

Leduc & County Basketball Association (LCBA)

By-laws and Club Policies: August 1, 2018

ARTICLE 1 – DEFINITIONS AND INTERPRETATIONS

- Sec. 1.** Any reference to the male gender shall be constructed to include the female gender or vice versa unless the context otherwise requires.
- Sec. 2.** The terms “Association”, “L.C.B.A.” or “LCBA” herein used throughout shall mean and include the Leduc & County Basketball Association.
- Sec. 3.** The Leduc & County Basketball Association shall mean a clearly defined geographic portion of the Leduc County and the City of Leduc whose boundaries shall be defined by the Edmonton Youth Basketball Association.
- Sec. 4.** “Board of Directors” or “Board”, shall mean the Board of Directors to the Society.
- Sec. 5.** “Officer” means an individual who has been duly elected or appointed to hold one of the offices of the Association as contemplated in the bylaws.
- Sec. 6.** “Executive” means the officers’ acting as an Executive Committee of the Society.
- Sec. 7.** “League” means the basketball league participating in by the Association.
- Sec. 8.** “Season” means Seeding round, Regular season, play off and Provincial games which runs annually from September to April.
- Sec. 9.** “Coach” means the coach assigned by the Executive Committee to a maximum group of between ten (10) to fourteen (14) athlete members for the current season.
- Sec. 10.** “Team Representative” means a representative appointed in accordance with Article 7, Section 2 of these bylaws.
- Sec. 11.** “Special Resolution” means a resolution passed by a majority of not less than three-fourths (3/4ths) of the Members present in person at a meeting of the Association at which written notice specifying the intention to propose the resolution as a “Special Resolution” has been duly given to every Member at least fourteen (14) days before that meeting.

ARTICLE 2 – NAME OF THE ASSOCIATION

- Sec. 1.** The name of the Association shall be the “Leduc & County Basketball Association” and shall so be incorporated under the Societies Act, R.S.A., c. S-14 and amendments thereto.

ARTICLE 3 – FISCAL YEAR

- Sec. 1.** The fiscal year of the Association shall begin on the 1st day of August and end on the 31st day of July the following year.

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ARTICLE 4 – MEMBERSHIP

Sec. 1. Membership shall be available to any person in the Province of Alberta paying fees and complying with the Regulations and other requirements, for membership, as may be established by Executive Committee from time to time.

Sec. 2. Membership in the Leduc & County Basketball Association consist of three (3) types:

a) Athlete Membership

Athlete Members of the Association are individuals who are participating in one or more of the Association programs. They are eligible for all rights and benefits as determined by the Executive from time to time.

b) Associated Membership

Associated Membership is granted to the Parents or Guardians of an Athlete Member. It allows them all other benefits of an Athlete Member as determined by the Executive from time to time. Only one Parent or Guardian may represent a family of players. Associate Membership is granted to all registered coaches and assistant coaches of Athlete Members who are not Parents or Guardians of an Athlete Member. Associate Membership may also be granted to other individuals at the discretion of the Executive.

c) Honorary Membership

Honorary Membership in the Association may be granted to deserving persons at the discretion of the Executive. Such memberships will have the status of an Athlete Membership, without the payment of fees.

Sec. 3. For each Athlete Member entering the LCBA, there will be a yearly membership fee, which entitles the Athlete Member and their respective Associate Member to the rights and benefits of the Association for a period of one (1) season.

Sec. 4. The Executive Committee shall determine membership fees, from time to time.

Sec. 5. Any member of the Association who has paid the respective fees for the current fiscal year of the Association and is not in breach of the Regulations shall be held in "good-standing". Any member of the Association who is found guilty of intentionally violating these Bylaws, including the Regulations, shall no longer be considered to be in good standing for such a period of time, as the Executive deems appropriate.

Sec. 6. Any member, who is in arrears more than sixty (60) days, will lose all voting rights and any right to hold office in the Association. Any member who is in arrears more than ninety (90) days shall have their name taken from the active roster of the Association program they are currently participating in, and will be re-admitted to the Association upon payment of the membership fee in full. Executive" means the officers' acting as an Executive Committee of the Society.

Sec. 7. Any member of the Association who is found guilty of gross neglect of duty or of behaviour that is likely to bring discredit to the Association may be suspended or expelled at the discretion of the Executive.

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Sec. 8. Any person may withdraw from the Association by submitting the intention to withdraw, in writing, to the Executive Committee of the Association. Such withdrawal shall take effect upon receipt of such notice by the Association.

Sec. 9. The Association shall be a member of the Edmonton Youth Basketball Association, and shall be subject to all their bylaws.

Sec. 10. The Association shall be a member of Basketball Alberta.

ARTICLE 5 – PRIVILEGES AND OBLIGATIONS OF MEMBERS

Sec. 1. Only Associate Members shall have the right to vote.

Sec. 2. Any Associate Member of the Association may hold office as a Director or Officer of the Association.

Sec. 3. Only Athlete, Associate and Honorary Members shall have any interest in the funds of the Association.

Sec. 4. No Member of the Association is liable for any debt or liability of the Association in a personal or individual capacity.

ARTICLE 6 – MEETINGS

Sec. 1. The Annual General Meeting (AGM) of the Association shall be held in the month of September of each year unless otherwise determined by the Board of Directors, at such a place and time, as may be determined by the Board of Directors.

Sec. 2. Monthly General Meetings will be held at the discretion of the Executive.

Sec. 3. The Executive may at any time call a Special Meeting of the Association to be held on such a day and such time and place within Leduc as the Executive may determine.

Sec. 4. Meetings of the Executive Committee shall be monthly or at the call of the Secretary or President. Notice of meetings will be seven (7) days written or three (3) days by telephone/email.

Sec. 5. Notice of Annual Meetings and Special Meetings called by the Executive shall be made by notice in writing and posted on the Association's website or by e-mail or mail delivered, no later than fourteen (14) days prior to the proposed date of the meeting. Such notice shall state the date, hour and location of the meeting and if special business is to be transacted thereat, the notice shall set forth; (I) the nature of the business in sufficient detail to permit a Member of the Association to form a reasoned judgement on that business, and (II) the text of any Extra-Ordinary Resolution to be submitted to the meeting.

Sec. 6. The accidental omission to give notice of any meetings of Members of the Association to or the non-receipt of any notice by any person shall not invalidate any resolution passed or any proceedings taken at any such meeting.

Sec. 7. At all meetings of the Association, the President shall be the Chairman of the meeting. In his/her absence, the Vice-President shall be Chairman, and in his absence, the Members shall elect one of their Members to be Chairman of the meeting or vote for the Executive Director as Chairman.

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Sec. 8. A quorum for the transaction of business at any general meeting of Members shall exist if Members of the Association present at such meeting represent:

- a) Not less than five percent (5%) of the voting members of the Association, or
- b) Thirty-three and one third (33 1/3%) percent of the Board of Directors.
- c) Fifty-one (51%) percent of the Members of the Executive Committee constitute a quorum for any meeting of that committee.
- d) Roll call will be taken by verbal or written means at each General Meeting.
- e) If a quorum is present at the opening of the meeting of Members, the Members may proceed with the business of the meeting notwithstanding that a quorum is not present throughout the meeting. If after thirty (30) minutes of the proposed time of the commencement of the meeting, a quorum of the meeting is not present the meeting shall be cancelled.

Sec. 9. At any meeting of the Association a resolution put to vote of the Members shall be decided by a show of hands. A simple majority will determine the vote.

Sec. 10. Every Associated Member of the Association shall have one (1) vote in the affairs of the Association at Meetings of the Association. Each individual is entitled to carry only one (1) vote irrespective of the different positions that they may hold at the meeting.

Sec. 11. The Chairman of the meeting shall not vote on any resolution, unless there is a tie in voting, in which case the Chair may cast a deciding vote.

Sec. 12. Votes shall be cast in person, and not by proxy.

Sec. 13. While an individual is under a contract or employed with the Association, that individual may not be the representative of a Member.

Sec. 14. Voting at all elections of the Association shall be by show of hands. However, any Member may demand on election, that a secret ballot be taken and upon such demand, the President shall ensure it is carried out.

ARTICLE 7 – BOARD OF DIRECTORS & APPOINTMENT OF OFFICERS

Sec. 1. The Board of Directors will consist of the elected Executive Committee, plus an optional Team Representative from each of the Athlete Member Teams for the current season.

Sec. 2. Each Athlete Member Team shall appoint one (1) of its Associated Members to be their Representative to the Association, and said shall become a Director on the Board of Directors of the Association. Unless otherwise delegated, the Team Representative shall be the Registered Coach.

Sec. 3. Every Director and Officer of the Association in exercising their powers and discharging their duties shall:

- a) Act honestly and in good faith with a view to the best interest of the Association; and
- b) Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

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Sec. 4. A Director may appoint a current Associate or Honorary Member as a substitute to attend meetings on their behalf, and said substitute shall have full voting rights. A Team may change its Director at any time providing they do so notify the Executive Director or President in writing.

Sec. 5. At the Annual General Meeting (AGM) of the Association as per Article 6, Section 1, voting Members will elect Officers to an Executive Committee, which shall consist of:

- a) A President;
- b) A Vice-President;
- c) A Registrar;
- d) A Treasurer;
- e) A Secretary;
- f) A Gym Coordinator;
- g) An Equipment Manager & Fundraising Coordinator;
- h) A Communications Director;
- i) A Community Director;

Voting Members may also elect a maximum of eight (8) Directors to Executive Committee for those positions identified at the commencement of the Annual General Meeting (AGM).

The Executive Committee shall become voting Members of the Board of Directors.

Sec. 6. Other than the Past President, Members, pursuant to the bylaws, shall elect each Officer. Between Annual General Meetings, the Membership may elect one (1) of its members or any other individual to fill any vacancy in the office of one of the Officers.

Sec. 7. The Past President shall advise and assist the President and the Executive generally on all matters which are presented to the Past President for advice and assistance.

Sec. 8. A Chairman who shall be chosen at the Annual General Meeting (AGM) shall conduct the election of the Executive Committee. If a ballot is demanded by any voting Member present or by their substitute, the Chairman may appoint as many scrutinizers' as he/she deems necessary.

Sec. 9. To be eligible for appointment as an Officer, an individual must be a Member in good standing.

Sec. 10. An Officer whose term has ended shall be eligible for re-election as an Officer.

Sec. 11. A person who is elected or appointed as an Executive is not an Executive Member unless they were present at the meeting when elected or appointed and did not refuse to act as an Executive Member, or if they were not present at the meeting when elected or appointed, they consented to act as an Executive Member before their election or appointment within ten (10) days after it.

Sec. 12. The appointed Officer shall assume office at the conclusion of the close of the meeting at which they are appointed.

Sec. 13. The Directors of the Association will serve without remuneration; however, Directors will be reimbursed for expenses properly incurred by them in the performance of their duties.

ARTICLE 8 – DUTIES AND POWERS OF OFFICERS

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Sec. 1. The Officers of the Association:

- a) The Officers of the Association are responsible for the activities of their area as outlined below in the Policies and as such they shall chair all meeting related items to their area and ensure minutes of these meetings were made.
- b) If necessary, the Officers of the Association will also establish committees to administer the affairs of their area (Committee Members are to be selected by the appropriate Officers and approved by the Board of Directors, or Executive Committee.)
- c) The Officers of the Association are responsible for the recruiting of volunteers to fulfill the positions of the Committee.
- d) Officers of the Association must present a report to the Annual General Meeting and monthly Board of Directors Meetings.
- e) The Officers of the Association must recommend goals and objectives for the Association and develop action plans showing how to accomplish these goals.

Sec. 2. The Executive Committee shall be the governing body of the Organization and shall:

- a) Set the policy of the Organization for the current season;
- b) Approve the expenditure of monies as set out hereafter;
- c) Rule on any appeals of decisions of the President or Executive Director;
- d) Set the annual registration fee for teams;
- e) Set the appointment of an Executive Director;
- f) Establish remuneration for the Executive Director;
- g) Make any plans, programs, fundraising that they so desire, providing that such plans do not obligate the Organization to any long-term obligations;
- h) May ask the Board of Directors to ratify a decision they have made;
- i) May decide on any matter not specifically covered in the bylaws.

ARTICLE 9 – INDEMNITY

Sec. 1. Except where a Director, Officer or employee shall be adjudged to be liable for willful negligence or willful misconduct in the performance of any duty or responsibility to the Association, the Association shall indemnify each Director, Officer and employee against any and all liability and all reasonable expenses in connection with or resulting from any claim, action, suit or proceeding in which the Director, Officer, or employee becomes involved as a party or otherwise by reason of having been a Director, Officer or employee of the Association.

ARTICLE 10 – DUTIES OF AN EXECUTIVE DIRECTOR

Sec. 1. The Executive Committee on the advice of the President may appoint and Executive Director each season. The Executive Committee shall set the remuneration of the Executive Director.

Sec. 2. The Executive Director shall:

- a) Keep such statistics as directed by the Executive Committee;
- b) Arrange Practice Gyms as required;
- c) Administer the day to day activities of the league;
- d) Attend meetings of the Executive Committee and Board of Directors;

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- e) Attend meetings of the Edmonton Youth Basketball Association on behalf of the LCBA;
- f) Hire staff as directed by the Executive Committee.

The Executive Director shall act as a Commissioner of the Association and as such shall:

- a) Make recommendations to the Executive Committee

Sec. 3. Any ruling of the Executive Director may be appealed to the Executive Committee providing the rules of protest under Article 11 are followed.

ARTICLE 11 – APPLICATION & INTERPRETATION OF SPECIFIC BYLAWS

Sec. 1. Subject to Article 11, Section 4, the question of interpretation and application of the bylaws in the context of a particular circumstance or matter shall be referred to the President. Subject to Article 11, Section 2, 3, 4 & 5, the President's ruling thereon shall be final and binding.

Sec. 2. A Member may appeal the ruling of the President on the interpretation and application of the bylaws directly affecting that Member. To appeal, the aggrieved Member must submit a notice of appeal to the Secretary within seven (7) days of the decision of the President. The Executive Committee shall then consider the matter at its next meeting or shall vote upon the appeal by electronic ballot. The Member may be present to address the Executive Committee at the time the appeal is being considered. Subject to Article 11, Section 3, 4 & 5, the ruling of the Executive Committee on the appeal shall be final and binding.

Sec. 3. A Member may appeal the ruling of the Executive Committee on the interpretation and application of the bylaws directly affecting that Member. To appeal, the aggrieved Member must submit a notice of appeal to the Secretary within seven (7) days of the decision of the Executive Committee. The Board of Directors shall then consider the matter at its next meeting. The ruling of the Board of Directors on the appeal shall be final and binding.

Sec. 4. At every meeting of the Association, the question of the interpretation and application of the bylaws in the context of a particular circumstance or matter shall be referred to the Chair of that meeting and subject to Article 11, Section 5; the ruling of the Chairperson thereon shall be final and binding.

Sec. 5. A Member may appeal the ruling of the Chairperson on the interpretation and application of the bylaws by immediately moving for the ruling of the Members. The ruling of the Members shall be final and binding.

ARTICLE 12 – FINANCES OF THE ASSOCIATION

Sec. 1. Responsibility

- a) The Treasurer will be responsible for the financial operation of the Association.
- b) The Treasurer shall prepare an annual financial report for presentation to the Membership at the Annual General Meeting (AGM).
- c) The individuals, firm, or other organization auditing the financial statements of the Association for the ensuing year shall be appointed by the Executive. Such appointment will be for a one-year term.
- d) The Treasurer shall ensure that all financial statements presented to the Membership are subsequently submitted to the Registrar or Corporations

Sec. 2. Disposal of Funds

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- a) All monies received by or on behalf of the Association shall be deposited in the accounts of the Association, which shall be housed in Chartered Banks or Trust Companies.
- b) All disbursements shall be made by cheque and signed by two (2) signing officers. Neither signing officer shall be the recipient of the cheque.

Sec. 3. Borrowing Powers

The Executive with the approval of eighty percent (80%) of the Board of Directors, borrow funds for the benefit and further development of the Association.

Sec. 4. Exercising of Borrowing Powers

For the purpose of carrying out the objectives of the Association, the Board of Directors may from time to time:

- a) Issue, sell or pledge securities of the Association; and
- b) Charge, mortgage, or pledge all or any part of the real and personal property of the Association including books, debts, rights, powers, franchises or undertakings to secure any securities or monies borrowed or other debt, or any other obligations or liability of the Association.

Sec. 5. Banking

The Executive shall decide on the bank or trust company in which the funds of the Association shall be deposited, and execute the necessary banking authorization(s).

Sec. 6. Signing Officers

The Signing Officers of the Association shall be any one (1) Officers of the following elected Executive:

-) President
-) Treasurer

Sec. 7. Bonding

The Treasurer shall, if required by the Board of Directors, be bonded in such amounts respectively as may be required by the Board of Directors. The Association shall pay a cost of such.

ARTICLE 13 – FUNDS OF THE ASSOCIATION

Sec. 1. All monies shall be applied toward carrying out the objectives of the Association in accordance with the direction of the Board of Directors.

Sec. 2. All monies available upon dissolution of the Association shall be the property of the Edmonton Youth Basketball Association.

ARTICLE 14 – EMBLEM

Sec. 1. The Executive from time to time may adopt any mark, design, device or symbol or emblem for use by the Association.

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ARTICLE 15 – SEAL & EXAMINATION OF BOOKS AND RECORDS

- Sec. 1.** The Board of Directors may adopt a seal, which shall be the common seal of the Association. Should a seal be adopted it may be used by all Directors and Executive. The President will be responsible for keeping the seal if one is adopted.
- Sec. 2.** The minutes of meetings of the Association will be prepared and kept by an Officer designated by the Executive.
- Sec. 3.** The Board of Directors shall from time to time determine whether, to what extent, at what time and places under what conditions or regulations the accounts and books of the Association or any of them shall be open to inspection of Members not being Directors, and no Member (not being a Director) shall have any right of inspection any account, book or document(s) of the Association except as conferred by the bylaws or authorized by the Board of Directors or by resolution of the Members whether previous notice thereof has been given or not.
- Sec. 4.** A Member or their representative who wishes to inspect the books and financial records of the Association shall give fourteen (14) days written notice thereof to the Association. Such notice shall be provided in writing to the Executive Committee of the Association.

ARTICLE 16 – CONDUCT OF AFFAIRS OF THE ASSOCIATION

- Sec. 1.** All meetings of the Association will be conducted in accordance with Robert’s Rules of Order, Newly Revised.

ARTICLE 17 – AMENDMENTS TO BYLAWS, RULES & PROCEDURES

- Sec. 1.** The bylaws of the Society shall not be altered or added to except by a special resolution of the Society.
- Sec. 2.** For all purposes of the Society, “Special Resolution” shall mean a resolution passed by a majority of not less than three-fourths of such Members entitled to vote as are present in person or by proxy at a general meeting of which notice specifying the intention to propose the resolution as an extraordinary resolution has been duly given.
- Sec. 3.** From time to time the Executive may establish special rules, standing rules, and special procedures governing and detailing various Board or Association procedures and may establish operating procedures for any Committee of the Board or Association provided that the special rules, standing rules, special procedures and operating procedures are consistent with the bylaws of the Association.

ARTICLE 18 – REMOVAL OF AN OFFICER

- Sec. 1.** President may recommend the removal of a Member of the Executive Committee if he/she feels the Member is not able or willing to fulfill their duties. The Executive Committee shall confirm the removal by a majority vote. The President may appoint a Member to complete the term of the removed Member.

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Sec. 2. Any two (2) Members of the Board of Directors may request the Board of Directors to remove any Member of the Executive Committee from office. The Board of Directors shall have the right to remove any Member of the Executive Committee from office by a 2/3rds majority vote. The Board of Directors shall then elect one of its Members to assume the duties of the removed Executive Committee Member for the balance of their term.

ARTICLE 19 – TERMINATION OF AN EMPLOYEE

Sec. 1. **Executive Director:** The President may recommend the termination of the Executive Director. The Executive Committee shall then decide by a simple majority vote.

Sec. 2. **Other Employees:** The Executive Committee may terminate the employment of any employees of the organization with just cause.

ARTICLE 20 – RECORDS AND RECORD-KEEPING

Sec. 1. Preparation and custody of minutes of proceedings of meetings of the LCBA and of the Directors and other books and records of the LCBA:

- a) The Directors shall see that all necessary books and records of the LCBA required by the bylaws of the LCBA or by any applicable statute or law are regularly and properly kept.
- b) The books of accounts shall be kept at such a place in Alberta as the Directors think fit and shall at all times be open for inspection by the Directors. The Secretary or some other Officer specifically charged by the Board of Directors shall maintain and have charge of the Minute Book of the Leduc &

County Basketball Association and shall record or cause to be recorded therein minutes of proceedings of all meetings of Members and Directors.

Sec. 2. **Review or Audit Accounts:**

The books, accounts and records of the Secretary and Treasurer shall be reviewed or audited at least once a year by a duly qualified accountant or by two (2) Members of the society elected for that purpose at the Annual General Meeting (AGM). Such auditor at the AGM of the society shall submit a complete and proper statement of the standing of the books for the previous year.

Every auditor of the LCBA shall have the right of access at all times to all records, documents, books and vouchers of the LCBA and is entitled to require from the Directors and Officers of such information and explanation as may be necessary to the performance of the duty of the auditor.

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DATED: _____

Name: _____ Signature: _____
(Please Print)

Address: _____ City/Town: _____

Province: _____ Postal Code: _____ Position: _____

Name: _____ Signature: _____
(Please Print)

Address: _____ City/Town: _____

Province: _____ Postal Code: _____ Position: _____

Name: _____ Signature: _____
(Please Print)

Address: _____ City/Town: _____

Province: _____ Postal Code: _____ Position: _____

Name: _____ Signature: _____
(Please Print)

Address: _____ City/Town: _____

Province: _____ Postal Code: _____ Position: _____

Name: _____ Signature: _____
(Please Print)

Address: _____ City/Town: _____

Province: _____ Postal Code: _____ Position: _____

WITNESS:

Name: _____ Signature: _____
(Please Print)

Address: _____ City/Town: _____

Province: _____ Postal Code: _____

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LEDUC & COUNTY BASKETBALL ASSOCIATION CERTIFICATE

I, the undersigned being the Secretary of the Leduc & County Basketball Association (LCBA), hereby certify that the Special Resolution attached to this Certificate is a true extract of a Special Resolution of the Members of the LCBA passed at a Special Meeting of the LCBA held in Leduc, Alberta, at (_____) hours on the (_____) day of _____. And I further certify that notice of this Special Resolution and of the Special Meeting at which it would be presented was duly given to all Members of the LCBA in accordance with the bylaws of the LCBA and Societies Act of Alberta, and that at the Special General Meeting, a quorum was present and the Special Resolution was duly moved, seconded and received the affirmative vote of not less than seventy-five percent (75%) of the votes of those Members entitled to vote, in person or by proxy.

Certified by me on _____ day of _____, 20____

Name: _____ **Signature:** _____
(Please Print)

Address: _____ **City/Town:** _____

Province: _____ **Postal Code:** _____ **Position:** _____

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LEDUC & COUNTY BASKETBALL ASSOCIATION SPECIAL RESOLUTION

MOTION:

As a Special Resolution of the LCBA (the "Society"), that the bylaws of the Society be altered by deleting all previous bylaws of the Society, and by substituting therefore the bylaws attached to this Special Resolution.

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CLUB POLICIES:

1.0 INTRODUCTION

The Leduc & County Basketball Association (LCBA) is a non-profit organization that manages and operates a community based basketball program for youth between the ages of five (5) and seventeen (17) in the City of Leduc and surrounding area.

The LCBA was registered under the Alberta Societies Act.

These Policies, Rules and Guidelines outline the regulations under which the LCBA conducts basketball operations. Notwithstanding any item contained in these Policies, Rules and Guidelines, all participants (individuals and teams) in LCBA Basketball, and all Members are bound by these bylaws.

The following interpretations apply. Policy is a definite course or method of action selected from among alternatives, and in light of the given conditions, guides and determines present and future actions. Rules are guides for conduct or action. Guidelines are an indication or outline of policy or conduct.

1.1 VISION

The vision of the LCBA shall be to be recognized as a community basketball association in Alberta.

1.2 MISSION

The mission of the LCBA shall be to provide a quality basketball program at all levels.

1.3 PHILOSOPHY

The philosophy of the LCBA shall be to provide a basketball program, which encompasses fun, development, competitiveness and challenge for all players.

1.4 VALUES

The LCBA shall value the game of basketball and strive to operate under a set of bylaws, rules and policies which ensures a fair, equitable, fund and successful basketball program at all levels. The LCBA shall value its volunteers. The association shall value a "Team Approach" to the operation of the association and value open communication to members. Decision shall be made by the Executive Committee or Board of Directors to execute approval under these current bylaws, rules and policies of the Association.

1.5 BYLAWS

The bylaws of the LCBA shall be available upon request for perusal by any Member of the Association. Bylaws can only be changed or amended by vote as outlined in the bylaws at a special meeting of the Association.

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2.0 PLAYER ACCEPTANCE & TEAM ASSIGNMENT

The order in which Leduc community youth register, is the order in which they guarantee a spot in that division except for our Juvenile division which is done as a competitive try-out and coach selection program due to demand. Registration is done online on a first come – first serve basis with registration being fully successful upon complete payment.

Leduc community youth within our respective zone are accepted before import players as defined by the Edmonton Youth Basketball Association. All import players must have a signed release form from their Zone prior to being allowed to register on any team in the EYBA. The signed release form should be emailed to the LCBA Registrar, prior to registering. Import players must be approved by the President of the LCBA.

If a player wishes to move up an age-category, this needs to be clearly identified to the Registrar prior to submitting online as a special request. Player movement between age-categories must be approved by the Registrar and the following conditions will be considered:

- If team size in the higher age-category has not been reached and no other registrants that meet that criteria are waiting to be placed on a team
- The players age appropriate category does not then drop below the minimum number of players to for a team, causing the entire team to fold
- The players ability both fundamentally and coachability

Teams are selected only after coach assessment or player evaluations are completed and evaluated. Non-biased evaluators will be selected to attend to assist with this process as well as the coach and assistant coach for the respective teams. Team rosters will be displayed on the website and the respective coach will contact each athlete on his/her roster to introduce themselves and further communicate details of the team.

Each team will consist of the following:

Mites: Up to 20 registered players

Mini: A minimum of 8 registered players with a maximum of 10 registered players

Bantam & Midget: A minimum of 9 registered players with a maximum of 12 registered players

Juvenile: A minimum of 9 registered players with a maximum of 14 registered players

2.1 COACHES POLICY

CRIMINAL RECORDS CHECKS

All coaches involved with youth in the Leduc & Community Basketball Association are required to complete a Criminal Records Check. The LCBA Vice-President will be responsible for receiving all completed checks, confirming that no criminal record exists, and keeping accurate records for future reference.

In the event that there is a concern, the Vice-President will bring the matter forth to the LCBA Executive Committee for a determination on course of action. A Criminal Records Check will be considered valid for a one (1) year period, at which time they must complete a new one. The cost, if any, for the Criminal Records Check will be covered by the LCBA and reimbursed to the individual upon submission of receipt to the Treasurer.

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CONDUCT/ISSUE/GRIEVANCE

Coaches are responsible for their team's conduct, their own conduct and wherever possible, the conduct of the team supporters. The Association has a proud reputation of exemplary coaching conduct and expects all coaches to act in a responsible and mature manner. In any instance of misconduct, flagrant disregard or disrespect for a player, manager, coach, parent, supporter, the Association or its members and upon review of the Executive Committee, the individual may be suspended with or without notice. The decision will be final.

A 24-hour waiting period rule is required subsequent to any incident. After the 24-hour waiting period, the player and/or parent discusses the incident with the Head Coach and/or Assistant Coach of the Team. If the issue is resolved, then the review is complete.

Should the coach and/or the parent or legal guardian of the player not be able to come up with a solution, then the coach and/or the parent or legal guardian will contact the President and the President will bring the issue to the Executive Committee for final resolution.

2.2 UNIFORM POLICY

Uniforms will be supplied by the LCBA, to every player registered from Mini – Midget levels. Juvenile teams will only be supplied if uniforms are available.

Uniforms are to be only worn at games during league play, and under no circumstance should they be worn to practice. Uniforms must be maintained in the same condition that it was received. Should a uniform become damaged or lost, a fee of \$100.00 will be charged to the parent or legal guardian of the player to replace said uniform.

Uniforms are not to be washed in bleach or stored in a wet condition. Coaches should watch for damages done to equipment and notify the Equipment Coordinator. At the end of the year all uniforms are to be gathered by the coach and returned to the Equipment Coordinator. Coaches should maintain records on which uniform was assigned to whom.

2.3 DIVISION A & B TEAM POLICY

If a coach wishes to enter his/her team into the A or B division within the EYBA, subject to successful completion of the EYBA Seeding tournament, the team will be permitted to do so.

The coaches of competitive teams will select their players, with the selection subject to player evaluations, the Executive Committee will intervene, only in such rare instance whereby there is an allegation of procedural misconduct or a flagrant disregard for fairness. The Association recognizes that such player selections are often difficult and subject to individual opinion, however supports coaches in this area and will intervene only in situations of serious allegations.

2.3 PROVINCIALS POLICY

Should a team in the A or B Division qualify to represent the LCBA at Provincials, the Executive Committee will, at a board meeting vote on covering those team's registration costs for entering the event, based on

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current financial status. Should there be space in the open division for C+ level teams to enter Provincials, a decision will be made by the Executive Committee once the A & B Teams costs have been taken into consideration first.

Coaches are required to enroll and complete the NCCP coach's certification FUNDamentals course to proceed and compete in Provincials. Any incurred costs to take the course will be reimbursed upon successful submission to the LCBA Treasurer of a receipt.

2.4 FUNDRAISING POLICY

Fundraising will be done once during the season, and will be licensed raffle tickets for a cash raffle as approved annually by the AGLC. This will be organized and lead by the Raffle Coordinator. No other fundraising, other than team sponsorships are permitted to be arranged, coordinated or implemented in the name of the LCBA. Coaches and assistant coaches are not required to participate in fundraising.

3.0 HARASSMENT, ABUSE OR BULLYING

Harassment and bullying in all its forms will not be tolerated during the course of any LCBA activity or program. Accordingly, all LCBA members (Executive Committee members, volunteers, team managers or coaches) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behavior, responding promptly and informally to minor incidents of harassment or bullying and following local or national policy guidelines for reporting or responding to more serious cases.

(A) Definition of Abuse

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

(B) Definition of Harassment

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work conditions. Any of the different forms of harassment must be based on the grounds prohibited in human rights legislation, such as race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation.

Harassment may occur among anyone between peers (e.g.: player to player of the same age group, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (e.g.: coach to player, sports administrator to employee).

(C) Definition of Bullying

Bullying involves a person expressing their power through the humiliation of another person. Bullying occurs between people at any age and is not addressed under human rights legislation. It is inappropriate behaviours that are typically cruel, demeaning and hostile toward the bullying targets (most commonly occurs between children under the age of twelve but may also constitute behaviours between youth or

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between adults. Bullying is similar to harassment but the behaviours are not addressed under human rights laws. Bullies are typically cruel, demeaning and hostile towards the targets of their bullying).

The actual issue of bullying is not addressed by the law, except when the behaviour does become a criminal issue - e.g. extortion, physical assault etc... Bullying can be broken down into four types:

- Physical (hit or kick victims; take/damage personal property)
- Verbal (name calling; insults; constant teasing)
- Relational (try to cut off victims from social connection by convincing peers to exclude or reject a certain person)
- Cyber bullying

(D) Responses and Remedies

Harassment and bullying cannot and should not be tolerated in any environment, including basketball. Both harassment and bullying are unacceptable and harmful.

4.0 SPOTSMANSHIP POLICY

It is the obligation of coaches, players, volunteers and other LCBA representatives to practice the highest principles of sportsmanship and to observe the ethics of competition. Courtesy, fair play, ethical behavior and integrity are all parts of good sportsmanship.

5.0 EXECUTIVE COMMITTEE

The current positions on the Executive Committee of the LCBA and the responsibilities of these positions shall be described in the Club Policies. These positions are:

President
Vice President
Director
Treasurer
Registrar
Secretary
Gym Coordinator
Communications Director
Equipment Manager/Raffle Coordinator

5.1 EXECUTIVE COMMITTEE OPERATIONS

Executive Committee shall ensure that the business and affairs of the LCBA are conducted in accordance with the Societies Act, Association Bylaws, and the Operational Policies, Rules and Regulations. In general, the Executive Committee supports a position of open access by its members and shall give full consideration to the affairs brought to its attention by any officer or member. All positions are filled by elected individuals at the Annual General Meeting or appointed by the existing Executive Committee.

The Executive Committee shall meet every 3 months, or at the call of the President or Secretary.

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The minutes of the Executive Committee meetings shall include a record of those members present, motions considered and their disposition, reports received either explicitly or as attachments and shall be distributed to members as soon as possible and the latest prior to the onset of the next regular meeting.

The descriptions of the duties of the positions are listed below but not limited to:

PRESIDENT

- Preside over all meetings of the Association;
- Be an ex officio member of all Committees;
- Follow the overall interests of the Association;
- Make day-to-day decisions of the Organization, and consult Executive Committee when required;
- Assist in ensuring that the bylaws and policies are upheld and enforced;
- Be responsible for ensuring that all resolutions or motions passed by the membership or Board of Directors are carried out;
- Instruct the Executive Director in their duties;
- Supervise the other Officers in their responsibilities;
- Make recommendations to the Executive Committee;
- Be the Associations representative to all sport related and unrelated events any may appoint another Officer or Director when unable to attend;
- Handle the correspondence of the Organization and distribute as necessary;
- Attends the AGM board meeting in September and votes on policy issues, rules and guidelines if applicable.

VICE PRESIDENT

- Assume the responsibilities of the President in their absence;
- Assist in coordinating communications with the membership;
- Assist with maintaining relationships with Edmonton Youth Basketball Association and their membership;
- Assume the responsibility of coordinating and scheduling the LCBA's casino responsibilities as dictated by the EYBA;
- Handle the correspondence of the Organization and distribute as necessary;
- Distribute Criminal Record Check letters to volunteer and manage and record database of results;
- Attends the AGM board meeting in September and votes on policy issues, rules and guidelines if applicable.

DIRECTOR

- The Executive Directors duties and responsibilities are, as per Article 10, Sec 2 of these by-laws;
- Keep such statistics as directed by the Executive Committee;
- Have such duties as may be assigned to them by the Executive Committee;
- Administer the day to day activities of the league;
- Attend meetings of the Executive Committee and Board of Directors;
- Attend meetings of the Edmonton Youth Basketball Association on behalf of the LCBA;
- Vote on behalf of the LCBA in matters being discussed at the EYBA meetings;
- Take notes and report back to the Board of Directors on matters discussed and resolutions made;
- Handle the correspondence of the Organization and distribute as necessary;

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- Attends the AGM board meeting in September and votes on policy issues, rules and guidelines if applicable.

TREASURER

- Keep the financial records of the Association in order;
- Ensure payment of the bills approved by the Executive Committee;
- Present financial statements to the Executive at each Executive Meeting and shall, if required arrange for the audit of financial statements;
- At the first meeting on the newly elected Executive turn over all funds, books, papers, and other property of the Association to the elector successor;
- Ensure that the annual audit of the Association is carried out by the individual or company appointed by the Executive;
- Act as a consultant in establishing the yearly budget;
- Be responsible for undertaking any reasonable duties of the Executive or Board of Directors may request of them with regards to the area of finance;
- Hold the monies of the Association in a Chartered Bank of Canada;
- Issue cheques on behalf of the Association. Said cheques shall require the signature of one (1) member of the Executive Committee. As per Article 12, Section 6 of these bylaws.

REGISTRAR

- Responsible for the registration of all the players within the Association;
- Keep an accurate record of all Members;
- Assign players to teams based on try-outs and coach evaluations, as directed by the coaches;
- Prepares team & player declarations to the EYBA;
- Updates and assigns coaches user rights for online system;
- Ensures registration information is updated on website and social media outlets;
- Prepares and documents import/release forms for the EYBA;
- Main contact for online registration provider;
- Attends the AGM board meeting in September and votes on policy issues, rules and guidelines if applicable.

SECRETARY

- Takes meeting minutes of AGM Meeting as well as all board meetings;
- Distributes meeting minutes via email to Executive Committee;
- Prepares and documents special resolutions for the Executive Committee;
- Manages sign-in sheet for tracking attendance for AGM;
- Attends the AGM board meeting in September and votes on policy issues, rules and guidelines if applicable.

GYM COORDINATOR

- Coordinates and secures all gym practice times required for all teams within the league;
- Communicates these practice schedules to the Executive Committee;
- Is the sole contact with Black Gold School Division for changes to the gyms as allocated and communicates via email or phone all changes/cancellations to the coaches/teams impacted;
- Provides his/her email address and phone number to all coaches for them to use as a first point of contact if there is an issue with gyms for practices;

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- Coordinate any additional or alternate practice time if required by teams;
- Attends the AGM board meeting in September and votes on policy issues, rules and guidelines if applicable.

COMMUNICATIONS DIRECTOR

- Provides his/her email address to all coaches for them to send updates on their respective teams throughout the season and follows up as required;
- Provides regular updates on social media outlets as required;
- Provides updates to local newspaper as required;
- Assist with the promotion of local basketball camps and programs through our social media outlets and website;
- Ensures notifications of all meetings, AGM's, and any special correspondence be advertised and publicly shared as directed by the Executive Committee;
- Ensures advertisements for coaching positions are published as directed by the Executive Committee;
- Keeps the website current of all relevant information;
- Main contact with our website provider;
- Attends the AGM board meeting in September and votes on policy issues, rules and guidelines if applicable.

EQUIPMENT MANAGER / RAFFLE COORDINATOR

- Distributes all equipment to the coaches/team managers at the beginning of the season. This includes, game balls, practice balls, ball bags, uniforms, first aid kits, etc...
- Collects all equipment from the coaches/team managers at the end of the season and assess any damage
- With the approval of the Executive Committee, purchase replacement or additional equipment through the preferred supplier.
- Maintains a record of the equipment owned by the LCBA including uniform sets, sizes, numbers, quantity and size of balls, etc...
- Distribute score sheets to coaches
- Obtain the raffle license from the AGLC yearly for raffle fundraiser
- Review the design and information displayed on the tickets with the President and Vice President to ensure compliance with AGLC
- Coordinate the printing of raffle ticket books
- Distribute and track booklets by player to ensure compliance with AGLC.
- Coordinate the raffle draw time and location and follow AGLC rules and regulations when conducting the winning ticket draws
- Inform the Communications Director of the winning ticket(s) details so that he/she can comply with the rules and regulations of the raffle license
- Attends the AGM board meeting in September and votes on policy issues, rules and guidelines if applicable.