

CEDAR RAPIDS BULLDOGS



POLICY AND GUIDELINE HANDBOOK 2007 – 2008

Revision 5, August 8, 2007

POLICY AND GUIDELINES

CEDAR RAPIDS BULLDOGS ORGANIZATION

OVERVIEW

I. NAME

This association is called the CEDAR RAPIDS BULLDOGS, INC. It is informally known as the CEDAR RAPIDS BULLDOGS.

II. PURPOSE

The purpose, for which the CEDAR RAPIDS BULLDOGS is formed, is to develop potential for the game of basketball, teach fundamentals of the game, and instill sportsmanship, teamwork, loyalty, and pride. It is available for girls in grades four, five, six, seven, and eight who will likely attend Xavier High School. The organizations intent is to serve as a developmental program for Xavier High School but is not under the direction of Xavier High School administration or staff.

III. MEMBERSHIP

Membership in this organization shall be limited to parents, and their girls in grades four, five, six, seven, and eight, who will likely attend Xavier High School, or those school administrators, and coaches as specifically approved for membership by the Board of directors.

IV. GOVERNING BODY

The Board of Directors shall govern and administer the day-to-day operation of the organization within the scope of the By-Laws and the policy guidelines set herein.

The Board of Directors shall set policy guidelines, and make amendments to the Articles of Incorporation and By-Laws.

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PURPOSE

The purpose, for which the CEDAR RAPIDS BULLDOGS is formed, is to develop potential for the game of basketball, teach fundamentals of the game, and instill sportsmanship, teamwork, loyalty, and pride. It is available for girls in grades four, five, six, seven, and eight who will likely attend Xavier High School. The organization's intent is to serve as a developmental program for Xavier High School but is not under the direction of Xavier High School administration or staff.

GENERAL

1. The team colors are navy blue and silver. The team logo is the Bulldog as depicted at the beginning of this document.
2. The Bulldog organization will consist of teams at each of the five grade levels: fourth, fifth, sixth, seventh, and eighth. Each grade level will normally have a minimum of 16 members and a maximum of 20 to split between two teams. It is recommended that each grade level be broken out into two teams: a competitive team and a developmental team. Placement on each grade level team will be reevaluated at the discretion of the head coach.

[Amended March 3, 2004, see Appendix A for details.](#)

[Amended May 2, 2007, see Appendix A for details.](#)

3. The Bulldog organization seeks to schedule the toughest possible competition.
4. Only individuals, who are members of the Bulldog organization, and/or guests invited by the Board, shall participate in any Bulldog activities.
[Amended March 3, 2004, see Appendix A for details.](#)
5. With the exception of their school league, the Bulldog players are expected to play only for the Bulldog team during the term of the Bulldog season.
6. Bulldog players are expected to attend all scheduled practices and games. However, school activities take priority over Bulldog activities. It is the intent of the organization that teams will practice a minimum of twice a week. Unexcused absences or highly inappropriate conduct may result in suspension or termination and will be addressed by the Board of Directors.
7. Missing practice, behaving poorly at practice or a bad attitude could result in less playing time, or other policy compliance action as appropriate to the behavior, for an individual.
8. A commitment to the team shown by attendance at practice, a positive attitude, and being alert and ready to play for both practices and games is expected.
9. The Bulldog organization will appoint head coaches who are not parents of current players whenever possible. At the Head Coach's request parents may be asked to participate as assistant coaches. The Bulldog organization is committed to the principle that a coach who is not a parent of a team member best serves the players. The organization also recognizes that parents represent an excellent talent pool to assist in the development of the players.

[Amended June 28, 2004, see Appendix A for details.](#)

10. The Board of Directors must approve coaching assignments.

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11. Coaches are responsible only for coaching. All other team related activities are the responsibility of the Board of Directors. The Bulldog organization is committed to providing one head coach per grade level and assistant coaches as needed. The board may also appoint a coach or other individual as Director of Coaches to ensure consistency of teaching fundamentals, plays and coaching. If it is a coach, the may be paid extra for serving in this role.
[Amended March 1, 2006, see Appendix A for details.](#)

12. The head coach of each grade level will assign players to whichever team he/she feels is appropriate for each session. They have the authority to mix/choose tournament teams. Coaches will play the players who, in their judgment, provide the team with the best chance to win each game. They are expected to provide each player with some playing time each game. Accepting or declining players should be based on the skills and commitment of the players involved. In 7th and 8th grade, if there are not enough players accepted to form 2 teams, one team is acceptable. At the discretion of the Director of Coaches and approval by the Executive Board, the Director of Coaches may recommend to create a combined 7th /8th team. A combined team is not required but allows for the option to create such a team on a year-by-year basis.
[Amended May 2, 2007, see Appendix A for details.](#)

13. Tryouts will be held to form teams. Team members for all grade levels will be selected based upon tryouts held prior to the program year, provided they have not violated the criteria set forth in items 5 through 8 above. The minimum number of players shall be seven and the maximum shall be ten per team. It is preferential that there are at least two teams per grade. Accepting or declining players should be based on the skills and commitment of the players involved. In the event that any team for the subsequent year does not meet its maximum number of players, additional tryouts may be held. In 7th & 8th grade if there are not enough players accepted to form 2 teams, one team is acceptable. At the discretion of the Director of Coaches and approval by the Executive Board, the Director of Coaches may recommend to create a combined 7th /8th team. A combined team is not required but allows for the option to create such a team on a year-by-year basis.

At the discretion of the coach for that grade level and the Board of Directors, a student who has moved into the area after the tryout date may be offered an open advertised tryout. Any additional players below the minimum and/or above the maximum number of players allowed will be at the discretion of the coaches and Board of Directors.

[Amended July 11, 2001, see Appendix A for details .](#)

[Amended March 3, 2004, see Appendix A for details.](#)

[Amended April 7, 2004, see Appendix A for details.](#)

[Amended March 1, 2006, see Appendix A for details.](#)

[Amended May 2, 2007, see Appendix A for details.](#)

14. A nonrefundable deposit of half of next year's fee will be due at the time of the first parent meeting.

[Amended March 3, 2004, see Appendix A for details.](#)

Any player who withdraws from the Bulldog program after the time of the first parent meeting and before August 15th will not receive a refund. Any player/parent may request this policy not apply to them by written notification to the Board of Directors within ten days of withdrawal from the team. The Board of Directors has the discretion to refund the deposit if they so warrant. After August 15th there will be no refunds for any additional funds paid on behalf of the player.

15. No officer or other voting member of this organization shall receive any fee for activities concerned with his or her official office in the CEDAR RAPIDS BULLDOGS.
16. Payment for any personal expenses, other than mail or telephone costs, must be approved by the Board of Directors.

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17. Each parent must hold a volunteer position within the organization and/or participate on a committee as outlined in the bylaws.
18. The following guidelines will be followed when scheduling and collecting fees for tournaments:

Amended March 3, 2004, see Appendix A for details.

Amended April 7, 2004, see Appendix A for details.

- All players will be notified of upcoming tournaments and given a date when to respond by.
- All players wishing to attend a tournament must notify the person coordinating the schedule by the specified date of confirmation. If a player commits to attending the tournament, that player is responsible for paying their portion of the tournament fees whether they attend the tournament or not (due to illness, decided not to go, etc...).
- If no response is given the assumption will be the player is not attending the tournament.
- If a player decides to attend a tournament after the specified date of confirmation it will be the Coach's discretion to allow the player to attend the tournament. These players will be charged the same fee as the other girls attending the tournament.
- All tournament fees must be paid in full from the previous invoice before a player is eligible to attend the next month's tournaments.
- If sufficient players withdraw their availability after a tournament is committed and registration fees cannot be recovered, those players will be rebilled to cover the cost of the tournament.

COACHES – LODGING, MEALS AND GAS

Amended March 3, 2004, see Appendix A for details.

Each grade will have an allotment of \$200.00 per year, which may be used towards lodging, meals, and/or gas for coaches during tournament play. Any grade which chooses not to participate in a Salvation Army/ Open Court league may also include that participation fee which would have been paid out, to be incorporated into the "lodging, meals and gas" account. A receipt will be required and submitted to the treasurer for reimbursement. Exceptions must be approved by the Board.

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ORGANIZATION

BOARD OF DIRECTORS

1. Four parents at each grade level shall be recruited annually to serve on the board for the following year. Recruiting for the upcoming year for the fourth grade will be held at the annual fall meeting. Recruiting for vacancies at the upper grade levels will take place as deemed necessary by the Board of Directors.

Amended July 11, 2001, see Appendix A for details.

2. The officers will be elected by the Board of Director during the June council meeting. The officers are President, President-elect, Secretary and Treasurer.
3. The Board of Directors shall manage the day-to-day business of the CEDAR RAPIDS BULLDOGS.
4. Meetings of the Board of Directors may be called as provided in the Bylaws.
5. In the event of a vacancy in any of the elected offices through resignation or other causes, the Board of Directors, by a majority vote, may fill such a vacancy for the unexpired portion of the term of the office.
6. A Policy Compliance Committee consisting of two (2) members appointed by the Board of Directors, may investigate any event, which may be contrary to the spirit or the purpose of the organization. The Policy Compliance Committee will be chaired by the President-elect.

Amended March 3, 2004, see Appendix A for details.

The Policy Compliance Committee shall have the power to recommend policy compliance action to the Board of Directors by filing a written report. Where policy compliance action is recommended against a person, the person shall be furnished with a copy of the report and shall have the opportunity to appear before the Board of Directors and be heard, or file a written opposition to the report. The Board of Directors shall either:

- Take such action as recommended by the Policy Compliance Committee
- Vote to dismiss the report
- Recommend further review by the Compliance Committee

No policy compliance action may be taken by the Board of Directors except within twenty-one (21) days of the formation of the Policy Compliance Committee.

7. Executive Board Committee will consist of the President, President-Elect, Treasurer and Secretary. All issues of confidentiality will be dealt with by this committee, for example financial assistance (scholarship).

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ELECTIONS

Amended May 2, 2007, see Appendix A for details.

1. Recruiting for Board of Director vacancies shall take place as needed. The term for the Directors is from July 1 through June 30 of the following year.
2. In an attempt to maintain organizational continuity the Presidential term will be a two year term effective July 1, 2007.
3. The newly elected officers shall take office on July 1.
4. The fiscal year of the Organization shall begin on July 1 and end on June 30.

MEETINGS

1. The Board of Directors shall hold, as a minimum, a regular meeting each month during the BULLDOGS basketball season. Each meeting shall be open to all members of the CEDAR RAPIDS BULLDOGS.
2. An organizational meeting for all parents is held in August after team membership has been established. The purpose of this meeting is to review organization guidelines, discuss team schedules, provide for parent input, answer questions, introduce the coaches, collect fees, and discuss fund-raisers. Parent representatives for the upcoming 4th grade team will be recruited at this time.
3. A spring banquet will be held each year for all players and their families to honor the coaches and players. All outstanding fees from the season just ended shall be collected.

COMMITTEES

Committees may be formed for any specific purpose not contrary to the purpose of the organization. The Board of Directors shall appoint all committees. The following standing committees will support the organization:

PARENT REPRESENTATIVES:

1. Attends monthly board meetings
2. Aides in the collection of grade level fees
3. Disseminate information
4. Main point of contact for parents and coaches
5. Assist coaches in their administrative duties
6. Assist in the scheduling and organization of tournaments

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COACHING APPOINTMENT AND TEAM ROSTER COMMITTEE:

1. This committee shall be responsible for securing qualified head coaches for each of the five levels of the Bulldog organization. Head coaches shall be recruited in the spring for each vacancy anticipated in the following season. Assistant coaches shall be appointed after tryouts. The committee shall also arrange an organizational meeting of all coaches with committee members to review coaching related aspects of the organizations Purpose and Guidelines. Committee membership shall also ensure that a coaching fundamentals meeting be coordinated with all Bulldog coaches and the Xavier girls' basketball head coach to review skill fundamentals to be reinforced uniformly among all Bulldog teams.

[Amended April 7, 2004, see Appendix A for details.](#)

2. The committee shall also be responsible for compiling and disseminating a team roster to all coaches for each grade level team prior to the first practice. The team roster shall include the player and her parent's names, addresses, home and work phone numbers and e-mail addresses. The coach's name, address, phones number and e-mail address should also be included.

[Amended April 7, 2004, see Appendix A for details.](#)

TRYOUT COMMITTEE:

The committee is responsible for all organizational aspects of team tryouts. This shall include date/time/place announcements in all parish elementary school bulletins prior to the end of the school year, announcements in parish bulletins, PSA announcements on local radio, TV, and newspaper, and placement of display ads in the Gazette. The committee shall arrange for coaches to run tryouts, initial registration of tryout participants including parent and participant name, address, phone number and work phone number. Duties also include coordination of coaches meeting after the final tryout date, determination of team membership and contact with all tryout participants the afternoon of the final tryout date.

UNIFORM AND MERCHANDISE COMMITTEE:

The committee shall be responsible for ordering all uniforms for team members, including the collection of merchandise orders, money, distributing merchandise to players/parents when it arrives, etc

LEAGUE PLAY AND TOURNAMENT SCHEDULING COMMITTEE:

The committee shall be responsible for all team entry in scheduled league play for the entire season. This shall include determination of league participation, team sign-up and related entry paperwork and coordination of fee payment. The committee shall also be responsible for communication of league-related information to head coaches. In addition, the committee shall be responsible for determination, in consultation with head coaches, of all team entry in tournaments including completion of necessary entry-related paperwork and fees. Proposed league play shall be determined by May for the following season. Tournament play shall be determined by September of the current season or as soon as it is possible.

Typically the Head Coach, with parent involvement, will determine tournament selections and schedules for the season. However, when or if conflicts or concerns should arise regarding tournament selections and/or schedules, the Director of Coaches will be available to recommend and/or approve tournament play.

[Amended May 2, 2007, see Appendix A for details](#)

[Amended June 28, 2007, see Appendix A for details](#)

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BULLDOG TOURNAMENT COMMITTEE:

The committee shall be comprised of parent reps from the grades sponsoring the tournament as well as those parents who sign up for their child (ren) age level appropriate tournament at the beginning of the season.

This committee is responsible for the coordination and running of the Bulldog tournament, inclusive or advertising, ordering trophies, merchandise, game brackets, scheduling of games, referees and volunteers along with anything else deemed necessary for the running of a tournament. The reservation of gym space for the tournament shall be the responsibility of the president or president elect. Tournament fee schedules shall be voted on and approved by the Bulldog Parent Council by July 1 of the upcoming basketball season.

BANQUET COMMITTEE:

Responsible for organizing all aspects of the banquet, such as, scheduling of the event, determine gifts for coaches and players, order McCarville Award, catering, etc.... All recommendations for this event are subject to the approval of the Board of Directors.

HALL MONITOR COORDINATOR:

One person per grade level, all parents will be assigned a date/time when they will need to monitor the halls during practice times. The coordinator is responsible for creating the schedule and distributing it to the parents.

PHONE TREE COORDINATOR:

One person per grade level.

Team Photos Committee:

Responsible for scheduling team photos for all grade levels, securing gym space for the photos to be taken, confirm with coaches and teams they are available on the date, arrange photographer, etc...

EQUIPMENT AND PRACTICE FACILITY COORDINATION COMMITTEE:

Securing necessary equipment for all team levels and confirming practice facilities for all teams. Confirmation of the practice facilities shall be determined by May/June of the preceding season, or as soon as is feasible. This committee is also responsible for working with all head coaches to setup practice schedules.

MARKETING COMMITTEE:

Responsible for disseminating information for tryouts, tournaments, Bulldog clinics, occasional press releases, etc... Issues press releases and other Organizations news as required. Assist with the publication of handouts and flyers for Tryouts, Banquet, and Bulldog Tournaments.

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ELECTED OFFICERS DUTIES

PRESIDENT:

1. Calls to order business meetings of the Parent Council.
2. Serves as an executive officer member of all committees.
3. In instances where policy compliance measures appear appropriate or are recommended, the President will convene a special meeting of the Board of directors.
4. Sets business meeting agendas.
5. Will audit or call for an audit annually.

PRESIDENT-ELECT:

1. In the absence of the President, shall be acting President.
2. Shall perform other such duties as from time to time may be assigned by the President or the Board of directors.
3. Makes the final decision on all matters relating to player and team eligibility, and chairs the Policy Compliance Committee.

SECRETARY:

1. Notifies the Board of Directors of meetings as determined by the President.
2. Coordinates and maintains all organization correspondence within and outside of the organization.
3. Records minutes of all meetings.
4. Assists the President in his/her duties.
5. Shall be responsible maintaining player records.
6. Coordinates player registration and delivers all registration fees to the Treasurer.

TREASURER:

1. Receives commitment checks from players.
2. Collects and disburses funds as operational necessity dictates.
3. Manages bank accounts as necessary.
4. Keep records of receipts and expenditures of the Organization.
5. Renders statement of financial condition on a monthly basis.
6. Assists any approved fund-raising committee.
7. Assists the President in his/her duties.
8. Secure insurance for all players.

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OTHER ORGANIZATION POSITIONS

COACH

1. Selected and approved by the Board of Directors on a year-to-year basis.
2. Responsible that all players on the team play a minimum amount of time as established in this document.
3. Responsible for the conduct and sportsmanship of his or her players and players' parents during the scheduled games.

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APPENDIX A – AMENDMENTS

□ Approved by Parent Representative Council on July 11, 2001

1. First sentence of item 1 under **Board of Directors**, under section **Organization**, should be changed from
 - 1. Parents from two families at each grade level shall be recruited annually to serve on the board for the following year.

To

- 1. Four parents at each grade level shall be recruited annually to serve on the board for the following year.

□ Approved by Parent Representative Council on July 11, 2001

1. Item 13 under **General**, under section **Policy and Guidelines**, should be changed from
 - 13. Tryouts will be held to form new teams and fill openings on existing teams. Team members from the previous year are automatically invited again the following year, provided they have not violated the criteria set forth in items 5 through 8 above.

To

- 13. Tryouts will be held to form teams. Team members for all grade levels will be selected based upon tryouts held prior to the program year, provided they have not violated the criteria set forth in items 5 through 8 above.

□ Approved by Board of Directors on February 4, 2004:

1. The revision of the entire Policy and Guideline Handbook to support the following:
 - Collection of team fees
 - Collection of tournament fees
 - Addition of the 4th grade level
 - Updates on volunteer committees
 - Structure of each grade level team

□ Approved by the Board of Directors on March 3, 2004:

1. The revisions of the Policy and Guideline Handbook:
 - Items 2, 4, 13, 14, and 18 under The General Section
 - Addition of Coaches – Lodgings, Meals, and Gas
 - Item #6 under the Organization Section

□ Approved by the Board of Directors on April 7, 2004:

1. The revision to the Policy and Guideline Handbook:
 - Items 13 and 18 under the General Section
 - Items 1 and 2 under the Committees Section.

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❑ Approved by the Board of Directors on March 1, 2006:

1. The revisions of the Policy and Guideline Handbook:

- Items 11 and 13 under the General Section.
 - Add to Paragraph 11 of the bylaws; The board of directors may also appoint a coach or other individual as a Director of Coaches to ensure consistency of teaching fundamentals, plays and coaching. If it is a coach, they may be paid extra for serving in this role.
 - Add to Paragraph 13 of the bylaws; Accepting or declining players should be based on the skills and commitment of the players involved. In 7th and 8th grade, if there are not enough players accepted to form 2 teams, one team is acceptable.

❑ Approved by Bulldogs Board of Directors on May 2, 2007

1. The revisions of the Policy and Guideline Handbook:

- Item #2 under the General Section.
 - Second sentence changes from: Each grade level will normally have a minimum of 14 players and a maximum of 20 players to split between two teams.
 - To read instead: Each grade level will normally have a minimum of **16** players and a maximum of 20 players to split between two teams.

❑ Approved by Bulldogs Board of Directors on May 2, 2007

1. The revisions of the Policy and Guideline Handbook:

- Items #12 and 13 under the General Section. **Add** to Paragraphs 12 and 13:
 - At the discretion of the Director of Coaches and approval by the Executive Board, the Director of Coaches may recommend to create a combined 7th /8th team. A combined team is not required but allows for the option to create such a team on a year-by-year basis.

❑ Approved by Bulldogs Board of Directors on May 2, 2007

1. The revisions of the Policy and Guideline Handbook:

- Added Item #2 for a total of 4 items under the Elections section. Newly added item #2 reads:
 - In an attempt to maintain organizational continuity the Presidential term will be a two year term effective July 1, 2007.

❑ Approved by Bulldogs Board of Directors on May 2, 2007

1. The revisions of the Policy and Guideline Handbook:

- Added to the end of the paragraph under the League Play and Tournament Scheduling Committee. **Added** the following:
 - The Director of Coaches must approve all proposed tournaments requested after the parent representatives and coaches have submitted the desired tournaments for the season.

❑ Approved by Bulldogs Board of Directors on June 28, 2007

1. The revisions of the Policy and Guideline Handbook:

- Changed Item #9 under the General Section
 - Second sentence changes from: Parents are encouraged to participate as assistant coaches.
 - To read instead: At the Head Coach's request parents may be asked to participate as assistant coaches.

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□ Approved by Bulldogs Board of Directors on June 28, 2007

1. The revisions of the Policy and Guideline Handbook:

- Second paragraph added under the League Play and Tournament Scheduling Committee section. This paragraph was added and rephrased as to offer assistance when the need arises but yet avoid unnecessary time delays or process. The previously amended (May 2, 2007) tournament approval process has been rephrased to the following:
 - Changed from: The Director of Coaches must approve all proposed tournaments requested after the parent representatives and coaches have submitted the desired tournaments for the season.
 - To read instead: Typically the Head Coach, with parent involvement, will determine tournament selections and schedules for the season. However, when or if conflicts or concerns should arise regarding tournament selections and/or schedules, the Director of Coaches will be available to recommend and/or approve tournament play.