noted.
2. **Probationary Member** – Probationary Members may participate in league play and attend league meetings, but do not have voting rights. Organizations are designated “Probationary Members” for the following reasons:
  - a. New Members – candidate organizations are voted into MYBA as Probationary Members for 1 (one) MYBA season.
  - b. Majority vote – Member organizations may be designated “Probationary Members” by a majority vote of all other MYBA Members.

Upon completion of one probationary season, members move to “Member in Good Standing” on 1 September of the following year unless a majority vote by Members recommends a second probationary season. After a second probationary season, members must either be moved to “Member in Good Standing” or “Member Terminated” by majority vote of all other Members.

3. **Member Terminated** – member organizations that have had MYBA membership revoked. Only a majority vote of all other Members can revoke an MYBA membership (after at least 1 year as Probationary Member).

MYBA membership is a privilege that should be taken seriously by all participants. Members are expected to adhere to all financial, conduct and administrative responsibilities as set forth in these Bylaws and the MYBA Rules of Play. Failure to meet expectations or obligations will result in probation and/or termination of membership.

## **Section II: Member Voting Rights**

Each Member or their designated representative shall have 1 (one) vote to cast for Association Decisions. Association Decisions require a vote and must obtain a majority “yea” to pass. No votes for Association Decisions may happen unless a quorum of Members – defined as a majority of “Members in Good Standing” – are present at a meeting, or provide their vote by proxy to the MYBA Executive Board. Proxy voting may happen by any medium, electronic or otherwise, as long as the intent can be shared with other Members as proof if necessary.

Association Decisions are defined as follows:

1. All actions that requires a contractual agreement be entered by the Association
2. All actions that results in the Association expending or receiving funds, goods or services not covered by an existing and approved contract or arrangement
3. All rule and by law changes
4. All actions related to Membership status, unless otherwise noted in Article II, Section I of this document
5. Removal of Association officers prior to term expiration
6. Any action that could give the appearance that the Association is taking a political or social stand on any issue, or advocates for a particular position related to state or local budget or political issues

Any decision required that does not fall into the classification of an Association Decision shall be made by the Executive Board, majority vote. Executive Board decisions can be overruled by Member majority vote.

## **Section III: Meetings**

The Association shall conduct a General Meeting prior to the start of each season for the purpose of voting on officers for the upcoming season (as applicable), reviewing and/or ratifying the MYBA Bylaws and Rules of Play and organizing activities for the upcoming season. The Association shall conduct a General Meeting at the end of each season for the purposes of reviewing the past season, closing out financial obligations of the past season and discussing any issues related to the upcoming season. Other meetings may be called from time to time by the Association President (or designee) as required by the Association. Notice of the place, date, and time of an Association meeting shall be given in writing to each Member not less than three days prior to the meeting by electronic medium. Meetings are open to all parents and coaches, but

each Member shall only have 1 (one) vote. Association meetings shall be chaired by the MYBA President or designee and conducted using Roberts' Rules of Order.

## **Article II: Executive Board**

The Association Executive Board (hereafter referred to as "officers") shall be selected from Member organizations and shall include a Recording Secretary, a Treasurer, a Vice President, and a President. The Recording Secretary, Treasurer, and Vice President shall each serve a one-year term beginning with the General Meeting prior to each season. The President shall serve a 2-year term beginning with the General Meeting prior to of each season. A President may only serve 2 consecutive terms. Elections for the Executive Board shall be held annually at the General Meeting prior to the upcoming season. Any person is eligible for nomination to the Executive Board as long as he/she is affiliated with an organization that is a Member in Good Standing. Election of the officers shall be by majority vote of the Members in Good Standing. The President can call a meeting of the Executive Board at any time deemed necessary.

### **Section I: Duties of the Officers:**

- A. Recording Secretary** – shall be responsible for reporting the minutes of the meetings and for organizing communication between the Association and the Members. The Recording Secretary is the Chair of the Public Relations and Communication Committee.
- B. Treasurer** – shall be responsible for maintaining and accounting for the funds of the Association, determining financial assessments for the approval of the Members and for reporting to the Members the financial condition of the Association. The Treasurer shall be the Chair of the Finance Committee.
- C. Vice President** – shall assist the President in all duties delegated and act as President if the President is unavailable. The Vice President is Chair of the Rules and Ethics Committee.
- D. President** – shall be responsible for the overall direction and management of the Association subject to these Bylaws and the MYBA Rules of Play. The President shall call Association meetings, set meeting agendas and preside over meetings unless delegated to the Vice President. In consultation with the other Association officers, the President shall coordinate decisions with the Executive Board for issues not specifically covered under "Association Decisions".

## **Article III: Committees**

### **Section I: Standing Committees**

The Association shall establish standing committees to execute tasks related to the organization and function of league play. The following standing committees shall be created each season at the General Meeting prior to season start. Membership on these committees is open to all volunteers across Member organizations.

1. **Scheduling and Competition** – shall handle all aspects of collecting team, coach and player information and create and maintain the league play schedule; issue weather

cancellations; create tournament brackets with input from Members as necessary. The Scheduling and Competition Chair shall be appointed by the Executive Board.

2. **Rules and Ethics** – shall review sportsmanship and behavior issues of players, coaches, parents and officials and determine disciplinary actions for all Association and Member individuals; interpret rules; review new member requests; review eligibility and eligibility waivers and protests; develop and conduct pre-season coaches training; interface with officials and officials organizations as necessary. The Rules and Ethics Committee shall be chaired by the Association Vice President. All disciplinary actions of the Rules and Ethics committee are final.
3. **Finance** – shall manage Association finances, assess fees, and maintain proper Association accounting and report financial status to the league. Conduct year-end financial assessments and report debts and credits to Members. The Finance Committee shall be chaired by the Treasurer.
4. **Public Relations and Communication** – shall manage league documents, website, social media; update scores online. The Public Relations and Communication Committee shall be chaired by the Recording Secretary.

## **Section II: Ad Hoc Committees**

The Executive Board may stand up ad hoc committees at any time for a specifically defined purpose. Ad hoc committees shall be comprised of a chair and membership, and shall have a written charter describing the purpose and life cycle of the committee. Ad hoc committees may transition to a standing committee by majority Member vote.

## **Article IV: Member Responsibilities**

### **Section I: General Membership Responsibilities**

Members shall appoint or elect a responsible individual to represent their interests. That person is to be known as the “Area Coordinator” for the Member. Members shall ensure teams are generally representative of their neighborhood and/or school district. Any player from any area is free to play on any team so long as the goal of league parity is not diminished. “Recruiting” players from another area with the intent of increasing the competitiveness of a team or organization at the expense of another is prohibited and can be protested to the Rules and Ethics committee. Members agree to accept players and form their teams without consideration of race, color, religion, gender, sexual orientation, nationality, familial status, or disability.

Area Coordinators (or their designee) shall:

- A. Attend MYBA meetings
- B. Organize player registrations within their organization
- C. Organize their respective teams, assign coaches and assistant coaches and submit information to the Association adhering to timelines determined by the Scheduling and Competition Committee
- D. Provide appropriate training and resources for coaches

- E. Provide for the uniform and equipment needs of their players that adhere to Association Bylaws, MYBA Rules of Play and the National Federation of High School Associations (NFHS) rules as applicable
- F. Provide gym facilities for practices and home games for regular season and tournament games. Members are responsible for providing gym space for at least half of the games scheduled for the teams it enters into the league. **For example**, a Member entering 2 teams in MYBA would be responsible for providing gym space for a minimum of 10 games – 2 teams X 5 home games in a 10 game season. Each Member providing gym facilities shall secure appropriate insurance acceptable to the school authorities at their own expense.
- G. Provide and pay for certified officials for games held in Member gyms, if Member chooses not to use Association provided officials
- H. Adhere to financial and administrative requirements as dictated by the Association
- I. Manage player, coach and parent conduct that adheres to Association Bylaws, MYBA Rules of Play and sportsmanship through the use and enforcement of a documented Code of Conduct

In addition to designating an Area Coordinator, each member organization must provide at least 1 volunteer for membership on a standing or ad hoc committee. Although not required, it is encouraged to be someone other than the Area Coordinator.

## **Section II: Player and Team Eligibility**

Members shall be responsible for ensuring all players meet eligibility requirements and are properly rostered on a team. Rosters are due to the Scheduling and Competition committee prior to the first regular season league game. Final rosters are due on January 1<sup>st</sup> and cannot be altered after that date without approval from the Rules and Ethics committee. The following are the age restrictions for each age band (described in Article V, Section II):

3rd/4th grade players shall be in 3rd or 4th grade for the league year, or home school equivalent  
 5th/6th grade players shall be in 5th or 6th grade for the league year, or home school equivalent  
 7th/8th grade players shall be in 7th or 8th grade for the league year, or home school equivalent  
 9th/10th grade players shall be in 10th or 11th grade for the league year, or home school equivalent

11th/12th grade players shall be in 11th or 12th grade for the league year, or home school equivalent

Members are responsible for verifying and providing proof of players' eligibility to the Association upon request. Waiver requests can be submitted to the Rules and Ethics committee... If an ineligible player is found to have played in a game, that game and any other where the ineligible player played, shall be deemed a forfeit.

Players may only be rostered on 1 MYBA team per season. Players may NOT play on multiple MYBA teams within the same, or different organizations. Players may temporarily “play up” on a different grade/gender band team within an organization to assist a team that may be short on players due to illness/injury or absence. Players may NOT fill in for a team outside of their

Member organization. A maximum of 3 players can be temporarily brought up to fill in on a higher grade/gender band team. A player may not “play down” for any reason.

Boys cannot play on girls’ teams and girls cannot play on boys’ teams without a waiver from the Rules and Ethics committee. Teams may only play in one grade/gender band in a season; teams may NOT be entered into multiple grade/gender bands at the same time within any season.

Players are NOT eligible to play in MYBA if they are a rostered member of another competitively selected team, whether that is through an MYBA member organization or any other outside organization. Competitively selected teams include, but are not limited to:

- A. Mid Maryland boys or girls teams
- B. Public High School or Middle School teams
- C. Private High School or Middle School teams

Players that are on a “scout team” - i.e., practice with a competitively selected team but do not dress or play in games – may still play in MYBA until or unless they are removed from the scout team and added as a rostered member of a competitively selected team. Conversely, a player regains MYBA eligibility if he/she is no longer a member of a competitively selected team for any reason.

MYBA teams shall not be rostered in any other leagues during an MYBA season. They may participate in holiday tournaments during the season. An MYBA team who is found to be rostered in a second league during the season will be prohibited in participating in the postseason tournament and their games will be deemed forfeits. Teams who are rostered in second leagues as of 1/1/19 shall be permitted to continue until their participation in MYBA is interrupted.

All players must be in attendance and in good standing at a public, private or home school grade 1st through 12th. Players who are suspended or restricted from attending school in their county shall not be eligible to play in MYBA.

### **AAU players, teams and tournament participation**

MYBA strives to provide a competitive experience for all players in our communities, regardless of skill level. However, MYBA is not set up to provide AAU teams a convenient league to play in during the winter months. It is expected that players are rostered on a team within an organization that serves the community where a player resides. Although players may be members of an AAU organization outside of MYBA, AAU organizations should not enter complete teams into MYBA even if it is under a community banner. While there is no rule limiting the number of players on a team that are also members of an AAU organization or team, Area Coordinators should strive to form rosters based on players residing within their respective communities. The Scheduling and Competition committee shall have final say over the placement and eligibility of teams and players. Teams may play in tournaments outside of MYBA if they so choose, but schedule changes will not be made to accommodate tournament participation.

## **Article V: Association Responsibilities**

The Association shall be responsible for executing league actions as defined in these Bylaws, the MYBA Playing rules and any contractual agreements of the Association. The Association shall also be responsible for the general supervision of player, parent, and coach conduct, the creation and management of game schedules, the coordination with referee organizations, and the determination of member financial assessments and resolution of Member disputes.

### **Section I: Financial Assessments**

The Association shall determine Member dues for the following season at the end of season meeting for the prior year. Association dues include, but are not limited to:

- a. Administrative fees associated with maintaining an online presence
- b. Software packages or services for the creation and management of the league game schedule
- c. Liability or other insurance costs
- d. Referee fees
- e. Trophy procurement for end of season tournaments
- f. Miscellaneous administrative costs incurred and approved as a result of league activities such as supplies, bank fees, postage, etc.

The Association will conduct a season-end financial reconciliation and provide the results of that to the Members in the form of a financial assessment within 60 days of the completion of tournament game schedule. This financial assessment may result in debt or credit to each Member. A debt shall be incurred if the Member did not provide required gym space for home games and a credit would result if the Member provided more gym space than required. Determination of the amount of a debt or credit to each member shall include referee fees, facility fees and other fees as applicable. The Association will pay those Members who have a credit with the league after all Members who owe debts have paid. Members who are indebted to the Association shall pay within 30 days of notification. Members may challenge the amount of a debt or credit to the Finance Committee through the Association Treasurer. Members who have not resolved their financial obligations under this section of the bylaws shall not be allowed to participate in league games until all obligations are fulfilled.

### **Section II. League Structure and Schedule**

The MYBA strives to provide a competitive, fun and instructional youth basketball experience for children in Frederick County, Carroll County and the surrounding communities. It is the intent of the MYBA to provide competitive playing opportunities for as many community youth as possible. The following are the age and gender bands for MYBA league play:

- Boys 3<sup>rd</sup> and 4<sup>th</sup> grade (Boys 3/4)
- Boys 5<sup>th</sup> and 6<sup>th</sup> grade (Boys 5/6)
- Boys 7<sup>th</sup> and 8<sup>th</sup> grade (Boys 7/8)
- Boys 9<sup>th</sup> and 10<sup>th</sup> grade (Boys 9/10)

Boys 11<sup>th</sup> and 12<sup>th</sup> grade (Boys 11/12)

Girls 3<sup>rd</sup> and 4<sup>th</sup> grade (Girls 3/4)

Girls 5<sup>th</sup> and 6<sup>th</sup> grade (Girls 5/6)

Girls 7<sup>th</sup> and 8<sup>th</sup> grade (Girls 7/8)

Girls 9<sup>th</sup> and 10<sup>th</sup> grade (Girls 9/10)

Girls 11<sup>th</sup> and 12<sup>th</sup> grade (Girls 11/12)

Within each grade/gender band, teams will be grouped in divisions based on a competitive assessment by each Area Coordinator submitting the teams prior to the start of league play. Each team submitted shall be assessed to be in one of the following categories:

1. Division A – the most competitive division with the most skilled and experienced players
2. Division B – moderately competitive and skilled, or mixed skill players
3. Division C – least competitive or least skilled and experienced players

Depending on the number of teams within each grade/gender band, there may not enough teams to create schedules for all three divisions. The minimum number of teams within a division shall be six (6). The Scheduling and Competition committee has the final authority to move teams around based on competitiveness or other scheduling circumstances, irrespective of what category is originally assigned to a team.

The Scheduling and Competition committee shall schedule teams within each division against each other to maintain competitive balance. The intent of the schedule is to match teams of like ability against each other as much as practical in the same grade/gender band. In rare circumstances, teams may also be moved up to a higher grade/gender band to maintain competitive balance. A mid-season team re-assessment shall be done no earlier than after week #3 of the season, but no later than after week #5. Teams may be reshuffled within or between divisions as a result of the mid-season team reassessment.

The MYBA regular season league schedule shall consist of 10 games for each team, played on Saturdays and Sundays between early December and mid-February. The exact dates shall be determined at the first meeting of each new season. Teams shall have only one game per week unless an odd number of teams in a division require a team or teams to have a double-header weekend, or a makeup game is scheduled.

MYBA shall organize and conduct an end of season, single-elimination tournament consisting of all teams in good standing from the regular season. The Scheduling and Competition committee shall organize the tournament brackets based on regular season record, strength of schedule and a subjective assessment of the competitive level of each team. The Scheduling and Competition committee shall create the brackets with additional input as needed. Tournament brackets shall contain a maximum of 12 teams. No minimum bracket size is dictated, but suggested that a bracket with fewer than 8 teams only be created in unique and necessary circumstances. Teams maybe moved around to create the most competitive tournament brackets regardless of the



placement of a team during the regular season. However, under no circumstances shall a team be moved in violation of eligibility requirements of Article IV, Section II of this document.

### **Section III: Weather Cancellations and Game Rescheduling**

Game cancellations due to weather shall be determined by the Scheduling and Competition committee and publicized to Members as soon as the determination is made. The MYBA weather cancellation policy follows County Snow Emergency Plans and specific closure policies for the facilities that host league games.

Games that cannot be played due to weather may be made up by the league, depending on gym and team availability. Any Member wishing to coordinate a rescheduled game with another Member should inform the Scheduling and Competition committee so that the game may be put on the schedule and referees assigned.

### **Section IV: Schedule Conflicts**

Each Member shall submit organization, team and coach scheduling conflicts in response to deadlines set each year by the Scheduling and Competition committee. Although ideally each team should have a unique Head Coach and Assistant Coach, the Association understands volunteers are not always available. In addition to working around academic and religious conflicts, the Scheduling and Competition committee shall also attempt to schedule around coach conflicts for those volunteers who are coaching multiple MYBA teams. At no time shall MYBA attempt to schedule around another sport or basketball league schedule for a particular coach or team. Other types of scheduling requests may be considered by the Scheduling and Competition committee, but is not guaranteed.

### **Section V: Game Officials**

The Association shall provide 2 certified, game-day officials for each league game. The cost of providing those officials, or entering into a contract with an officials organization shall be discussed at the first meeting of the season, and incorporated into the annual league fees. Each organization may “opt out” if they so choose, but then must make their own arrangements to have at least 2 certified officials at each of their home games. Certification requirements for officials at 3<sup>rd</sup>/4<sup>th</sup> boys and girls games may be relaxed by the Rules and Ethics committee. Officials may not call games involving any teams with which he or she has an on-going relationship with. For example, if an official is also a coach or administrator (for 5<sup>th</sup>/6<sup>th</sup> grade and above) for an organization, he or she would not be able to call any games involving that organization. The Rules and Ethics Committee may restrict organizations for which an official may call games if requested by an AC or the MYBA board.