

**POWDER SPRINGS YOUTH BASKETBALL (PSYB)**  
**BYLAWS**



**POWDER SPRINGS YOUTH BASKETBALL, Inc.**

**Mailing Address (For packages ONLY):**

3820 Macedonia Rd.

Powder Springs, GA 30127

**Website:** [powderspringsbasketball.com](http://powderspringsbasketball.com)

**Email Address:** [psybbasketball@gmail.com](mailto:psybbasketball@gmail.com)

**I. PURPOSE**

The purpose of Powder Springs Youth Basketball (PSYB) is to provide a recreational activity for our youth with major emphasis on fun, learning athletics, teamwork and sportsmanship.

**II. ELIGIBILITY**

- A. The age control date for all age groups, *except Coed (5-6 year old girls & boys)* is September 1. The Coed age control date is December 1st. In the spirit of fairness & per Cobb County & GRPA playing regulations, all PSYB players *must* compete in the age group corresponding with their age as of September 1 of the current season, unless they are playing up (competing in a higher age division,

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which must be PSYB Board-approved). *Players cannot play in a lower age division or on more than one PSYB team per season (unless E-Board approved in an urgent emergency-type scenario).* Age groups will be as follows:

1. Coed Instructional League (Boys & Girls) ages 5-6; **(must be 5 yrs old by Dec. 1)**
  2. Boys
    - a. 8U (7 & 8 yrs)
    - b. 10U (9 & 10 yrs)
    - c. 12U (11 & 12 yrs)
    - d. 14U (13 & 14 yrs)
    - e. 18U (15, 16, 17, 18 yrs)
  3. Girls
    - a. 8U (7 & 8 yrs)
    - b. 11U (9, 10 & 11 yrs)
    - c. 14U (12, 13 & 14 yrs)
- B. A waiting list of registrants will be maintained collectively by the President, Vice President and Website Manager of the league. It will be maintained until the last publicized registration date or when a division becomes full, whichever comes first. Players will be placed on a team roster collectively by the President, Vice President and League Director on a first come, first served basis if a team falls below the established league roster size.
- C. Age groups may be combined when deemed necessary by the Board (i.e. Girls).
- D. Regular Season will consist of a minimum of eight (8) regular season games. Changes in games schedules may occur upon approval collectively by the President, Vice President and League Director of that age group. Forfeited games will not be rescheduled. Cancelled games due to outside circumstances may be rescheduled if time permits.
- E. Interlock play (teams from associations outside of PSYB joining for regular season play as part of PSYB) must be Board approved, and teams joining PSYB's season from outside organizations must submit their official rosters & coach(es) list to the PSYB League Director of their team's age group before their first game of the season. Players should not be added to any visiting team's original roster at any point after the season has begun without the approval of the PSYB Executive Board. Unauthorized roster changes/participation by a visiting team will result in immediate game forfeit (if an unauthorized player has played in a game) & potential disqualification from participation with PSYB for the season (or permanently).

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- F. Board members who attend at least 60% of meetings and activities (i.e. on-site registration events), will be allowed to have up to two (2) children play at no cost. All board members will pay full tuition at the beginning of season. They will receive a full refund once their board participation attendance reaches 60%. Board members who meet the attendance/participation requirement but do not have children playing with PSYB will be potentially eligible to receive an event voucher (ex. ATL Hawks game, college basketball game) that will not exceed the combined dollar value of two children playing in the highest priced PSYB age group.
- G. All PSYB volunteer roles are 100 % unpaid.

**III. UNIFORMS AND EQUIPMENT**

- A. PSYB will provide reversible game jerseys that must be worn in all league play. Discrepancies to this rule must be Board approved.
- B. Home team wears lighter color, Visitors wear darker color.
- C. No jewelry (watches, rings, bracelets, body jewelry, etc.) will be allowed during games or practices. Hair clips or bands will be allowed if made of rubber/fabric.
- D. Only players with basketball or tennis shoes will be permitted on the playing court.
- E. Regular season league trophies will be given to the 1st place teams of each age group. 2nd place teams will receive either trophies or medals. Every Coed player will receive a participation medal.

**IV. TEAM STRUCTURE**

- A. The maximum number of players per team will be eight (8), unless circumstances warrant carrying more players.
- B. Recruiting of players (to play on a specific team) by Head Coaches/assistant coaches is not allowed. A Head Coach/assistant coach violating this rule will be brought before the Board.
- C. Requests for a player to be on a particular Head Coach/coach's team are not allowed, unless approved by PSYB President.

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**V. SKILLS ASSESSMENT AND DRAFT RULES**

All players must participate in the skills assessment. Any child not in attendance at the assessment will automatically be put into the draft “hat pick” process. **No exceptions.** Only players signed up and paid for in the PSYB system by the end of registration will be allowed to attend the assessment.

A. Skills Assessment

1. All coaches (except for COED coaches) are expected to participate in player assessment.
2. Drills should include (but are not limited to) any of the following activities:
  - a. Jump shots
  - b. Layups
  - c. Free throws
  - d. Dribbling
  - e. Passing
3. Drills will be completed in a round robin format. Coaches will be divided and sent to stand at one goal and the players will rotate every five mins to each goal.
4. The Director will manage the time for each group to rotate at the five (5) minute mark.

B. Draft- 8U and Up

1. 8U and up head coaches will draw draft number order.
2. Round one will be for acknowledging and identifying the coach’s “frozen” players. (EACH TEAM GETS A MAXIMUM OF TWO FROZEN PLAYERS).
3. Round two will consist of each coach drafting one player from the registration list. Only players who have attended the assessment are eligible to be drafted by a coach.
4. Round three and on will be of players selected through the “hat pick” process in a “snake method” drafting order based on draft numbers selected at the beginning of the draft.

C. Draft- COED

1. All COED players will be randomly selected to a team. Only the sons and daughters of head coaches and assistant coaches’ children will be manually placed on their teams.

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**VII. PARTICIPATION**

- A. **COED- PLAYERS MUST PLAY ONE (1) COMPLETE UNINTERRUPTED QUARTER OF EACH HALF.**
- B. **8U and Up- PLAYERS MUST PLAY ONE (1) COMPLETE UNINTERRUPTED QUARTER IN THE FIRST (1ST) HALF OF EACH GAME**, after which substitutions are allowed at the coach's discretion. Violation of the playing time rules in any age division will result in a technical foul.
- C. Players must check in with the scorekeeper. The scorekeeper will keep the official participation record.
- D. Exceptions to the Participation Rule:
  - 1. Player fouls out.
  - 2. Player injury or illness.
  - 3. Mercy Rule. If a team is winning by 20 or more points, the Head Coach is encouraged to pull the dominant player(s) to give lesser experienced players more playing time. The opponent's Head Coach, scorekeeper, and referee must be notified prior to removing the players. The Scorekeeper will make a note of this in the scorebook.
  - 4. The Director may decide to shorten the length of the quarter based on the mercy rule.

**VIII. GAME RULES**

- A. All games will be played in accordance with the GEORGIA HIGH SCHOOL ATHLETIC ASSOCIATION rules, unless otherwise stated in these by-laws.
- C. Head Coaches must enter their lineup (at least each player's first name; players with the same first name must have last initial listed) & into the official scorebook *prior* to the start of their game.
- D. A team must have at least 4 players to start a game. A team may play with less than the required number of players after the game begins. A team that does not have enough players to start the game will be given a 5-minute grace period. If, after the grace period a team does not have enough players it will be declared a forfeit. The opposing coach can choose to play with four (4) or the normal five (5) players at their discretion.

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E. Only the Head Coach will be permitted to question a referee's call. Coaches are not permitted on the playing court at any time except for injuries. Violations will result in an automatic technical foul.

F. Game length of quarters, distances, timeouts, and basketball size are as follows:

<u>Age Group</u>	<u>Qtr Length</u>	<u>Foul line</u>	<u>Goal Height</u>	<u>Time-out</u>	<u>Basketball size</u>
Coed	6 min	8 ft	8 feet	4	27.5
8U B & G	8 min	10 ft	9 feet	4	28.5
10U B & G	8 min	15 ft	10 feet	4	28.5
12U – 14U G	8 min	15 ft	10 feet	4	28.5
12U – 18U B	8 min	15 ft	10 feet	4	Regulation

G. Clock will be stopped ONLY for:

1. Called time-outs which are 60 seconds.
2. Each whistle the last two (2) minutes of each half.
3. Each whistle in overtime situations.  
A continuous clock will go into effect once a team has a 20 point lead (2<sup>nd</sup> half only).

H. Breaks:

1. 1 minute break between quarters.
2. 3 minute break between halves.
3. 5 minute break between each game.
4. If a game finishes early, the next scheduled game will begin at the scheduled time unless both coaches agree to start earlier.

I. Tie games:

1. Overtime (OT):
  - a. A two (2) minute overtime will be played if the game is tied at the end of regulation.
  - b. Clock stops on each whistle.
  - c. Each team only has one (1) timeout in OT.
  - d. **For 8U and Up-** OT starts with a jump ball at center court. For COED- OT starts with a coin flip for possession.
2. Sudden Death Free Throws:
  - a. Sudden Death Free Throws occurs if the game is still tied after the Overtime period concludes.
  - b. Each team will alternate by taking a free throw. A coin flip will determine who shoots first.
  - c. **Example:** If the first team makes its free throw, then the second team

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must make its free throw to “tie” the game. If the second team misses their free throw attempt, then the first team wins. If the first team misses a free throw attempt, then the second team must make their free throw to win the game.

J. Lane violations and back court pressing:

1. 8U:

- a. 5 second lane violations will be called.
- b. Back court pressing will be allowed only during the last 2 minutes of the game.

NOTE: A technical foul will be called after the second violation of this rule, which occurs before the last 2 minutes of the game.

2. 10U and Up:

- a. 5 second lane violations will be called.
- b. Back court pressing will be allowed only during the fourth (4<sup>th</sup>) quarter of the game.

NOTE: A technical foul will be called after the second violation of this rule in each half.

3. Pressing will not be allowed by a team that is ahead by 20 or more points (applied in all age groups). A warning will be given with the first violation. Technical fouls will be called starting with the second violation.

K. Referee will call the following for 8U and Up:

- 1. All lane violations
- 2. Walking
- 3. Double dribble
- 4. Fouls that can cause injury to a player.

While we know all fouls cannot be called (games would never get into the flow or finish) we must teach players at an early age. By calling the fouls, they will soon learn what not to do. Referees will do their best to make consistent calls for the players to learn correctly.

L. Basketball sizes:

- 1. 27.5 - Co-Ed
- 2. 28.5 - Boys 8U & 10U
- 3. 28.5 – Girls 8U thru 14U
- 4. Regulation – Boys 12U thru 18U

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- M. Beginning of game Possession:  
Coin Toss: Coed  
Center Court Jump Ball: 8U, 10U, 12U, 14U, 18U
- Ball possession will alternate throughout the rest of the game.
- N. Only the Head Coach, Board approved Assistant coach (maximum of 1 assistant coaches per team) and players are allowed on the bench. If the Assistant coach is not present, then a designated Assistant may be present on the bench.
- O. The Head Coach and the Assistant coach must stay in the coach's box.
- P. Coed (instructional) league rules:
1. Remember, this group is instructional and should be fun while at the same time a learning experience for the players, coaches and parents.
  2. Substitute after each quarter. See player participation rule under Article VII. Participation section A.
  3. One (1) paid referee per game.
  4. One (1) coach per team allowed on the floor. The coach must not intentionally interfere with play of the game. Any coach intentionally interfering will be sent to the bench based on the referee's discretion and good judgment.
  5. When ball changes possession the defensive coach will usher his team to their defensive end of court immediately. Defense must stay behind the 3 point line.
  6. There will be no back court violations.
  7. No player fouls will be recorded. Only team fouls will be recorded.

## **VIII. GYM RULES**

These rules apply at all Gyms. The coaches and board members will be responsible for enforcing our rules. PSYB players that violate our rules twice will be suspended 1 game. Future violations will result in suspension for the rest of the year. The President, Vice President and League Directors will maintain a list of violators.

### **A. Games:**

1. During games and between games: ONLY players that are participating in the game are allowed on the court.
2. No shooting at side goals by anybody. This is to prevent possible injury of a spectator.

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3. No sitting behind goals during the games.
4. Spectators are not allowed to dribble balls during games.
5. The coaching staff should bring a practice ball for pregame warm-up.
6. The game ball will be kept at the scorekeepers' table and is not to be used for pregame warm-up.
7. Dunking is not allowed at any time. If a player damages a goal or backboard while attempting an illegal dunk, that player and/or his legal guardian will be responsible for the damages. If dunking is attempted during a game, the player will be given a technical foul, ejected from the game and suspended from the following game.
8. The Head Coach and assistant coach are responsible for cleaning up around their respective bench after each game.
9. If you have the last game of the night you will be responsible for cleaning the gym. Cleaning consists of picking up all trash in the gym (player benches, spectator benches, etc.).
10. Only one coach can stand at a time during the game. This does not include pregame, timeouts and halftime.

B. Practices:

1. ONLY participating players and coaches are allowed on the court.
2. Shooting at goals not being used will not be allowed.
3. Dunking is not allowed at any time. If a player damages a goal or backboard while attempting an illegal dunk, that player and/or his legal guardian will be responsible for the damages.
4. If you have the last practice of the night you will be responsible for cleaning the gym. Cleaning consists of picking up all trash in the gym (player benches, spectator benches, etc.).

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**IX. HEAD COACHES CONDUCT AND RESPONSIBILITIES**

- a. Head Coaches (Coed-12U Boys/Girls) must be 17 years old by September 1st, unless they want to coach above 12U, at which point they must be 21 years old by September 1st. These restrictions apply unless otherwise approved by PSYB Executive Board.
- B. All Head coaches and Assistant coaches must be approved by the Board and register as coaches online at [powderspringsbasketball.com](http://powderspringsbasketball.com) Assistant Coaches (no more than one (1) per team) may be selected by the Head Coach before the skills test has started. No more than one (1) Assistant coaches per team may sit on the bench during PSYB games. Only coaches should be on the bench alongside players during games. All other spectators (parents, siblings, associates, etc.) *must* remain on the sidelines/in the stands during games.

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- C. The Board reserves the right to deny a Head Coach's or Assistant Coach's position. All Head coaches (age 18+) and Assistant coaches (age 18+) are required to complete and return the Code of Conduct and Background Check forms prior to the skills test in order to coach in the PSYB program.
- D. Any coach failing to comply with any of the bylaws will be subject to immediate review by the Board.
- E. Conduct
  - 1. Technical Foul by Head Coach or Assistant Coach for Flagrant, Unsportsmanlike conduct results in game ejection. Game suspension and probation for the remainder of the season will be determined by the Board.
  - 2. If the same-Head Coach or Assistant Coach subsequently receives a second technical foul for Flagrant, Unsportsmanlike conduct, he/she will be suspended for the remainder of the season. The Board will investigate and has the right to ban the individual from coaching in the program again.
  - 3. Flagrant, unsportsmanlike conduct includes fighting, obscene gestures, foul language, and the intent to hurt a player, another coach, game official, scorekeeper or a fan.
  - 4. Head Coaches will be held responsible for the conduct of their players, assistant coaches, and parents during games, practices, or any team function in the Powder Springs gyms or any other facility PSYB has provided. If you have a disciplinary problem and are unable to resolve it, report it to your Director for assistance. The Board may act as well.

**X. PLAYER CONDUCT**

- A. No rowdy conduct, profane language, display of unsportsmanlike conduct or fighting will be tolerated from players (or fans) before, during or after the game or practice. Parents or legal guardian (or player if a parent/guardian is not present when player is registered) and coaches will be required to sign a code of conduct form at the time of registration, acknowledging they can be ejected from the premises if they exhibit unsportsmanlike conduct. Players who commit any significantly disrespectful, rowdy, lewd, violent or otherwise inappropriate action, as deemed by PSYB Executive Board, are subject to immediate suspension or

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dismissal from the program without a refund.

- B. If a player receives a technical foul for flagrant, unsportsmanlike conduct, the player will be suspended for one game and put on probation for the rest of the year. If a player subsequently receives a second technical foul for flagrant, unsportsmanlike conduct, the player will be out for the rest of the season without a refund of registration fee.

Flagrant, unsportsmanlike conduct includes fighting, obscene gestures, foul language, and the intent to hurt another player, coach, or game official. A parent displaying the same above-mentioned conduct will cause the same penalty to be applied to their children.

- C. Uniforms

1. Jersey shirts and undershirts (tee-shirts) will be tucked into shorts. Tee-shirts must be the same color as the players team jersey.
2. Shorts will be worn properly and not below the waist.
3. Do not intentionally destroy or modify your uniform.

**DIRECTORS HAVE THE AUTHORITY TO END ANY GAME IF THE CONDUCT OR EITHER PLAYERS, COACHES OR PARENTS CONDUCT IS A DANGER OR AFFECTS PSYB ACTIVITIES**

## **XII. POST SEASON TOURNAMENT**

- A. All 8U and Up regular season teams will participate in a single elimination tournament at the end of the season. **COED teams do not participate in a playoff tournament.**
- B. Team standings will determine the placement of teams on tournament brackets. Tie Breakers will be decided in the following manner: 1<sup>st</sup> - overall record, 2<sup>nd</sup> - head-to-head, 3<sup>rd</sup> - points allowed, 4<sup>th</sup> - points differential, 5<sup>th</sup> record vs next best team on down, 6<sup>th</sup> - coin flip. **COED team standings and stats will not be recorded.**
- C. All regular seasons practices will end one to two weeks prior to the last regular season game in order to begin the postseason tournament.
- D. Trophies will be provided by PSYB for 1st place tournament winners and runner up in each age group. After the championship game, trophies will be awarded to the winner in a ceremony like presentation. All COED players will receive medals.

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**XIII. PROTEST**

There will be no protest of any kind allowed in league play. Any ruling not specified in these PSYB Bylaws during a game situation will be determined by the Referee and/or the President, Vice President or League Director, if they are present and not coaching the game in question.

**XIV. TOURNAMENTS COACHES/TEAMS**

- A. All coaches interested in participating in the Christmas tournament should notify their league director. The team with the best won/lost record up to the Christmas tournament will be considered first in succession. All final decisions will be left to the discretion of the Board.
- B. Christmas tournament teams must use their regular season team. No additional players will be allowed.
- C. For 8U and Up, two (2) All-Star Coaches will be selected after the seventh (7<sup>th</sup>) game of the season according to their regular season record using the tie breakers listed in section XII B. The number of teams entered for each age group will be determined by The Board of Directors & County (Cobb). All final decisions and coaches must be approved by the Board of Directors.
- D. If more than one all-star team is allowed by The County, coaches should follow these guidelines when selecting players:
  - 1. 15 players is the maximum roster size for Cobb County tournament play, while 10 players is the maximum for GRPA (District & State) tournament play..
  - 2. 1<sup>st</sup> Place All-Star Coach selects players to fill 1<sup>st</sup> team roster, after which 2<sup>nd</sup> Team All-Star coach then selects players to fill 2<sup>nd</sup> team roster. **No players are frozen from any roster or from being selected by any coach. Players are expected to play only for the coach they have been selected by.**
  - 3. Each coach can nominate up to three (3) players for the All-Star teams. A nomination does not guarantee a selection for the All-Star team.
  - 4. Players must have played in at least half of the regular season games to be eligible for All-Stars.
  - 5. Any player on a High School basketball team's roster at any time will not be eligible to play All-Stars, with the exception being that elementary & middle school players *can play in the Cobb County All-Star Tournament ONLY. Players age 14 & younger can play in GRPA competition, regardless of if they are on a high school basketball team roster or not.*
  - 6. Any changes to the above rules must be approved by the Board of Directors.

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- E. If Georgia Recreation and Parks Association (GRPA) puts on a tournament, all coaches interested should notify your league director. The county will determine the number of teams per age group. Playing rules are governed by the county and state. All final decisions will be made by the Board.

**XV. SCOREKEEPER DIRECTORS & SCOREKEEPERS**

1. Directors will be the scorekeeper for their age group. They can have parents or game visitors assist with scorekeeping if necessary.

2. Scorekeepers must not allow friends, family or any other unofficial person(s) to sit or stand with them at or near the scorer's table. Only League Directors or referees should be at or near the scorer's table. It will be the League Director's responsibility to make sure this rule is followed.

3. Scorekeepers must be between the ages of 14 & 18 and must sign up during registration.

4. Scorekeepers are not allowed to argue with the coach(es)/parents. All concerns must be addressed with the officials.

**XVI. ELECTION OF OFFICERS**

A. The Board of Directors (the Board) for Powder Springs Youth Basketball program is a member of the Cobb County Recreation and Parks Department. The Board is comprised of volunteers who are responsible for the success and day-to-day operations of the PSYB program. Board members have a responsibility to act in the best interest of the program (players, parents, coaches, community and county).

B. Each year prior to the upcoming season, the Board should meet to identify and contact new potential members.

C. All Board members (returning and new) must be approved, by majority vote of the existing Board, to serve a Board position.

D. All Board members are expected to serve for a minimum of 2 years.

E. Board positions include: President, Vice President, Secretary, Treasurer, Director & Assistant Director (for each age group), Communications/Marketing Director and Webmaster.

F. ***Executive Board (E-Board) positions include President, Vice President, Secretary, and Treasurer.*** The Executive Board serves to implement the Board's fiduciary, strategic, and generative plans, policies, and decisions consistent with the

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organization's vision and guiding principles. They should act, primarily, in emergencies & interim times between board meetings on various matters (ex. discipline, short of complete dismissal from the Board of Directors, removal of a coach due to conduct, vendor selection, emergency candidate/player selection, hardship waivers, etc.).

- G. Bylaws are reviewed and updated outside of the basketball season on a yearly basis, if needed. Updating bylaws requires a majority approval by the Board. Bylaws are posted for all to see on the Powder Springs Youth Basketball website.
- H. The Board will determine timeframe of election/voting to promote consistency and to avoid holding up the following season.

**XVII. ROLES and DUTIES OF OFFICERS**

**PRESIDENT**

- 1. The President shall provide leadership to PSYB.
- 2. It shall be the duty of the President to organize & preside at all meetings of PSYB.
- 3. The President shall not override the duties of other officers and Board members, unless lack of action would place PSYB in extreme jeopardy.
- 4. The President will represent PSYB in any Cobb County Parks and Recreation Association meeting.
- 5. The President is responsible for ensuring that all-tournament information is communicated and disseminated amongst the Board in a timely manner.

**VICE PRESIDENT**

- 1. The Vice President shall be responsible for assuming the duties and office of the President if the President is unable to complete his /her duties or term. The Vice President shall also oversee general operations in support of the President.

**TREASURER**

- 1. The Treasurer shall have full charge of all finances and shall see that all monies are safely deposited in the association's financial account no later than 3 business day after receiving the funds. In the event the Treasurer is unavailable to deposit the funds in the bank, the President or Vice President must ensure deposits are made within 3 business days.
- 2. The Treasurer will provide 3 statements via electronic mail and/or in writing -- 1st (first) at the beginning of the season, 2nd (second) at the midpoint of the season, 3rd (third) at the close of the season.
- 3. The Treasurer shall function as primary financial business manager for PSYB. The Treasurer shall serve as contract manager on all functions related to the completion and payment

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of services rendered by outside vendors. All expenditures over \$ 100.00 must be communicated to the Treasurer and/or approved by the Board. The Treasurer shall maintain financial records for a five (5) year period and shall hand them over annually to the succeeding Treasurer.

4. The Treasurer at the end of each fiscal year shall submit a year-end financial statement to the Board. The Treasurer must maintain current, paid/unpaid player registration information at all times.

**SECRETARY**

1. The Secretary shall have charge of and keep a full and complete record of all proceedings of all meetings, render documented reports and minutes when called upon at a meeting, and under direction of the President, handle all correspondence of PSYB. Minutes shall be maintained for a two (2) year period and handed over to the succeeding Secretary.

2. The Secretary shall be responsible for organizing registration and maintaining all information regarding general membership and waiting lists.

3. The Secretary shall be accountable for all vote recordings and ensuring that the results of the vote are communicated to all board members.

4. The Secretary is responsible for recording the minutes of each PSYB board member meeting and distributing them by the following board member meeting.

**LEAGUE DIRECTOR**

1. The League Director will act as the liaison between the parents and the board.

2. The League Director must attend all scheduled games for their league.

3. The League Director must supply the game ball and maintain first aid kit.

4. The League Director shall be responsible for all communications with coaches, players, and players' parents.

5.. The League Director will administer the skills assessment for their league.

6. The League Director will preside over the draft following the guidelines in these bylaws.

7. The League Director shall act as arbitrator, if necessary, in the event of grievances from parents, players, or other referees in their league

**ASSISTANT LEAGUE DIRECTOR**

1. The Assistant League Director shall be responsible for assuming the duties and office of the League Director if the League Director is unable to complete his /her duties or term.

**WEBMASTER**

1. Webmaster will maintain the PSYB website.

2. Webmaster will work with web hosting provider to ensure that all required information

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is received to maintain the website [www.powderspringsbasketball.org](http://www.powderspringsbasketball.org).

3. Webmaster will ensure that the PSYB website is current with all the current season's registration dates and contact information.

**COMMUNICATIONS/MARKETING DIRECTOR**

1. Communications/Marketing Director will be the primary manager of the PSYB email (Gmail/Yahoo!/ Microsoft Exchange) accounts, phone number (Google Voice) and Social Media.
2. Communications/Marketing Director will ensure that all PSYB voicemail messages or emails are reviewed within 24-48 hours of receipt.
3. Communications/Marketing Director will respond to all valid messages within 72 hours of receipt.
4. Communications/Marketing Director will ensure that the outgoing phone message is properly updated with events and pertinent dates, as deemed necessary.
5. Communications/Marketing Director will be primary coordinator of all media contact and monitor print, digital & social media coverage.
6. Communications/Marketing Director will work closely with PSYB Webmaster to ensure that campaigns are staying on track and being received adequately by the public.
7. Develop PSYB marketing policies and communicate those policies to the entire PSYB organization.

**XVIII. CONDUCT OF BOARD MEMBERS, COACHES and other VOLUNTEERS**

- A. Any member of PSYB (Board member, coach, assistant coach, intern, volunteer, etc.) found to be the subject of, or associated with, any unlawful or governmental investigation or criminal activity will be immediately suspended until the investigation has been completed.
- B. Any member or affiliate of PSYB (Board member, coach, assistant coach, intern, volunteer, etc.) found to be involved in *any way* with any allegation, investigation or charge surrounding sexual assault or molestation of *anyone* will be permanently dismissed from PSYB. Cobb County Parks & the appropriate law enforcement officials will immediately be alerted and involved in any such case.
- C. Any member of PSYB (Board member, coach, assistant coach, or other volunteer) found guilty of conduct unbecoming of their role will be subject to discipline by reprimand (verbal/written warning), suspension, or expulsion by the decision of the Board. In the event of such conduct, the Executive Board shall call the individual involved to appear within three days or as soon as possible for

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appropriate action. The unbecoming conduct and action taken to resolve it will be immediately documented.

- D. Any coach, assistant coach, or player receiving his/her second technical foul or ejection in the same game will be suspended from the next game played by their team, no exceptions. A second technical foul or ejection in the last game of the regular season will carry over to the end of year tournament.
- E. The Board reserves the right to deny a board member or coach's position to anyone as deemed necessary.
- F. The President shall not override the duties of other officers and Board members, unless lack of action would place PSYB in jeopardy.

**XVIII. APPROVED BOARD SPENDING ITEMS**

- A. Basketball program related gear- basketballs, trophies, scorebooks, shirts for coaches and directors, timeclocks, etc.
- B. Player and Parent events/gifts- cookouts, gift cards, registration fee refunds won during a board approved event, hotels for All Star teams when traveling long distances, etc.

**XX. BOARD MEMBER COMMUNICATION & ATTENDANCE**

- C. All members of the PSYB Board of Directors are extremely important to the survival & success of the league. As a result, each member is expected to attend at least 60% of PSYB meetings & registration events (ex. if there are 10 total events, Board members should attend at least 6). In an instance in which they cannot attend a Board member meeting the expectation is that the Board member will communicate their absence *in advance* to the rest of the Board via phone call, SMS (text messaging)/ Instant messaging app (ex. GroupMe, Google Hangouts, etc), electronic mail (ex. Gmail, Outlook, etc) or in-person to another Board member.
- D. No Board member should develop a reputation for "no call/no-show" absenteeism. If a board member misses 3 consecutive meetings, they should be contacted by an Executive Board member to evaluate their commitment to remaining on the Board. After 4 consecutive "no-call/no-shows," any violating Board member will face being dismissed.
- E. If habitual absenteeism (5 consecutive absences with no attempt to communicate with the Board) becomes a trend for any Board member, the Executive Board shall call a meeting of the entire Board of Directors to vote upon if the offending

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Board member shall be expelled from the Board of Directors.

**XXI. PSYB REFUND POLICY**

1. Refunds are provided on a case-by-case basis, only after review by the PSYB Executive Board. No refunds will be provided by PSYB without review from PSYB Executive Board.
2. *Barring extreme circumstances (ex. verifiable player injury, on-court incident, improper registration) the general PSYB operating procedure is that no refunds will be given after the first game of the season.*
3. ***ALL refund requests MUST be submitted in writing, by email to [psybbasketball@gmail.com](mailto:psybbasketball@gmail.com). Refund requests must specify why the player is withdrawing. Unwritten and/or unexplained refund requests will not be honored until proper procedure is followed.***

**Email Address: [psybbasketball@gmail.com](mailto:psybbasketball@gmail.com)**

**Mailing Address (For mail/packages only)**

*3820 Macedonia Rd.*

*Powder Springs, GA 30127*

4. Refunds, except for cash, will be returned in the manner in which the original payment was made (ie. Online payments will be refunded to the payer's card used for payment via PSYB website; Check payments will be refunded via check or payment app (CashApp, PayPal, Venmo); Cash payments will be refunded via check or payment app (CashApp, PayPal, Venmo).
5. ***No refunds will be approved or given after the first (1<sup>st</sup>) game of the season.***

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