

Bylaws of the Haddam-Killingworth Travel Basketball League

Table of Contents

ARTICLE I: Name and Purpose.....	3
1.1. <i>League Name.....</i>	3
1.2. <i>Purpose.....</i>	3
ARTICLE II: Rules, Regulations, and Membership	3
2.1. <i>Rules and Regulations.....</i>	3
2.2. <i>Membership.....</i>	3
ARTICLE III: Board of Directors	4
3.1. <i>Role and Responsibilities</i>	4
3.2. <i>Officer Positions.....</i>	4
3.3. <i>At-Large Board Members.....</i>	5
ARTICLE IV: Meetings	6
4.1. <i>Meeting Type, Cadence, and Attendance</i>	6
4.2. <i>Voting.....</i>	6
ARTICLE V: Finances	7
5.1. <i>Fiscal Year</i>	7
5.2. <i>Annual Budget.....</i>	7
5.3. <i>Bank Account(s).....</i>	7
5.4. <i>Expenditures.....</i>	7
ARTICLE VI: Conflict of Interest.....	7
6.1. <i>Recusal</i>	7
ARTICLE VII: Code of Conduct.....	8
7.1. <i>Expectations</i>	8
ARTICLE VIII: Amendments	8
8.1. <i>Amendments</i>	8
ARTICLE IX: Dissolution	8
9.1. <i>Dissolution</i>	8
Additional Policies and Procedures	9
Parent Code of Conduct	10
Player Code of Conduct	11
Coaches Code of Conduct	12
Financial Controls Policy	13
Tuition Assistance / Scholarship Policy	14
Refund Policy	15
Tryout and Team Selection Policy.....	16
Disciplinary Action Policy	17

ARTICLE I: Name and Purpose

1.1. League Name

This league shall be known as Haddam-Killingworth Travel Basketball, or HK Travel Basketball, and otherwise referred to herein as HKTBB.

1.2. Purpose

The purpose of Haddam-Killingworth Travel Basketball is to enhance the physical, mental, and emotional well-being of the children in the towns of Haddam and Killingworth; to instill in them the principles of good sportsmanship and teamwork, and a love for the game of basketball; and, to help as many qualified players as possible develop the skills needed to compete in travel basketball. The league will also seek to foster good citizenship with the local communities of Haddam and Killingworth, and encourage active participation in community volunteer events.

ARTICLE II: Rules, Regulations, and Membership

2.1. Rules and Regulations

This league shall be governed by the current rules and regulations of the conference in which the league is a participant, currently the Connecticut Basketball Conference. The Board of Directors (also referred to as the HKTBB Board) reserves the right to adopt additional rules and regulations, but such rules and regulations shall in no way conflict with the official rules and regulations of the Connecticut Basketball Conference.

For more information, please see: [Connecticut Basketball Conference](#)

2.2. Membership

Members shall include officers of the Board of Directors, all other voting members as defined herein, in addition to parents and/or guardians of registered players.

ARTICLE III: Board of Directors

3.1. Role and Responsibilities

Haddam-Killingworth Travel Basketball shall have a Board of Directors, consisting of various elected officers, as well as at-large members. The Board of Directors shall be responsible for overseeing the operations of the league, including, but not limited to, program development, policy decisions, financial matters, and all other activities or affairs of the league. The Board of Directors shall be empowered to adopt and enforce such rules and regulations, as noted herein, as it shall deem to be necessary to regulate the operations of the Haddam-Killingworth Travel Basketball league.

3.2. Officer Positions

3.1.1 President

The position of President shall broadly oversee all operations and finances of the Haddam-Killingworth Travel Basketball league. The President shall also preside over all board meetings, and serve as the primary liaison between the conference, league, coaches, and community members. The President will ensure the league follows its bylaws and adheres to all applicable rules and regulations. Additionally, the President will be in charge of any and all disciplinary actions that may arise. Furthermore, the President shall support all other officer positions, as needed.

3.1.2 Vice President

The position of Vice President shall assist the President with oversight of all operations and finances of the Haddam-Killingworth Travel Basketball league. The Vice President shall also assume the duties of the President when he or she is unavailable. Additionally, the Vice President will oversee special projects and committees, as needed.

3.1.3 Director of Basketball Operations / Registrar

The position of Director of Basketball Operations / Registrar shall coordinate all player registration, for both pre-season tryouts and regular season teams. The Director of Basketball Operations shall also be responsible for coordinating gym location availability, schedules, practice and game times, and equipment orders, including, but not limited to, basketballs, scorebooks, clipboards, and uniforms. Additionally, the Director of Basketball Operations shall also coordinate game referees during the regular and post season, so that every HKTBB home game has two league sanctioned referees.

3.1.4 Treasurer

The position of Treasurer shall control and manage the financial operations, bank accounts, and all monies for the Haddam-Killingworth Travel Basketball league. The Treasurer shall keep a detailed account of league income and expenditures, and prepare financial reports ahead of any board meeting, to provide an update on the financial condition of the league. Additionally, the Treasurer will propose an annual budget, as well as coordinate annual tax filings and/or insurance payments.

3.1.5 Secretary

The position of Secretary shall record meeting minutes, voting records, and maintain written organizational documents pertaining to the Haddam-Killingworth Travel Basketball league. The Secretary shall also provide all board members with a copy of meeting minutes, as well as be responsible for the storage and retrieval of official league records.

3.1.6 Fundraising and Sponsorship Coordinator

The position of Fundraising and Sponsorship Coordinator shall organize and run fundraising events, such as the annual 'Coaches vs. Cancer' weekend every February. The Fundraising and Sponsorship Coordinator shall also work to secure sponsorship from local community businesses, and donations from corporations, in order to help keep the overall cost down for players. Additionally, the Fundraising and Sponsorship Coordinator will oversee the yearly scholarship awards, subject to application review.

3.1.7 Communications and Marketing Coordinator

The position of Communications and Marketing Coordinator shall monitor and update the HKTBB website, email account, and social media pages, keeping members informed of pertinent information in a timely manner. The Communications and Marketing Coordinator should work closely with the Fundraising and Sponsorship Coordinator to promote league tryouts and other basketball related events, such as youth night.

3.3. *At-Large Board Members*

In addition to the elected officers, as described above, the Haddam-Killingworth Travel Basketball league shall have at-large members of the Board of Directors. At-large members shall consist of any registered coaches of current teams that are in good standing, in addition to past Presidents of the league. Additionally, the purpose of at-large members is to provide general oversight and voting input, where appropriate, given their vested interests in the success of the HKTBB league.

ARTICLE IV: Meetings

4.1. Meeting Type, Cadence, and Attendance

- 4.1.1 Annual General Meeting – The Haddam-Killingworth Travel Basketball league shall hold an AGM each year, typically in June or July, with the purpose of electing Board officers, reviewing financial reports, approving the proposed budget, and discussing important matters related to the league and on-going activities.
- 4.1.2 Monthly Board Meetings – The Haddam-Killingworth Travel Basketball league shall hold a monthly meeting of the elected officers of the Board of Directors from August through April, for the general business of running the league. Monthly meetings shall be open to anyone associated with, or interested in, the Haddam-Killingworth Travel Basketball league, but only Board members can vote.
- 4.1.3 Special (Ad Hoc) Board Meetings – The Haddam-Killingworth Travel Basketball league can hold a special meeting at the request of three or more Board members, or by the President in the case of an emergency situation.
- 4.1.4 Meetings may be conducted in-person and/or virtually, at the discretion of the Board.

4.2. Voting

- 4.1.5 Voting members of the Haddam-Killingworth Travel Basketball league shall consist of elected officers of the Board of Directors, in addition to registered coaches of current teams that are in good standing.
- 4.1.6 In the event that a voting member cannot attend a meeting, said member may nominate another voting member to speak and/or vote on their behalf; or, they may send comments and/or voting instructions to the President, Vice President, or Secretary, at least 24-hours prior to the meeting, to be introduced by them, at the meeting.
- 4.1.7 A quorum for all Board meetings shall consist of at least 5 of the Board officers, and all matters voted upon by the Board officers and other voting members shall be decided by a simple majority vote of those Board members in attendance, as well as those who have provided prior instruction or have nominated a representative.
- 4.1.8 In the event of a tie, the final vote shall be decided by the league President.

ARTICLE V: Finances

5.1. Fiscal Year

The Haddam-Killingworth Travel Basketball league shall follow a fiscal year period from January 1st to December 31st each year.

5.2. Annual Budget

A proposed annual budget should be presented each year at the Annual General Meeting, by the Treasurer, providing a current financial status of the HKTBB league, as well as an expected budget for the upcoming year.

5.3. Bank Account(s)

There shall be at least two authorized signers on the HKTBB league bank account(s).

5.4. Expenditures

Expenditures of up to \$1,000 may be approved by the Treasurer, President, or Vice President, whereas expenditures of over \$1,000 shall require approval from the Board of Directors.

ARTICLE VI: Conflict of Interest

6.1. Recusal

Board members must disclose any personal or financial conflicts of interest, and recuse themselves from related decisions and/or votes.

ARTICLE VII: Code of Conduct

7.1. Expectations

The Haddam-Killingworth Travel Basketball league shall maintain standards of conduct for board members, coaches, players, and parents. Additional details and documentation pertaining to the specific code(s) of conduct can be found in subsequent pages herein.

ARTICLE VIII: Amendments

8.1. Amendments

The Bylaws of the Haddam-Killingworth Travel Basketball league may be amended by a two-thirds vote of the Board of Directors. A proposed amendment must be co-sponsored by at least three voting members, be submitted in writing to the President at least one month before the meeting at which they will be voted on, and provided to all voting members at least seven days prior to said meeting.

ARTICLE IX: Dissolution

9.1. Dissolution

The Haddam-Killingworth Travel Basketball league may be dissolved by a two-thirds vote of the members, a quorum being present, at an annual general meeting, or special general meeting called for the purpose of dissolution, provided notice of the proposed dissolution is announced to the membership at least one month prior. In the event of dissolution, the assets of the club shall be distributed at the direction of the Board of Directors, 50% to one or more organized, non-profit organizations in the town of Haddam, CT, and 50% to one or more organized, non-profit organizations in the town of Killingworth, CT.

Additional Policies and Procedures

Parent Code of Conduct

Parents and/or guardians are expected to support the purpose, as detailed above, of the Haddam-Killingworth Travel Basketball league and promote a positive environment for all athletes. We expect parents and/or guardians to:

1. Encourage your child to play with effort, sportsmanship, and respect
2. Support coaches and allow them to coach without interference
3. Refrain from criticizing players, coaches, officials, or other families
4. Demonstrate respectful behavior at practices, games, and tournaments
5. Ensure your child attends practice and games regularly and is on time
6. Notify coaches promptly regarding absences
7. Pay all fees by established deadlines – tuition payments must be made in full by January 1st of the current season, otherwise your child is no longer eligible to participate in practices, games, and tournaments
8. Follow all facility rules and tournament policies
9. Understand that violations may result in a verbal or written warning, suspension from team activities, or removal from the league, at the discretion of the Board of Directors

Concerns regarding coaching decisions, playing time, or team matters shall be addressed at practice, but not immediately after games. Parents are required to observe a 24-hour “cooling-off period” before contacting a coach and/or board member to discuss concerns. All concerns must be communicated privately and respectfully. Additionally, coaches and/or board members are expected to respond within a reasonable period of time, typically 48-hours.

Player Code of Conduct

Players are expected to represent the Haddam-Killingworth Travel Basketball league with integrity and sportsmanship at all times. Players agree to:

1. Be on time and prepared for both practices and games
2. Show respect to coaches, teammates, officials, and opponents
3. Demonstrate good sportsmanship
4. Give full effort and maintain a positive attitude
5. Follow team rules and coaching instructions
6. Refrain from bullying, profanity, and unsportsmanlike conduct
7. Care for uniforms and equipment
8. Maintain academic eligibility if required
9. Understand that violations may result in reduced playing time, suspension, or dismissal

Coaches Code of Conduct

All coaches must adhere to the standards and expectations established by the Board of Directors, and are expected to represent the Haddam-Killingworth Travel Basketball league in a professional manner at all times.

Responsibilities shall include:

- Plan and conduct organized practices
- Prioritize player development and safety while learning basketball fundamentals
- Promote teamwork, sportsmanship, and accountability
- Promote player development and confidence
- Follow league, conference, and tournament rules
- Communicate their team philosophy and expectations at the beginning of the season, including, but not limited to, decisions around playing time, positions, and lineups
- Communicate clearly and timely with families; when applicable, coaches should refer parents to the 24-hour “cooling-off period” outlined in the Parent Code of Conduct
- Report any disciplinary issues or significant concerns to the Board of Directors

Prohibited Conduct shall include:

- Unsportsmanlike behavior
- Verbal, emotional, or physical abuse of any kind
- Discrimination or harassment
- Misuse of program funds or resources
- Use of alcohol or illegal substances during team activities
- Engaging in conduct that damages the reputation of the Haddam-Killingworth Travel Basketball league

Evaluation:

Coaches can be reviewed annually by the Director of Basketball Operations and/or another member of the Board of Directors.

Financial Controls Policy

The Haddam-Killingworth Travel Basketball league shall maintain strong financial oversight and accountability of league funds. To meet this goal:

1. The Treasurer maintains all financial records
2. At least two authorized signers shall be designated on all bank account(s)
3. Board approval is required for expenditures over \$1,000
4. Financial reports shall be presented and/or discussed at all board meetings
5. Annual budget proposal must be approved by the Board of Directors
6. Receipts and supporting documentation are required for reimbursements
7. Personal use of Haddam-Killingworth Travel Basketball league funds is strictly prohibited
8. Independent review of financial records shall occur annually, coinciding with the annual tax filing for a nonprofit organization

Tuition Assistance / Scholarship Policy

Financial tuition assistance may be available to families demonstrating need.

1. In the event a family cannot pay the season's tuition, they can write a letter of hardship and submit it to the Board of Directors for consideration
2. The Board of Directors, or a designated committee, will review the hardship letter and may award partial or full tuition assistance, based on financial need and available funds
3. Tuition may also be split into smaller monthly payments, such that the balance is paid in full by January 1st of the current season

Additionally, a scholarship program is available to local high school seniors seeking to attend college and that have previously been involved in the Haddam-Killingworth Travel Basketball league.

1. On an annual basis, the Haddam-Killingworth Travel Basketball league shall award two \$1,000 scholarships
2. Scholarships may be awarded to one or more male students and one or more female students
3. Applicants shall submit a 1-page written essay as to what HKTBB has meant to them, and what they have learned from participating in the league
4. Essays will be reviewed by the Fundraising and Sponsorship Coordinator, as well as other members of the board, and voted upon to determine a winner
5. Scholarship recipients are expected to comply with all program requirements

Refund Policy

League tuition and other fees are non-refundable, except as outlined below.

1. Refund requests must be submitted in writing before January 1st of the current season
2. Uniform costs are non-refundable
3. Refunds may be granted, at the discretion of the Board of Directors, for documented medical reasons
4. Other league fees previously paid on behalf of a player may be non-refundable
5. The Board of Directors reserves the right to review any and all special extenuating circumstances

Tryout and Team Selection Policy

Team placement decisions are based on player evaluations conducted by Haddam-Killingworth Travel Basketball league coaches.

1. All interested players must register and attend tryouts, unless an exception is made by the Board of Directors
2. All interested players shall be evaluated on skill, effort, attitude, athleticism, and coachability
3. Team selection decisions are made at the discretion of each team's coaching staff, and is based on the tryout evaluation as well as roster composition needs

Disciplinary Action Policy

The Haddam-Killingworth Travel Basketball league shall promote an environment of safety, respect, and sportsmanship for all participants in the league, including players, coaches, parents/guardians, officials, and other spectators.

This policy establishes consistent standards of conduct and procedures for addressing violations. It shall apply to all participants in the league, including players, coaches, parents/guardians, officials, and other spectators, and applies during games, practices, tournaments, other league-sponsored events, or settings where league conduct reflects on the HKTBB league.

All participants in the league are expected to:

1. Demonstrate good sportsmanship
2. Respect referees, opponents, teammates, and league officials
3. Refrain from abusive, threatening, or profane language
4. Follow all league rules and venue policies
5. Act in a manner that reflects positively on the league

Violations may include, but are not limited to:

1. Player violations
 - a. Fighting or physical aggression
 - b. Unsportsmanlike conduct
 - c. Repeated technical fouls or ejections
 - d. Disrespect toward officials, coaches, or players
2. Coach violations
 - a. Verbal abuse of players, officials, or spectators
 - b. Encouraging unsafe or unsportsmanlike play
 - c. Repeated technical fouls or ejections
 - d. Failure to control team or bench conduct
3. Parent / Spectator violations
 - a. Harassment of officials, players, or coaches
 - b. Use of profanity or threatening behavior
 - c. Entering playing areas without authorization

Disciplinary action for a violation this policy shall be determined by the President, in addition to other officers of the Board of Directors if needed, and will be based on severity, frequency, and context.

Disciplinary actions may include, but are not limited to:

1. Level I – Warning
 - a. Verbal and/or written warning
 - b. Documentation of incident
2. Level II – Suspension
 - a. Suspension from one or more games/events
 - b. Removal from premises during games
 - c. Probation status for remainder of season
 - d. Loss of good standing for coaches
3. Level III – Extended Suspension or Removal
 - a. Multi-game or season-long suspension
 - b. Removal from team participation
 - c. Ban from league facilities
 - d. Loss of good standing for coaches
4. Level IV – Expulsion
 - a. Permanent removal from the league
 - b. Ban from all league activities

In addition to the above, the Haddam-Killingworth Travel Basketball league shall have a “Zero-Tolerance” policy for physical violence, or the threat of physical violence, toward officials, participants, including players and coaches, and spectators. Violations of this “Zero-Tolerance” policy may result in an immediate expulsion from the HKTBB league without prior warning.

Any coach that has been declared not in good standing may be reinstated to all rights and privileges after a period of three months (six months for subsequent violations) by a simple majority vote of those Board members in attendance, as well as those who have provided prior instruction or have nominated a representative.

A review process for significant disciplinary actions shall consist of:

1. Filing an incident report, which should detail the facts of the violation, as well as any witness statements
2. Review by the President, in addition to other officers of the Board of Directors if needed
3. Opportunity for involved parties to provide input, if desired and appropriate
4. Final decision issued in writing

An appeals process shall consist of:

1. Any appeal must be submitted in writing within 48-hours of notification of final decision
2. Appeal will be reviewed by the President, in addition to other officers of the Board of Directors if needed
3. Decisions on the appeal shall be final

The Disciplinary Action Policy may be amended by the Haddam-Killingworth Travel Basketball league's Board of Directors as needed to ensure fairness, safety, and alignment with league values.