

CEDAR RAPIDS BULLDOGS



POLICY AND GUIDELINE HANDBOOK

2011-2012

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 forth through eighth grades who will attend Xavier High School. The organization's intent is to serve as a development program for Xavier High School but is not under the direction of Xavier High School administration or staff.

General

The team's colors are navy blue and silver. The team logo is the Bulldog as depicted at the beginning of this document.

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 players 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 will be re-evaluated at the discretion of the head coach.

Only individuals, who are members of the Bulldog organization, and/or guests invited by the Board, shall participate in any Bulldog activities.

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.

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 the individual.

A commitment to the team is shown by positive attitude and attendance. Your coach will track attendance at practices.

The President with assistance from Coach Lilly will appoint head coaches who are not parents of current players whenever possible. At the Heads 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 players.

A 24 hour contact rule is being placed on both coaches and parents to give better assessment to the situation. Please do not contact a coach prior to 24 hours after an incident or issue. After 24 hours, you may contact Coach Lilly directly.

Updated and Approved by Board 11/9/2011

Payment will be expected for all required tournaments (those that are determined by the head coach at the beginning of the season) whether you are participating or not, it is expected that a player will participate in all tournaments selected by the coach during the season.

Coaches are responsible for tournament schedules and keeping attendance at practice. The Bulldog organization is committed to providing one head coach per grade level and assistant coaches as needed.

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 best chance to win watch game. They are expected to provide each player with some playing time each game. Accepting or declining players should be based on 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 Coach Lilly and the president, it may be recommended to create a 7th/8th grade team. A combined team is not required but allows for the option to create such a team on a year to year basis. If any grade level has less than 10 players on the team at the beginning of the season, additional players may be added throughout the season at the discretion of the coach to bring the team to a maximum of 10 players. If player(s) are added they will also be responsible for paying pro-rated club dues and tournament fees based on when they join the team.

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. The minimum number of players shall be seven and the maximum shall be 10 per team. It is preferred that there are 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 next year does not meet its maximum number of players, additional tryouts may be held.

A non-refundable deposit of half of next year's fees must be paid at the time of the first parent meeting, to be held in the spring. This deposit will secure a player's spot. If payment is not received, player may lose their spot on the team. Second half fees are due before 1st practice. If payment is not received, player will not be able to practice. The Executive Board will handle all unpaid fees.

Each parent must hold a volunteer position within the organization and/or participate on a committee as outlined by the by-laws.

Coaches – Lodging, Meals and Gas

Each grade will have a designated expense amount, which may be used towards lodging, meals and or/gas for tournament play and games.

4th-6th grades each coach will receive \$300.00/season

7th-8th grades each coach will receive \$350.00/season

Updated and Approved by Board 11/9/2011

Organization

Board of Directors

Team Managers for each grade level shall be the representative(s) to serve on the Board.

The officers will be elected by the board of directors during a meeting prior to July. Officers are President, President-elect, Secretary and Treasurer.

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 with an existing Board member.

Elections

Recruiting for Board of Director vacancies shall take place as needed. The term for the Directors is July 1st through June 30th each year.

In an effort to maintain organizational continuity and strength, the President can serve for three-five consecutive one year terms upon approval and recommendation of the Board.

Meetings

The Board of Directors shall hold, at a minimum, bimonthly meetings during the season as deemed necessary.

An organizational meeting for all parents will be held in August after team membership has been established. The purpose of this meeting is to review organization guidelines, discuss team schedules, answer questions, introduce coaches, collect fees, and discuss fundraisers.

A spring banquet will be held each year for all players and their parents to honor the coaches and players. All outstanding fees from the season that just ended must be paid in their entirety at this time.

Committees

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

Team Manager(s):

- Attends Board meetings
- Responsible for the collection of membership fees and tournament fees. These will be collected in December (for October-December) and March (for January-March) and turned into the Treasurer

- Disseminate information to all parents

Coaching Appointment Committee (Coach Lilly and President):

This committee shall be responsible for securing qualified head coaches for each of the five levels of the Bulldog organization. Head coaches will be recruited in the spring for each vacancy anticipated in the following season. Assistant coaches will 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. Any and all comments relating to coaching or treatment of player need to be addressed to Coach Lilly, not your team manager.

Tryout Committee:

The committee is responsible for all organizational aspects of team tryouts. This shall include date/time/place and announcements in parish bulletins, schools and internet. The President shall arrange for coaches to run tryouts and the initial registration for tryout participants.

Merchandise Representative:

This person shall be responsible for ordering all uniforms for team members, including the collection of merchandise orders and money. This person will distribute uniforms to one member of each grade to distribute to players/parents.

Banquet Committee:

This committee is responsible for organizing all aspects of the banquet. Such as, scheduling 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:

All parents will be assigned a date and 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:

This person is responsible for distributing phone numbers to parents. Every parent will be asked to call another in the event of cancellation of practice or announcements.

Gym Space Coordinator:

This person will secure necessary gym space for all teams. Confirmation of the practice facilities shall be determined by May/June of the preceding season, or as soon as feasible. They will coordinate with the head coaches to set up practice schedules. They will fill out all necessary paperwork and contracts on behalf of the club to secure gym space for the season.

Elected Officers

President:

This person calls to order business meetings of the Board of Directors. They will serve as an executive officer member of all committees. In instances where policy compliance measures appear appropriate or are recommended, the President will convene a special meeting of the Board of Directors. This person will also set the agenda for all meetings and remind them of said meetings via email.

President-Elect:

In the absence of the President, this person shall be acting President. They shall perform other such duties from time to time as asked by the President.

Secretary:

This person records minutes for all meetings and assists the President in his/her duties.

Treasurer:

This person receives commitment checks from Team Managers. They will collect and disburse funds as operational necessity dictates. They will manage the bank account and keep all record and receipts for the organization. They will report the financial condition to the Board of Director at the bi-monthly *meetings*. They will also assist the President in his/her duties. They will also file the necessary documentation annually to the IRS to maintain our 501C3 status for the club.

Other Organization Positions

Coach:

They are selected and approved by Coach Lilly and the President on a year to year basis. They are responsible for the conduct and sportsmanship of his or her players. They are responsible for choosing all tournaments and/or league games.